

Agenda
Hightstown Borough Council
Business Meeting
 May 16, 2016
 Hightstown Fire House
 7:30 PM Business Meeting

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes

April 4, 2016 Executive Session
 April 4, 2016 Workshop Session
 April 18, 2016 Executive Session
 April 18, 2016 Business Session

Presentations

2016-108 Steward of Hightstown History Award 2015

Public Comment I

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

Ordinances

2016-14 Bond Ordinance Providing for Various Improvements to the Water-Sewer Utility in and by the Borough of Hightstown, In the County of Mercer, New Jersey, Appropriating \$1,860,000 therefor and Authorizing the Issuance of \$1,860,000 Bonds or Notes of the Borough to Finance the Cost thereof.

Budget 2016

Public Hearing for the 2016 Budget

2016-109 Self Examination of Budget

2016-110 Authorizing the Budget to be Read by Title Only

2016-111 Adopting the 2016 Budget

- Resolutions**
- 2016-112** Authorizing Payment of Bills
 - 2016-113** Recognizing Emergency Medical Services Week May 15 – 22, 2016
 - 2016-114** Authorizing a Shared Services Agreement with Mercer County Division of Public Health and the Trenton Health Team
- Consent Agenda**
- 2016-115** Amending the Personnel Policy Manual of the Borough of Hightstown
 - 2016-116** Supporting the Click it or Ticket Mobilization of May 23, 2016 – June 5, 2016
 - 2016-117** Authorizing the Renewal of a Shared Services Agreement with Robbinsville Township for Emergency Medical Services
 - 2016-118** Authorizing Permit Parking in the Memorial Parking Lot
 - 2016-119** Resolution of the Borough of Hightstown, in the County of Mercer, New Jersey, Extending the Conditional Developer’s Agreement with RBG Hightstown LLC for the Property 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
- Public Comment II** Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.
- Discussion**
- Business License Ordinance
 - HPC Ordinance – Reducing member numbers
 - Capital Budget Items
- Mayor/Council/Administrative Reports**
- Adjournment**

**Meeting Minutes
Hightstown Borough Council
Workshop Meeting
April 4, 2016
7:30 p.m.**

The meeting was called to order by Mayor Quattrone at 7:35 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

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

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator; George Lang, CFO; Fred Raffetto, Borough Attorney; Carmela Roberts, Borough Engineer.

APPROVAL OF AGENDA

Councilmember Kurs moved the agenda for approval; Councilmember Stults seconded.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

Councilmember Kurs moved the March 7, 2016 executive session minutes for approval; Councilmember Misiura seconded.

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

Minutes approved 6-0.

Councilmember Kurs moved the March 7, 2016 workshop session minutes for approval; Council President Hansen seconded.

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

Minutes approved 6-0.

Council President Hansen moved the March 25, 2016 budget meeting minutes for approval; Councilmember Bluth seconded.

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

Minutes approved 4-0 with 2 abstentions.

PRESENTATIONS

Parks & Recreation Commissions – Update

Stacey Judge, Chair of the Parks and Recreation Commission gave an update on the commission's planning meeting that recently took place.

Association Park (Gazebo) – The Shakespeare in the Park program and Concerts in the Park will be expanded this summer. They are also looking into exercise programs to include yoga, mindful movement and kid's fitness.

Rocky Brook Park – The Latino Festival will be back again in July. They are looking into expanding the Community Garden to include Bees and a kids program.

Memorial Park – Friday Night Farmers Market will continue this year, as will the open water swim on Friday evenings and Saturday mornings for those wishing to prepare for the Triathlon.

Triathlon – Will be held on 9/11 this year. This year they will be including fire and color guard. The medal will be a patriotic and honor 9/11. The finish line this year will be at Dawes Park.

National Parks 100th Anniversary – Parks and Rec has partnered with Meadow Lakes in sponsoring a National Park exhibit. Meadow Lakes will be receiving the National Parks Exhibit as part of the Treasured Lands Project. The exhibit is a photographic exhibit with 59 different color pictures of all the National Parks as well as information about each of the one.

Girls on the Run Program – Spring Point is interested in co-sponsoring this program. Girls on the Run is a mentor, tutoring and life skill program. This would be a 12 week program that would take place in the fall.

Ms. Judge ended by thanking her commissioners and asking the public to please contact her if they are interested in volunteering.

ENGINEERING ITEMS

Mandatory Flood Ordinance

Carmela Roberts, Borough Engineer, spoke about the Mandatory Flood Ordinance that the Borough needs to adopt. New Jersey Department of Transportation adopted new flood maps that will become effective July 2016. The Borough needs to ADOPT an updated ordinance by July of 2016. NJDOT needs to approve the ordinance BEFORE introduction. This ordinance needs to be updated and adopted for the Borough to stay in the Flood Insurance Program.

Ms. Roberts went on to explain that on the new maps, the old Borough Hall is not in the flood zone and the Fire House is “mostly” not in the flood zone. New Jersey DOT forwarded a sample ordinance which is very similar to the ordinance that the Borough already has in place. She reiterated that the ordinance must be approved by the NJDOT before introduction and that the Borough must adopt the ordinance by July 20, 2016.

After discussion, it was decided that Mr. Raffetto, Borough Attorney, would review the ordinance before it is sent to the DOT for approval.

Walking Bridge Update

Ms. Roberts explained that we have made two submissions to the DOT; one for permitting and one for the requirement for the federal funding and they are under review. We cannot move forward until we receive approval. She will keep Council up to date with where we are in the process.

At this time, Ms. Roberts exited the meeting.

PUBLIC COMMENT

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

Scott Caster, 12 Clover Lane – Stated that he is happy about the sign ordinance. Please make it strong and fair. Also stated that we are short in revenue every year because of the school system. Hightstown suffers because of the regional school district.

Francoise LaForge, 4 Quarry Court, East Windsor – Requested that Council please grant consent for the May 1st Parade for Unidat without requiring insurance. Stated that they have never needed insurance in the past and there have never been any issues with the parade. Continued by stating that they are a poor organization and the cost of insurance is a burden for them. Ended by stating that the demonstration is a form of free speech for immigrants to speak for themselves.

Lucia Cruz, B11 Gardenview Terrace, East Windsor – Requested that Council grant permission for Unidat's Parade on May 1st. There has never been any incidents in the past. This gives immigrants a voice because they cannot vote. This is a passive event that brings issues to light.

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

ORDINANCES

2016-10 First Reading and Introduction An Ordinance Amending and Supplementing Chapter 29, Entitled “Projecting Signs”, and Section 18 Entitled “Commercial and Highway, Business and Industrial Zones – C-1, CC-2, HC and I” of the Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Councilmember Montferrat moved Ordinance 2016-10 for introduction; Councilmember Stults seconded.

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

Ordinance introduced 6-0. Public Hearing to be held April 18, 2016.

ORDINANCE 2016-10

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 29, ENTITLED “SIGNS”, SECTION 15, ENTITLED “PROJECTING SIGNS”, AND SECTION 18 ENTITLED “COMMERCIAL AND HIGHWAY, BUSINESS AND INDUSTRIAL ZONES – CC-1, CC-2, HC AND I” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Zoning Official has requested certain changes to Chapter 29 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” to establish uniformity in signage, create an aesthetically pleasing environment and maintain a safe pedestrian environment; and

WHEREAS, the Planning Board has reviewed the request of the Zoning Officer and has recommended the changes to Chapter 29, entitled “Signs” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” to the Borough Council for their consideration; and

WHEREAS, the Borough Council has reviewed the recommended changes and concurs that the changes are appropriate and would enhance the Borough for businesses and residents alike.

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

Section 1. Chapter 29 “Signs”, Section 15, entitled “Projecting Signs” is hereby amended as follows (underline for additions, strikethroughs for deletions):

29-15 Projecting Signs.

- A. Projecting signs shall contain only the name and type of business and logo. The sign shall project the image of the business.
- B. The sign shall be located so it does not block or obscure important architectural elements of the façade, with the best location being either of the front corners of the structure or above the entrance. The sign shall be located at the top of the first floor level or between the first floor and second floor. The bottom of the sign shall be at least seven (7) feet above the ground.
- ~~C. The area of the sign face shall be limited to seven (7) square feet and shall project no more than five (5) feet from the side of the building in HC zone and no more than three (3) feet in CC 1 and CC 2 zone. The bottom of the sign shall be at least seven (7) feet above the ground. One projecting sign may be erected per floor level for each street frontage.~~
- ~~D. A projecting sign is not allowed if there is a portable sign.~~
- ~~E. The bracket shall be black wrought iron. The bracket is to be securely mounted to the building.~~
- ~~Graphics on a decorative bracket will be included in calculating the sign area. The bracket is to be removed if there is no sign hanging from the bracket and all of the mounting holes must be filled in to match the surrounding façade.~~
- F. The sign material shall be solid wood, metal, composite material or acrylic fiber fabric. The sign shall have a finished, professional appearance.
- G. The projecting sign shall be divided into two categories:
 - 1. Standard Projecting Sign

Shall be limited to seven (7) square feet and shall project no more than four (4) feet from the side of the building in the HC zone and no more than three (3) feet in the CC-1 and CC-2 zone or registered businesses in the RPO Zone and Residential Zone.

2. Creative Projecting Sign

- a. The sign area for text, messages, and logo shall be limited to seven (7) square feet.
- b. The total overall size of the Creative Projecting Sign shall be a maximum of ten (10) square feet. The extra three (3) square feet may be used to create a sign with visual appeal. Creative visual appeal shall include one or more of the following:
 - 1. Graphic depicting the type of business on the sign.
 - 2. Graphic depicting the type of business on the wrought iron bracket.
 - 3. The shape of the actual sign being non-rectangular.

The sign shall project no more than four (4) feet from the side of the building in HC zone and no more than three (3) feet in CC-1 and CC-2 zone or registered businesses in the RPO zone and Residential zone.

H. The sign must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced.

I. Internal lighting of the projecting sign is not permitted.

J. All projecting signs must be approved in advance by the Zoning Officer.

Section 2. Chapter 29 “Signs”, Section 18, entitled “Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I” is hereby amended as follows (underline for additions, strikethroughs for deletions):

29-18. Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I.

Signs can enhance the image and appearance of Hightstown. In the above zones, the following signs only shall be permitted:

- A. *Facade sign.* One (1) facade sign may be erected facing each street frontage with direct vehicular access from that street. The sign area shall not exceed ten percent (10%) of the total facade area, including window and door area, or forty (40) square feet per sign, whichever is less. Sign must be applied directly to the facade and not project more than eight (8) inches.
- B. *Freestanding sign.* One (1) freestanding sign may be erected on each street frontage that contains a minimum of one hundred (100) feet of frontage and with direct vehicular access from that street. The maximum permitted sign area shall be forty (40) square feet per sign and the height of the sign shall not exceed thirty (30) feet.
- C. *Window signs* not to exceed ten (10%) percent of the total glass area and installed on the inside of the window. Lettering shall be limited to three colors.
- D. *Changeable copy signs* in accordance with 29-8 of this chapter.
- E. *Directional signs* in accordance with 29-9 of this chapter.
- F. *Directory signs* in accordance with 29-10 of this chapter.
- G. *Grand opening signs* in accordance with 29-12 of this chapter.

H. *Window signs* in accordance with 29-14 of this chapter.

I. *Signs* in accordance with 29-6 of this chapter.

J. *Portable-A Frame Signs*. One sign may be erected per each street frontage. Each sign shall be six square feet, three feet in height and two feet in width, and shall be permitted in the H-C, CC-1 and CC-2 Zones only. Such signs shall be limited to professionally manufactured type signs which may only be displayed during hours of operation and shall be removed promptly upon closing of business each day. All portable signs shall also be subject to Section 29-3B and Section 29-22, and shall be securely held in place on sidewalks consisting of a minimum of six (6) feet in width so as to permit a clear and safe passageway around the sign of at least four (4) feet. An Indemnification Agreement shall be executed between the permit holder and the Borough and an Insurance Certificate provided in an amount required by the Borough which shall name the Borough as an additional insured.

1. One A Frame sign may be displayed per floor level for each street frontage.

2. An A Frame sign is not allowed if there is a projecting sign.

3. An A Frame sign shall be permitted in the H-C, CC-1 and CC-2 zones only.

4. The sign shall be professionally manufactured with a finish appearance. No paper, fiberboard, foam core board, corrugated paper or unfinished wood materials shall be permitted. A finished sign is required on both sides of the A frame sign.

5. 'Slide in letters' are not permitted.

6. Highly reflective materials are not allowed.

7. The sign may not be illuminated.

8. The sign may only be displayed during hours of operation and shall be removed promptly upon closing each day.

9. The sign is also subject to Section 29-3B and Section 29-22

10. An Indemnification Agreement shall be executed between the permit holder and the Borough and an Insurance Certificate provided in an amount of one million dollars (\$1,000,000.00) which shall name the Borough as additional insured.

11. The total size of the A frame sign shall be a maximum of nine (9) square feet. The sign area for the text or message is limited to six (6) square feet, three feet in height and two feet in width. The remaining three square feet may be used to create a sign with visual appeal. The creative use of color, typeface, message or the shape or outline of the sign shall be used to attract attention. Creative visual appeal shall include one or more of the following:

a. Graphic depicting the type of business on the sign.

b. The shape of the actual sign being non-rectangular.

4. — c. Decorative elements which reinforces the image of the business.

12. Plain, simple a frame signs will not meet the creativity requirement.

13. Plastic signs are not allowed.

14. The sign can only be located in the area designated by the Zoning Officer.

15. The A frame sign must maintain a four (4) feet clear passageway and not cause a hazard to pedestrians or people exiting parked cars. A clear and safe passageway around the sign is required. The sidewalk must be a minimum of six (6) feet in width.

16. The A frame sign must be properly weighted so that it does not create a hazard to pedestrians or vehicles due to strong winds.

17. The A frame sign must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced.

18. Any A frame signs that are a safety issue or do not meet the requirements of this ordinance may be subject to removal by the code enforcement office.

19. All A frame signs must be approved in advance by the Zoning Officer.

J.K. Projecting signs in accordance with 29-15 of this chapter.

—Section 3. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 4. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 5. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

2016-11 First Reading and Introduction An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A.: 4-45.14)

Councilmember Kurs moved Ordinance 2016-11; Councilmember Stults seconded.

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

Ordinance introduced 6-0. Public Hearing to be held April 18, 2016.

Ordinance 2016-11

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

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, *N.J.S.* 40A: 4-45.1 *et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A.* 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 3.5% increase in the budget for said year, amounting

to \$187,053.97 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$187,053.97, and that the CY 2016 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

2016-12 First Reading and Introduction A Bond Ordinance Providing for the Rehabilitaiton of East Ward Street in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$550, 000 Therefor and Authorizing the Issuance of \$250,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof.

Councilmember Misiura moved Ordinance 2016-12; Council President Hansen seconded.

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

Ordinance introduced 6-0. Public Hearing to be held April 18, 2016

Ordinance 2016-12

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

**BOND ORDINANCE PROVIDING FOR THE REHABILITATION OF
EAST WARD STREET IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
APPROPRIATING \$550,000 THEREFOR AND AUTHORIZING THE
ISSUANCE OF \$250,000 BONDS OR NOTES OF THE BOROUGH TO
FINANCE PART OF THE COST THEREOF.**

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

AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be

undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$550,000, including the \$300,000 Grant from the State of Jersey Department of Transportation expected to be received (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvement since the project described in Section 3(a) hereof is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$250,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

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

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

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

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

ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

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

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

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$250,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either

to direct payment of the cost of the improvement or if other than as referred to in Section 1 hereof, to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

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

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

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

Introduction of 2016 Budget

Councilmember Kurs moved the 2016 Budget for introduction; Council President Hansen seconded.

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

2016 Budget Introduced 6-0. Public Hearing scheduled for May 16, 2016.

RESOLUTIONS

Resolution 2016-86 Authorizing Payment of Bills

Councilmember Stults requested that item # A0162 Allen & Stults Co. and item # G0171 George E. Conley Electric be pulled from the bill list and voted on separately.

Councilmember Bluth moved Resolution 2016-86 as amended; Councilmember Kurs seconded.

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

Councilmember Montferrat moved item #A0162 for payment; Councilmember Bluth seconded.

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

Councilmember Kurs moved item #G0171 for payment; Councilmember Bluth seconded.

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

Resolution adopted 5-0 with 1 abstention.

Resolution 2016-86
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 \$903,838.70 from the following accounts :

Current	\$69,698.64
W/S Operating	51,257.74
General Capital	43,378.11
Water/Sewer Capital	0.00
Grant	1,457.60
Trust	200.00
Housing Trust	7,000.32
Animal Control	96.00
Law Enforcement Trust	0.00
Housing Rehab Loans	955.00
Unemployment Trust	0.00
Escrow	<u>729,795.29</u>
 Total	 <u>\$903,838.70</u>

CONSENT AGENDA

Consent Agenda – Resolutions 2016-87; 2016-88; 2016-89

Councilmember Montferrat moved the Resolutions 2016-87; 2016-88; 2016-89; Councilmember Kurs seconded.

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

Resolutions adopted 6-0.

Resolution 2016-87

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

**SUPPORTING AND AUTHORIZING THE ASSOCIATION OF NEW JERSEY
ENVIRONMENTAL COMMISSION (ANJEC) GRANT APPLICATION**

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, The Borough of Hightstown strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, The Borough of Hightstown is participating in ANJEC; and

WHEREAS, one of the purposes of ANJEC Open Space Grants Program is to provide resources to municipalities to make progress on advancing open space stewardship, and to help raise the profile of the environmental commission in the community through publicity and public participation or collaboration with local groups on various projects.

WHEREAS, the Borough Council of the Borough of Hightstown has determined that the Hightstown Borough Environmental Commission should apply for the aforementioned grant.

THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Hightstown, State of New Jersey, supports and authorizes the submission of the aforementioned ANJEC grant.

Resolution 2016-88

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

**AUTHORIZING USE OF THE MUNICIPAL PARKING LOT FOR A LATINO
FESTIVAL**

WHEREAS, the Community Action Center d/b/a RISE has applied for the use of Rocky Brook Park for the Latino Festival of Hightstown-East Windsor to be held on July 30, 2016 (Rain Date August 6, 2016); and

WHEREAS, they have also requested the use of the Borough Hall Parking Lot (148 North Main Street) for use as parking for the attendees of the event; and

WHEREAS, the event is sponsored by RISE; and

WHEREAS, this event is privately sponsored and will be held at no cost to the taxpayers; and

WHEREAS, the Community Action Center d/b/a RISE will provide the Borough with a Certificate of Insurance naming Hightstown Borough as an additional insured for the use of this parking lot; and

WHEREAS, the Community Action Center d/b/a RISE will provide volunteers to ensure orderly use of the parking lot and will secure, at their expense, police coverage to assist with managing traffic along Bank Street for the duration of the event; and

WHEREAS, the Parks & Recreation Commission is responsible for authorizing the issuance of a Park Use Permit, and the Borough Council is responsible for issuing permission for use of the municipal parking lot; and

WHEREAS, the Borough Council finds that such an event would benefit the residents of Hightstown Borough and East Windsor Township.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that permission is hereby granted to Community Action Center d/b/a RISE for the use of the Borough Hall Parking Lot (148 North Main Street) for parking for the Hightstown-East Windsor Latino Festival to be held on July 30, 2016 (Rain date August 6, 2016) providing compliance with the requirements stated herein.

