



<b>Resolutions</b>	<p><b>2016-39</b> Authorizing the Payment of Bills</p> <p><b>2016-40</b> Appointing and Authorizing an Agreement for Professional Housing Rehabilitation Program Administration Services – Rehabco, Inc.</p> <p><b>2016-41</b> Appointing and Authorizing an Agreement for Professional AWWTP Plant Operations Consulting Services – Lyons Environmental Services, LLC</p> <p><b>2016-42</b> Designating RBG Hightstown, LLC as a Conditional Redeveloper for the Property Commonly Known as Tax Block 30, Lots 1-7, Tax Block 30, Lots 10-13, and Tax Block 21, Lots 1-5 and 26 on the Tax Map of the Borough and also Known as the Mills at Hightstown, and Authorizing the Execution of a Conditional Redeveloper’s Agreement with Respect Thereto</p> <p><b>2016-43</b> Authorizing a 2<sup>nd</sup> Amendment to the Lease Agreement for the Borough’s Continued Use of a Portion of the Property Known and Designated as Block 61.01, Lots 43, 44 &amp; 45, Commonly Known as 415A Mercer Street, Hightstown, New Jersey</p>
<b>Consent Agenda</b>	<p><b>2016-44</b> Authorize Refund of Taxes</p> <p><b>2016-45</b> Authorizing a Transfer of Funds in the 2015 Budget</p> <p><b>2016-46</b> Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2016 Budget</p>
<b>Discussion</b>	<p>Grand Opening and Coming Soon Signs Ord. 29-12</p> <p>Ordinance to authorize the Borough Clerk to Approve Raffles, Bingo and Auction Licenses and Permits</p> <p>Exemption of Raffle/Bingo Fees – Resolution or Ordinance</p> <p>Capital Purchases</p> <p>On Street Parking</p>
<b>Public Comment II</b>	<p>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.</p>
<b>Mayor/Council/Administrative Reports</b>	
<b>Adjournment</b>	

# Resolution 2016-37

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

## **AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on February 1, 2016 at 6:45 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 – Affordable Housing (COAH)  
Contract Negotiations – RBG Hightstown LLC (The Mills at Hightstown)

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: May 1, 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 February 1, 2016.

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Debra L. Sopronyi  
Borough Clerk

**Meeting Minutes**  
**Hightstown Borough Council**  
**Re-Organization Meeting**  
**January 1, 2016**  
**12:00 Noon**

The meeting was called to order by Mayor Quattrone at 12:02pm 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."

Mayor Quattrone welcomed everyone to the re-organization meeting and thanked them for coming. He noted that since Council will remain the same, it will only be necessary to take roll call once at this meeting.

Roll Call:

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

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; and Frederick Raffetto, Borough Attorney.

The flag salute was lead by Freeholder Ann Cannon.

Mayor Quattrone swore Councilmember-Elect Susan Bluth into office.

Councilmember Bluth wished everyone a Happy New Year and thanked the public for attending the meeting and for all their support; she noted that this Council will continue with the great work they have started and it is an honor and a privilege to continue to serve the Hightstown Borough Community.

Mayor Quattrone swore Councilmember-Elect Seth Kurs into office.

Councilmember Kurs wished everyone a Happy New Year and thanked the public for attending the meeting and for all their support; he noted that it has been a pleasure serving the last two years and that he looks forward to the next three.

Mayor Quattrone gave the Invocation.

Mayor Quattrone recognized and welcomed the various dignitaries who were present, including but not limited to: Freeholder Ann Cannon, and previous Mayor Scott Caster; previous Council members of Hightstown Borough including but not limited to: Charles Stults, Tory Watkins, Scott Caster, Walter Sikorski, Eugene Sarafin, and Selena Bibens.

Mayor Quattrone requested that resolution 2016-24 be pulled from the agenda for discussion at a future meeting.

Councilmember Stults requested that resolution 2016-02 be pulled from the consent agenda and voted separately because a family member is being appointed.

Councilmember Kurs moved the agenda as amended for approval, Councilmember Stults seconded.

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

Agenda approved as amended.

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

Eugene Sarafin, 628 S. Main Street – commented that this is his 50<sup>th</sup> reorganization meeting and things have changed; he wished Council a good year.

Ann Cannon, Freeholder – noted that she has known many of the people in attendance for a very long time and she looks forward to Council moving Hightstown forward; she wished everyone a happy new year.

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

#### **Resolution 2016-02 Appointing Borough Officials**

Councilmember Hansen moved resolution 2016-02, Councilmember Misiura seconded.

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

Resolution approved 5-0.

Resolution 2016-02

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

**RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS  
FOR 2016**

**BE IT RESOLVED THAT THE FOLLOWING APPOINTMENTS ARE HEREBY MADE AND  
CONFIRMED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGHTSTOWN:**

**Deputy Municipal Clerk**

Margaret Riggio	1 yr.	December 31, 2016
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**Joint Insurance Fund Commissioner**

Henry Underhill	1 yr.	December 31, 2016
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**Alternate Joint Insurance Fund Commissioner**

Debra L. Sopronyi	1 yr.	December 31, 2016
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**Assessment Search Officer**

Debra L. Sopronyi	1 yr.	December 31, 2016
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**Public Agency Compliance Officer (P.A.C.O.)**

Debra L. Sopronyi	1 yr.	December 31, 2016
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**Recycling Coordinator**

Ken Lewis	1 yr.	December 31, 2016
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	<b><u>Clean Communities Coordinator</u></b>	
Ken Lewis	1 yr.	December 31, 2016
	<b><u>Safety Coordinator</u></b>	
Ken Lewis	1 yr.	December 31, 2016
	<b><u>Prosecutor</u></b>	
Richard Kelly	1 yr.	December 31, 2016
	<b><u>Public Defender</u></b>	
Gus Siggelakis	1 yr.	December 31, 2016
	<b><u>Alternate Prosecutors</u></b>	
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2016
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2016
#3 – Betha Scott, Esq.	1 yr.	December 31, 2016
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2016
#5 – Lenor Hannah, Esq.	1 yr.	December 31, 2016
#6 – Reed Gusciora, Esq.	1 yr.	December 31, 2016
#7 – Jeff Rubin, Esq.	1 yr.	December 31, 2016
	<b><u>Zoning Officer</u></b>	
George Chin	1 yr.	December 31, 2016
	<b><u>Housing Inspectors</u></b>	
George Chin	1 yr.	December 31, 2016
David Bell	1 yr.	December 31, 2016
	<b><u>Building Inspector</u></b>	
George Chin	1 yr.	December 31, 2016
	<b><u>Fire Protection Official</u></b>	
Chad Reed	1 yr.	December 31, 2016
	<b><u>Summer Recreation Director</u></b>	
Larry Gunnell	1 yr.	December 31, 2016
	<b><u>Borough Historian</u></b>	
Charles Stultz III	1 yr.	December 31, 2016
	<b><u>Class I Officer</u></b>	
Chad Reed	1 yr.	December 31, 2016
	<b><u>School Crossing Guards</u></b>	
Bryan P. Conlon	1 yr.	December 31, 2016
Carl Jantz	1 yr.	December 31, 2016
Donna Reed	1 yr.	December 31, 2016

Mayor Quattrone called for nominations for Council President.

Councilmember Misiura moved Denny Hansen as Council President, Councilmember Bluth seconded.

There being no further nominations, Councilmember Misiura moved resolution 2016-01 with the name of Denny Hansen being appointed as Council President, Councilmember Bluth seconded.

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

Resolution approved 5-0.

Resolution 2016-01

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

**ELECTING COUNCIL PRESIDENT FOR 2015**

**WHEREAS**, there exists a need to fill the position of Council President for 2016; and

**WHEREAS**, it is the desire of the Borough Council to elect Denise Hansen to fill that position;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Denise Hansen is hereby elected as Council President for the year 2016.

Mayor Quattrone noted that it has been a pleasure working with Council President Hansen in the past and he looks forward to continuing the relationship in 2016.

**Mayor's Address:**

Good afternoon,

Thank you one and all for coming on this 1<sup>st</sup> day of 2016...

One year ago I spoke of what 2015 could be like, and with all your patience, as well as the continued support of a great council, we have gotten a lot done that you should all be proud of...

Total improvements completed in 2015 included:

Curbs 8,731 –feet

Sidewalks – 6,719-feet

Paved roadways- 9,170-feet

Storm water pipe -1317-feet

Water main-1651- feet

Sewer main- 994-feet

This work has been done to 12 roads here in town. I would like to thank all of you for your patience while these efforts were on going. These improvements not only improved our town esthetics, but they also helped with water flow, infiltration of rain water to our waste water system, and storm water discharge in the streets. These improvements were critical to our town's infrastructure system and are a must to keep costs down as time goes on. This work could not been done without the Borough's award of \$1,000,000 in grant money and the work done by Roberts Engineering. Thank you, Carmela.

In 2015, the Borough of Hightstown purchased a fire truck to replace the 27 year old truck and a new side loader garbage truck. By adding a new face to the housing department, we were able to better address housing concerns and reduce housing problems for affected Hightstown residents. With continued support by the county and local entities, we managed to put curbs and sidewalks along the streets with handicap accessibility. These efforts improved icing problems and improved overall safety for Hightstown residents.

Awards presented to the Borough of Hightstown during 2015:

Bronze award for Sustainable NJ

Safe Streets Award

Recognition by the First Lady, Michelle Obama, for Preserved Hightstown

I would like to also recognize the Garden Club and our Community Garden for all their efforts, Parks and Rec brought Santa in the Park this year and it was a huge hit that we hope to continue for our community. I would also like to welcome 2 new businesses that moved into Hightstown this year.

Now, looking forward to 2016...

We have an exciting lake front project on the master plan to bring a vision of increased water front businesses to life. We are working with a developer for the mill property on an exciting set of plans that are still in development. Starting in the spring of 2016, we will start the efforts to complete a new walking bridge across Peddie Lake. We will continue to work hard with housing and code enforcement, and address outsourcing of dispatch for a big saving. Until we can find cost savings by outsourcing, court will stay in-house for now. We will also continue street and infrastructure improvements in 2016.

I plan to charge council with changes that must be done in the Police Department this year:

- 1) We must appoint Mr. Underhill as appropriate authority. This will allow council to better oversee the department.
- 2) We must revamp the police ordinance. The need for a police director in a small town does not work. We need a chief and 2 sergeants. This restructure will minimize overtime and place the right leadership in the department.

Also, we will be putting in a UV system and filters in the waste water treatment plant to meet the demands of the new EPA. Habit for Humanity is expected to build in 2016. I will also ask the Harvest Fair to work to lower their fee for local organizations. Also on our list for 2016, I will be encouraging Parks and Rec to increase the plan for plays and concerts in the park. We have renewed many shared services in 2016 and we will continue to look for others. These shared services will reduce taxes in our town while maintaining an appropriate quality of services that we enjoy.

I will also be asking a high school rep to sit on some committees, to include parks and rec and the environmental commission. I think including Hightstown's youth into our discussions and welcoming their input will improve Hightstown's future and increase ownership of this town for our youth. This will be done by application and will be open to any high school aged residents of Hightstown.

I will be working with Councilman Stults to try to organize some businesses to promote downtown Hightstown. This will not only help businesses in town, but it will also help Hightstown as a whole.

All this could not be done without Hightstown's team of councilmen. I truly have the best people to work with, we talk things over and make a decisions cooperatively. With these people and their devotion to doing what's best for this fine town, my job as Mayor is truly a joy. Council, I thank you for your hard work each and every day and I am proud of what we have accomplished and look forward to what the future holds.

I would like to thank all of you for attending the 2016 reorganization meeting and I wish you all a healthy and happy new year."

**Consent Agenda – Resolutions 2016-03, 2016-04, 2016-05, 2016-06, 2016-07, 2016-08, 2016-09, 2016-10, 2016-11,**

**2016-12, 2016-13, 2016-14, 2016-15, 2016-16, 2016-17, 2016-18, 2016-19, 2016-20, 2016-21, 2016-22, 2016-23, and 2015-25**

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

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

Resolutions approved 5-0.

Resolution 2016-03

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LEGAL SERVICES – FREDERICK C. RAFFETTO, ESQ.**

**WHEREAS**, one (1) proposals was opened on December 1, 2015 for the professional legal services for the year 2016; and

**WHEREAS**, there exists the need for specialized legal services for the Borough during 2016; and

**WHEREAS**, it is the desire of Borough Council to appoint Frederick C. Raffetto, Esq. of Ansell Grimm & Aaron of Ocean, New Jersey as Borough Attorney effective January 1, 2016; and

**WHEREAS**, the cost for the proposed services shall not exceed \$75,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is awarded as a “fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Frederick C. Raffetto, Esq. for professional legal services for the year 2016.

Resolution 2016-04

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – CARMELA ROBERTS**

**WHEREAS**, there exists the need for specialized engineering services during 2016; and

**WHEREAS**, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as

Borough Engineer effective January 1, 2016; and

**WHEREAS**, the cost for the proposed services shall not exceed \$50,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the Borough Attorney will review and approve the contract for execution by the Borough; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are 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**, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq.; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law;

**WHEREAS**, Roberts Engineering Group has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

**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 authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Carmela Roberts regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Roberts Engineering Group is a firm whose engineers are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2016-05

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LABOR  
COUNSEL SERVICES – ELIZABETH M. GARCIA, ESQ.**

**WHEREAS**, there exists the need for specialized municipal labor counsel services during 2016; and

**WHEREAS**, the Borough Council wishes to appoint Elizabeth M. Garcia, Esq. of Parker McCay, PA of Mount Laurel, New Jersey as Borough Labor Counsel effective January 1, 2016; and

**WHEREAS**, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the Borough Attorney will review and approve the contract for execution by the Borough; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are 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**, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

**WHEREAS**, Parker McCay, PA has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

**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:

That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Elizabeth M. Garcia, Esq. regarding the above-referenced professional municipal labor counsel services, as set forth herein.

1. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Parker McCay, PA is a firm whose municipal auditors are authorized by law to practice a recognized profession.
2. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2016-06

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL PLANNING  
SERVICES – TAMARA LEE CONSULTING, LLC**

**WHEREAS**, one (1) proposals was opened on December 1, 2015 for the professional planning services for the year 2016; and

**WHEREAS**, there exists the need for specialized planning services for the Borough during 2016; and

**WHEREAS**, it is the desire of Borough Council to appoint Tamara Lee Consulting, LLC of Hopewell, New Jersey as Borough Planner effective January 1, 2016; and

**WHEREAS**, the cost for the proposed services shall not exceed \$15,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is awarded as a “fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Tamara L. Lee, PP, AOC, LLA, ASLA for professional planning services for the year 2016.

Resolution 2016-07

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL MUNICIPAL  
PROSECUTOR SERVICES – ROBERT H. YOSTEMBSKI, ESQ.**

**WHEREAS**, there exists the need for specialized Municipal Prosecutor services relative to the municipal court during 2016; and

**WHEREAS**, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2016; and

**WHEREAS**, the cost for the proposed services shall not exceed \$17,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the Borough Attorney will review and approve the contract for execution by the Borough; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are 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**, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the

Local Unit Pay-to-Play Law;

**WHEREAS**, Robert H. Yostembski, Esq. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

**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 authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Robert H. Yostembski, Esq. regarding the above-referenced professional Municipal Prosecutor services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Robert H. Yostembski, Esq. is authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2016-08

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL GRANT  
WRITING SERVICES – TRIAD ASSOCIATES**

**WHEREAS**, there exists the need for specialized grant writing services during 2016; and

**WHEREAS**, the Borough Council wishes to appoint Stephen Lingle of Triad Associates of Vineland, New Jersey as Grant Writer effective January 1, 2016; and

**WHEREAS**, the cost for the proposed services shall be determined by project and approved by the Borough Council; and,; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the Borough Attorney will review and approve the contract for execution by the Borough; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are 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**, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the

Local Unit Pay-to-Play Law;

**WHEREAS**, Triad Associates has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough's own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

**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 authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Triad Associates regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Triad Associates is a firm whose grant writers are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2016-09

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

**APPOINTING AND AUTHORIZING AGREEMENTS FOR PROFESSIONAL ENGINEERING SERVICES – PROJECT ENGINEERS**

**WHEREAS**, there exists the need for professional engineering services for 2016 pertaining to various projects in the Borough; and

**WHEREAS**, the Borough Council wishes to appoint a pool of Engineers from which they may chose to perform various engineering services for projects in the Borough; and

**WHEREAS**, the Borough Council wishes to appoint the following as Project Engineers for 2016:

Carmela Roberts, Roberts Engineering Group, Hamilton, New Jersey

Eric C. Betz, Hatch Mott MacDonald, Freehold, New Jersey

Herbert Seeburger, Van Cleef Engineering Assoc., Hamilton, New Jersey

**WHEREAS**, the cost for the proposed services shall be determined by project and approved by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the anticipated term of these appointments is for one (1) year, and may only be renewed upon further action of the Borough Council; and

**WHEREAS**, these contracts are awarded as a "fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Hightstown that the

Mayor is authorized to execute and the Borough Clerk to attest the agreements as stated herein for professional engineering services for the year 2016.

Resolution 2016-10  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**APPOINTING COUNCIL LIAISONS**

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

<b>DENISE HANSEN</b>	Water and Sewer Departments Environmental Commission Housing Authority
<b>SETH KURS</b>	Hightstown First Aid Squad
<b>LEE STULTS</b>	Construction/Inspections Department Downtown Hightstown
<b>STEVE MISIURA</b>	Hightstown Engine Co. #1
<b>CONNOR MONTFERRAT</b>	Public Works Department Board of Health Historic Preservation Commission
<b>SUSAN BLUTH</b>	Finance and Administration Departments Parks and Recreation Cultural Arts Commission

Resolution 2016-11  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2016 -  
 BOARDS, COMMISSIONS AND COMMITTEES**

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

	<b><u>Planning Board</u></b>	
Steve Misiura	1 yr.	December 31, 2016
	<b><u>Environmental Commission</u></b>	
Joshua Jackson	3 yrs.	December 31, 2018
Gary Grubb	3 yrs.	December 31, 2018

Vacant – Alt. #2	2 yrs.	December 31, 2017
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**Board of Health**

Dr. John Laudenberg	3 yrs.	December 31, 2018
Elizabeth Morley	3 yrs.	December 31, 2018
Nancy Distelcamp	Ux. 3 yrs.	December 31, 2017
Vacant – Alt. #2	Ux. 3 yrs.	December 31, 2017

**Cultural Arts Commission**

Kim Boknoski – Parks & Recreation	1 yr.	December 31, 2016
Catherine Rodrigue – Peddie School	1 yr.	December 31, 2016
Heather Lisk – School Staff	1 yr.	December 31, 2016
Frank Rivera	3 yrs.	December 31, 2018
Barbara Harrington	3 yrs.	December 31, 2018
Paul Mordetsky	3 yrs.	December 31, 2018
Michael Fabian – Alt. #1	1 yr.	December 31, 2016
Sue Howard – Alt. #2	1 yr.	December 31, 2016

**Housing Authority**

Yolanda Swiney	5 yrs.	December 31, 2020
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**BOROUGH OF HIGHTSTOWN  
MAYOR'S APPOINTMENTS  
JANUARY 1, 2016**

**Police Commissioner**

Councilmember Seth Kurs	1 yr.	December 31, 2016
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**Planning Board**

Bill Searing, Class II member	1 yr.	December 31, 2016
John Lane	4 yrs.	December 31, 2019
Fred Montferrat	4 yrs.	December 31, 2019
Joseph F. Balcewicz – Alt. #1	2 yrs.	December 31, 2017

**Parks and Recreation Commission**

Stacey Judge	5 yrs.	December 31, 2020
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**Historic Preservation Commission**

<i>Phillippe Cardoso</i>	<i>4 yrs.</i>	<i>December 31, 2019</i>
<i>Rich Teller</i>	<i>4 yrs.</i>	<i>December 31, 2019</i>
<i>Jean M. Ruggiero Mair – Alt. #1</i>	<i>2 yrs.</i>	<i>December 31, 2017</i>
<i>Keith White – Alt. #2</i>	<i>Ux. 2 yrs.</i>	<i>December 31, 2016</i>

Resolution 2016-12

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

**ADOPTING ROBERT'S RULES OF ORDER**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that, in any question concerning the organization, proceedings or decorum in connection with meetings of the Borough Council, which question is not otherwise covered by Resolution of Council or general law, Robert's Rules of Order shall govern, and that the Borough Attorney shall serve as *ex officio* parliamentarian, and shall be prepared, at the request of any member of Council, to render his opinion on any question of procedure.

Resolution 2016-13

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

**ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN**  
**BOROUGH COUNCIL MEETINGS**

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2016:

- A. **Conduct at Meetings.**
1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
  2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.

3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with these regulations and Robert's Rules of Order for items not covered in these regulations.

**B. Addressing the Mayor and Council.**

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. During the "Public Comment" portion(s) of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer's warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

Resolution 2016-14

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE  
FOR THE YEAR 2016**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for the remainder of 2016 and for the first meeting in 2017 will be held at **7:30 p.m.**, unless otherwise noted, at the First Aid Building at 168 Bank Street, Hightstown, on the following dates:

**2016 SCHEDULED COUNCIL MEETING DATES**

MONDAY	January 4
TUESDAY	January 19
MONDAY	February 1
TUESDAY	February 16
MONDAY	March 7
MONDAY	March 21
MONDAY	April 4
MONDAY	April 18
MONDAY	May 2
MONDAY	May 16
MONDAY	June 6
MONDAY	June 20
MONDAY	July 18
MONDAY	August 15
TUESDAY	September 6
MONDAY	September 19
WEDNESDAY	October 5
MONDAY	October 17
MONDAY	November 7
MONDAY	November 21
MONDAY	December 5
MONDAY	December 19

**2017 Meetings**

SUNDAY, January 1 at 12 Noon	Reorganization Meeting
TUESDAY	January 3

Resolution 2016-15

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

**DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of the Hightstown that, in accordance with requirements of the Public Employee's Retirement System and the Policeman's and Fireman's Retirement System, Borough Chief Financial Officer George J. Lang is hereby designated as Certifying Agent for Pension Funds, and shall be responsible for processing and submitting all documents, as required, pertaining to the aforesaid retirement systems.

Resolution 2016-16

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

**AUTHORIZING ISSUANCE OF INTERIM CHECKS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that authorization be given to the Treasurer to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2016, and that these payments will appear on the bill list to be approved by the Mayor and Council at the next regularly scheduled Council meeting.

Resolution 2016-17

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

**DESIGNATING OFFICIAL BOROUGH NEWSPAPERS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2016.

Resolution 2016-18

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

**AUTHORIZING PETTY CASH FUNDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk, the Borough Treasurer and the Superintendent of the Wastewater Treatment Plant are authorized to be custodians of funds, as follows, for the purpose of petty cash expenditures:

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

Resolution 2016-19

*BOROUGH OF HIGHTSTOWN*

COUNTY OF MERCER  
STATE OF NEW JERSEY

**AUTHORIZING 2016 TEMPORARY OPERATING BUDGET – CURRENT**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that:

“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.

*The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”*

; and

**WHEREAS**, 26.25 percent of the total appropriations in the 2015 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,634,616.42;

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

1. The 2016 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,614,100.00 for Operating and \$442,000.00 for Capital and Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

Resolution 2016-20

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**AUTHORIZING 2016 TEMPORARY OPERATING BUDGET – WATER/SEWER**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that:

“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.

*The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”*

; and

**WHEREAS**, 26.25 percent of the total appropriations in the 2015 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$591,880.80.

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

1. The 2016 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$590,000.00 for Operating and \$840,000.00 for Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

Resolution 2016-21

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

#### **ADOPTING CASH MANAGEMENT PLAN**

**WHEREAS**, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan (“the Plan”) for the year 2016 which designates the depositories for Borough funds, outlines procedures for the handling thereof, and details other responsibilities with regard to Borough funds; and

**WHEREAS**, it is the desire of the Mayor and Council to formally adopt the Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Cash Management Plan for the year 2016 which is attached hereto and made a part hereof is hereby adopted.

