

Agenda
Hightstown Borough Council
Workshop Meeting
 September 6, 2016
 Hightstown Fire House
 7:00 PM Executive Session
 7:30 PM Workshop 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

Executive Session **2016-160** Authorizing a Meeting that Excludes the Public

Contract Negotiation – Affordable Housing
 Contract Negotiation – Court
 Attorney Client Privilege

Flag Salute

Approval of the Agenda

Minutes August 15, 2016 – Executive Session
 August 15, 2016 – Business Meeting

Request from Public Music Video Request

Engineering Items

Walking Bridge Update
 NJDOT Grant Application Notifications
 Ultra Violet Disinfection Update (Permit and Inspection Contract)
 Rogers Avenue Mid-block Crosswalk
 Truck Restrictions on Borough Roadways

2016-161 Payment #4 Final and change Order #4 – Enchantment

2016-162 Authorizing Increased Engineering Fees for the Peddie Lake Pedestrian Bridge

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	<p>2016-19 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 4, Entitled “General Licensing,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” Regarding the Licensing of Retail Businesses and Otherwise Revising Certain General Licensing Provisions.</p> <p>2016-20 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 3, Entitled “Police Regulations,” of the “Revised General Ordinances of the Borough of Hightstown New Jersey,” In Order to Establish a New Section Thereof, to be Known as Section 3-19, “Prohibition of Smoking in Parks and Recreational Areas Owned, Leased and/or Operated by the Borough.”</p>
Resolutions	<p>2016-163 Authorizing Payment of Bills</p> <p>2016-164 Authorizing Receipt of Bids for Curbside Recycling Services</p> <p>2016-165 Requesting Approval for Insertion of Special Revenue in the 2016 Budget (Body Armor Replacement)</p>
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	<p>Halloween – Stockton Street</p> <p>Increasing Membership to Parks and Recreation Commission</p> <p>Police Body Cameras</p>
Correspondence	Letter from Downtown Hightstown
Subcommittee Reports	
Mayor/Council/Administrative Reports	
Adjournment	

Resolution 2016-160

*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 September 6, 2016 at 7:00 p.m. at 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:

Contract Negotiations – Affordable Housing
Attorney Client Privilege

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: December 6, 2016, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 6, 2016.

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
Business Meeting
August 15, 2016
7:00 p.m.**

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

The flag salute followed Roll Call.

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

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator and Tamara Lee, Borough Planner.

EXECUTIVE SESSION

Resolution 2016-149 Authorizing a Meeting that Excludes the Public

Councilmember Kurs moved Resolution 2016-149; Councilmember Stults seconded.

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

Resolution adopted 5-0.

Resolution 2016-149

*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 August 15, 2016 at 7:00 p.m. at 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:

Contract Negotiations – Court
Affordable Housing

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: November 15, 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.

Fred Raffetto, Borough Attorney, arrived at 7:02 p.m. and is now present.

Mayor Quattrone called the public meeting to order at 7:35 p.m. and again read the Open Public Meetings Statement.

APPROVAL OF AGENDA

Councilmember Kurs moved the agenda; Councilmember Stults seconded.

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

Agenda approved 5-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the July 18, 2016 Executive Session minutes for approval; Councilmember Kurs seconded.

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

Minutes approved 5-0.

Councilmember Misiura moved the July 18, 2016 Business Session minutes for approval; Councilmember Montferrat seconded.

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

Minutes approved 5-0.

George Lang, CFO arrived at 7:42 and is now present.

PRESENTATIONS

Mayor Quattrone presented the members of Girl Scout Troop #70105 with Certificates of Appreciation for recognition of their contribution to the beautification of the World War II Memorial Garden. The Girl Scouts have

been helping Gary Grubb with planting flowers at the Word War II Memorial Garden since Hurricane Irene in the fall of 2011.

Mayor Quattrone presented a letter of appreciation to Mrs. Virginia Nardino, Hightstown High School Art Teacher, for the refurbishment of the Hightstown Borough gateway signs.

PLANNER ITEMS

Tamara Lee, Borough Planner, spoke about the Borough's existing housing element and Fair Share Plan. Ms. Lee reviewed her June 17, 2016 memo to Mayor and Council. Planning Board is currently rewriting the Fair Share Plan. They will describe the new housing element that will become policy. This will need to be adopted by ordinance before it can be implemented.

Discussion ensued regarding the existing housing element and fair share plan, the proposed revisions to the HE & FSP, the Borough's affordable housing obligation, affordable infill zoning overlay, new boarding house and the Hightstown Housing Authority.

After further discussion, Council agreed that it would like Planning Board to move ahead with the proposed plan. Ms. Lee will take Council's feedback to the Planning Board.

PUBLIC COMMENT

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

Stacey Judge, 307 Morrison Avenue – Was present to speak on behalf of the Parks and Recreation Commission. At their last meeting the Smoke Free Parks Ordinance was discussed and the Parks and Rec Commission supports the ordinance. In implementing this ordinance, Hightstown can connect with the National Parks Service *Healthy Parks Healthy People* program. Passing this ordinance would also gain points for Sustainable New Jersey.

Barbara Jones, 215 Greely Street – Speaking on behalf of the Environmental Commission. Stated that during park clean ups the item that is most picked up is cigarette butts. Stated that Hightstown is in dire need of points for Sustainable New Jersey to maintain our bronze status and passing this ordinance would help with that.

Jean Ray, 499 South Main Street – Speaking on behalf of the Board of Health. Stated that the parks in Hightstown should be made smoke free, this is a health issue. Cigarette butts are the number one thing picked up along beaches and in parks. They contain nicotine and if not extinguished correctly could cause brush fires.

Scott Caster, 12 Clover Lane – Complimented the Deputy Clerk on the minutes and thanked her for helping tell the history and story of Hightstown. Regarding no smoking in the parks – looking for a definition of park; asked about downtown or the lake area. Would like to see this expended to downtown stating that the downtown area is like a mall, if it is smoke free this could attract more businesses and shoppers.

Eugene Sarafin, 628 South Main Street – Stated that it was nice for the girl scouts to be present at the meeting. Regarding the smoke free ordinance; this should be put into effect but don't make the fine so high. Make the fine \$5 and enforce it. Regarding LOSAP; he stated that he has always disagreed with the program and feels that the list in the resolution is fraudulent. Asked Council to please take a closer look at the list before approving the payment.

Keith LeProvost, 213 Greely Street – Thanked Council for talking about Affordable Housing in public; it is important for the residents to know what is going on. Referenced Resolution 2016-152; the resolution refers to a contract but no contract was included in the public packet. Asked if the public would get to see the contract prior to Council voting on the resolution.

Frank Rivera, 110 Broad Street – Stated that he likes the idea of the smoke free parks but please think carefully about enforcement.

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

RESOLUTIONS

Resolution 2016-150 Authorizing Payment of Bills

Councilmember Stults moved Resolution 2016-50; Councilmember Misiura seconded.

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

Resolution adopted 4-0 with one abstention.

Resolution 2016-150

*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 \$509,520.34 from the following accounts:

Current	\$241,133.17
W/S Operating	239,845.89
General Capital	4,232.23
Water/Sewer Capital	16,210.00
Grant	0.00
Trust	5,422.90
Housing Trust	0.00
Animal Control	8.40
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	0.00
Escrow	<u>2,667.75</u>
Total	<u>\$509,520.34</u>

Resolution 2016-151 Appointing and Authorizing an Agreement for Professional Services – Administrative Agent of Hightstown Borough Affordable Housing Program – Rehabco, Inc.

Councilmember Kurs moved Resolution 2016-151; Councilmember Bluth seconded.

Mr. Underhill explained that the administrative agent will inspect the Affordable Housing units and certify the income of the renters to ensure that we are following State regulations.

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

Resolution adopted 5-0.

Resolution 2016-151

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

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT OF HIGHTSTOWN BOROUGH AFFORDABLE HOUSING PROGRAM – REHABCO, INC.

WHEREAS, there exists the need for an Administrative Agent to oversee the Affordable Housing Program in Hightstown Borough; and

WHEREAS, the Borough Council wishes to appoint Rehabco, Inc. of Brick, New Jersey as the Administrative Agent of the Hightstown Borough Affordable Housing Program effective August 15, 2016; and

WHEREAS, the cost for the proposed services shall be paid by the program, landlord, tenant or seller associated with each unit; and,

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

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

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year; and

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

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

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

Hightstown, in the County of Mercer and State of New Jersey, as follows:

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

Resolution 2016-152 Resolution Authorizing the Borough of Hightstown to Enter into an Agreement with Norman A. Randolph, Jr. for the Expenditure of the Affordable Housing Trust Funds in Order to Facilitate the Provision of Affordable Housing Units within the Borough

Councilmember Kurs moved Resolution 2016-152; Councilmember Misiura seconded.

Mr. Raffetto explained that the contract was not part of the public packet prior to the meeting because the contract was still being negotiated. For the benefit of the public, Mr. Raffetto summarized the resolution and the contract.

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

Resolution adopted 5-0.

Resolution 2016-152

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

RESOLUTION AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO ENTER INTO AN AGREEMENT WITH NORMAN A. RANDOLPH, JR. FOR THE EXPENDITURE OF THE AFFORDABLE HOUSING TRUST FUNDS IN ORDER TO FACILITATE THE PROVISION OF AFFORDABLE HOUSING UNITS WITHIN THE BOROUGH.

WHEREAS, the Governing Body of the Borough of Hightstown (the "Borough") is committed to addressing its Third Round obligation for the provision of affordable housing to satisfy the regional need for the same, in accordance with requirements still to be finally determined; and

WHEREAS, to that end, the Borough is in the process of updating its Housing Element and Fair Share Plan (the "Fair Share Plan"); and

WHEREAS, the Borough's updated Fair Share Plan shall promote an affordable housing program pursuant to the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, *et seq.*); and

WHEREAS, the Borough intends to include within the Borough's updated Fair Share Plan, the property located at 278 Academy Street, more commonly known and designated as Block 38, Lot 1 on the Borough's Tax Map (the "Property"), which Property is under the record ownership of Norman A. Randolph, Jr. (the "Owner"), as a site for the provision of affordable housing, so long as certain conditions are fulfilled; and

WHEREAS, the Property currently comprises a rooming/boarding home commonly known as the "Randolph Rooming House," which contains nine (9) separate living units; and

WHEREAS, the Owner has proposed the imposition of deed restrictions on all nine (9) units at the Property, with the length of the restrictions to endure for a period of thirty (30) years, so that the units may only be occupied as affordable units by income-eligible inhabitants; and

WHEREAS, the Owner's proposal is premised upon the Borough providing a contribution to the Owner to underwrite the provision of these new affordable units; and

WHEREAS, the Borough has previously adopted Ordinance(s) authorizing the imposition and collection of development fees in connection with certain new residential and non-residential construction in the Borough, which funds were to be deposited into an Affordable Housing Trust Fund (also referenced as the "Trust Fund"); and

WHEREAS, the monies collected and deposited into the Trust Fund are intended to be utilized in order to facilitate the provision of affordable housing units within the Borough; and

WHEREAS, the Borough has agreed to contribute certain funding from the Trust Fund to the Owner, in order to facilitate the creation of these new affordable units, which will assist the Borough in satisfying its affordable housing requirements for the Third Round; and

WHEREAS, the terms and conditions associated with this undertaking are set forth in a proposed Agreement between the Borough and the Owner, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the Borough Council wishes to authorize the execution of the attached Agreement, or one which is substantially similar thereto and which meets with the approval of the Borough Attorney and the Borough's Affordable Housing Administrative Agent, conditioned upon the following:

- (1) Certification from the Borough's Affordable Housing Administrative Agent that all of the nine (9) housing units referenced above satisfy the necessary requirements in order for the Borough to gain credit for the units as part of its Fair Share Plan; and
- (2) The execution and recording of a deed restriction relating to the nine (9) housing units ensuring that they shall remain restricted for the provision of affordable housing for a period of not less than thirty (30) years, which deed restriction must be approved as to form by the Borough Attorney and the Borough's Affordable Housing Administrative Agent; and

WHEREAS, the Hightstown Borough Council finds and declares that, subject to the conditions referenced above, the execution of the said Agreement is in the best interest of the residents of the Borough, and that it shall further the Borough's commitment to addressing its Third Round obligation for the provision of affordable housing to satisfy the regional need for the same.

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

1. That, subject to the conditions referenced above, the Mayor is hereby authorized to execute and the Borough Clerk to attest, the attached Agreement (or one which is

substantially similar thereto and which meets with the approval of the Borough Attorney and the Borough's Affordable Housing Administrative Agent) regarding the Property, in order to facilitate the provision of nine (9) new units of affordable housing within the Borough.

2. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Norman A. Randolph, Jr.
200 Mercer Street, Suite B
Hightstown, New Jersey 08520
 - b. Rehabco, Inc.
470 Mantoloking Rd.
Brick, New Jersey 08723;
 - c. Henry Underhill, Borough Administrator;
 - d. Tamara L. Lee, PP, AICP, Borough Planner;
 - e. Frederick C. Raffetto, Esq., Borough Attorney;
 - f. Jolanta Maziarz, Esq., Planning Board Attorney; and
 - g. Ken Pacera, Tax Assessor.

AGREEMENT

FOR THE CREATION OF AN AFFORDABLE HOUSING PROJECT AND DISBURSEMENT OF MUNICIPAL HOUSING TRUST FUNDS IN RELATION THERETO.

This **AGREEMENT**, made this _____ day of _____, 2016, by and between:

THE BOROUGH OF HIGHTSTOWN, a municipal corporation in the County of Mercer and State of New Jersey, having its principal office located at 156 Bank Street, Hightstown, New Jersey 08520, also referenced herein as the "Borough" or "Hightstown"; and

NORMAN A. RANDOLPH, JR., having a principal office located at 200 Mercer Street, Suite B, Hightstown, NJ 08520, also referenced herein as "Randolph" or "Owner";

WHEREAS, the Governing Body of the Borough of Hightstown is committed to addressing its Third Round obligation for the provision of affordable housing to satisfy the regional need for the same, in accordance with requirements still to be finally determined; and

WHEREAS, to that end, the Borough is in the process of updating its Housing Element and Fair Share Plan (the "Fair Share Plan"); and

WHEREAS, the Borough's updated Fair Share Plan shall promote an affordable housing program pursuant to the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, *et seq.*); and

WHEREAS, the Borough intends to include within the Borough's updated Fair Share Plan, the property located at 278 Academy Street, more commonly known and designated as Block 38, Lot 1 on the Borough's Tax Map (the "Property"), which Property is under the record ownership of Norman A. Randolph, Jr., as a site for the provision of affordable housing, so long as certain conditions are fulfilled; and

WHEREAS, the Property currently comprises a rooming/boarding home commonly known as the “Randolph Rooming House,” which contains nine (9) separate living units; and

WHEREAS, the Owner has proposed the imposition of deed restrictions on all nine (9) units at the Property, with the length of the restrictions to endure for a period of thirty (30) years, so that the units may only be occupied as affordable units by income-eligible inhabitants; and

WHEREAS, the Owner’s proposal is premised upon the Borough providing a contribution to the Owner to underwrite the provision of these new affordable units; and

WHEREAS, the Borough has previously adopted Ordinance(s) authorizing the imposition and collection of development fees in connection with certain new residential and non-residential construction in the Borough, which funds were to be deposited into an Affordable Housing Trust Fund (also referenced as the “Trust Fund”); and

WHEREAS, the monies collected and deposited into the Trust Fund are intended to be utilized in order to facilitate the provision of affordable housing units within the Borough; and

WHEREAS, subject to certain conditions, the Borough has agreed to contribute certain funding from the Trust Fund to the Owner, in order to facilitate the creation of these new affordable units, which will assist the Borough in satisfying its affordable housing requirements for the Third Round; and

WHEREAS, the terms and conditions associated with this undertaking are set forth below.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Borough and the Owner (hereafter collectively referenced as the “parties”) agree as follows:

1. **DEED RESTRICTION.** The Owner hereby agrees to the placement of a deed restriction (the “deed restriction” or “restriction”) which shall endure for a period of not less than thirty (30) years on the Property, which deed restriction shall impose affordability controls on nine (9) housing units located at the Property, in an effort to assist the Borough in satisfying its Third Round fair share affordable housing obligation. The deed restriction shall ensure that the nine (9) housing units at the Property may only be occupied by income-eligible households during the term of the restriction, and that the rents charged shall not exceed prevailing acceptable rent levels for affordable housing units. The deed restriction shall inure to the benefit of the Borough, and shall run with the land and be binding upon the Owner, as well as all successors in title to the Property, during the term of the deed restriction. It is anticipated at this time by the parties that, of the nine (9) units at the Property to be restricted with affordability controls, seven (7) units shall be occupied by low-income households and two (2) units shall be occupied by moderate-income households, eligibility for which shall be determined in accordance with established prevailing criteria. Said deed restriction shall be in a form which is generally consistent with the “model” form of deed restriction utilized for multi-family rental properties (a copy of which is attached hereto as “Exhibit “A”), as sanctioned by the State of New Jersey, and shall be satisfactory to the Borough.

2. **PAYMENT TO PROPERTY OWNER.** In consideration for the Owner’s placement of the thirty (30)-year deed restriction on the nine (9) housing units at the Property, as referenced in Paragraph 1 above, and subject to the conditions set forth in Paragraph 3 below, the Borough hereby agrees to make a payment to the Owner in the amount of One Hundred and Two Thousand and 00/100 Dollars (\$102,000.00) from the Borough’s Affordable Housing Trust Fund. This payment represents approximately Eleven Thousand Three Hundred Thirty-Three and 33/100 Dollars (\$11,333.33) per unit restricted, and shall be made in accordance

with the schedule set forth in Paragraph 3 below.

3. **CONDITIONS TO PAYMENT.** The parties agree that full payment of the amount referenced in Paragraph 2 above from the Borough to the Owner is hereby expressly contingent upon the following conditions:

- a. The final execution of the within Agreement; and
- b. The Borough's receipt of a written certification by the Borough's designated Affordable Housing Administrative Agent that all of the nine (9) housing units at the Property satisfy the applicable prevailing requirements for the Borough to be entitled to obtain affordable housing credits toward its Third Round affordable housing obligation; and
- c. The execution and recording of a deed restriction which is generally consistent with the "model" form of deed restriction attached hereto as "Exhibit "A," which imposes affordability controls on nine (9) housing units located at the Property for a period of not less than thirty (30) years, as referenced in Paragraph 1 above.

Payment shall be made to the Owner by the Borough following the completion of all of the above conditions.

