

Resolution 2016-173

*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 October 5, 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:

Personnel – Professional Services
Contract Negotiations – Municipal Court
Insurance

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: January 5, 2017, 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 October 5, 2016.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
Workshop Meeting
September 6, 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; Fred Raffetto, Borough Attorney and Liz Garcia, Labor Counsel.

EXECUTIVE SESSION

Resolution 2016-160 Authorizing a Meeting that excludes the Public

Councilmember Stults moved Resolution 2016-160; Council President Hansen seconded.

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

Resolution adopted 6-0.

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
 Contract Negotiations – Court
 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.

Mayor Quattrone called the called the public meeting to order at 7:39 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

Liz Garcia, Labor Counsel departed during Executive Session and was no longer present. George Lang, CFO, and Carmela Roberts, Borough Engineer, arrived at this time and are now present.

APPROVAL OF AGENDA

Councilmember Bluth requested that a resolution be added to the agenda authorizing the use of the Memorial Parking Lot for the Triathlon. Deputy Clerk, Peggy Riggio, noted that Resolution 2016-166 be added to the resolutions this evening.

Councilmember Hansen moved the agenda as amended; Councilmember Bluth seconded.

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

Agenda approved at amended 6-0.

APPROVAL OF MINUTES

Councilmember Kurs moved the August 15, 2016 Executive Session minutes for approval; Councilmember Stults seconded.

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

Minutes approved 6-0.

Councilmember Kurs moved the August 15, 2016 Business Meeting minutes for approval; Councilmember Stults seconded.

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

Minutes approved 6-0.

REQUEST FROM PUBLIC

Patrick Byas, 10 Dorchester Arms Apt. East Windsor, NJ came forward to request permission from Council to shoot a music video in town. Mr. Byas explained the concept of the video and played the song for Council. Mr. Byas stated that he would like to shoot the video on September 19, 2016 in the evening. He believed that the shoot would last one night. He estimated that there would be approximately 15-20 crew members along with 10-15 dancers. He was requesting the use of Hightstown police cars and the use of jail cells. The location in town he was interested in was the street in front of 12 Farms Restaurant (he was awaiting approval from Council before approaching 12 Farms).

Discussion ensued. There were questions regarding traffic flow and public safety. Mr. Underhill informed Mr. Byas that at the moment, there are no jail cells in Hightstown. Mr. Raffetto stated that the Police Department would need to weigh in on the decision. Hightstown will need to confer with the insurance company regarding the use of Borough equipment. Mr. Raffetto also stated that we will need a more detailed layout plan which would include exact location and the time of the shoot so the Borough could ascertain road closures, detours and the impact this would have on downtown businesses. After further discussion, Mr. Byas was informed that Council would need a more formal, detailed plan before a decision could be made. Mayor Quattrone asked Mr. Byas to provide Borough Administrator, Henry Underhill, with this information as soon as possible.

ENGINEERING ITEMS

Walking Bridge Update

Borough Engineer, Carmela Roberts, updated Council on the Peddie Lake Pedestrian Bridge. Ms. Roberts once again reminded Council about the ridged standards placed upon us by the DOT. She has been in contact with the DOT regarding the width of the bridge and ramps to meet ADA requirements. She informed everyone that the DOT is still trying to sort out the historic events (flood and or fire) near the bridge location. The DOT is continuing to ask for additional information and demanding that another permit be applied for. It is unclear at this time the type of permit that will be required from the DEP. Because of the additional work that has been done and the additional work that will still need to be completed, Ms. Roberts is requesting an additional \$5,800 for this project.

Discussion ensued. There were questions regarding how much has been spent on this project already and how much more will be spent to complete it. Ms. Roberts informed Council that the DOT communicated that the Borough could apply for reimbursement of the inspection costs which is approximately \$38,000. Mr. Underhill has the reimbursement application and has begun completing it. Mayor Quattrone stated that he believes that we are close to the end of fulfilling the DOT's requests. Council agreed to approve the additional funds requested by Ms. Roberts for the work needed to continue the project.

NJDOT Grant Application Notification

Ms. Roberts summarized her August 19, 2016 letter to Council. NJDOT is accepting applications for the 2016 Transportation Alternative Program (TAP). Ms. Roberts recommends that the Borough consider an application or streetscape improvements at one of the following locations: 1) Mercer Street from Summit to West Ward; can include curb and sidewalk improvements. 2) North Main Street (CR 539). Should Council decide to move forward with the application, Roberts Engineering cost would not exceed \$4,000. The application is due November 10, 2016.

Discussion ensued. Council asked Ms. Roberts prepare a report of the potential costs that the Borough could incur if we move forward with this project.

Ultra Violet Disinfection Update

Ms. Roberts informed Council that the last of the required permits for this project arrived last week. The Borough

can now enter into a contract for inspection services of this project. Once this contract has been awarded, the Borough can bid the project. Council agreed to move forward with a resolution at the September 19th meeting.