#### **BOROUGH OF HIGHTSTOWN**

**County of Mercer, New Jersey**

**Cash Management Plan**

**FY 2016**

#### **I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Treasurer, or in her absence the Chief Financial Officer; Business Administrator, or in his absence the Municipal Clerk; and/or the Mayor for the following accounts:

1. Current Fund
  - a. Current
  - b. Grant Fund
2. Trust Funds
  - a. Builder's Performance Escrow  
Planning and Zoning Board Escrow  
Engineering Escrow
  - b. Law Enforcement Trust
  - c. Animal Trust Fund
  - d. Payroll
  - e. Public Defender
  - f. Unemployment Trust
  - g. Other Trusts
3. General Capital
  - a. General Capital & various reserves to include arbitrage funds
4. Water-Sewer Utility
  - a. Operating
  - b. Capital

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Hightstown, Specifically:

1. Municipal Court - Authorized Signatory, Court Clerk and Municipal Judge
  - a. Fines Account
  - b. Bail Accounts
2. Tax Collector - Authorized Signatory, Chief Financial Officer, Tax Collector or Treasurer
  - a. Tax Collector (Lien) Trust

**III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHTSTOWN AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer and Treasurer of the Borough of Hightstown are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

BANK OF NEW YORK

MBIA-MUNICIPAL INVESTORS

MORGAN STANLEY CHASE BANK

SERVICE CORPORATION

TD BANK

NEW JERSEY ASSET & REBATE  
MANAGEMENT PROGRAM

DEAN WITTER

NEW JERSEY CASH MANAGEMENT

WELLS FARGO BANK

PNC BANK

FIRST CONSTITUTION BANK

SANTANDER BANK

PROVIDENT BANK

BANK OF AMERICA

BANK OF PRINCETON

SUN NATIONAL BANK

FULTON BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

#### **V. DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

#### **VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The preceding listed brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

#### **VII. INVESTMENT INSTRUMENTS AND PROCEDURE**

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;

- b. the custody of collateral is transferred to a third party;
- c. the maturity of the agreement is not more than 30 days;
- d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
- e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

**Government Money Market Mutual Fund.** An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c. Which has:
  - Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

**Local Government Investment Pool.** An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

**VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which

shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

#### ***IX. DISBURSEMENT OF FUNDS***

All funds shall be disbursed as authorized and directed in accordance with statutory provisions. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming fiscal year. Upon review of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

School Taxes

County Taxes

Interfunds

Purchase of Investments

Debt Service

Salaries and Wages

Postage

Petty Cash Reimbursements

Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

#### **X. PETTY CASH FUND**

Reimbursements for expenditures through the Petty Cash Funds shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Funds shall be maintained in accordance with N.J.S.A. 40A:5-21. Petty Cash Funds shall be maintained in the following amounts:

Treasurer	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

#### **XI. BONDING**

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer

Tax Collector

Treasurer

Borough Clerk

Municipal Court Administrator

Staff members of the Departments of Finance, Tax Collection and Municipal Court not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

## **XII. COMPLIANCE**

The Cash Management Plan of the Borough of Hightstown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

## **XIII. REPORTING REQUIREMENTS.**

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

**Implementation of this section is dependent upon adequate staffing in the Finance Office.**

## **XIV. TERM OF PLAN**

This Plan shall be in effect from January 1, 2016 to December 31, 2016. Attached to this Plan is a resolution of the governing body of the Borough of Hightstown approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is/are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution 2016-22

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

**ESTABLISHING THE RATE OF INTEREST CHARGED ON DELINQUENT TAXES**

**WHEREAS**, N.J.S.A. 54:4-67 permits the Borough to establish by resolution the rate of interest to be charged for the non-payment of taxes or assessments on any installment which is not made within the tenth (10th) calendar day following the date upon which the same became due and payable; and

**WHEREAS**, Chapter 75, P.L. 1991, permits the Mayor and Council to establish a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior the end of the calendar year; and

**WHEREAS**, the Mayor and Council wish to continue the policies currently in effect with respect to delinquent taxes;

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

1. Pursuant to N.J.S.A. 54:4-67, the Mayor and Council hereby reaffirm that the following interest shall be charged for the non-payment of taxes or assessments on any installment which is not made before or within the tenth (10th) calendar day following the date upon which same become payable: Eight (8%) percent annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable and until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayers with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of paragraphs 1 and 2 herein shall remain in effect unless and until superseded by Borough resolution or ordinance.

Resolution 2016-23

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES  
FOR BOROUGH ACCOUNTS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2016; and

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and that **all notes and drafts** of the Borough of Hightstown be signed in like manner by any two of said same officers:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer

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George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the **payment of salaries and wages** from the accounts of the Borough of Hightstown:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Animal Control Account**:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Water & Sewer Operating Account**:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Trust Accounts**:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Unemployment Trust Fund**:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Public Defender Account**:

Lawrence Quattrone, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Debra L. Sopronyi, Borough Clerk  
Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Current Account**:

Lawrence Quattrone, Mayor  
 Janice Mohr-Kminek, Treasurer  
 George J. Lang, Chief Financial Officer  
 Debra L. Sopronyi, Borough Clerk  
 Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Capital Funds** of the Borough of Hightstown:

Lawrence Quattrone, Mayor  
 Janice Mohr-Kminek, Treasurer  
 George J. Lang, Chief Financial Officer  
 Debra L. Sopronyi, Borough Clerk  
 Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account**:

Lawrence Quattrone, Mayor  
 Janice Mohr-Kminek, Treasurer  
 George J. Lang, Chief Financial Officer  
 Debra L. Sopronyi, Borough Clerk  
 Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Law Enforcement Trust Account**:

Lawrence Quattrone, Mayor  
 Janice Mohr-Kminek, Treasurer  
 George J. Lang, Chief Financial Officer  
 Debra L. Sopronyi, Borough Clerk  
 Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Escrow Accounts (Subdivision Site Plan)**:

Lawrence Quattrone, Mayor  
 Janice Mohr-Kminek, Treasurer  
 George J. Lang, Chief Financial Officer  
 Debra L. Sopronyi, Borough Clerk  
 Henry Underhill, Borough Administrator

**BE IT FURTHER RESOLVED**, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Treasurer, Tax Collector, and the Municipal Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

Resolution 2016-25  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES**

**WHEREAS**, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, the governing body may delegate the power to award purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member; and

**WHEREAS**, in the interest of streamlining Borough operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Qualified Purchasing Agent to approve purchases, contracts and agreements through State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Qualified Purchasing Agent is hereby authorized to approve purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member without further action from Council, provided that funds are available to cover the expenditure. Purchase approvals made by the Qualified Purchasing Agent by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*

**Councilmember Stults** – noted that he is pleased to be working with this Council and looks forward to 2016; and he thanked the residents for their participation in the meetings.

**Councilmember Misiura** – noted that he agrees with Mayor Quattrone’s comments and the groundwork for continued forward movement has been laid in 2015; he looks forward to 2016. He thanked all the volunteers in the Borough and commented that they hold Hightstown together. He wished everyone a happy new year.

**Council President Hansen** – congratulated the administration staff for their assistance in keeping things moving forward in the Borough; we have a great staff. She commented that this Council compliments each other; they come to meetings prepared and get things done. This is going to be a busy year and there are a lot of exciting things coming for Hightstown in 2016.

**Borough Attorney Raffetto** – wished everyone a happy new year and thanked Council for his re-appointment as Borough Attorney; it is a pleasure and an honor to continue to serve Council.

**Borough Clerk Sopronyi** – wished everyone a happy new year and commented that she looks forward to continuing to work with Council in 2016.

**Administrator Underhill** – commented that it is a pleasure to work with Council and the staff; and he looks forward to 2016.

**Mayor Quattrone** – commented that this is a great Council and he appreciates all their hard work.

Council President Hansen moved to adjourn at 12:40 pm, Councilmember Kurs seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC  
 Borough Clerk  
 January 1, 2016 Re-Org

**Meeting Minutes  
Hightstown Borough Council  
Business Meeting  
January 19, 2016  
7:00 p.m.**

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

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>		ARRIVED LATE 7:40 P.M.
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

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

**EXECUTIVE SESSION**

**Resolution 2016-031** Authorizing a Meeting Which Excludes the Public

Council President Hansen moved Resolution 2016-031; Councilmember Stults seconded.

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

Resolution Adopted 5-0.

Resolution 2016-031  
*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 19, 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:

Contract Negotiations – Dispatch Services

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 19, 2016, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and

4a of the Open Public Meetings Act.

Mayor Quattrone called the public meeting to order at 7:42 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed.

Councilmember Montferrat arrived during Executive Session and is now present. George Lang, CFO, arrived at this time and is now present.

### **APPROVAL OF AGENDA**

Mayor Quattrone advised that Resolution 2016-036 Authorizing a Shared Services Agreement with East Windsor Township for Dispatch Services needed to be added to the agenda.

Councilmember Kurs moved to approve the agenda as amended; Councilmember Stults seconded.

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

Agenda approved as amended 6-0.

### **APPROVAL OF MINUTES**

Council President Hansen moved the January 4, 2016 executive session minutes for approval, Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Councilmember Kurs moved the January 4, 2016 open session minutes for approval; Councilmember Stults seconded.

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

Minutes approved 6-0.

### **PUBLIC COMMENT**

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

Eugene Sarafin, 628 South Main Street – Inquired as to whether or not minutes were taken at all of these closed session meetings; curious about all of the contract negotiations that have taken place over the last 2 years. Also questioned the contract for the sludge cake for the AWWTP.

Scott Caster, 12 Clover Lane – Talked about putting Hightstown back together again. Stated that he feels problems are not being addressed.

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

### **ORDINANCES**

**2016-01 Final Reading and Public Hearing – An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown**

Councilmember Kurs moved Ordinance 2016-01 for adoption; Councilmember Stults seconded.

Mayor Quattrone opened the Public Hearing for Ordinance 2016-01.

There being no comments Mayor Quattrone closed the public hearing.

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

Ordinance adopted 6-0.

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:

	<b>RANGING FROM:</b>	<b>TO:</b>
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$75,000.00
Part-Time Treasurer	\$15,000.00	\$30,000.00
Accounts Payable Clerk	\$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	\$10,000.00	\$50,000.00
Tax/Utility 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
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

	<b>RANGING FROM:</b>	<b>TO:</b>
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
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	\$90,000.00
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:

	<b>RANGING FROM:</b>	<b>TO:</b>
Administrative Assistant/Payroll Clerk	\$10.00	\$20.00
Deputy Borough Clerk	\$12.50	\$25.00
Violations Clerk	\$15.00	\$25.00
Disposition Clerk (Part-Time)	\$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
Special Officer I	\$8.00	\$18.00

	<b>RANGING FROM:</b>	<b>TO:</b>
Special Officer II	\$18.00	\$30.00
Clerical Assistant	\$10.50	\$20.00
Administrative Assistant	\$13.50	\$21.00
Secretary	\$10.00	\$20.00
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
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
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.

**RESOLUTIONS**

**Resolution 2016-032 Authorizing Payment of Bills**

Councilmember Kurs moved Resolution 2016-032; Councilmember Montferrat seconded.

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

Resolution adopted 6-0.

Resolution 2016-032

*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 \$99,681.09 from the following accounts:

Current		\$59,778.74
W/S Operating		23,465.37
General Capital		5,857.15
Water/Sewer Capital		0.00
Grant		0.00
Trust		7,817.33
Housing Trust		562.50
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>2,200.00</u>
Total		<u>\$99,681.09</u>

**Resolution 2016-036 Authorizing a Shared Services Agreement with East Windsor Township for Dispatch Services**

Council President Hansen moved Resolution 2016-036; Councilmember Stults seconded.

There was discussion.

Councilmember Kurs stated that he would be voting no. While he supports the shared service, he would like the language in the contract changed to be less ambiguous.

Councilmember Bluth stated that she would also be voting no. She wanted it known for the record that she fully supports the concept of the shared service but she would like to see the language "tightened up".

Councilmembers Misiura and Stults both stated that they would be voting yes. They both support the contract as it is written.

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

Resolution adopted: 4-2.

Resolution 2016-036

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH EAST WINDSOR TOWNSHIP FOR DISPATCH SERVICES**

**WHEREAS**, there is a need for Dispatch Services for Hightstown Borough's Police, Fire and EMS; and

**WHEREAS**, Hightstown Borough desires to enter into an agreement with East Windsor Township for Dispatch Services and East Windsor Township has agreed to provide said services to Hightstown Borough; 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 Mayor and Council have reviewed the proposed Shared Services Agreement for Dispatch Services for a five (5) year period; and

**WHEREAS**, this agreement may be extended by mutual agreement of the parties for up to two (2) additional one year terms; and

**WHEREAS**, the Borough's net cost under this agreement is \$168,000 for 2016, and an annual increase in the amount of 3.5% above the prior year's fee for 2017, 2018, 2019 and 2020; and

**WHEREAS** funds for this expenditure will be made available in the 2016, 2017, 2018, 2019 and 2020 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 East Windsor for Dispatch Services for a 5 year period is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.

3. This agreement is approved subject to the provision of adequate funds in the Borough's 2016, 2017, 2018, 2019 and 2020 budgets.

**CONSENT AGENDA**

**Consent Agenda – Resolutions 2016-033, 2016-034, 2016-035**

Councilmember Kurs moved Resolutions 2016-033, 2016-034, 2016-035; Councilmember Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2016-033

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

**EXTENDING A CONTRACT FOR REMOVAL, TRANSPORTATION,  
DELIVERY AND DISPOSAL OF SLUDGE CAKE – WASTE MANAGEMENT  
SERVICES OF NEW JERSEY, INC.**

**WHEREAS**, two (2) bids were received on December 30, 2014 for the removal, transportation, delivery and disposal of sludge cake for the advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

**WHEREAS**, the contract was awarded to Waste Management Services of New Jersey, Inc. of Ewing, New Jersey at a per unit price of \$93.00 per wet ton with a total contract price of \$180,420.00

**WHEREAS**, the bid was for a period of one (1) year, said contract being awarded for a period of one (1) year with the Borough reserving the right to renew at the specified bid price one (1) time for a total time period of two (2) years; and

**WHEREAS**, the one year contract is set to expire March 3, 2016; and,

**WHEREAS**, the Borough Engineer recommends that the one (1) year contract for the removal, transportation, delivery and disposal of sludge cake with Waste Management Services of New Jersey, Inc., be extended by one (1) year at the unit price of \$93.00 per wet ton with the total contract amount being \$180,420; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the present contract for removal, transportation, delivery and disposal of sludge cake is hereby extended with Waste Management Services of New Jersey for an additional year ending March 3, 2017 in the amount of \$180,420.00.

Resolution 2016-034

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

**AUTHORIZING CHANGE ORDER #3 & PAYMENT # 6 – LUCAS CONSTRUCTION  
GROUP, INC. (2014 ROAD IMPROVEMENT PROGRAM)**

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

**WHEREAS**, the contractor has submitted change order #3 which decreases the original contract by 1.88% to \$1,568, 905.30; and

**WHEREAS**, the contractor has submitted payment request #6 related to construction of drainage improvements, paving, striping and installation of signage for the project in the total amount of \$21,173.09; and

**WHEREAS**, the amount of this payment for general construction in the FY2014 phase is \$3,755.03; and

**WHEREAS**, the amount of this payment for water and sewer related items is \$17,418.06 with FY2013 phase cost being \$4,140.50 and FY2014 phase cost being \$13,277.56; and

**WHEREAS**, the Borough Engineer has recommended approval of Change order #3; and

**WHEREAS**, the Borough Engineer has recommended approval of payment #6 to Lucas Construction Group, Inc. in the amount of \$21,173.09 following receipt of the certified payrolls; and

**WHEREAS**, change orders 1,2 and 3 adjust the contract to a total of \$1,568,905.30, a decrease of 1.88% of the original contract price; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Change order #3 and Payment Request No. 6 to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$21,173.09 following receipt of the certified payrolls is hereby approved as detailed herein, and the Treasurer is authorized to issue same.

Resolution 2016-035

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

**AUTHORIZING AN AGREEMENT WITH NJDCA FOR THE SMALL CITIES  
HOUSING REHABILITATION PROGRAM GRANT**

**WHEREAS**, Resolution 2015-205 authorized Triad Associates to prepare and process the Small Cities Housing Rehabilitation Program Application; and

**WHEREAS**, the Small Cities Housing Rehabilitation Program has awarded the Borough of Hightstown a grant in the amount of \$150,000.00; and

**WHEREAS**, it is required that the Borough execute an agreement with NJDCA Small Cities Housing Rehabilitation Program for said grant.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized and directed to execute the NJDCA Small Cities Housing Rehabilitation Program agreement.

**DISCUSSION**

**Police Ordinance**

There was discussion regarding changing the Police Ordinance back to “Chief” versus “Police Director” position.

Mr. Underhill stated that he had given Labor Counsel, Liz Garcia, the Borough’s old ordinance which contained the position of Police Chief. Ms. Garcia updated the Ordinance with appropriate language.

Councilmember Misiura questioned if both the Director and Chief positions could be contained in the Ordinance. This would enable the Borough to hire a Director if the circumstance arose that we did not have an officer qualified for the Chief position.

Councilmember Bluth questioned the rule of having new officers reimburse the Borough for training and uniforms if they terminate their employment within the first year. She thought that this had already been put in the Ordinance but did not see it in this version.

There was also discussion regarding taking appropriate authority away from Council and giving it to the Administrator.

Mr. Underhill will take the questions back to Labor Counsel. He will also have Ms. Garcia attend the next meeting answer any further questions.

## **PUBLIC COMMENT PERIOD II**

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

Eugene Sarafin, 628 South Main Street – Questioned if he had to OPRA the resolution regarding the dispatch agreement. Also spoke about the government and how he is embarrassed to live in this State.

Scott Castor, 12 Clover Lane – Stated that he would also like to see the resolution for the dispatch agreement. Thanked Council for trying to rebuild the Police Department.

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

## **MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

### **Councilmember Stults**

Downtown Hightstown – Has not met since the last Council meeting. He stated that Downtown Hightstown, Parks and Rec Commission and the Cultural Arts Commission are looking to start working together on events in town.

Housing – Update on the company that Dave Bell, Housing Inspector, gave at the last meeting. This company is looking to do business with municipalities or counties with a certain number of foreclosures. At the moment, it does not look like Hightstown would meet that number.

### **Councilmember Bluth**

Cultural Arts Commission – She is the new liaison and is looking forward to their first meeting of the year on 1/20.

Parks and Recreation Commission – Bought a new liner for the ice rink. Stacey Judge, Chair of the Parks and Rec Commission, is receiving the Mercer County Woman of Achievement Award. This is a great accomplishment for Stacey and for Hightstown.

### **Councilmember Kurs**

Police Department – Lt. Gendron presented 3 applicants to the committee to interview for the new officer position. The 3 candidates have been interviewed and we are awaiting background checks. Mr. Kurs went on to highlight points in the dispatch agreement.

Fire Department – Had their Annual Installation Dinner this past Saturday. Bill Paglione received the Firefighter of the Year Award for the 2<sup>nd</sup> year in a row and also a Lifetime Achievement Award. Mr. Paglione has retired and will be moving from Hightstown. He will be greatly missed.

Hightstown High School Robotics – Will be hosting a NJ qualifier for the First Tech Challenge on January 31, 2016.

#### **Councilmember Montferrat**

Board of Health – Attended his 1<sup>st</sup> Board of Health Meeting as liaison.

Historic Preservation Commission – Will have their 1<sup>st</sup> meeting of the year Thursday.

Joint Planning Board/Borough Council Meeting – Encouraged the public to attend the special joint meeting on Monday, January 25<sup>th</sup>.

#### **Councilmember Misiura**

Joint Planning Board/Borough Council Meeting – Encouraged the public to attend the special meeting. It will be worth attending.

Housing Authority – Representatives from Borough Council and the Housing Authority will be meeting on January 26, 2016 to discuss Affordable Housing.

#### **Council President Hansen**

Spoke about how Council has been working on many large projects over the last 2 years and we are starting to see something come of them.

Water/Sewer – There has not been a meeting yet this year. She will have an update after the next W/S meeting.

#### **Mayor Quattrone**

Joint Planning Board/Borough Council Meeting – Encouraged the public to attend the special meeting.

Affordable Housing – We are working on getting done what needs to be done.

Office Hours – He is still in the Municipal Offices on Thursday evenings if anyone from the public would like to come and speak with him please call the Clerk's office to schedule a meeting.

Ended by stating that this is a wonderful Council to work with.

#### **ADJOURNMENT**

Council President Hansen motioned to adjourn at 8:33 p.m. Councilmember Kurs seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk

# Resolution 2016-38

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

## **AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO HIRE ONE NEW FULL-TIME REGULAR POLICE OFFICER**

**WHEREAS**, in order to maintain the health, safety and welfare of the public at large, the Hightstown Borough Council has determined that it is necessary to hire a rank and file police officer for the Borough; and

**WHEREAS**, Section 2-19.7 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” governs the procedure relating to application for, and appointment to, the position of police officer of any rank within the Borough; and

**WHEREAS**, pursuant to Subsection 2-19.7(b), the Lieutenant has recommended that the Borough Council appoint Vincent Doell of Lacey, New Jersey as a PTC Certified Hightstown Borough Police Officer; and

**WHEREAS**, the employment of appointee Vincent Doell shall be conditioned upon his passing all applicable Borough requirements; and

**WHEREAS**, the employment of appointee shall additionally be conditioned upon appointee Vincent Doell executing the Hightstown Borough Police Department Employment and Payment Reimbursement Agreement; and

**WHEREAS**, the Hightstown Borough Council believes that the hiring of the new police officer as referenced above is in the best interests of the health, safety and welfare of the Borough’s residents.

**NOW, THEREFORE, BE IT 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 individual referenced above is hereby appointed to serve as full-time regular police officer for the Borough of Hightstown, contingent upon the conditions set forth in this Resolution.
2. That the employment of the new officer shall be conditioned upon passing all applicable Borough requirements.
4. That the employment of appointee Vincent Doell shall additionally be conditioned upon appointee Vincent Doell executing the Hightstown Borough Police Department Employment and Payment Reimbursement Agreement.
5. That all other terms and conditions of employment relating to the new hire shall be as set forth in the existing FOP Agreement and/or Borough Personnel Policy.
6. That all appropriate Borough officials are hereby authorized and directed to take all appropriate actions in furtherance of the intentions set forth in this Resolution.
7. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Appointee Vincent Doell;
  - b. Lieutenant Frank Gendron;
  - c. Police Commissioner Seth Kurs;
  - d. Elizabeth Garcia, Esq., Borough Labor Counsel; and

- e. Frederick C. Raffetto, Esq., Borough Attorney.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2016.

---

Debra L. Sopronyi  
Borough Clerk

# ORDINANCE 2016-02

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 26, ENTITLED “LAND USE”, SECTION 10, ENTITLED “MANDATORY DEVELOPER FEES”, OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”**

**WHEREAS**, the Borough Planner has made certain recommendations for revisions to Chapter 26, “Land Use”, Section 10, entitled “Mandatory Development Fees” of the Borough Revised General Ordinances of the Borough of Hightstown; and

**WHEREAS**, the Borough Council 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. Chapter 26 “Land Use”, Section 10, entitled “Mandatory Developer Fees” is hereby amended as follows (underline for additions, strikethroughs for deletions):

## **Proposed Development Fee Ordinance**

### **26-10 MANDATORY DEVELOPMENT FEES**

#### **26-10-1 Purpose.**

In the case of Holmdel Builder’s Association vs. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985, N.J.S.A. 52:27d-301, et seq., and the State Constitution subject to the Council on Affordable Housing’s (COAH’s) adoption of appropriate rules and/or approval from New Jersey Superior Court. The purpose of this Ordinance is to establish standards for the collection, maintenance and expenditure of development fees pursuant to applicable affordable housing rules. Fees collected pursuant to this Ordinance shall be used for the sole purpose of providing low and moderate income housing. This Ordinance shall be interpreted within the framework of current affordable housing rules on development fees.

#### **26-10-2 Definitions.**

The following terms shall have the meanings indicated:

- a. “COAH” means the New Jersey Council on Affordable Housing.
- b. “Development fees” means money paid by an individual, person, partnership, association, company or corporation for the improvement of property as permitted in current affordable housing rules.
- c. “Equalized assessed value” means the value of a property determined by the municipal tax assessor through a process designed to ensure that all property in the municipality is assessed at the same assessment ratio or ratios required by law. Estimates at the time of issuance of a building permit may be obtained utilizing estimates for

construction cost. Final equalized assessed value will be determined at project completion by the municipal tax assessor.

d. "Judgment of Compliance" means a judgment issued by the Superior Court approving a municipality's housing element and fair share plan in accordance with the provisions of the Fair Housing Act and the rules and criteria as set forth herein. A grant of substantive certification shall be valid for a period of ten years or as otherwise may be determined by the Superior Court in accordance with the terms and conditions therein.

#### **26-10-3 Residential Development Fees.**

a. Within all districts of the Borough of Hightstown, developers shall pay a development fee of one and one-half percent (1.5%) of the equalized assessed value of the residential development with an assessed value less than \$150,000 and one percent (1.0%) of the equalized assessed value of the residential development with an assessed value equal to or greater than \$150,000, provided no increased density is permitted. Notwithstanding the aforementioned, developers shall pay a development fee of one and one-half percent (1.5%) of the equalized assessed value for all rental apartments.

b. If a "d" variance is granted pursuant to N.J.S.A. 40:55d-70d, then the additional residential units realized (above that which is permitted by right under the existing zoning) will incur a bonus development fee of six percent (6%) rather than the development fee of one and one-half percent (1.5%).

#### **26-10-4 Non-Residential Development Fees.**

a. Developers within the Borough of Hightstown shall pay a fee of two and one-half percent (2.5%) of the equalized assessed value for nonresidential development in the Borough of Hightstown, including but not limited to service uses, contractors, schools, churches. Developers shall pay a fee of two percent (2.0%) of the equalized assessed value for retail and office use development, except in those incidents where they provide and maintain outdoor eating or other similar public gathering space; such retail and office uses shall pay a fee of one and one-half percent (1.5%).

b. If a "d" variance is granted pursuant to N.J.S.A. 40:55D-70d, then the additional floor area realized (above what is permitted by right under the existing zoning) will incur a bonus development fee of six percent (6%) rather than the development fee of two and one-half percent (2.5%).