4. **CONTINUED MONITORING OF AFFORDABLE UNITS; PROPERTY OWNER'S RESPONSIBILITIES.** During the term of the thirty (30)-year period of affordability controls on the Property, the Borough's designated Affordable Housing Administrative Agent shall be responsible for, among other things, ensuring that all proposed occupants of the nine (9) restricted housing units at the Property are income qualified prior to the commencement of their respective tenancies, that the rents charged to occupants of the units do not exceed prevailing acceptable rent levels for affordable housing units, that the units meet all applicable criteria associated with their designation as affordable housing, and that the units continue to be operated in all respects in accordance with the requirements set forth in the recorded deed restriction, as well as those prescribed by applicable N.J. affordable housing rules and regulations. The Owner shall be required to reimburse the Borough for any and all costs incurred by the Borough's Affordable Housing Administrative Agent that are associated with the above responsibilities, or which are in any way related to oversight of the Property. The Owner hereby agrees to cooperate in good faith with the Borough and the Borough's designated Affordable Housing Administrative Agent in order to ensure that all of the restricted housing units continue to be operated in a manner which is consistent with the requirements of the recorded deed restriction, as well as those prescribed by applicable N.J. affordable housing rules and regulations. This requirement shall run with the land and be binding upon the Owner, as well as all successors in title to the Property, during the term of the deed restriction.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year appearing below their names.

CONSENT AGENDA

Consent Agenda Resolutions 2016-153; 2016-154; 2016-155; 2016-156; 2016-157; 2016-158 and 2016-159

Councilmember Kurs moved Resolutions 2016-153; 2016-154; 2016-155; 2016-156; 2016-157; 2016-158 and 2016-159 as a consent agenda; Councilmember Misiura seconded.

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

Resolutions adopted 5-0.

Resolution 2016-153

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

APPOINTING A MUNICIPAL HOUSING LIAISON

WHEREAS, the Governing Body of Hightstown Borough (the “Borough”) is committed to addressing its Third Round obligation for the provision of affordable housing to satisfy the regional need for the same, in accordance with requirements still to be finally determined; and

WHEREAS, to that end, the Borough is in the process of updating its Housing Element and Fair Share Plan (the “Fair Share Plan”); and

WHEREAS, the Borough’s updated Fair Share Plan shall promote an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, *et. seq.*); and

WHEREAS, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq., the Borough is required to appoint a Municipal Housing Liaison for the administration of its affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.; and

WHEREAS, the provisions relating to the appointment of a Municipal Housing Liaison to administer Hightstown Borough’s affordable housing program are set forth in Section 2-25.3 of the Borough’s Municipal Code.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of Hightstown Borough in the County of Mercer, and the State of New Jersey that the Borough Administrator is hereby appointed as the Municipal Housing Liaison for the administration of the Borough’s affordable housing program, pursuant to and in accordance with Section 2-25.3 of Hightstown Borough’s Municipal Code.

Resolution 2016-154

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

**AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN HIGHTSTOWN
BOROUGH AND EAST WINDSOR TOWNSHIP FOR CONTRIBUTION OF THE
MATCHING LOCAL SHARE FOR BUS SERVICES**

WHEREAS, the Borough of Hightstown is desirous of entering into a renewed shared services agreement with the Township of East Windsor for the purpose of providing public transportation services for its citizens; and

WHEREAS, the term of said agreement shall be from July 1, 2016 through June 30, 2017; and

WHEREAS, the Borough's share of the cost of this service, by the terms of the agreement, is \$2,180.00, representing no increase from prior years; and

WHEREAS, the Treasurer has certified the availability of funds for this expenditure.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized and directed to execute a Shared Services Agreement for Contribution of the Matching Local Share for Bus Services with East Windsor Township in the amount of \$2,180.00.

Resolution 2016-155

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

**REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE
IN THE 2016 BUDGET**

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

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

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2016 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey	\$3,746.75	Municipal Court Alcohol Education and Rehabilitation Fund	Municipal Court Alcohol Education and Rehabilitation Fund

Resolution 2016-156

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

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE

IN THE 2016 BUDGET

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

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

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2016 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey Department of Community Affairs	\$150,000.00	Small Cities CDBG Block Grant	Small Cities CDBG Block Grant

Resolution 2016-157

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

AUTHORIZING PAYMENT ON BEHALF OF PARTICIPANTS IN THE BOROUGH OF HIGHTSTOWN LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

WHEREAS, the Borough of Hightstown instituted a Length of Service Award Program (LOSAP) with the adoption of Ordinance 1999-20 on August 2, 1999 and its subsequent approval by referendum at the November 1999 general election; and

WHEREAS, said LOSAP became effective January 1, 2000; and

WHEREAS, in accordance with *N.J.S.A.* 40A:14-191, the Hightstown First Aid Squad and Hightstown Engine Co. No. 1 have submitted certified listings of all volunteer members who qualified for credit under the LOSAP program for the year 2015; and

WHEREAS, certain volunteers are also eligible to redeem amounts "banked" during prior years of qualified service; and

WHEREAS, the listing of all employees who qualified for credit under the LOSAP program during 2015 and/or are eligible to redeem amounts banked during prior years of qualified service is attached hereto as Schedule "A"; and

WHEREAS, *N.J.A.C.* 5:30-14.10 requires that these listings be approved by Resolution of the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the certified listings set forth on the attached Schedule A of volunteer members of the Hightstown First Aid Squad and Hightstown Engine Co. No. 1 who qualified for credit under the LOSAP program for the year 2015 are hereby

approved, and the Borough Administrator is directed to take all steps necessary to provide payment on their behalf to Lincoln Financial Group in accordance with the provisions and requirements of *N.J.S.A.* 40A:14-191 and *N.J.A.C.* 5:30-14.1 *et seq*; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Hightstown First Aid Squad and Hightstown Engine Co. No. 1; and

BE IT FURTHER RESOLVED that, in accordance with *N.J.S.A.* 40A:14-192, copies of the approved listings shall be posted for a period of not less than 30 days in the Borough Clerk's office, at the Hightstown Firehouse and at the Hightstown First Aid Squad building.

Schedule "A" – Page 1 of 2

The following volunteers qualified by points earned during the year 2015 for credit in the Borough of Hightstown Length of Service Awards Program (LOSAP), AND/OR are eligible to redeem amounts "banked" during prior years of qualified service. Points were earned in accordance with the point system established in Ordinance 1999-20 and certified by the Fire Chief and First Aid Squad President. Total allowable contribution for each year of qualified service is \$750.00. Total allowable payment into fund on behalf of any one volunteer in any one year, including current year contribution, buyback of prior year service and/or redemption of amounts banked during prior years of qualified service, is \$1,150.00.

Hightstown Engine Co. No. 1

Dye, Carl

Jones, Lawrence

Baldino, John.

Havens, Sr., W.

Paglione, William

Sheenan, Michael

Mastriano, Richard

Bukowski, Matthew

Sidelinger, James

Sugg, Charles

Esch, Ed

Havens, Jr., W.

Madonia, M.
 Evers, Gary
 Van Kirk, Lawrence
 Jenkins, Scott
 Johnson, B.
 Krakowski, Scott
 Reed, Chad
 Hastings, Daniel
 Derr, Donald

 Pietsch, Charles

 Glackin, Neal
 McClenahan, C.
 Krakowski, Jacob

 Lawson, Matt

 Belgard, Scott

 Derr, Stephanie

 Hagadorn, Sean

 Teller, Jim

 Zullo, Joseph

Schedule "A" – Page 2 of 2

Hightstown First Aid Squad

Boguszewski, Nancy
 Boguszewski, Stephen
 Guyette, John
 Guyette, Margaret
 Lecorchick, William
 Stackhouse, Keith

 Moore, Christina

 Storey, Lisa

 Lidke, Theresa

Resolution 2016-158

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

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of 2016 taxes was made for Block 11, Lot 17.02, 157 Monmouth Street, in the amount of \$773.59 due to the reassessment of the land value ; and

WHEREAS, the owner, Hights Realty, LLC, 401 East Linden Avenue, Linden, New Jersey, 07036 has requested that a refund be issued for the overpayment in the amount of \$773.59; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$773.59.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and CFO are hereby authorized to issue a refund in the amount of \$773.59 to Hights Realty, LLC, 401 East Linden Avenue, Linden, NJ 07036, representing the tax overpayment as set forth herein.

Resolution 2016-159

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

**ACCEPTING MEMBERSHIP OF KARA LYONS IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Kara Lyons of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

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

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

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

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – Commented that he was very upset that Council would vote for a fraudulent LOSAP list. Went on to comment on Donald Trump and Chris Christie.

Keith LeProvost, 213 Greely Street – Commented that there is an issue again with the water at the Housing Authority. Thanked Larry Blake for coming out to look at the situation again. The infrastructure is the

problem. Apparently the water coming from the water plant is good.

Frank Rivera, 110 Broad Street – Stated once again that he supports the smoke free parks ordinance but warned Council that they need to pay attention to the enforcement. There could be blowback if the ordinance is extended to other public places.

Scott Caster, 12 Clover Lane – Spoke about taxes and Downtown Hightstown. Thanked the Mayor for all the work he is doing with downtown. His dream is to bring more business to downtown; this will put Hightstown into high gear.

Milton Matamoros, 135 Purdy Street – Questioned what is being done about illegal immigration. Stated that there is a cultural change in the demographic in Hightstown; people need to realize that they are in America now and they need to change their ways to make a better tomorrow. Hightstown should be more like Princeton, not Trenton.

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

DISCUSSION

Smoke Free Parks

Councilmember Stults – Stated that he was originally on the fence about this ordinance but after traveling, he feels that if this is done correctly it could be good. The key to this will be enforcement. He believes this is a logical step in improving our parks and downtown.

Councilmember Kurs – Stated that he has reservations about the ordinance. Regarding the littering of cigarette butts; we have an ordinance for littering in place, this needs to be enforced. His two main concerns are government controlling people and the language of the proposed ordinance.

Councilmember Misiura – Stated that he has always been in favor of this ordinance. He feels that people should be able to enjoy the parks without being subject to smoke. He has questions about some of the language in the proposed ordinance and feels that the fine associated with it be lower, but in general supports an ordinance.

Councilmember Montferrat – His opinion about an ordinance remains unchanged, he will support this. This is a public health issue. He stated that the language regarding adjacent areas needs to be firmed up before introduction.

Councilmember Bluth – Refrained from participating in the discussion due to a conflict of interest.

Mayor Quattrone – Stated that as a former smoker, other people should not be bothered by your smoke. He supports smoke free environments.

After more discussion, it was agreed to move forward with introducing a Smoke Free Parks Ordinance. Council instructed Mr. Raffetto to work on the changes in the proposed ordinance. First reading of the ordinance is planned for September 6, 2016.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults

Downtown Business Meeting – Meet again with businesses. Morgan’s Island Grill attended the meeting for the first time and is very excited to connect with the other businesses downtown. Mr. Stults encouraged owners to come to the meetings which will continue monthly.

Construction and Zoning – They are continuing with re-inspections and are well ahead of where they were last year. Repeat offenders are being dealt with. Signage in downtown is being cleaned up.

Downtown Hightstown – The board met last week and they are coming up with some promotional ideas to get people into town for lunch.

9/11 Memorial Ride – The last ride will take place on Saturday. They will be driving through Hightstown between 2:00 and 3:00 p.m. This is an amazing thing to see.

Councilmember Kurs

9/11 Memorial Ride – He will be participating in the ride from Delaware to New York City.

National Night Out – Was an excellent event. There was food, rides and raffles. Thank you to the Police Department for hosting the event.

Promotion and Swearing In Ceremony – The Police Chief, two new sergeants and officers were sworn in last week. It was a wonderful night and he extended his congratulations to everyone.

Councilmember Misiura

Infrastructure – Water mains are old. We replace infrastructure every year during road projects. This is an on-going process.

Downtown Hightstown – Downtown did not get to the state it is in overnight. We are seeing improvements a little at a time. We have some great restaurants now. Small businesses drive downtown and the problems will not be solved overnight.

Planning Board – Meet last Monday. Discussed the Minute Maid Settlement; DOT concerns have been resolved. There was an information applicant for a multifamily property on Stockton and Church Streets. They are looking to subdivide. Planning Board cannot give much direction because this is informal at this time.

Councilmember Montferrat

Downtown Hightstown – Was at training at a local company recently and they informed him that they order lunch from Hightstown Restaurants every Friday. Downtown Hightstown is coming along.

Latino Festival – Has been rescheduled for August 27th at Rocky Brook Park with a rain location at Hightstown High School

Smoke Free Parks – Thinks the Governor is making a political mistake by allowing each municipality to create their own laws.

Councilmember Bluth

Cultural Arts Commission – Theatre in the Park held their performances in the Firehouse this year due to the weather. This is a fantastic program that was expanded this year and she hopes that the program continues. The Fundraiser scheduled for August 17th was cancelled due to lack of interest. They are scheduling a Halloween Fundraiser for October 30th. More information to follow.

Parks and Recreation Commission – The new liaison to the Cultural Arts Commission is Michelle Jordan. The Farmer's Market at the Lake on Thursday nights continues and the attendance has increased. Peddie Lake is available for open swim. The triathlon is scheduled for September 11th and they have received many applications already.

Mayor Quattrone

Girl Scouts – Thanked the Girl Scouts for attending the meeting and for all of the work they do for the Borough.

Blue Ribbons – There are blue ribbons around town to show Police Appreciation. Thank an officer for all they do for our community.

Ovarian Cancer Awareness – September is Ovarian Cancer Awareness Month. The Borough is once again participating in Turn the Town Teal to support this. During the month of September you will see teal ribbons throughout town.

Thanked everyone for coming out to the meeting.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:16 p.m.; Councilmember Misiura seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

August 19, 2016

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

Re: NJDOT Grant Application Notifications
Transportation Alternatives
Our File No.: H1603

Dear Mayor and Council:

The New Jersey Department of Transportation has recently provided notification that applications are being accepted for the 2016 Transportation Alternatives Program (TAP). The Transportation Alternatives Program is a Federal Aid program being offered in partnership with the North Jersey Transportation Planning Authority, the Delaware Valley Regional Planning Commission, and the South Jersey Transportation Planning Organization. This grant opportunity is from the same program that the Borough has obtained funding from for the Peddie Lake Dam Pedestrian Bridge project. The application for funding is due no later than November 10, 2016.

I recommend that the Borough consider an application for streetscape improvements at one of the following locations:

1. Mercer Street (N.J.S.H. Route 33) from Summit Street to West Ward Street. This application can also include curb and sidewalk improvements to West Ward Street from Mercer Street to South Main Street (C.R. 571).
2. North Main Street (C.R. 539) from the end of the last streetscape improvements (just south of Bank Street) to the Borough limits to the north.

In addition to one of the options above, the Borough may wish to consider including curb and sidewalk improvements to the short portion of Stockton Street (C.R. 571) from Oak Lane to the Borough limits.

These project limits will extend the streetscape improvements previously constructed along Main Street or Mercer Street and can provide curb and sidewalk improvements to West Ward Street or Stockton Street where a standalone NJDOT application is unlikely to be approved by the State. I believe that this would be a strong application particularly related to its connection to prior NJDOT grant funding.

The application will require resolutions of support from the Borough and, the County, as well as letters of support from the community.

NJDOT Grant Application Notifications
Transportation Alternatives Program
Our File No.: H1603
Page 2 of 2

The application must be electronically submitted through the NJDOT SAGE system. Should Council wish to move forward with this application, our fee to prepare it will be at a cost not to exceed \$4,000.00

Should you have questions prior to that, please feel free to contact me.

Very truly yours,



Carmela Roberts, PE, CME
Borough Engineer

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Clerk
Henry Underhill, Borough Administrator
Cameron Corini, EIT, Roberts Engineering Group, LLC

**AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES**

THIS AGREEMENT is made as of _____ between the **Borough of Hightstown**, in the County of Mercer and State of New Jersey, having its principal office at 156 Bank Street, Hightstown, NJ 08520 (CLIENT), and **ROBERTS ENGINEERING GROUP, LLC**, having its principal office at 1670 Whitehorse-Hamilton Square Road, Hamilton, New Jersey 08690 (ENGINEER).

WHEREAS, CLIENT intends to make various improvements to the Borough's Advanced Waste Water Treatment Plant as listed below (the "Project");

Ultra Violet Disinfection

WHEREAS, the CLIENT requires professional engineering services for assistance with the planning, design, specification and permitting processes as well as preparation of the loan application for the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for the Project;

WHEREAS, the CLIENT desires that the ENGINEER undertake these professional engineering services.

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

SECTION 1 – BASIC SERVICES OF ENGINEER

- 1.1 General.
 - 1.1.1. ENGINEER shall provide the following professional services: planning, design, specifications, permitting, processing of the loan application and supporting materials

SECTION 2 – PAYMENTS TO ENGINEER

- 2.1. The Not to Exceed amounts of compensation for Basic Services as described herein is \$76,000.00.
 - 2.1.1 This Not to Exceed amount shall not be exceeded without the express written authorization of CLIENT. If, at any time, the ENGINEER determines that the Not to Exceed amount will not be sufficient to complete the professional services, written notice of the same shall be given to the CLIENT, accompanied by the estimate of the additional funding necessary to complete such services, whereupon the CLIENT shall have the option of either providing the additional funds necessary for the completion of the services (in which case this Agreement shall be amended by mutual agreement to set forth the additional amounts) or reducing the further services to be provided by the ENGINEER consistent with the remaining funds in the budget (in which case this Agreement shall be amended by mutual agreement to set forth the revised scope of work). The ENGINEER shall not

be responsible for any problems arising as a result of the CLIENT's reducing the services.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

ATTEST:

BOROUGH OF HIGHTSTOWN

Debra Sopronyi
Borough Clerk

By: _____
Lawrence D. Quattrone
Mayor

ATTEST:

ROBERTS ENGINEERING GROUP, LLC

Karen Thompson
Notary

By: _____
Carmela Roberts, P.E.
President



Roberts
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August 31, 2016

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

Re: Rogers Avenue Mid-Block Crosswalk
Borough of Hightstown, Mercer County, NJ
Our File No.: H1504

Dear Mr. Underhill:

This office completed an investigation of the mid-block crosswalk and curb ramps located on Rogers Avenue near the Hightstown Housing Authority. The crosswalk is located approximately 125-ft. north of the intersection of Rogers Avenue and Railroad Avenue.

The relevant regulations for a mid-block crosswalk are as follows:

State Regulations:

1. NJDOT Roadway Design Manual Section 4.2.3 – Stopping Site Distances

“The minimum stopping sight distance is the distance required by the driver of a vehicle, traveling at a given speed, to bring his or her vehicle to a stop after an object on the road becomes visible. Stopping sight distance is measured from the driver’s eyes, which is 3.5-ft. above the pavement surface, to an object 2-ft. high on the road.”

Crosswalks are to be aligned in such a way that allows for proper stopping sight distances for vehicular traffic. This means that a vehicle traveling toward a crosswalk must be able to see someone in the crosswalk at a distance far enough to allow for the driver to react and stop the vehicle by the time it reaches said crosswalk.

As Rogers Avenue is a 25 mph road, the minimum stopping sight distance is 155-ft. as outlined in Table 4-1 of the NJDOT Roadway Design Manual.

The stopping sight distance is to be measured from each side of the crosswalk to a point in the roadway 155-ft. away that is 3.5-ft. above the pavement surface. From this point, an object 2-ft. above the pavement along the entire crosswalk and ramps must be visible in order to meet the stopping sight distance requirement.