Rogers Avenue Mid-block Crosswalk

Ms. Roberts reviewed her August 31, 2016 letter to Mr. Underhill. She stated that her office completed an investigation of the mid-block crosswalk and curb ramps located on Rogers Avenue near the Hightstown Housing Authority. After her investigation, it was determined that the existing ramps do not meet ADA requirements. She reviewed the State regulations for a mid-block crosswalk. She further determined that should the Borough decide to move forward with this project a survey be conducted so that the crosswalk and ramps be constructed in accordance with appropriate regulations.

Discussion ensued. Ms. Roberts informed Council that a survey would cost \$4,500 and that the cost to rebuild the crosswalk and ramps would be approximately \$5,000 - \$6,000. It was questioned as to if the Housing Authority would be willing to contribute to the cost of the crosswalk. Keith LeProvost, Executive Director Hightstown Housing Authority, addressed Council stating that he received requests from residents that the crosswalk be repainted. He would not impose \$10,000 for the Borough to incur and the Housing Authority will not pay for the crosswalk. Mr. Raffetto commented that if the Borough repaints the strips on the crosswalk they are liable. It was stated that this road is a truck route so the crosswalk needs to be completed properly. This road is already built and the purpose of the regulations are to make sure pedestrians are safe. Council decided that this will be kept on our list for capital improvements and we can revisit this when we are completing another job on this street.

Truck Restrictions on Borough Roadways

Ms. Roberts reviewed her letter dated August 30, 2016. There was discussion regarding adding restrictions on Borough roadways (not State or County roads). Ms. Roberts informed Council that the restrictions cannot be enforced without proper signage. There was further discussion regarding the parameters for new signage. After discussion, it was decided that a recommendation from the Police Chief was needed before moving forward.

Resolution 2016-161 Payment #4 Final and Change Order #4 – Enchantment

Council President Hansen moved Resolution 2016-161; Councilmember Stults seconded.

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

Resolution adopted 6-0.

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.

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

Councilmember Montferrat moved Resolution 2016-162; Council President Hansen seconded.

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

Resolution adopted 6-0.

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.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street – Asked Council to please rethink the bridge. He can imagine the headline “\$500,000 Bridge to Nowhere”. He is not against the bridge but we are spending too much on it. Regarding the No Smoking Ordinance; it will not work without enforcement. Rethink the fine, make it a \$10 fine and the Police will enforce it.

Scott Caster, 12 Clover Lane – Regarding the Walking Bridge; he understands Council's decision to keep moving forward but asked to please consider other options. Possibly an observatory instead of a bridge. Regarding the No Smoking Ordinance; please consider making all of downtown spoke free. Also, please be specific about the parks and areas that are smoke free. Regarding the video shoot; Feels that this is way over Council's heads to make a decision and the town should be making money from this to recover its costs.

Ed Difilia, Stoneybrook Millstone Watershed Association – He is speaking on behalf of Barbara Jones, Hightstown Environmental Commission. They requested that the definition in section 3-19.1 be changed from *lit and smoked* to *lit or smoked*.

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

ORDINANCES

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 Business and Otherwise Revising Certain General Licensing Provisions.

Councilmember Bluth moved Ordinance 2016-19 for Introduction; Council President Hansen seconded.

Mr. Underhill explained that after defeating Ordinance 2016-15, changes were made to the new ordinance which may be introduced this evening. Home Occupations are now excluded, the fine for non registration is not to exceed \$500 and the fee for registration has been lowered to \$60 per year.

Discussion ensued. Mayor Quattrone stated that business registration will help the Borough by having contact information for businesses and if there is a problem with taxes or environmental issues their business license could be pulled. Several Council members felt that the sole purpose of a business registration is to compile contact information for the businesses in town. This process should not require a fee. It was also stated that the Borough should have the information from applications for Certificates of Occupancy and Sign Permit Applications. The information is out there and needs to be compiled into one usable tool.

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

Ordinance defeated 0-6.

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:

<u>License</u>	<u>Fee</u>
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, and rooming units*	rooming	houses
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.

Ordinance 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.”

Discussion ensued regarding the ordinance. There were concerns over the fines that will be incurred and the definition of the Greenway. Councilmember Kurs stated that he would be more inclined to vote yes for no smoking at an event that is taking place. He once again stated his concern about trying to control the public. If littering is an issue, put up receptacles and enforce the littering ordinance already in our code. After further discussion, it was agreed that the fine be reduced and jail eliminated and Mr. Raffetto would more clearly define the definition of the Greenway.

Councilmember Montferrat moved Ordinance 2016-20 for Introduction as amended; Council President Hansen seconded.

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

Ordinance Introduced 3-2 with one abstention. Public Hearing scheduled for September 19, 2016

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, in those areas where specifically posted.
- 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 penalty upon conviction shall be a fine of twenty-five dollars (\$25.00) per violation.