Resolution 2016-89

*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>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	67,000.00	617,126.00	684,126.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	849,386.00	849,386.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	67,000.00	1,466,512.00	1,533,512.00

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 CFO.

PUBLIC COMMENT PERIOD II

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

Scott Cater, 12 Clover Lane – Spoke regarding Unidad not having insurance for the parade. Stated that insurance protects them and the Borough. It's fine that there have been no issues in the past but what about the future. Ended by voicing his concerns regarding the parking lot for businesses downtown.

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

DISCUSSION

Property Tax Reward Program

Borough Administrator, Henry Underhill, checked into the Property Tax Reward Program. He spoke with larger towns that utilize this program. After some research, he didn't think it was worth it for Hightstown to start such a program. Mayor Quattrone would reach out to Downtown Hightstown to see what the businesses owners thought of the program.

Boards and Committees to Attend Council Meetings

Mayor Quattrone would like to have committees and boards come to Council meetings to update on what Council and the public on their activities and programs. The Mayor will coordinate with the committees.

Councilmember Stults stated that he thought this was a great idea. He felt it would show off all of the work that is being done in the Borough.

Halloween Festivities

It was discussed that the Borough would like to have a bigger event that would isolate a section of town off for the safety of the children.

Council President Hansen stated that she would like to see Stockton Street closed from the schools (Walter C. Black and Grace N. Rogers) to Main Street.

Borough Administrator, Henry Underhill, stated that he would speak with Lt. Gendron about detouring and getting the permits to close the roads.

Discussion ensued. Stacey Judge, Parks and Recreation, stated that the plan that Council is speaking about does not interfere with the plans of the Parks and Rec Commission. Parks and Rec was planning a parade and possible scavenger hunt that would take place the weekend before Halloween.

Councilmember Misiura stated that the Stockton Street residents have been the ones who have really made Halloween what it is in Hightstown. He suggested that once a decision is made about the plan for Halloween, letters

be sent to the Stockton Street residents informing them of what will take place. Deputy Clerk, Peggy Riggio, will get a list of the Stockton Street homeowners ready for a mailing.

Winter Holiday Decorations

Councilmember Stults spoke about Downtown Hightstown planning a Winterfest and Window Decorating Contest. He stated that they need volunteers to help with the hanging of holiday lights. He ended by commenting that it would be nice to have the other commissions in town volunteer to help with these festivities.

Mayor Quattrone stated that in addition to the Christmas Tree in Association Park, he would like to see a Menorah this year. Stacey Judge, Parks and Rec, commented that they had already planned on purchasing a Menorah for the Park.

Councilmember Kurs commented that he feels religious holidays should not be celebrated in government. If there is a vote on any of the holiday celebrations, he will be voting no.

SUBCOMMITTEE REPORTS

Fire Truck

The new ladder truck is due by the end of May. It may be here in time for the Memorial Day Parade.

Garbage Truck

The new garbage truck for Public Works is due to be delivered in the beginning of May.

Dispatch Services

The process of changing dispatch services over to East Windsor is moving along.

RBG

There is a meeting scheduled for tomorrow (April 5th). The Committee should have an update at the April 18th meeting.

Downtown Business Owners

Councilmember Stults updated Council on the meeting that he and Mayor Quattrone had with the Downtown Business Owners. The meeting focused on parking enforcement on Main Street and the Stockton Street lot. There was also discussion on lowering the time limit for Main Street parking. Councilmember Stults stated that this was the first meeting with the business owners and they are hoping to have a meeting like this once a month.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Montferrat

Latino Festival – They have submitted their Park Use application to Parks and Rec and are looking forward to the festival again this year.

Board of Health – The Narcon Training is scheduled for Thursday, April 21st at the Firehouse Hall. Information is on the Borough Website.

Councilmember Bluth

Parks and Recreation – Next meeting is scheduled for April 14th.

Cultural Arts Commission – Next meeting is scheduled for April 20th.

Councilmember Misiura

Planning Board – Next meeting is scheduled for next Monday. They are reviewing and application for a new building that will be going next to Joe's Canal's.

Councilmember Stults

Downtown Hightstown – Their last meeting was last week. They spoke about their Facebook page and their website.

Construction and Zoning – Inspections are continuing at a good pace. He would like to have Dave Bell, Housing Inspector, come back at the end of the year to give and update.

Councilmember Kurs

First Aid Squad – Had their installation dinner last week. He thanked the volunteers for their time and dedication.

Council President Hansen

Public Works – Commended the Public Works Department on their quick response to the down trees in town this week.

Housing Authority – Next meeting is scheduled for next week.

Water/Sewer – Will be attending the meeting this Wednesday.

Service Academy Days – Congresswoman Bonnie Watson Coleman announced Service Academy Days taking place in New Jersey. They will be April 16th in Pennington and May 9th in East Brunswick.

Mayor Quattrone

Environmental Commission – Will be planting a tree by the library for Arbor Day. They will also be giving away some trees.

Business Meeting – Met with the Downtown business owners and hopes to make this a regular monthly meeting to keep communication open with the business owners. He will be meeting with the Taxi Cab owners tomorrow.

EXECUTIVE SESSION**Resolution 2016-90 Authorizing a Meeting Which Excludes the Public**

Councilmember Montferrat moved Resolution 2016-90; Councilmember Misiura seconded.

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

Resolution adopted 6-0.

Resolution 2016-90

*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 April 4, 2016 directly following the general meeting in the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main 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:

Possible Litigation – Unidad

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: July 4, 2016, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Council adjourned into Executive Session at 8:56 p.m.

Council reconvened in public at 9:25 p.m.

Councilmember Stults moved to adjourn at 9:25 p.m.; Councilmember Misiura seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Meeting Minutes
Hightstown Borough Council
Business Meeting
April 18, 2016
6:45 p.m.

The meeting was called to order by Mayor Quattrone at 6:50 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>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Debra L. Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; Lt. Frank Gendron and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2016-91 – Authorizing a Meeting Which Excludes the Public

Councilmember Stults moved Resolution 2016-91; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2016-31

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 April 18, 2016 at 6:45pm in the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main 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:

Personnel – Police Chief
Litigation – Affordable Housing (COAH)

Stated as precisely as presently possible the following is the time when and the circumstances under which the

discussion conducted at said meeting can be disclosed to the public: July 4, 2016, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Mayor Quattrone called the public meeting to order at 7:37 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed Roll Call.

Councilmember Kurs arrived during executive session and was now present. Lt. Gendronm departed during executive session and was no longer present.

APPROVAL OF AGENDA

Councilmember Kurs moved the agenda for approval; Councilmember Stults seconded.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

Councilmember Bluth moved the March 21, 2016 executive session meeting minutes for approval, Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Council President Hansen moved the March 21, 2016 business session meeting minutes for approval, Councilmember Stults seconded.

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

Minutes approved 5-0, with one abstention.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street – Commented that he will speak during the second public comment period.

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

ORDINANCES

2016-13 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 4, Entitled “Licensing”, of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”

Councilmember Bluth moved Ordinance 2016-13 for introduction; Councilmember Stults seconded.

Borough Attorney Raffetto explained that this ordinance gives the Health and Police Departments the tools necessary to safeguard the public when using these establishments.

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

Ordinance introduced 6-0, Public Hearing to be held on May 2, 2016.

Ordinance 2016-13

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 4, ENTITLED “LICENSING”, OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

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

Section 1: The following regulations shall be added to the Borough Code regarding the licensing of Massage Parlors in the Borough of Hightstown:

DEFINITIONS:

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

Massage, Bodywork and Somatic Therapies

Any systems of activity of structured touch which include, but are not limited to, holding, applying pressure, positioning and mobilizing soft tissue of the body by manual technique and use of visual, kinesthetic, auditory and palpating skills to assess the body for purposes of applying therapeutic massage, bodywork or somatic principles. Such applications may include, but are not limited to, the use of therapies such as heliotherapy or hydrotherapy, the use of moist hot and cold external applications, external application of herbal or topical preparations not classified as prescription drugs, movement and neuromyofacial education and education in self-care and stress management. Massage, bodywork and somatic therapies do not include the diagnosis or treatment of illness, disease, impairment or disability.

Massage, Bodywork and Somatic Therapist

Any person licensed pursuant to the provisions of the Massage and Bodywork Therapist Licensing Act. N.J.S.A. 45:11-53.

Massage, Bodywork and Somatic Therapy Establishment

Any establishment wherein massage, bodywork and/or somatic therapies are administered or are permitted to be administered, when such therapies are administered for any form of consideration.

NONLICENSED THERAPISTS PROHIBITED

The administering of massage, bodywork and/or somatic therapies for any form of consideration by any person not licensed by the State of New Jersey pursuant to the Massage and Bodywork Therapist Licensing Act, P.L. 1999, c. 19, amended 2007, c. 337. shall be prohibited throughout the Borough of Hightstown.

LICENSE REQUIRED

Establishment: No person, firm or corporation shall operate any establishment or utilize any premises in the Borough of Hightstown as or for a massage, bodywork and somatic therapy establishment unless or until such person, firm or corporation has obtained a license for such establishment or premises from the Municipal Clerk in accordance with the terms and provisions of this chapter.

RENEWALS

- A. All licenses shall be valid for a period of three years from the date of issuance.
- B. Licensees may renew their licenses prior to expiration by filing a new application with the Municipal Clerk in the manner prescribed in this chapter accompanied by the requisite fee.

APPLICATIONS FOR LICENSE

Establishment: Any person desiring a massage, bodywork and somatic therapy establishment license shall file a written application with the Municipal Clerk upon a form provided by the Clerk. The application form shall contain the following information:

- A. The type of ownership of the business, i.e., whether individual, partnership, corporation or otherwise.
- B. The name, style and designation under which the business is to be conducted.
- C. The business address and all telephone numbers, including facsimile, where business is to be conducted.
- D. A complete list of the names and residence addresses of all massage, bodywork and somatic therapists and employees of the business and the name and residence address of the manager or other person principally in charge of the operation of the business.
- E. A sworn statement indicating that all massage, bodywork and somatic therapists employed or to be employed by the establishment or otherwise permitted to work at the establishment have been licensed by the State of New Jersey pursuant to the Massage and Bodywork Therapist Licensing Act, P.L. 1999, c. 19, amended 2007, c. 337.
- F. The following personal information concerning the applicant(s), if an individual; concerning each stockholder holding more than 10% of the stock of the corporation, each officer and each director, if the applicant is a corporation; concerning the partners, including limited partners, if the applicant is a partnership; and concerning the manager or other person principally in charge of the operation of the business shall be provided:
 - 1. The name, complete residence address and residence telephone number.
 - 2. The two previous addresses immediately prior to the present address of the applicant.
 - 3. Written proof of age.
 - 4. Height, weight, sex, color of hair and eyes
 - 5. Two front-face portrait photographs taken within 30 days of the date of the application and at least two inches by two inches in size
 - 6. Provide any massage therapy or similar business history and experience, including, but not limited to, whether or not such person has previously operated in this or another municipality or state under a license or permit or has had such license or permit denied, revoked or suspended and the reason therefor and the business activities or occupations subsequent to such action or denial, suspension or revocation.
 - 7. All criminal convictions other than misdemeanor traffic violations, fully disclosing the jurisdiction in which convicted and the offense for which convicted and circumstances thereof. The applicant shall execute a waiver and consent to allow a criminal background check by the Borough Police Division. Failure to execute such a waiver and consent shall result in a denial of a license.
 - 8. The names and addresses of three adult residents who will serve as character references. These references must be persons other than relatives and business associates.
 - 9. The fingerprints of the applicant(s).
- G. At the time the application is filed, a fee as established in Chapter 82, Fees, shall be paid to the Borough Clerk to cover the cost of processing the application and investigating the facts stated therein.

INSPECTION REQUIREMENTS.

- A. The Municipal Clerk, upon receiving an application for a massage, bodywork and somatic therapy establishment license, shall refer the application to the various municipal departments (Division of Code Enforcement, Zoning, Health) for review and conformance with applicable state and Borough Codes for such an establishment.
- B. No massage, bodywork and somatic therapy establishment shall be issued a license or be operated, established or maintained in the Borough unless inspections by the appropriate municipal departments reveal that the establishment complies with the minimum requirements of the Uniform Construction Code and Health Codes for businesses operating in the Borough of Hightstown. In addition, the establishment must comply with each of the following minimum requirements.
 - 1. All massage tables, bathtubs, shower stalls, steam or bath areas and floors shall be constructed of material with surfaces which are smooth, nonabsorbent, and which may be readily disinfected.
 - 2. A public restroom shall be available to clients and employees during all business hours
 - 3. Water closets and lavatories shall be in conformance with the regulations set forth in the New Jersey Uniform Construction Code, N.J.A.C. 5:23.
 - 4. If bathing, dressing and locker facilities are provided for the patrons and male and female patrons are served simultaneously, separate bathing, dressing, locker and massage room facilities shall be provided.
 - 5. The premises shall have adequate equipment for disinfecting non-disposable instruments and materials used in administering massages. Such non-disposable instruments and materials shall be disinfected after use on each patron.
 - 6. Adequate hand washing facilities shall be conveniently located to each treatment area to maintain clean hands and arms of all employees before, after and during treatments.
 - 7. Hand sinks shall be provided with hot and cold water capable of delivering running water under pressure at a temperature of 90 to 110 F.

INVESTIGATION; ISSUANCE OF LICENSE.

- A. When said application is properly filled out, signed by the applicant and has been filed with the Municipal Clerk with all accompanying information, the application shall be referred by the Clerk to the Borough Police Division. The Chief of Police or his or her designee shall investigate the information available as to the applicant's business and good moral character of the applicant as deemed necessary for the protections of the public health, welfare and safety.
- B. If as a result of such investigation the applicant's character or business responsibility is found to be unsatisfactory or that the issuance of a license to the applicant would present a danger to the public health, welfare or safety, the Chief of Police shall endorse on such application his/her disapproval and reasons for same and return the application to the Borough Clerk, who shall notify the applicant that the application is disapproved.
- C. If as a result of such investigation the character and business responsibility of the applicant are found to be satisfactory and the issuance of the license to the applicant will present no danger to the public health, safety and welfare, the Chief of Police shall indicate his/her approval on the application and return the application to the Borough Clerk, who shall execute and deliver to the applicant the license.

REVOCAION OF LICENSE

- A. Licenses issued under this chapter may be revoked by the Chief of Police, after notice and a hearing, for any of the following causes:
 - 1. Fraud, misrepresentation or false statement in the application for the license.
 - 2. Fraud, misrepresentation or false statement made in the course of carrying on the licensed business in the Borough.

3. If the Chief of Police, Health Officer or their designee is denied access to the premises for the purpose of conducting and inspection.
 4. Any violation of this chapter.
 5. Conviction of a crime involving moral turpitude, a felony, an offense involving sexual misconduct, keeping or residing in a house of prostitution, and any crime involving dishonesty.
 6. Conducting the licensed business in the Borough in an unlawful manner or in such a manner as to constitute a menace to the health, safety or general welfare of the public.
- B. Notice of the hearing for the revocation of a license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall be given personally or mailed to the licensee at his/her last known address at least five days prior to the date set for the hearing.
 - C. Such license may, pending revocation proceedings, be suspended for not more than 10 days by the Chief of Police if, in his/her opinion, the conduct of the licensee is detrimental to the health, safety and general welfare of the Borough of Hightstown.
 - D. The Chief of Police shall serve as hearing officer for any hearing pursuant to this subsection.

CRITERIA FOR IMMEDIATE CLOSURE

The licenses issued under this chapter may be immediately suspended by the Chief of Police for the following reasons:

- A. Massage, bodywork or somatic therapy is provided by an unlicensed therapist.
- B. Unsanitary or unsafe conditions which may adversely impact the health and/or safety of the public.

DISPLAY OF LICENSE

The massage, bodywork and somatic therapy establishment shall display its license as well as the New Jersey license of each and every massage, bodywork and somatic therapist employed in the establishment in an open and conspicuous place on the premises of the establishment.

OPERATING REQUIRMENTS

Every massage, bodywork, and somatic therapy establishment shall comply with the following:

- A. Every portion of the massage, bodywork, and somatic therapy establishment, including appliances and apparatus, shall be kept clean and operated in a sanitary condition. A broad spectrum antimicrobial disinfectant shall be used.
- B. Price rates for all services shall be prominently posted (brochures or price list) in the reception area in a location available to all prospective customers.
- C. All employees, including massage, bodywork, and somatic therapists, shall be clean and wear clean, nontransparent outer garments. Dressing rooms must be available on the premises. Doors to such dressing rooms shall open inward, be self-closing, and be non-lockable.
- D. The handwash sink shall be used solely for the washing of hands, arms and other parts of the body.
- E. Handsinks shall be supplied with liquid soap and disposable hand towels at all times.
- F. Every area of the establishment shall be provided with lighting capable of providing a minimum of 50 foot candles of artificial light. Lighting may be dimmed during treatment sessions.
- G. Massage tables shall be maintained in good condition and free of rips or tears
- H. Toilet paper, covered trash, liquid hand soap and disposable paper towels or alternate means of hand drying shall be provided in restrooms.
- I. All massage, bodywork and somatic therapy establishments shall be provided with clean laundered sheets and towels in sufficient quantity which shall be laundered after each use thereof and stored in a sanitary manner.

- J. Soiled linens and draping materials shall be either commercially laundered or washed on site in a clothes-washing machine, in hot water with detergent and at least one cup of bleach or an antibacterial agent, and dried on the high-heat setting in a clothes dryer.
- K. Linens used in a licensed establishment may not be laundered in a private home.
- L. Closed containers shall be provided for soiled lines.
- M. The sexual or genital area of patrons must be covered by towels, cloths or undergarments when in the presence of an employee or massage, bodywork or somatic therapist.
- N. It shall be unlawful for any person knowingly, in a massage, bodywork, and somatic therapy establishment, to place his or her hand upon or touch with any part of his or her body, to fondle in any manner or to massage a sexual or genital area of any other person. No massage, bodywork and somatic therapist, employee or operator shall perform or offer to perform any act which would require the touching of the patron's sexual or genital area.
- O. All walls, ceilings, floors, pools, showers, bathtubs, steamrooms and all other physical facilities shall be in good repair and maintained in a clean and sanitary condition. Wet and dry heat-rooms, steam or vapor rooms or steam or vapor cabinets and shower compartments and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs and showers shall be thoroughly cleaned after each use. When carpeting is used on the floors, it shall be kept dry.
- P. Oils, creams, lotions and other preparations used in administering massage, bodywork and somatic therapies shall be kept in clean closed containers or cabinets.
- Q. Animals, except for Seeing Eye Dogs, shall not be permitted in the massage work area.
- R. Each massage, bodywork and somatic therapist shall wash his or her hands in hot running water, using a proper soap or disinfectant before administering a massage.