In the southbound direction, the point of stopping sight distance is approximately in front of #149 Rogers Avenue. As Rogers Avenue is straight and relatively flat in this area, the stopping sight distance requirements are met.

The point of stopping sight distance in the northbound direction (travelling from Mercer Street toward Church Street) is approximately just south of the crosswalk that crosses Rogers Avenue at the intersection with Railroad Avenue. At this location, the crosswalk at the Hightstown Housing Authority is visible as required by NJDOT regulations, but the western ramp is not thus creating a hazardous condition for pedestrians.

Borough of Hightstown
Rogers Avenue Mid-Block Crosswalk
File No. H1504
Page 2 of 2

I have reviewed my records from as far back as 1990 and can confirm that the existing crosswalk and ramps were not constructed under a Borough contract during that time period, or later.

Should the Borough move forward with a mid-block crosswalk in this vicinity, I recommend it be relocated to a location between the Housing Authority office building and Railroad Avenue in order for the crosswalk and ramps to be appropriately visible from the northbound direction. However, care must be taken with the relocation of the crosswalk to ensure that it and the ramps can be seen from the southbound direction as well in accordance with the NJDOT stopping sight distance regulations.

The existing conditions of the crosswalk and surrounding area make it difficult to determine by visual assessment exactly where the crosswalk must be located to meet all required standards and regulations. Due to existing constraints, such as the location of buildings and grade of the roadway, I recommend that a survey be conducted so that, the crosswalk and ramps can be constructed in accordance with appropriate regulations.

In order to properly design the crosswalk and ramps the following will be required:

1. Full topographic survey (roadway, curb, sidewalk, building elevations, etc.).
2. Profiles of existing conditions.
3. Profiles of line-of-site.
4. Grading of the ramps.

For the surveying and engineering required to complete this work, a fee in an amount not to exceed \$4,500 is requested.

Should there be anything additional that you require, please feel free to contact me.

Very truly yours,



Carmela Roberts, P.E., C.M.E.
Borough Engineer

cc: Mayor and Council
Debra Sopronyi, RMC, QPA, CMR, Borough Clerk
Cameron Corini, EIT, Roberts Engineering Group, LLC



August 30, 2016

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

Re: Truck Restrictions on Borough Roadways
Borough of Hightstown, Mercer County, NJ
Our File No.: H1504

Dear Mr. Underhill:

This office completed an investigation of restrictions to truck traffic within the Borough.

The following rules and/or regulations were used in our investigation:

1. N.J.A.C. 16:27 – Department of Transportation – Traffic Regulations and Traffic Control Devices
2. N.J.A.C. 16:32 – Department of Transportation - Truck Access
3. R.S. 39:4-197 – NJ Motor Vehicles and Traffic Regulations
4. P.L. 2008, c. 110 – Amendments to R.S. 39:4-197
5. Manual on Uniform Traffic Control Devices (MUTCD)
6. NJDOT Large Truck Map dated July 8, 2015

Truck traffic may be restricted on any Borough owned roadway as determined appropriate by the governing body by way of an ordinance. In order for the Borough to restrict truck traffic on a Borough owned roadway, the following must be considered prior to adoption of an ordinance:

1. The roadway in question is not currently listed as a truck route within the NJ Access Network or National Network.
2. The roadway in question must not provide a reasonable and safe route between any two roads that are currently on the truck routes included in the NJ Access Network or National Network.
3. Per P.L. 2008, c. 110; "Prior to the adoption of any municipal or county ordinance, resolution, or regulation, which places an undue traffic burden or any impact on roadways in an adjoining municipality or county, or affects the flow of traffic therein, the governing board or body of the municipality or county shall consult with, and obtain, a concurring resolution from the affected, provide appropriate notice to the adjoining municipality or county."

This means that restricting traffic on a Borough owned roadway may not affect traffic in an adjoining municipality or county unless the municipality consults with, and obtains, a concurring resolution from the affected adjoining municipality or county.

Borough of Hightstown
Truck Restrictions on Borough Roadways
File No. H1504
Page 2 of 2

Only four roads within the Borough are included in the NJ Access Network; South Main Street, North Main Street, Stockton Street, and Etra Road. No roads within the Borough are included in the National Network (the New Jersey Turnpike is the closest roadway to the Borough that is included in this network). The Borough currently has restrictions to 102-inch wide and double trailer trucks on Mercer Street and Franklin Street.

The following signs may be used to prohibit or limit truck traffic on a Borough owned road:

1. R5-2 sign (No Trucks)
2. R12-1 sign (Weight Limit XX Tons)
3. R12-2 sign (Axle Weight Limit XX Tons or LBS)
4. R12-3 sign (No Trucks Over XX Tons/LBS Empty Wt)
5. R12-4 sign (Weight Limit XX Tons Per Axle, XX Tons Gross)

The R5-2 sign (No Trucks) does not limit bus traffic. The above signs in the R12 series will limit bus traffic. In addition, the above signage may be supplemented by an additional sign or plaque that reads "No Thru Trucks", "Except Local Deliveries", "Over 40 FT", etc.

Per the MUTCD, "signs should be placed on the right-hand side of the roadway at an appropriate distance from the intersection so as to be clearly visible to all road users turning into the roadway that has the restriction." This means that a sign restricting truck traffic may only be installed near an intersection so that the moving vehicle will have enough time to react and choose an alternative route to drive. The sign may not be installed so far after an intersection that a truck will need to make a U-turn on the roadway.

Should the Borough choose to have restrictive signs installed, such as "No Trucks", they will discourage truck traffic. This does not mean that truck traffic is strictly prohibited. A truck may have to access a restricted roadway for deliveries (such as USPS, FedEx, or moving trucks) provided the driver takes the most direct route to the destination.

We have previously had discussions regarding the restriction of truck traffic on Summit Street between Mercer Street and Stockton Street. The Borough may restrict truck traffic on Summit Street without notifying adjacent municipalities because truck traffic is already permitted on Stockton Street and Mercer Street. Both roads currently direct traffic away from the center of the Borough and onto N.J.S.H. Route 130 and towards N.J.S.H. Route 133 in order to bypass the Borough.

Should there be anything additional that you require, please feel free to contact me.

Very truly yours,



Carmela Roberts, P.E., C.M.E.
Borough Engineer

cc: Mayor and Council
Debra Sopronyi, RMC, QPA, CMR, Borough Clerk
Cameron Corini, EIT, Roberts Engineering Group, LLC

Resolution 2016-161

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

**AUTHORIZING CHANGE ORDER #4 & PAYMENT #4 FINAL – PIONEER
GENERAL CONTRACTING CO., INC. (ENCHANTMENT AT HIGHTSTOWN ROAD
IMPROVEMENT PROGRAM)**

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

WHEREAS, the contractor has submitted change order #4 which extended the contract completion date by 238 days to July 1, 2016. The extension was warranted due to additional work requested by the Borough and Enchantment Homeowner's Association; and

WHEREAS, the contractor has submitted payment #4 Final in the amount of \$35,318.19 for work related to curb, sidewalks, crack repairs, surface paving and landscaping; and

WHEREAS, the Borough Engineer has recommended approval of Change order #4 extending the contract completion date to July 1, 2016; and

WHEREAS, the Borough Engineer has recommended approval of payment #4 Final in the amount of \$35,318.19 pending receipt of certified payrolls; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that change order #4 extending the contract completion date to July 1, 2016 and Payment #4 Final in the amount of \$35,318.19 to Pioneer General Contracting Co., Inc. of South River, New Jersey is hereby approved as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 6, 2016.

Margaret M. Riggio
Deputy Borough Clerk



Roberts
 ENGINEERING GROUP LLC
 Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
 Hamilton, New Jersey 08620
 609-586-1141 fax 609-586-1143
 www.RobertsEngineeringGroup.com

August 17, 2016

Mayor and Council
 Borough of Hightstown
 156 Bank Street
 Hightstown, NJ 08520

Re: Enchantment at Hightstown
 Road Improvement Program
 Borough of Hightstown, Mercer County
 Our File No.: H1545

Dear Mayor and Council:

Attached please find Payment No. 4 and Final and Change Order No. 4 and Final for work related to pavement striping, lawn restoration, and the tennis court restoration.

Change Order No. 4 and Final extends the contract completion date by 238 days to July 1, 2016. The time extension is warranted due to additional work requested by the Borough and Enchantment Homeowner's Association. Some of the additional work was requested in late 2015 which could not be completed in cold weather.

As you know, this project is being funded through the bonding company for the original construction of the Enchantment at Hightstown project. The funding is in the amount of \$418,111.00. The final construction cost of this project is \$411,304.72 which is approximately 2% lower than the available funding. Improvements to the development include final paving, curbs and sidewalks, ADA curb ramps, new striping and signage, regrading/drainage at various lawn areas, a newly restored tennis court, and restoration. The work completed to date brings Enchantment at Hightstown to completion in accordance with agreements for the original design plans and construction.

The Borough Attorney has reviewed the following closeout documents and found them to be in order:

1. Maintenance Bond
2. Contractor's Affidavit and Release
3. Acknowledgment of Contractor
4. Consent of Surety to Final Payment
5. Contractor's Release

I recommend final payment be made to Pioneer General Contracting Co., Inc. in the amount of \$35,318.19. Certified payroll forms are attached.

Should you have any questions regarding the above, please do not hesitate to contact me.

Very truly yours,

Carmela Roberts, P.E., C.M.E.
 Borough Engineer

cc: Henry Underhill, Borough Administrator
 Debra Sopronyi, RMC, QPA, CMR, Borough Clerk
 George Lang, Borough CFO
 Janice Mohr-Kmineck, Borough Treasurer
 Frederick C. Raffetto, Esq., Borough Attorney
 Ernesto Reibera, Pioneer General Contracting Co.
 Cameron Corini, EIT, Roberts Engineering Group, LLC



PAYMENT NO. 4 AND FINAL
ENCHANTMENT AT HIGHTSTOWN
Borough of Hightstown, Mercer County, New Jersey
August 15, 2016
Our File No.: H1545

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	1.00	LS	1.00	0.00	\$5,000.00	\$5,000.00
2	Site Clearing	1.00	LS	1.00	0.00	\$10,000.00	\$10,000.00
3	Traffic Control	1.00	LS	1.00	0.00	\$1,000.00	\$1,000.00
4	Soil Erosion and Sediment Control	1.00	LS	1.00	0.00	\$500.00	\$500.00
5	Raise Utility Cover at Fire Hydrant near Club House	1.00	Unit	1.00	0.00	\$500.00	\$500.00
6	Raise Fire Hydrant to Grade	5.00	Unit	5.00	0.00	\$2,500.00	\$12,500.00
7	Remove/Replace Manhole Lids	13.00	EA	6.00	0.00	\$300.00	\$1,800.00
8	Inlet/Manhole Repair	46.00	EA	76.00	0.00	\$500.00	\$38,000.00
9	Replace Curb Piece with 6" Type "N" Eco Curb Piece	7.00	EA	6.00	0.00	\$300.00	\$1,800.00
10	Concrete Vertical Curb, 4000 PSI	955.00	LF	1,160.00	0.00	\$25.00	\$29,000.00
11	Remove/Replace Concrete Edge Pavers	115.00	LF	136.00	76.00	\$10.00	\$1,360.00
12	Concrete Sidewalk, 4" Thick, 4000 PSI	5,911.00	SF	7,655.00	0.00	\$6.00	\$45,930.00
13	5' Bituminous Sidewalk	17.00	SY	17.00	0.00	\$100.00	\$1,700.00
14	Curb Ramp Delineation	184.00	SF	192.00	0.00	\$15.00	\$2,880.00
15	Concrete Driveway Apron	3,443.00	SF	4,343.00	0.00	\$7.00	\$30,401.00
16	Pavement Base Repairs	1,617.00	SY	1,431.67	0.00	\$30.00	\$42,950.10
17	Bituminous Concrete Surface Course, Mix I-5, 2" Thick	1,134.00	TON	1,313.55	0.00	\$95.00	\$124,787.25
18	Tack Coat	952.00	GAL	952.00	952.00	\$1.00	\$952.00
19	Warning Regulatory Signs	6.00	Unit	6.00	0.00	\$1.00	\$6.00
20	8" Wide White Thermoplastic Crosswalk Striping	799.00	SF	799.00	799.00	\$3.00	\$2,397.00
21	24" Wide White Thermoplastic Striping	1,812.00	SF	1,812.00	1,812.00	\$3.00	\$5,436.00
22	Replace Guide Rail	20.00	LF	26.00	0.00	\$100.00	\$2,600.00
23	Tennis Court Restoration	1.00	LS	1.00	1.00	\$10,000.00	\$10,000.00
24	Lawn Restoration	1.00	LS	1.00	0.10	\$1,000.00	\$1,000.00
25	Asphalt Price Adjustment	1.00	LS	-0.93	0.00	\$5,000.00	(\$4,661.25)
26	Fuel Price Adjustment	1.00	LS	-0.69	0.00	\$3,500.00	(\$2,415.38)
27	Fraxinus Americana "Autumn Purple" (White Ash)	1.00	EA	0.00	0.00	\$500.00	\$0.00
28	Pinus Strobus (White Pine)	8.00	EA	2.00	0.00	\$350.00	\$700.00
29	Zelkova Serrata "Village Green" (Japanese Zelkova)	5.00	EA	5.00	0.00	\$500.00	\$2,500.00
30	Llex X Aquipernyi "Meschick" (Holy-Dragon Lady)	5.00	EA	5.00	0.00	\$500.00	\$2,500.00
31	Pyrus Calleryana "Redspire" (Redspire)	12.00	EA	16.00	0.00	\$500.00	\$8,000.00
32	Acer Rubrum "October Glory" (October Glory Maple)	6.00	EA	9.00	0.00	\$500.00	\$4,500.00
33	Picea Pungens "Glauca" (Colorado Blue Spruce)	5.00	EA	2.00	0.00	\$350.00	\$700.00
34	Comus "Florida" (Flowering Dogwood)	1.00	EA	1.00	0.00	\$1,000.00	\$1,000.00
35	Betula Nigra "Heritage" (Heritage Birch)	2.00	EA	0.00	0.00	\$500.00	\$0.00
36	Acer Rubrum (Red Maple)	4.00	EA	7.00	0.00	\$500.00	\$3,500.00
37	Nyssa Sylvatica (Black Gum)	7.00	EA	0.00	0.00	\$500.00	\$0.00
38	Tilia Cordata Greenspire (Greenspire Linden)	1.00	EA	0.00	0.00	\$500.00	\$0.00
39	Gliditsia Triacanthos Var. Itermis Shadeless (Shade Master Thornless Honey Locust)	4.00	EA	2.00	0.00	\$500.00	\$1,000.00
S-1	Mortar Belgian Block Curb Joints	684.00	EA	684.00	0.00	\$3.00	\$2,052.00
S-2	Remove/Reset Pavers at Entrance	2.00	EA	2.00	2.00	\$4,000.00	\$8,000.00
S-3	Remove and Replace Manhole Frame and Cover	2.00	EA	2.00	0.00	\$750.00	\$1,500.00
S-4	Remove and Replace Type 'B' Inlet Frame	1.00	EA	1.00	0.00	\$1,000.00	\$1,000.00
S-5	Norway Spruce	9.00	EA	9.00	0.00	\$350.00	\$3,150.00
S-6	Cherry - Okame	1.00	EA	1.00	0.00	\$500.00	\$500.00
S-7	Cherry - Yoshino	2.00	EA	2.00	0.00	\$500.00	\$1,000.00
S-8	Pavement Crack Repair	350.00	LF	428.00	0.00	\$10.00	\$4,280.00
TOTAL WORK COMPLETED							\$411,304.72
LESS: RETAINAGE 2%							\$0.00
SUBTOTAL							\$411,304.72
LESS: PREVIOUS PAYMENTS							\$375,986.53
TOTAL AMOUNT DUE							\$35,318.19
AMOUNT OF ORIGINAL CONTRACT							\$363,113.00
AMOUNT OF CONTRACT ADJUSTED BY CHANGE ORDER Nos. 1, 2, 3, and 4 and FINAL (13.27%)							\$411,304.72

1

**ENCHANTMENT at HIGHTSTOWN
Road Improvement Program
Borough of Hightstown, Mercer County
CHANGE ORDER No. 4 and FINAL**

Project	Enchantment at Hightstown Road Improvement Program
Municipality	Borough of Hightstown
County	Mercer County
Contractor	Pioneer General Contracting

In accordance with the project Specification, the following are changes in the contract.
Location and Reason for Char (Attach additional sheets if required) -
 Adjust date of completion by 238 days to July 1, 2016.
 Additional time is required due to poor weather and additional work requested by the Borough.

EXTRA	<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
	-	-	-	-	\$0.00
					\$0.00

SUPPLEMENTAL	<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
	-	-	-	-	\$0.00
					\$0.00

REDUCTION	<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
	-	-	-	-	\$0.00
					\$0.00

Amount of Original Contract	\$363,133.00	Extra	\$0.00
Adjusted Amount Based on Change		Supplemental	\$0.00
Order Nos. 1, 2, 3, and 4 and FINAL	\$411,304.72	Reduction	\$0.00
		Total Change	\$0.00

% Change in Contract [(+) Increase or (-) Decrease] 13.27 %

Change in Contract Time 238 Days

Carmel Roberts
 (Engineer)

07-21-16
 (Date)

.....
 (Presiding Officer)

.....
 (Date)

[Signature]
 (Contractor)

7-18-16
 (Date)

Resolution 2016-162

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

AUTHORIZING INCREASED ENGINEERING FEES FOR THE PEDDIE LAKE PEDESTRIAN BRIDGE

WHEREAS, there exists the need for professional engineering services for Peddie Lake Dam Pedestrian Bridge Project; and

WHEREAS, in 2013, through Bond Ordinance 2013-07, the Borough entered into a contract with Roberts Engineering, LLC for Site Development Plans at a cost not to exceed \$35,000; and

WHEREAS, due to recent requirements from the NJDOT additional work is now required by Roberts Engineering, LLC; and

WHEREAS, Robert Engineering, LLC is requesting an additional \$5,800 to complete the additional work; and,

WHEREAS, the CFO has certified that the requested additional funds are available.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that Roberts Engineering, LLC be compensated an additional \$5,800 to complete the required additional work on the Peddie Lake Pedestrian Bridge Project.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 6, 2016.

Margaret M. Riggio
Deputy Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

August 30, 2016

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

Re: Peddie Lake Pedestrian Bridge
Hightstown Borough, Mercer County
Our File No.: H1511

Dear Mayor and Council:

I am writing to request additional engineering fees for the Peddie Lake Dam Pedestrian Bridge Project specifically related to the continuing requirements of the NJDOT and the Federal Aid Transportation Alternatives Program (TAP) grant received.

As you know I have met with the NJDOT on two separate occasions to review their requirements. The meetings have resulted in additional requests from the NJDOT in order to meet the requirements of the grant and advertise the project. The requests include providing a supplemental explanation of the project description (which was originally provided by this office with the Categorical Exclusion Documentation submission), providing information regarding the historical use of the site from the late 1800s to present day, providing information regarding a fire that took place on site in the early 1900s and if/how the debris was removed, information regarding soil contamination as a result of use during the 1920s, etc. Most recently we met with three representatives of NJDOT on August 24, 2016 where even more information was requested. Mayor Larry Quattrone was in attendance for the meeting.