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.

RESOLUTIONS

Resolution 2016-163 Authorizing Payment of Bills

Councilmember Stults requested that item G0171 be pulled from the Bill List and voted on separately.

Councilmember Stults moved Resolution 2016-163; Councilmember Montferrat seconded.

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

Resolution adopted 5-0 with 1 abstention.

Councilmember Montferrat moved item G0171 for payment; Councilmember Misiura seconded.

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

Item approved 5-0 with 1 abstention.

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>

Resolution 2016-164 Authorizing Receipt of Bids for Curbside Recycling Services

Mr. Underhill explained that our contract will be expiring for Curbside Recycling and we will need to go out to bid. There is a 60 day notice required before the receipt of sanitation bids. Discussion ensued. Council agreed that they would like to include options such as one arm trucks, natural gas trucks along with several other options be included in the bid specifications.

Councilmember Kurs moved to table Resolution 2016-164; Councilmember Stults seconded.

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

Resolution tabled 6-0.

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.

Resolution 2016-165 Requesting Approval for Insertion of Special Revenue in the 2016 Budget (Body Armor Replacement)

Councilmember Kurs moved Resolution 2016-165; Councilmember Stults seconded.

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

Resolution adopted 6-0.

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

Resolution 2016-166 Authoring Use of the Municipal Parking Lot for the Triathlon

Councilmember Bluth moved Resolution 2016-166; Councilmember Stults seconded.

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

Resolution adopted 6-0.

Resolution 2016-166

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

AUTHORIZING USE OF THE MUNICIPAL PARKING LOT FOR THE TRIATHLON

WHEREAS, the Parks & Recreation Commission will require the use of the Memorial Parking Lot as a staging area for Triathlon to be held on September 11, 2016; and

WHEREAS, this event is sponsored by the Hightstown Borough Parks & Recreation Commission and will be held at no cost to the taxpayers; and

WHEREAS, the Borough Council is responsible for issuing permission for use of the municipal parking lot; and

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

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that permission is hereby granted to the Hightstown Borough Parks & Recreation Commission for the use of the Memorial Parking Lot for the Hightstown Triathlon to be held on September 11, 2016.

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – Stated that cigarette filters being thrown into the stream should be outlawed. He also stated that Council should set up a commission to consider the request for the music video proposal.

Scott Caster, 12 Clover Lane – Stated that the Downtown Businesses need an organization of their own. We have no Economic Development Committee or Chamber of Commerce representing them.

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

DISCUSSION

Halloween – Stockton Street

There has been discussion regarding closing Stockton Street on Halloween for Trick or Treating. It was decided that Stockton Street will be closed from Summit Street to Main Street. Police Chief Gendron will have traffic detoured.

Increasing Membership to Parks and Recreation Commission

Currently the Parks and Rec Commission has a membership of 5 members and 2 alternates. They have requested an increase to a 7 membership commission with 2 alternates. According to State Statute, this is permissible. It was decided that we will move forward in increasing the membership number. The ordinance will be introduced at the September 19th meeting.

Police Body Cameras

Police Chief Gendron inquired as to if Council was interested in acquiring information regarding body cameras for our officers. It was noted that all of the municipalities in Mercer County have begun to move forward with body cameras. After discussion, it was agreed to direct Chief Gendron to move forward in acquiring estimates for the cameras and storage.

CORRESPONDENCE

Mayor Quattrone asked Deputy Clerk, Peggy Riggio, to read a letter received from Downtown Hightstown. Ms. Riggio read the following letter:

“Dear Mayor, Council and Planning Board: The recent progress with the Rug Mill Redevelopment marks an exciting time for the Borough. That being said, the Board of Trustees of Donwtown 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 for 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. Signed Sincerely, Brent Rivenburgh, Chairman, Board of Trusees of DTHT”

Councilmember Stults spoke on behalf of Downtown Hightstown. Downtown Hightstown would like to meet with the Planning Board to discuss the redevelopment of the Lakefront Property. They would like to move forward to make the Lakefront a redevelopment zone. After discussion, council all agreed that they support Downtown Hightstown moving forward.

SUBCOMMITTEE

Councilmember Montferrat stated that he has been approached by a developer regarding the Lakefront Property. Mr. Raffetto cautioned about meeting with any developers at the moment. The Borough needs to define what is in

the best interest of Hightstown before speaking with developers. He suggested that any developers be directed to speak to the Mayor.

R. Black Global

Mr. Underhill informed Council that RBG has their permit for internal demolition and will begin shortly. They will also be installing a temporary fence around the building soon.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults

Downtown Business Meeting – The next meeting for business owners is scheduled for 9/12 at 8:30 am at OGP. Businesses in downtown are starting to promote themselves. He has spoken with the owner of the second hand shop and they love being in Hightstown.