#### **26-10-5 Exemptions.**

a. Developers of low and moderate income units shall be exempt from paying development fees.

b. Developers that have received preliminary or final Approval(s) prior to the effective date of this Ordinance shall be exempt from paying a development fee unless the developer seeks a substantial change in the approval.

c. Developers who demolish and replace or renovate and re-occupy abandoned housing units shall be exempt from paying development fees, provided the number of housing units on the property does not increase.

d. Home improvements or expansions shall be exempt from development fees, provided the improvements or expansions do not create any new housing units.

e. There shall be no fee for improvements to non-residential uses when the improvements do not increase the intensity of the existing use. For instance, there shall be no fee for façade or signage improvements.

f. Development projects that are the subject of redevelopment agreements, in which case development fee obligations will be negotiated as part of the redevelopment agreement.

**26-10-6 Collection of Fees.**

a. Developers shall pay fifty percent (50%) of the calculated development fee to the Borough of Hightstown at the time of issuance of a building permit. At the time of issuance of a Certificate of Occupancy, developers shall pay the remaining portion of the fee that is owed to the Borough.

**26-10-7 Housing Trust Fund.**

There is hereby created an interest bearing housing trust fund for the purpose of receiving development fees from all residential and nonresidential developers. All development fees paid by developers pursuant to this Ordinance shall be deposited into this fund. No money shall be expended from the housing trust fund unless the expenditure conforms to an approved spending plan.

**26-10-8 Use of Funds.**

a. Money deposited in the housing trust fund may be used for any activity identified in the Borough's approved housing plan for addressing the Borough of Hightstown's low and moderate income housing obligation. Such activities may include, but are not necessarily limited to: housing rehabilitation, new construction, the purchase of land for low and moderate income housing, extensions and/or improvements of roads and infrastructure to low and moderate income housing sites, assistance designed to render units for more affordable to low and moderate income households and administrative costs necessary to implement the Borough of Hightstown's housing element. The expenditure of all money shall conform to an approved spending plan.

b. At least thirty percent (30%) of the revenues collected shall be devoted to render units more affordable. Examples of such activities include, but are not limited to: down payment and closing cost assistance, low interest loans and rental assistance.

c. No more than twenty percent (20%) of the revenues collected each year shall be expended on administrative costs necessary to develop, revise or implement the housing element. Examples of eligible administrative activities include: personnel, consultant services, space costs, consumable supplies and rental or purchase of equipment directly associated with plan development or plan implementation.

d. Development fee revenues shall not be expended to reimburse the Borough of Hightstown for housing activities that preceded a first or second round substantive certification.

**26-10-9 Expiration of Ordinance.**

This Ordinance shall expire if:

a. the Borough of Hightstown's petition for substantive certification is dismissed or denied;

b. the Borough of Hightstown's substantive certification or this Ordinance are revoked;

**SECTION 3 Severability**

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

**SECTION 4** Effective Date

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

Introduced:

Adopted:

ATTEST:

\_\_\_\_\_

Debra L. Sopronyi  
Municipal Clerk

\_\_\_\_\_

Lawrence D. Quattrone  
Mayor

Proposed development fee ord.9-2215

# ORDINANCE 2016-03

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

**AN ORDINANCE REPLACING CHAPTER 2, SECTION 19, AND AMENDING CHAPTER 4, SECTION 21 AND CHAPTER 7, SECTION 16 OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”**

**WHEREAS**, the Mayor and Council of Borough of Hightstown recently examined the needs of the Borough and its Police Department and determined to re-establish the title of Chief of Police; and

**WHEREAS**, the Mayor and Council believe that the Police Department will be better served with a Chief of Police instead of a Director of Public Safety as a Director of Public Safety was not permitted to be involved in matters involving police powers as a civilian Director; and

**WHEREAS**, the Mayor and Council wish to designate the Borough Administrator as the Appropriate Authority per N.J.S.A. 40A:14-118

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Borough Council of the Borough of Hightstown, County of Mercer, State of New Jersey that Chapter 2, Chapter 4 and Chapter 7 of the Borough be and are amended and supplemented as follows:

**SECTION 1: Chapter 2, Section 19 of the Borough Code shall be replaced in its entirety as follows:**

**2-19.1 Establishment; Composition; Chain of Command.**

a. Establishment. The Borough Council, as the governing body of the Borough of Hightstown, hereby creates and establishes, pursuant to N.J.S.A. 40A:14-118, as an executive and enforcement function of municipal government, a police force which shall be known as the Police Department of the Borough of Hightstown (referred to herein as the “Police Department”). The Police Department shall be governed by the applicable laws of the State of New Jersey, this section of the Hightstown Borough Code, other applicable ordinances of the Borough, and rules and regulations adopted pursuant thereto.

b. Composition. Under the supervision of the Chief of Police, the composition of the Police Department shall be as follows: a maximum of one lieutenant, a maximum of three sergeants, a maximum of ten patrol officers, and any civilian personnel as deemed appropriate by the Borough Council. In addition to the regular members of the Police Department, the Borough may employ up to Ten (10) Class One special law enforcement officers and Class Two special law enforcement officers in an amount not to exceed 25% of sworn officers, pursuant to N.J.S.A. 40A:14-146.8, et seq., and Subsection 2-19.16 below.

c. Chain of Command. All necessary orders and directives for the management and regulation of the Police Department shall be given through the chain of command. The chain of command shall be as follows:

1. The Borough Administrator as the Appropriate Authority, pursuant to N.J.S.A. 40A:14-118;
2. The Chief of Police;
3. The lieutenant, if one is then serving;
4. The sergeant(s);



and the ability to command the respect of officers and support staff and to plan, assign, direct, supervise and evaluate their performance.

2. Ten (10) years of police experience as a member of a Police Department or force, including supervisory experience.
3. Education, including a high school diploma or accredited equivalent. Post-secondary courses and degrees are desirable and will be considered in the selection process. Attendance at and completion of a police training course and successful physical and psychological tests are mandatory.
4. Residence within the State of New Jersey and within a radius of fifteen (15) miles of the Borough Police Headquarters.
5. Receipt of a satisfactory grade on any qualifying examination for the office of Chief as may be selected by the Borough Council.

**Subsection 2-19.5 Duties of Department.**

a. The Chief of Police shall take all appropriate and necessary steps to make sure that the Police Department shall:

1. Preserve the public peace, protect life and property and prevent crime; detect and arrest offenders against the penal laws and ordinances effective within the Borough; suppress riots, mobs and insurrections; disperse unlawful or dangerous assemblages; and preserve order at all elections, public meetings and assemblages.
2. Administer and enforce laws and ordinances to regulate, direct, control and restrict movement of vehicular and pedestrian traffic and the use of the streets by vehicles and persons, protect the safety and facilitate the convenience of motorists and pedestrians and make and enforce rules and regulations not inconsistent with the ordinances and resolutions of the Borough for such purposes.
3. Remove or cause to be removed all nuisances in the public streets, parks and other public places of the Borough, inspect and observe all places of public amusement or assemblage and all places of business requiring any State or municipal license or permit and report thereon to the appropriate department.
4. Provide proper police attendance and protection at fires and emergencies.
5. Provide for the attendance of its members in court as necessary for the prosecution and trial of persons charged with crimes and offenses and cooperate fully with the law enforcement and prosecuting authorities of Federal, State and County governments.
6. Operate training programs to maintain and improve police efficiency of the members of the Department.

b. All police officers and employees shall, at all times, while holding office or appointment under the authority of this section, whether on or off duty, abide by the Constitutions of the United States and of the State of New Jersey.

c. All police officers and employees shall, at all times, while holding office or appointment under the authority of this section, whether on or off duty, show abiding respect for government by complying with all laws, statutes, codes, ordinances, rules and regulations, including those of the State of New Jersey and the Borough of Hightstown.

d. All police officers shall, at all times, while holding office or appointment under the authority of this section, whether on or off duty, conduct themselves as police officers in accord with the oath of office.

**Subsection 2-19.6 Rules and Regulations of Department.**

- a. The Borough Council shall have the power, by resolution, to adopt such rules and regulations for the government and discipline of the Police Department as are not inconsistent with New Jersey law or this section. The Chief of Police shall have the power to adopt such additional rules, regulations, procedures and orders as shall be deemed necessary by him to promote the efficiency of the Department. Any such rule, regulation, procedure or order of the Chief of Police shall be sent immediately to the Borough Administrator and to the Borough Council, and they may be modified or annulled by resolution or motion of the Borough Council.
- b. Such rules, regulations, procedures and orders shall be binding upon each member and civilian employee of the Police Department, and copies shall be made available by the Chief of Police for each such members and employees.
- c. Within five (5) days after the promulgation of any rule, regulation, procedure or order, same shall be posted by the Police Chief or designee in the Police Department and a copy shall be made available to each member of the Department and to each civilian employee of the Department, all of whom shall acknowledge receipt of same on a form supplied by the Chief.
- d. In the event of any inconsistency between this Section 2-19 and the rules, regulations, procedures or orders, the provisions of this section shall control. In the case of inconsistency with any applicable collective bargaining agreement, the provisions of such agreement shall control.

**Subsection 2-19.7 Decrease for reasons of economy and/or efficiency.**

The Borough Council may decrease the force for reasons of economy and/or efficiency. In accordance with N.J.S.A. 40A:14-143, the Council, if it shall deem necessary for reasons of economy and/or efficiency decrease the number of members and officers of the Police Department or force or grades or ranks. In case of demotion from the higher ranks, the officers or members to be so demoted shall be in inverse order of their appointment. Any member or officer who is demoted by reason of such decrease shall be placed on a special employment list, and in the cause of subsequent promotion or hiring, a person son demoted shall be reinstated to the original rank, if it exists, and in case of termination of service a new appointment, prior consideration shall be given to the persons on said special employment list.

**Subsection 2-19.8 Application; Appointments and Qualification; Probationary Period.**

- a. Application. Any applicant for the position of police officer of any rank, other than Chief of Police, shall make written application therefor on forms supplied by the Borough, to the Borough Administrator, and at the same time shall submit such proofs as shall be required with respect to the qualifications as set forth in said application. Every such application shall be signed and sworn by the applicant. No applicant shall be appointed to any position with the Police Department until after the applicant is fingerprinted and said fingerprints are filed and investigated with the New Jersey State Police and the Federal Bureau of Investigation. No applicant shall be appointed until after there has been a thorough background and character investigation of the candidate that will also determine the candidate's fitness for the position. Every person who shall have made due application to be appointed a police officer shall undergo a physical examination by a physician hereinbefore specified after the initial application and interview process. The report of such physical examination shall be delivered to the Borough Administrator, who shall submit said report together with the interview committee's recommendation, to the Borough Council prior to its consideration of the making or any such appointment; provided, however, that no person shall be appointed a police officer unless such person shall have undergone a physical examination by a physician, and the report of such examination shall show that the applicant possesses the required physical qualification.
- b. Procedure for Evaluation and Appointment of Patrolman. Applications shall be reviewed by the Borough Administrator and Police Chief, and selected candidates shall be interviewed by the Police Committee consisting of the Borough Administrator, Police Chief, Mayor, and Police Commissioner, with the Police Commissioner serving as the Chair, and making recommendations to the Borough Council. The Borough Administrator and Police Chief reserve the option of mandating applicants to pass a written examination prior to the interview process, whereby the top written scoring applicants are interviewed. Said Police Committee shall then recommend a name or names to the Council which may determine to conduct interviews itself prior to confirming employment. In either case, no

member of the Police Department shall be appointed prior to consideration by the Council and formal appointment by resolution of the Council.

c. Probationary Appointment. No person shall be appointed as a member of the Borough Police Department prior to demonstrating an aptitude for police employment in the Borough of Hightstown for a period of one (1) year, during which time said person shall be known as a probationary police officer. During the probationary period, the appointment as a police officer shall be subject to revocation at any time for any cause and without any hearing. The probationary period may be extended by the Borough Council to a maximum of an additional six (6) months if necessary in order for an officer to successfully complete a police training course as prescribed by law.

For purposes of this subsection, the probationary period for any police officer shall be for a period of one (1) year following the candidate's graduation from a police academy, or if the candidate has prior police experience, said probationary period shall be for one (1) year from the date of employment or from the date of the successful last. No person shall be appointed or promoted to a command or supervisory position above patrolman or patrolwoman unless he or she shall have demonstrated an aptitude for such position. Candidates for and members of the Police Department shall have all other qualifications prescribed by law.

Probationary employees will be evaluated on a monthly basis throughout the entire period of their probation in an effort to determine their suitability for continued employment. Probationary employees will be advised of their progress and counseled when necessary in an effort to correct any deficient performance or behavior.

Upon the completion of the probationary period, the Chief of Police shall recommend the officer for permanent appointment or dismissal by the Borough Council. If the officer is made permanent, the officer shall be subject to the provisions of New Jersey law with respect to discipline and removal. Such recommendation shall be set forth in a written report along with the Chief's observations and findings leading to such recommendation. These recommendations shall be submitted to the Appropriate Authority no later than 10 days prior to the end of the probationary employee's period of probation. Nothing herein shall prohibit the Chief of Police from submitting such recommendation at any time during the employee's probationary prior when such employee demonstrates that he/she does not possess the qualities and abilities to competently perform the duties of Borough police officer. Prior to achieving permanent status, probationary members shall not be considered as regular or permanent members of the Department.

The Borough Council may terminate a probationary employee at any time during or at the end of the probationary period, or affirm the retention of the candidate as a permanent member of the police force.

**Subsection 2-19.9 Uniforms to be Furnished.**

Police uniforms shall be furnished to all regular or permanent members of the Borough Police Department and shall, at all times, be and remain the property of the Borough. Upon separation from service for any reason whatsoever, all uniforms and other equipment and accessories furnished by the Borough shall be promptly returned to the Police Chief.

**Subsection 2-19.10 Qualifications for Police Officers.**

No person shall be appointed as a regular or permanent member of the Police Department unless that person is qualified in accordance with the requirements of N.J.S.A. 40A:14-122 and the age requirements set forth in N.J.S.A. 40A:14-127 et seq. In particular, no person shall be eligible or qualified to be appointed as a regular or permanent police officer unless, at the time of his/her appointment:

- a. She/he shall be a citizen of the United States and resident of the State of New Jersey.
- b. She/he shall not be less than eighteen (18) years of age and shall be sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to her/his eligibility for membership in the retirement system. Age shall not be considered in the promotion of any officer to a higher rank.

- c. She/he shall demonstrate the ability to read and write the English language intelligently.
- d. She/he is of good moral character and shall not have been convicted of a crime or disorderly persons offense that, in the judgment of the Borough Council, would be prejudicial to the morale or the reputation of the Police Department.
- e. She/he must successfully pass the required physical fitness examination, drug and alcohol screening, psychological examination administered by a physician or laboratory of the Borough's choosing and be a successful graduate of a certified police academy as she/he may be assigned by the Borough. Any drug screening, psychological or medical examination or physical fitness examination shall be conducted after a conditional offer of employment or promotion has been made by the Borough.
- f. She/he is a holder of a valid New Jersey driver's license.
- g. She/he has a minimum of an associate's degree.

**Subsection 2-19.11 Residency Requirements.**

- a. Findings of Fact. The Borough Council specifically finds that requiring all regular or permanent police officers to be residents of the Borough would seriously impede its ability to establish and maintain competent personnel for its police Department and would be in violation of N.J.S.A. 40A:14-122.1.
- b. Preference in promotions shall be given to residents in accordance with N.J.S.A. 40A:14-122.6, but also shall be based on merit and fairness.
- c. Residency in State. Every regular or permanent member of the Police Department shall be a resident of the State of New Jersey in accordance with N.J.S.A. 40A:14-122.8.

**Subsection 2-19.12 Chief of Police; Qualifications; Promotion**

Candidates for the position of Chief of Police shall participate in a promotional procedure administered by the reviewing committee. The reviewing committee, which shall be made up of the Administrator, Police Commissioner, and Mayor, his/her designees and the current Chief of Police (unless there has been no chief or the Chief is involved in pending discipline or litigation with the Borough) shall consider the following: the candidates' knowledge of criminal law and procedure, police science and police administration, leadership and management ability, general knowledge of Borough's local government and N.J.S.A. 40A:14-118, the candidates' poise, alertness, ability to communicate clearly and effectively, ability to effect good working and public relations and moral character. To be considered for the position of Chief of Police, the candidates must be serving as Borough Lieutenant or Sergeant.

**Subsection 2-19.13 Promotions to the Rank of Sergeant and/or Lieutenant.**

- a. The Borough Council desires to promote the most qualified candidates to positions of higher rank. This subsection establishes the eligibility requirements and the process for promotion to all higher ranks. The promotion process shall be on the basis of merit, experience, education, demonstrated ability and competitive examinations. In accordance with N.J.S.A. 40A:14-129, promotion of any officer shall be made from the membership of the Department. No person shall be eligible for promotion unless he or she shall have served as a full-time police officer in the Hightstown Borough Police Department for a period of three years (N.J.S.A. 40A:14-130).
- b. Upon receiving instructions from the Borough Council, the Chief of Police shall announce the promotional process to members of the Department at least 45 days before a written test is to be given

- and at least 15 days before a written submission is to be submitted. The announcement shall be posted in common areas of the Department accessible to all members. The announcement shall contain, at a minimum, the rank to be filled, the dates of the exams, source materials or reading lists from which exam questions will be taken or topics from which questions will be formulated. Candidates who qualify shall notify, in writing, the Chief of Police of his or her interest in taking the examination by submitting a letter of interest no later than 10 calendar days after the promotion announcement. Failure to do so shall render the officer ineligible to participate in the process.
- c. Where two or more candidates are ranked equally pursuant to the promotional procedure set forth herein, preference shall be given to the candidate with the most seniority in service pursuant to N.J.S.A. 40A:14-129, or a resident over a nonresident pursuant to N.J.S.A. 40A:14-122.6.
  - d. The Borough Council shall appoint the reviewing committee for departmental promotions, which shall, at a minimum, consist of the Chief of Police, Administrator, Police Commissioner, and Mayor.
  - e. Promotion Testing Procedures. The promotion testing procedure shall consist of a written examination (and/or narrative) and an oral examination in which all candidates will be given the same questions, a review of the candidates' service record, education, merit and experience.
1. Written Examination. The written test shall be supplied by a professional testing company, professional law enforcement organization or such other written examination approved by the Chief of Police. The top five (5) scoring candidates shall then proceed to the Oral Examination.
  2. Oral Examination.
    - a. Candidates shall be notified, in writing, of their successful or unsuccessful completion of the written portion of the exam by the Chief of Police or his/her designee.
    - b. The oral examination shall take place after the receipt of the written examination scores.
    - c. The Oral Examination with the Chief of Police shall focus on leadership and management skills, knowledge of Borough's form of government, knowledge of the Police Department Ordinance, familiarity with municipal budget process and knowledge of N.J.S.A. 40A:14-118. The Reviewing Committee shall grade each candidate on a one-hundred-point scale. The Chief of Police and/or his designee (excluding Chief interviews) shall be present at this step
    - d. The top three (3) scoring candidates of the written and oral examination shall then proceed to the record review portion of the examination.
  3. Record Review.
    - a. The Reviewing Committee shall examine the length and merit of candidate's service. The examination process shall give specific weight to performance evaluations, experience, military service, demonstrated leadership ability, education and disciplinary history.
- f. The review committee shall rank each candidate based on the total score. The list shall include the candidates' names and the final scores of the top three candidates who are eligible for the promotion. The Borough Council shall then appoint from the top three to fill promotional position.
  - g. Eligibility for testing. All candidates for promotion must have served three years with the Borough as full time police officers by the date the written test in order to be eligible to participate in the promotional process.
  - i. Probationary Period for Promoted Officers.
    - a. All officers promoted to a higher rank will serve a six-month probationary period during which time the officer will be evaluated on a monthly basis to ensure the officer has the requisite skill set to perform the duties of position to which he/she has been promoted.

- b. The Chief of Police shall make a recommendation to the Borough Council concerning the suitability for transition from probationary status to regular status for each newly promoted officer. Such recommendation shall be set forth in a written report along with the Chief's observations and findings leading to such recommendation. These recommendations shall be submitted to the Appropriate Authority and the Borough Council no later than 10 days prior to the end of the probationary period. Nothing herein shall prohibit the Chief of Police from submitting such recommendation at any time during an officer's probationary period when such officer demonstrates that he/she does not possess the qualities and abilities to competently perform the duties of the position to which the officer has been promoted.

**Subsection 2-19.14 Oath Required.**

Each member of the Police Department shall, before entering upon the performance of official duties, take and subscribe an oath to bear true faith and allegiance to the government established in this Borough and this State, to support the constitutions of the United States of America and the State of New Jersey and to faithfully, impartially and justly discharge and perform all the duties of office, which oath or affirmation shall be filed with the Clerk.

**Subsection 2-19.15 Procedure for Implementation of Disciplinary Hearings.**

- a. In the event the Chief of Police recommends to the Appropriate Authority that disciplinary action be taken against a member of the Police Department, the Chief of Police shall serve or cause to be served upon the member of the Police Department a signed copy of the complaint and/or charges against the members, along with a written notice that a disciplinary hearing shall be scheduled no sooner than ten (10) days nor later than thirty (30) days after the notice is personally served upon him or her; the Appropriate Authority or an appointed hearing officer, and the member, themselves or through their representatives, if any, may agree to reasonable postponements.
- b. Minor discipline, which is any discipline that is five days or less, including reprimands, may be heard and determined before and by the Appropriate Authority, or through the grievance procedures. Major discipline, which is any discipline that is over five days shall be heard and determined before and by the Appropriate Authority, or an appointed a third party hearing officer, at the time and place set forth in the notice.
- c. A written copy of the recommendation of the Appropriate Authority or the hearing officer, whichever applicable, shall be served upon the member of the Police Department and the Borough Council as soon as possible, but in no event later than twenty-one (21) days after the hearing. The Borough Council shall review the recommendation and record established during a hearing, and may accept, amend or reject said recommendation. The Mayor shall participate in the decision, and shall vote to break a tie, if necessary.
- d. The Mayor and Council shall use Chapter 8 of the Police Rules and Regulations as a nonbinding guideline in the conduct of the hearings authorized herein.
- e. All disciplinary actions shall be subject to the requirements and time frames set forth in N.J.S.A. 40A:14-147, et seq.

**Subsection 2-19.16 Reimbursement for Legal Costs.**

Where the Borough Council determines that the provisions of N.J.S.A. 40A:14-155 require that the Borough provide a means of defense or reimburse a police officer for legal costs, the hourly rate for which the Borough shall be responsible shall not exceed the hourly rate charged by the Borough Attorney for litigation matters. All statements for professional services submitted by attorneys representing police officers under this section shall be subject to review by the Borough Attorney and review and approval by the Borough Administrator.

**Subsection 2-19.17 Term of Service.**

The term of service of any regular or permanent member of the Police Department shall be to the age of sixty-five (65) and shall be calculated as beginning on the date of formal appointment by the Borough Council. If the minutes or records of the Borough Council do not disclose such date, the payroll or other records of the Borough shall be used to determine it. At the age of sixty-five (65) the officer shall be retired by resolution of the Borough Council and his or her services as a police officer shall be at an end; provided, however, that the Borough Council may, in its discretion, continue any officer temporarily in case of emergency, or as the needs and interest of the Borough may require, provided said officer remains qualified for said employment.

### **2-19.18 Special Law Enforcement Officers**

a. **Definitions.** Whenever any words and phrases are used in this Section, the meanings respectively ascribed to them in N.J.S.A. 40A:14-146.9 shall be deemed to apply to such words and phrases used herein.

b. **Position Established.** There is hereby established the position of special law enforcement officer (also referenced as "special police officer") in and for the Borough of Hightstown.

c. **Determination of Eligibility.** Before any special law enforcement officer is appointed, the Chief of Police shall ascertain the eligibility and qualifications of the applicant and report these determinations, in writing, to the Mayor and Council.

d. **Appointment.** Special law enforcement officers may be appointed for terms not to exceed one (1) year, and the appointments may be revoked by the Mayor and Council for cause, after adequate hearing, unless the appointment is for four (4) months or less, in which event the appointment may be revoked without cause or hearing. Nothing herein shall be construed to require reappointment upon the expiration of the term. The special law enforcement officers so appointed shall not be members of the police force of the Borough, and their powers and duties shall cease at the expiration of the term for which appointed.

e. **Qualifications.**

1. No person may be appointed as a special law enforcement officer unless the person:

- (a) Is at least eighteen (18) years of age;
- (b) Is a resident of the State of New Jersey during the term of appointment;
- (c) Is able to read, write and speak the English language well and intelligently and has a high school diploma or its equivalent;
- (d) Is sound in body and of good health;
- (e) Is of good moral character;
- (f) Has not been convicted of any offense involving dishonesty or which would make him or her unfit to perform the duties of his or her office; and
- (g) Has successfully undergone the same psychological testing that is required of all full-time police officers in the Borough or, with regard to a special law enforcement officer hired for a seasonal period which required psychological testing of its full-time police officers, has successfully undergone a program of psychological testing approved by the Police Training Commission (the "Police Training Commission" or the "Commission") established in the New Jersey Department of Law and Public Safety, pursuant to N.J.S.A. 52:17B-70.