During the August 24 meeting we were asked to make modifications to the drawings and the specifications, many of which were related to the Federal Aid requirements. We continue to provide information to the NJDOT regarding existing soils at the site and the possibility of soil contamination. We have been asked to provide additional detailed information about the public outreach for the project over the last six years.

Also, we have been directed to revise several of the pay items on the project because it will make administration of the TAP grant funds easier for NJDOT. For instance we included payment for the possible removal of two trees as "If and Where Directed" pay items. We are trying to save two existing trees near the Library, but may need to remove them to accommodate the regrading of the lot. The NJDOT is unable to pay for the removal of two trees under an "If and Where Directed" pay item because the trees are not clearly shown for removal. In this case we will revise the plans and specifications to show re-grading and potentially a small wall around the trees so that they can remain as is.

In addition, various divisions within the NJDOT have made comment on the width of the proposed bridge. The design calls for a 6-ft. wide bridge which meets all requirements for pedestrian access. The various NJDOT divisions (permitting, bike and pedestrian, and structural) have all made requests for the bridge to be 8-ft. wide to meet NJDOT standards

for pedestrian and bicycle access. Through all of the NJDOT's requests, this office has defended the Borough's right to install a 6-ft. wide pedestrian walking bridge. We have presented and defended the reasoning for this change twice and have now received approval from all divisions. We have also received questions and comments from the NJDOT regarding ADA accessibility and compliance of the proposed ramps and landings. This has proved to be a misunderstanding of the ADA standards on the NJDOT reviewer end that has resulted in their approval of our ADA design as is. Had Roberts Engineering Group not defended these items, the NJDOT would have required the Borough completed a full redesign of the project.

Finally, we are being directed to obtain an additional Flood Hazard Area permit through the NJDEP Division of Land Use Regulation for the installation of the sidewalks that approach the new pedestrian bridge. The Dam Safety permit previously received for this work is not adequate to satisfy the Federal Aid funding requirements. Therefore, we must obtain a Flood Hazard Area permit in order to comply with the grant requirements. This was not required during the initial design and bid of the project.

As you know this latest request is in addition to supplemental items previously requested by the NJDOT. We have defended various aspects of the design through multiple meetings and comment letters with the NJDOT. We have met twice with the NJDOT regarding their Categorical Exclusion Document and the requirements of the State Historic Preservation Office as well as environmental concerns. Finally, we are making additional modifications to our plans and specifications at the request of the NJDOT.

Therefore, it is my request to Council that Roberts Engineering Group, LLC be authorized an additional \$5,800.00 to complete the additional work related to this project as a result of the NJDOT requirements. This additional fee is generally for the Land Use Regulation permit application that is required for the sidewalks on the site as well as the requested changes to the plans and specifications.

Thank you for your consideration. I will be available to discuss this at your convenience.

Very truly yours,


Carmela Roberts, PE, CME *17
Borough Engineer

Cc: Henry Underhill, Borough Administrator
Debra Sopronyi, RMC, CMC, QPA, Borough Clerk
George Lang, Borough CFO
Cameron Corini, EIT, Roberts Engineering Group, LLC

ORDINANCE 2016-19

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 4, ENTITLED “GENERAL LICENSING,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,” REGARDING THE LICENSING OF RETAIL BUSINESSES AND OTHERWISE REVISING CERTAIN GENERAL LICENSING PROVISIONS.

WHEREAS, the Mayor and Council of Hightstown Borough wish to make certain revisions to the Borough Code relating to the regulations concerning licensing within the Borough limits, including the licensing of retail businesses.

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

Section 1. Chapter 4, “General Licensing,” Sections 4-1 entitled “License Regulations,” 4-3 entitled “Solicitors and Canvassers,” and 4-11 entitled “Retail Establishments,” are hereby amended and supplemented as follows (underline for additions, strikethroughs for deletions):

Chapter 4

GENERAL LICENSING

Sections:

- 4-0A Article I. Business Licensing**
- 4-1 LICENSE REGULATIONS**
- 4-2 PEDDLERS***
- 4-3 SOLICITORS AND CANVASSERS***
- 4-4 CHARITABLE SOLICITATIONS***
- 4-5 MOVIE THEATERS***
- 4-6 POOL HALLS, BILLIARDS PARLORS AND BOWLING ALLEYS***
- 4-7 AMUSEMENT MACHINES***
- 4-8 AUTOMATIC VENDING MACHINES; COIN-OPERATED MACHINES***
- 4-9 BANKRUPTCY SALES; GOING OUT-OF-BUSINESS SALES; FIRE SALES***
- 4-10 AUCTIONS; BINGOS; RAFFLES; CIRCUSES; EXHIBITIONS***
- 4-11 RETAIL FOOD ESTABLISHMENTS***
- 4-12 ~~RESERVED~~ RETAIL ESTABLISHMENTS***
- 4-13 RESERVED**
- 4-14 RESERVED**
- 4-15 RESERVED**
- 4-15A Article II. Newspapers, Publications and Periodicals**
- 4-16 DELIVERY OF UNSUBSCRIBED AND UNSOLICITED PUBLICATIONS**
- 4-17 RESERVED**
- 4-18 RESERVED**
- 4-19 RESERVED**
- 4-20 RESERVED**
- 4-20A Article III. Taxicabs**
- 4-21 TAXICAB LICENSING**
- 4-22 CONTRACTORS LICENSES**

Section 4-1

LICENSE REGULATIONS

Subsections:

- 4-1.1 Purpose.
- 4-1.2 Application.
- 4-1.3 Investigation of Applicant; Appeals to Borough Council.
- 4-1.4 Fee Schedule.
- 4-1.5 Contents of License.
- 4-1.6 License Record to be Kept.
- 4-1.7 Display of License.
- 4-1.8 Transferability.
- 4-1.9 Expiration; Renewal.
- 4-1.10 Revocation of License.
- 4-1.11 Notice of Hearing.
- 4-1.12 Hearing.
- 4-1.13 Reinstatement of Revoked or Denied Licenses.
- 4-1.14 Promulgation of Rules and Regulations.
- 4-1.15 Violation and Penalties.

4-1.1 Purpose.

The purpose of this section is to provide a uniform set of procedures for administering the issuance, renewal and revocation of all licenses issued by the Borough, except alcoholic beverage licenses, dog licenses and taxicab licenses. (1991 Code § 133-1)

4-1.2 Application.

a. All applications for licenses shall be accompanied by the required fee and shall be made to or through the Borough Clerk on forms provided by him/her. The forms shall be completed with the following information:

1. ~~The name and permanent and local address of the applicant; if the applicant is a corporation, the name and address of its registered agent.~~ Any previous revocation or suspension and the reasons therefor.
2. ~~If the licensed activity is to be carried on at a fixed location, the address and description of the premises.~~ Statement that applicant is not in default under the provisions of this Chapter, and is not indebted or obligated to the Borough; and, if the applicant is the owner of the property, a statement that the property taxes have been paid through the preceding quarter and that there are no unpaid assessments against the property.
3. ~~If a vehicle is to be used, its description, including the license number.~~ Any information relative to the prior criminal history of the applicant (especially relating to any crimes involving moral turpitude), or that of its officers and managers if the applicant is not an individual, so as to enable the Borough license officer, in consultation with the Chief of Police, to make a fair determination of the eligibility of the applicant. This provision relates to any prior convictions of crimes or the violation of municipal ordinances, or where a guilty plea was entered concerning the commission of a crime or the violation of a municipal ordinance, other than traffic offenses. If any such criminal history exists, then the following additional information must be provided: the date and place of conviction, the nature of the offense and the penalty imposed.

4. ~~If the applicant is employed by another, the name and address of the employer, together with credentials establishing the exact relationship.~~ Name of person to whom license will be issued and his/her residence address. If applicant is not an individual, then the names, positions and residence addresses of all officers and managers of the applicant.
5. ~~The days of the week and the hours of the day during which the licensed activity will be conducted.~~ The premises at which the business is to be carried on and the name and address of the owner of the premises.
6. ~~A description of the nature of the business and the goods, property or services to be sold or supplied.~~ Where applicable, if the applicant does not reside or have its principal business office in the Borough, the name and address of the agent of the applicant located in the Borough, who is authorized to accept service of process, summonses, any notices or orders in connection with the issuance of and operation under any license issued under this section on behalf of the applicant, and to comply with same on behalf of the applicant.
7. ~~A statement as to whether the applicant has been convicted of any crime or the violation of any municipal ordinance other than a traffic offense and, if so, the date and place of conviction, the nature of the offense and the penalty imposed.~~ The statement of information required under this subsection shall be verified under oath, containing the signature of the applicant or agent, each of whom shall be equally responsible for the truthfulness and accuracy of the information set forth in the statement.
8. ~~Appropriate evidence as to the good character and business responsibility of the applicant so that an investigator may properly evaluate his character and responsibility.~~

b. Applications by partnerships shall be signed by all partners, with the information required by this section supplied in detail as to each partner, and applications of corporations shall have attached individual statements containing all the information required by this subsection relating to each employee or agent who shall engage in the licensed activity and shall be signed by each employee or agent. (1991 Code § 133-2)

4-1.3 Investigation of Applicant; Appeals to Borough Council.

Each application shall be referred to the Chief of Police or a Police Officer designated by him, who shall immediately institute whatever investigation of the applicant's business responsibility, moral character and ability to properly conduct the licensed activity he considers necessary for the protection of the public. He shall communicate his findings, in writing, to the Borough Clerk within ~~a reasonable time~~ seven (7) business days after the application has been filed. If the investigator decides that the applicant's character, ability or business responsibility is unsatisfactory or the products, services or activity are not free from fraud, he shall disapprove the application, and the Clerk shall refuse to issue the license and notify the applicant. Otherwise, the Borough Clerk shall issue the license immediately, provided that the required license fees have been paid, except in cases where approval of the Mayor and Council is required. In the case of an application for a solicitor's, peddler's or canvasser's license, the license may be issued immediately subject to investigation. In the event of the refusal of the issuance of the license, the applicant may appeal to the Council for a hearing. The appeal shall be filed, in writing, with the Borough Clerk within fourteen (14) days after notification of the refusal. The Council shall hold its hearing within ten (10) days thereafter, and shall render its decision no later than fourteen (14) days following the conclusion of the hearing. The determination of the Council shall be final. (1991 Code § 133-3)

4-1.4 Fee Schedule.

- a. Fees shall be as follows:

License

Fee

Peddlers, hawkers and vendors	\$75.00 per year
Solicitors and canvassers	\$75.00 per month
Charitable solicitations	No fee
Movie theatres	\$50.00 per year
Pool and billiard parlors	\$50.00 per year
Coin-operated vending machines (in coin-operated laundries):	
Automatic washers	\$10.00 per machine per year
Dryers	\$10.00 per machine per year
Coin changers	\$10.00 per machine per year
Soap-dispensing machines	\$10.00 per machine per year
Automatic vending machines:	
Vending merchandise or service of any description (Non-food)	\$40.00 per machine per year
Amusement, skill and video machines	\$100.00 per machine per year
Weighing scales	\$30.00 per machine per year
Coin-operated phonographs	\$75.00 per machine per year
Coin-operated reproducing machines	\$60.00 per machine per year
Going-out-of-business sales	\$150.00 per sale
Circuses and traveling shows	\$100.00 per day
Auctions	\$100.00 per day
Boardinghouses, rooming houses and rooming units*	
1 to 3 boarders or roomers	\$5.00 per boarder or roomer per year
4 or more boarders or roomers	\$3.00 per boarder or roomer per year
<u>Retail Businesses (sale of goods or services)</u>	<u>\$60.00 per year</u>

b. Fees shall be paid on an annual basis. However, in the event of a partial year of operation, the payment due shall be prorated to provide that one-fourth of the fee shall be paid for each quarter or partial quarter of operation.

c. All annual license holders shall register and pay the applicable fee no later than March 1, or a late fee of \$100.00 will be assessed and due with the payment.

d. Fees listed in Section 4-1.4 shall be waived for any organization qualified as nonprofit under Section 501(c)(3) of the Internal Revenue Code. (1991 Code § 133-4; Ord. No. 860 § 2; New; Ord. No. 1999-01 § 2; Ord. 2000-15, Amended, 07/21/2000; Ord. 2008-09)

e. No rebate or refund of any license fee or any part thereof shall be made by reason of retirement of licensee from business or by reason of the nonuse of such license for all or any portion of the licensed year, or by reason of a change of location or business or by reason of fire or other accident or other casualty rendering the use of such license ineffective.

* *Editor's Note: For additional license application information and regulations, see Chapter XIII, Section 13-10.*

4-1.5 Contents of License.

Licenses shall be in a form which the Council prescribes by resolution and shall contain the following information:

- a. The name and address of the licensee.
- b. The number and type of the license and nature of the licensed activity.
- c. The address at which the licensed activity is conducted, if the activity is carried on at a fixed location.
- d. If the licensed activity is conducted from a vehicle, the make, model and license number of the vehicle.
- e. The expiration date of the license.
- f. Any other appropriate information which the Mayor and Council may require by resolution. (1991 Code § 133-5)

4-1.6 License Record to be Kept.

The Borough Clerk shall keep a record of all licenses issued under this section. The record shall be in a form prescribed by resolution of the Council and shall contain the same information as is required by subsection 4-1.5 to be contained in the license. It shall also indicate the amount of the fee paid for the license, the date upon which payment was received, the date of the issuance of the license, whether the license is a new license or a renewal and any other information which the Mayor and Council may require by resolution. (1991 Code § 133-6)

4-1.7 Display of License.

When the licensed activity is conducted at a fixed location or from a vehicle, the license shall be prominently displayed at the location or on the vehicle. In all other cases, the licensee shall have the license in his possession at all times and shall display it upon the request of any police officer or any person with whom he is doing business. (1991 Code § 133-7)

4-1.8 Transferability.

Except as otherwise provided, a license shall apply only to the person to whom it was issued and shall not be transferable to another person. Licenses may be transferred from place to place in cases where the licensed activity is conducted at a fixed location, but only with the approval of the Council by resolution. The general fee for the transfer of a license from place to place shall be ~~five (\$5.00)~~ ten (\$10.00) dollars. (1991 Code § 133-8)

4-1.9 Expiration; Renewal.

Except where expressly provided otherwise, all licenses shall expire on December 31 of the year of issue at 12:00 midnight. ~~Applications for the renewal of licenses shall be made not later than December 1 of the year of issue.~~ (1991 Code § 133-9)

4-1.10 Revocation of License.

a. Any license or permit issued by the Borough may be revoked by the Council after notice and a hearing for any of the following causes:

1. Fraud or misrepresentation in any application for a permit or license.
2. Fraud, misrepresentation or other dishonesty in the conduct of the licensed activity.
3. A violation of any provision of this ~~Code~~ Chapter.
4. Conviction of the licensee for any crime or offense involving moral turpitude.
5. Conduct of the licensed activity, whether by the licensee himself or his agents or employees, in an unlawful manner or in a manner that constitutes a breach of the peace or a menace to the public health, safety or general welfare.
6. Failure to permit access to the licensed premises at all reasonable times by the borough licensing officer.

b. Whenever a license is issued immediately upon an application, pending the results of the investigation provided for by this section, such license may be summarily revoked if the result of the investigation is such as would have resulted in denial of the application. (1991 Code § 133-10; Ord. No. 860 § 2)

4-1.11 Notice of Hearing.

Notice of a hearing for the revocation of a license or permit shall be given, in writing, by the Borough Clerk. The notice shall specifically set forth the grounds upon which the proposed revocation is based and the time and place of the hearing. It shall be served by mailing a copy to the licensee at his last known address by certified mail, return receipt requested, and regular mail, at least five (5) days prior to the date set for the hearing. (1991 Code § 133-11)

4-1.12 Hearing.

At the hearing the licensee shall have the right to appear and be heard, to be represented by an attorney, to present witnesses in his own behalf, to cross-examine opposing witnesses and to have a permanent record made of the proceedings at his own expense. The Council shall revoke or suspend the license if it is satisfied by a preponderance of the evidence that the licensee is guilty of the acts charged. (1991 Code § 133-12)

4-1.13 Reinstatement of Revoked or Denied Licenses.

The Council may issue another license to a person whose license has been revoked or denied as provided in this section if, after a hearing, it is satisfied by clear and convincing evidence that the acts which led to the revocation or denial will not occur again; otherwise, no person whose license has been revoked or denied nor any person acting for him, directly or indirectly, shall be issued another license to carry on the same activity. (1991 Code § 133-13)

4-1.14 Promulgation of Rules and Regulations.

The Council may, by resolution, make rules and regulations which interpret or amplify any provisions of this section or for the purpose of administering the provisions of this section or making them more effective. No regulation shall be inconsistent with or alter or amend any provision of this section, and no regulation shall impose any requirement which is in addition to or greater than the requirements that are expressly or by implication imposed by any provision of this section. (1991 Code § 133-14)

4-1.15 Violation and Penalties.

Any person convicted by the Municipal Court of the Borough of Hightstown for a violation of the provision of this section shall be subject to a fine of not more than ~~one hundred (\$100.00)~~ five hundred (\$500.00) dollars or imprisonment for a term not to exceed ninety (90) days, or both. Each day that a violation of the provisions of this section continues shall be considered as a separate offense. (1991 Code § 133-15; Ord. No. 860 § 2)

Section 4-3

SOLICITORS AND CANVASSERS*

Subsections:

4-3.1 Definitions.

4-3.2 License Required.

4-3.3 Exceptions.

4-3.4 Application.

4-3.5 Licenses.

4-3.6 Hours and Days of Activities.

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

4-3.1 Definitions.

As used in this section:

"Solicitor" shall mean a person, also known as a "canvasser," whether resident of the Borough or not, traveling either by foot, wagon, automobile, motor truck or any other type of conveyance from place to place, from house to house or from street to street, taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether or not the individual has, carries or exposes for sale a sample of the subject of the sale, with or without accepting in advance payment for the goods. The term "solicitor" shall also include any person who may be taking a poll or survey from house to house or on the streets or distributing advertisements or handbills. (1991 Code § 117-8)

4-3.2 License Required.

It shall be unlawful for any solicitor or canvasser to engage in such business within the Borough without first obtaining a license pursuant to the provisions of Section 4-1, et seq. (1991 Code § 117-9)

4-3.3 Exceptions.

This section shall not apply to any of the following persons:

- a. A person who has obtained a charitable solicitor's permit in accordance with Section 4-4.
- b. Any person distributing literature or handbills on behalf of a candidate for public office.
- c. Any veteran or volunteer fireman who holds a special license issued pursuant to N.J.S. 45:24-9. (1991 Code § 117-10)

4-3.4 Application.

In addition to the information required by subsection 4-1.2, the application for a solicitor's license shall indicate the place where the goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time the application is filed and the proposed method of delivery. (1991 Code § 117-11)

4-3.5 ~~Badges.~~ Licenses.