Construction/Zoning Office – Still moving forward with violations. Starting to go after repeat offenders. Mr. Stults stated that many people in town are painting and renovating their homes which shows that they believe in this town.

Councilmember Kurs

Vacant and Foreclosed Properties – Stated that the banks are getting involved in code enforcement. He also stated that Dave Bell, Housing Inspector, inquired about getting cameras to leave at vacant properties.

Councilmember Bluth

Triathlon – The Triathlon on September 11th was a great success. They had over 200 participants.

Councilmember Montferrat

Music Video Request – Mr. Byas should be able to do what he would like to for the video without shutting the streets down.

Councilmember Montferrat stated that he would be unable to attend his committee meetings during September, October and November due to his school schedule. Mayor Quattrone stated that he will cover the Board of Health Meetings and Councilmember Misiura offered to cover the Historic Preservation Commission Meetings.

Councilmember Misiura

Planning Board – Next meeting is Monday evening.

Downtown Businesses – The businesses downtown need to organize a business group themselves. This is not something that Council should be doing.

Council President Hansen

Stated that she has been gone on vacation for two (2) weeks and it is nice to get back to normal.

ADJOURNMENT

Councilmember Misiura moved to adjourn at 11:00 p.m.; Council President Hansen seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Ordinance 2016-21

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, ENTITLED “ADMINISTRATION”, SECTION 2-31, ENTITLED “BOARD OF RECREATION COMMISSIONS”, SUBSECTION 2-31.2, ENTITLED “APPOINTMENT; TERMS OF OFFICE” AND SUBSECTION 2-31.3, ENTITLED “OFFICERS; ORGANIZATION OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY” REGARDING MEMBERSHIP AND QUORUM

WHEREAS, the Board of Recreation Commissioners has had difficulty in acquiring a quorum for Parks & Recreation Commission meetings, and the Hightstown Borough Council finds that a change in the membership of the Board of Recreation Commissioners will enable the Parks & Recreation Commission to perform their function more efficiently and serve the Borough effectively.

WHEREAS, N.J.S.A. 40:12-1 authorizes an increase of the board from five to seven members and requires that the additional commissioner appointments shall be, one for four years and one for five years; thereafter all appointments shall be for five years.

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

Section 1. That Chapter 2, entitled “Administration”, Section 2-31, entitled “Board of Recreation Commissioners”, Subsection 2-31.2, entitled “Appointment; Terms of Office”, and Subsection 2-31.3 entitled “Officers; Organization” ~~is are~~ hereby amended to read as follows (underline for additions, strikethroughs for deletions):

Subsection 2-31.2 Appointment; Terms of Office.

The Board shall consist of ~~five (5)~~seven (7) 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~~Four members of the Board shall constitute a quorum for the 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)

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

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

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

Introduction: September 19, 2016

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2016-22

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, ENTITLED “ADMINISTRATION”, SECTION 2-45, ENTITLED “HISTORIC PRESERVATION COMMISSION”, SUBSECTION 2-45.3, ENTITLED “ESTABLISHMENT OF THE HISTORIC PRESERVATION COMMISSION”, ITEM (M) ENTITLED “MEETINGS, QUORUM” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY” REGARDING A QUORUM

WHEREAS, the Historic Preservation Commission (HPC) has had difficulty in acquiring a quorum for HPC meetings, and the Hightstown Borough Council finds that a change in the membership of the HPC will enable the HPC to perform their function more efficiently and serve the Borough effectively; and

WHEREAS, the Borough Council adopted ordinance 2016-16 which amended the number of members on the Historic Preservation Commission; and

WHEREAS, it is necessary to amend the number of members which constitutes a quorum at the Historic Preservation Commission meetings.

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

Section 1. That Chapter 2, entitled “Administration”, Section 2-45, entitled “Historic Preservation Commission”, Subsection 2-45.3, entitled “Establishment of the Historic Preservation Commission”, Item (M) entitled “Meetings, Quorum” is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

Subsection 2-45.3: Establishment of the Historic Preservation Commission.

(M) Meetings, Quorum:

1. The Historic Preservation Commission shall establish and post in the Municipal Building a regular schedule of meetings, which shall include a minimum of one meeting per month. Regular meetings shall be held as scheduled unless canceled for lack of quorum, lack of applications to process or for other good reason(s), which shall be noted in the minutes.
2. The Historic Preservation Commission shall hold public meetings to review all applications for HPC Opinions, referrals of development applications and other business which comes before the Commission.
3. The presence of ~~four (4)~~three (3) members, which may include alternate members filling the vacancies of regular members, shall constitute a quorum. Liaison and Advisor person(s) are not entitled to vote and shall not be counted towards achieving a quorum. A majority vote of those present and voting shall prevail, and shall be sufficient to render an HPC Opinion or other business matter. Not less than a majority of the appointed membership shall be required to designate or change an Historic Landmark or Historic District designation or to render an HPC Opinion for demolition or use changes of an historic landmark or a resource within an Historic District.