2. Every applicant for the position of special law enforcement officer shall have fingerprints taken, which fingerprints shall be filed with the Division of State Police and the Federal Bureau of Investigation.

3. No person shall be appointed to serve as a special law enforcement officer if that person serves as a special law enforcement officer in another municipality; nor shall any permanent, regularly appointed full-time police officer of any other municipality in the State of New Jersey be appointed as a special law enforcement officer. No public official with responsibility for setting law enforcement policy or exercising authority over the budget of any municipality in the State of New Jersey or supervision of the Police Department of a municipality in the State of New Jersey shall be appointed as a special law enforcement officer.
4. Any person who at any time prior to this appointment had served as a duly qualified, fully trained, full-time officer in any municipality in the State of New Jersey, and who is separated from that prior service in good standing, shall be eligible to serve as a special law enforcement officer consistent with the guidelines promulgated by the Police Training Commission. If the Police Training Commission waives the training requirements which are required by statute, the Mayor and Council, if it chooses, may appoint such person as a special law enforcement officer.
- f. **Training Course and Certification Requirements.** No person may commence his or her duties as a special law enforcement officer unless he or she has successfully completed the training course and certification requirements of N.J.S.A. 40A:14-146.11, unless such training requirements have been waived by the Police Training Commission
- g. **Classification of Officers.** There are hereby established two (2) classifications of special law enforcement officers as follows:
1. **Class One.** Officers of this class shall be authorized to perform routine traffic detail, spectator control and similar duties. Class One officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances and violations of Title 39 of the Revised Statutes. The use of a firearm by an officer of this class shall be strictly prohibited, and no Class One officer shall be assigned any duties which may require the carrying or use of a firearm.
  2. **Class Two.** Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer. The use of a firearm by an officer of this class may be authorized only after the officer has been fully certified as successfully completing training as prescribed by the Police Training Commission.
- h. **Uniforms.** Every special law enforcement officer prior to the commencement of his or her duties shall be furnished with a uniform which shall identify the officer's function. The uniform shall include, but not be limited to, a hat and appropriate badges which shall bear an identification number or name tag and the name of the Borough of Hightstown. The uniform shall also include an insignia issued by the Police Training Commission which clearly indicates the officer's status as a special law enforcement officer and the type of certification issued by the Commission. All special law enforcement officers prior to the commencement of duties shall be in uniform properly displaying the appropriate insignia.
- i. **Return of Equipment and Uniform Upon Termination.** Whenever a special law enforcement officer's appointment is revoked or a special law enforcement officer is not reappointed upon the expiration of the term, the special law enforcement officer shall return to the officer in charge of the station house all Borough of Hightstown issued uniforms, badges and equipment within fifteen (15) days of the revocation or expiration of the term.
- j. **Firearms.** The special law enforcement officers shall carry and return firearms pursuant to the guidelines established in N.J.S.A. 40A:146.14(b). The special law enforcement officers shall carry and return firearms pursuant to the guidelines established in 40A:146.14(b).
- k. **Conduct of Officers.** Special law enforcement officers shall comply with the rules and regulations applicable to the conduct and decorum of the permanent, regularly appointed police officers of the Borough, as well as any rules and regulations applicable to the conduct and decorum of special law enforcement officers.

1. Performance of Duties.

1. A special law enforcement officer shall be under the supervision and direction of the Chief of Police and shall perform his or her duties only in the Borough unless in fresh pursuit of any person pursuant to Chapter 156 of Title 2A of the New Jersey Statutes.

2. The Chief of Police may authorize special law enforcement officers when on duty to exercise the same powers and authority as permanent, regularly appointed police officers of the Borough, including, but not limited to, the carrying of firearms and the power to arrest subject to rules and regulations; any such authorization shall not be inconsistent with the certification requirements of Subsection 2-19.16f above.

m. Hours of Employment. The provisions of N.J.S.A. 40A:14-146.16(a) and (c) regarding the maximum hours of employment of special law enforcement officers are hereby incorporated as if stated in full herein.

n. Limitation of use of officers. Special law enforcement officers may be employed only to assist the Borough's law enforcement unit but may not be employed to replace or substitute for full-time regular police officers or in any way to diminish the number of full-time officers employed by the Borough.

o. Number of Positions Designated.

1. There are hereby created ten (10) positions as special law enforcement officers designated as Class One members.

2. There are hereby created positions as special law enforcement officers designated as Class Two members that do not exceed 25% of the total sworn officers on the force.

**Subsection 2-19.19 Engagement of Services of Off Duty Police Officers.**

a. Purpose. To establish a policy regarding the hiring and use of off-duty Hightstown Borough police officers by any entity or person other than the Borough of Hightstown.

1. Members of the police Department shall be permitted to accept police related employment only during off-duty hours, only if authorized in writing in advance by the Chief of Police, and only at such time as will not interfere with the efficient performance of regularly-scheduled or emergency duty for the Borough.

2. Any person or entity wishing to employ off-duty police officers shall first obtain the approval, in advance and in writing, of the Chief of Police, which approval shall be granted if, in the opinion of the Chief, such employment would not be inconsistent with the efficient functioning and good reputation of the Police Department, and would not reasonably endanger or threaten the safety of the officer or officers who are to perform the work, and would not impair the reputation of the Borough of Hightstown, the Hightstown Police Department or its officers.

b. Insurance requirement.

1. No party or employer shall employ any off-duty Borough Police officer in order to perform the services of security guard, traffic control officer or plain clothes surveillance officer without having first filed with the Borough Clerk a certificate of comprehensive general liability insurance in the amount of not less than \$1,000,000.00 combined single limits for any one occurrence with respect to injuries and damages suffered or caused by Borough police officers while in the employ of the party or employer. The insurance certificate shall list the Borough, the Borough Police Department and municipal officials, representatives and employees as additional insureds.

2. No certificate of insurance required by this section shall be deemed filed with the Borough Clerk unless it has first been approved by the Borough's municipal attorney.
  3. Any and all policies of insurance evidenced by any certificate filed hereunder shall be maintained by the party or employer in full force and effect at all times while any Borough police officer is employed by such party or employer. Upon the change or renewal of any such policy of insurance, the party or employer shall forthwith file with the Borough Clerk a new and current certificate of insurance in compliance with the foregoing provisions.
  4. In the event of an emergency, which results in the person or entity being precluded from complying with the requirements of this subsection, the Police Chief shall have the authority to waive said insurance prerequisite prior to approving the use of off-duty officers for certain Police-related employment; however, proof of insurance must be provided within forty-eight (48) hours.
- c. Hold harmless. In addition to the aforesaid requirements, the party or employer shall indemnify and hold harmless the Borough, the Borough Police Department and all Borough officials, representatives and employees, from and against any claim, liability, damage or expense that may arise out of or relate to the actions of:
1. Any Borough police officers employed by the party or employer, including any claims concerning the alleged negligence of the Borough's police officers; and
  2. The party or employer, its employees, officers and representatives.
- d. Escrow accounts.
1. Except as provided herein below, any party or employer requesting the services of an off-duty Borough police officer shall estimate the number of hours such law enforcement services will be required, which estimate shall be approved in writing by the Chief, and shall establish an escrow account with the Chief Financial Officer of the Borough by depositing an amount sufficient to cover the rates of compensation and administrative fees set forth in subsection (f) herein below for the total estimated hours of service.
  2. All deposits to the escrow account just described in subsection (1) shall be documented, and no cash will be accepted for this purpose. No officer or employee of the Police Department shall accept any payment in any form from any party or entity other than the Borough, and unless that payment will have been formally and permanently documented by the Chief Financial Officer of the Borough. No party or entity shall give or channel any form of payment or gratuity to any Borough officer, employee, or representative in connection with the services of off-duty officers, but shall use the escrow account described in subsection (1).
  3. Prior to posting any request for services of off-duty police officers, the Police Chief shall verify that the balance in the escrow account of the party or employer requesting services is sufficient to cover the compensation and fees for the number of hours specified in the request for services.
  4. The Police Chief shall not post a request for services from any party or employer unless all fees and compensation required in the manner described above have been deposited with the Chief Financial Officer of the Borough. No officer shall provide any such services for more hours than are specified in the request for services. No officer shall arrange with any party or employer privately, or without the written authorization of the Police Chief, to provide such services.
  5. In the event the funds in such an escrow account should become depleted, services of off-duty

police officers shall cease and requests for further or future services shall not be performed or posted until additional funds have been deposited in the escrow account in the manner prescribed above.

6. The party or person requesting such services shall be responsible for ensuring that the sufficient funds remain in the escrow account in order to avoid any interruption of services.

7. In the event of an emergency, which results in the person or entity being precluded from timely complying with the requirements of this subsection, the Police Chief shall have the authority to waive the escrow account prerequisite and approve the use of off-duty officers for certain police-related employment. This waiver shall be limited to the escrow account/prepayment aspect of this subsection. The person or entity requesting the law enforcement services shall remain fully responsible for paying for same. In the event the person or entity requesting the off-duty police services fails to submit payment within 30 days of the approval of the use of the off-duty police officers, the Borough shall not be responsible for paying the subject officers for their off-duty services.

8. Every officer shall have the right to turn down without any penalty any request that she or he work as a private duty or off-duty officer. No officer shall be required to work as an off-duty officer for any party or entity.

9. The Police Chief shall keep in view the needs of the Borough for shift coverage in determining whether to approve or to deny any request for off-duty officer services by any party or entity.

e. Requests for services, and posting of authorizations. All requests to the Borough for services of off-duty police officers for a period of one week or longer shall be forwarded to the Police Chief for posting at least ten days before such services are required. The Police Chief may relax this time restriction in the event of an emergency. Requests for services of off-duty officers for periods less than a week may be reviewed by the Police Chief on a case-by-case basis, but with denial warranted where the needs of the Police Department, including need to have officers available for additional shifts or for overtime service, are obvious. All of the authorizations issued by the Police Chief for services of off-duty officers shall be posted so that the information is available to all officers, and shall be provided in advance to the Police Commissioner. Any Police officers, when so employed, shall be treated as an employee of the Borough provided, however, that wages earned for outside employment shall not be applied toward the pension benefits of police officers so employed, nor shall hours worked for outside employment be considered in any way as compensable overtime.

f. Rates of compensation; administrative fees; payment for services. Rates of compensation for contracting the services of off-duty Borough Police officers shall be as follows:

1. For all non-traffic assignments, for the first eight hours, the rate shall be \$70.00 per hour for each officer, of which \$15.00 per each hour shall be a administrative fee retained by the Borough.

2. For all traffic assignments, including construction project assignments, for the first eight hours, the rate shall be \$80.00 per hour for each officer, of which \$15.00 per each hour shall be an administrative fee retained by the Borough.

3. After eight hours, the hourly rate for each officer shall increase by \$10, without an increase in the administrative fee.

4. No administrative fee shall be assessed to any Board of Education, schools, or government units or agencies.

5. Any variance from the above rate schedule shall be authorized only after it shall first have been submitted to, reviewed and approved by the Borough Council by resolution.

g. Use of marked police vehicles. In the event that a party or employer employs any off-duty Borough police officer pursuant to this section, in addition to any compensation to be paid to the Borough pursuant to the requirements herein, there shall also be a \$15.00 per hour per vehicle fee for the use of marked or unmarked police vehicles.

h. Penalty. Any person or entity who employs off-duty Borough police officers in order to perform the above services without first having complied with the requirements of this section shall be subject to the fines set forth section 1-5 of the Borough Code for each day that the party or entity employs any Borough police officer, unless a waiver of said requirements shall have been granted, in writing and in advance, by the Police Chief. Any officer or employee of the Hightstown Police Department who provides off-duty services in a manner other than as specified in this section shall be subject to prosecution for violation of the Borough Code, and also for disciplinary process and penalties, including administrative penalties up to and including dismissal, in addition to the penalties set forth in section 1-5 of the Borough Code.

i. Cancellation policy. Any private employer who determines to cancel the services of police officers, after entering into a contract, shall be required to provide notice to the police officers not less than eight hours before the scheduled start time of the assignment. If a contractor fails to provide such notice, the officer shall be entitled to two hours' payment for said assignment, with the administrative fee to be paid as well to the Borough.

j. Control vested in the Police Chief. The Police Chief of the Borough of Hightstown shall be responsible for the overall conduct of the members of the Police Department in following the rules and regulations promulgated herein, and shall insure that the terms, conditions and provisions of this section shall be fully and faithfully carried out. Additionally, the Police Chief shall have authority to control officers engaged in off-duty or outside employment pursuant to this section, and shall further have the authority and the duty to commence disciplinary process as to any and all officers so engaged in outside employment by private employers, should cause for such charges arise or exist. The Police Chief shall be accountable for the failure to abide by or to enforce the terms of this section as to off-duty employment by police officers.

#### **2-19.20 Drug Screening Procedure for Applicants and All Employees of the Police Department.**

The Police Chief shall establish a drug screening procedure, including screening for steroids, for applicants and employees of the Police Department. The drug testing policy shall be reviewed and approved by the Office of the Mercer County Prosecutor. The policy shall be adopted as a part of the Police Department's rules and regulations and shall be amended from time to time so as to insure that applicants to the Police Department and the Department's sworn law enforcement personnel and employees are drug free. The Police Chief shall make sure that random and unannounced drug tests are conducted as to every single police officer, with every reasonable precaution taken to ensure the integrity, reliability, and fairness of the screening process and of the individual samples collected, and to ensure the confidence of the public and the reputation of the Police Department. The Police Chief shall be accountable for the failure to abide by or to enforce the terms of this section as to all police officers.

#### **SECTION TWO: Certain Subsections of Chapter 4, Section 21 shall be amended as to read as follows:**

##### **4-21.1 Definitions.**

As used in this section, the following terms shall have the meanings indicated:

*Borough* shall mean the Borough of Hightstown.

*Driver* shall mean any person who operates a taxicab within the Borough, whether or not such person is also the owner thereof.

*Operation of a taxicab* shall mean transporting in a taxicab one (1) or more persons for hire. Accepting a passenger to be transported for hire from a point of departure within the Borough to a destination within or without the

Borough shall be considered "operation of a taxicab" within the Borough. The "operation of a taxicab" by one other than the owner shall be deemed operation by the owner as well as by the person actually driving the taxi. The transportation of any person other than the owner or driver in any motor vehicle bearing a sign using the words "taxi," "taxicab," "cab" or "hack" shall be prima facie evidence of operation.

*Owner* shall mean any person, business entity, association or other legal entity in whose name title to any taxicab is registered with the New Jersey Division of Motor Vehicles or who appears in the Division's records to be a conditional vendee or lessee or has any other proprietary interest in a taxicab.

*Police Commissioner* shall mean the member of the Borough Council designated as such on an annual basis by the Mayor, pursuant to Subsection 2-19.3 of the Borough Code.

*Chief of Police* shall mean the person serving as the head of the police department pursuant to Section 2-19 of the Borough Code.

*Taxicab or taxi or cab* shall mean a motor vehicle used to transport passengers for hire or compensation which does not operate over a fixed route and is not hired by the day or hour.

#### **4-21.4 Licensing of Taxicab Owners.**

a. The Borough will make available on an annual basis a maximum of five (5) taxicab owner's licenses, subject to the provisions of sub-paragraph "b" below. Licenses shall be awarded on a first come, first served qualifying basis. Those licensees that have been previously licensed by the Borough during the prior year and who remain in good standing and who have submitted their statement for renewal (per the provisions of sub-paragraph "i" below) prior to January 1st, shall be afforded the first opportunity for re-licensing. All other applicants shall be afforded the opportunity to obtain a taxicab owner's license after January 1st.

b. Should the Borough determine to authorize the issuance of one or more new or additional taxicab owner's licenses beyond the maximum number referenced in sub-paragraph "a" above, then such issuance shall be authorized by future Ordinance of the Governing Body.

c. Application Information.

1. Application for a taxicab owner's license shall be made to the Borough Clerk on forms provided by the Borough Clerk's office.

2. Applications shall be signed and verified by oath or affirmation by the applicant. Applications by a partnership shall give the information required for each partner and shall be signed and verified by all partners. Applications by a corporation shall give the information required for and be signed and verified by all officers and directors and all persons holding more than ten (10%) percent of the corporation's common stock, as well as by a person duly authorized to act for the corporation itself.

4. Applications must be accompanied by proof of automobile liability insurance coverage which is in effect and issued by a company licensed and admitted to transact business in the State of New Jersey, and acceptable to the Borough, indicating limits of liability in amounts not less than the following: \$50,000 per person and \$100,000 per accident for bodily injury or death and \$50,000 per accident for property damage. Proof of insurance must also indicate that insurance coverage applies to all owned or leased vehicles of the applicant or must specify by description all of the vehicles to which the coverage applies. Said proof of insurance must also indicate that the Borough shall receive advance written notice of at least thirty (30) prior to any cancellation or non-renewal thereof, except that no less than ten (10) days advance written notice shall be provided for non-payment of premium. The insurance policy shall provide for the payment of any final judgment recovered by any person on account of the ownership, maintenance, or use of the vehicle(s) of the applicant, or any fault in respect thereto, and shall be for the benefit of every person

suffering loss, damage or injury as aforesaid. The Borough of Hightstown shall be named as an additional insured on any insurance policy submitted in accordance with the requirements of this section. If the taxicab owner's application for license applies to more than one vehicle, the taxicab owner may satisfy the insurance requirements specified herein through the submission of a blanket bond or insurance policy which meets the criteria specified in *N.J.S.A. 48:16-4*.

4. Information about each taxicab vehicle to be operated under the taxicab owner's license shall be provided, including the following:

- (a) Vehicle year, make, model and color of vehicle.
- (b) Vehicle identification number.
- (c) New Jersey State license plate number.
- (d) Passenger capacity.
- (e) Insurance company, policy number and expiration date.
- (f) Name and address of vehicle owner if different than applicant.

5. Any person who shall make a false statement in any license application or in any record or certificate that is required to be filed or maintained shall be subject to rejection of the application submitted and/or to appropriate disciplinary sanctions, including license suspension or revocation, in addition to any penalty provided under the New Jersey Criminal Code.

d. Investigation; Grant or Denial of License. The Chief of Police or his designee shall investigate all applications. A copy of the application shall also be provided to the Zoning Officer for review and for a determination that the proposed location of the taxi operation does not violate applicable zoning regulations. A report containing the results of the Police investigation and evaluation, a recommendation by the Chief of Police or his designee that the license be granted or denied, and the reasons for such recommendation shall be forwarded to the Chief of Police (i.e., in cases where the investigation is performed by the Chief of Police's designee) and the Police Commissioner. A report regarding the Zoning Officer's findings shall also be provided to the Chief of Police and the Police Commissioner. The Borough Clerk shall ensure that copies of these reports are also made available to the applicant. Based upon the findings set forth in the reports, the Chief of Police shall determine whether to grant or deny the license. Said determination shall be rendered in writing and shall be provided to the applicant.

e. Factors Considered. In determining whether to grant or deny the license, the Chief of Police shall take into consideration the following factors:

- 1. The character, business and financial responsibility and experience of the applicant and the probability that, if granted a license, the applicant will operate his taxicab(s) in accordance with the provisions of this section.
- 2. Any other factors directly related to the granting or denial of the license which would substantially affect the public safety or convenience.

f. Issuance of License. If the application is approved by the Chief of Police, the Police Department shall issue the license.

g. License Term; Fees.

- 1. A taxicab owner's license shall be valid for the remainder of the calendar year for which it is issued, expiring on December 31 of said year.
- 2. The license fee shall be one hundred (\$100.00) dollars per year or portion thereof per vehicle and

shall be nonrefundable in the event that the application is denied. For licenses issued in 2012, the license fee shall be pro-rated. For licenses issued in 2013 and thereafter, all applicants shall be charged the full nonrefundable license fee amount.

h. In those cases where the license has been denied, the applicant shall be afforded the opportunity for a hearing before the Police Commissioner. Any request for a hearing must be made within ten (10) days of the applicant's receipt of written notice of denial from the Chief of Police. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. Following the hearing, the Police Commissioner's determination shall be final.

i. Renewals. A taxicab owner's license shall be renewed by the Chief of Police without a hearing upon the licensee's filing with the Chief of Police or his designee a sworn notarized statement certifying that there have been no changes in the information contained in the initial application and upon the completion of the investigation set forth in paragraph (d) above indicating results that are satisfactory to the Chief of Police.

j. Any change(s) in the information contained within the owner's license application shall be reported to the Borough Clerk within three (3) business days thereof. A charge in the amount of twenty-five (\$25.00) dollars shall be levied for each business day after three days that any such changes are not reported to the Borough.

#### **4-21.5 Licensing of Taxicab Drivers.**

a. Applications.

1. Application for a taxicab driver's license shall be made annually to the Borough Clerk upon forms provided by that office, and shall be forwarded to the Chief of Police for processing, screening and determination. Applications shall be taken in the Clerk's office only, during days and hours established by the Clerk. Except as hereinafter provided, applicants shall have the following minimum qualifications:

- (a) Applicant must be over twenty-one (21) years of age.
- (b) Applicant must be a United States citizen or a legal resident alien. A copy of the alien registration card or work permit must be submitted with the application.
- (c) Applicant must possess a valid New Jersey driver's license.
- (d) Applicant must supply a certification from a licensed physician, on a form to be provided by the Borough Clerk, indicating that the applicant has been examined within the past sixty (60) days and is in sound physical condition, has eyesight corrected to 20/20 vision and is not subject to any infirmity of body or mind which might render the applicant unfit for safe operation of a vehicle for hire.
- (e) Applicant must certify that he/she is not addicted to the use of narcotics or intoxicating liquors.
- (f) Applicant must be able to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
- (g) Applicants must be fingerprinted by the Police Department and submit to the performance of a criminal history record background check (both State and Federal). All costs associated with administering and processing the background check(s) shall be paid by the applicant. An applicant shall be disqualified from operating or driving a taxi within the Borough, and shall not be issued a taxicab driver's license, if a criminal history record background check reveals a

record of conviction of any of the following crimes as having been committed by the applicant in New Jersey or elsewhere, or a record of conviction of a crime in another jurisdiction in the world which, in that jurisdiction, is comparable to any of the following crimes:

- (1) Aggravated assault;
- (2) Arson;
- (3) Burglary;
- (4) Escape;
- (5) Extortion;
- (6) Homicide;
- (7) Kidnapping;
- (8) Robbery;
- (9) Aggravated Sexual assault;
- (10) Sexual assault;
- (11) Endangering the welfare of a child pursuant to *N.J.S.A. 2C:24-4*, whether or not armed with or having in his possession any weapon enumerated in subsection "r." of *N.J.S.A. 2C:39-1*; or
- (12) A crime pursuant to the provisions of *N.J.S.A. 2C:39-3*, *N.J.S.A. 2C:39-4* or *N.J.S.A. 2C:39-9*, or other than a disorderly persons or petty disorderly persons offense for the unlawful use, possession or sale of a controlled dangerous substance as defined in *N.J.S.A. 2C:35-2*.

The above automatic disqualification shall not apply, however, to those applicants who were convicted of any of the above crimes prior to the effective date of this Ordinance and who had previously received the consent of the Borough to operate a taxicab within the Borough and who had a valid taxicab driver's license issued and in effect by the Borough as of the effective date of P.L. 2011, c.135.

Additionally, if a person who has been convicted of one of the crimes listed above can produce a certificate of rehabilitation issued pursuant to *N.J.S.A. 2A:168A-8* or, if the criminal offense occurred outside of New Jersey, an equivalent certificate from the jurisdiction where the criminal offense occurred, then the criminal offense shall not disqualify the applicant from operating or driving a taxicab within the Borough.

- (h) Applicant must not have been convicted, within the three (3) years prior to the date of the application, of reckless driving, leaving the scene of an accident or driving more than thirty (30) miles an hour above the speed limit, and applicant must not have been convicted, within the five (5) years prior to the date of the application, of driving while intoxicated.
- (i) At the time of application, applicant must have no more than six (6) New Jersey State Division of Motor Vehicle points on his or her driving record, or the equivalent if licensed in any other state.

(j) Requirements (d) and (g) above, regarding physician's certification and fingerprinting, shall not apply to any taxicab driver who holds a valid taxicab driver's license in any other Mercer County municipality which is compliant with P.L. 2011, c.135 and whose firm is licensed in and operating out of said municipality. Such person(s) shall be qualified to obtain a taxicab driver's license in Hightstown upon completion of the application form, payment of the required fee and submission of the following documentation:

- (1) Certification by the applicant that he or she meets all of the requirements set forth in sub-paragraph "a(1)" of Subsection 4-21.5 above.
- (2) If not a United States citizen, copy of alien registration card or work permit.
- (3) Current valid taxicab driver's license from any other Mercer County municipality.
- (4) Valid New Jersey driver's license.

2. The application shall be accompanied by a fee of fifty (\$50.00) dollars for the license period, subject to pro-ration in 2012 in accordance with the provisions of sub-paragraph "d" below.