The Borough Clerk shall issue to each licensee ~~at the time of delivery of his license a badge~~ a license on which shall appear the words ~~"Licensed Solicitor,"~~ "Solicitor License," the period for which the license is issued and the number of the license, ~~in letters and figures easily discernible from a distance of ten (10) feet.~~ During the time such licensee is engaged in soliciting, ~~his badge shall be worn constantly and conspicuously on the front of his outer garment~~ the license shall be carried with the Solicitor and presented upon request to any Police Officer or prospective customer. (1991 Code § 117-12)

4-3.6 Hours and Days of Activities.

No soliciting or canvassing activities shall be conducted before 9:00 a.m. or later than 7:00 p.m., nor on holidays. (1991 Code § 117-13; Ord. No. 1998-2 § 1)

Section 4-11

RETAIL FOOD ESTABLISHMENTS*

Subsections:

4-11.1 License Required.

4-11.2 Investigation of Applicant.

4-11.3 Suspension or Revocation of License.

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

4-11.1 License Required.

No person shall operate a retail food establishment as defined in the Retail Food Establishment Code of New Jersey, 1965, without having first obtained a license from the Borough pursuant to the provisions of Section 4-1, et seq., and paid the required license fee pursuant to Chapter BH:IV of the Hightstown Borough Board of Health Code. (1991 Code § 105-1)

4-11.2 Investigation of Applicant.

In addition to the requirements contained in Section 4-1, et seq., each application for a license under this section shall be investigated by the Borough Health Officer, who shall report his findings, in writing, to the Mayor and Council within ~~a reasonable time~~ seven (7) business days. No license shall be issued

unless the Health Officer reports that the applicant conforms to all provisions of the Retail Food Establishment Code. (1991 Code § 105-2)

4-11.3 Suspension or Revocation of License.

In addition to the grounds for revocation set forth in subsection 4-1.10, a license issued under this section may be suspended or revoked for failure to comply with any provision of the Retail Food Establishment Code. (1991 Code § 105-3)

Section 2. Chapter 4, “General Licensing,” is hereby further amended and supplemented in order to establish a new Section 4-12 thereof, which shall be entitled “Retail Establishments,” and which shall read as follows (underline for additions, strikethroughs for deletions):

Section 4-12

RETAIL ESTABLISHMENTS*

Subsections:

4-12.1 Definitions.

4-12.2 License Required.

4-12.3 Exceptions.

4-12.4 Additional Application Requirements.

4-12.1 Definitions.

As used in this section “Retail Establishment” shall mean any business engaging in:

- a. Selling of any goods or services; or
- b. Soliciting business or offering goods or services for hire; or
- c. Using any vehicle, machine or device, or any premises in the Borough of Hightstown for business purposes

4-12.2 License Required.

It shall be unlawful for any retail establishment to engage in any business within the Borough without first obtaining a license pursuant to the provisions of Section 4-1, et seq.

4-12.3 Exceptions.

This section shall not apply to any of the following establishments:

- a. Any establishment that has obtained an annual retail food license.
- b. Any establishment that has obtained a coin-operated vending machine license (in coin-operated laundries).
- c. Home occupations that comply with the definition included in the zoning regulations of the Borough Code at Section 28-10-6 thereof.

4-12.4 Additional Application Requirements.

- a. In addition to the general requirements set forth in Section 4-1, et seq., the application for a

license for a retail establishment shall also require a written certification from the Borough's Zoning Officer confirming that the proposed use either: (1) is permitted at the proposed location by the regulations set forth in Chapter 28, "Zoning," of the Borough Code; or (2) is a permitted use pursuant to approvals granted by the Hightstown Planning Board.

4-12.5 Suspension or Revocation of License.

In addition to the grounds for revocation set forth in Subsection 4-1.10, a license issued under this Section may be suspended or revoked for failure to comply with any provision of the Retail Establishment Code.

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

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

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

Introduced:

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Ordinance 2016-20

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 3, ENTITLED “POLICE REGULATIONS,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN NEW JERSEY,” IN ORDER TO ESTABLISH A NEW SECTION THEREOF, TO BE KNOWN AS SECTION 3-19, “PROHIBITION OF SMOKING IN PARKS AND RECREATIONAL AREAS OWNED, LEASED AND/OR OPERATED BY THE BOROUGH.”

WHEREAS, pursuant to N.J.S.A. 40:48-2, the governing body of a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this State or of the United States, as it may deem necessary and proper for the good of government, order and protection of persons and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, N.J.S.A. 26:3D-63 expressly authorizes municipalities to enact strict ordinances regulating smoking; and

WHEREAS, N.J.S.A. 2C:33-13b also provides that the owner and/or operator of a public place, such as public parks and recreational areas, may prohibit smoking on such property; and

WHEREAS, the Borough Council recognizes the well-known health and safety risks posed by smoking and finds that it is within the public interest to prohibit smoking in public parks and recreation areas located within the Borough.

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

1. That Chapter 3, entitled “Police Regulations,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in order to establish a new Section thereof to be known as Section 3-19, “Prohibition of Smoking in Parks and Recreational Areas Owned, Leased and/or Operated by the Borough,” as follows:

CHAPTER 3 – POLICE REGULATIONS

3-19 Prohibition of Smoking in Parks and Recreational Areas Owned, Leased and/or Operated by the Borough.

3-19.1 Definitions. As used in this chapter, the following words shall have the following meanings:

Parks and Recreational Facilities shall include all public parks, playgrounds, ball fields, swimming pools, gardens, plazas publicly owned or leased by the Borough of Hightstown and all property owned and/or leased by the Borough of Hightstown upon which the public is invited or upon which the public is permitted and where individuals gather for recreational activities.

Smoking shall mean the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be lighted and smoked.

3-19.2 Prohibition of smoking in public places.

a. Parks and Recreational Facilities. Smoking shall be prohibited in public parks and recreation facilities owned and/or leased by the Borough of Hightstown and property owned or leased by the Borough of Hightstown upon which the public is invited or upon which the public is permitted and where individuals gather for recreational activities which has been designated with no-smoking signs. Areas designated as smoke free recreational parks shall include:

1. Association Park;
2. Dawes Park;
3. Memorial Park;
4. Rocky Brook Park; and
5. Roger G. Cook Greenway.

b. Municipal Vehicles. Smoking shall be prohibited in any vehicle registered to the Borough of Hightstown.

3-19.3 Signage Required.

A sign shall be clearly, sufficiently and conspicuously posted at every property where smoking is prohibited by this Ordinance. The sign(s) shall state "Smoke Free Zone" or "This Public Property is 100% Smoke Free" or substantially similar language and may contain the international no smoking sign or symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a diagonal red line through its cross section). All signs shall be clearly visible to the public and shall contain letters or a symbol which contrasts in color with the sign, indicating that smoking is prohibited in the designated area. The sign shall also indicate that violators are subject to a fine.

3-19.4 Enforcement

The Business Administrator, police officer, health officer or other public employee engaged in the execution or enforcement of this Section, or any other citizen, may

enforce this Ordinance and sign a complaint against any individual for violation of the provisions of this Section.

3-19.5 Violations and penalties.

For violation of the provisions of this Section, the minimum penalty upon conviction shall be a fine of not less than One Hundred Dollars (\$100.00) and not more than Two Hundred Dollars (\$200.00) and/or imprisonment in the County Jail or other method of detention for a term not to exceed thirty (30) days.

2. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.
3. That in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.
4. That this Ordinance shall take effect following final passage and publication in accordance with the law.

Introduced:

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Resolution 2016-163

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 \$1,801,340.61 from the following accounts:

Current		\$1,668,491.52
W/S Operating		84,968.86
General Capital		11,381.50
Water/Sewer Capital		14,518.00
Grant		1,461.55
Trust		8,390.27
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		4,758.91
Escrow		<u>7,370.00</u>
Total		<u>\$1,801,340.61</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 September 6, 2016

 Margaret M. Riggio
 Deputy Borough Clerk

Date: September 6, 2016

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
State of NJ Dept of Treasury	8/15/2016	16-01256	1333	\$50,844.00
East Windsor Regional School	8/15/2016	16-01313	1334	\$828,152.60
County of Mercer County Tax	8/16/2016	16-01314	1335	\$707,761.83
Hights Realty LLC	8/30/2016	16-01343	25245	\$773.59
E Z Pass	8/30/2016	16-01231	25244	\$100.00
				<hr/>
			TOTAL	<u><u>\$1,587,632.02</u></u>
<u>WATER AND SEWER OPERATING ACCOUNT</u>				
State of NJ Dept of Treasury	8/15/2016	16-01256	1271	\$13,150.82
J.P.Morgan Chase Bank	8/30/2016	16-01357	1272	\$28,312.50
				<hr/>
			TOTAL	<u><u>\$41,463.32</u></u>
<u>TRUST ACCOUNT</u>				
NJ Dept of Transportation	8/11/2016	16-01311	6427	\$50.00
				<hr/>
			TOTAL	<u><u>\$50.00</u></u>
<u>GENERAL CAPITAL</u>				
				<hr/>
			TOTAL	<u><u>\$0.00</u></u>
<u>WATER AND SEWER CAPITAL</u>				
				<hr/>
			TOTAL	<u><u>\$0.00</u></u>
			MANUAL TOTAL	<u><u>\$1,629,145.34</u></u>

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
A0064 ACCURATE LANGUAGE SERVICES												
	16-01320	08/11/16	INTERPRETER SERVICES 7/20/16									
	1		INTERPRETER SERVICES 7/20/16	285.00	6-01-20-176-000-111	B Interpretor/Outside Help	R	08/11/16	09/01/16		7/20/16 16-9092	N
	Vendor Total:			285.00								
A0107 ANSELL GRIMM & ARRON, PC												
	16-01392	08/25/16	JULY INVOICES									
	1		GENERAL FILE 284824	1,134.00	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284824	N
	2		ORDINANCES 284825	81.00	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284825	N
	3		ENGINEERING MATTERS 284826	216.00	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284826	N
	4		MEETINGS 284827	472.50	6-01-20-155-001-029	B Attendance at Council Meetings	R	08/25/16	08/31/16		284827	N
	5		LITIGATION 284828	175.50	6-01-20-155-001-029	B Attendance at Council Meetings	R	08/25/16	08/31/16		284828	N
	6		OPR ISSUES 284829	67.50	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284829	N
	7		BOROHALL/IRENE RECOVERY ISSUES	27.00	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284830	N
	8		SHARED SVC AGREEMENTS 284831	67.50	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284831	N
	9		LITIGATION 284832	94.50	6-01-20-155-001-033	B Litigation	R	08/25/16	08/31/16		284832	N
	10		REDEVELOPMENT BANK ST 284833	763.63	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284833	N
	11		AFFORDABLE HOUSING 284834	931.50	6-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	08/25/16	08/31/16		284834	N
	Vendor Total:			4,030.63								
A0054 AQUA PRO-TECH LABORATORIES												
	16-00895	06/01/16	INV #6040084M									
	1		INV #6040084M	1,303.00	6-09-55-501-002-532	B Outside Lab Testing	R	06/01/16	08/31/16		6040084M	N
	16-01332	08/17/16	INVOICE #6070074M									
	1		6070074-01 AMMONIA	32.00	6-09-55-501-002-532	B Outside Lab Testing	R	08/17/16	09/01/16		6070074M	N
	2		6070074-02 OIL & GREASE	32.00	6-09-55-501-002-532	B Outside Lab Testing	R	08/17/16	09/01/16		6070074	N
	3		6070074-03 VO+15	150.00	6-09-55-501-002-532	B Outside Lab Testing	R	08/17/16	09/01/16		6070074M	N
	4		6070074-04 ECOLI	60.00	6-09-55-501-002-532	B Outside Lab Testing	R	08/17/16	09/01/16		6070074M	N
	5		6070173-01 AMMONIA	32.00	6-09-55-501-002-532	B Outside Lab Testing	R	08/17/16	09/01/16		6070074M	N
	6		6070173-02 ECOLI	60.00	6-09-55-501-002-532	B Outside Lab Testing	R	08/17/16	09/01/16		6070074M	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0054 AQUA PRO-TECH LABORATORIES Continued											
	16-01332	08/17/16	INVOICE #6070074M	Continued							
	7	6070252-01	ECOLI	60.00	6-09-55-501-002-532	R	08/17/16	09/01/16		6070074M	N
	8	6070344-01	AMMONIA	32.00	6-09-55-501-002-532	R	08/17/16	09/01/16		6070074M	N
	9	6070344-02	ECOLI	60.00	6-09-55-501-002-532	R	08/17/16	09/01/16		6070074M	N
	10	6070453-01	ECOLI	60.00	6-09-55-501-002-532	R	08/17/16	09/01/16		6070074M	N
				<u>578.00</u>							
	Vendor Total:			1,881.00							
ATTWI005 AT&T WIRELESS											
	16-01390	08/25/16	287258726345 7/13-8/12								
	1	287258726345	7/13-8/12 HPD	368.03	6-01-31-440-001-090	R	08/25/16	08/31/16		287258726345	N
	2	287258726345	7/13-8/12 AWWTP	87.88	6-09-55-501-003-550	R	08/25/16	08/31/16		287258726345	N
	3	287258726345	7/13-8/12 WTP	124.00	6-09-55-501-003-548	R	08/25/16	08/31/16		287258726345	N
	4	287258726345	7/13-8/12 DPW	196.42	6-01-31-440-001-079	R	08/25/16	08/31/16		287258726345	N
				<u>776.33</u>							
	Vendor Total:			776.33							
A0454 ATLANTIC TOMORROW'S OFFICE											
	16-01212	07/27/16	QUARTERLY COPY FEES								
	1	QUARTERLY COPY FEES		495.51	6-01-25-240-001-029	R	07/27/16	08/31/16			N
	Vendor Total:			495.51							
H0006 BARBARA HARRINGTON											
	16-01319	08/11/16	REIMBURSEMENT FOSTERING SUPPLY								
	1	REIMBURSEMENT FOSTERING SUPPLY		231.07	T-12-56-286-000-861	R	08/11/16	08/31/16		REIMBURSEMENT	N
	Vendor Total:			231.07							
BLOCK005 BLOCK LINE SYSTEMS, LLC (LSI)											
	16-01312	08/11/16	INVOICE 77943160815								
	1	INVOICE 77943160815		1,000.91	6-01-31-440-001-085	R	08/11/16	08/31/16		77943160815	N
	Vendor Total:			1,000.91							

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
BRIAN005 BRIANNA RAPP												
	16-01346	08/23/16	ASST DIRECTOR 6/27-7/31/16									
	1	ASST DIRECTOR 6/27-7/31/16	500.00	T-12-56-286-000-885	B PARKS & RECS/SHAKESPEARE IN THE PARK	R	08/23/16	08/31/16		6/27-7/31/16		N
	Vendor Total:		500.00									
B0921 BRITTON INDUSTRIES, INC												
	16-01077	07/06/16	JUNE 2016 INVOICES									
	1	INV. 0045399 - YD WASTE DISP	34.50	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0045399		N
	2	INV. 0045310 - YD WASTE DISP	82.25	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0045310		N
	3	INV. 0047101 - YD WASTE DISP	108.75	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0047101		N
	4	INV. 0049531- YD WASTE DISP	173.75	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0049531		N
	5	INV. 0051703- YD WASTE DISP	75.00	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0051703		N
	6	INV. 0053946- YD WASTE DISP	81.25	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0053946		N
	7	INV. 0050529 - YD WASTE DISP	22.25	6-01-26-311-001-168	B Yardwaste	R	07/06/16	08/31/16		0050529		N
	Vendor Total:		577.75									
C0067 CENTRAL JERSEY POWER												
	16-01272	08/04/16	CABLE TWIST									
	1	INV. 1067857 - CABLE TWIST	56.95	6-01-26-290-001-127	B Street Repair & Maintenance	R	08/04/16	08/31/16		1067857		N
	Vendor Total:		56.95									
C0742 CHARLES SOLANA & SONS												
	16-00699	04/26/16	CERTIFICATION-FLOW HOODS									
	1	CERTIFICATION OF LAMINAR FLOW	85.00	6-09-55-501-002-518	B Service Contracts - AWWTP	R	04/26/16	08/31/16		185017		N
	Vendor Total:		85.00									
C0023 COMCAST												
	16-01249	08/03/16	8499052430036659 DATED 7/24/16									
	1	8499052430036659 DATED 7/24/16	109.85	6-01-20-140-001-060	B Internet Services and Web Services	R	08/03/16	08/31/16		849905243003665		N
	16-01261	08/04/16	8499052440157826 DATED 7/17/16									
	1	8499052440157826 DATED 7/17/16	125.90	6-09-55-501-002-545	B Internet Services	R	08/04/16	08/31/16		849905244015782		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
C0023 COMCAST Continued												
	16-01353	08/23/16	8499052440157826 DATED 8/17/16									
	1		8499052440157826 DATED 8/17/16	125.90	6-09-55-501-002-545	B Internet Services	R	08/23/16	08/31/16		849905244015782	N
	16-01419	08/29/16	8499052430036659 8/24/16									
	1		8499052430036659 8/24/16	109.85	6-01-20-140-001-060	B Internet Services and Web Services	R	08/29/16	08/31/16		849905243003665	N
	Vendor Total:			471.50								
COMCA005 COMCAST BUSINESS												
	16-01352	08/23/16	930909813 DATED 8/15/16									
	1		930909813 DATED 8/15/16	195.30	6-01-25-240-001-094	B COMPUTER/SERVICE & SUPPORT	R	08/23/16	08/31/16		930909813	N
	Vendor Total:			195.30								
C0087 CUSTOM BANDAG, INC												
	16-01316	08/11/16	HPD ELECTRIC JULY, 2016									
	1		HPD ELECTRIC 7/6-8/3/16	911.73	6-01-31-430-001-071	B Electric-Borough Hall	R	08/11/16	08/31/16		JULY ELEC	N
	Vendor Total:			911.73								
D0045 DONALDSON FILTRATION SOLUTIONS												
	16-01156	07/21/16	PANEL FILTERS									
	1		P511382-016-147 - 24 X 24 X 4	192.00	6-09-55-501-001-503	B Water Plant Maintenance	R	07/21/16	08/31/16		2088874	N
	2		APPROXIMATE SHIPPING	32.84	6-09-55-501-001-503	B Water Plant Maintenance	R	07/21/16	08/31/16		2088874	N
				224.84								
	Vendor Total:			224.84								
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN												
	16-01340	08/22/16	CLINIC 8/15/16									
	1		CLINIC 8/15/16	330.00	6-01-27-330-001-031	B Contract-Professional Serv.(B)	R	08/22/16	08/31/16		8/15/16	N
	Vendor Total:			330.00								