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

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2016-23

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 4, ENTITLED “LICENSING”,
SUBSECTION 4.1-4 ENTITLED “FEE SCHEDULE” OF THE “REVISED GENERAL ORDINANCES OF
THE BOROUGH OF HIGHTSTOWN NEW JERSEY,” IN ORDER TO ESTABLISH A FEE FOR
MASSAGE PARLOR LICENSES**

WHEREAS, The Hightstown Borough Council has adopted ordinance 2016-13 establishing the requirements for the licensing of Massage Parlors; and

WHEREAS, it is necessary to amend chapter 4, subsection 4.1-4 of the “Revised General Ordinances of the Borough of Hightstown New Jersey” to include the associated licensing fee.

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

Section 1. That Chapter 4, entitled “Licensing”, Subsection 4.1-4, entitled “Fee Schedule” is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

4-1.4 Fee Schedule.

- a. Fees shall be as follows:

<u>License</u>	<u>Fee</u>
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
<u>Massage Parlors</u>	<u>\$500.00 per year</u>
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

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. 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)

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 2016-174

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 \$71,452.49 from the following accounts:

Current		\$30,542.66
W/S Operating		18,790.77
General Capital		59.00
Water/Sewer Capital		2,104.50
Grant		1,161.55
Trust		239.76
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>18,554.25</u>
Total		<u>\$71,452.49</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 October 5, 2016.

Debra L. Sopronyi
 Borough Clerk

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN												
	16-01565	09/27/16	CLINIC 9/12/16									
	1	CLINIC 9/12/16		330.00	6-01-27-330-001-031	B Contract-Professional Serv.(B)	R	09/27/16	09/28/16		9/12/16	N
	Vendor Total:			330.00								
E0416 ENVIRONMENTAL RESOURCE ASSOC												
	16-01180	07/21/16	QUOTE #1-61NXIH									
	1	CAT #581 MINERALS WP 260		76.30	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	07/21/16	09/29/16			N
	Vendor Total:			76.30								
Q0176 EUROFINS QC, INC												
	16-01496	09/14/16	WATER ANALYSIS									
	1	INV. 1811898 - WATER ANALYSIS		99.50	6-09-55-501-001-532	B Outside Testing/Labs	R	09/14/16	09/28/16		1811898	N
	2	INV. 1816496 - WATER ANALYSIS		99.50	6-09-55-501-001-532	B Outside Testing/Labs	R	09/14/16	09/28/16		1816496	N
	3	INV. 1817088 - WATER ANALYSIS		50.00	6-09-55-501-001-532	B Outside Testing/Labs	R	09/14/16	09/28/16		1817088	N
				<u>249.00</u>								
	Vendor Total:			249.00								
G0337 GALL'S INC.												
	16-00616	04/11/16	BICYCLE UNIT									
	1	BICYCLE UNIT		6.00	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/11/16	09/28/16			N
	2	BICYCLE UNIT		50.78	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/11/16	09/28/16			N
	3	BICYCLE UNIT		8.95	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	04/11/16	09/28/16			N
				<u>65.73</u>								
	Vendor Total:			65.73								
M0714 GENSERVE, INC.												
	16-01494	09/14/16	INV #0113955-IN									
	1	A SERVICE PENNSAUKEN		535.00	6-09-55-501-002-511	B Generator/Engine Maintenance Agreemt (B)	R	09/14/16	09/29/16		0113955	N
	Vendor Total:			535.00								