INSPECTIONS BY POLICE DIVISION OR HEALTH DEPARTMENT

- A. The Chief of Police and Health Officer and/or their designees are authorized to conduct random inspections of massage, bodywork and somatic therapy establishments granted a permit under the provisions of this chapter for the purpose of determining whether the provisions of this chapter are being complied with. Such inspections shall be unannounced but shall be made at reasonable times and in a reasonable manner. It shall be unlawful for any licensee or employee of the licensee to fail to allow such inspection officer access to the premises or to hinder such officer in any manner.
- B. The operator shall permit access to all parts of the establishment and all pertinent records required for the inspection shall be made available to the health authority representative for review.

SLEEPING QUARTERS

No part of any quarters of any massage, bodywork and somatic therapy establishment shall be used for or connected with any bedroom or sleeping quarters nor may any person sleep in such massage, bodywork and somatic therapy establishment except for limited periods incidental to and directly related to a massage, bodywork or somatic therapy treatment or bath. This provision shall not preclude the location of massage, bodywork and somatic therapy establishment in separate quarters of a building housing a hotel or other separate businesses or clubs.

PROHIBITED ACTS.

- A. No owner or manager of a massage, bodywork and somatic therapy establishment shall tolerate in his or her establishment any activity or behavior prohibited by the laws of the State of New Jersey, particularly, but not limited to, laws proscribing prostitution, indecency and obscenity, including the sale, uttering or exposing and public communication of obscene material; laws which relate to the commission of sodomy, adultery and proscribing fornication, nor shall any owner or manager tolerate in his or her establishment any activity or behavior which violates this chapter.

- B. Any conviction of any employee of a massage, bodywork and somatic therapy establishment of a violation of the aforementioned statutes and codes may devolve upon the owner or manager of such establishment, it being specifically declared that following such conviction of an employee, the owner or manager of the establishment may be prosecuted as an accessory to such violation and the licenses which have been issued may be automatically revoked.

EXCEPTIONS

The provisions of this chapter shall not apply to massage, bodywork or somatic therapies given:

- A. In the office of licensed physician, chiropractor or physical therapist; or
- B. By a regularly established medical center, hospital or sanitarium having a staff which includes licensed physicians, chiropractors and/or physical therapists; or
- C. By any licensed physician, chiropractor or physical therapists in the residence of his or her patient; or
- D. By a licensed barber or cosmetologist/hairstylist limited to the areas of the face, neck, scalp or upper part of the body as set forth in the Cosmetology and Hairstyling Act of 1984, N.J.S.A. 45:5B-1 et seq.

VIOLATIONS AND PENALTIES

In addition to the revocation or suspension of the license granted under this chapter, any person violating any provision of this chapter shall be subject to a penalty in the amount of \$2,500.00 per offense.

RELICENSING AFTER REVOCATION

- A. Any person whose license has been revoked under the provisions of 109-8 may apply to be relicensed upon filing of proof that all loss caused by the actor or omissions for which the license was revoked had been fully satisfied and that all conditions imposed by the decision of the revocation have been complied with
- B. Payment of a registration fee in the amount of \$500.00 is applicable to the initial licensing and each renewal thereafter..

SERVICE OF NOTICES

Whenever notice is required or permitted to be given by this chapter, such notice may be effected by personal service upon the licensee if an individual or any general partner, if a partnership, or upon any corporate officer, if a corporation, or alternatively, to any of foregoing, by certified mail, return receipt requested, to the last address listed in the Borough's Clerk's office in conjunction with the license information. It shall be the duty of each licensee to keep the Borough advised of any subsequent change of address. Upon failure of a licensee to comply with this requirement, any notice returned with the notation "unknown," "moved," or "not claimed" shall be deemed proper service of all notices required by this chapter.

2016-10 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 29, Entitled “Projecting Signs”, and Section 18 Entitled “Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Mayor Quattrone opened the public hearing on Ordinance 2016-10 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Stated that it took a long time to get this ordinance; he then asked for an explanation of how it came to be. Councilmember Stults gave an explanation of the purpose of the ordinance. Mr. Sarafin noted that the ordinance is a good idea.

Scott Caster, 12 Clover Lane – noted that it is a good ordinance but enforcement is necessary; the A-frame signs downtown are out of hand and blocking pedestrian traffic.

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

Council President Hansen moved Ordinance 2016-10 for adoption; Councilmember Stults seconded.

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

Ordinance adopted 6-0.

ORDINANCE 2016-10

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 29, ENTITLED “SIGNS”, SECTION 15, ENTITLED “PROJECTING SIGNS”, AND SECTION 18 ENTITLED “COMMERCIAL AND HIGHWAY, BUSINESS AND INDUSTRIAL ZONES – CC-1, CC-2, HC AND I” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Zoning Official has requested certain changes to Chapter 29 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” to establish uniformity in signage, create an aesthetically pleasing environment and maintain a safe pedestrian environment; and

WHEREAS, the Planning Board has reviewed the request of the Zoning Officer and has recommended the changes to Chapter 29, entitled “Signs” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” to the Borough Council for their consideration; and

WHEREAS, the Borough Council has reviewed the recommended changes and concurs that the changes are appropriate and would enhance the Borough for businesses and residents alike.

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

Section 1. Chapter 29 “Signs”, Section 15, entitled “Projecting Signs” is hereby amended as follows (underline for additions, strikethroughs for deletions):

29-15 Projecting Signs.

- A. Projecting signs shall contain only the name and type of business and logo. The sign shall project the image of the business.
- B. The sign shall be located so it does not block or obscure important architectural elements of the façade, with the best location being either of the front corners of the structure or above the entrance. The sign shall be located at the top of the first floor level or between the first floor and second floor. The bottom of the sign shall be at least seven (7) feet above the ground.
- C. One projecting sign may be erected per floor level for each street frontage.
- D. A projecting sign is not allowed if there is a portable sign.
- E. The bracket shall be black wrought iron. The bracket is to be securely mounted to the building.

Graphics on a decorative bracket will be included in calculating the sign area. The bracket is to be removed if there is no sign hanging from the bracket and all of the mounting holes must be filled in to match the surrounding façade.

- F. The sign material shall be solid wood, metal, composite material or acrylic fiber fabric. The sign shall have a finished, professional appearance.

G. The projecting sign shall be divided into two categories: Standard Projecting Sign shall be limited to seven (7) square feet and shall project no more than four (4) feet from the side of the building in the HC zone and no more than three (3) feet in the CC-1 and CC-2 zone or registered businesses in the RPO Zone and Residential Zone.

1. Creative Projecting Sign

- a. The sign area for text, messages, and logo shall be limited to seven (7) square feet.
- b. The total overall size of the Creative Projecting Sign shall be a maximum of ten (10) square feet. The extra three (3) square feet may be used to create a sign with visual appeal. Creative visual appeal shall include one or more of the following:
 1. Graphic depicting the type of business on the sign.
 2. Graphic depicting the type of business on the wrought iron bracket.
 3. The shape of the actual sign being non-rectangular.

The sign shall project no more than four (4) feet from the side of the building in HC zone and no more than three (3) feet in CC-1 and CC-2 zone or registered businesses in the RPO zone and Residential zone.

H. The sign must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced.

I. Internal lighting of the projecting sign is not permitted.

J. All projecting signs must be approved in advance by the Zoning Officer.

Section 2. Chapter 29 "Signs", Section 18, entitled "Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I" is hereby amended as follows (underline for additions, strikethroughs for deletions):

29-18. Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I.

Signs can enhance the image and appearance of Hightstown. In the above zones, the following signs only shall be permitted:

- A. *Facade sign.* One (1) facade sign may be erected facing each street frontage with direct vehicular access from that street. The sign area shall not exceed ten percent (10%) of the total facade area, including window and door area, or forty (40) square feet per sign, whichever is less. Sign must be applied directly to the facade and not project more than eight (8) inches.
- B. *Freestanding sign.* One (1) freestanding sign may be erected on each street frontage that contains a minimum of one hundred (100) feet of frontage and with direct vehicular access from that street. The maximum permitted sign area shall be forty (40) square feet per sign and the height of the sign shall not exceed thirty (30) feet.
- C. *Window signs* not to exceed ten (10%) percent of the total glass area and installed on the inside of the window. Lettering shall be limited to three colors.
- D. *Changeable copy signs* in accordance with 29-8 of this chapter.
- E. *Directional signs* in accordance with 29-9 of this chapter.
- F. *Directory signs* in accordance with 29-10 of this chapter.
- G. *Grand opening signs* in accordance with 29-12 of this chapter.
- H. *Window signs* in accordance with 29-14 of this chapter.
- I. *Signs* in accordance with 29-6 of this chapter.

- J. *A Frame Signs.* One sign may be erected per each street frontage. Each sign shall be six square feet, three feet in height and two feet in width, and shall be permitted in the H-C, CC-1 and CC-2 Zones only. Such signs shall be limited to professionally manufactured type signs which may only be displayed during hours of operation and shall be removed promptly upon closing of business each day. All portable signs shall also be subject to Section 29-3B and Section 29-22, and shall be securely held in place on sidewalks consisting of a minimum of six (6) feet in width so as to permit a clear and safe passageway around the sign of at least four (4) feet. An Indemnification Agreement shall be executed between the permit holder and the Borough and an Insurance Certificate provided in an amount required by the Borough which shall name the Borough as an additional insured.
1. One A Frame sign may be displayed per floor level for each street frontage.
 2. An A Frame sign is not allowed if there is a projecting sign.
 3. An A Frame sign shall be permitted in the H-C, CC-1 and CC-2 zones only.
 4. The sign shall be professionally manufactured with a finish appearance. No paper, fiberboard, foam core board, corrugated paper or unfinished wood materials shall be permitted. A finished sign is required on both sides of the A frame sign.
 5. 'Slide in letters' are not permitted.
 6. Highly reflective materials are not allowed.
 7. The sign may not be illuminated.
 8. The sign may only be displayed during hours of operation and shall be removed promptly upon closing each day.
 9. The sign is also subject to Section 29-3B and Section 29-22
 10. An Indemnification Agreement shall be executed between the permit holder and the Borough and an Insurance Certificate provided in an amount of one million dollars (\$1,000,000.00) which shall name the Borough as additional insured.
 11. The total size of the A frame sign shall be a maximum of nine (9) square feet. The sign area for the text or message is limited to six (6) square feet, three feet in height and two feet in width. The remaining three square feet may be used to create a sign with visual appeal. The creative use of color, typeface, message or the shape or outline of the sign shall be used to attract attention, Creative visual appeal shall include one or more of the following:
 - a. Graphic depicting the type of business on the sign.
 - b. The shape of the actual sign being non-rectangular.
 - c. Decorative elements which reinforces the image of the business.
 12. Plain, simple a frame signs will not meet the creativity requirement.
 13. Plastic signs are not allowed.
 14. The sign can only be located in the area designated by the Zoning Officer.
 15. The A frame sign must maintain a four (4) feet clear passageway and not cause a hazard to pedestrians or people exiting parked cars. A clear and safe passageway around the sign is required. The sidewalk must be a minimum of six (6) feet in width.
 16. The A frame sign must be properly weighted so that it does not create a hazard to pedestrians or vehicles due to strong winds.
 17. The A frame sign must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced.
 18. Any A frame signs that are a safety issue or do not meet the requirements of this ordinance may be subject to removal by the code enforcement office.
 19. All A frame signs must be approved in advance by the Zoning Officer.

K. Projecting signs in accordance with 29-15 of this chapter.

2016-11 Final Reading and Public Hearing – An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A: 4-45.14)

Mayor Quattrone opened the public hearing on Ordinance 2016-11 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – asked for an explanation of this ordinance and how much over cap the budget is for 2016. Mr. Underhill explained a cap bank and noted that the budget is not over cap.

Scott Caster, 12 Clover Lane – noted that it is a good ordinance but Council should raise taxes to maintain downtown.

Eugene Sarafin, 628 South Main Street – commented that he agrees with Mr. Caster, but a citizen committee should be appointed to do a maintenance inventory.

Mr. Underhill gave an explanation of the tax levy cap.

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

Council President Hansen moved Ordinance 2016-11 for adoption; Councilmember Misiura seconded.

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

Ordinance adopted 6-0.

Ordinance 2016-11

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

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 3.5% increase in the budget for said year, amounting to \$187,053.97 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$187,053.97, and that the CY 2016 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

2016-12 Final Reading and Public Hearing – A Bond Ordinance Providing for the Rehabilitation of East Ward Street in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$550,000 Therefor and Authorizing the Issuance of \$250,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Mayor Quattrone opened the public hearing on Ordinance 2016-12 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – asked if the project will include curbs. Mr. Underhill responded that it will and that a \$300,000.00 grant was received for the project, the balance is being paid in the bond. Mr. Sarafin commented that it is a good ordinance.

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

Councilmember Montferrat moved Ordinance 2016-12 for adoption; Councilmember Kurs seconded.

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

Ordinance adopted 6-0.

Ordinance 2016-12

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

**BOND ORDINANCE PROVIDING FOR THE REHABILITATION OF
EAST WARD STREET IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
APPROPRIATING \$550,000 THEREFOR AND AUTHORIZING THE
ISSUANCE OF \$250,000 BONDS OR NOTES OF THE BOROUGH TO
FINANCE PART OF THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$550,000, including the \$300,000 Grant from the State of Jersey Department of Transportation expected to be received (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvement since the project described in Section 3(a) hereof is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$250,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the rehabilitation of East Ward Street, including all work and materials necessary therefor and

incidental thereto.

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

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

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

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

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

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$250,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or if other than as referred to in Section 1 hereof, to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of

holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

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

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

RESOLUTIONS

Resolution 2016-92 Authorizing Payment of Bills

Councilmember Bluth moved Resolution 2016-92; Councilmember Kurs seconded.

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

Resolution adopted 6-0.

Resolution 2016-92

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$ 210,297.59 from the following accounts:

Current		\$119,323.89
W/S Operating		85,202.50
General Capital		765.75
Water/Sewer Capital		0.00
Grant		0.00
Trust		84.45
Housing Trust		0.00
Animal Control		21.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>4,900.00</u>
Total		<u>\$210,297.59</u>

Resolution 2016-93 Proclaiming Hightstown Volunteer Appreciation Week and Recognizing, Honoring and Thanking Hightstown's Volunteers

Councilmember Kurs moved Resolution 2016-93; Councilmember Montferrat seconded.

Councilmember Stults noted that a lot of work in the Borough is done by volunteers, and the Borough would not be what it is without them; thank you to all volunteers. Councilmember Misiura agreed.

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

Resolution adopted 6-0.

Resolution 2016-93

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

**PROCLAIMING HIGHTSTOWN VOLUNTEER APPRECIATION WEEK AND
RECOGNIZING, HONORING AND THANKING HIGHTSTOWN'S VOLUNTEERS**

WHEREAS, the week of April 18 to 22, 2016 has been proclaimed National Volunteer Week to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

WHEREAS, the Borough of Hightstown and its residents have benefited greatly from hundreds of volunteers who each year give tirelessly and selflessly to the service of others; and

WHEREAS, volunteerism strengthens communities, improves society, and enhances the overall quality of life for all citizens; and

WHEREAS, volunteering changes the lives of volunteers in a positive way, increasing self-confidence, self-esteem and physical wellbeing; offering the chance to meet new friends and associates; and providing opportunities to learn new skills and abilities; and

WHEREAS, the Hightstown Borough Mayor and Council wishes to acknowledge and thank its volunteers for their dedication and tireless efforts.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown hereby proclaims the week of April 18 to 22, 2016 as Hightstown Volunteer Week and expresses its sincere appreciation and gratitude for the dedication and untiring efforts of all those who volunteer to help make our community a better place to live and work.

Resolution 2016-94 Authorizing a Change Order for the Purchase of an E-One Aluminum CR-137 Ladder Truck for Hightstown Engine Company No. 1 from Absolute Fire Through our Participation in the Houston-Galveston Area Council of Governments (H-GAC) a National Cooperative Purchasing Program

Councilmember Kurs moved Resolution 2016-94; Council President Hansen seconded.

Mr. Underhill gave an explanation of the various inspections of the vehicle performed by the Fire Department and noted that this will cover the incidentals that were missed when the truck was originally ordered.

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

Resolution adopted 6-0.

Resolution 2016-94

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

AUTHORIZING A CHANGE ORDER FOR THE PURCHASE OF AN E-ONE ALUMINUM CR-137 LADDER TRUCK FOR HIGHTSTOWN ENGINE COMPANY NO. 1 FROM ABSOLUTE FIRE THROUGH OUR PARTICIPATION IN THE HOUSTON-GALVESTON AREA COUNCIL OF GOVERNMENTS (H-GAC) A NATIONAL COOPERATIVE PURCHASING PROGRAM

WHEREAS, with the adoption of Resolution 2015-187 on July 20, 2015, the Borough Council authorized the purchase of an E-One Aluminum CR-137 Ladder Truck for Hightstown Engine Co. No. 1 in the amount of \$977,617.00; and

WHEREAS, the ladder truck is being purchased from Absolute Fire through our participation in the Houston-Galveston Area Council Governments (H-GAC) National Cooperative Purchasing Program; and

WHEREAS, Hightstown Engine Co. No. 1 has performed several inspections on the vehicle during its manufacture and found that there are items that are needed and were missing from the original order; and

WHEREAS, the Hightstown Engine Co. #1 has requested that a change order in the amount of \$10,188.00 be issued to cover the cost of the items not originally ordered; and

WHEREAS, the Borough Administrator has recommended approval of this change order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the change order in the amount of \$10,188.00 for the purchase of an E-One Aluminum CR-137 Ladder Truck for Hightstown Engine Co. No. 1 as stated herein is approved.

Resolution 2016-95 Authorizing the Submission of the TWA-1 Treatment Works Approval Permit Application Relating to the Tertiary Disk Filtration and Ultraviolet (UV) Disinfection System

Councilmember Misiura moved Resolution 2016-95; Council President Hansen seconded.

Borough Administrator Underhill explained that due to the changes made to the UV disinfection system and the addition of tertiary filters, it is required that the Borough make another application for the permit.

Council President Hansen commented that this is one of the biggest water/sewer projects done in a long time, and it is required that the Borough is in compliance in 2017.

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

Resolution adopted 6-0.

Resolution 2016-95

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

AUTHORIZING THE SUBMISSION OF THE TWA-1 TREATMENT WORKS APPROVAL PERMIT APPLICATION RELATING TO THE TERTIARY DISK FILTRATION AND ULTRAVIOLET (UV) DISINFECTION SYSTEM

WHEREAS, the Borough Council has authorized application for a New Jersey Environmental Infrastructure Loan for several projects for the Water Plant and Advanced Waste Water Treatment Plant of Hightstown Borough; and

WHEREAS, it is required that the Borough Council authorize the submission of a NJDEP Treatment Works Permit Application (TWA) for the Tertiary Disk Filtration and Ultraviolet (UV) Disinfection System project at the Advanced Waste Water Treatment Plant; and

WHEREAS, the permit fee for said application is eleven thousand three hundred ninety-six dollars (\$11,396.00) and is payable to Treasurer, State of New Jersey Environmental Services Fund; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that the Mayor is hereby authorized to sign and the Borough Engineer to submit, the NJDEP Treatment Works Permit Application (TWA) for the Tertiary Disk Filtration and Ultraviolet (UV) Disinfection System at the Advanced Waste Water Treatment Plant.