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
E0576 EAST WINDSOR REGIONAL SCHOOL											
	16-01354	08/23/16	INV 1617HB0001 DATED 8/22/16								
	1	INV 1617HB0001 DATED 8/22/16	1,930.90	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/23/16	08/31/16		1617HB0001	N
	Vendor Total:		1,930.90								
E0417 ENVIRONMENTAL EXPRESS											
	16-00958	06/15/16	QUOTE #10390064								
	1	ITEM#A045H0474 MEMBRANE FILTER	45.14	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/15/16	09/01/16		1000425254	N
	2	ITEM #800101 PETRI DISH W/PAD	45.00	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/15/16	09/01/16		1000425254	N
	3	ITEM #B0015 COD VIALS	113.93	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/15/16	09/01/16		1000425213	N
	4	ITEM #85055MM FILTER PAPER	37.50	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/15/16	09/01/16		1000425254	N
	5	FREIGHT	11.30	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/15/16	09/01/16		1000425254	N
	6	ADD'L SHIPPING	10.19	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/31/16	09/01/16		1000425213	N
			<u>263.06</u>								
	Vendor Total:		263.06								
B0966 ERB'S GARAGE INC											
	16-01265	08/04/16	REPAIR TO F-800 AND PETERBILT								
	1	INV. 9580 - ADJUST BRAKES ON	55.00	6-01-26-315-001-132	B Vehicle Maint. - Public Works	R	08/04/16	08/31/16		9580	N
	2	INV. 9805 - BRAKES ON PETERBILT	745.85	6-01-26-315-001-132	B Vehicle Maint. - Public Works	R	08/04/16	08/31/16		9805	N
			<u>800.85</u>								
	Vendor Total:		800.85								
Q0176 EUROFINS QC, INC											
	16-01374	08/23/16	JUL/AUG 2016 WATER ANALYSIS								
	1	INV. 1809979 - WATER ANALYSIS	99.50	6-09-55-501-001-532	B Outside Testing/Labs	R	08/23/16	08/31/16		1809979	N
	2	INV. 1809944 - WATER ANALYSIS	137.00	6-09-55-501-001-532	B Outside Testing/Labs	R	08/23/16	08/31/16		1809944	N
	3	INV. 1809562 - WATER ANALYSIS	481.00	6-09-55-501-001-532	B Outside Testing/Labs	R	08/23/16	08/31/16		1809562	N
			<u>717.50</u>								
	Vendor Total:		717.50								
EVOQU005 EVOQUA WATER TECHNOLOGIES											
	16-01222	08/02/16	TERTIARY FILTER								
	1	DRIVE WHEELS FOR TERTIARY	390.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/02/16	08/31/16		902726565	N

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EVOQU005 EVOQUA WATER TECHNOLOGIES												
	16-01222	08/02/16	TERTIARY FILTER	Continued								
	2		SHIPPING	30.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/29/16	08/31/16		1062731	N
				420.00								
Vendor Total: 2,635.52												
F0135 FBI NATIONAL ACADEMY ASSOC.												
	16-01309	08/09/16	CONFERENCE - GENDRON & MILLER									
	1		CONFERENCE - GENDRON & MILLER	500.00	6-01-25-240-001-041	B Conferences & Meetings	R	08/09/16	08/31/16		CONFERENCE	N
Vendor Total: 500.00												
F1181 FOX WELDING SERVICE												
	16-01331	08/17/16	SECONDARY CLARIFIER									
	1		WELD 2 ANGLE IRON BRACKETS FOR	85.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/17/16	08/31/16			N
Vendor Total: 85.00												
F1183 FRANK GENDRON												
	16-01367	08/23/16	REIMBURSEMENT - GENDRON									
	1		REIMBURSEMENT - GENDRON	91.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	08/23/16	08/31/16		REIMBURSEMENT	N
	16-01388	08/23/16	GENDRON - REIMBURSEMENT									
	1		GENDRON - REIMBURSEMENT	393.99	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	08/23/16	08/31/16			N
	2		GENDRON - REIMBURSEMENT	235.72	6-01-25-240-001-042	B Education & Training	R	08/23/16	08/31/16			N
				629.71								
Vendor Total: 720.71												
G0181 FRANKLIN-GRIFFITH, LLC												
	16-01375	08/23/16	LIGHT BULBS FOR FH									
	1		INV. S1832117.001 - LIGHT BULB	8.17	6-01-26-310-001-024	B Building Maintenance	R	08/23/16	08/31/16		S1832117-001	N

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G0181 FRANKLIN-GRIFFITH, LLC Continued												
	16-01375	08/23/16	LIGHT BULBS FOR FH	Continued								
	2	INV. S1832117.001 - SUBTRACT		0.53	6-01-26-310-001-024	B Building Maintenance	R	08/23/16	08/31/16		S1832117-001	N
				7.64								
	16-01417	08/29/16	s1840946.001 SYL MP70 LAMP									
	1	S1840946.001 SYL MP70 LAMP		23.79	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/29/16	09/01/16		S1840946.001	N
		Vendor Total:		31.43								
G1043 GAYLE CORPORATION												
	16-01160	07/21/16	LIME PUMP DIAPHRAM									
	1	ITEM 260963H - LIME PUMP		886.70	6-09-55-501-001-503	B Water Plant Maintenance	R	07/21/16	08/31/16		15370	N
	2	FREIGHT		16.97	6-09-55-501-001-503	B Water Plant Maintenance	R	08/31/16	08/31/16		15370	N
				903.67								
		Vendor Total:		903.67								
GENER010 GENERAL DYNAMICS ORDANCE &												
	16-01213	07/27/16	TRAINING - DOELL									
	1	TRAINING - DOELL		595.00	6-01-25-240-001-042	B Education & Training	R	07/27/16	08/31/16		50001064	N
		Vendor Total:		595.00								
G0171 GEORGE E. CONLEY ELECTRIC												
	16-01298	08/09/16	REPAIR TO STREET LIGHTS									
	1	INV. 23298 - REPAIR TO STREET		390.00	6-01-26-290-001-127	B Street Repair & Maintenance	R	08/09/16	08/31/16		23298	N
		Vendor Total:		390.00								
G0185 GRAINGER, INC.												
	16-01228	08/02/16	A/S WASTING TANKS									
	1	ASCO 5JC42 2 WAY EXPLOSION		718.30	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/02/16	08/31/16		9183126144	N
	16-01274	08/04/16	12 V BATTERY									
	1	ITEM #5EFH6 12V BATTERY		207.78	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/04/16	08/31/16		9193003531	N

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G0185 GRAINGER, INC. Continued											
	16-01301	08/09/16	QUOTE #1268448353								
	1	ITEM #0120822-E		133.76	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/09/16	08/31/16	9199072886	N
	2	ITEM #BL93NC487 BATTERY FOR		119.88	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/09/16	08/31/16	9199072886	N
				253.64							
		Vendor Total:		1,179.72							
H 85 HACH CO.											
	16-01330	08/17/16	QUOTE #100182546v1								
	1	ITEM #5812711 REPLACEMENT		77.91	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/17/16	08/31/16		N
	2	ITEM #20356 SULFURIC ACID		39.44	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/17/16	08/31/16		N
	3	ITEM #2283456 PH 4 BUFFER		87.60	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/17/16	08/31/16		N
	4	ITEM #2283556 PH 7 BUFFER		87.60	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/17/16	08/31/16		N
	5	ITEM #2283656 PH 10 BUFFER		87.60	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/17/16	08/31/16		N
				380.15							
		Vendor Total:		380.15							
H0048 HIGHTS REALTY LLC											
	16-01315	08/11/16	AUGUST RENT FOR HPD 413 MERCER								
	1	AUGUST RENT FOR HPD 415 MERCER		3,914.68	6-01-26-310-001-025	B Building Rental	R	08/11/16	08/31/16	AUGUST	N
	16-01341	08/22/16	SEPTEMBER RENT FOR 415 MERCER								
	1	SEPTEMBER RENT FOR 415 MERCER		3,914.68	6-01-26-310-001-025	B Building Rental	R	08/22/16	08/31/16	SEPTEMBER RENT	N
		Vendor Total:		7,829.36							
H1100 HOME DEPOT CREDIT SERVICES											
	16-01264	08/04/16	JULY/AUGUST 2016 INVOICES								
	1	NV. 5020752 - ROUNDUP/WEED		56.40	6-09-55-501-001-503	B Water Plant Maintenance	R	08/04/16	08/31/16	5020752	N
	2	INV. 4020824 - FLASH CEMENT		13.97	6-01-26-310-001-024	B Building Maintenance	R	08/04/16	08/31/16	4020824	N
	3	INV. 3034970 - ELECTRICAL		32.53	6-01-26-310-001-024	B Building Maintenance	R	08/04/16	08/31/16	3034970	N
	4	INV. 9021010 - SAKRETE		41.50	6-01-26-290-001-127	B Street Repair & Maintenance	R	08/04/16	08/31/16	9021010	N
	5	INV. 9050931 - PAINT/BATTERIES		37.45	6-01-26-310-001-024	B Building Maintenance	R	08/04/16	08/31/16	9050931	N
	6	INV. 7021132 - SOLVENT/TOOLS/		25.68	6-09-55-501-001-503	B Water Plant Maintenance	R	08/04/16	08/31/16	7021132	N
	7	INV. 6044003 - PAINT SUPPLIES		119.47	6-09-55-501-001-503	B Water Plant Maintenance	R	08/04/16	08/31/16	6044003	N
	8	INV. 1044583 - SANDING BELT		19.94	6-01-28-369-001-141	B Parks & Playgrd Maintenance	R	08/04/16	08/31/16	1044583	N

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H1100 HOME DEPOT CREDIT SERVICES Continued											
	16-01264	08/04/16	JULY/AUGUST 2016 INVOICES		Continued						
	9 INV.	4021659	- ROOFING SUPPLY	<u>153.91</u>	6-01-28-369-001-141	B Parks & Playgrd Maintenance	R	08/04/16	08/31/16	4021659	N
				500.85							
	16-01305	08/09/16	SHELVING FOR HPD								
	1		SHELVING FOR HPD	124.82	6-01-25-240-001-199	B Miscellaneous	R	08/09/16	08/31/16	3031878	N
			Vendor Total:	625.67							
JAMIE005 JAMIE C. SIERZPUTOWSKA											
	16-01245	08/03/16	MILEAGE REIMBURSEMENT- 6/30/16								
	1		MILEAGE REIMBURSEMENT- 6/30/16	505.44	6-01-27-330-001-045	B Mileage/Travel	R	08/03/16	08/31/16	MLG 4/1 - 6/30	N
			Vendor Total:	505.44							
J0257 JCP&L											
	16-01290	08/08/16	MASTER ACCT 200000055315 JULY								
	1		100009294701 WESTERLEA AVE	19.68	6-09-55-501-001-504	B Electricity	R	08/08/16	08/31/16	100009294701	N
	2		100010292454 155 1ST AVE	0.00	6-09-55-501-001-504	B Electricity	R	08/08/16	08/31/16	100010292454	N
	3		100012445746 BANK STREET	<u>4,543.21</u>	6-09-55-501-001-504	B Electricity	R	08/08/16	08/31/16	100012445746	N
				4,562.89							
	16-01349	08/23/16	VARIOUS ELECTRIC ACCOUNTS								
	1		100068401122 8-09-16	33.97	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100068401122	N
	2		100077953188 BANK ST PARK	4.12	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100077953188	N
	3		100100104247 MAIN ST 8-8-16	143.70	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100100104247	N
	4		100051508677 MAIN ST 8-10-16	181.10	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100051508677	N
	5		100029000310 156 BANK 8-10-16	746.14	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100029000310	N
	6		100079096689 GRANT ST PARK	3.12	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100079096689	N
	7		100051508750 STOCKTON ST	194.22	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100051508750	N
	8		100072968868 ROGERS&MERCER STS	<u>80.02</u>	6-01-31-430-001-071	B Electric-Borough Hall	R	08/23/16	08/31/16	100072968868	N
				1,386.39							
	16-01356	08/23/16	EMS ELECTRIC JUNE AND JULY								
	1		100012445936 7-6-16 EMS	486.37	6-01-25-260-001-074	B Electric	R	08/23/16	08/31/16	100012445936	N

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J0257 JCP&L Continued												
	16-01356	08/23/16	EMS ELECTRIC JUNE AND JULY		Continued							
	2	100012445936	8-6-16 EMS	845.70	6-01-25-260-001-074	B Electric	R	08/23/16	08/31/16		100012445936	N
				<u>1,332.07</u>								
16-01420 08/29/16 MASTER ACCT 200000055364 AUG												
	1	100008438010	125 S MAIN ST	13.31	6-01-31-430-001-071	B Electric-Borough Hall	R	08/29/16	08/31/16		100008438010	N
	2	100008438283	MAIN/STOCKTON TL	47.15	6-01-31-430-001-071	B Electric-Borough Hall	R	08/29/16	08/31/16		100008438283	N
	3	100008482018	RT 33/MAXWELL AVE	28.14	6-01-31-430-001-071	B Electric-Borough Hall	R	08/29/16	08/31/16		100008482018	N
	4	FRANKLIN/MAIN TL	100010898904	29.66	6-01-31-430-001-071	B Electric-Borough Hall	R	08/29/16	08/31/16		100010898904	N
	5	148 N MAIN	100012487714	499.57	6-01-31-430-001-071	B Electric-Borough Hall	R	08/29/16	08/31/16		100012487714	N
	6	100012487862	HFD 148 N MAIN ST	1,556.47	6-01-31-430-001-071	B Electric-Borough Hall	R	08/29/16	08/31/16		100012487862	N
	7	100012529457	AWWTP EQUIP OUTLE	81.24	6-09-55-501-002-504	B Electricity	R	08/29/16	08/31/16		100012529457	N
				<u>2,255.54</u>								
			Vendor Total:	9,536.89								
J0258 JCP&L (STREET LIGHTING)												
	16-01350	08/23/16	VARIOUS ELECTRIC BILLS									
	1	100081608240	8-09-16	45.33	6-09-55-501-001-504	B Electricity	R	08/23/16	08/31/16		100081608240	N
	2	100086395041	8-10-16	33.21	6-01-31-435-001-075	B Street Lighting	R	08/23/16	08/31/16		100086395041	N
	3	100011415724		396.61	6-01-31-435-001-075	B Street Lighting	R	08/23/16	08/31/16		100011415724	N
	4	100011415765	8-17-16	1,671.62	6-01-31-435-001-075	B Street Lighting	R	08/23/16	08/31/16		100011415765	N
				<u>2,146.77</u>								
			Vendor Total:	2,146.77								
J0069 JERSEY ELEVATOR SERVICE												
	16-01296	08/09/16	AUGUST 2016 CONTRACTUAL SERV.									
	1	INV. 173609		167.33	6-01-26-310-001-029	B Maintenance Contracts	R	08/09/16	08/31/16		173609	N
			Vendor Total:	167.33								
J0382 JOHNNY ON THE SPOT INC												
	16-01062	07/05/16	6/24-7/21 DAWES PARK RESTROOM									
	1	6/24-7/21	DAWES PARK RESTROOM	229.00	6-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	07/05/16	08/31/16		0000183681	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
J0382 JOHNNY ON THE SPOT INC Continued											
	16-01062	07/05/16	6/24-7/21 DAWES PARK RESTROOM	Continued							
	2		28 DAY DAMAGE WAIVER	19.90	6-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	07/05/16	08/31/16	0000183681	N
				248.90							
			Vendor Total:	248.90							
J0381 JOHNSON & TOWERS											
	16-01292	08/08/16	INV 0809108 DATED 8/3/16								
	1		INV 0809108 DATED 8/3/16	461.29	6-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	08/08/16	08/31/16	0809108	N
			Vendor Total:	461.29							
JONAT005 JONATHAN MARTIN											
	16-01344	08/23/16	ELEMENTARY CAMP STIPENDS								
	1		ELEMENTARY CAMP STIPENDS	400.00	T-12-56-286-000-885	B PARKS & RECS/SHAKESPEARE IN THE PARK	R	08/23/16	08/31/16	8/1-12/16	N
	2		ELEMENTARY CAMP STIPENDS	200.00	T-12-56-286-000-885	B PARKS & RECS/SHAKESPEARE IN THE PARK	R	08/23/16	08/31/16	8/1-12/16	N
				600.00							
			Vendor Total:	600.00							
KERRI005 KERRIE PETERSON											
	16-01347	08/23/16	EXEC DIRECTOR 6/27-8/12/16								
	1		EXEC DIRECTOR 6/27-8/12/16	1,500.00	T-12-56-286-000-885	B PARKS & RECS/SHAKESPEARE IN THE PARK	R	08/23/16	08/31/16	EXEC DIRECTOR	N
			Vendor Total:	1,500.00							
K0346 KEYSTONE PROTECTION CO.											
	16-01115	07/11/16	SPRINKLER SYSTEM INSPECTION								
	1		SPRINKLER SYSTEM INSPECTION	283.00	6-01-25-260-001-024	B Building Maintenance	R	07/11/16	08/31/16	164128	N
			Vendor Total:	283.00							
L0205 LANGUAGE LINE SERVICES											
	16-01203	07/25/16	INTERPRETER SERVICES - JUNE,16								
	1		INTERPRETER SERVICES - JUNE,16	55.22	6-01-20-176-000-111	B Interpretor/Outside Help	R	07/25/16	08/31/16	3859877	N
			Vendor Total:	55.22							