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
G0001 GPANJ											
	16-01475	09/12/16	OCTOBER MEETING								
	1		REGISTRATION FOR	35.00	6-01-20-120-001-041	B Conferences & Meetings	R	09/12/16	09/28/16		N
	Vendor Total:			35.00							
G0185 GRAINGER, INC.											
	16-01408	08/25/16	QUOTE #2028847867								
	1		ITEM #2UKJ2 BATTERY, SEALED	14.86	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/25/16	09/28/16		N
	2		ITEM #11A482 COMPOUND GAUGE	109.49	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/25/16	09/28/16		N
				124.35							
	Vendor Total:			124.35							
H0276 HARTER EQUIPMENT, INC.											
	16-01459	09/12/16	LOADER ANNUAL SERVICE								
	1		PART #RA211-51280 FUEL FILTERS	11.94	6-09-55-501-002-502	B Vehicle Maintenance	R	09/12/16	09/28/16	PICPAK	N
	2		PART #HH151-32430 FILTER OIL	21.66	6-09-55-501-002-502	B Vehicle Maintenance	R	09/12/16	09/28/16	PICPAK	N
	3		PART #R1401-42270 FILTER OUTER	27.30	6-09-55-501-002-502	B Vehicle Maintenance	R	09/12/16	09/28/16	PICPAK	N
	4		PART #R2401-42280 FILTER INNER	21.03	6-09-55-501-002-502	B Vehicle Maintenance	R	09/12/16	09/28/16	PICPAK	N
	5		PART #70000-10002 15W40-2.5GAL	47.61	6-09-55-501-002-502	B Vehicle Maintenance	R	09/12/16	09/28/16	PICPAK	N
				129.54							
	Vendor Total:			129.54							
H0122 HECTOR J. ORTIZ											
	16-01543	09/26/16	UNIFORM REIMBURSEMENT								
	1		UNIFORM REIMBURSEMENT	374.90	6-01-26-290-001-032	B Uniforms	R	09/26/16	09/28/16		N
	Vendor Total:			374.90							
H1100 HOME DEPOT CREDIT SERVICES											
	16-01364	08/23/16	AUGUST 2016 INVOICES								
	2		INV. 4046254 - AWWTP RAW PUMPS	67.20	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/16	09/28/16	4046254	N
	3		INV. 1022205 - AWWTP	103.77	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/16	09/28/16	1022205	N
	4		INV. 1046653 - MAG FITTINGS	12.24	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/16	09/28/16	1046653	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description		Amount	Charge Account	Acct Type Description						
H1100 HOME DEPOT CREDIT SERVICES Continued											
	16-01364	08/23/16	AUGUST 2016 INVOICES	Continued							
	5 INV.	9040036	- LEAF RAKES	12.97	6-01-28-369-001-140	B Landscape Maintenance	R	08/23/16	09/28/16	9040036	N
				196.18							
16-01464 09/12/16 AUGUST 2016 INVOICES											
	1 INV.	8040160	- MEASURING TAPE	14.91	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	8040160	N
	2 INV.	8040182	- SAKRETE/MORTOR	39.80	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	8040182	N
	3 INV.	8033876	- MASTER LOCK	14.96	6-01-26-310-001-024	B Building Maintenance	R	09/12/16	09/28/16	8033876	N
	4 INV.	7040318	- MORTAR MIX	23.40	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	7040318	N
	5 INV.	7244049	- RENTAL DEPOSIT	125.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	09/12/16	09/28/16	7244049	N
	6 INV.	7244052	- RENTAL MINUS	62.30	6-09-55-501-002-503	B Sewer Plant Maintenance	R	09/12/16	09/28/16	7244052	N
	7 INV.	7244053	/AGREEMENT 163478	10.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	09/12/16	09/28/16	7244053	N
	8 INV.	4034421	- PAINT SUPPLIES	46.00	6-09-55-501-001-535	B Hydrants and Line Repair	R	09/12/16	09/28/16	4034421	N
	9 INV.	2034719	- SAKRETE	16.60	6-09-55-501-001-535	B Hydrants and Line Repair	R	09/12/16	09/28/16	2034719	N
	10 INV.	2034768	- SPRAYER/TIDE/	81.78	6-09-55-501-001-535	B Hydrants and Line Repair	R	09/12/16	09/28/16	2034768	N
	11 INV.	0035113	- CLOTHESLINE/	20.71	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	0035113	N
				330.86							
16-01466 09/12/16 SEPT. 2016 INVOICES											
	1 INV.	4020440	- STOP LEAK	18.92	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	4020440	N
	2 INV.	4030151	- STUD/BOTS/	111.16	6-01-26-310-001-024	B Building Maintenance	R	09/12/16	09/28/16	4030151	N
	3 INV.	4030188	- AWWTP SUPPLIES	107.46	6-09-55-501-002-503	B Sewer Plant Maintenance	R	09/12/16	09/28/16	4030188	N
	4 INV.	3030288	- 15A GFCI	30.96	6-01-28-369-001-141	B Parks & Playgrd Maintenance	R	09/12/16	09/28/16	3030288	N
	5 INV.	8030898	- BRUSH/SPRAYER	4.01	6-01-26-310-001-024	B Building Maintenance	R	09/12/16	09/28/16	8030898	N
	6 INV.	7020730	- CLEANING SUPPLY	25.44	6-01-26-310-001-024	B Building Maintenance	R	09/12/16	09/28/16	7020730	N
	7 INV.	7031077	- KNOCK OUT TEST	19.48	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	7031077	N
	8 INV.	7031091	- QUICK CONNECT	9.87	6-01-26-310-001-024	B Building Maintenance	R	09/12/16	09/28/16	7031091	N
	9 INV.	6031160	- BATTTERIES	58.87	6-01-26-290-001-127	B Street Repair & Maintenance	R	09/12/16	09/28/16	6031160	N
				386.17							
	Vendor Total:			913.21							
H0161 HUNTER TECH.SOLUTIONS INC											
	16-01510	09/16/16	INV 62880,63447 AND 63471								
	1	62880	DATED 7/29/16	350.00	6-01-25-250-001-094	B Computer/Service & Support	R	09/16/16	09/29/16	62880	N
	2	INV 63447	DATED 8/24/16	875.00	6-01-25-250-001-094	B Computer/Service & Support	R	09/16/16	09/29/16	63447	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
NATIO010 NATIONAL FIRE PROTECTION ASSOC												
	16-01481	09/13/16	2016 MEMBERSHIP RENEWAL	C.REED								
	1		2016 MEMBERSHIP RENEWAL	C.REED	175.00	6-01-25-256-002-033	B Books & Publications	R	09/13/16	09/28/16	29245336723910X	N
	Vendor Total:				175.00							
N0275 NJ LEAGUE OF MUNICIPALITIES												
	16-01471	09/12/16	ANNUAL CONFERENCE REGISTRATION									
	1		REGISTRATION FOR		110.00	6-01-20-120-001-041	B Conferences & Meetings	R	09/12/16	09/28/16		N
	2		REGISTRATION FOR		110.00	6-01-20-110-001-041	B Conferences & Meetings	R	09/12/16	09/28/16		N
	3		REGISTRATION FOR		55.00	6-01-26-310-001-042	B Education & Training	R	09/12/16	09/28/16		N
	4		REGISTRATION FOR		55.00	6-09-55-501-001-513	B Education & Training	R	09/12/16	09/28/16		N
	5		REGISTRATION FOR		55.00	6-01-20-145-001-041	B Conferences & Meetings	R	09/12/16	09/28/16		N
	6		REGISTRATION FOR		55.00	6-01-21-180-001-042	B Education & Training	R	09/12/16	09/28/16		N
	7		REGISTRATION FOR		55.00	6-01-20-100-001-041	B Conferences & Meetings	R	09/12/16	09/28/16		N
	Vendor Total:				495.00							
NORTH005 NORTH AMER. PIPELINE SVCS, LLC												
	16-00982	06/21/16	ESTIMATE #782									
	1		CLEAN AND TV SANITARY SEWER		2,900.00	6-09-55-501-002-537	B Sewer Main Cleaning & Testing	R	06/21/16	09/28/16	1120	N
	Vendor Total:				2,900.00							
N0021 NORTHERN TOOL & EQUIPMENT CO.												
	16-01226	08/02/16	HOTLINE SPECIAL									
	1		STRONGWAY 30" OSCILLATING FAN		155.07	6-09-55-501-002-503	B Sewer Plant Maintenance	R	08/02/16	09/28/16	0# 49430363	N
	Vendor Total:				155.07							
00050 ONE CALL CONCEPT INC												
	16-01470	09/12/16	AUG 2016 MARK OUT REQUESTS									
	1		INV. 6085084 - AUG 2016 MARK		37.50	6-09-55-501-001-535	B Hydrants and Line Repair	R	09/12/16	09/28/16	6085084	N
	Vendor Total:				37.50							