3. The application shall be accompanied by two (2) unmounted, unretouched glossy photographs of the face of the applicant taken within thirty (30) days preceding filing of the application. Photographs shall be two and one half inches (2 1/2") by two and one half inches (2 1/2") in size and shall be passport picture quality. New photographs shall be submitted whenever the licensee's appearance changes significantly.

4. Any person who shall make a false statement in any license application or in any record or certificate that is required to be filed or maintained shall be subject to rejection of the application submitted and/or to appropriate disciplinary sanctions, including license suspension or revocation, in addition to any penalty provided under the New Jersey Criminal Code.

b. Investigation; Grant of Denial of License. The Chief of Police or his designee shall investigate the application and shall report the results to the Chief of Police (i.e., in cases where the investigation is performed by the Chief of Police's designee) and the Police Commissioner within a reasonable time. The report shall include a recommendation that the license be granted or denied and the reasons therefor. The Borough Clerk shall ensure that a copy of the report is made available to the applicant. Based upon the findings set forth in the report, the Chief of Police shall determine whether to grant or deny the license.

c. Issuance of License; Contents. Upon approval of the application by the Chief of Police, the Police Department shall immediately issue the applicant a taxicab driver's license. The license shall contain the licensee's name and address, physical description, signature and photograph.

d. Term of License; Fees; Renewal. An initial license to drive a taxicab shall be valid for the remainder of the calendar year in which it is issued, expiring on December 31st of said year. Licenses issued in 2012 shall be subject to a fee of fifty (\$50.00) dollars per license, which shall be pro-rated. Such fee shall be nonrefundable in the event that the application is denied. Licenses issued in 2013 and thereafter shall be subject to a nonrefundable non-prorated fee of fifty (\$50.00) dollars per license. A taxicab driver's license may be renewed annually thereafter, unless it has been revoked or suspended, upon the payment of a renewal fee of fifty (\$50.00) dollars per year, and processing, screening and determination of the application in accordance with all of the procedures set forth above.

e. Use of License. Taxicab driver's licenses are valid for use with any licensed taxi within the Borough of Hightstown.

f. In those cases where the Chief of Police has denied the license, the applicant shall be afforded the opportunity for a hearing before the Police Commissioner. Any request for a hearing must be made within ten (10)

days of the applicant's receipt of written notice of denial from the Chief of Police. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. Following the hearing, the Police Commissioner's determination shall be final.

g. Any change(s) in the information contained within the driver's license application shall be reported to the Borough Clerk within three (3) business days thereof. A charge in the amount of twenty-five (\$25.00) dollars shall be levied for each business day after three days that any such changes are not reported to the Borough.

#### **4-21.8 Suspension or Revocation of Licenses.**

a. In the case of an emergency, licenses may be temporarily suspended for not more than seven (7) days by the Chief of Police.

b. In all other cases, licenses may be suspended or revoked, for cause, by the Borough Council after reasonable notice and a hearing. At said hearing, the licensee shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to suspend the license or to permanently revoke the license. Any license so suspended or revoked shall not be re-issued except for good reasons shown.

In addition to the causes for revocation of a license set forth in Subsection 4-1.10, any license issued under this section may be revoked or suspended by the Borough Council, or any application for the issuance or renewal of a license denied, for any of the following reasons:

1. Failure to render reasonable, prompt, safe and adequate taxicab service.
2. The existence of a judgment unsatisfied of record against the licensee or applicant in any suit arising over the operation of a motor vehicle.
3. Permitting any taxicab owned or driven by the licensee to become unsafe, unsanitary or dirty.
4. Failure to comply with all applicable laws of the State of New Jersey, the ordinances of the Borough or the rules and regulations adopted in accordance with this section.
5. Where taxicab vehicles are found to be used for any improper, immoral or illegal business or purpose or for the violation of any federal or state statute or for the violation of any of the provisions of this section.
6. Failure to maintain the proper amount of insurance on licensed taxicab vehicles pursuant to valid and effective insurance policies, as required by this section.

c. Drivers. If the licensee is a driver, his license may also be revoked or suspended by the Borough Council for the following reasons:

1. Revocation or suspension of his New Jersey motor vehicle operator's license.
2. Contraction by the licensee of a communicable or contagious disease.
3. Operating a taxicab in a reckless or grossly negligent manner or habitually operating a taxicab in a negligent manner.

4. Conviction of one of the crimes listed in Subsection 4-21.5a1(g) above, in New Jersey or elsewhere.

**4-21.9 Complaints; Enforcement.**

- a. All complaints shall be submitted to the Hightstown Police Department.
- b. Enforcement of Section 4-21 shall be the responsibility of the Hightstown Police Department or authorized persons designated by the Chief of Police.

**SECTION 2: Chapter 7, Section 16, shall be amended as to read as follows:**

**7-16.3 Operational Regulations.**

- a. All taxicab owners and drivers shall be licensed pursuant to Section 4-21 of the Borough Code.
- b. No taxicab shall stop, stand or remain idle on a public roadway or other public property within the Borough for a period of time in excess of fifteen (15) consecutive minutes without the prior approval of the Borough, unless said location has been properly designated as a taxi stand pursuant to Section 7-26 of this Chapter. Taxicabs while out of service (with an appropriate sign posted), or while parked by the owner or driver at their place of residence, shall be exempt from this regulation.
- c. No taxicab shall be parked or shall remain standing idle on any commercial property for the purpose of utilizing said property as a taxi stand without the express written consent of the property owner or other authorized representative, and the proper designation of said property as a taxi stand by the Borough pursuant to Section 7-26 of this Chapter.
- d. No taxicab shall remain "idling" with the engine running for more than three (3) consecutive minutes on any public roadway or other public property within the Borough, or on any private property within the Borough.
- e. Cruising is prohibited within the Borough.
- f. No person, while operating or attending a taxicab for hire, shall:
1. Obstruct any sidewalk; or
  2. Knowingly misinform or mislead any person as to the location of a destination.
- g. Any motor vehicle accident involving a taxicab and causing injury to a person or damage to property in excess of \$500.00 shall be reported immediately to the Hightstown Borough Police Department and a copy of the police report for such accident must be given to the Hightstown Police Department within fourteen (14) days of the accident. Such information shall be placed in the Borough's records regarding the taxicab owner and taxicab driver.
- h. All taxicab owners shall keep trip records and receipt books for six (6) months, which shall be kept current and shall be displayed when so requested by authorized Borough officials appointed by the Chief of Police. Trip records shall show, at a minimum, the date, time, pick-up location, destination, number of passengers and fare charged.
- i. All taxicab vehicles shall be kept clean and free of debris.
- j. Each licensed taxicab driver shall be clean in person and fully dressed while on duty, including shirt, pants and shoes.

k. Taxicab drivers and passengers shall refrain from smoking within the taxicab vehicle while a hired trip is in progress. This prohibition shall be conspicuously posted in each Borough licensed taxicab vehicle.

l. No driver shall operate a taxicab after fourteen (14) consecutive working hours without an eight (8) hour rest period.

m. Taxicab drivers shall, immediately after the conclusion of their on-duty time, carefully search the taxicab for any property lost or left therein, and shall, within twenty-four (24) hours after finding any such property, advise the Hightstown Borough Police Department of the nature of the property and where it may be collected.

n. Taxicabs shall be used exclusively for purposes of transportation of passengers and their baggage.

o. No owner or driver of a taxicab shall be obliged to transport any person who is not orderly.

p. Taxicab drivers who are on-duty and available for hire shall not refuse to offer their services to potential patrons who are disabled, on the basis of said disability.

**SECTION 3** Severability

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

**SECTION 4** Effective Date

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

Introduced:

Adopted:

ATTEST:

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

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

# Resolution 2016-39

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

## AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,08,954.87 from the following accounts:

Current	\$869,100.24
W/S Operating	172,026.45
General Capital	21,173.09
Water/Sewer Capital	0.00
Grant	0.00
Trust	1,215.00
Housing Trust	1,287.50
Animal Control	525.00
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	10,037.30
Escrow	<u>5,590.29</u>
 Total	 <u>\$1,080,954.87</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 February 1, 2016.

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Debra L. Sopronyi  
Borough Clerk

**Monday, February 01, 2016**

**To: Mayor and Council**

**From: Finance Office**

**Re: Manual Bill List**

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
East Windsor Regional School	1/15/2016	16-00036	1314	685,663.06
State of NJ -Div.of Pension & Benefits	1/20/2016	16-00047	1315	54,341.87
Excell Contracting, LLC (RCA-COAH)	1/19/2016	16-00025	24371	2,000.00
Hights Realty	1/22/2016	16-00081	24401	7,600.00
Debra L Sopronyi, Custodian - Clerk Petty Cash	1/26/2016	16-00126	24402	50.00
George Lang, Custodian - Finance Petty Cash	1/26/2016	16-00127	24404	100.00
Excell Contracting, LLC (RCA-COAH)	1/26/2016	16-00133	24403	3,000.00
	<b>TOTAL</b>			<b><u>\$752,754.93</u></b>
 <b><u>WATER AND SEWER OPERATING ACCOUNT</u></b>				
State of NJ -Div.of Pension & Benefits	1/20/2016	16-00047	1261	12,413.44
NJEIT	1/25/2016	16-00125	1262	69,146.86
William Searing, Custodian - W&S Petty Cash	1/26/2016	16-00128	16551	50.00
	<b>TOTAL</b>			<b><u>\$81,610.30</u></b>
 <b><u>TRUST ACCOUNT</u></b>				
	<b>TOTAL</b>			<b><u>\$0.00</u></b>
 <b><u>GENERAL CAPITAL</u></b>				
Lucas Construction Group (Res.2016-034)	1/21/2016	15-01241-06	6181	21,173.09
	<b>TOTAL</b>			<b><u>\$21,173.09</u></b>
 <b><u>WATER AND SEWER CAPITAL</u></b>				
	<b>TOTAL</b>			<b><u>\$0.00</u></b>
 <b>MANUAL TOTAL</b>				<b><u>\$855,538.32</u></b>

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

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>A0787 AMERICAN TRAFFIC SAFETY SVC</b>												
	15-01847	10/23/15	MEMBERSHIP RENEWAL									
	1 INV.	90113143	- MEMBERSHIP	79.00	5-01-26-290-001-044	B Professional Assoc. Dues	R	10/23/15	01/27/16		90113143	N
	Vendor Total:			79.00								
<b>A0027 ANJEC</b>												
	16-00017	01/15/16	2016 Membership Dues-Env.Comm.									
	1	2016 Membership Dues-Env.Comm.		300.00	6-01-27-335-001-044	B Professional Assoc. Dues	R	01/15/16	01/27/16			N
	Vendor Total:			300.00								
<b>A0107 ANSELL GRIMM &amp; ARRON, PC</b>												
	16-00142	01/26/16	December 2015 Billings									
	1	Inv#273122	General Matters	387.50	5-01-20-155-001-027	B General Matters	R	01/26/16	01/27/16		#273122	N
	2	Inv#273123	Engineering Matters	62.50	5-01-20-155-001-027	B General Matters	R	01/26/16	01/27/16		#273123	N
	3	Inv#273124	Meetings	500.00	5-01-20-155-001-027	B General Matters	R	01/26/16	01/27/16		#273124	N
	4	Inv#273125	Litigation-Castoro	225.50	5-01-20-155-001-033	B Litigation	R	01/26/16	01/27/16		#273125	N
	5	Inv#273126	OPRA Issues	1,187.50	5-01-20-155-001-027	B General Matters	R	01/26/16	01/27/16		#273126	N
	6	Inv#273127	Redev.Issue.Rugmill	187.50	5-01-20-155-001-027	B General Matters	R	01/26/16	01/27/16		#273127	N
	7	Inv#273128	HightsRealty Lease	12.50	5-01-20-155-001-027	B General Matters	R	01/26/16	01/27/16		#273128	N
	8	Inv#273129	MtLaurel 3rd Rd	1,287.50	T-26-56-286-000-849	B Recaptured Fds-RCA COAH-Homeowners	R	01/26/16	01/27/16		#273129	N
	9	Inv#273130	Litigation-Marchione	25.00	5-01-20-155-001-033	B Litigation	R	01/26/16	01/27/16		#273130	N
	Vendor Total:			3,875.50								
<b>A0056 AQUA TECH HOTSYS, INC.</b>												
	15-02285	12/31/15	INV #25840									
	1	O'RING QUICK COUPLER		11.75	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/31/15	01/27/16		25840	N
	2	COUPLER,1/4" FEMALE, STAINLESS		7.41	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/31/15	01/27/16		25840	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount	Charge Account	Acct Type Description							
<b>A0056 AQUA TECH HOTSYS, INC.</b>											
	15-02285	12/31/15	INV #25840	Continued							
	3 SHIPPING & HANDLING	8.68	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/31/15	01/27/16			25840	N
		27.84									
	Vendor Total:	27.84									
<b>BANK0005 BANK OF AMERICA</b>											
	16-00004	01/15/16	December 2015 Pur.Card Payment								
	1 Dec.2015 P.Card:PW-Harbor Frgt	1,196.93	5-01-26-290-001-050	B DPW Work Equipment	R	01/15/16	01/27/16				N
	Vendor Total:	1,196.93									
<b>B0400 BETTER BEGINNINGS, INC.</b>											
	15-02246	12/29/15	RESOLUTION 2015-293								
	1 RES.2015-293 DONOR AGREEMENT	8,500.00	5-01-27-345-001-051	B Better Beginnings Day Care	R	12/29/15	01/27/16			RES.2015-293	N
	Vendor Total:	8,500.00									
<b>BLOCK005 BLOCK LINE SYSTEMS, LLC (LSI)</b>											
	16-00055	01/20/16	TELEPHONE INV.#77943160155								
	1 TELEPHONE INV.#77943160155	1,079.78	6-01-31-440-001-085	B Telephone-Broadview	R	01/20/16	01/27/16			#77943160155	N
	Vendor Total:	1,079.78									
<b>C1304 CAOLA AND COMPANY, INC.</b>											
	15-02280	12/31/15	INV 178218								
	1 INV 178218	270.32	5-01-26-310-001-024	B Building Maintenance	R	12/31/15	01/27/16			178218	N
	2 INV #178221	56.00	5-01-26-310-001-024	B Building Maintenance	R	12/31/15	01/27/16			178221	N
		326.32									
	Vendor Total:	326.32									
<b>CHEST005 CHESTERFIELD ELECTRIC</b>											
	16-00034	01/15/16	w/o #51224102946								
	1 011326 ENCLOSED & HEAVY DUTY	122.35	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/15/16	01/27/16			51224102946	N
	2 070983 TIME DELAY RELAY	140.61	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/15/16	01/27/16			51224102946	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>CHEST005 CHESTERFIELD ELECTRIC</b>											
	16-00034	01/15/16	w/o #51224102946	Continued							
	3	011515	LOCATE SHORT/OPEN LOW	94.34	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/15/16	01/27/16	51224102946	N
				357.30							
			Vendor Total:	357.30							
<b>C0055 CJCOA INC</b>											
	16-00054	01/20/16	2016 Membership CJCOA								
	1		2016 Membership - George Chin	50.00	6-01-25-256-002-044	B Professional Association Dues	R	01/20/16	01/27/16	INV.1/4/16	N
	2		2016 Membership - Richard Such	50.00	6-01-25-256-002-044	B Professional Association Dues	R	01/20/16	01/27/16	INV.1/4/16	N
				100.00							
			Vendor Total:	100.00							
<b>C0023 COMCAST</b>											
	16-00130	01/25/16	OakLa #8499052440157826 1/16								
	1		OakLa #8499052440157826 1/16	125.90	6-09-55-501-002-545	B Internet Services	R	01/25/16	01/27/16	849905244015728	N
			Vendor Total:	125.90							
<b>C0087 CUSTOM BANDAG, INC</b>											
	16-00118	01/21/16	JCP&L Elect HPD 12/4/15-1/6/16								
	1		JCP&L Elect HPD 12/5/15-1/6/16	904.13	6-01-31-430-001-071	B Electric-Borough Hall	R	01/21/16	01/27/16	12/5-1/6/16	N
			Vendor Total:	904.13							
<b>DRPUT005 DR PUTHENMADAM RADHAKRISHNAN</b>											
	16-00020	01/15/16	Health Clinic 1/11/16								
	1		Health Clinic 1/11/16	330.00	6-01-27-330-001-031	B Contract-Professional Serv.(B)	R	01/15/16	01/27/16		N
			Vendor Total:	330.00							
<b>E0201 EDMUNDS &amp; ASSOCIATES, INC.</b>											
	16-00001	01/15/16	2016 Software Maintenance								
	1		2016 Finance Inv#16-00249	5,883.50	6-01-20-130-001-027	B Edmunds Software Support	R	01/15/16	01/27/16	INV#16-00249	N
	2		2016 Tax Collect. Inv#16-00249	2,205.00	6-01-20-145-001-027	B Edmunds Software Support	R	01/15/16	01/27/16	INV#16-00249	N
	3		2016 Utilities Inv#16-00249	789.30	6-09-55-501-001-517	B Maint. Contracts - Office	R	01/15/16	01/27/16	INV#16-00249	N



Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>G1077 GEORGE S. COYNE CO., INC.</b>												
16-00141 01/26/16 2015 Zetag 3 Invoices												
	1	Inv.#213883	dtd 4/15/15	2,120.77	5-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/26/16	01/27/16		213883	N
	2	Inv.#221821	dtd 7/30/15	2,120.77	5-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/26/16	01/27/16		#221821	N
	3	Inv#223460	dtd 8/21/15	2,120.77	5-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/26/16	01/27/16		#223460	N
				<u>6,362.31</u>								
	Vendor Total:			6,362.31								
<b>G0115 GILMARTIN, ROBERT D.</b>												
16-00021 01/15/16 Board of Health Mtg 1/13/16												
	1	Board of Health Mtg	1/13/16	93.00	6-01-27-330-001-039	B Recording Secty.	R	01/15/16	01/27/16			N
	Vendor Total:			93.00								
<b>G0001 GPANJ</b>												
16-00113 01/21/16 GPANJ CONFERENCE												
	1	REGISTRATION FOR DEBRA L		395.00	6-01-20-120-001-041	B Conferences & Meetings	R	01/21/16	01/27/16			N
	Vendor Total:			395.00								
<b>G0187 GRAINGER</b>												
15-02225 12/23/15 Various Parts												
	1	#9007AW16	Limit Switch	238.64	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/23/15	01/27/16		9926786345	N
	2	West.Battery	Hydrometer #1EFx6	9.56	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/23/15	01/27/16		9926786345	N
	3	3/0E66	Emery Cloth Roll	12.38	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/23/15	01/27/16		9926786345	N
				<u>260.58</u>								
	Vendor Total:			260.58								
<b>G0185 GRAINGER, INC.</b>												
16-00108 01/21/16 THERMOSTAT REPLACEMENT												
	1	HONEYWELL	REPLACEMENT	122.79	6-09-55-501-002-503	B Sewer Plant Maintenance	R	01/21/16	01/27/16		INV#9002201953	N
	Vendor Total:			122.79								

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
<b>G0181 GRIFFITH ELECTRIC SPLY CO, INC</b>												
	16-00084	01/21/16	6V BATTERIES FOR PD									
	1 INV.	5569041	- 6V BATTERIES	71.70	5-01-26-310-001-024	B Building Maintenance	R	01/21/16	01/27/16		5569041	N
	16-00106	01/21/16	ORDER #1580381									
	1 LEVGFNT	1-W GFI OUTLETS		22.10	6-09-55-501-002-503	B Sewer Plant Maintenance	R	01/21/16	01/27/16		1580381	N
	2 RABH101B	BELL PAR HOLDER		26.67	6-09-55-501-002-503	B Sewer Plant Maintenance	R	01/21/16	01/27/16		1580381	N
				48.77								
	Vendor Total:			120.47								
<b>J0257 JCP&amp;L</b>												
	16-00068	01/20/16	#100 029 000 310 dtd 1-12-16									
	1 #100 029 000 310 dtd 1-12-16			641.22	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		#100029000310	N
	16-00069	01/20/16	#100 051 508 677 dtd 1-11-16									
	1 #100 051 508 677 dtd 1-11-16			336.75	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100051508677	N
	16-00070	01/20/16	#100 051 508 750 dtd 1-11-16									
	1 #100 051 508 750 dtd 1-11-16			300.91	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100051508750	N
	16-00071	01/20/16	#100 068 401 122 dtd 1-11-16									
	1 #100 068 401 122 dtd 1-11-16			33.64	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100068401122	N
	16-00072	01/20/16	#100 072 968 868 dtd 1-11-16									
	1 #100 072 968 868 dtd 1-11-16			151.16	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100072968868	N
	16-00073	01/20/16	#100 077 953 188 dtd 1-12-16									
	1 #100 077 953 188 dtd 1-12-16			2.81	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100077953188	N
	16-00074	01/20/16	#100 079 096 689 dtd 1-12-16									
	1 #100 079 096 689 dtd 1-12-16			16.15	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100079096689	N
	16-00075	01/20/16	#100 100 104 247 dtd 1-11-16									
	1 #100 100 104 247 dtd 1-11-16			171.37	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		100100104247	N
	16-00076	01/20/16	MstAcct#200000055364 12-30-15									
	1 100 008 438 010 125 S Main			12.58	6-01-31-430-001-071	B Electric-Borough Hall	R	01/20/16	01/27/16		200000055364	N



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>JEFFR010 JEFFREY PETERS</b>												
	15-01947	11/05/15	DJ Services 10/13 Triathlon									
	1		DJ Services 10/13 Triathlon	200.00	T-12-56-286-000-876	B PARKS & RECREATION/ TRIATHLON	R	11/05/15	01/27/16		102215	N
			Vendor Total:	200.00								
<b>K0017 KRISTY GILSENAN</b>												
	16-00003	01/15/16	2016 Jan.4-8 2016 Mileage									
	1		2016 Jan.4-8 2016 Mileage	39.96	6-01-20-176-000-199	B Miscellaneous	R	01/15/16	01/27/16			N
			Vendor Total:	39.96								
<b>L0037 LINCOLN FINANCIAL GROUP</b>												
	16-00018	01/15/16	Life Insurance: January 2016									
	1		Life Insurance: January 2016	323.40	6-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	01/15/16	01/27/16		BHIGHTBL1485737	N
	16-00051	01/20/16	LIFE INSURANCE: FEBRUARY 2016									
	1		LIFE INSURANCE: FEBRUARY 2016	323.40	6-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	01/20/16	01/27/16			N
			Vendor Total:	646.80								
<b>LISAL005 LISA LANGLOIS</b>												
	16-00050	01/20/16	Court Session 1/13/16 3.5 hrs									
	1		Court Session 1/13/16 3.5 hrs	70.00	6-01-20-176-000-114	B Court Assistance	R	01/20/16	01/27/16			N
			Vendor Total:	70.00								
<b>L1085 LORCO PETROLEUM SERVICES</b>												
	15-02262	12/31/15	INV #1133748									
	1		INV #1133748	50.00	5-01-26-311-001-167	B Oil Disposal	R	12/31/15	01/27/16		1133748	N
			Vendor Total:	50.00								
<b>MMCON005 M&amp;M CONTROL SERVICE, INC.</b>												
	15-01917	11/04/15	REPAIR TO RECORDER									
	1		QUOTE SQ89352 - REPAIR/REBUILD	750.00	5-09-55-501-001-503	B Water Plant Maintenance	R	11/04/15	01/27/16		INV#161747	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description		Amount	Charge Account	Acct Type Description						
<b>MMCON005 M&amp;M CONTROL SERVICE, INC. Continued</b>											
	15-01917	11/04/15	REPAIR TO RECORDER	Continued							
	2		FEIGHT	56.09	5-09-55-501-001-503	B Water Plant Maintenance	R	12/14/15	01/27/16	INV#161747	N
				806.09							
			Vendor Total:	806.09							
<b>M0180 MCMASTER-CARR</b>											
	16-00087	01/21/16	PACKING SEAL								
	1		INV. 46516739 - PACKING SEAL	62.44	5-09-55-501-001-502	B Vehicle Maintenance	R	01/21/16	01/27/16	46516739	N
			Vendor Total:	62.44							
<b>M0256 MERCER CO IMPROVEMT AUTHORITY</b>											
	16-00100	01/21/16	DEC 2015 TIPPING								
	1		DEC 2015 TIPPING	17,467.46	5-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	01/21/16	01/27/16	DEC 2015	N
	2		DEC 2015 RECYCLING TAX	455.67	5-01-43-496-001-174	B Recycling Tax	R	01/21/16	01/27/16	DEC 2015	N
				17,923.13							
			Vendor Total:	17,923.13							
<b>M0184 MID JERSEY MUNICIPAL JOINT INS</b>											
	16-00048	01/20/16	January 2016								
	1		Curr.General Liability Jan2016	13,456.00	6-01-23-210-003-112	B General Liability-JIF	R	01/20/16	01/27/16		N
	2		Curr.Workers Comp Jan. 2016	25,312.50	6-01-23-210-003-113	B Workers Compensation (JIF)	R	01/20/16	01/27/16		N
	3		JIF -Water	8,792.75	6-09-55-501-001-515	B County Insurance - JIF	R	01/20/16	01/27/16		N
	4		JIF -Sewer	35,170.75	6-09-55-501-002-515	B County Insurance - JIF	R	01/20/16	01/27/16		N
				82,732.00							
			Vendor Total:	82,732.00							
<b>S0244 N.J. STATE DEPT OF LABOR</b>											
	16-00143	01/26/16	4th Qtr 2015 Unemployment Due								
	1		4th Qtr 2015 Unemployment Due	10,037.30	T-16-56-286-000-833	B RESERVE-UNEMPLOYMENT TRUST	R	01/26/16	01/27/16		N
			Vendor Total:	10,037.30							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>N0052 NFPA INTERNATIONAL</b>												
	15-02187	12/15/15	2014 HANDBOOK ELECTRIC CODE									
	1		2014 HANDBOOK ELECTRIC CODE	189.95	5-01-33-195-001-033	B Books & Publications	R	12/15/15	01/27/16			N
	Vendor Total:			189.95								
<b>00080 OLD DOMINION BRUSH CO.</b>												
	15-02255	12/31/15	PTO ASSEMBLY FOR LEAF MACHINE									
	1		INV.0084099-IN - PTO ASSEMBLY	1,700.00	5-01-26-311-001-034	B Equipment Parts & Accessories	R	12/31/15	01/27/16		0084099-IN	N
	2		INV.0084099-IN - SHIPPING	123.98	5-01-26-311-001-034	B Equipment Parts & Accessories	R	12/31/15	01/27/16			N
				1,823.98								
	Vendor Total:			1,823.98								
<b>00050 ONE CALL CONCEPT INC</b>												
	16-00090	01/21/16	DEC 2015 ONE CALL MESSAGES									
	1		INV. 5125084 - DEC 2015 ONE	50.92	5-09-55-501-001-535	B Hydrants and Line Repair	R	01/21/16	01/27/16		5125084	N
	Vendor Total:			50.92								
<b>P0005 PARIS AUTOMOTIVE SUPPLY</b>												
	16-00089	01/21/16	DEC 2015 INVOICES									
	1		DEC 2015 INVOICES	42.99	5-09-55-501-001-511	B Generator/Engine Maintenance (B)	R	01/21/16	01/27/16			N
	2		DEC 2015 INVOICES	130.44	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	01/21/16	01/27/16			N
				173.43								
	Vendor Total:			173.43								
<b>P0088 PARKER MCCAY, P.A.</b>												
	16-00026	01/15/16	General Labor & Litigation									
	1		Invoice# 2551570	346.96	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	01/15/16	01/27/16		INV# 2551570	N
	2		Invoice# 2551573	2,290.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	01/15/16	01/27/16		INV# 2551573	N
	3		Invoice# 2551574	1,691.50	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	01/15/16	01/27/16		INV# 2551574	N
	4		Invoice# 2551575	216.55	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	01/15/16	01/27/16		INV# 2551575	N
				4,545.01								
	Vendor Total:			4,545.01								