Resolution 2016-96 Authorizing an Application for a Recycling Tonnage Grant

Councilmember Montferrat moved Resolution 2016-96; Councilmember Stults seconded.

Borough Administrator Underhill explained that we apply for this grant each year and the funds are used to offset recycling and trash removal costs.

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

Resolution adopted 6-0.

Resolution 2016-96

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

AUTHORIZING APPLICATION FOR A RECYCLING TONNAGE GRANT

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c. 102, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection and Energy has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the 2015 tonnage grant will memorialize the commitment of this municipality to recycling, and will indicate the assent of the Mayor and Council of the Borough of Hightstown to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations;

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

1. The Borough of Hightstown hereby endorses the submission of a 2015 recycling tonnage grant application to the New Jersey Department of Environmental Protection.
2. Ken Lewis, Recycling Coordinator, 156 Bank Street, Hightstown, New Jersey 08520, is hereby designated and directed to ensure that the application is properly completed and timely filed;
3. Monies received from the recycling tonnage grant shall be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Resolution 2016-97 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2016 Budget

Councilmember Kurs moved Resolution 2016-97; Councilmember Stults seconded.

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

Resolution adopted 6-0.

Resolution 2016-97

*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>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	0.00	684,126.00	684,126.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	150,000.00	849,386.00	999,386.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	150,000.00	1,533,512.00	1,683,512.00

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 CFO.

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – expressed his displeasure at the Council’s new position on the stage at the firehouse and commented on the truths and lies in the Pledge of Allegiance.

Scott Caster, 12 Clover Lane – suggested the hiring of teens to perform various maintenance downtown during the summer months; commented that Hightstown and East Windsor do not share equally in the cost of schools and the Borough should sue the state to get it changed.

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

SUBCOMMITTEE REPORTS

Water/Sewer

Mr. Underhill noted that there was a meeting last week and it was discussed as to whether water or sewer lines will be considered when rehabilitating Ward Street. There will also be some minor capital expenses forthcoming when capital expenses are discussed.

RBG Negotiations

Councilmember Misiura advised that the subcommittee will be meeting with RBG tomorrow night.

Meeting with Businesses

Mayor Quattrone advised that he and Councilmember Stults met with the businesses downtown and the following week met with the taxi owners, regarding parking. The taxi owners requested a spot in the Stockton Street lot to pick up fares at the alleyway from Main Street; Lt. Gendron and he are discussing it and it will be on the next agenda for discussion. Parking permits are also being addressed, and the police are enforcing the timed parking. It is their hope to have more meetings with the businesses and taxi owners to keep the lines of communication open.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults

Construction Office – Reviewed the monthly report for January noting the violations issued for overcrowding and lack of maintenance.

Downtown Hightstown – Downtown Hightstown met and are updating their website and promoting Hightsotwn businesses.

Councilmember Bluth

Parks & Recreation Commission – They are bringing new ideas to the Borough and have planned palates in the Park on Sunday, May 22nd and National Trails Day on Saturday June 4th with the Environmental Commission. They are also considering changing the evening for the Farmers Market to Thursday. It is nice to see the various boards and committees working together on projects.

Cultural Arts Commission – will be meeting on Wednesday.

Councilmember Kurs

Noted that the High School Robotics Team took second place in the Mid-Atlantic Robotics Championship, tying with North Brunswick and Clifton. They will now attend the National Championship in St. Louis; kudos and congratulations to the Robotics Team.

Councilmember Montferrat

Board of Health – met last Wednesday and they are working with the businesses regarding dumpsters overflowing and to assure there is no standing water to prevent mosquito breeding.

Harvest Fair – cancelled their meeting tomorrow night and the next meeting will be held in May.

Latino Festival – the Committee met on Saturday and they are moving right along.

HPC – is meeting this Thursday.

Councilmember Misiura

Planning Board – met last week and are reviewing the Enchantment age restriction ordinance; there is some concern with language in the ordinance.

Council President Hansen

Housing Authority – will meet on Wednesday.

She also commented that the Better Beginnings Gala was a nice event and a huge success.

Mayor Quattrone

Better Beginnings Gala – noted that he agrees with Council President Hansen, the event was very nice and a huge success.

After Prom – noted that he has received a request for a donation for the After Prom but feels it is not proper for the Borough to make a donation so he suggests that Council make donations through a collection envelope in the Clerk's office; the pooled donation can then be sent to the After Prom committee.

Property Maintenance – noted that he has asked the Inspector to keep a file on the properties in need of maintenance and the graffiti issue is being addressed.

Volunteers – thanked all volunteers of the Fire Department, First Aid, Garden Club, and the Borough boards, commissions and committees for all their hard work, noting that without their help Hightstown could not be a great place to live and work.

Summer Help – pursuant to Mr. Caster's suggestion, it was noted that the problem with summer help is that there is a need for supervision and we do not have the staff to perform the other work that needs to be done and supervise untrained help; without supervision the work does not get done.

He then reviewed the memo from the Health Department regarding the massage parlor ordinance and noted that this was a good meeting.

Henry Underhill, Borough Administrator

Property Inspections – noted that Mr. Bell will be taking training regarding abandoned properties and there could possibly be another ordinance forthcoming that will be a tool used to address properties.

Municipal Clerk Sopronyi

Advised that this will be the last Council meeting she will attend for a while, she is having a knee replacement; but is leaving the Borough in good hands with the Deputy Clerk, and she will be accessible during her absence should Peggy need assistance.

ADJOURNMENT

Council President Hansen motioned to adjourn at 8:40 pm. Councilmember Kurs seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi
Borough Clerk

Resolution 2016-108

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

STEWARD OF HIGHTSTOWN HISTORY AWARD 2015

WHEREAS, the “Steward of Hightstown History” award is given to a recipient selected by the Hightstown Historic Preservation Commission recognizing the owner of a historic property who demonstrates a long-term commitment to preservation through careful property maintenance, restoration or rehabilitation; and

WHEREAS, a minimum of three nominees are presented to the Historic Preservation Commission for deliberation and selection; and

WHEREAS, a plaque is presented to the most deserving applicant as determined by the commission; and

WHEREAS, the Hightstown Preservation Commission have deliberated the proposed nominees and found that Chris Moraitis and Holly Moraitis, of 208 Stockton Street have been found to be the most deserving of the award for 2015; and

WHEREAS, The Moraitis’ house, formerly Dr. Zussman’s (eye Doctor) and prior to that Dr. Cox’s (medical Doctor) house was a house with a side wing doctor’s office with several adverse adjustments made to the house over the past 75+ years; and

WHEREAS, the house was in severe disrepair with many layers of finishes over the years hiding the true splendor of this grand Queen Anne, and rather than continuing to add new materials over the top, they took the harder path undoing the layers and uncovering many wonderful finishes, and did most of the work themselves, carefully and methodically bringing it back to the original historic architectural design; and

WHEREAS, the commitment of the Moraitis’ in restoring their property to its original architecture is a strong commitment to the Stockton Street Historic District and to the town, and an example of what it means to be a “Steward of Hightstown History”.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Chris Moraitis and Holly Moraitis of 208 Stockton Street are hereby awarded the “Steward of Hightstown History” award for 2015 for their commitment to restoring their historic property to its original architecture.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Ordinance 2016-14

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

**BOND ORDINANCE PROVIDING FOR VARIOUS IMPROVEMENTS
TO THE WATER-SEWER UTILITY IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
APPROPRIATING \$1,860,000 THEREFOR AND AUTHORIZING THE
ISSUANCE OF \$1,860,000 BONDS OR NOTES OF THE BOROUGH TO
FINANCE THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$1,860,000. No down payment is required as the purpose authorized herein is deemed self-liquidating and the bonds and bond anticipation notes authorized herein are deductible from the gross debt of the Borough, as more fully explained in Section 6(e) of this bond ordinance.

Section 2. In order to finance the cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,860,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is various improvements to the Water-Sewer Utility, including improvements to the ultraviolet disinfection systems and the rehabilitation of detention tanks and Well #2, including all work and materials necessary therefor and incidental thereto.

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

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

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

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

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

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a self-liquidating purpose of a municipal public utility. No part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 40 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$1,860,000, but that the net debt of the Borough determined as provided in the Local Bond Law is not increased by this bond ordinance. The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$335,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

(e) This bond ordinance authorizes obligations of the Borough solely for purposes described in N.J.S.A. 40A:2-7(h). The obligations authorized herein are to be issued for a purpose that is deemed to be self-liquidating pursuant to N.J.S.A. 40A:2-47(a) and are deductible from the gross debt of the Borough pursuant to N.J.S.A. 40A:2-44(c).

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

Section 8. The Borough expects to finance this improvement through the New Jersey Environmental Infrastructure Trust ("NJEIT"). A portion of such financing is expected to be a loan that NJEIT will forgive and treat as a grant upon the issuance by NJEIT of bonds to be used to finance a separate portion of the improvement. The portion of the loan which is forgivable pursuant to the applicable laws and regulations shall upon forgiveness by NJEIT at that point be a deduction from the Borough's debt authorized herein. The amount of the obligations authorized, but not issued hereunder, shall then be reduced to the extent, and in the amount that such loan is forgiven, that such funds are so used.

Section 9. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 10. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 11. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 12. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2016-109

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

SELF-EXAMINATION BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Hightstown has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2014 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Hightstown that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2016-110

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY

WHEREAS, pursuant to 40A:4-10, as amended by Chapter 95, P.L.2015, provides that the budget may be by title when procedures required by N.J.S.40A:4-8 and N.J.S.40A:4-9 or section 12 of P.L.1995, c.259 (C.40A:4-6.1), as applicable, have been followed; and

WHEREAS, N.J.S.A. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body; and

WHEREAS, the Borough Council finds that the budget for 2016 shall be read by title only.

NOW, THEREFORE BE IT RESOLVED that the budget shall be read by title only.

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain
<i>Ms. Bluth</i>					
<i>Ms. Hansen</i>					
<i>Mr. Kurs</i>					
<i>Mr. Misiura</i>					
<i>Mr. Montferrat</i>					
<i>Mr. Stults</i>					

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2016-112

*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 \$1,478,295.00 from the following accounts:

Current	\$80,608.38
W/S Operating	79,791.80
General Capital	1,309,519.00
Water/Sewer Capital	0.00
Grant	1,461.55
Trust	964.00
Housing Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	5,950.27
Escrow	<u>0.00</u>
 Total	 <u><u>\$1,478,295.00</u></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 May 16, 2016

Margaret M. Riggio
Deputy Borough Clerk

Date: 5/16/16

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
Apco Petroleum Corp.	5/3/2016	16-00731	24778	\$155.41
State of NJ - Dept of Treasury	5/10/2016	16-00747	1323	51,622.26
				<hr/>
				<hr/>
				\$51,777.67

TOTAL

\$51,777.67

WATER AND SEWER OPERATING ACCOUNT

State of NJ - Dept of Treasury	5/10/2016	16-00747	1266	13,328.92
				<hr/>
				<hr/>
				\$13,328.92

TOTAL

\$13,328.92

TRUST ACCOUNT

Joanna Jackson	4/27/2016	16-00710	6410	264.00
				<hr/>
				<hr/>
				\$264.00

TOTAL

\$264.00

GENERAL CAPITAL

Sanitation Equipment Corp	4/28/2016	15-01688	6194	313,687.00
		16-00618		
Absolute Fire Protection, Inc.	5/9/2016	&15-01247	6198	\$ 987,805.00
				<hr/>
				<hr/>
				\$1,301,492.00

TOTAL

\$1,301,492.00

WATER AND SEWER CAPITAL

TOTAL

\$0.00

MANUAL TOTAL

\$1,366,862.59

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
A0050 ABSOLUTE FIRE PROTECTION, INC.												
	16-00642	04/18/16	INV 76282-IN DATED 3/21/16									
	1	INV 76282-IN DATED 3/21/16	3,027.82	6-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	04/18/16	05/11/16			76282-IN	N
	Vendor Total:		3,027.82									
A0054 AQUA PRO-TECH LABORATORIES												
	16-00671	04/20/16	INV #6030046M									
	1	INV #6030046M	278.00	6-09-55-501-002-532	B Outside Lab Testing	R	04/20/16	05/11/16			6030046M	N
	Vendor Total:		278.00									
A0056 AQUA TECH HOTSYS, INC.												
	16-00666	04/20/16	INV #26074									
	1	#4000 PSI STEAM CLEAN HOSE	119.54	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/16	05/11/16			26074	N
	2	SHIPPING	20.68	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/16	05/11/16			26074	N
			140.22									
	Vendor Total:		140.22									
A0454 ATLANTIC TOMORROW'S OFFICE												
	16-00635	04/14/16	QUARTERLY COPY FEES									
	1	QUARTERLY COPY FEES	308.69	6-01-25-240-001-029	B Maint. Contracts - Other	R	04/14/16	05/11/16			CNIN535759	N
	Vendor Total:		308.69									
BRENT005 BRENT MATERIAL COMPANY												
	16-00474	03/15/16	QUOTE 40898 - NEW UPPER BARREL									
	1	QUOTE 40898 - NEW UPPER BARREL	1,350.00	6-09-55-501-001-535	B Hydrants and Line Repair	R	03/15/16	05/11/16			2030940-YD	N
	Vendor Total:		1,350.00									

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0058 CINTAS CORPORATION #061													
	16-00230	02/05/16	2016 Uniform Contract			B							
	15 INV	061206686	DATED 4/1/16	58.22	6-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/16	05/11/16		061206686	N
	16 INV	61210499	DATED 4/8/16	58.22	6-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/16	05/11/16		061210499	N
	17 INV	061214198	DATED 4/15/16	58.22	6-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/16	05/11/16		061214198	N
	18 INV	061218084	DATED 4/22/16	58.22	6-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/16	05/11/16		061218084	N
	19 INV	061221794	DATED 4/29/16	58.22	6-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/16	05/11/16		061221794	N
				291.10									
	16-00600	04/08/16	8040 BLACK NITRILE GLOVES XL										
	1	8040	BLACK NITRILE GLOVES XL	160.00	6-09-55-501-002-506		B Lab. Equipment & Supplies	R	04/08/16	05/11/16		061214199	N
			Vendor Total:	451.10									
C0361 CLAYTON BLOCK COMPANY, INC.													
	16-00674	04/20/16	INV #473351915										
	1	INV	#713351915	186.00	6-09-55-501-002-503		B Sewer Plant Maintenance	R	04/20/16	05/11/16		473351915	N
			Vendor Total:	186.00									
C0023 COMCAST													
	16-00745	05/05/16	8499052430036659 DATED 4-24-16										
	1	8499052430036659	DATED 4-24-16	109.85	6-01-20-140-001-060		B Internet Services and Web Services	R	05/05/16	05/11/16		849905243003665	N
	16-00784	05/10/16	8499052430034100 MERCER ST										
	1	8499052430034100	413 MERCER	144.85	6-01-20-140-001-060		B Internet Services and Web Services	R	05/10/16	05/11/16		849905243003410	N
			Vendor Total:	254.70									
C0087 CUSTOM BANDAG, INC													
	16-00787	05/10/16	100105839391 415 MERCER ST HPD										
	1	100105839391	415 MERCER ST HPD	794.61	6-01-31-430-001-071		B Electric-Borough Hall	R	05/10/16	05/11/16		100105839391	N
			Vendor Total:	794.61									
E0576 EAST WINDSOR REGIONAL SCHOOL													
	16-00726	04/29/16	MARCH 2016 FUEL USE										
	1	MARCH 2016	FUEL USE - FIRE	284.78	6-01-31-460-001-166		B Motor Fuel - Fire Dept.	R	04/29/16	05/11/16			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	
E0576 EAST WINDSOR REGIONAL SCHOOL Continued													
	16-00726	04/29/16	MARCH 2016 FUEL USE		Continued								
	2	MARCH 2016	FUEL USE - POLICE	838.34	6-01-31-460-001-145	B Motor Fuel - Police	R	04/29/16	05/11/16			N	
	3	MARCH 2016	FUEL USE - EMS 50	20.66	6-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	04/29/16	05/11/16			N	
	4	MARCH 2016	FUEL USE - GARBAGE	725.20	6-01-31-460-001-147	B Motor Fuel - Public Works	R	04/29/16	05/11/16			N	
	5	MARCH 2016	FUEL USE - STREETS	575.76	6-01-31-460-001-147	B Motor Fuel - Public Works	R	04/29/16	05/11/16			N	
	6	MARCH 2016	FUEL USE - WATER	56.53	6-09-55-501-001-512	B Motor Fuel	R	04/29/16	05/11/16			N	
	7	MARCH 2016	FUEL USE - SEWER	84.82	6-09-55-501-002-512	B Motor Fuel	R	04/29/16	05/11/16			N	
	8	MARCH 2016	FUEL USE - CONSTRUC	25.42	6-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	04/29/16	05/11/16			N	
	9	MARCH 2016	FUEL FACILITY FEE	120.00	6-01-31-460-001-144	B Upgrades to Fueling Facility	R	04/29/16	05/11/16		MARCH 2016	N	
				<u>2,731.51</u>									
			Vendor Total:	2,731.51									
E0414 ENTENMANN-ROVIN CO.													
	16-00718	04/29/16	HPD BADGES										
	1	HPD BADGES		98.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	2	HPD BADGES		98.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	3	HPD BADGES		82.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	4	HPD BADGES		98.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	5	HPD BADGES		82.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	6	HPD BADGES		10.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	7	HPD BADGES		4.50	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
	8	HPD BADGES		17.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/29/16	05/11/16			N	
				<u>489.50</u>									
			Vendor Total:	489.50									
Q0176 EUROFINS QC, INC													
	16-00596	04/08/16	BIOASSAY-CHRONIC TOXICITY										
	1	BIOASSAY-CHRONIC TOXICITY		825.00	6-09-55-501-002-532	B Outside Lab Testing	R	04/08/16	05/11/16			N	
	16-00705	04/26/16	WATER ANALYSIS										
	1	INV. 1779701 - WATER ANALYSIS		37.50	6-09-55-501-001-532	B Outside Testing/Labs	R	04/26/16	05/11/16		1779701	N	
	2	INV. 1779854 - WATER ANALYSIS		99.50	6-09-55-501-001-532	B Outside Testing/Labs	R	04/26/16	05/11/16		1779854	N	