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
OTTEA005 OTTEAU GROUP, INC.												
	16-01518	09/19/16	professional services									
	1	C. Otteau/June 8 hrs @ \$200	1,600.00	RBG-DEMO		P DEMO-BANK STREET PROPERTY	R	09/19/16	09/28/16			N
	2	C. Ottea/July 5 hours @ \$200	<u>1,000.00</u>	RBG-DEMO		P DEMO-BANK STREET PROPERTY	R	09/19/16	09/28/16			N
			2,600.00									
		Vendor Total:	2,600.00									
P0072 PANGARO TRAINING & MANAGEMENT												
	16-01433	09/01/16	TRAINING - MECCA									
	1	TRAINING - MECCA	189.00	6-01-25-240-001-042		B Education & Training	R	09/01/16	09/28/16			N
		Vendor Total:	189.00									
P0005 PARIS AUTOMOTIVE SUPPLY												
	16-01462	09/12/16	AUGUST 2016 BILLING									
	1	AUGUST 2016 BILLING	252.42	6-01-26-290-001-034		B Motor Vehicle Parts & Access.	R	09/12/16	09/28/16		AUG 2016	N
	2	AUGUST 2016 BILLING	<u>107.98</u>	6-01-25-240-001-034		B Motor Vehicle Parts & Access.	R	09/12/16	09/28/16		AUG 2016	N
			360.40									
		Vendor Total:	360.40									
P0088 PARKER MCCAY, P.A.												
	16-01571	09/27/16	3010523, 3010883, 3010525									
	1	3010523 GENERAL LABOR MATTERS	203.00	6-01-20-155-001-031		B Labor,Personnel & Union Council	R	09/27/16	09/28/16		3010523	N
	2	3010883 LITIGATION	932.25	6-01-20-155-001-033		B Litigation	R	09/27/16	09/28/16		3010883	N
	3	3010525 LABOR MATTER	<u>58.00</u>	6-01-20-155-001-031		B Labor,Personnel & Union Council	R	09/27/16	09/28/16		3010525	N
			1,193.25									
		Vendor Total:	1,193.25									
E8035 PENN VALLEY PUMP												
	16-01424	08/30/16	MAG PUMP PRESS. SWITCH REPAIR									
	1	MAG PUMP PRESS. SWITCH REPAIR	318.75	6-09-55-501-002-503		B Sewer Plant Maintenance	R	08/30/16	09/28/16			N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description		Amount	Charge Account	Acct Type Description						
E8035 PENN VALLEY PUMP											
	16-01424	08/30/16	MAG PUMP PRESS. SWITCH REPAIR	Continued							
	2		FREIGHT	11.60	6-09-55-501-002-503	R	09/16/16	09/28/16		11244	N
				<u>330.35</u>	B Sewer Plant Maintenance						
	Vendor Total:			330.35							
P0016 PRINCETON ONE THIRTY SUPPLY											
	16-01499	09/14/16	PAPER TOWELS								
	1		PAPER TOWEL CASES	185.25	6-09-55-501-002-509	R	09/14/16	09/28/16		31763	N
	Vendor Total:			185.25							
P0044 PSE&G											
	16-01576	09/28/16	VARIOUS GAS BILLS AUGUST								
	1		6503987609 1ST AVE WATER TOWER	11.97	6-09-55-501-001-505	R	09/28/16	09/28/16		6503987609	N
	2		6687890808 156 BANK STREET	19.79	6-01-31-446-001-070	R	09/28/16	09/28/16		6687890808	N
	3		6550326206 168 BANK ST EMS	15.24	6-01-25-260-001-073	R	09/28/16	09/28/16		6550326206	N
	4		6675946706 140 N MAIN ST HFD	18.03	6-01-31-446-001-143	R	09/28/16	09/28/16		6675946706	N
				<u>65.03</u>	B Gas Service						
					B Gas Heat - Borough Hall						
					B Natural Gas Heat						
					B Gas/Heat - Fire House						
	16-01579	09/28/16	MISC GAS BILLS 8/11-9/12								
	1		148 N MAIN 6579810904	35.76	6-01-31-446-001-070	R	09/28/16	09/28/16		6579810904	N
	2		BANK STREET 6606292905	12.67	6-09-55-501-001-505	R	09/28/16	09/28/16		6606292905	N
	3		OAK LANE 6679486904	500.67	6-09-55-501-002-505	R	09/28/16	09/28/16		6679486904	N
	4		140 N MAIN 6539567103	75.95	6-01-31-446-001-143	R	09/28/16	09/28/16		6539567103	N
				<u>625.05</u>	B Gas Service						
					B Gas Heat - Borough Hall						
					B Gas Service						
					B Gas/Heat - Fire House						
	Vendor Total:			690.08							
P0348 PUMPING SERVICES, INC.											
	16-01225	08/02/16	SERVICE SLUDGE MIXERS								
	1		PM/SERVICE BOTH SLUDGE MIXERS	1,011.29	6-09-55-501-002-503	R	08/02/16	09/28/16		1091754	N
	Vendor Total:			1,011.29							