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>PEACOCK INN ASSOCIATES, INC</b>												
15-02305	12/31/15	RET.ESCROW&PERF.BDS R.2015-296										
1		RET.PERFORM.BOND R.2015-296	5,567.19	PEAPG05-07		P PEACOCK INN ASSOCIATES P/G	R	12/31/15	01/27/16		RES.2015-296	N
2		RET.BAL ESCROW DEP R.2015-296	23.10	PEACI05-07		P PEACOCK INN ASSOCIATES, INC.	R	12/31/15	01/27/16		RES.2015-296	N
			<u>5,590.29</u>									
		Vendor Total:	5,590.29									
<b>PEOPLE FOR ANIMALS, INC.</b>												
15-02223	12/23/15	Animal Care										
1		Inv.#31293 Spay f.Nala V.Smith	175.00	T-12-56-286-000-861		B ANIMAL WELFARE COMMITTEE	R	12/23/15	01/27/16		INV.# 31293	N
		Vendor Total:	175.00									
<b>PRINCETON PACKET</b>												
15-02283	12/31/15	LEGAL AD 12/18/15										
1		NOTICE TO BIDDERS	47.43	5-01-20-120-001-021		B Advertisements	R	12/31/15	01/27/16		1006621	N
2		AFFIDAVIT	15.00	5-01-20-120-001-021		B Advertisements	R	12/31/15	01/27/16		1006621	N
			<u>62.43</u>									
		Vendor Total:	62.43									
<b>PRIOR NAMI BUSINESS SYSTEMS</b>												
15-02284	12/31/15	ADDITIONAL COPIES 2015										
1		INV 648434	397.35	5-01-20-140-001-061		B Maint. Agreemt-Copier Equipmt	R	12/31/15	01/27/16		648434	N
		Vendor Total:	397.35									
<b>PSE&amp;G</b>												
16-00060	01/20/16	65 503 262 06 JANUARY 2016										
1		65 503 262 06 JANUARY 2016	260.54	6-01-25-260-001-073		B Natural Gas Heat	R	01/20/16	01/27/16		65 503 262 06	N
16-00061	01/20/16	#65 798 109 04 December 2015										
1		#65 798 109 04 December 2015	184.52	6-01-31-446-001-070		B Gas Heat - Borough Hall	R	01/20/16	01/27/16		#65 798 109 04	N
16-00062	01/20/16	#66 878 908 08 January 2016										
1		#66 878 908 08 January 2016	51.12	6-01-31-446-001-070		B Gas Heat - Borough Hall	R	01/20/16	01/27/16		#66 878 908 08	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>P0044 PSE&amp;G Continued</b>													
	16-00063	01/20/16	#65 395 671 03 December 2015										
	1	#65 395 671 03	December 2015	488.24	6-01-31-446-001-143		B Gas/Heat - Fire House	R	01/20/16	01/27/16		#65 395 671 03	N
	16-00064	01/20/16	#66 759 467 06 HFD January2015										
	1	#66 759 467 06	HFD January2015	49.24	6-01-31-446-001-143		B Gas/Heat - Fire House	R	01/20/16	01/27/16		66 759 467 06	N
	16-00065	01/20/16	#65 039 876 09 January 2016										
	1	#65 039 876 09	January 2016	20.70	6-09-55-501-001-505		B Gas Service	R	01/20/16	01/27/16		65 039 876 09	N
	16-00066	01/20/16	#66 062 929 05 December 2015										
	1	#66 062 929 05	December 2015	230.99	6-09-55-501-001-505		B Gas Service	R	01/20/16	01/27/16		66 062 909 05	N
	16-00067	01/20/16	#66 794 869 04 December 2015										
	1	#66 794 869 04	December 2015	120.96	6-09-55-501-002-505		B Gas Service	R	01/20/16	01/27/16		66 794 869 04	N
	2	#66 794 869 04	December 2015	<u>387.13</u>	6-09-55-501-002-505		B Gas Service	R	01/20/16	01/27/16		66 794 869 04	N
				508.09									
	Vendor Total:			1,793.44									
<b>REPUB005 REPUBLIC SERVICES</b>													
	16-00037	01/19/16	Solid Waste Dumpster Agreement			B							
	2	INV#0689-002004053	DEC.12 2015	2,888.48	6-01-26-305-001-029		B Contract-Republic Services, NJ-Dumpsters	R	01/19/16	01/27/16		#0689-002004053	N
	3	INV#0689-002027036	JAN 12 2016	<u>2,889.12</u>	6-01-26-305-001-029		B Contract-Republic Services, NJ-Dumpsters	R	01/19/16	01/27/16		#0689-002004053	N
				5,777.60									
	Vendor Total:			5,777.60									
<b>R0684 ROBERT TINDALL</b>													
	15-01935	11/04/15	2015 LEAF DISPOSAL										
	2	2015 LEAF DISPOSAL		3,500.00	5-01-26-311-001-166		B LEAF DISPOSAL	R	11/04/15	01/27/16			N
	Vendor Total:			3,500.00									
<b>R0119 RWJUHH OCCUPATIONAL AND</b>													
	15-01403	08/19/15	NEW HIRE PHYSICALS										
	1	NEW HIRE PHYSICALS		240.00	5-01-25-240-001-093		B Medical Exams/Hepatitis B Shot	R	08/19/15	01/27/16			N
	2	NEW HIRE PHYSICALS		165.00	5-01-25-240-001-093		B Medical Exams/Hepatitis B Shot	R	08/19/15	01/27/16			N



Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>TOLIC TREASURER STATE OF NEW JERSEY</b>													
	16-00112	01/21/16	INV #160031800										
	1		INV #160031800	150.00	6-09-55-501-002-520	B	Discharge Permits/Licenses	R	01/21/16	01/27/16		160031800	N
	Vendor Total:			150.00									
<b>U0007 UNIVAR USA</b>													
	16-00038	01/19/16	Res.2015-61 Liq.Chlorine Sewer			B							
	2		INV#HB809937 DTD 1/14/16	324.00	6-09-55-501-002-526	B	Chlorine-Liquid	R	01/19/16	01/27/16		INV# HB809937	N
	16-00039	01/19/16	Res.2015-61 Liq.Chlorine-Water			B							
	2		Inv#HB810176 dtd 1/19/16 WTR	405.00	6-09-55-501-001-526	B	Chlorine	R	01/19/16	01/27/16		#HB810176	N
	16-00040	01/19/16	Res2015-34 Calcium Hydroxide-W			B							
	2		Inv# HB810176 dtd 1/19/16	930.00	6-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	01/19/16	01/27/16		#HB810176	N
	16-00041	01/19/16	Res2015-34 Calcium Hydroxide-S			B							
	2		INV#HB809486 DTD 1/8/16	620.00	6-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	01/19/16	01/27/16		INV# HB809486	N
	16-00042	01/19/16	Res.2015-125 Sod.Bicarbonate-S			B							
	2		INV#HB809486 DTD 1/8/16	3,011.25	6-09-55-501-002-552	B	Sodium Bicarbonate-UNIVAR	R	01/19/16	01/27/16		INV# HB809486	N
	16-00131	01/25/16	Res2015-125 Fluosilicic Acid W			B							
	2		Inv.#HB810176 dtd 1/19/16 WTR	292.05	6-09-55-501-001-528	B	Fluorosilic Acid-UNIVAR	R	01/25/16	01/27/16		#HB810176	N
	3		Inv.#HB810196 dtd 1/19/16	292.05	6-09-55-501-001-528	B	Fluorosilic Acid-UNIVAR	R	01/25/16	01/27/16		#HB810196	N
				584.10									
	Vendor Total:			5,874.35									
<b>U0144 UPS</b>													
	16-00103	01/21/16	SHIPPING ON 12/3/15										
	1		INV. 0000161Y33026 - RETURN OF	5.12	5-01-26-305-001-199	B	Miscellaneous	R	01/21/16	01/27/16		0000161Y33026	N
	Vendor Total:			5.12									
<b>V0019 VERIZON</b>													
	16-00056	01/20/16	609448418403883Y DTD 1/1/16										
	1		609448418403883Y DTD 1/1/16	35.05	6-09-55-501-003-545	B	Telephone-w/S-VERIZON	R	01/20/16	01/27/16		609448418403883	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description		Amount	Charge Account	Acct Type Description						
<b>V0019 VERIZON Continued</b>											
16-00057	01/20/16	#201X06936613701Y	DTD 12/16/15								
1	#201X06936613701Y	DTD 12/16/15	156.18	6-01-31-440-001-089	B Telephone-VERIZON	R	01/20/16	01/27/16		201X06936613701	N
16-00058	01/20/16	#609490026752756Y	DTD 12/20/15								
1	#609490026752756Y	Final Bill	61.38	6-01-31-440-001-089	B Telephone-VERIZON	R	01/20/16	01/27/16		609490026752756	N
	Vendor Total:		252.61								
<b>V0290 VITAL COMMUNICATIONS INC.</b>											
16-00005	01/15/16	Jan.2016 VPN Assess/CAMA Sys									
1	Jan.2016	VPN Assess/CAMA Sys	204.00	6-01-20-150-001-029	B Maintenance Contracts	R	01/15/16	01/27/16		INV# 63714	N
	Vendor Total:		204.00								
<b>W0073 WASTE MANAGEMENT OF NJ, INC.</b>											
16-00044	01/20/16	2016 Recycling Contract		B							
2	INV# 2656553-0502-6	DTD 1/1/16	2,616.00	6-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	01/20/16	01/27/16		#2656553-0502-6	N
	Vendor Total:		2,616.00								
<b>W0071 WASTE MGMT OF NEW JERSEY, INC.</b>											
16-00045	01/20/16	2016 Sludge Cake		B							
2	INV#2657501-0502-4	DTD 1/1/16	11,751.48	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	01/20/16	01/27/16		#2657501-0502-4	N
	Vendor Total:		11,751.48								
<b>W0096 WATER WORKS SUPPLY CO., INC.</b>											
16-00097	01/21/16	GATE VAVLE KEY/CORP STOPS									
1	INV. IF84528 - GATE VALVE KEY/		465.90	5-09-55-501-001-535	B Hydrants and Line Repair	R	01/21/16	01/27/16		IF84528	N
	Vendor Total:		465.90								
<b>W0005 WEB OUTBACK</b>											
15-02238	12/28/15	HARVEST FAIR									
1	TRIATHALON-INV#38080	9-11-15	840.00	T-12-56-286-000-876	B PARKS & RECREATION/ TRIATHLON	R	12/28/15	01/27/16		INV#38080	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
W0005 WEB OUTBACK Continued												
	15-02239	12/28/15	BEHIND TAVERN ON THE LAKE									
	1 INV# 38032	8/29/15-9/29/15		140.00	5-01-28-370-002-037	B Public Events	R	12/28/15	01/27/16		INV#38032	N
	Vendor Total:			980.00								
W0286 WEST WINDSOR TOWNSHIP												
	16-00019	01/15/16	1stQtr Health Service Agree.									
	1 1stQtr Health Service Agree.			7,148.00	6-01-43-511-001-026	B West Windsor Health Contract	R	01/15/16	01/27/16			N
	Vendor Total:			7,148.00								
Total Purchase Orders: 92 Total P.O. Line Items: 148 Total List Amount: 225,416.55 Total Void Amount: 0.00												

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	5-01	42,211.33	0.00	42,211.33	0.00	0.00	0.00	42,211.33
	5-09	10,390.26	0.00	10,390.26	0.00	0.00	0.00	10,390.26
Year Total:		52,601.59	0.00	52,601.59	0.00	0.00	0.00	52,601.59
CURRENT FUND	6-01	74,133.98	0.00	74,133.98	0.00	0.00	0.00	74,133.98
	6-09	80,025.89	0.00	80,025.89	0.00	0.00	0.00	80,025.89
	6-21	0.00	0.00	0.00	0.00	0.00	5,590.29	5,590.29
Year Total:		154,159.87	0.00	154,159.87	0.00	0.00	5,590.29	159,750.16
TRUST OTHER - FUND #12	T-12	1,215.00	0.00	1,215.00	0.00	0.00	0.00	1,215.00
ANIMAL CONTROL TRUST FUND #13	T-13	525.00	0.00	525.00	0.00	0.00	0.00	525.00
UNEMPLOYMENT TRUST FUND #16	T-16	10,037.30	0.00	10,037.30	0.00	0.00	0.00	10,037.30
HOUSING TRUST FUND-RECAPTURED FUNDS	T-26	1,287.50	0.00	1,287.50	0.00	0.00	0.00	1,287.50
Year Total:		13,064.80	0.00	13,064.80	0.00	0.00	0.00	13,064.80
Total of All Funds:		219,826.26	0.00	219,826.26	0.00	0.00	5,590.29	225,416.55

Project Description	Project No.	Rcvd Total	Held Total	Project Total
PEACOCK INN ASSOCIATES, INC.	PEACI05-07	23.10	0.00	23.10
PEACOCK INN ASSOCIATES P/G	PEAPG05-07	5,567.19	0.00	5,567.19
Total of All Projects:		<u>5,590.29</u>	<u>0.00</u>	<u>5,590.29</u>

# Resolution 2016-40

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL HOUSING REHABILITATION PROGRAM ADMINISTRATION SERVICES – REHABCO, INC.

**WHEREAS**, there exists the need for specialized administration of individual housing rehabilitation projects in connection with the Hightstown Housing Rehabilitation Fund and Small Cities Grant programs, and administration of the Small Cities Grant; and

**WHEREAS**, the Borough Council wishes to appoint Rehabco, Inc. of Brick, New Jersey as the administrator of individual housing rehabilitation projects in connection with the Hightstown Housing Rehabilitation Fund and Small Cities Grant programs, and as the Administrator of the Small Cities Grant effective February 1, 2016; and

**WHEREAS**, the cost for the proposed services shall be paid by the program associated with each rehabilitation; and,

**WHEREAS**, the Borough Attorney will review and approve the contract for execution by the Borough; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are 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**, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

**WHEREAS**, the anticipated term of this contract is for the year 2016, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

**WHEREAS**, Rehbc, Inc. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

**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 authorized to execute and the Borough Clerk to attest an Agreement between the

Borough of Hightstown and Rehabco, Inc. regarding the above-referenced professional administration services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Rehabco, Inc. is a firm whose staff are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2016.

---

Debra L. Sopronyi  
Borough Clerk

**Affordable Housing Program Administration**  
**“Housing Rehabilitation” & “Administrative Agent” –**  
**U.H.A.C. “Uniform Housing Affordability Controls” Based**

**Statement of Qualifications and Price Proposal**

**BOROUGH OF HIGHTSTOWN**  
**Mercer County, N.J.**

**August 26, 2015**

**Rehabco, Inc.**  
**470 Mantoloking Road**  
**Brick NJ 08723**

**(732) 477-7750**

**Email: [Rehabco@Aol.com](mailto:Rehabco@Aol.com)**  
**[www.Rehabconj.com](http://www.Rehabconj.com)**

**Fed. ID# 22-2300602**

## INTRODUCTION

### *Firm Description*

Rehabco, Inc., established in 1980, specializes in Community Development management and administration of Affordable Housing and Housing Rehabilitation programs conducted by municipal and county governments. The firm has vast experience in developing programs, which are to be funded by Federal, State or local sources in the delivery of affordable housing based services. The firm is also fully capable to respond to various levels of technical and administrative assistance as needed by private, local, county or State level entities whether they be in their developmental stages or online and up and running.

Rehabco's parent company, E. Eugene Oross Associates was one of the largest and most experienced consultant planning firms in the State of New Jersey, having served numerous public and private clients for over 40 years. E. Eugene Oross Associates as parent company to Rehabco, Inc. has wide experience in municipal planning, landscape architecture, environmental studies and housing programs inclusive of the development of "Fair Share" Housing Plans pursuant to the New Jersey Fair Housing Act.

Having offices in Brick Township, the firm has extensive experience throughout New Jersey municipalities such as Bernards, Brick, Jackson, Lakewood, Edison, Marlboro, North Haledon, North Hanover, Bayonne, Paterson, West Paterson, Elizabeth, Franklin, Clinton, South Bound Brook, Sayreville and Warren Townships. We are also full program administrators of the Brick Township and Lakewood Township Community Development Department. We are administrators of the Jackson Township Housing Rehabilitation Program, the COAH/DCA "Administrative Agents" for all new affordable housing opportunity in Lakewood, Warren and Jackson Township and past administrators of the Ocean County Housing Rehabilitation Program and the Union County Housing Rehabilitation Program.

Rehabco, Inc./E. Eugene Oross Associates prides itself on its record of the development of consistent and effective programs, especially in the field of housing. The combination of its planning and administrative services has allowed for a successful relationship between policy/program development and the actual implementation of goals targeted.

Ervin Oross, the President of the Firm is responsible for all program aspects. Ervin is also acting liaison to the Brick, Jackson and Lakewood Township Governing Body in relation to ongoing program planning on the County level regarding the Ocean County Consolidated Housing Consortium.

# TECHNICAL PROPOSAL

## HOUSING REHABILITATION PROGRAM ADMINISTRATION & PROJECT MANAGEMENT

### *A. Administration of Individual Housing Rehabilitation Projects in line with "Third Round Procedural Rules" from the New Jersey Council on Affordable Housing (COAH).*

Rehabco, Inc. shall provide the following technical services in the conduct of individual housing rehabilitation projects in accordance with the standards as requested by New Jersey Affordable Housing "U.H.A.C.- Administrative Rules" and the Borough of Hightstown:

- Acceptance of applications for rehabilitation and review for income eligibility (proof of income) in accordance with 2014 COAH Regional Income Limits, including a review of the applicant's credit report.
- If qualified applicant is on file for six (6) months or longer, reverification of household size and income shall be conducted prior to initial property inspection.
- Review of property ownership status and a determination of local property tax status.
- Scheduling and conducting initial property inspections. Site inspection will review present status of building code status of residence. Work write-ups will be prepared in accordance with Rehabco's Construction Manual. These inspections will be performed by Rehabco's Construction & Specification Specialist and adhere to the upgrade of only code violations at applicant's residence.
- Conduct of primary electrical inspection.
- Preparation of work write-ups including specifications by the Construction & Specification Specialist and review of same with applicant. This shall also include cost estimates based on the content of the work write-up.
- Preparation of contractor solicitation packages.
- Conduct of solicitation openings.
- Review of all solicitation packages for completeness.
- Preparation of all necessary documents for preconstruction conferences, i.e. lien, grant agreements, contract, etc.
- Issuance of work proceed order to the contractor.

*Housing Rehabilitation Administration Services.....*

*Continued*

- 
- Processing change orders, if applicable, after consultation with township officials.
  - Progress and final inspections of work will be performed by the Construction Specialist.
  - Issuance of written inspection reports and payment authorizations to township officials.
  - Correspondence with applicants advising of progress from receipt of application to completion of project.
  - Preparation of all rehabilitation documents as required by the township.
  - Preparation of contractor and subcontractor activity reports as well as all other reports required by the Borough.

## AFFORDABLE HOUSING “ADMINISTRATIVE AGENT” RESPONSIBILITIES

*B. Administration of the Hightstown Borough Affordable Housing Program. The General Oversight of Affordable Housing in Hightstown will adhere to the “Administrative Agent” duties described herein for pending or existing affordable housing developments and units with affordability controls.*

Rehabco, Inc. shall provide the following “Administrative Agent” services in the conduct of the Borough of Hightstown Affordable Housing Program, in accordance with the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.) and Council on Affordable Housing (NJDC/ C.O.A.H) “Uniform Housing Affordability Controls”-U.H.A.C (N.J.A.C. 5:80-26), they are:

1. Rehabco Inc. shall prepare an “Affirmative Marketing Plan”, in accordance with UHAC to properly market the availability of the program to the general public. The plan shall be maintained by the Municipal Housing Liaison. In accordance with rules as promulgated by UHAC, the Plan shall include sample media advertisements, a list of contacts for outreach to organizations within the COAH region and a description of the lottery procedure as implemented by Rehabco, Inc. in selecting prospective occupants for affordable units.
2. Rehabco Inc. shall conduct an out reach process prior to the lottery to ensure compliance with the Affirmative Marketing Plan for the marketing of affordable rental housing units within the township.
3. Rehabco Inc. shall provide, per request, counseling services to low and moderate-income applicants on subjects concerned with personal finance, budgeting, credit issues, mortgage qualification, rental lease qualification and landlord/tenant law.
4. Rehabco Inc. shall secure from developers or owners written acknowledgement of the requirement that no restricted affordable unit can be offered or committed, to any person, other than a household duly certified to occupy the unit.
5. Rehabco Inc. shall require that all certified applicants eligible for, or presently occupy restricted units, execute a “Certificate of Eligibility” (good for 180 days) as well as execute “Affordable Housing Restriction Agreement” to occupy, as applicable.
6. Rehabco Inc. shall forward annual mailings to all owners of affordable dwelling units, reminding them of their obligations under their “Affordable Housing Agreement”.
7. Rehabco Inc. will receive from the municipality lists of all affordable housing units which tax bills are mailed to absentee owners, and notify all such owners that they must either move back to their unit or sell it.
8. Rehabco Inc. will ensure that all restricted units are identified as affordable within the Tax Assessor’s office as well at the offices of the Municipal Utility Authority (MUA).

9. Rehabco Inc. will monitor the outreach process as implemented by participating developers to insure affirmative marketing of affordable housing units in accordance with the provisions of N.J.A.C. 5:80-26:15 and general COAH rules and regulations.
10. Rehabco Inc. shall publish the availability of the program, the availability of applications and the prospective time and date of the lottery in accordance with Borough of Avalon's "Affirmative Marketing Plan".
11. Rehabco Inc. shall forward "Pre-applications" to all interested persons from the general public.
12. Advertise the public lottery for the selection of applicants.
13. Conduct public lottery in convenient and open venue. Operate lottery machine and pulling lottery balls from machine. Develop listing of winners.
14. Rehabco Inc. will conducting all interviews of successful lottery winners and will obtain sufficient documentation of gross income and assets upon which to base a determination of income eligibility for low or moderate-income units;
15. Rehabco Inc. shall provide written notification to each applicant as to the determination of eligibility or non-eligibility inclusive of issuing "Certificate of Eligibility" to income-qualified persons or households.
16. If required, Rehabco Inc. will create and maintain a referral list of eligible applicant persons and eligible applicant households.
17. Rehabco Inc., if required, will furnish to attorneys forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit. This specifically will include; "Recapture Mortgage Note", "Mortgage", "Deed", "Consideration for use by Seller Affidavit" and the "Affordable Housing Restrictions Agreement".
18. Rehabco Inc. shall create and maintain a file on each restricted unit for its control period of thirty (30) years in accordance with COAH rules.
19. Rehabco Inc. shall institute and maintain an effective means of communicating between owners and administrative agent regarding availability of restricted units.
20. Rehabco Inc. will institute and maintain an effective means of communicating information to low- and moderate-income households regarding availability of restricted units for resale.