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Q0176 EUROFINS QC, INC												
	16-00705	04/26/16	WATER ANALYSIS	Continued								
	3 INV.	1779858	- WATER ANALYSIS	128.00	6-09-55-501-001-532	B Outside Testing/Labs	R	04/26/16	05/11/16		1779858	N
				265.00								
			Vendor Total:	1,090.00								
F1181 FOX WELDING SERVICE												
	16-00670	04/20/16	LABOR TO PERFORM WELDING									
	1		LABOR TO PERFORM, WELDING	260.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/16	05/11/16			N
			Vendor Total:	260.00								
G0181 FRANKLIN-GRIFFITH, LLC												
	16-00725	04/29/16	STREET LIGHT BULBS									
	1 INV.	5587370	- STREET LIGHT	217.98	6-01-31-435-001-075	B Street Lighting	R	04/29/16	05/11/16		5587370	N
			Vendor Total:	217.98								
M0714 GENSERVE, INC.												
	16-00672	04/20/16	INV #0106006									
	1 INV.	#0106006		180.00	6-09-55-501-002-511	B Generator/Engine Maintenance Agreement (B)	R	04/20/16	05/11/16		0106006	N
	16-00707	04/26/16	CONTRACTUAL GENERATOR SERVICE									
	1 INV.	0106005-IN	- B SERVICE	180.00	6-09-55-501-001-511	B Generator/Engine Maintenance (B)	R	04/26/16	05/11/16		0106005-IN	N
			Vendor Total:	360.00								
G1077 GEORGE S. COYNE CO., INC.												
	15-00352	02/24/15	RES 2015- ZETA LYTE 8849FS			B						
	14 INV	230616	DATED 12/11/15	525.05	5-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	12/10/15	05/11/16		230616	N
	15 INV	230754	DATED 12/15/15	1,585.43	5-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	12/10/15	05/11/16		230754	N
				2,110.48								
	16-00043	01/19/16	Res2016-028 Zetag 8849 FS - S			B						
	5 inv	237238	ZETAG	525.05	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/19/16	05/11/16		237238	N
	6 inv	237513	ZETAG	1,585.43	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/19/16	05/11/16		237513	N

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G1077 GEORGE S. COYNE CO., INC. Continued													
	16-00043	01/19/16	Res2016-028 Zetag 8849 FS - S		Continued								
	7 INV	237858	DATED 4-14-16	2,120.77	6-09-55-501-002-544		B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/19/16	05/11/16		237858	N
				4,231.25									
			Vendor Total:	6,341.73									
H 85 HACH CO.													
	16-00433	03/11/16	LABORATORY SUPPLIES										
	1	22420-00	- KIT W/ ASORBIC	113.68	5-09-55-501-001-506		B Laboratory Supplies	R	03/11/16	05/11/16		9851044	N
	2	25072-00	- BUFFER KIT INCLUDES	87.46	5-09-55-501-001-506		B Laboratory Supplies	R	03/11/16	05/11/16		9851044	N
	3	25060-25	- ACCUVAC SPADNBS	493.80	5-09-55-501-001-506		B Laboratory Supplies	R	03/11/16	05/11/16		9865601	N
	4	26353-00	- SECONDARY GEL	147.98	5-09-55-501-001-506		B Laboratory Supplies	R	03/11/16	05/11/16		9851044	N
	5	APPROXIMATE SHIPPING		0.00	5-09-55-501-001-506		B Laboratory Supplies	R	03/11/16	05/11/16			N
				842.92									
			Vendor Total:	842.92									
H0459 HIGHTSTOWN ENGINE CO. #1													
	16-00662	04/20/16	DONATION FROM TRIATHLON										
	1	DONATION FROM TRIATHLON		500.00	T-12-56-286-000-876		B PARKS & RECREATION/ TRIATHLON	R	04/20/16	05/11/16		DONATION	N
			Vendor Total:	500.00									
H0037 HIGHTSTOWN HISTORICAL SOCIETY													
	16-00750	05/05/16	2016 NEWSLETTER										
	1	2016 NEWSLETTER		200.00	T-12-56-286-000-829		B Historical Sites Commission	R	05/05/16	05/11/16		2016 NEWSLETTER	N
			Vendor Total:	200.00									
H1100 HOME DEPOT CREDIT SERVICES													
	16-00722	04/29/16	APRIL 2016 INVOICES										
	1 INV.	0044011	- WEED PREVENTER	23.94	6-01-28-369-001-140		B Landscape Maintenance	R	04/29/16	05/11/16		0044011	N
	2 INV.	0045147	- ROUNDUP/BUSHING	22.74	6-09-55-501-002-503		B Sewer Plant Maintenance	R	04/29/16	05/11/16		0045147	N
	3 INV.	7036716	- SAKRETE	11.52	6-09-55-501-002-535		B Chemicals Miscellaneous	R	04/29/16	05/11/16		7036716	N
	4 INV.	6181918	- WEED AND FEED	145.74	6-01-28-369-001-140		B Landscape Maintenance	R	04/29/16	05/11/16		6181918	N
	5 INV.	3022029	- SAKRETE	17.28	6-01-26-290-001-127		B Street Repair & Maintenance	R	04/29/16	05/11/16		3022029	N
	6 INV.	3045909	- SAKRETE	17.28	6-01-26-290-001-127		B Street Repair & Maintenance	R	04/29/16	05/11/16		3045909	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
H1100 HOME DEPOT CREDIT SERVICES Continued												
	16-00722	04/29/16	APRIL 2016 INVOICES		Continued							
	7 INV.	3022066	- ROUNDUP/SILICON	28.87	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/29/16	05/11/16		3022066	N
	8 INV.	3037309	- SAKRETE	5.76	6-01-26-290-001-127	B Street Repair & Maintenance	R	04/29/16	05/11/16		3037309	N
	9 INV.	1037632	- KEY/NOZZLE/MR.	105.68	6-09-55-501-001-503	B Water Plant Maintenance	R	04/29/16	05/11/16		1037632	N
				<u>378.81</u>								
	Vendor Total:			378.81								
H0161 HUNTER TECH.SOLUTIONS INC												
	16-00598	04/08/16	ESTIMATE 401938 NETWORK ISSUES									
	1 ESTIMATE	401938	NETWORK ISSUES	570.00	6-09-55-501-002-530	B Computer Software/Maint/Equip	R	04/08/16	05/11/16		61789	N
	Vendor Total:			570.00								
J0378 J.W. KENNEDY & SON INC WELDING												
	16-00641	04/18/16	INV 1194113-01 & 1194485-01									
	1 INV	1194113-01		21.95	6-01-25-260-001-136	B Medical Supplies	R	04/18/16	05/11/16		1194113-01	N
	2 INV	1194485-01		678.95	6-01-25-260-001-136	B Medical Supplies	R	04/18/16	05/11/16		1194485-01	N
				<u>700.90</u>								
	Vendor Total:			700.90								
J0257 JCP&L												
	16-00756	05/05/16	MASTER ACCT 200000055364									
	1	100008438010	125 S MAIN ST	12.90	6-01-31-430-001-071	B Electric-Borough Hall	R	05/05/16	05/11/16		100008438010	N
	2	100008438283	MAIN/STOCKTON TL	28.72	6-01-31-430-001-071	B Electric-Borough Hall	R	05/05/16	05/11/16		100008438283	N
	3	100008482018	RT33 & MAXWELL	26.26	6-01-31-430-001-071	B Electric-Borough Hall	R	05/05/16	05/11/16		100008482018	N
	4	100010898904	FRANKLIN/N MAIN T	28.95	6-01-31-430-001-071	B Electric-Borough Hall	R	05/05/16	05/11/16		100010898904	N
	5	100012487714	148 N MAIN	533.65	6-01-31-430-001-071	B Electric-Borough Hall	R	05/05/16	05/11/16		100012487714	N
	6	100012487862	FIREHOUSE	1,070.56	6-01-31-430-001-071	B Electric-Borough Hall	R	05/05/16	05/11/16		100012487862	N
	7	100012529457	174 OAK OUTLET	108.71	6-09-55-501-002-504	B Electricity	R	05/05/16	05/11/16		100012529457	N
				<u>1,809.75</u>								
	16-00775	05/10/16	100051508677 MAIN STREET									
	1	100051508677	MAIN STREET	170.18	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16		100051508677	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
J0257 JCP&L Continued											
	16-00776	05/10/16	100100104247 MAIN STREET								
	1		100100104247 MAIN STREET	97.93	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100100104247	N
	16-00777	05/10/16	MASTER ACCT 200000055315								
	1		100009294701 WESTERLEA AVE	19.73	6-09-55-501-001-504	B Electricity	R	05/10/16	05/11/16	100009294701	N
	2		100010292454 155 1ST AVE	201.38	6-09-55-501-001-504	B Electricity	R	05/10/16	05/11/16	100010292454	N
	3		100012445746	4,847.15	6-09-55-501-001-504	B Electricity	R	05/10/16	05/11/16	100012445746	N
				<u>5,068.26</u>							
	16-00778	05/10/16	MASTER ACCT 200000055315								
	1		10000482778	24.23	6-09-55-501-002-504	B Electricity	R	05/10/16	05/11/16	10000482778	N
	2		100009296102 SPRINGCREST	19.10	6-09-55-501-002-504	B Electricity	R	05/10/16	05/11/16	100009296102	N
	3		100012529309 OAK LANE	7,402.29	6-09-55-501-002-504	B Electricity	R	05/10/16	05/11/16	100012529309	N
				<u>7,445.62</u>							
	16-00779	05/10/16	VARIOUS DPW ACCOUNTS 5/6/19								
	1		100029000310 156 BANK ST	482.36	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100029000310	N
	2		100051508750 STOCKTON STREET	174.06	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100051508750	N
	3		100068401122 114 ROGERS - REAR	33.88	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100068401122	N
	4		100072968868 ROGERS/MERCER ST	67.67	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100072968868	N
	5		100079096689 GRANT ST PARK	3.11	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100079096689	N
				<u>761.08</u>							
	16-00780	05/10/16	100059701167 WYCKOFFS MILL WTR								
	1		100059701167 WYCKOFFS MILL WTR	18.78	6-09-55-501-001-504	B Electricity	R	05/10/16	05/11/16	100059701167	N
	16-00781	05/10/16	100077953188 BANK ST PARK								
	1		100077953188 BANK ST PARK	2.81	6-01-31-430-001-071	B Electric-Borough Hall	R	05/10/16	05/11/16	100077953188	N
			Vendor Total:	15,374.41							
J0258 JCP&L (STREET LIGHTING)											
	16-00782	05/10/16	100081608240 FLD GATES 5/5/16								
	1		100081608240 FLD GATES 5/5/16	49.21	6-09-55-501-001-504	B Electricity	R	05/10/16	05/11/16	100081608240	N

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J0258 JCP&L (STREET LIGHTING) Continued												
	16-00783	05/10/16	100086395041									
	1		100086395041 STOCKTON ST5/5/16	2.81	6-01-31-435-001-075	B Street Lighting	R	05/10/16	05/11/16		100086395041	N
	Vendor Total:			52.02								
K0918 KENNETH A. LEWIS												
	15-02276	12/31/15	TOOLS FROM SEARS									
	1		TOOLS FROM SEARS	93.11	5-01-26-290-001-050	B DPW Work Equipment	R	12/31/15	05/11/16		602925169769188	N
	Vendor Total:			93.11								
K0017 KRISTY GILSENAN												
	16-00741	05/05/16	MILEAGE FOR MARCH AND APRIL									
	1		MILEAGE FOR MARCH AND APRIL	181.98	6-01-20-176-000-045	B MILEAGE	R	05/05/16	05/11/16		MARCH/APR MILAG	N
	Vendor Total:			181.98								
LISAL005 LISA LANGLOIS												
	16-00739	05/05/16	COURT SESSION 4-27-16									
	1		COURT SESSION 4-27-16	70.00	6-01-20-176-000-114	B Court Assistance	R	05/05/16	05/11/16		4-27-16	N
	Vendor Total:			70.00								
N0125 MAILFINANCE												
	16-00566	04/01/16	INV N5859907 DATED 3/27/16									
	1		INV N5859907 DATED 3/27/16	171.07	6-01-30-421-001-029	B Meter Rental/Maintance	R	04/01/16	05/11/16		N5859907	N
	16-00749	05/05/16	INV N5905959 DATED 4-26-16									
	1		INV N5905959 DATED 4-26-16	171.07	6-01-30-421-001-029	B Meter Rental/Maintance	R	05/05/16	05/11/16		N5905959	N
	Vendor Total:			342.14								
M0010 MARYLAND BIOCHEMICAL CO.												
	16-00575	04/06/16	QUOTE FOR BACTERIA									
	1		CASE OF 4 BIO EASE 10LBS BLOCK	394.95	6-09-55-501-002-549	B Miscellaneous	R	04/06/16	05/11/16			N