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MARYK005 MARY KENNEDY												
	16-01431	08/31/16	COURT SESSION 8-24-16									
	1		COURT SESSION 8-24-16	90.00	6-01-20-176-000-114	B Court Assistance	R	08/31/16	09/01/16		8/24/16	N
			Vendor Total:	90.00								
M0180 MCMASTER-CARR												
	16-01308	08/09/16	TIMER RELAY/SOCKET/SWITCH									
	1		INV. 72880829 - TIMER RELAY/	131.75	6-09-55-501-001-503	B Water Plant Maintenance	R	08/09/16	08/31/16		72880829	N
	16-01384	08/23/16	MISC PLANT SUPPLY									
	1		ITEM #47865K45 1" VALVE FXM	72.27	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/16	08/31/16		76444827	N
	2		ITEM #2410K13 URETHANE SPIDER	26.56	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/16	08/31/16		75079748	N
	3		SHPPING	4.79	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/16	08/31/16		75079748	N
	4		SHPPING	5.57	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/29/16	08/31/16		76444827	N
				109.19								
			Vendor Total:	240.94								
M0270 MERCER COUNTY PROSECUTOR												
	16-01236	08/02/16	TRAINING - MILLER									
	1		TRAINING - MILLER	200.00	6-01-25-240-001-042	B Education & Training	R	08/02/16	08/31/16		MILLER TRAINING N	
			Vendor Total:	200.00								
M0536 MGL PRINTING SOLUTIONS												
	16-00786	05/10/16	PRINTED PURCHASE ORDERS 137757									
	1		PRINTED PURCHASE ORDERS 137757	545.49	6-01-20-125-001-036	B Office Supplies	R	05/10/16	08/31/16		137757	N
	2		PRINTED PURCHASE ORDERS 137757	198.39	6-09-55-501-001-509	B Office Supplies/Downtown	R	05/10/16	08/31/16		137757	N
	3		PRINTED PURCHASE ORDERS 137757	417.12	6-09-55-501-001-509	B Office Supplies/Downtown	R	05/10/16	08/31/16		137757	N
	4		SHIPPING AND HANDLING	46.00	6-09-55-501-002-509	B Office Supplies - Admin.	R	05/10/16	08/31/16		137757	N
	5		SHIPPING AND HANDLING	46.00	6-01-20-125-001-036	B Office Supplies	R	05/10/16	08/31/16		137757	N
				1,253.00								
	16-01342	08/22/16	CURRENT ACCOUNT CHECKS									
	1		CURRENT ACCOUNT CHECKS	250.00	6-01-20-125-001-023	B Printing & Stationary	R	08/22/16	08/31/16		139816	N
	2		CURRENT ACCOUNT CHECKS	245.00	6-09-55-501-002-509	B Office Supplies - Admin.	R	08/22/16	08/31/16		139816	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
M0536 MGL PRINTING SOLUTIONS Continued												
	16-01342	08/22/16	CURRENT ACCOUNT CHECKS	Continued								
	3		CURRENT ACCOUNT CHECKS	30.00	6-09-55-501-001-509	B	Office Supplies/Downtown	R	08/22/16	08/31/16	139816	N
				525.00								
			Vendor Total:	1,778.00								
M1111 MONIKA PATEL												
	16-01428	08/31/16	MILEAGE - TAX COLLECTOR EXAM									
	1		MILEAGE - TAX COLLECTOR EXAM	15.12	6-01-20-145-001-045	B	MILEAGE	R	08/31/16	09/01/16	TAX COLL EXAM	N
	2		APPLICATION FEE	25.00	6-01-20-145-001-045	B	MILEAGE	R	08/31/16	09/01/16	TAX COLL EXAM	N
	3		PARKING REIMBURSEMENT	10.00	6-01-20-145-001-045	B	MILEAGE	R	08/31/16	09/01/16	TAX COLL EXAM	N
				50.12								
			Vendor Total:	50.12								
M0127 MONMOUTH COUNTY												
	16-01304	08/09/16	JULY 2016 ROOSEVELT TIPPING									
	1		JULY 2016 ROOSEVELT TIPPING	2,188.04	6-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	08/09/16	08/31/16	JULY 2016	N
			Vendor Total:	2,188.04								
S0244 N.J. STATE DEPT OF LABOR												
	16-01442	09/01/16	2ND QTR UNEMPLOYMENT CHARGES									
	1		2ND QTR UNEMPLOYMENT CHARGES	4,758.91	T-16-56-286-000-833	B	RESERVE-UNEMPLOYMENT TRUST	R	09/01/16	09/01/16	0216000721 2QTR	N
			Vendor Total:	4,758.91								
NORTH005 NORTH AMER. PIPELINE SVCS, LLC												
	16-00594	04/08/16	1ST AVE 8 HR JET VAC/CCTV SEWR									
	1		ESTIMATE #782 DATED 4/7/16	2,900.00	6-09-55-501-002-537	B	Sewer Main Cleaning & Testing	R	04/08/16	08/31/16	1035	N
			Vendor Total:	2,900.00								
00019 O'BRIEN CONSULTING SERVICES												
	16-01177	07/21/16	MONTHY IT RATE - JUNE 2016									
	1		MONTHY IT RATE - JUNE 2016	900.00	6-01-25-240-001-029	B	Maint. Contracts - Other	R	07/21/16	08/31/16	16-4118	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
00019 O'BRIEN CONSULTING SERVICES Continued												
	16-01198	07/25/16	PROFESSIONAL SERVICES MAY,2016									
	1		PROFESSIONAL SERVICES MAY,2016	812.50	6-01-25-250-001-094	B Computer/Service & Support	R	07/25/16	08/31/16		16-4153	N
	Vendor Total:			1,712.50								
A0300 ONE CALL SYSTEMS, INC.												
	16-01266	08/04/16	JULY 2016 ONE CALL MESSAGES									
	1		INV. 6075084 - JULY 2016 ONE	21.25	6-09-55-501-001-535	B Hydrants and Line Repair	R	08/04/16	08/31/16		6075084	N
	Vendor Total:			21.25								
P0088 PARKER MCCAY, P.A.												
	16-01391	08/25/16	3005313 AND 3005314									
	1		3005313	494.90	6-01-20-155-001-031	B Labor,Personnel & Union Council	R	08/25/16	08/31/16		3005313	N
	2		3005314	<u>1,606.64</u>	6-01-20-155-001-031	B Labor,Personnel & Union Council	R	08/25/16	08/31/16		3005314	N
				2,101.54								
	Vendor Total:			2,101.54								
P0869 PHILIP ESPOSITO												
	16-01328	08/17/16	REIMBURSEMENT - ESPOSITO									
	1		REIMBURSEMENT - ESPOSITO	124.99	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	08/17/16	08/31/16			N
	Vendor Total:			124.99								
P0044 PSE&G												
	16-01394	08/25/16	GAS EMS, HFD, BORO HALL									
	1		6550326206 EMD GAS JULY	15.90	6-01-25-260-001-073	B Natural Gas Heat	R	08/25/16	08/31/16		6550326206	N
	2		HFD GAS JULY 6675946706	16.97	6-01-31-446-001-143	B Gas/Heat - Fire House	R	08/25/16	08/31/16		6675946706	N
	3		BORO HALL GAS JULY 6687890808	<u>19.59</u>	6-01-31-446-001-070	B Gas Heat - Borough Hall	R	08/25/16	08/31/16		6687890808	N
				52.46								
	16-01395	08/25/16	1ST AVE WATER TOWER 6503987809									
	1		1ST AVE WATER TOWER 6503987809	11.75	6-09-55-501-001-505	B Gas Service	R	08/25/16	08/31/16		6503987609	N
	16-01398	08/25/16	VARIOUS GAS BILLS JULY									
	1		6579810904 148 N MAIN #R	32.21	6-01-31-446-001-070	B Gas Heat - Borough Hall	R	08/25/16	08/31/16		6579810904	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0044 PSE&G Continued											
	16-01398	08/25/16	VARIOUS GAS BILLS JULY	Continued							
	2	6606292905	BANK ST	12.43	6-09-55-501-001-505	R	08/25/16	08/31/16		6606292905	N
	3	OAK LANE		372.31	6-09-55-501-002-505	R	08/25/16	08/31/16		6679486904	N
	4	140 N MAIN ST	6539567103	66.61	6-01-31-446-001-143	R	08/25/16	08/31/16		6539567103	N
				483.56							
	Vendor Total:			547.77							
Q0160 QUICK STOP FIRE PROTECTION											
	16-01116	07/11/16	ANNUAL FIRE EXTING. INSPECTION								
	1	ANNUAL FIRE EXTING. INSPECTION		186.90	6-01-25-260-001-036	R	07/11/16	08/31/16		6381	N
	Vendor Total:			186.90							
R0175 R&R ELECTRONICS											
	16-01329	08/17/16	STALKER RADAR REPAIR								
	1	STALKER RADAR REPAIR		244.00	6-01-25-240-001-029	R	08/17/16	09/01/16			N
	Vendor Total:			244.00							
REPUB005 REPUBLIC SERVICES											
	16-00037	01/19/16	Solid Waste Dumpster Agreement		B						
	10	INV 0689-002185279	8/12/16	2,845.79	6-01-26-305-001-029	R	06/08/16	08/31/16		0689002185279	N
	Vendor Total:			2,845.79							
R0077 ROBERTS ENGINEERING GRP LLC											
	16-01396	08/25/16	EAST WARD STREET-DESIGN 15065								
	1	EAST WARD STREET - DESIGN		1,267.50	C-04-55-879-001-447	R	08/25/16	08/31/16		15065	N
	16-01397	08/25/16	15057, 15058, 15059								
	1	15057 COUNCIL MEETINGS		240.00	6-01-20-165-001-104	R	08/25/16	08/31/16		15057	N
	2	15058 MISC REQUESTS		141.25	6-01-20-165-001-199	R	08/25/16	08/31/16		15058	N
	3	TAX MAP MAINTENANCE 15059		610.00	6-01-20-165-001-109	R	08/25/16	08/31/16		15059	N
				991.25							

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
R0077	ROBERTS ENGINEERING GRP LLC Continued											
	16-01399	08/25/16	#14536-12/31/15/14633-2/16/16									
			1 Const. inspection & admin.	6,291.50	PEDD2-14IF	P PEDDIE SCHOOL-NEW DORMS	R	08/25/16	08/31/16		#14536	N
			2 rev plans & req bond reduction	274.00	PEDD2-14IF	P PEDDIE SCHOOL-NEW DORMS	R	08/25/16	08/31/16		14633	N
				6,565.50								
	16-01400	08/25/16	Inv. #13827 dated 1/29/15									
			1 pre-const mtg, rev const/conn	804.50	BAR1307I	P BARON INSPECTION FEES	R	08/25/16	08/31/16			N
	16-01401	08/25/16	2015 INV 13818, 14314									
			1 COUNCIL MEETINGS 13818	420.00	5-01-20-165-001-104	B Attendance at Meetings (B)	R	08/25/16	08/31/16		13818	N
			2 14314 LITIGATION	291.00	5-01-20-155-001-033	B Litigation	R	08/25/16	08/31/16		14314	N
				711.00								
	16-01402	08/25/16	14470 REHAB OF E. WARD ST.									
			1 14470 REHAB OF E. WARD ST.	3,500.00	C-04-55-879-001-447	B REHAB OF EAST WARD ST SEC 20 2016-12	R	08/25/16	08/31/16		14470	N
	16-01403	08/25/16	INV FROM FEB, 2016									
			1 INV FROM FEB, 201614624	155.00	6-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	08/25/16	08/31/16		14624	N
			2 FEMA/FLOOD INS MAPS 14625	120.00	6-01-20-165-001-028	B General Engineering	R	08/25/16	08/31/16		14625	N
			3 PEDDIE LAKE DAM 14626	120.00	6-01-20-165-001-105	B Peddie Lake Dam-Inspection	R	08/25/16	08/31/16		14626	N
			4 PERMITTING/CONTRACT DOCS 14627	1,201.25	6-01-20-165-001-028	B General Engineering	R	08/25/16	08/31/16		14627	N
			5 ENCHANTMENT 14628	47.50	6-01-20-165-001-028	B General Engineering	R	08/25/16	08/31/16		14628	N
			6 AFFORDABLE HOUSING PLANS 14629	510.00	6-01-20-165-001-028	B General Engineering	R	08/25/16	08/31/16		14629	N
			7 TAX MAP MTNC 14630	570.00	6-01-20-165-001-109	B Tax Map Maintenance/Zoning	R	08/25/16	08/31/16		14630	N
				2,723.75								
	16-01404	08/25/16	INV 14632									
			1 INV 14632	300.00	6-01-21-180-001-109	B Redevelopment Expenses	R	08/25/16	08/31/16		14632	N
	16-01405	08/25/16	15060 AND 14631									
			1 15060 GENERAL WATER	59.00	6-09-55-501-001-508	B Engineer	R	08/25/16	08/31/16		15060	N
			2 14631 ULTRAVIOLET DISINFECTION	7,449.50	C-08-55-950-001-541	B 2016-14 UV SYSTEM	R	08/25/16	08/31/16		14631	N
				7,508.50								
	16-01414	08/29/16	15061,15062,15063,									
			1 15061 ULTRAVIOLET DISINFECTION	383.50	C-08-55-950-001-544	B 2016-14 UV, WELL#2, DET TANK SEC 20 COST R	R	08/29/16	08/31/16		15061	N
			2 15062 WELL #2 REHABILITATION	525.00	C-08-55-950-001-544	B 2016-14 UV, WELL#2, DET TANK SEC 20 COST R	R	08/29/16	08/31/16		15062	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
R0077 ROBERTS ENGINEERING GRP LLC Continued											
	16-01414	08/29/16	15061,15062,15063,	Continued							
	3	15063	REHAB OF DETENTION TANKS	1,374.50	C-08-55-950-001-544	B	2016-14 UV, WELL#2, DET TANK SEC 20 COST R	08/29/16	08/31/16	15063	N
				2,283.00							
	16-01415	08/29/16	14913 WELL #2 REHABILITATION								
	1	14913	WELL #2 REHABILITATION	150.50	C-08-55-950-001-544	B	2016-14 UV, WELL#2, DET TANK SEC 20 COST R	08/29/16	08/31/16	14913	N
			Vendor Total:	26,805.50							
R1145 RUTGERS UNIVERSITY											
	16-01267	08/04/16	Board Secretary Certificate								
	1		application-Board Secretary	25.00	6-01-21-180-001-042	B	Education & Training	R	08/04/16	08/31/16	BELAN SA9970 N
			Vendor Total:	25.00							
S0363 S & S ARTS & CRAFTS											
	16-01257	08/04/16	DAWES CAMP EQUIPMENT								
	1		SQUARE METAL PICNIC TABLE	1,287.98	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	2		COMMERCIAL POP UP SHED	676.17	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	3		VINYL CHICKEN SET	11.26	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	4		RUBBER DOLPHIN	38.20	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	5		RUBBER HAMMERHEAD SHA	38.20	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	6		RUBBER LATEX CHICKEN	38.20	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	7		RUBBER LATEX PIG	38.20	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	8		PK/6 BEANBAG ANIMALS	22.53	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
	9		SHIPPING	281.43	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	08/04/16	08/31/16	41038936 N
				2,432.17							
			Vendor Total:	2,432.17							
S0002 SAFETY KLEEN											
	16-01220	08/02/16	REFERENCE #70929388								
	1		SAFTEY- KLEEN 12 WEEK SERVICE	99.00	6-09-55-501-002-535	B	Chemicals Miscellaneous	R	08/02/16	08/31/16	70929388 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
S0002 SAFETY KLEEN Continued											
	16-01299	08/09/16	PARTS WASHER SERVICE								
	1 INV.	70929388	- PARTS WASHER	99.00	6-01-26-290-001-050	B DPW Work Equipment	R	08/09/16	08/31/16	70929388	N
	Vendor Total:			198.00							
S0746 SAMZIES UNIFORMS, INC											
	16-00636	04/14/16	CLOTHING ALLOWANCE - BUCK								
	1 CLOTHING ALLOWANCE - BUCK			216.96	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/14/16	08/31/16	99788	N
	16-00637	04/14/16	CLOTHING ALLOWANCE - BUCK								
	1 CLOTHING ALLOWANCE - BUCK			111.99	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/14/16	08/31/16	98357	N
	2 CLOTHING ALLOWANCE - BUCK			6.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/14/16	08/31/16	98357	N
	3 CLOTHING ALLOWANCE - BUCK			19.50	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/14/16	08/31/16	98357	N
	Vendor Total:			137.49							
	16-00979	06/21/16	SGT JIMENEZ CHEVRONS, ETC.								
	1 SGT JIMENEZ CHEVRONS, SHIRTS,			363.95	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	06/21/16	08/31/16	99763	N
	16-00980	06/21/16	SGT.STEPHENSEN CHEVRONS,SHIRTS								
	1 SGT.STEPHENSEN CHEVRONS,SHIRTS			319.93	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	06/21/16	08/31/16	99765	N
	16-01040	06/28/16	CLOTHING ALLOWANCE STEPHENSEN								
	1 CLOTHING ALLOWANCE STEPEHNSEN			166.16	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	06/28/16	08/31/16	99764	N
	16-01132	07/13/16	VEST AND CARRIER - JIMENEZ								
	1 VEST AND CARRIER - JIMENEZ			1,161.55	G-02-41-726-015-399	B State Body Armor 2013-2014	R	07/13/16	08/31/16	100087	N
	Vendor Total:			2,366.04							
S0842 SANITATION EQUIPMENT CORP.											
	16-01273	08/04/16	REPAIRS TO TRUCK 10								
	1 INV.	47371	- ROLLER REPAIRS	4,025.85	6-01-26-315-001-132	B Vehicle Maint. - Public Works	R	08/04/16	08/31/16	47371	N
	Vendor Total:			4,025.85							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
S0061 SEA BOX												
	16-01302	08/09/16	CONTAINER RENTAL 8/16/16									
	1 INV.	SI26709	- CONTAINER	75.00	6-01-26-310-001-025	B Building Rental	R	08/09/16	08/31/16		SI26709	N
	Vendor Total:			75.00								
SHERW005 SHERWIN WILLIAMS PAINT												
	16-01269	08/04/16	PAINT FOR FIRE HYDRANTS									
	1 INV.	0494-3	- PAINT FOR FIRE	130.05	6-09-55-501-001-535	B Hydrants and Line Repair	R	08/04/16	08/31/16		0494-3	N
	Vendor Total:			130.05								
0028 SIGMA CONTROLS, INC												
	16-00957	06/15/16	PROPOSAL #060616-03P									
	1	VARIABLE SPEED DRIVE	460 VAC30	3,150.00	C-08-55-949-001-544	B 2014-12 MISC WATER/SEWER IMPROVEMENT	R	06/15/16	08/31/16		060616-03P	N
	2	FRONT PANEL ALUMINUM PLATE		275.00	C-08-55-949-001-544	B 2014-12 MISC WATER/SEWER IMPROVEMENT	R	06/15/16	08/31/16		060616-03P	N
	3	LOT RELAYS, LIGHTS & SELECTOR		210.00	C-08-55-949-001-544	B 2014-12 MISC WATER/SEWER IMPROVEMENT	R	06/15/16	08/31/16		060616-03P	N
	4	1 DAY LABOR TO REMOVE OLD		1,000.00	C-08-55-949-001-544	B 2014-12 MISC WATER/SEWER IMPROVEMENT	R	06/15/16	08/31/16		060616-03P	N
				4,635.00								
	Vendor Total:			4,635.00								
R0537 STITCHES N INK												
	16-01281	08/08/16	INV 5404-DAWES PARK 2016									
	1 INV	5404-DAWES PARK 2016-TEES		1,109.85	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/08/16	08/31/16		5404	N
	Vendor Total:			1,109.85								
T0047 THE RODGERS GROUP, LLC												
	16-01368	08/23/16	ANNUAL SUBSCRIPTION FEE									
	1	ANNUAL SUBSCRIPTION FEE		2,080.00	6-01-25-240-001-029	B Maint. Contracts - Other	R	08/23/16	09/01/16			N
	Vendor Total:			2,080.00								
T0972 TIMBERWOLF TREE SERVICE												
	16-01263	08/04/16	ESTIMATE FOR TREE REMOVAL									
	1	ESTIMATE #001201 - REMOVAL		1,200.00	6-01-26-290-001-129	B Maint.& Replace-Street Trees	R	08/04/16	08/31/16		567	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
T0972 TIMBERWOLF TREE SERVICE Continued												
	16-01307	08/09/16	ESTIMATE FOR TREE TRIMMING									
	1		ESTIMATE #001218 - TREE	650.00	6-01-26-290-001-129	B Maint.& Replace-Street Trees	R	08/09/16	08/31/16		000574	N
	Vendor Total:			1,850.00								
T0228 TOWNSHIP OF HAMILTON												
	16-01262	08/04/16	STD CLINIC FEB - JUNE, 2016									
	1		STD CLINIC FEB - JUNE, 2016	100.00	6-01-43-511-001-029	B Hamilton STD Clinic	R	08/04/16	08/31/16		FEB-JUNE, 2016	N
	Vendor Total:			100.00								
T0211 TRAP ROCK INDUSTRIES LLC.												
	16-01270	08/04/16	ROCKITE FOR POTHOLES									
	1		INV. 80553423 - ROCKITE	748.50	6-01-26-290-001-127	B Street Repair & Maintenance	R	08/04/16	08/31/16		8055343	N
	Vendor Total:			748.50								
T0276 TRENTON SHEET METAL, INC												
	16-00881	06/01/16	QUOTE #14978									
	1		REPLACE TROUGH ON GRID CHAMBER	2,005.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	06/01/16	08/31/16		50354	N
	Vendor Total:			2,005.00								
T0110 TURF EQUIPMENT & SUPPLY CO LLC												
	16-01297	08/09/16	FLAT BLADES FOR MOWER									
	1		INV. 945562-00 - FLAT BLADES	183.18	6-01-28-369-001-139	B Mower Repairs	R	08/09/16	08/31/16		945562-00	N
	Vendor Total:			183.18								
U0007 UNIVAR USA												
	16-00038	01/19/16	Res.2015-61 Liq.Chlorine Sewer			B						
	9		INV HB825698 CHLORINE	324.00	6-09-55-501-002-526	B Chlorine-Liquid	R	01/19/16	09/01/16		HB825698	N
	16-00039	01/19/16	Res.2015-61 Liq.Chlorine-Water			B						
	6		INV HB826272 DATED 8/23/16	486.00	6-09-55-501-001-526	B Chlorine	R	01/19/16	09/01/16		HB826272	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
V0504 VAN CLEEF ENGINEERING ASSOC.												
	16-01259	08/04/16	INV 1601HG-2 EAST WARD STREET									
	1	INV	1601HG-2 EAST WARD STREET	6,614.00	C-04-55-879-001-447	B REHAB OF EAST WARD ST SEC 20	2016-12	R	08/04/16	08/31/16	1601HG-2 (7/19)	N
	Vendor Total:			6,614.00								
V0019 VERIZON												
	16-01418	08/29/16	WTP 201Z02932023918Y 8/16/16									
	1	WTP	201Z02932023918Y 8/16/16	65.98	6-09-55-501-003-545	B Telephone-W/S-VERIZON		R	08/29/16	08/31/16	201Z02932023918	N
	16-01421	08/30/16	201X06936613701Y HPD									
	1		201X06936613701Y HPD	173.43	6-01-31-440-001-089	B Telephone-VERIZON		R	08/30/16	08/31/16	201X069366	N
	16-01426	08/30/16	201X06936613701Y DATED 5-16-16									
	1		201X06936613701Y DATED 5-16-16	170.96	6-01-31-440-001-089	B Telephone-VERIZON		R	08/30/16	08/31/16	201X069366	N
	2		201X06936613701Y DATED 6-16-16	170.96	6-01-31-440-001-089	B Telephone-VERIZON		R	08/30/16	08/31/16	201X069366	N
				341.92								
	Vendor Total:			581.33								
V0022 VERIZON WIRELESS												
	16-01355	08/23/16	442014572-00001 8/10/16									
	1		442014572-00001 8/10/16	200.18	6-01-31-440-001-090	B Telephone-verizon-Police Phones		R	08/23/16	08/31/16	442014572-00001	N
	Vendor Total:			200.18								
V0290 VITAL COMMUNICATIONS INC.												
	16-01251	08/03/16	INV V65693 DATED 7/27/16									
	1	INV	V65693 DATED 7/27/16	204.00	6-01-20-150-001-029	B Maintenance Contracts		R	08/03/16	08/31/16	V65693	N
	Vendor Total:			204.00								
W0073 WASTE MANAGEMENT OF NJ, INC.												
	16-00044	01/20/16	2016 Recycling Contract			B						
	9	INV	2690681-0502-3 DATE 8/1/16	2,668.00	6-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd		R	06/08/16	08/31/16	2690681-0502-3	N
	Vendor Total:			2,668.00								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0286 WEST WINDSOR TOWNSHIP												
	16-01246	08/03/16	3RD QTR HEALTH SVC AGREEMENT									
	1		3RD QTR HEALTH SVC AGREEMENT	7,148.00	6-01-43-511-001-026	B West Windsor Health Contract	R	08/03/16	08/31/16		3RD QTR HEALTH	N
	Vendor Total:			7,148.00								
W0088 WILLIAM E ANTONIDES AND CO												
	16-01338	08/22/16	2014 AUDIT									
	1		2014 AUDIT	7,000.00	5-09-55-501-001-501	B Audit Services	R	08/22/16	08/31/16		2014 AUDIT	N
	2		2014 AUDIT	7,000.00	5-09-55-501-002-501	B Audit Services	R	08/22/16	08/31/16		2014 AUDIT	N
	3		2014 AUDIT	14,000.00	5-01-20-135-001-029	B Additional Audit Services	R	08/22/16	08/31/16		2014 AUDIT	N
				<u>28,000.00</u>								
	Vendor Total:			28,000.00								
WILLI005 WILLIAM VAN DELFINO												
	16-01306	08/09/16	BICYCLE TIRE REPAIR									
	1		BICYCLE TIRE REPAIR	33.90	6-01-25-240-001-199	B Miscellaneous	R	08/09/16	08/31/16			N
	Vendor Total:			33.90								
Y0025 YOSTEMBSKI, ROBERT												
	16-01214	07/27/16	PROSECUTOR FEES - JULY 2016									
	1		PROSECUTOR FEES - JULY 2016	1,200.00	6-01-25-275-001-111	B Municipal Prosecutor	R	07/27/16	08/31/16		JULY FEES	N
	16-01430	08/31/16	SPECIAL DUI SESSION 8/29/16									
	1		SPECIAL DUI SESSION 8/29/16	300.00	G-02-41-719-009-315	B ALCOHOL ED REHABILITATION 2014	R	08/31/16	09/01/16		8/29/16 DUI	N
	Vendor Total:			1,500.00								
<hr/>												
Total Purchase Orders:	136	Total P.O. Line Items:	265	Total List Amount:	172,195.27	Total Void Amount:	0.00					