21. Rehabco Inc. will review and approve requests from owners of restricted units who wish to take out home equity loans or refinancing during the term of ownership.
22. Rehabco Inc. will review and approve requests to increase sales prices from owners who wish to make capital improvements; such authorizations will be limited to additional bedrooms or bathrooms and the cost of central air conditioning systems.
23. Rehabco Inc. will process requests and make determinations on request by owners of restricted units for hardship waivers.
24. Rehabco Inc. will communicate with lenders regarding foreclosures or rental default.
25. Rehabco Inc. will ensure that the issuances of "Continuing Certificates of Occupancy" are pursuant to N.J.A.C. 5:80-2610.
26. Rehabco Inc. will notify the Borough of an owner's intent to sell a restricted unit.
27. Rehabco Inc. will ensure that a "Letter of Instruction to Sell" and "Intent to Sell" has been filed. Henceforth a "Purchase Agreement", "Consideration for Use by Seller Affidavit", "Recapture Mortgage Note", "Mortgage" "Deed" and "Affordable Housing Restrictions Agreement" is prepared and executed in accordance with U.H.A.C.
28. Rehabco Inc. will also, on an annual basis, submit all required financial reports and monitoring reports to COAH and the court in accordance with N.J.A.C. 5:94-9.2 on the progress of the program.
29. Rehabco Inc. will follow the fiscal management plan as made part of the Borough's Housing Element and Fair Share Plan, aka. "Spending Plan" in accordance with N.J.A.C. 5:94-9.2, N.J.A.C. 5:93-5.2, to ensure proper maintenance and operation of the "Housing Trust Fund" as collected through developer's fees. All fiscal management procedures will be implemented between Borough of Hightstown and Rehabco, Inc. where appropriate.
30. Implement the Borough's affordability assistance down payment assistance program and rental assistance program.
31. Update affordability assistance manual and forms as needed. Solicit applications on the affordability assistance program, distribute and process applications to certify applicants, prepare resolutions and other required documents needed to disburse funds. Track disbursement of funds and collect required data for COAH reporting.
32. Assist with the preparation of the Affordable Housing Spending Plan and related affordable housing planning activities. Assist in the preparation of agreements, deeds and other supporting documents for all projects identified in the Affordable Housing Spending Plan. Assist with tracking funds and reporting appropriately.

## PROGRAM IMPLEMENTATION and EXPERIENCE

### *A. COMMUNITY DEVELOPMENT ADVISORY SERVICES*

Rehabco, Inc. has been providing extensive and continuous professional planning and management services to Community Development and Affordable Housing compliant entities for over twenty (20) years. Professional services which will be provided to the Borough of Hightstown will include the following:

- Establishment of operating policies and procedures. Inclusive of operating manuals for affordable housing programs such as “Affirmative Marketing Plan” and “Procedure Manual” in accordance with COAH’s new Model Operating Manual.
- Rehabco, Inc. shall directly report to Hightstown Borough’s designated Municipal Housing Liaison or Borough Administrator.
- Development of procedures for project ranking and selection in accordance with “Uniform Housing Affordability Controls” NJAC 5:80-26.1
- Rehabco, Inc. shall maintain all necessary records relative to the affordable residency program inclusive of affirmative marketing details, tenant qualifications and unit specifics.
- Conduct of Citizen Advisory meetings.
- Preparation of program applications, in line with U.H.A.C. standards.
- A Rehabco, Inc. representative will be available to report on the progress of the program to members of the Borough Committee either every six-months or on an as-needed basis.
- Interaction with affordable housing officials or the Court during program implementation.
- Day-to-day program management and administration.
- Scheduling of project elements.
- Preparation of yearly monitoring forms.
- Expertise in NJ Department of Community Affairs “COAH Tracking Monitoring System” (CTM) in order to report on monthly program progress and accomplishments. (The formal affordable housing program reporting system has not been established presently by the Courts.)

# Resolution 2016-41

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL AWWTP PLANT OPERATION CONSULTING SERVICES – LYONS ENVIRONMENTAL SERVICES, LLC

**WHEREAS**, there exists the need for specialized plant operation consulting services for the AWWTP during 2016; and

**WHEREAS**, the Borough Council wishes to appoint Lyons Environmental Services, LLC of Neptune, New Jersey as the AWWTP Plant Operation Consultant effective February 1, 2016; and

**WHEREAS**, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2016 budget; and,

**WHEREAS**, the Borough Attorney will review and approve the contract for execution by the Borough; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are 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**, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

**WHEREAS**, the anticipated term of this contract is for the year 2016, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

**WHEREAS**, Lyons Environmental Services, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

**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 authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Lyons Environmental Services, LLC regarding the above-referenced

professional consulting services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Lyons Environmental Services, LLC is a firm whose staff are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2016.

---

Debra L. Sopronyi  
Borough Clerk

**Lyons Environmental Services, LLC**

1105 Green Grove Road, Bldg. #2, Neptune, NJ 07753

Phone-732-566-0038, Fax 732-566-1889

January 15, 2016

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

Re: Wastewater Treatment Plant Operation Consultant

Dear Mr. Underhill,

Lyons Environmental Services is please to present this proposal for professional Services for the supply of a T-4 licensed operator consultation services for the Hightstown wastewater treatment plant. Consultation services to be provided by Michael J. Lyons, CEO of Lyons Environmental Services.

These services include consulting with the plant operator, the borough engineer and the sewer committee on the ongoing operation and special projects at the Hightstown Wastewater Treatment Plant and co-ordination with the engineer and the sewer committee on the operation and capital requirements at the plant.

Consultation Services for Michael J. Lyons - \$100.00 per hour

Lyons Environmental Services will also provide additional services as required from time to time in conformance with the attached Schedule of Labor Rates and Laboratory Rate Schedule.

Thank you for the opportunity to propose on this work. If you have any questions or require additional information please contact me.

Sincerely,



Michael J. Lyons, CEO

**Scope of Services**  
**Borough of Hightstown Wastewater System**

**Wastewater System Consultation Services**

1. Consult on an as needed basis with the plant operator on the operation of the plant, possible improvements and special projects.
2. Prepare and submit a report to the Borough sewer committee on a monthly basis
3. Provide for answering service and response to emergency calls on a 24 hour per day basis.
4. Provide a minimum S-3, C-3 licensed operator to be on site if needed in the absence of the operator.
5. Attend meetings with Borough, the town engineer, the NJDEP or Board of Health representatives for Compliance Evaluations Inspections as needed.

**Scope of Additional Services**

1. Provide major repair services required on a 24 hour per day basis, including, electrical and mechanical repair. A price list for labor is attached.
2. Perform special projects as required such as flow studies, process control, and treatability studies.
3. Prepare or aid in the preparation of submittals to the NJDEP as may be required.
4. Perform other projects or tasks as may be requested from time to time by the Borough.

Lyons Environmental Services, LLC  
 Labor Rates, Effective 1/1/2016

Lyons Environmental Services, LLC will provide process consulting, environmental consulting, laboratory services, maintenance and repair services to sewerage and water facilities including replacement parts, major repairs and emergency call-out coverage on a time and materials basis, billed on the following schedule:

Employee Grade	Hourly rate Monday to Friday 7AM to 5PM	Hourly rate Saturdays and Evenings	Hourly rate Sundays & Holidays
Division I	\$55.00	\$60.00	\$65.00
Division II	\$65.00	\$75.00	\$80.00
Division III	\$75.00	\$85.00	\$90.00
Division IV	\$100.00	\$125.00	\$125.00

Division I - Operator trainees, environmental technicians, laboratory technicians, repairmen helpers, mechanics helpers, and laborers.

Division II - Class 1 and Class 2 licensed water, wastewater and industrial operators, journeymen electricians, journeymen plumbers, certified welders, machinists, pipefitters, draftsman, laboratory supervisors and senior environmental technicians.

Division III - Class 3 and Class 4 licensed water, wastewater and industrial operators, lab manager, project managers, licensed electricians and licensed plumbers.

Division IV - Principals and top managers for process design assistance, regulatory and environmental consulting services.

Conditions:

Materials billed at manufacturers cost plus 30%.

Electrical or plumbing permits if required at cost plus 15%.

Subcontractors billed at cost plus 30%.

Emergency call outs will be billed with a two-hour minimum.

Charges are portal to portal from Neptune, NJ

Mileage will be invoiced at per mile rate determined by most recent IRS schedule.

Clerical work billed at \$45.00 per hour.

## Laboratory Price List

January 31, 2016

### Limited Chemistry

Acidity.....	\$20.00
Alkalinity.....	\$20.00
Alkalinity...24 hr\$60..rush	\$40.00
BOD 5 day.....	\$20.00
BOD Soluble.....	\$25.00
BOD 20 day.....	\$30.00
BOD Nitrogenous, 20 day....	\$30.00
Calcium.....	\$20.00
Chloride.....	\$20.00
Chlorine, Free or Total....	\$20.00
Chemical Oxygen Demand.....	\$30.00
CBOD 5 day.....	\$20.00
CBOD 20 day.....	\$30.00
COD.....	\$30.00
Color. . . . .	\$98.00
Conductivity.....	\$20.00
Corrosivity. . . . .	\$90.00
Cyanide.....	\$55.00
Enterococci.....	\$40.00
Fecal Coliform.....	\$20.00
Total Coliform.....	\$20.00
Fluoride.....	\$20.00
Hardness.....	\$50.00
Hydrogen Ion.....	\$20.00
Langelier Index..rush\$85....	\$45.00
Most Metals.....	\$30.00
Molybdenum . . . . .	\$20.00
Total Nitrogen. . . . .	\$75.00
NH3N, Ammonia.24hr rush\$75	\$25.00
Nitrogen, Kjeldahl (TKN)....	\$25.00
NO3N, Nitrate.24hr rush \$60	\$20.00
NO2N, Nitrite.....	\$20.00
Odor . . . . .	\$20.00
Oil & Grease.....	\$35.00
Oxygen, Dissolved.....	\$20.00
pH.....	\$10.00
Petroleum Hydrocarb(Sewer). .	\$95.00
Phenols, Total.....	\$60.00
Phos, Total...24hr rush\$70.	\$25.00
Phosphorus, Total (soluble)	\$25.00
Potassium (k).....	\$50.00
Solids, Total Dissolved....	\$20.00
Solids, Total Suspended....	\$20.00
Solids, Mixed Liquor Susp..	\$20.00
Solids, Mix Liquor Volatile	\$20.00
Solids, Total.....	\$25.00
Solids, Total Volatile.....	\$30.00
Sulfate.....	\$20.00
Surfactants (MBAS).....	\$40.00
Temperature.....	\$20.00
Total Organic Carbon.....	\$50.00
Total Organic Halogen.....	\$90.00
Turbidity.....	\$20.00

### Metals

Aluminum.....	\$20.00
Arsenic.....	\$30.00
Asbestos in water... \$175.00	
Cadmium.....	\$30.00
Copper.....	\$20.00
Iron.....	\$20.00
Lead.....	\$20.00
Manganese.....	\$20.00
Mercury \$20 (sludge). \$40.00	
Sodium.....	\$20.00
Zinc.....	\$30.00
Antimony . . . . .	\$30.00
Arsenic . . . . .	\$30.00
Cyanide . . . . .	\$55.00
Nickel . . . . .	\$30.00
Silver. . . . .	\$30.00
Barium . . . . .	\$30.00
Flourine . . . . .	\$20.00
Chromium	\$40.00
Chromium, Trivalent	\$90.00
Chromium, Hexavalent	\$75.00
PCB'S . . . . .	\$250.00
Trichlorethylene	300.00
Dioxin	\$275.00
Phenols	\$60.00
Beryllium . . . . .	\$30.00
Selenium . . . . .	\$30.00
Thallium . . . . .	\$30.00
Gross Alpha . . . . .	\$182.00
Bromodichlor-Methane\$330.00	
HAA5 . . . . .	\$325.00
THM . . . . .	\$195.00
Sulfide . . . . .	\$25.00

**Microbiological**

Coliform, Fecal MF.....	\$50.00 (One time customer)
Coliform, Total MF.....	\$50.00 (One time customer)
Enterococcus.....	\$35.00
Fecal Strep. . . . .	\$30.00
Standard Plate Count.....	\$20.00
Microscopic Particulate Anal..	\$300.00
With Sample Collection...	\$400.00

**Special Analytical Services**

NJDEPE 008/009 -

Annual Sludge Analysis..... \$498.00

**Bio-Assay**Acute..... \$1,500.00  
Chronic. . . . . \$1,500.00**NJDEPE Potable Water Analysis**A-280 Analysis..... \$195.00  
Federal Volatile List 1 & 3..... \$180.00  
Primary Inorganics..... \$200.00  
Secondary Drinking Water Standards.. \$200.00  
Asbestos..... \$ 60.00  
VOC's on drinking water..... \$290.00

Standard Potable Well Test..... \$300.00

**NJDEPE Wastewater Analysis**Wastewater VOC 624..... \$325.00  
Trip Blank..... \$325.00  
Priority Pollutant Organics (ABN's+25)  
    Base Neutrals & Acid Extractables.. \$750.00  
    Pesticides..... \$220.00  
    Phenols & Cyanide..... \$115.00  
    Dioxin . . . . . \$275.00  
    Trichloroethylene . . . . . \$300.00  
    PCB's . . . . . \$275.00**Miscellaneous**

Percent Transmittance (UV)..... \$35.00

72 hour turn around will increase cost by 50%

24 hour turn around time will increase cost by 100%

Prices are subject to change without notice.

# Resolution 2016-42

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, DESIGNATING RBG HIGHTSTOWN LLC AS A CONDITIONAL REDEVELOPER FOR THE PROPERTY COMMONLY KNOWN AS TAX BLOCK 30, LOTS 1-7, TAX BLOCK 30, LOTS 10-13, AND TAX BLOCK 21, LOTS 1-5 AND 26 ON THE TAX MAP OF THE BOROUGH, AND ALSO KNOWN AS THE MILLS AT HIGHTSTOWN, AND AUTHORIZING THE EXECUTION OF A CONDITIONAL REDEVELOPER'S AGREEMENT WITH RESPECT THERETO.**

**WHEREAS**, pursuant to the Local Redevelopment and Housing Law, *N.J.S.A. 40A:12A-1 et seq.*, (the "Redevelopment Law"), by Resolution 2003-19 duly adopted on December 1, 2003, the Borough Council (the "Borough Council") of the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"), designated the properties known as Tax Block 54, Lots 6-10, 13, 14.01, 16.01 & 23; Block 40, Lots 14-28; Block 33, Lots 1-30 & 32-36; Block 30, Lots 1-13; Block 28, Lots 56 & 57; and Block 21, Lots 1-14 & 26 on the Official Tax Map of the Borough (collectively, the "Redevelopment Area"), as an "area in need of redevelopment" pursuant to the Redevelopment Law; and

**WHEREAS**, a revised redevelopment plan (the "Redevelopment Plan") containing development standards for that portion of the Redevelopment Area which is known as Sub-Area I (Bank Street) was adopted by Ordinance Number 2015-04 of the Borough Council on April 20, 2015, which revised redevelopment plans previously adopted by the Borough on September 7, 2004, October 2, 2006 and October 6, 2008; and

**WHEREAS**, the Borough Council has been presented with a plan by RBG Hightstown LLC (the "Entity") for the redevelopment of that portion of the Redevelopment Area consisting of Block 30, Lots 1-7, Block 30, Lots 10-13, and Block 21, Lots 1-5 & 26 on the Borough's Tax Map (collectively, the "Project Area"), which constitutes part of Sub-Area I (Bank Street) and which shall also be known as The Mills at Hightstown; and

**WHEREAS**, the Entity seeks to be designated as the "redeveloper" (as defined in the Redevelopment Law) of the Project Area, so as to redevelop the Project Area in accordance with the terms of the Redevelopment Plan and the Redevelopment Law; and

**WHEREAS**, the Borough has determined that in order to coordinate the redevelopment of the Project Area in the most timely and efficient manner, it is in the best interests of the Borough to designate the Entity as the conditional redeveloper (the "Conditional Redeveloper") of the Project Area, pending the negotiation and execution of, among other agreements, a redevelopment agreement (the "Redevelopment Agreement") with the Borough; and

**WHEREAS**, the Borough desires to authorize the execution of a conditional redeveloper's agreement with the Entity (the "Conditional Redeveloper's Agreement", substantially in the form attached hereto as Exhibit A) for the purpose of creating a framework for the negotiation and execution of a Redevelopment Agreement.

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

Section 1. The Borough Council hereby designates RBG Hightstown LLC as the Conditional Redeveloper of the Project Area, commonly known as the Mills at Hightstown, pursuant to the terms and conditions set forth in the attached Conditional Redeveloper's Agreement (or one which is substantially similar thereto, with such deletions, additions, and other modifications as deemed appropriate by the Borough Council, upon consultation with Borough professionals and staff).

Section 2. The Borough Council hereby approves the Conditional Redeveloper's Agreement, in substantially the same form attached hereto, with such deletions, additions, and other modifications as deemed appropriate by the Borough Council, upon consultation with Borough professionals and staff.

Section 3. The Borough Council hereby authorizes the Mayor to execute, and the Municipal Clerk to attest, the Conditional Redeveloper's Agreement on behalf of the Borough.

Section 4. This resolution shall take effect immediately.

#### CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a Resolution adopted on February 1, 2016 by the Borough of Hightstown, in the County of Mercer, New Jersey.

---

Debra L. Sopronyi, RMC  
Borough Clerk  
Borough of Hightstown

**EXHIBIT A**

**[To be provided]**

# Resolution 2016-43

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

**RESOLUTION AUTHORIZING A 2<sup>ND</sup> AMENDMENT TO THE LEASE AGREEMENT FOR THE  
BOROUGH'S CONTINUED USE OF A PORTION OF THE PROPERTY  
KNOWN AND DESIGNATED AS BLOCK 61.01, LOTS 43, 44 & 45,  
COMMONLY KNOWN AS 415A MERCER STREET,  
HIGHTSTOWN, NEW JERSEY.**

**WHEREAS**, the Hightstown Borough Governing Body previously adopted Ordinance No. 2014-02 which authorized the Borough of Hightstown (the "Borough") to enter into a Lease Agreement (the "Agreement") with Hights Realty, LLC, regarding the Borough's temporary use of a portion of the premises located at 415 Mercer Street in the Borough, commonly known and designated as Block 61.01, Lots 43, 44 and 45 on the Borough's Tax Map (hereinafter referenced as the "Property"), for the relocation of the Borough's Police Department and associated operations; and

**WHEREAS**, the Agreement was executed by the parties on February 1, 2014; and

**WHEREAS**, the parties previously executed a "1<sup>st</sup> Amendment to Lease Agreement and First Renewal Thereof"(the "1<sup>st</sup> Amendment"), which modified the renewal terms set forth in the initial Agreement; and

**WHEREAS**, the term of the 1<sup>st</sup> Amendment is currently scheduled to expire as of January 31, 2016;

**WHEREAS**, the parties wish to renew the said Agreement for a third renewal term, which constitutes a two (2) year period from February 1, 2016 to January 31, 2018; and

**WHEREAS**, the Parties have negotiated a 2<sup>nd</sup> Amendment to Lease Agreement (the "2<sup>nd</sup> Amendment"), which sets forth the renewal terms and conditions, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the Mayor and Borough Council wish to authorize the Borough to enter into this 2<sup>nd</sup> Amendment, or one which is substantially similar thereto and which meets with the approval of the Borough Attorney, and to authorize the Mayor and Borough Clerk to execute the same on behalf of the Borough.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Hightstown that the Mayor is hereby authorized to execute and the Borough Clerk to attest the attached 2<sup>nd</sup> Amendment, or one which is substantially similar thereto and which meets with the approval of the Borough Attorney, on behalf of the Borough.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided to each of the following:

1. Hights Realty, LLC
2. Drew Edwards, Esq.
2. Frederick C. Raffetto, Esq., Borough Attorney
3. Lt. Frank Gendron.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2016.

---

Debra L. Sopronyi  
Borough Clerk

## 2<sup>nd</sup> AMENDMENT TO LEASE AGREEMENT

THIS 2<sup>nd</sup> AMENDMENT TO LEASE AGREEMENT dated February 1, 2014 by and between HIGHTS REALTY, LLC, a New Jersey limited liability company, having an office at 401 E. Linden Ave., Linden, NJ, hereinafter called the “Landlord”; and THE BOROUGH OF HIGHTSTOWN, a municipal corporation of the state of New Jersey, having an office at 156 Bank St., Hightstown, NJ 08520, hereinafter called the “Tenant,” is made this \_\_\_\_\_ day of February, 2016, as follows:

### W I T N E S S E T H :

WHEREAS, Tenant entered into a Lease Agreement dated February 1, 2014 (“Lease”), regarding the Tenant’s temporary use of a portion of the Landlord’s premises located at 415 Mercer Street in the Borough of Hightstown, commonly known and designated as Block 61.01, Lots 43, 44 and 45 on the Borough’s Tax Map, for the relocation of the Hightstown Borough’s Police Department and associated operations, which was extended by way of a 1<sup>st</sup> Amendment dated February 1, 2015; and

WHEREAS, the parties now wish to further amend and extend the Lease pursuant to the within 2<sup>nd</sup> Amendment to Lease Agreement.

NOW, THEREFORE, the parties hereto covenant and agree as follows:

1. The Lease is hereby extended for an additional term of two (2) years to commence on February 1, 2016 and expire on January 31, 2018.
2. The monthly rent shall be \$3,914.68 for the first year of this term from February 1, 2016 to January 31, 2017. The monthly rent shall be \$3,973.40 for the second year of this term from February 1, 2017 to January 31, 2018.
3. Tenant shall have an option to renew for one additional one-year term commencing on February 1, 2018 and terminating on January 31, 2019. Tenant may exercise its renewal option according to paragraph 2.3 of the Lease. The monthly rent for this renewal term shall be \$4,033.00.
4. All other terms and conditions of the Lease shall remain in full force and effect, unimpaired and unmodified.

5. This agreement shall be binding upon the parties hereto, their heirs, successors and assigns.

WITNESS/ATTEST: HIGHTS REALTY LLC

\_\_\_\_\_ By: \_\_\_\_\_  
Print Name: Print Name:

WITNESS/ATTEST: BOROUGH OF HIGHTSTOWN

\_\_\_\_\_ By: \_\_\_\_\_  
DEBRA L. SOPRONYI, CLERK HON. LAWRENCE D. QUATTRONE, MAYOR

# Resolution 2016-44

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

## **AUTHORIZING REFUND OF TAX OVERPAYMENT**

**WHEREAS**, an overpayment of 2015 taxes was made for Block 2.01, Lot 1, 102 Mill Run East, in the amount of \$4,402.78 due to double payments made by the homeowner and his mortgage company; and

**WHEREAS**, the payer, Eric Dengelegi, 102 Mill Run East, Hightstown, New Jersey, 08520 has requested that a refund be issued for the overpayment in the amount of \$4,402.78; and

**WHEREAS**, the Tax Collector has requested that said overpayment be refunded in the amount of \$4,402.78.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Treasurer are hereby authorized to issue a refund in the amount of \$4,402.78 to Eric Dengelegi, 102 Mill Run East, Hightstown, New Jersey, 08520, representing the tax overpayment as set forth herein.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2016.

---

Debra L. Sopronyi  
Borough Clerk

# Resolution 2016-45

*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:4-59 provides that the governing body may authorize a transfer of funds in the budget during the first three months of the following 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>
<b>Municipal Court</b>		
Salaries and Wages	\$ 5,000.00	\$ -
<b>Celebration of Public Events</b>		
Other Expenses	1,500.00	-
<b>Snow Removal</b>		
Other Expenses	-	6,000.00
<b>Board of Health</b>		
Other Expenses	-	500.00
	_____	_____
<b>TOTALS</b>	<b>\$ 6,500.00</b>	<b>\$ 6,500.00</b>

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2015.

\_\_\_\_\_  
Debra L. Sopronyi  
Borough Clerk

# Resolution 2016-46

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2016 BUDGET

**WHEREAS**, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2016 temporary budget; and

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

**WHEREAS**, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

**WHEREAS**, the total emergency temporary appropriations in resolutions adopted in the year 2016 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i><b>THIS RESOLUTION</b></i>	<i><b>PREVIOUS TOTAL</b></i>	<i><b>CUMULATIVE TOTAL</b></i>
Current	0.00	0.00	<b>0.00</b>
Capital Outlay – Current	0.00	0.00	<b>0.00</b>
Debt Service - Current	0.00	0.00	<b>0.00</b>
Water/Sewer	125,000.00	0.00	<b>125,000.00</b>
Capital Outlay – W/S	0.00	0.00	<b>0.00</b>
Debt Service - W/S	0.00	0.00	<b>0.00</b>
<b>TOTAL</b>	<b>125,000.00</b>	0.00	<b>125,000.00</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2016 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Treasurer.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 1, 2016.