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M0010 MARYLAND BIOCHEMICAL CO. Continued												
	16-00575	04/06/16	QUOTE FOR BACTERIA		Continued							
	2		ESTIMATE SHIPPING COST	21.35	6-09-55-501-002-549	B Miscellaneous	R	04/06/16	05/11/16		4JJ1028	N
				416.30								
			Vendor Total:	416.30								
M0180 MCMASTER-CARR												
	16-00313	02/22/16	Inlet Valve Parts									
	1		#4600k47 1 1/2" Globe	199.78	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/22/16	05/11/16			N
	2		#4638k337 1 1/2"x1 1/4" valve	8.37	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/22/16	05/11/16			N
	3		#1290N192 40A 6x6" Neoprene	28.61	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/22/16	05/11/16		50835925	N
	4		#1290N191 30A Neoprene	28.61	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/22/16	05/11/16			N
	5		SHIPPING	15.53	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/16	05/11/16		50835925	N
	6		1290N193 NEOPRENE SHEET	28.61	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/28/16	05/11/16		51777285	N
	7		FREIGHT	4.75	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/28/16	05/11/16		51777285	N
				314.26								
	16-00709	04/26/16	TUBE FITTING FOR FLOWERS									
	1		INV. 54613872 - TUBE FITTINGS	70.94	6-01-26-290-001-128	B Maint.-Downtn Irrigation Sys.	R	04/26/16	05/11/16		54613872	N
			Vendor Total:	385.20								
M0254 MOBILE VISION L-3COMMUNICATION												
	16-00579	04/07/16	MAINTENANCE AGREEMENT 2016									
	1		MAINTENANCE AGREEMENT 2016	850.00	6-01-25-240-001-029	B Maint. Contracts - Other	R	04/07/16	05/11/16			N
	2		MAINTENANCE AGREEMENT 2016	2,625.00	6-01-25-240-001-029	B Maint. Contracts - Other	R	04/07/16	05/11/16			N
	3		MAINTENANCE AGREEMENT 2016	63.60	6-01-25-240-001-029	B Maint. Contracts - Other	R	04/07/16	05/11/16			N
				3,538.60								
			Vendor Total:	3,538.60								
M1111 MONIKA PATEL												
	16-00796	05/11/16	MILEAGE - CURRENT FUND II									
	1		MILEAGE - CURRENT FUND II	180.58	6-01-20-130-001-042	B Education & Training	R	05/11/16	05/11/16		CURRENT FUND II	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M1111 MONIKA PATEL											
	16-00796	05/11/16	MILEAGE - CURRENT FUND II	Continued							
	2		PARKING REIMBURSEMENT	45.00	6-01-20-130-001-042	B	Education & Training	R	05/11/16	05/11/16	CURRENT FUND II N
				225.58							
			Vendor Total:	225.58							
S0244 N.J. STATE DEPT OF LABOR											
	16-00748	05/05/16	1ST QTR UNEMPLOYMENT DUE								
	1		1ST QTR UNEMPLOYMENT DUE	5,950.27	T-16-56-286-000-833	B	RESERVE-UNEMPLOYMENT TRUST	R	05/05/16	05/11/16	216000721 3-31 N
			Vendor Total:	5,950.27							
NATIO025 NATIONAL WASH AUTHORITY, LLC											
	16-00698	04/26/16	POWER WASH WT ON CRANB/STAT RD								
	1		POWER WASH WT ON CRANB/STAT RD	8,900.00	6-09-55-501-001-503	B	Water Plant Maintenance	R	04/26/16	05/11/16	4937 N
			Vendor Total:	8,900.00							
00019 O'BRIEN CONSULTING SERVICES											
	16-00735	05/03/16	MONTHLY IT SERVICE								
	1		MONTHLY IT SERVICE	2,700.00	6-01-25-240-001-029	B	Maint. Contracts - Other	R	05/03/16	05/11/16	N
	2		MONTHLY IT SERVICE	200.00	6-01-25-240-001-029	B	Maint. Contracts - Other	R	05/03/16	05/11/16	N
				2,900.00							
			Vendor Total:	2,900.00							
00050 ONE CALL CONCEPT INC											
	16-00588	04/07/16	ONE CALL MESSAGES - MARCH 2016								
	1		ONE CALL MESSAGES - MARCH 2016	30.00	6-09-55-501-001-535	B	Hydrants and Line Repair	R	04/07/16	05/11/16	6035084 N
			Vendor Total:	30.00							
P0044 PSE&G											
	16-00751	05/05/16	6579810904 148 N MAIN #R APRIL								
	1		6579810904 148 N MAIN #R APRIL	284.92	6-01-31-446-001-070	B	Gas Heat - Borough Hall	R	05/05/16	05/11/16	6579810904 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						
P0044 PSE&G Continued											
	16-00752	05/05/16	6606292905 BANK ST APRIL 2016								
	1	6606292905	BANK ST APRIL 2016	194.57	6-09-55-501-001-505	B Gas Service	R	05/05/16	05/11/16	6606292905	N
	16-00753	05/05/16	6679486904 AWWTP APRIL 2016								
	1	6679486904	AWWTP APRIL 2016	391.37	6-09-55-501-002-505	B Gas Service	R	05/05/16	05/11/16	6679486904	N
	16-00754	05/05/16	6539567103 HFP APRIL 2016								
	1	6539567103	HFP APRIL 2016	346.91	6-01-31-446-001-143	B Gas/Heat - Fire House	R	05/05/16	05/11/16	6539567103	N
	16-00755	05/05/16	6550326206 EMS APRIL 2016								
	1	6550326206	EMS APRIL 2016	213.98	6-01-25-260-001-073	B Natural Gas Heat	R	05/05/16	05/11/16	6550326206	N
	Vendor Total:		1,431.75								
R0525 REGISTRARS ASSOC OF NJ											
	16-00448	03/11/16	SPRING 2016 MEETING								
	1	SPRING 2016 MEETING	50.00	6-01-27-330-001-041	B Conferences & Meetings	R	03/11/16	05/11/16		D. SOPRONYI	N
	2	SPRING 2016 MEETING	50.00	6-01-27-330-001-041	B Conferences & Meetings	R	03/11/16	05/11/16		M. RIGGIO	N
			100.00								
	Vendor Total:		100.00								
REPUB005 REPUBLIC SERVICES											
	16-00037	01/19/16	Solid Waste Dumpster Agreement		B						
	6	APRIL RECYCLING	2,845.79	6-01-26-305-001-029	B Contract-Republic Services, NJ-Dumpsters	R	01/19/16	05/11/16		3-0689-0108950	N
	Vendor Total:		2,845.79								
R0039 RR DONNELLEY											
	16-00470	03/15/16	VITAL STATISTICS SAFETY PAPER								
	1	VITAL STATISTICS SAFETY PAPER	73.50	6-01-27-330-001-036	B Office Supplies- Maint.	R	03/15/16	05/11/16		HIGHTSTOWN	N
	Vendor Total:		73.50								
S0746 SAMZIES UNIFORMS, INC											
	16-00338	02/23/16	CLOTHING ALLOWANCE - MECCA								
	1	CLOTHING ALLOWANCE - MECCA	558.89	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	02/23/16	05/11/16		98187	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
S0746 SAMZIES UNIFORMS, INC Continued												
	16-00395	03/07/16	CLOTHING ALLOWANCE - GORDY									
	1	98502		350.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	03/07/16	05/11/16		98502	N
	16-00420	03/09/16	VEST & CARRIER DONALD ALA									
	1	VEST & CARRIER DONALD ALA		1,161.55	G-02-41-726-016-399	B Federal Bulletproof Vest 2013-2014	R	03/09/16	05/11/16		98501	N
	16-00438	03/11/16	CLOTHING ALLOWANCE - NEW HIRE									
	1	CLOTHING ALLOWANCE - NEW HIRE		1,545.47	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	03/11/16	05/11/16		98500	N
	16-00576	04/07/16	CLOTHING ALLOWANCE - BUCK									
	1	CLOTHING ALLOWANCE - BUCK		537.36	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/07/16	05/11/16		98358	N
	Vendor Total:			4,153.27								
S0842 SANITATION EQUIPMENT CORP.												
	16-00721	04/29/16	PARTS FOR PETERBILT									
	1	INV. 46968 - QUICK EXHAUSE		116.55	6-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	04/29/16	05/11/16		46968	N
	Vendor Total:			116.55								
S0041 SCALES AIR COMPRESSOR CO.												
	16-00595	04/08/16	GARDNER DENVER PD BLOWER									
	1	GARDNER DENVER PD BLOWER		3,575.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	04/08/16	05/11/16		3078534	N
	Vendor Total:			3,575.00								
SPILL005 SPILLMAN TECHNOLOGIES, INC.												
	16-00563	04/01/16	MOBILE VOICELESS CAD-7 LICENSE									
	1	MOBILE VOICELESS CAD-7 LICENSE		8,027.00	C-04-55-878-001-445	B ACQ E-TICKET, DISPATCH COSTS, POL RADIO	R	04/01/16	05/11/16		32348	N
	Vendor Total:			8,027.00								
S1096 STAPLES BUSINESS ADVANTAGE												
	16-00659	04/19/16	OFFICE SUPPLIES									
	1	OFFICE SUPPLIEIS - COURT		180.25	6-01-20-176-000-036	B Office Supplies	R	04/19/16	05/11/16		3299911755	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
S1096 STAPLES BUSINESS ADVANTAGE Continued											
	16-00659	04/19/16	OFFICE SUPPLIES	Continued							
	2		OFFICE SUPPLIES - CENTRAL	710.82	6-01-20-125-001-036	B Office Supplies	R	04/19/16	05/11/16	3299986048	N
				891.07							
			Vendor Total:	891.07							
T0002 TAMARA L. LEE, PP, AICP, LLA,											
	16-00744	05/05/16	JOB 06-339-7 LITIGATION								
	1		JOB 06-339-7 LITIGATION	115.00	6-01-20-155-001-033	B Litigation	R	05/05/16	05/11/16	06-339-7	N
			Vendor Total:	115.00							
T0972 TIMBERWOLF TREE SERVICE											
	16-00496	03/18/16	BLACK MULCH								
	1		BLACK MULCH FOR LANDSCAPING	680.00	6-01-28-369-001-140	B Landscape Maintenance	R	03/18/16	05/11/16	438	N
			Vendor Total:	680.00							
T0061 TOWNSHIP OF ROBBINSVILLE DPW											
	16-00654	04/19/16	HPD VEHICLE MAINTENANCE								
	1		HPD VEHICLE MAINTENANCE	108.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		N
	2		THERMOSTAT	9.37	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	3		THERMOSTAT SEAL	1.20	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	4		ANTI FREEZE	13.78	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	5		LUBE OIL FILTER SAFETY CHECK	60.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		N
	6		OIL FILTER	3.33	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	7		MOBIL OIL	16.94	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	8		DRAIN PLUG	8.21	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	9		CAR 12 CK RIGHT HEADLIGHT	18.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		N
	10		BULB	25.75	6-01-26-315-001-131	B Vehicle Maint. - Police	R	04/19/16	05/11/16		N
	11		CHECK ENGINE LIGHT ON	30.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		N
	12		CAR 3 - REMOVE PUSH BUMPER	60.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		N
	13		CAR 5 - REMOVE PUSH BUMPER	180.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		N
	14		CAR 12 - CHECK LEFT HEADLIGHT	18.00	6-01-43-515-001-170	B Mechanic Services	R	04/19/16	05/11/16		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
V0019 VERIZON											
	16-00714	04/28/16	201X069366 137 01Y 4/16/16								
	1	201X069366 137 01Y 4/16/16		170.98	6-01-31-440-001-089	B Telephone-VERIZON	R	04/28/16	05/11/16	201X06936613701	N
	Vendor Total:			170.98							
W0002 W.B. MASON CO., INC.											
	16-00660	04/19/16	OFFICE SUPPLIES								
	1	OFFICE SUPPLIES - COURT		135.31	6-01-20-176-000-036	B Office Supplies	R	04/19/16	05/11/16	I34189684	N
	2	OFFICE SUPPLIES - CENTRAL		424.34	6-01-20-176-000-036	B Office Supplies	R	04/19/16	05/11/16	I34189684	N
	3	OFFICE SUPPLIES - CENTRAL		14.75	6-01-20-176-000-036	B Office Supplies	R	04/19/16	05/11/16	I34189684	N
				<u>574.40</u>							
	Vendor Total:			574.40							
W0071 WASTE MGMT OF NEW JERSEY, INC.											
	16-00045	01/20/16	2016 Sludge Cake			B					
	18	45151 DATED 3/31/16		1,434.99	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	01/20/16	05/11/16	45151	N
	19	500260 DATED 4/06/16		1,497.30	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/10/16	05/11/16	50026	N
	20	INV 50829 DATED 4/7/16		1,429.41	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/10/16	05/11/16	50829	N
	21	INV 54988 DATED 4/12/16		1,622.85	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	01/20/16	05/11/16	54988	N
	22	INV 57012 DATED 4/15/16		1,439.64	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/10/16	05/11/16	57012	N
	23	INV 61563 DATED 4/21/16		1,590.30	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/10/16	05/11/16	61563	N
	24	INV 61564 DATED 4/22/16		1,298.28	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/10/16	05/11/16	61564	N
	25	INV 65692 DATED 4/26/16		1,634.01	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/10/16	05/11/16	65692	N
				<u>11,946.78</u>							
	16-00046	01/20/16	2016 Grit&Screening-Res2015-43			B					
	5	TICKET 45149 DATED 3/31/16		1,505.68	6-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	01/20/16	05/11/16	45149	N
	Vendor Total:			13,452.46							
W0096 WATER WORKS SUPPLY CO., INC.											
	16-00634	04/14/16	WATER REPAIR PARTS								
	1	INV. IF85329 - 4" COMPACT MJ		261.32	6-09-55-501-001-535	B Hydrants and Line Repair	R	04/14/16	05/11/16	IF85329	N
	16-00701	04/26/16	WATER REPAIR PARTS								
	1	INV. IF85403 - HYMAX COUPLING		514.53	6-09-55-501-001-535	B Hydrants and Line Repair	R	04/26/16	05/11/16	IF85403	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							
W0096 WATER WORKS SUPPLY CO., INC. Continued											
	16-00701 04/26/16 WATER REPAIR PARTS		Continued								
	2 INV. IF85409 - REPAIR PARTS	2,756.18	6-09-55-501-001-535	B Hydrants and Line Repair	R	04/26/16	05/11/16			IF85409	N
	3 INV. IF85412 - REPAIR PARTS	302.18	6-09-55-501-001-535	B Hydrants and Line Repair	R	04/26/16	05/11/16			IF85412	N
		<u>3,572.89</u>									
	Vendor Total:	3,834.21									
WANGY005 YANG, YUE WU											
	16-00738 05/04/16 RES 2016-105 REIMBURSE PERMIT										
	1 RES 2016-105 REFUND PERMIT FEE	95.00	6-01-55-004-000-005	B REFUND-PLANNING/ZONING	R	05/04/16	05/11/16			2016-105 REFUND N	
	Vendor Total:	95.00									
Y0025 YOSTEMBSKI, ROBERT											
	16-00742 05/05/16 SPECIAL DUI SESSION 5-2-16										
	1 SPECIAL DUI SESSION 5-2-16	300.00	G-02-41-719-007-315	B ALCOHOL ED REHABILITATION 2012	R	05/05/16	05/11/16			DUI SESSION 5/2 N	
	Vendor Total:	300.00									
<hr/>											
Total Purchase Orders:	85	Total P.O. Line Items:	175	Total List Amount:	111,432.41	Total Void Amount:	0.00				

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	93.11	0.00	93.11	0.00	0.00	93.11
	5-09	2,953.40	0.00	2,953.40	0.00	0.00	2,953.40
	Year Total:	3,046.51	0.00	3,046.51	0.00	0.00	3,046.51
CURRENT FUND	6-01	28,737.60	0.00	28,737.60	0.00	0.00	28,737.60
	6-09	63,509.48	0.00	63,509.48	0.00	0.00	63,509.48
	Year Total:	92,247.08	0.00	92,247.08	0.00	0.00	92,247.08
GENERAL CAPITAL	C-04	8,027.00	0.00	8,027.00	0.00	0.00	8,027.00
	G-02	1,461.55	0.00	1,461.55	0.00	0.00	1,461.55
TRUST OTHER - FUND #12	T-12	700.00	0.00	700.00	0.00	0.00	700.00
UNEMPLOYMENT TRUST FUND #16	T-16	5,950.27	0.00	5,950.27	0.00	0.00	5,950.27
	Year Total:	6,650.27	0.00	6,650.27	0.00	0.00	6,650.27
Total of All Funds:		111,432.41	0.00	111,432.41	0.00	0.00	111,432.41

Resolution 2016-113

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

RECOGNIZING EMERGENCY MEDICAL SERVICES WEEK MAY 15 – 22, 2016

WHEREAS, Emergency medical services is a vital public service; and

WHEREAS, the members of the Hightstown First Aid emergency medical services team is ready to provide lifesaving care to those in need; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the volunteer members of the Hightstown emergency medical services team engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by recognizing Emergency Medical Services Week.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that we hereby recognize the week of May 15-22, 2016, as Emergency Medical Services Week and further extend appreciation to the Hightstown First Aid for the community service it provides.

BE IT FURTHER RESOLVED that the community is encouraged to observe this week by appropriately recognizing the vital services performed by emergency medical services and their exemplary dedication to the Hightstown community.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2016-114

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH MERCER COUNTY DIVISION OF PUBLIC HEALTH AND THE TRENTON HEALTH TEAM

WHEREAS, there is a need for Tuberculosis Control and Case Management in Hightstown Borough;
and

WHEREAS, Hightstown Borough desires to enter into an agreement with Mercer County Division of Public Health and the Trenton Health Team for Tuberculosis Control and Case Management and Mercer County Division of Public Health and the Trenton Health Team have 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 Tuberculosis Control and Case Management for the period January 1, 2016 – December 31, 2016; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, will \$76.18 for the period of January 1, 2016 through December 31, 2016; and

WHEREAS funds for this expenditure will be made available in the 2016 budget;

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

1. The Shared Services Agreement with the Mercer County Division of Public Health and the Trenton Health Team for Tuberculosis Control and Case Management for the period January 1, 2016 through December 31, 2016 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 budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

PUBLIC HEALTH SHARED SERVICES AGREEMENT

BETWEEN

**THE COUNTY OF MERCER, DEPARTMENT OF HUMAN SERVICES
MERCER COUNTY DIVISION OF PUBLIC HEALTH**

AND

THE TRENTON HEALTH TEAM

AND

THE BOROUGH OF HIGHTSTOWN

FOR

**EFFECTIVE COUNTY-WIDE PUBLIC HEALTH RESPONSE TO
TUBERCULOSIS CONTROL AND CASE MANAGEMENT**

AN AGREEMENT, entered into between the COUNTY OF MERCER, having its principal office at 640 South Broad Street, McDade Administration Building, P.O. Box 8068, Trenton, New Jersey 08650-0068 hereinafter referred to as the “County,” the TRENTON HEALTH TEAM, having its principal office at 218 North Broad Street, Trenton, New Jersey 08608 hereinafter referred to as the “THT,” and the BOROUGH OF HIGHTSTOWN, having its principal office at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter referred to as the “Local Health Department” to ensure an adequate and appropriate level of countywide collaboration for the effective control of Tuberculosis Disease including Case Management and Clinical Services. This agreement reflects the responsibilities of all parties with respect to the New Jersey Department of Health and Senior Services, Practice Standard for Tuberculosis (TB) Contact and Source Case Investigations.

WHEREAS, there exists a need for Professional TB Clinical and Case Management Services to uninsured, income eligible Mercer County Residents: and,

WHEREAS, the Trenton Health Team clinic is licensed and certified by the New Jersey Department of Health, Division of HIV, STD and TB Services, Tuberculosis (TB) Program: and,

WHEREAS, the County agrees to reimburse the THT quarterly for the TB services established, maintained and delivered in accordance with New Jersey Department of Health and Senior Services, Practice Standards for Tuberculosis Contact and Source Case Investigations; and,

WHEREAS, the County agrees to an annual contribution of funds in the total amount of \$64,488.00 to sustain the county-wide effort of prevention and to control the spread of TB within the county. The Local Health Departments and The State of New Jersey will pay a disclosed amount annually contingent upon state budget; and,

WHEREAS, the County agrees to enter into NJ SAGE (System for Administering Grants Electronically) all fiscal and progress reports in a timely manner; and,

WHEREAS, the THT agrees to provide the County with quarterly invoices for TB services by the 5th day of the months April, July, October and January; and,

WHEREAS, the THT agrees to provide the County with a Progress Report reflecting county-wide statistics by the 5th of the month of June and January. The progress report will be delineated by jurisdiction and will include the number field investigations, DOT (Directly Observed Therapy) visits by the nurse case manager, clinical visits, number of new cases and the number of latent TB cases investigated and treated; and,

WHEREAS, THT agrees to provide Nurse Case Management services for public health dispensary services for the diagnosis and treatment of persons suspected of having or diagnosed with Tuberculosis in accordance with Federal and state regulations; and,

WHEREAS, the THT agrees to provide clinical service to the Local Health Department in the form of clinic space, contracted x-ray services, medical supplies, nurse practitioner coverage with consulting physician as an "In-Kind" service; and,

WHEREAS, the THT agrees to provide the Local Health Department with a quarterly report that will include the following information:

- Number of New Cases
- Clinical Visits by Hightstown Residents
- Number of DOT/Home Visits Conducted by Nurse Case Manager
- Number of Field Investigations within the Borough of Hightstown
- Number of Latent TB Cases Investigated and Treated
- Copies of TB-70 for each case
- Copies of TB-41 (Record of Contact Interview)

WHEREAS, the budget for the 2016 operating year is \$139, 809; and,

IN CONSIDERATION, of the mutual promises herein contained, and intending to be legally bound thereby the parties have agreed as follows:

Term of Agreement

This Agreement shall take effect of January 1, 2016 and shall remain in effect until December 31, 2016, unless terminated by either party in accordance with the section entitled Termination.

Termination

The Agreement may be terminated by either party upon written notice by the party desiring to terminate said agreement. Such notice shall be given no later than sixty (60) days prior to the termination date.

Approval

This Agreement and any amendments hereto, shall be subject to the formal approval of the respective governing bodies as required. The Agreement shall be submitted for review and acceptance of the New Jersey Department of Health, Division of Tuberculosis Disease Control.

Copy

- a. A copy of the fully executed Agreement is to be maintained on file at the administrative offices of the County of Mercer, the Trenton Health Team and the Borough of Hightstown, and is subject to review by the NJDOH and other interested parties as provided by the Open Public Records Act
- b. The Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction.
- c. A copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

Statutory Authority

Nothing in this Agreement shall be construed as a weakened or diminishing of the Local Health Departments, the Mercer County Division of Public Health and/or the Trenton Health Team's statutory authority or responsibility to provide public health services

WE, THE UNDERSIGNED consent to the contents, terms and conditions of this Agreement.

For The County of Mercer:

For The Borough of Hightstown:

Signature: _____
Brian M. Hughes
County Executive

Signature: _____
Lawrence D. Quattrone
Mayor

ATTEST:

ATTEST:

Signature: _____
Jerlene H. Worthy
Clerk to the Mercer County

Signature: _____
Debra L. Sopronyi
Municipal Clerk

Board of Chosen Freeholders

Dated: _____

Dated: _____

For The Trenton Health Team:

Signature: _____
Gregory Paulson
Executive Director
Trenton Health Team

ATTEST:

Signature: _____
Deborah Peters
TB Nurse Case Manager

Dated: _____

BOROUGH OF HIGHTSTOWN
Board of Health

MEMORANDUM

TO: Henry Underhill, Business Administrator

FROM: Jill M. Swanson, Health Officer

SUBJECT: Shared Service Agreement
Mercer County for Tuberculosis Control and Case Management

DATE: May 3, 2016

The attached agreement provides for Tuberculosis Control and Case Management which is being forwarded to the Borough Attorney for review. Historically, this service has been provided by a central, county-wide clinic funded by County, State and Federal grants. In 2015, the local health departments in Mercer County were notified that funding in 2016 would be reduced and State contributions eliminated effective 2017. The attached agreement reflects a plan crafted by local, county, and state health officials and the Trenton Health Team to maintain the current county-wide coordinated services for TB control. Under this plan, each community will contribute funds based on a formula which takes into account population size and past clinic use.

Local health departments are required by the New Jersey Statutes, N.J.S.A. Chapter 52, to provide TB diagnosis and treatment to uninsured/indigent patients. Although case-load has been limited in Hightstown, it is imperative that prompt, effective clinical services are available throughout the county. The Hightstown Borough Community Health Nurse will continue to oversee the direct observe therapy and contact investigations for infectious cases in Hightstown residents. The new contract with Mercer County/Trenton Health Team addresses the need for a centralized approach for patient care and coordination to supplement the work traditionally performed by our local health department. The medical management of a TB case requires a complex set of medical and social services that are not available at the municipal level. Examples of the services provided include clinic visits, laboratory work, X-rays, and home or hospital-based nursing visits.

Please note that the cost of the agreement is expected to increase in 2017 based upon anticipated decrease in state funding. I can be contacted at 609-936-8400 if further clarification is needed.