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	5-01	14,711.00	0.00	14,711.00	0.00	0.00	0.00	14,711.00
	5-09	14,000.00	0.00	14,000.00	0.00	0.00	0.00	14,000.00
	Year Total:	28,711.00	0.00	28,711.00	0.00	0.00	0.00	28,711.00
CURRENT FUND	6-01	66,148.50	0.00	66,148.50	0.00	0.00	0.00	66,148.50
	6-09	29,505.54	0.00	29,505.54	0.00	0.00	0.00	29,505.54
	6-21	0.00	0.00	0.00	0.00	0.00	7,370.00	7,370.00
	Year Total:	95,654.04	0.00	95,654.04	0.00	0.00	7,370.00	103,024.04
GENERAL CAPITAL	C-04	11,381.50	0.00	11,381.50	0.00	0.00	0.00	11,381.50
WATER/SEWER CAPITAL	C-08	14,518.00	0.00	14,518.00	0.00	0.00	0.00	14,518.00
	Year Total:	25,899.50	0.00	25,899.50	0.00	0.00	0.00	25,899.50
	G-02	1,461.55	0.00	1,461.55	0.00	0.00	0.00	1,461.55
TRUST OTHER - FUND #12	T-12	8,340.27	0.00	8,340.27	0.00	0.00	0.00	8,340.27
UNEMPLOYMENT TRUST FUND #16	T-16	4,758.91	0.00	4,758.91	0.00	0.00	0.00	4,758.91
	Year Total:	13,099.18	0.00	13,099.18	0.00	0.00	0.00	13,099.18
Total of All Funds:		164,825.27	0.00	164,825.27	0.00	0.00	7,370.00	172,195.27

Project Description	Project No.	Rcvd Total	Held Total	Project Total
BARON INSPECTION FEES	BAR1307I	804.50	0.00	804.50
PEDDIE SCHOOL-NEW DORMS	PEDD2-14IF	6,565.50	0.00	6,565.50
Total of All Projects:		<u>7,370.00</u>	<u>0.00</u>	<u>7,370.00</u>

Resolution 2016-164

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

AUTHORIZING RECEIPT OF BIDS FOR CURBSIDE RECYCLING COLLECTION

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to prepare specifications and advertise for bids Curbside Recycling Collection, and that the Borough is authorized to receive same after proper advertisement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 6, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2016-165

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

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2016 BUDGET

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

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

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2016 as follows:

Source	Amount	Revenue Title	Appropriation Title
U.S. Department of Justice	\$3,484.65	Body Armor Replacement Fund Program	Body Armor Replacement Fund Program

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 6, 2016.

Margaret M. Riggio
Deputy Borough Clerk

New Jersey Statutes – Title 40

Municipalities and Counties – 40:12-1

Board of recreation commissioners; appointment, terms.

[Laws](#) > [New Jersey Laws](#) > [Municipalities and Counties](#) > New Jersey Statutes – Title 40 Municipalities and Counties – 40:12-1 Board of recreation commissioners; appointment, terms.

40:12-1. Board of recreation commissioners; appointment, terms.

40:12-1. a. The mayor or other chief executive officer of any municipality may in his or her discretion appoint **not less than three nor more than seven persons**, citizens and residents of the municipality, as members of a board of recreation commissioners. The commissioners first appointed shall be appointed for terms of 1, 2, 3, 4, and 5 years respectively, in such manner that the term of at least one commissioner and not more than two commissioners shall expire in each year according to the number appointed as fixed by the mayor or other chief executive officer. **In case of the increase of a board from three to five members or in case of the increase of a board from five to seven members, the additional commissioners shall be appointed, one for 4 and one for 5 years** and in case of the increase of a board from three to seven members, two of the additional commissioners shall be appointed for 4 years and two shall be appointed for 5 years. **Thereafter all appointments shall be for the term of 3 years if the board consists of three members or 5 years if the board consists of five or seven members**, according to the number appointed to comprise the board, and vacancies shall be filled for the unexpired term only. The members shall serve until their respective successors are appointed and shall qualify. The members shall receive no compensation for their services.

b. The board of chosen freeholders of any county may in its discretion appoint not less than three nor more than nine persons, citizens and residents of the county, as members of a board of recreation commissioners. The commissioners first appointed shall be appointed for terms of 1, 2, 3, 4, and 5 years respectively, in such manner that the term of at least one commissioner and not more than two commissioners shall expire in each year according to the number appointed as fixed by the board of chosen freeholders. In case of the increase of a board from three to five members, one additional member shall be appointed for 4 years and one for 5 years. In the case of the increase of a board from five to seven members, one additional member shall be appointed for 4 years and one for 5 years. In the case of the increase of a board from seven to nine members, one additional member shall be appointed for 4 years and one for 5 years. In the case of the increase of a board from five to nine members, two additional commissioners shall be appointed for 4 years and two for 5 years. In the case of the increase of a board from three to nine members, three additional commissioners shall be appointed for 4 years and three for 5 years. Thereafter, all appointments shall be for the term of 3 years if the board consists of

three members or 5 years if the board consists of five, seven or nine members, according to the number appointed to comprise the board, and vacancies shall be filled for the unexpired term only. The members shall serve until their respective successors are appointed and shall qualify. The members shall receive no compensation for their services.

All such boards heretofore appointed are continued and shall be governed by the provisions of sections 40:12-1 to 40:12-8 of this Title.

New Jersey Statutes – Title 40

Municipalities and Counties – 40:12–1.1

Appointment of alternate members to local boards of recreation commissioners

[Laws](#) > [New Jersey Laws](#) > [Municipalities and Counties](#) > New Jersey Statutes – Title 40 Municipalities and Counties – 40:12–1.1 Appointment of alternate members to local boards of recreation commissioners

40:12-1.1. Appointment of alternate members to local boards of recreation commissioners

1. The governing body of any municipality or county may, by ordinance or resolution as appropriate, provide for the appointment to the board of recreation commissioners of not more than two alternate members. Alternate members shall be designated at the time of appointment as "Alternate No. 1" and "Alternate No. 2." The length of the terms of the alternate members shall be the same as the length of the terms of the regular members of the board of recreation commissioners. If two alternates are appointed, their terms shall be staggered by the appointment of one of the alternates for an initial term that is a year less than a regular term. A vacancy occurring otherwise than by expiration of term shall be filled by the governing body for the unexpired term only.

No alternate member shall be permitted to act on any matter in which the alternate has either directly or indirectly any personal or financial interest. An alternate member may, after public hearing if he requests one, be removed by the governing body for cause.

Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member of the board of recreation commissioners. 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 No. 1 shall vote.

L.1991,c.284,s.1.

Hightstown Borough Revised General Ordinances

Section 2-31

BOARD OF RECREATION COMMISSIONERS*

Subsections:

- 2-31.1 Establishment; Legislative Authority.
- 2-31.2 Appointment; Terms of Office.
- 2-31.3 Officers; Organization.
- 2-31.4 Compensation.
- 2-31.5 Powers and Duties.
- 2-31.6 Funds.
- 2-31.7 Budget and Purchases; Personnel.
- 2-31.8 Incorporation of State Law.

* Prior ordinance history: Ord. No. 19-1994.

Subsection 2-31.1 Establishment; Legislative Authority.

There is hereby established, pursuant to N.J.S.A. 40:12-1 et seq. the Hightstown Board of Recreation Commissioners, which may also be known and referred to as the Hightstown Parks Commission. (Ord. No. 1998-18 § 1)

Subsection 2-31.2 Appointment; Terms of Office.

The Board shall consist of five (5) members who are citizens and residents of the municipality, each appointed by the Mayor for a five-year term. The appointment of members of the first Board shall be one (1) for a one-year term, one (1) for a two-year term, one (1) for a three-year term, one (1) for a four-year term and one (1) for a five-year term. Thereafter, each appointment shall be made for five (5) calendar years. There shall be appointed two (2) alternate members, designated as "Alternate No. 1" and "Alternate No. 2." The initial appointment of Alternate No. 1 shall be for a five-year term, and the initial appointment of Alternate No. 2 shall be for a four-year term. Thereafter, both alternate members shall be appointed for terms of five (5) calendar years. Members shall serve until their successors are appointed and qualified. (Ord. No. 1998-18 § 1)

Subsection 2-31.3 Officers; Organization.

The Board shall elect one of its members as Chairman and one as Vice-Chairman. The Board shall keep a correct record of its proceedings and shall meet at regularly scheduled times. Meetings of the Board shall comply with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq. and minutes of each meeting shall be placed on file in the office of the Borough Clerk. Three members of the Board shall constitute a quorum for the

Hightstown Borough Revised General Ordinances

transaction of business. Any formal action taken by the Board shall be by resolution or by motion duly recorded in the minutes. (Ord. No. 1998-18 § 1)

Subsection 2-31.4 Compensation.

Members of the Board shall serve without compensation, but their documented necessary expenses shall be allowed and paid by the municipality. (Ord. No. 1998-18 § 1)

Subsection 2-31.5 Powers and Duties.

a. The Board shall have control over all lands, playgrounds and recreation places in the Borough acquired or used for the purposes set forth in N.J.S.A. 40:12-1 et seq. and may adopt suitable rules, regulations and bylaws for the use thereof, and the conduct of all persons while on or using the same; and any person who shall violate any of such rules, regulations or bylaws shall be deemed and adjudged to be a disorderly person. The jurisdiction of the Hightstown Board of Recreation Commissioners shall be limited to the recreational use of Peddie Lake, Dawes Park, Association Park, Bank Street Park, including the Hightstown Environmental Resource Area, and Memorial Park. Notwithstanding the foregoing, the Borough Council may, by amendment to this section, designate for inclusion herein additional land, playgrounds or recreation places in the Borough. (Ord. No. 1998-18 § 1; Ord. No. 2009-14)

b. The rules and regulations governing the hours and use of lands under the jurisdiction of the Hightstown Board of Recreation Commissioners shall be duly promulgated by the Board in the following manner:

(1) Upon adoption by a majority vote of the full membership of the Board, the rules and regulations shall be filed with the Borough Clerk and posted on the public bulletin board in the municipal building for not less than ten (10) days.

(2) Said regulations shall be printed in an official newspaper of the Borough at least once not less than ten (10) days before they are to enter into effect.

(3) Copies of the regulations shall be available to the public at the municipal building during regular business hours and subject to the fee for copies as set forth in Section 2-55.2 of the Borough Code.

(4) The hours of operation and the uses permitted shall be posted at the entrances of Dawes Park, Grant Avenue Park, Bank Street Park, including the Hightstown Environmental Resource Area, and Memorial Park, along with a notice as to how persons may obtain a copy of the regulations.

(5) Any amendment to the rules and regulations shall be made in the same manner as the regulations themselves.

(Ord. 2000-16, Amended, 06/19/2000)

Subsection 2-31.6 Funds.

All monies received by the Board shall be paid over to the Borough Treasurer and be kept by the Treasurer in a special fund, which shall be under the control of the Board and used only for the purpose of defraying the expenses

Hightstown Borough Revised General Ordinances

of improving, maintaining or policing the grounds and recreation places under the jurisdiction of the Board, and for the other expenses of the Board. (Ord. No. 1998-18 § 1)

Subsection 2-31.7 Budget and Purchases; Personnel.

On or before the second Monday of each January, the Board shall submit a budget to the Mayor and Council for their review and approval in accordance with N.J.S.A. 40:12-7. All purchases by the Board shall be administered by the Borough and shall be in compliance with the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. Unless provided for in the municipal budget, the Board shall not engage any employees for performance of work in connection with the lands under its jurisdiction; except for work performed by volunteers, all administration, maintenance, construction and other work associated with the lands, playgrounds and recreation places under the jurisdiction of the Board shall be performed by Borough employees as part of their routine Borough employment. (Ord. No. 1998-18 § 1)

Subsection 2-31.8 Incorporation of State Law.

Any matter concerning the Board of Recreation Commissioners which is not set forth in this Code shall be governed by the provisions of N.J.S.A. 40:12-1 et seq. Notwithstanding the provisions of N.J.S.A. 40:12-1 et seq., the Board of Recreation Commissioners is established with the express understanding that the Borough is unable to provide any office space or facilities for the members of the Board. (Ord. No. 1998-18 § 1)



September 1, 2016

Mayor Larry Quattrone / Hightstown Borough Council/ Hightstown Planning Bd.
156 Bank St.
Hightstown, NJ 08520

RE: Lakefront Project

Dear Mayor, Council and Planning Bd.:

The recent progress with the Rug Mill Redevelopment marks an exciting time for the Borough. That being said, the Board of Trustees of Downtown Hightstown would like to build upon this 'buzz' by renewing our support for the Lakefront Project that we presented last year. We hereby urge Mayor/Council/Planning Board to consider it as the next step in the continued forward progress of our town. As a sign of our support, our organization would like to continue offering resources where possible and would like to meet with Borough officials to determine how we can be of the most help. We look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brent Rivenburgh", is written over a thin blue horizontal line.

Brent Rivenburgh,
Chairman, Board of Trustees of DTHT