\_\_\_\_\_  
Debra L. Sopronyi  
Borough Clerk

Borough of Hightstown  
Emergency Temporary No. 1  
2/1/2016

**Water Sewer Utility Fund**

Other Expense	125,000.00
	<hr/>
total Water Sewer Utility Fund	<u>125,000.00</u>



**The Borough of Hightstown**  
**Code Enforcement Office**  
 156 Bank Street  
 Hightstown, NJ 08520  
 (609) 490-5100, Ext. 617

## PROPOSED GRAND OPENING SIGNS ORDINANCE CHANGE

### 29-12. GRAND OPENING SIGNS

Grand-opening signs shall comply with the provisions of this chapter including the following additional requirements:

A. Grand-opening signs shall be permitted for periods of time not to exceed ~~seven (7) days prior to and/or fourteen (14) days after~~ thirty (30) days. The signs are to only note the initial opening of a business or a change in the ownership of the premises on which the sign is located. A grand opening of another establishment in the same chain of stores or under the same ownership shall not be grounds for permission to install grand-opening signs for existing businesses.

*The time a grand opening sign can be up has been expanded to thirty days to help give new businesses more exposure and a better chance for success. It is not timed to the initial opening of the business in case the business is doing a soft opening first.*

B. Grand-opening signs may be facade signs, freestanding signs, ~~or~~ banners or red, white and blue bunting.

*The red, white and blue bunting is consistent with the historical character of Hightstown. Feather banners and pennant flags are considered too contemporary.*

C. Grand-opening signs shall not exceed the total sign area permitted on the premises for permanent signs. Such signs shall be permitted in addition to any permanent signage allowed. For the purposes of this subsection, the total sign area of banners shall not exceed that for facade signs.

D. Coming soon signs shall be permitted for periods of time not to exceed thirty days. The signs are to only note the business that will be opening and the anticipated opening date. A coming soon sign of another establishment in the same chain of stores or under the same ownership shall not be grounds for permission to install coming soon signs for existing businesses.

*Coming soon signs are to work in conjunction with grand opening signs. Coming soon signs are to notify passerby about the coming business and to help give the business more exposure. Currently, the Ordinance makes no provisions for a coming soon sign.*

E. Coming soon signs may be window signs attached to the interior of the window. The sign lettering should be professionally painted or applied. "Loose" hand painted or stenciled painted letters are not acceptable. The sign must have a professional appearance.

F. Coming soon signs will be limited to half the size of the window it is being displayed in.

# Ordinance 2016-XX

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING SECTION 4-10 ENTITLED “AUCTIONS; CIRCUSES AND EXHIBITIONS” OF CHAPTER 4 OF THE HIGHTSTOWN BOROUGH CODE ENTITLED “GENERAL LICENSING” AND ADDING A NEW SUBSECTION ENTITLED “RAFFLE AND BINGO LICENSES”**

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

**Section 1.** Section 4-10 entitled “Auctions; Circuses; Exhibitions” is hereby amended as follows (deletions are noted by cross-out and additions are noted by underline):

## Section 4-10

### AUCTIONS; CIRCUSES; EXHIBITIONS\*

#### Subsections:

#### 4-10.1 License Required.

#### 4-10.2 Issuance of License.

#### 4-10.3 Additional Requirements.

\* *Editor's Note: For additional licensing regulations and fees, see Section 4-1.*

#### 4-10.1 License Required.

No person shall conduct a ~~an auction sale~~, circus, traveling show or exhibition of any sort without first obtaining a license, which shall be issued by resolution of the Borough Council. (1991 Code § 77-1)

No person shall conduct an auction sale of any sort without first obtaining a license; said issuing authority shall be the Borough Clerk.

#### 4-10.2 Issuance of License.

No ~~circus or traveling~~ show license shall be issued unless the Borough Council is satisfied that the ~~auction~~, circus or traveling show is bona fide in all respects and can be permitted without substantial danger of fraud or impairment of the morals of any person or breach of the peace and good order of the Borough. (1991 Code § 77-2)

No auction license shall be issued unless the Borough Clerk is satisfied that the auction is bona fide in all respects and can be permitted without substantial danger of fraud or impairment of the morals of any person or breach of the peace and good order of the Borough.

#### 4-10.3 Additional Requirements.

The following information, in addition to that supplied on all applications for licenses, shall be required to be supplied by applicants under this section:

a. Circus or traveling show: an exact description of the entertainments, acts, games, amusements, attractions or exhibitions which will be offered, together with the price to be charged for admission for each separate amusement.

b. Auctioneer: a description, under oath, of all goods which will be auctioned and the owner of all such goods. The description shall be sufficient for a person reasonably knowledgeable as to goods of the nature described to be able to fix a value therefor. The applicant shall be bound by the description set forth in the application and be liable to any purchaser should any goods not be as described. A copy of the description of goods shall be displayed conspicuously at the premises where the auction is to be held. (1991 Code § 77-3)

**Section 2:** Chapter 4 of the Code of the Borough of Hightstown, entitled “General Licensing” is hereby amended by adding a new subsection, entitled “Raffle and Bingo Licensing” as follows:

Raffle and Bingo Licensing

The Municipal Clerk is authorized and delegated the authority to approve the granting of raffle and bingo licenses to be held in the Borough of Hightstown.

**Section 3.** All other ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed to the extent of any inconsistency or conflict.

**Section 4.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall remain valid and effective.

**Section 5.** This ordinance shall take effect after final adoption and publication according to law.

Introduced:

Adopted:

**ATTEST:**

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Debra L. Sopronyi  
Municipal Clerk

---

Lawrence D. Quattrone  
Mayor

## 2-58.4 Exclusions.

A. Where fees include moneys payable to the State and/or County, only the municipal portion of said fees may be waived.

B. No exemption shall be allowed for the following fees:

- Fees, licenses and permits associated with any for-profit activity.
- Fees paid by the member on behalf of a civic or other organization to which they belong or in which they hold a business interest.
- Raffle license fees.
- Coin vending license fees.
- Municipal late fees, returned check charges, interest and other penalties.
- Property taxes or water/sewer charges.
- Fees and escrows required by the Planning Board in connection with any site plan, subdivision, conditional use or variance application.
- Escrows associated with engineering inspection.
- Posting of performance guarantees where required or permitted by law.
- Any fee collected by the Borough on behalf of another entity, including but not limited to the State of New Jersey, the County of Mercer or any outside vendor.

C. Benefits granted by virtue of this section are for the waiver of fees only. Nothing contained herein shall be construed to exempt members from the application process and/or other requirements associated with obtaining municipal licenses or permits or from meeting the requirements of any Borough, County or State regulations.

### See also

2-58.1 Applicability; Certification.

2-58.2 Definitions.

2-58.3 Benefits.

2

10-29-2015



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

**Hightstown PD**  
**Lt. Frank Gendron**  
**609-448-1234 Ext 507**  
**[Fgendron@HightstownPD.org](mailto: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 \$24,906.00**

### ***Police Equipment***

- Whelen Liberty II Duo light bar
- Whelen ion 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 Outer edge
  - Havis vehicle specific console kit
    - Dual Gun lock
- Supply and install L3 V-ONE Computer
  - Install 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)

***Total Equipment and Vehicle*      \$44,933.00**



# Hightstown Police Department

415A Mercer Street  
 Hightstown, New Jersey 08520  
 609-448-1234 / Fax: 609-490-0310

To: Henry Underhill, Borough Administrator

From: Lt. Frank Gendron

Date: January 15, 2016

Reference: E-Ticket System Cost

I have attached copies of a spreadsheet (E-Ticket) and computer interface proposal (Lawsoft) that outlines the costs associated with implementing the E-Ticket System. These costs are based on the purchase of (6) user licenses, one standalone printer, a onetime pre-paid equipment fee and the creation of a E-Ticket/Lawsoft computer interface.

Lawsoft/E-Ticket interface (one-time) cost:	\$2000.00
E-Ticket pre-paid equipment (one-time) cost:	\$5000.00
Total annual ticket costs: (based on 3000 tickets annually at a cost of \$1.95 per ticket).	\$ 5880.00 X
Total first year cost:	<b>\$12,880.00</b>

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Total annual reoccurring costs for 3000 tickets at a cost of \$1.96 per ticket:	<b>\$5880.00</b>
--	------------------

Exhibit B

<b>Contract Term (1 to 5 Years):</b>	5			<b>Ticket Rate</b>
<b>Committed Tickets:</b>	3,000			
<b>Select Components:</b>				
E-Ticket Concurrent Software Licenses	6	1.10		
E-Ticket Devices	6			
Info-Cop Software Licenses	0			
Handhelds Android /Footpatrol*	0			
Zebra Printer Standalone	1			
LPR 3 Camera System	0			
PICK basic system	0			
Scanners	0			
Other***	\$0			
Patrol Cars**	6			
				\$1.96
<b>Pre-Paid Equipment</b>	<b>\$5,000</b>	Calculate	Pre-Paid Tickets	0
			Estimated # of months covered	0

**NOTES:**

- \*\*Fully Equipped Car Includes
- 1 - e-ticketing Printer
  - 1 - e-ticketing Printer Car Mount
  - 1 - e-Ticketing Software
  - 1 - onsite installation software & equipment
  - 1 - Training onsite
  - 1 - e-Ticketing Paper
  - 1 - 365 days support with hardware swap

- \*Foot Patrol/Handheld includes
- 1 - e-ticketing Printer
  - 1 - e-ticketing Handheld Device
  - 1 - e-Ticketing Software
  - 1 - onsite installation software & equipment
  - 1 - Training onsite
  - 1 - e-Ticketing Paper
  - 1 - 365 days support with hardware swap



# Proposal

Date	Proposal #
11/4/2015	15-0120

15 Hamburg Turnpike (suite 2)  
 Bloomingdale, NJ 07403  
 Phone #: 973-250-8900  
 Fax #: 973-250-8905  
 sales@lawsoft-inc.com  
 www.lawsoft-inc.com

### Agency / Address

Hightstown Police Department  
 148 North Main Street  
 Hightstown, NJ 08520

Item	Description	Qty	Rate	Total
E-Ticket Integration	Integration of E-Ticket. Summonses will be automatically uploaded to the CAD/RMS system via custom integration between infoCop E-Ticket and LawSoft CAD/RMS	1	2,000.00	2,000.00
Thank you for choosing LawSoft, Inc. Please remit to above address. Tax ID:01-0783246			<b>Total:</b>	<b>\$2,000.00</b>



**STATE OF NEW JERSEY CONTRACT 83909  
MOTOROLA PROCUREMENT PROPOSAL**

**DATE:** JANUARY 21, 2016

**SHIP TO:** HIGHTSTOWN POLICE DEPARTMENT  
413 MERCER ST.  
HIGHTSTOWN, NJ 08520

**VENDOR:** MOTOROLA SOLUTIONS, INC.  
PO BOX 1335  
BURLINGTON, NJ 08016

**ATTENTION:** LT. FRANK GENDRON

**ATTENTION:** TIMOTHY SINDORF      ANN O'KEEFE  
**PHONE:** 609-239-4289              WIRELESS C&E  
**FAX:** 609-239-0459              153 COOPER RD.  
WEST BERLIN NJ 08091

**PORTABLE RADIO CONVERSION**

ITEM	NJ STATE CONTRACT INFO		MODEL	DESCRIPTION	QTY	LIST UNIT PRICE	EXT UNIT PRICE	NJ STATE DISCOUNT	DISC UNIT PRICE	DISC EXTENDED PRICE
				<b>XPR3500 PORTABLE RADIO</b>						
1	00002	726-88-085633	AAH02RDH9JA2	XPR3500 UHF 403-512MHZ 128CH W/DISPLAY	14	\$ 693.33	\$ 9,706.62	25%	\$ 520.00	\$ 7,280.00
1a	00002	726-88-085633	QA02302	ADD UHF STUBBY ANTENNA 440-490MHZ	14					
1b	00002	726-88-085633	QA02772	ADD NOISE CAN SPEAKER MIC	14	\$ 85.00	\$ 1,190.00	25%	\$ 63.75	\$ 892.50
1c	00002	726-88-085633	H885	ADD 2 YEAR WARRANTY TOTAL 4 YEARS	14	\$ 73.00	\$ 1,022.00	0%	\$ 73.00	\$ 1,022.00
2	00002	726-88-085633	WPLN4212	SIX UNIT RAPID CHARGER	2	\$ 495.00	\$ 990.00	20%	\$ 396.00	\$ 792.00

NOTES:

1. Terms and Prices are quoted from the NJ State Contract - 83909

**TOTAL PRICE \$ 9,986.50**



July 1, 2015

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

Re: Receipt of Bids  
 Peddie Lake Dam Sluice Gate  
 Borough of Hightstown, Mercer County  
 Our File No.: H1509

Dear Mr. Underhill:

Ken Lewis and Larry Blake have informed us that the sluice gate at the dam is not working properly. The gate is used to maintain the level of the lake. Because the gate is underwater, the Borough needs the services of a dive company that can determine what has occurred, make the necessary repairs, and re-install. We anticipate the dive company would be required for two days. The first day would be to inspect the gate and remove any necessary parts to be repaired. The second day would be for re-installation of any repaired parts. As the cause of the problem is currently unknown, the cost of the repair cannot be estimated at this time.

Proposals were received for the Sluice Gate on June 29, 2015. A total of four (4) Diving Companies submitted bids. The cost of repairs was not included in these submittals, but all companies stated that they would be able to make any necessary repairs.

The bid results for daily rates are as follows:

	(Per Day)
1. W.J. Castle PE, & Associates, PC West Hainesport, NJ	\$2,000.00
2. Commercial Diving Service Raritan, NJ	\$2,875.00
3. Pile Test, Inc./M&J Marine Services/Coastal Underwater Point Pleasant, NJ	\$3,200.00
4. Walker Diving Underwater Construction, LLC Hammonton, NJ	\$5,085.00

The lowest daily price was submitted by W.J. Castle, P.E., & Associates, P.C. and included an item for a "Written Report with Recommendations (Signed and Sealed)" which was priced at \$1,500.00. This item has been removed because a written report is not required.

We recommend that W.J. Castle, P.E., & Associates, P.C. be awarded a contract at a daily rate of \$2,000.00 for two days work. Upon determination of the extent and cost of repair, that information will be provided to the Borough.

Should you have any questions, please do not hesitate to contact our office.

Very truly yours,

Carmela Roberts, P.E.  
 Borough Engineer

cc: Debra Sopronyi, Borough Clerk  
 George Lang, Borough CFO  
 Ken Lewis, Superintendent of Public Works  
 Larry Blake, Lead Water Plant Operator  
 Janice Mohr-Kminek, Borough Treasurer



June 19, 2015

Borough of Hightstown  
 156 Bank Street  
 Hightstown, NJ 08520

Attention: Carmela Roberts, PE  
 Borough Engineer

RE: Proposal For Underwater Inspection Services  
 Peddie Lake Dam  
 Sluice Gate  
**WJC No. 1907.15**

Dear Ms. Roberts:

As per your request, we are pleased to submit here with our cost proposal for the above referenced project.

Scope of work shall be in accordance with *Request for Proposal - Peddie Lake Dam Sluice Gate*. Underwater Inspection will be performed including inspection report of the findings if requested. Also, please note that all report will be signed and sealed by a Licensed Professional Engineer in the state of New Jersey.

Based upon the preceding, our cost proposal shall be as follows:

- 1. **One Day of Inspection with 3 person dive team under direct supervision of Professional Engineer/Diver** ..... \$ 2,000.00
  - 2. **Written Report with Recommendations (Signed and Sealed)** ..... \$ 1,500.00
- TOTAL** ..... **\$ 3,500.00**

We anticipate 1 day to complete inspection of the sluice gates in question. All inspections will be performed by ADC Certified Commercial Divers under the direction of an Engineer/Diver. In accordance with OSHA, the inspection team shall consist of a minimum of three (3) persons.

We appreciate the opportunity to work with the Borough of Hightstown on this project. Should you find this proposal acceptable, please sign below and return a copy to our office.

\_\_\_\_\_  
 William J. Castle, P.E., S.E.  
 President  
 W. J. Castle, P.E., & Associates, P.C.

\_\_\_\_\_  
 Carmela Roberts, P.E.  
 Borough Engineer  
 Roberts Engineering Group, LLC

**Acceptance of Proposal** – By signing above you are indicating 1) that you are authorized to sign on behalf of the company; 2) acceptance of the prices, specifications, and conditions outlined above, 3) authorization of the work specified, 4) payment will be made in accordance with the contract or within 30 days of receipt of invoice.

COMMERCIAL DIVING SERVICE  
POB 151 RARITAN, NJ 0886  
908 526 8964 cell # 908 875 3483

Borough of Heightstown  
156 Bank St.  
Heightstown J, 08520  
Att: Ms Carmela Roberts, P.E.

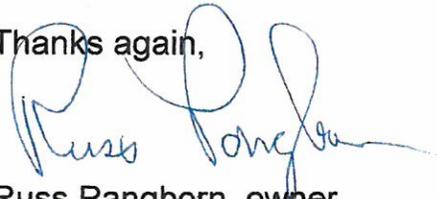
Re: Peddle Lake Dam Sluice Gate inspection

Dear Ms. Roberts,

Thank you for the opportunity to quote this work to your municipality. If you have any questions, please call me on my cell anytime 908 875 3483

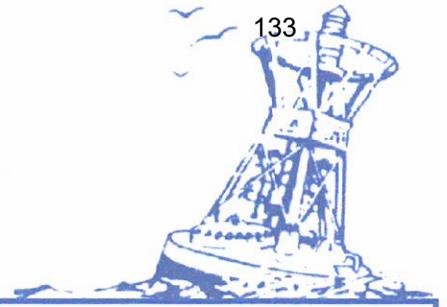
Our lump sum proposal per day is \$2,875.00

Thanks again,

A handwritten signature in blue ink that reads "Russ Pangborn". The signature is stylized and cursive.

Russ Pangborn, owner  
Commercial Diving Service

Att: public works registration and contractors registration



June 26, 2015

Roberts Engineering Group, LLC  
1670 Whitehorse Hamilton Square Rd.  
Hamilton, NJ 08690

Ph. 609 586 1141      Fax 609 586 1143

At Carmela Roberts                      (Peddie Lake Dam, Hightstown, NJ)

Following is quote on dive, U/W inspection services.

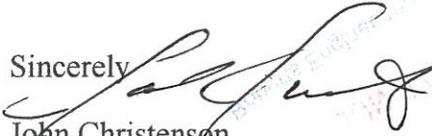
Pile Test Inc./M & J Marine Service / Coastal U/W, submits the following dive proposal. Work entails U/W inspection of sluice gate, stem & related components Inspection will document problem with operation & repairs required. Note if we can fix same day we will, or at least move the gate to required position.

**The above billed at \$3200.00 Per Day, and will include the following equipment. NOTE PAYMENT IS NET 30 DAYS.**

- Insurance certificate listing any required personnel or owners.
- All required commercial dive gear & topside controls/communications.
- Labor crew as required. (Three to four man crew) Divers, tender & supervisor, notes & photos or video if water conditions permit.
- Copy of local dive safety plan if required.
- All topside/underwater tools, required to complete work as required.
- Overall assessments of each structural members & existing conditions.
- No additional overtime charges.
- No charges for canceled work days
- No charges for move/de-move
- No additional charge for weekend work if required
- From our phone conversation work would be during normal working hours, daytime.
- Work can be scheduled as you require.

NOTE Water conditions permitting we can do photo/video of all components & fix same day if no major parts are required.

Sincerely

  
John Christenson

RECEIVED



## PROPOSAL

Proposal Submitted to:

Carmela Roberts  
 Roberts Engineering Group, LLC  
 1670 Whitehorse-Hamilton Square Rd  
 Hamilton, NJ 08690

*Date:* June 19, 2015  
*Phone:* (609) 586-1141  
*Mobile:*  
*Fax:* (609) 586-1143  
*Email:* [croberts@robertsengineeringgroup.com](mailto:croberts@robertsengineeringgroup.com)  
*Job Name:* Inspection of Peddie Lake Dam  
 Sluice Gate  
*Job Location:* Hightstown, NJ

Walker Diving, a Service-Disabled Veteran-Owned Small Business, hereby proposes to furnish a three-member dive crew, life support equipment, transportation and insurance in order to perform the underwater cleaning and inspection of the currently inoperable Peddie Lake Dam Sluice Gate located in Hightstown, NJ. The purpose of this inspection will be to gain an understanding of the gates configuration and mechanics and potential repair options. All work will be performed utilizing commercially trained diving personnel and two-way communications.

Work to be priced as follows:

<u>Item:</u>	<u>Description</u>	<u>Cost</u>	<u>Unit</u>
	<b><u>Daily Crew Rates</u></b>		
1	3 Member Dive Crew; 8 hours on site, Mon – Fri	\$5,085	Day
2	3 Member Dive Crew; Overtime beyond 8 hours, Mon – Fri	\$765	Hour
	<b><u>Additional Equipment &amp; Services</u> (if required / requested)</b>		
3	Underwater Video System – Complete, Per Day	\$325	Day
4	Report Preparation, Per Occurrence	\$300	Ea

Above work is anticipated to be completed in one day (single 8 hour shift)

**Conditions and Clarifications:**

1. This proposal is based only upon the information, documents, specifications, permits and drawings as supplied with the request for pricing. Any alterations, substitutions, additions, or modifications thereto (after submission of this proposal) shall be cause for a mutually agreed adjustment in price and contract time.
2. GC and or Owner will be responsible to provide clear unobstructed access to work site.
3. GC and or Owner will provide any and all permits, should any be required.
4. GC and or Owner to lock out and tag out all outlet drains for the duration of the diving services. No diving will be performed in front of openings where a suction danger to the diver exists.

Page 1 of 2

**The Commercial Diving Experts™**

75 Waterford Road • Hammonton, New Jersey USA 08037  
 Tel +1.609.704.8650 • Fax +1.609.704.8573 • Toll Free 1.866.309.1645 • [www.walkerdiving.com](http://www.walkerdiving.com)

Proposal  
 June 19, 2015  
 Inspection of Peddie Lake Dam Sluice Gate  
 Hightstown, NJ  
 Page 2 of 2

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5. All diving operations will be performed in strict adherence with O.S.H.A.; Commercial Diving Standards 29 CFR Part 1910, Subpart T and in strict adherence with potable diving operations and confined space water entry.
  6. All video inspection work is performed on a best effort attempt, due to water clarity at time of inspection from rain run-off, heavy sedimentation and or algae blooms, Walker Diving expresses no guarantees of video quality.
  7. This proposal provides pricing based on working 8 hours between 7:00 am and 4:30 pm, interrupted by a lunch period of thirty (30) minutes, Mon.- Fri., not including holidays.
  8. Show up time will be charged for any days, which are shut down without prior given notice to end of day the workday before or days where weather prohibits work and the crew shows up for work.
  9. The proposal only includes diving life support and above listed equipment. Should additional equipment be required for specific tasks, additional costs will be incurred.
  10. This proposal was estimated with Walker Diving's standard insurance coverage (\$10M excess liability). Should additional coverage be required, additional premium fees will need to be covered.
  11. The above listed crew rates allow for work being performed before October 31, 2015. Crew rates will escalate after this date.
  12. Proposal will remain valid for 30 days.
  13. Sales tax has not been included in this proposal and will be charged if applicable.
  14. Terms are Net 30 days; finance charges will accrue at 1 ½% per month on balances over 30 days. No retainage to be withheld.
  15. All goods and services furnished by Walker Diving are subject to the terms and conditions listed on this proposal. No other terms and conditions shall apply unless specifically agreed to in writing by an Officer of Walker Diving. In the event that collection is necessary, applicant agrees to pay all collection costs, including AAA and/or attorney's fees, where applicable. The undersigned authorizes Walker Diving to verify your credit worthiness. Any controversy or claim arising out of or relating to any work done by Walker Diving, or related to this proposal or any other contract, or the breach thereof, shall be settled by arbitration administered in Camden County, New Jersey, by the American Arbitration Association ("AAA") and, at Walker Diving's sole option, under the AAA's Commercial Arbitration Rules or its Optional Rules for Emergency Measures of Protection, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties shall be entitled to conduct discovery in accordance with the Rules Governing the Courts of the State of New Jersey. Except for this clause, the interpretation and enforcement of this Proposal shall be governed by, and interpreted in accordance with, the laws of the State of New Jersey with the exception of New Jersey's choice-of-law provisions. A judgment resulting from this arbitration shall be binding.
  16. A returned signed proposal, subcontract or written purchase order required prior to scheduling of crew and equipment.
- 

Joe Baczewski

Accepted by:

Date:

February 25, 2015

To: Henry Underhill  
Borough Administrator

From: Kenneth Lewis  
Superintendent of Public Works

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

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

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

## 7-9 TEMPORARY PARKING PROHIBITION FOR SNOW PLOWING AND REMOVAL

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

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

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

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

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

(1971 Code § 11-3.2; New)