- c. Frederick Raffeto, Borough Attorney
Debra Sopronyi, Borough Clerk

BOROUGH OF HIGHTSTOWN
Board of Health

MEMORANDUM

TO: Mayor Quattrone and Borough Council Members

FROM: Jill M. Swanson, Health Officer

SUBJECT: Board of Health Recommendation for Approval of the
Shared Service Agreement with Mercer County and the Trenton
Health Team for Tuberculosis Control and Case Management

DATE: May 12, 2016

Please be advised, the Board of Health discussed the proposed shared services agreement for Tuberculosis Control and Case Management between Hightstown Borough and Mercer County/Trenton Health Team at the Board's regular meeting held May 11, 2016. The Board recommends approval of the shared services agreement as presented. This agreement provides for maintenance of the TB services currently available to the community and is needed to ensure maintenance of public health across municipal boundaries.

Please note that the cost of the agreement is expected to increase in 2017 based upon an anticipated decrease in state funding. I can be contacted at 609-936-8400 if further clarification is needed.

- c. Frederick Raffeto, Borough Attorney
Jean Ray, Chairperson, Board of Health
Debra Sopronyi, Borough Clerk
Henry Underhill, Business Administrator

Resolution 2016-115

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING THE PERSONNEL POLICY MANUAL OF THE BOROUGH OF HIGHTSTOWN

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following sections of the *Personnel Policy Manual of the Borough of Hightstown* is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

1-5. Americans With Disabilities Act (ADA).

~~Information concerning the ADA, and the rights provided thereunder, are available from the office of the Borough Administrator.~~

~~The Borough does not discriminate on the basis of disability in the admission, access to or participation in its programs or activities, or in connection with employment.~~

~~However, all Borough employees must be able to perform the essential functions of their job with or without reasonable accommodation. Reasonable accommodation will be made for any employee with a disability so long as the accommodation does not create an undue hardship for the Borough.~~

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Borough does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Borough will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough.

The Borough Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective employees to identify reasonable accommodations or their respective physician. All decisions with regard to reasonable accommodation shall be made by the Borough Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Borough to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Borough facilities. Any questions concerning proper assistance should be directed to Borough Administrator.

Anti-Discrimination Policy/ New Jersey Pregnant Worker's Fairness Act:

The Borough is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Borough discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability pregnancy (including pregnancy related medical condition), childbirth, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer the Borough Administrator.

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Borough does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Borough will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough.

The Borough Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective employees to identify reasonable accommodations or their respective physician. All decisions with regard to reasonable accommodation shall be made by the Borough Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Borough to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Borough facilities. Any questions concerning proper assistance should be directed to Borough Administrator.

SECTION 2

Appointments-Employment Procedures

2-1. ~~Appointment and discipline~~ Recruitment

~~Hiring, promotion, separation and discipline of any employee or department head shall be in accordance with this Section and Section 6 hereof.~~

The Borough Administrator will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is

the responsibility of the Supervisor to notify the Borough Administrator who will distribute notification of the vacancy to all departments. The Borough Administrator will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Municipality is an equal opportunity employer.

2-1b. Definition of Full Time and Part Time Employees

A full-time employee is an employee who is appointed to a regular Borough position, who has successfully completed a probationary period and who is regularly scheduled to work for thirty-five (35) or more hours per week.

A part-time employee is an employee who is appointed to a regular Borough position, who has successfully completed a probationary period and who is regularly scheduled to work for less than thirty-five (35) hours per week.

2-2. ~~Qualifications.~~ Applications

~~Original appointments to fill vacancies or for new positions shall be limited to qualified persons who have been interviewed or tested concerning such factors as education, experience, aptitude, knowledge.~~

All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.

Applicants for employment shall apply on forms supplied by the Borough Administrator. Such forms shall be designed to obtain pertinent information concerning the applicant's education, training, experience, character and other factors necessary to determine the applicant's fitness and qualification for service to the Borough. Such applications shall include an acknowledgment by the applicants that, by accepting employment with the Borough, they do so with the understanding that they are employees "at-will".

2-3. ~~Application.~~ Interviews

The Borough Administrator will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Municipality will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of his or her job and also provided the accommodation does not impose an unreasonable hardship on the Municipality.

2-4. ~~Processing of applications.~~ Physical Examinations

~~The Borough Administrator shall process all applications for appointment to vacancies or new positions. Department heads shall participate in the application process to the extent determined by the Borough Administrator.~~

Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Borough Administrator may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Borough Administrator may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Municipality at the expense of the Municipality. All medical records of employees and prospective employees are confidential and are to be maintained by the Borough Administrator separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

2-5. Grounds for rejection of application. Criminal Background Checks

An applicant for employment may be rejected where said applicant:

- A. — Does not possess the required education, experience, aptitude or knowledge for the position sought.
- B. — Is unable to perform the essential functions of the position with or without reasonable accommodation.
- C. — Is using illegal drugs.
- D. — Has been convicted of any crime or offense the nature and severity of which renders the applicant unsuitable for the position sought.
- E. — Has been dismissed from previous employment for unsatisfactory job performance, absenteeism, insubordination or other misconduct.
- F. — Has practiced or attempted to practice any deception or fraud in his application or in furnishing other evidence of eligibility for appointment.
- G. — Or for any other reason deemed appropriate by the Borough.

Criminal background checks are required of all candidates, whether paid or volunteer, that may work directly or indirectly with children/youth/minors in accordance with the procedures outlined in the Section of this manual entitled “Background Checks and Procedures for Candidates, Employees and Volunteers”.

2.6. Job Offers.

The final decision will be made by the Borough Council and/or Borough Administrator (as appropriate) after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Municipality. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

2.7. Employability Proof.

After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

2.8. Record Retention.

All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Borough Administrator. Documents related to the successful candidate will be placed in the employee’s official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year.

2.9. Background Checks and Procedures for Candidates, Employees and Volunteers.

- **Background checks required:** Background checks are required of all candidates, whether for paid or volunteer positions, working directly or indirectly with children/youth/minors. Background checks will also be administered for each employee or volunteer that works directly or indirectly with children/youth/minors every three years. The exact

titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).

- **Background check procedure:** The Borough Administrator will perform or initiate background checks and be the recipient of reports from outside agencies or contractors. The Borough Administrator will discuss disqualifying information received with the employee's or volunteer's department head. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

The Borough Administrator will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the Borough contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Borough Administrator.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:
 - Homicide (N.J.S.A. 2C:11)
 - Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
 - Kidnapping (N.J.S.A. 2C:13)
 - Sexual Offenses (N.J.S.A. 2C:14)
 - Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
 - Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
 - Robbery (N.J.S.A. 2C:15)
 - Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

- Appeal Process: The Appeals Committee will be comprised of a Borough Administrator, Police Chief and other designated management official of the municipality.

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has 14 calendar days to file a Notice of Appeal with the Borough. Such Notice of Appeal must be sent in writing to the Borough Administrator. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Borough will issue a written determination on the employee's appeal of their disqualifying conviction, setting forth the reasons for the determination.

2.10 Nepotism Procedure:

Unless otherwise provided by law or collective bargaining unit agreements, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the Municipality to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other; or
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For purposes of this policy, immediate relative includes spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

6-8 Open Public Meetings Act Procedure concerning Personnel Matters:

Discussions by the Borough Council or any body of the Borough concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, , unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the Borough Council or any body of the Borough concerning such matters, the Clerk shall notify the affected person(s), within a reasonable period of time, of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. ~~If the individual(s) does not request that the discussion be held in open session, the Borough Council or other body of the Borough may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.~~

14-5 Communication Media Policy:

The Borough of Hightstown Communication Medium are the property of the Borough of Hightstown and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Borough of Hightstown, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Borough of Hightstown. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough of Hightstown business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough of Hightstown mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough of Hightstown local or wide-area networks."

The Borough of Hightstown respects the individual privacy of its employees. However, employee communications transmitted by the Borough of Hightstown Communication Media are not private to the individual. **All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough of Hightstown. The Borough of Hightstown reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough of Hightstown Communication Media.** By using the Borough of Hightstown equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough of Hightstown personnel. The existence of passwords does not restrict or eliminate the Borough of Hightstown ability or right to access electronic communications. However, the Borough of Hightstown cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Borough of Hightstown are required to use the assigned municipal email account for ALL Borough of Hightstown business and correspondence. The use of private email accounts for ANY Borough of Hightstown business or during business hours is strictly prohibited.

Employees can only use the Borough of Hightstown Communication Media for legitimate business purposes. Employees may not use Borough of Hightstown Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough of Hightstown rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Borough of Hightstown. Certain data, or applications that process data, may require additional security measures as determined by the Borough of Hightstown. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Borough of Hightstown has given permission. All employees must take appropriate actions to ensure that Borough of Hightstown data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough of Hightstown computing environment.

Employees may not install or modify ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough of Hightstown. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough of Hightstown, or licensed to the Borough of Hightstown. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

~~The Borough of Hightstown encourages employees to share information with co-workers and with those outside the Borough of Hightstown for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the Borough of Hightstown. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Employees may engage in social media activity during work time through the use of the Borough of Hightstown Communication Media, provided that it is directly related to their work and it is in compliance with this policy.~~

~~The Borough of Hightstown encourages employees to share information with co-workers and with those outside the Borough of Hightstown for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the Borough of Hightstown. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Employees~~ Only those employees directly authorized by the Borough Administrator may engage in social media activity during work time through the use of the Borough of Hightstown Communication Media, ~~provided that~~ as it is directly related to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Borough of Hightstown information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

~~Employees are prohibited from releasing or disclosing any~~ No Borough employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Borough Administrator. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough of Hightstown Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in “emergency situations, “Employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough of Hightstown. For purposes of this section, an “emergency situation” involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough of Hightstown Communication Media. If such situation occurs, employee agrees that any images belong to the Borough of Hightstown and

agree to release the image to the Borough of Hightstown and ensure its permanent deletion from media device upon direction from the Borough of Hightstown.

No media advertisement, electronic bulletin board posting, or any other ~~posting~~ communication accessible via the Internet about the Borough of Hightstown or on behalf of the Borough of Hightstown, whether through the use of the Borough of Hightstown Communication Media or otherwise, may be issued unless it has first been approved by the Borough Administrator. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough of Hightstown. Such unauthorized communications may result in disciplinary action.

Because (authorized) postings placed on the Internet through use of the Borough of Hightstown Communication Media will display on the Borough of Hightstown return address, any information posted on the Internet must reflect and adhere to all of the Borough of Hightstown standards and policies.

All users are personally accountable for messages that they originate or forward using the Borough of Hightstown Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Borough Administrator) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Borough of Hightstown and other third-party rights. Any use of the Borough of Hightstown name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough of Hightstown, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

~~To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Borough of Hightstown employees, or if they discuss matters related to the Borough of Hightstown on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough of Hightstown, and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough of Hightstown or the Borough of Hightstown business. Employees must keep in mind that, if they post information on a social media site that is in violation of Borough of Hightstown policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.~~

If employees choose to identify themselves as a Hightstown Borough employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the Borough, as such no employee shall knowingly represent themselves as a spokesperson of the Borough, post any comment, text, photo, audio, video or other multimedia file that negatively reflects upon the Borough, expresses views that are detrimental to the Borough's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Hightstown Borough employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Borough employees.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Borough of Hightstown employees have the right to engage in or refrain from such activities.

BE IT FURTHER RESOLVED that each employee of the Borough shall be issued a copy of the revised personnel policy, and proof of same shall be placed in each employee personnel file.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2016-116

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

SUPPORTING THE CLICK IT OR TICKET MOBILIZATION OF MAY 23, 2016 – JUNE 5, 2016

Whereas, there were 560 motor vehicle fatalities in New Jersey in 2015; and

Whereas, a large percentage of the motor vehicle occupants killed in traffic crashes were not wearing a seat belt; and

Whereas, use of a seat belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

Whereas, the National Highway Traffic Safety Administration estimates that 135,000 lives were saved by safety belt usage nationally between 1975-2000; and

Whereas, the State of New Jersey will participate in the nationwide *Click It or Ticket* seat belt mobilization from May 23 – June 5, 2016 in an effort to raise awareness and increase seat belt usage through a combination of enforcement and education; and

Whereas, the Division of Highway Traffic Safety has set a goal of increasing the seat belt usage rate in the state from the current level of 91% to 93% and

Whereas, a further increase in seat belt usage in New Jersey will save lives on our roadways;

NOW THEREFORE BE IT REOSOLVED that the Mayor and Council of Hightstown Borough declares its support for the *Click It or Ticket* seat belt mobilization both locally and nationally from May 23, 2016 – June 5, 2016 and pledges to increase awareness of the mobilization and the benefits of seat belt use.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
 Deputy Borough Clerk

Resolution 2016-117

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

AUTHORIZING THE RENEWAL OF A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES

WHEREAS, Resolution 2015-152 authorized a shared services agreement for Robbinsville Township to provide Emergency Medical Service coverage in Hightstown Borough; and

WHEREAS, said agreement was approved for the period June 1, 2015 through December 31, 2015 with the option to renew for two additional one year periods; 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 wish to renew the Shared Services Agreement for Emergency Medical Service for the period January 1, 2016 through December 31, 2016; and

WHEREAS, this agreement may be further extended by mutual agreement of the parties for up to one (1) additional one year term; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, will be Ten Thousand Five Hundred Dollars (\$10,500.00) annually; and

WHEREAS funds for this expenditure will be made available in the 2016 budget;

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

1. The extension of the Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period January 1, 2016 through December 31, 2016 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. This agreement is approved subject to the provision of adequate funds in the Borough's 2016 budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

A RESOLUTION AUTHORIZING AN EXTENSION OF A SHARED SERVICES AGREEMENT FOR EMS SERVICES BETWEEN THE TOWNSHIP OF ROBBINSVILLE AND BOROUGH OF HIGHTSTOWN

WHEREAS, the Township of Robbinsville and the Borough of Hightstown previously entered into a contract for the provision of Emergency Medical Services expiring December 31, 2015 with the mutual option of two one (1) year terms;

WHEREAS, in accordance with the terms of the contract, the Township reserved the right to extend the term of the contract, as a mutual option, for two additional one (1) year terms; and

WHEREAS, the Township of Robbinsville and the Borough of Hightstown wish to extend the existing contract for one (1) additional year expiring on December 31, 2016, under the same terms and conditions of the existing contract; and

WHEREAS, the Borough of Hightstown will pay a fee of \$10,500.00 per year to the Township of Robbinsville; and

WHEREAS, Capital Health will provide EMS services to the Borough of Hightstown along with the Township of Robbinsville; and

WHEREAS, such agreements are authorized pursuant to the Uniform Shared Services Consolidation Act, N.J.S.A. 40A:65-1 et. seq.; and

WHEREAS, this agreement is in the best interest of the Township of Robbinsville.

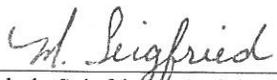
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Robbinsville, in the County of Mercer and State of New Jersey, that the Shared Services Agreement between the Borough of Hightstown and the Township of Robbinsville for the provision of EMS services is authorized and accepted and the proper officials of the Township of Robbinsville are authorized to execute said agreement.

BE IT FURTHER RESOLVED that the agreement shall take effect upon the execution of agreement by the parties in accordance with N.J.S.A. 40A:65-5(c), et seq.

BE IT FURTHER RESOLVED that a copy of this resolution and agreement shall be forwarded to the Director of the Division of Local Government Services as per NJSA 40A:65-4 (3)b.

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the Chief Financial Officer, the Robbinsville Township Fire Department, and the Borough of Hightstown.

I certify this to be a true copy of a resolution adopted by the Township Council of the Township of Robbinsville at a meeting held on April 28, 2016.


Michele Seigfried, Municipal Clerk

Resolution 2016-118

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

AUTHORIZING PERMIT PARKING IN THE MEMORIAL PARKING LOT

WHEREAS, Mary Manning, 110 North Main Street, has requested permit parking in the Memorial Parking Lot; and

WHEREAS, Ms. Manning is a resident of Block 23 which authorizes residents parking permits in the Stockton Street Parking Lot; and

WHEREAS, Ms. Manning has requested the use of the Memorial Parking Lot due to her inability to walk long distances; and

WHEREAS, Ms. Manning has provided the Clerk's office medical documentation supporting her need of the request; and

WHEREAS, the Mayor and Borough Council find that the request for permit parking in the Memorial Parking Lot for Ms. Manning, be granted.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Clerk's office is hereby authorized to issue a parking permit to Mary Manning that authorizes permit parking in the Memorial Parking lot.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 16, 2016.

Margaret M. Riggio
Deputy Borough Clerk

RECEIVED

APR 25 2016

MUNICIPAL CLERK'S OFFICE

Mary Manning110 North Main Street • Hightstown, NJ 08520
[REDACTED]

Date: April 22, 2016

Hightstown Borough Council
156 Bank Street
Hightstown, NJ 08520

Dear Council members:

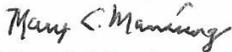
I am asking you to please consider approving a special parking permit which will allow me to park in the Municipal Parking Lot. I am asking due to medical reasons, I have Multiple Sclerosis/Spastic Gait, which affects my ability to walk distances and affects my balance. The permit lot on Stockton Street is where I am currently parking and it's a struggle for me to get to my residence on a daily basis and do daily things.

Due to my condition, I have a tendency to get muscle cramps in my legs and also in my arms, which makes walking difficult and carrying items hard. I also have issues with coordination and balance which is why I have to move my car to the Municipal Lot to get help doing everyday tasks such as carrying groceries, laundry, and just daily tasks that involves carrying packages to and from my car.

It is a safety issue for me to have to park in the permit lot on Stockton Street because I can easily fall and stumble at any given time. The parking lot is about a block from my house and the distance is an issue for me. I cannot walk like a normal person. When I walk I more or less shuffle and sometimes have to use a cane and usually pause to rest because my legs get tired.

Please feel free to contact me if you have any questions or concerns. Please see the attached letter from my MS doctor, my Notice of Award that I became disabled, and my handicapped placement card.

Sincerely,


Mary C. Manning

Resolution 2016-119

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

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE
COUNTY OF MERCER, NEW JERSEY, EXTENDING THE
CONDITIONAL DEVELOPER'S AGREEMENT WITH RBG
HIGHTSTOWN LLC FOR THE PROPERTY 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**

RESOLUTION FORTHCOMING

CHAPTER IV GENERAL LICENSING

4-1 MERCANTILE LICENSES.*

4-1.1 License Required.

It shall be unlawful for any person to engage in any business, trade or calling within the Borough without first obtaining a license from the Borough Clerk. (1973 Code § 4-2.1)

4-1.2 Application.

Any person desiring to obtain a license shall make application therefor to the Borough Clerk upon the form supplied by the Borough Clerk. (1973 Code § 4-2.2)

4-1.3 Issuance.

The Borough Clerk is hereby authorized to issue any license upon the payment by the applicant of the proper fee and compliance with the regulations prescribed. (1973 Code § 4-2.3)

4-1.4 Term of License.

Every license shall become effective on July 1 annually and shall be valid for a period of one (1) year. The license shall apply to the person to whom granted and shall not be transferable. (1973 Code § 4-2.4)

4-1.5 Display of License.

Any person to whom such license is granted shall, when engaging in business within the Borough, be in possession of the license and is also required to keep the license on display at all times. (1973 Code § 4-2.5)

4-1.6 License Fees.

The license fees for the businesses listed below shall be as follows:

-A-	
ATM (Automated Teller Machine)	each \$ 35.00
Auctioneers - individual auctions, per day or portion thereof	115.00
Auctioneers - seasonal or yearly	315.00
Automatic Machines:	
Vending Machines - milk	each 35.00
Vending Machines - nonalcoholic beverages	each 35.00
Vending Machines - food	each 35.00
Vending Machines - ice cubes, not part of business	each 35.00
Vending Machines candy, gum, nuts, etc.	each 35.00
Amusement Machines - pinball, etc., coin operated	each 60.00
Juke Boxes	each 60.00

-B-	
Bakeries	each 75.00
Bakery Trucks, Retail (door to door)	(see Section 4-8)
Barber Shops and Beauty Parlors	each 75.00
Bowling Alleys	each 115.00
-C-	
Circuses and Carnivals	each day 115.00
Circus Parades	each parade 65.00
Clothing Stores and Dry Goods Stores	each \$ 75.00
Confectionery Stores - Combination (fountain service, luncheonette, news, etc.)	each 75.00
Concrete Plants - ready mix or other	each 115.00
Cutlery Grinders	(see Section 4-8)
-D-	
Dairy Stores and Dairies	each 75.00
Dairies - wholesale	each 75.00
Dance Halls	each 115.00
Dancing Schools	each 75.00
Drug Stores	each 75.00
Dry Cleaning Stores and Plants	each 75.00
Dry Cleaning Stores (cleaning done elsewhere)	each 75.00
-E-	
Employment Agencies	each 75.00
-F-	
Factories or Manufacturing Plants	each 115.00
Fruit and Vegetable Stores and Produce Dealers	each 75.00
Fruit and Produce - wholesale houses	each 75.00
Fuel Dealers	each 115.00
Furniture Stores - exclusive of secondhand dealers	each 75.00
-G-	
Gasoline Stations - three (3) pumps or less	each station 265.00
additional pumps	each pump 65.00
Garages, Automotive Sales Rooms and Spaces	
Accessory Shops and Storage Garages	each 115.00
Grocery Stores and Delicatessens— combination (meats, groceries, produce, confectioneries, etc.)	each 75.00
-H-	
Hardware Stores	each \$ 75.00
Hawkers, Peddlers, Canvassers, Solicitors, Itinerant	

Vendors	(see Section 4-8)
-I-	
Ice Cream or Soft Drink Stands or Stores	each 75.00
-J-	
Jewelry Stores	each 75.00
-L-	
Locksmiths	each 75.00
Laundromats - 25 machines or less	each 115.00
over 25 machines - each additional machine	20.00
Laundry Establishments	each 75.00
Lumber Yards - millwork and hardware	each 75.00
-M-	
Meat Markets and Butchers	each 75.00
Milk Trucks	(see Section 4-8)
Miscellaneous Sales - Seasonal (Decorations, plants, flowers, Christmas trees, toys and any seasonal business not otherwise listed)	each 75.00
Motels and Hotels - five (5) rooms or less	each 75.00
over five (5) rooms	each 25.00
Motion Picture Theaters and Houses	each 75.00
-N-	
Newspaper Distributors - wholesale	each 75.00
Newsstands - periodicals	each 75.00
Novelty Shops and Gift Shops	each 75.00
-P-	
Pawnbrokers	each \$1,015.00
Pet Stores (including pet supplies, etc.)	each 75.00
Plumbing Supply Stores	each 75.00
Pool and Billiard Halls	each 1,015.00
Photographers - itinerant	(see Section 4-8)
Photographers - with studio	each 75.00
Printers - print shops, etc.	each 75.00
-R-	
Radio and Television and Appliances - sales and service	each 75.00
Restaurants	each 75.00
Rooming Houses and Boarding Houses	
a. Rooming houses, boarding houses offering accommodations for ten (10) or more people	each 75.00
b. Five (5) rooms or less - for each additional room over five (5)	each 20.00
-S-	

Sandwich Shops and Combinations Thereof	each 75.00
Seafood—Wholesale Dealer	each 75.00
Seafood—Retail Dealer (store)	each 75.00
Secondhand Dealers—all types	each 115.00
Shoe Repair and Supplies	each 75.00
Shoe Store (sales)	each 75.00
Shooting Galleries	each 115.00
Special Sales: Fire, removal, closeout, bankruptcy (30 days maximum)	each day 35.00
-T-	
Tailors, Cleaners and Dyers	each 75.00
Taxicabs	(see Section 4-15)
Truckers	each 65.00
-U-	
Used Car Lots (new and used car sales)	each \$115.00
-V-	
Veteran's License—Peddling Produce	each 1.00
One day Special Event	each 10.00
Vehicles Used for Advertising (with printed matter or public address system)	(see Section 4-8)
-W-	
Warehouse and Storage Establishments	each 115.00
Wholesale Distributors—Miscellaneous	each 115.00
All other occupations or businesses not listed hereinbefore	each 75.00
Additional Charge per License:	
In addition to the license fee, a \$20.00 processing fee will be charged per license issued.	

(1973 Code § 4-2.6; Ord. No. 330 § 1; Ord. No. 85-493 § 1; New; Ord. No. 2005-756



**Asbury Park, New Jersey
ORDINANCE NO. 2015-49**

**AN ORDINANCE AMENDING AND SUPPLEMENTING SECTION 4-1,
ENTITLED “BUSINESS LICENSES,” OF CHAPTER IV, “GENERAL LICENSING,”
OF THE “CODE OF THE CITY OF ASBURY PARK, NEW JERSEY.”**

WHEREAS, the Mayor and City Council wish to make certain revisions to the City Code relating to business licenses within the City, as set forth herein.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Mayor and City Council of the City of Asbury Park (the “City”), in the County of Monmouth and State of New Jersey, that the existing provisions contained within Subsection 4-1.4, entitled “Fees,” of Section 4-1, “Business Licenses,” of Chapter IV, “General Licensing,” of the “Code of the City of Asbury Park, New Jersey,” are hereby repealed in their entirety. A new Subsection 4-1.4 shall hereby be established in accordance with the provisions set forth below.

BE IT FURTHER ORDAINED, that Section 4-1, entitled “Business Licenses,” of Chapter IV, “General Licensing,” of the “Code of the City of Asbury Park, New Jersey,” is hereby further amended and supplemented in the following specific respects (additions are shown with underline; deletions are shown with ~~strikeout~~):

CHAPTER IV

GENERAL LICENSING

4-1 BUSINESS LICENSES.

4-1.1 License Required.

No person within the City shall engage in or carry on any business, ~~trade, calling or profession~~ listed in subsection 4-1.4, or use any vehicle, stand, store or other place listed in subsection 4-1.4 unless a license is first obtained from the City.

4-1.3 Terms of License.

License fees shall be payable annually to the City Clerk or duly authorized representative of the Clerk, on January 1 and licenses shall expire on the following December 31. Year-round businesses shall pay the applicable fee no later than March 1, or a late fee of \$100.00 will be assessed. Seasonal businesses (May 1 to September 30) shall pay the applicable fee no later than June 30, or a late fee of \$100.00 will be assessed. New business licenses issued between September 1 and December 31 shall be issued for one-half (1/2) of the fees prescribed in subsection 4-1.4

4-1.4 Fees.

a. Fees Enumerated. The annual license fees paid to the City for conducting the business herein named at the place to be designed in the license certificate issued therefor are as follows:

<u>Amusements or amusement rides, each</u>	\$ 200.00
<u>Arcade Games, per machine</u>	\$ 25.00
<u>Automobile/Motor Cycles agency or show rooms:</u>	
<u>Sale of New Cars/Motor Cycles only</u>	\$ 250.00
<u>Sale of Used Cars/Motor Cycles only</u>	\$ 250.00
<u>Sale of New and Used Cars/Motor Cycles</u>	\$ 500.00
<u>Automobile Rentals</u>	\$ 100.00
<u>Automobile Repair and/or Service Station</u>	\$ 100.00
<u>Barber Shop/Hair Salons</u>	\$ 50.00
<u>Plus per chair</u>	\$ 10.00
<u>Brewery/Distributors</u>	\$ 300.00
<u>Brewery/Distributors that provide tours and/or sells product to public</u>	\$ 500.00
<u>Boarding houses, hotels, motels, inns, bed & breakfast, lodging houses</u>	
<u>Each sleeping room</u>	\$ 10.00
<u>Minimum license fee</u>	\$ 50.00
<u>Concessions</u>	\$ 100.00
<u>Contractors/General Builders, any kind</u>	\$ 100.00
<u>Dance Hall</u>	\$ 150.00
<u>Liquor Distributors</u>	\$ 100.00
<u>Driving School</u>	\$ 100.00
<u>Drug Store/Pharmacy</u>	\$ 200.00
<u>Food Store</u>	
<u>0 to 3,000 square feet</u>	\$ 150.00
<u>3,001 square feet and over</u>	\$1,500.00
<u>Live entertainment conducted for private pecuniary gain in</u>	
<u>Non-City owned buildings with an occupancy capacity</u>	
<u>Of 1,000 persons or more</u>	\$2,500.00
<u>Garage and Parking lot</u>	\$ 250.00
<u>Market Place/Inside Flea Markets</u>	\$ 100.00
<u>Miscellaneous (other business not classified or enumerated)</u>	\$ 100.00
<u>Newspaper Publisher</u>	\$ 150.00
<u>Nightclubs, established, permitting dancing or public</u>	
<u>Entertainment where food or beverages are served to patrons</u>	
<u>Accommodations, up to 100 persons</u>	\$ 100.00
<u>Accommodations, from 101 to 200 patrons</u>	\$ 200.00
<u>Accommodation over 200 patrons</u>	\$ 400.00
<u>Real Estate Agent</u>	\$ 100.00
<u>Restaurants</u>	
<u>Less than 15 tables</u>	\$ 100.00
<u>15-30 tables</u>	\$ 150.00
<u>Over 30 tables</u>	\$ 200.00
<u>Retail (any sale of goods)</u>	\$ 100.00
<u>Shuttle Services</u>	\$ 200.00
<u>Studios (dance, art, photography, etc.)</u>	\$ 100.00

Swimming Pools	\$ 500.00
<u>Theater, opera or movie</u>	
0-150 persons	\$ 150.00
151-350 persons	\$ 400.00
351-999 persons	\$ 800.00
1,000 persons or more	\$2,500.00
Trucks or other vehicles selling food or drinks (stationary)	\$ 100.00

b. *Additional Fee for Mercantile Licenses with Non-Life Hazard Uses.* In addition to the fees enumerated in paragraph a. above, all mercantile licenses with non-life hazard uses, as determined by the Fire Official of the City of Asbury Park, shall pay an additional fee as established in Chapter XIV, Fire Prevention and Protection, per year to cover the cost of an annual fire inspection as required by the Division of Fire Safety Bureau of the New Jersey Department of Community Affairs.

4-1.5—Additional Businesses.

~~Any person dealing at any one (1) location, in more than one (1) article or one (1) class of goods, wares or merchandise shall pay a license fee of ten (\$10.00) dollars for each separate article or class of goods, wares or merchandise, in addition to the highest license fee herein or otherwise provided for any such article or class of goods, wares or merchandise dealt in by such person, except as may be otherwise provided by this section and also except in cases specially licensed by other sections of this Code, in which instances the full license fees provided for shall be paid.~~

4-1.65 Compliance with Laws; Revocation of License After Hearing; Transfers

No license certificate shall be issued to any person who has not complied with the laws of the State of New Jersey, or the provisions of the Code providing regulations respecting the safety of persons who may have occasion to use the premises, place or thing licensed. In case any person licensed fails to comply with such laws or ordinances after due notice and opportunity to be heard, the City Council may revoke such license. Any license provided for by this Chapter may be transferred from one (1) person to another but no license shall cover any other place or business than that for which it was issued. Any such transfer of license shall be subject to a fee of ten (10%) percent of the regular license fee, with a minimum fee of fifteen (\$15.00) dollars, and shall be payable to the City Clerk ~~or duly authorized representative of the City Clerk.~~

4-1.76 Enforcement.

~~The Director of Licenses~~ Any police officer of the City, the Construction Code Official of the City, the Zoning Officer, any Health Officer or any other City official or employee authorized by the City Manager, is permitted to execute and enforce the enforcement regulations adopted to protect and facilitate the carrying on of the several businesses, ~~trades and occupations~~ licensed by this Chapter.

4-1.87 Access to Premises.

Every person conducting a business required to be licensed shall permit ~~the Director of License~~ any police officer of the City, the Construction Code Official of the City, the Zoning Officer, any Health Officer or any other City official or employee authorized by the City Manager to have access to any building or premises for the purpose of ascertaining whether there has been compliance with the provisions of this section and to determine the fees to be paid and to issue summonses when warranted.

BE IT FURTHER ORDAINED, that the existing Subsections 4-1.9, entitled “Issuance, Renewal and Revocation of Business Licenses Where Property Taxes, Assessments, or Sewer Utility Bills are Delinquent; Hearing,” and 4-1.10, entitled “Standards of Operation; Revocation or Suspension; Complaints,” shall be renumbered to 4-1.8 and 4-1.9, respectively.

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

BE IT FURTHER ORDAINED, that the provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon final passage and publication in accordance with the law, following the required twenty (20) day period after adoption, as set forth in N.J.S.A. 40:69A-181(b).

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of ORDINANCE NO. 2015-49 which was finally adopted by the City Council at a meeting held on the 9th day of December, 2015.

CERTIFIED BY ME THIS 10th DAY OF DECEMBER, 2015.

CINDY A. DYE
CITY CLERK

Record of Council Vote on Final Passage			
COUNCIL PERSON	AYE	NAY	N.V
Mayor John Moor	X		
Deputy Mayor Amy Quinn	X		
Council Member Yvonne Clayton	X		
Council Member Jesse Kendle	X		
Council Member Joe Woerner	X		

✓Indicates vote

N.V.- Not Voting Abstain

HISTORIC PRESERVATION MEMBERSHIP INFORMATION:

(C) Membership, Appointment – The HPC shall consist of seven (7) regular members and two (2) alternate members, who shall be appointed by the Mayor. At the time of appointment, members shall be designated by the following classes:

Class A – A person knowledgeable in building design and construction or architectural history and who may reside outside the municipality; and,

Class B – A person who is knowledgeable in, or who has demonstrated an interest in, local history and who may reside outside the municipality; and,

Class C – Citizens of the municipality who shall hold no other municipal office, position or municipal employment except for membership on the Planning Board. Class C members should have at a minimum a demonstrated interest in history, historic preservation or a related field.

Of the seven regular members, a total of at least three members shall be of Classes A & B. Alternate members shall meet the qualifications of Class C members. At the time of appointment, alternate members shall be designated as “Alternate #1” and “Alternate #2”.

(D) Terms:

1. The terms of the members first appointed under this act shall be so determined that to the greatest practicable extent the expiration of the terms shall be distributed, in the case of regular members, evenly over the first four years after their appointment, and in the case of alternate members, evenly over the first two years after their appointment; provided that the initial term of no regular member shall exceed four years and that the initial term of no alternate member shall exceed two years. Thereafter the term of a regular member shall be four years, the term of an alternate member shall be two years.
2. Notwithstanding any other provision herein, the term of any member common to the Historic Preservation Commission and the Planning Board shall be for the full membership on the Planning Board.
3. A vacancy occurring otherwise than by the expiration of term shall be filled for the unexpired term only.
4. Members and alternates of the HPC already seated at the time of the adoption of this Ordinance shall serve their terms as previously appointed. Future appointments shall abide pursuant to the provisions of this Ordinance.

(E) Role of Alternates – The alternate members may participate in all Commission discussions during proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate #1 shall vote.

(F) Liaison - A member of the Hightstown Borough Council shall be designated as a liaison between the Historic Preservation Commission and the Mayor and Council. The role of such liaison person shall be informational only and such person shall possess no voting rights with regard to any action taken by the Commission.

(G) Advisors – The HPC may request the presence of historic preservation advisors, such as members of

another municipality's Historic Preservation Commission, to participate in discussions with the Hightstown Borough HPC. The role of advisor shall be informational only and such person shall possess no voting rights with regard to any action taken by the Commission.

(H) Officers – Annually, the Commission shall elect a Chairman [and Vice Chairman](#) from its members and select a secretary who may or may not be a member of the Commission or municipal employee.

(I) Budget – The governing body shall make provision in its budget and appropriate funds for the expenses of the Historic Preservation Commission. The Commission may employ, contract for and fix the compensation of experts and other staff and services as it shall deem necessary. The Commission shall obtain its legal counsel from the municipal attorney at the rate of compensation determined by the governing body, unless the governing body appropriation provides for separate legal counsel for the Commission. Expenditures pursuant to this Subsection shall not exceed, exclusive of gifts or grants, the amount appropriated by the governing body for the Commission's use.

2016 Capital budget AWWTP

Proposed

Priority	Description of improvement	Comments	Estimated Cost	Year requested
1	Replace Rotary lobe pump with Penn Valley double disc	Installed 9/15	\$9,000.00	2016
2	Replace Secondary Clarifier collector system	equipt- 80k Labor - 40k	\$120,000.00	2016
3	Rehab 2- sewer manholes root intrusion.	Main street-Rock, South & South Main	4,000. \$10,000.00	2016
4	Replace Oak Lane gate opener	If not repairable	\$5,000.00	2016
5	Replace Gravely riding mower 25 plus years	Toro Grand slam	\$7,000.00	2016
6	Chem scan testing equipment for Phosphorus			
7	Replace 4 Dayton Heaters in ATB Filter room	Installed 1990- 2 heaters out of service.	\$15,000.00	2016
8	2006 Kubota Loader	Trade in value 22K	\$6,000.00	2016
9	Pump House wall replacement/ repair			2016
10	Inlet building - replace 3 windows	Window purchase - Labor in house	\$7,500.00	2016
11	Raw pump house below ground steel containment can.	Areas need rust control and paint. Need a contractor to estimate	\$1,500	
12	Rehab Anaerobic Digester- 1990	Replace Roof, Gas piping, mixing system.	\$550,000.00	2016
13	Activated Sludge tanks- Drain Tank , clean and perform an inspection for corrosion and paint.	Tanks 26 years old, last painted 1999		2017
14	Maxwell Ave Pump station- Emergency generator	Rental generators do not provide a 120 volt control circuit for the wild phase.		2016
15	Spring crest drive pump station	Need, Emergency generator, Need control panel above ground and pumps with rail system .	\$25,000	2017

16	Trickle filter # 1	12" pipe broken at wall	2017
17	Replace 125 HP blower with 60 HP		2017
18	Plant curb and sidewalk improvements	\$55,000.00	2017
19	Black top Septic receiving		2017
20	Raw pumps- spare impellers, volute		2017
21	Diesel tank - replace with above ground 1000 gallon	\$6,500.00	2017
22	Manholes that flooded during Hurricane Irene	Regulations are making it cost effective to remove from underground	2018
23	I & I study	Raise to flood elevation	

24 Secondary Digester #2 Several Leaks in wall
40' of Crack leaking on Floor

2016