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
R0039 RR DONNELLEY												
	16-01407	08/25/16	VITAL STATISTICS SAFETY PAPER									
	1		VITAL STATISTICS SAFETY PAPER	73.50	6-01-27-330-001-036	B Office Supplies- Maint.	R	08/25/16	09/28/16		HIGHTSTOWN	N
	Vendor Total:			73.50								
R1145 RUTGERS UNIVERSITY												
	16-00688	04/25/16	MUNI CAP.& TRUST FUND- M.PATEL									
	1		MUNI CAP.& TRUST FUND- M.PATEL	1,192.00	6-01-20-130-001-042	B Education & Training	R	04/25/16	09/28/16		FM-2106-SU16-1	N
	Vendor Total:			1,192.00								
R0114 RUTGERS, THE STATE UNIVERSITY												
	16-01474	09/12/16	IIMC COURSES									
	1		REGISTRATION FOR	295.00	6-01-20-120-001-042	B Education & Training	R	09/12/16	09/28/16			N
	2		OVERNIGHT ACCOMODATIONS	78.00	6-01-20-120-001-042	B Education & Training	R	09/12/16	09/28/16			N
				<u>373.00</u>								
	Vendor Total:			373.00								
S0363 S & S ARTS & CRAFTS												
	16-01489	09/14/16	inv 9247291 and 9187894									
	1		INVOICE 9247291	139.94	6-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	09/14/16	09/28/16		9247291	N
	2		INVOICE 9187894	987.47	6-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	09/14/16	09/28/16		9187894	N
				<u>1,127.41</u>								
	Vendor Total:			1,127.41								
S0746 SAMZIES UNIFORMS, INC												
	16-01133	07/13/16	VEST AND CARRIER - KRUPA									
	1		VEST AND CARRIER - KRUPA	1,161.55	G-02-41-726-015-399	B State Body Armor 2013-2014	R	07/13/16	09/28/16			N
	Vendor Total:			1,161.55								

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
SHERW005 SHERWIN WILLIAMS PAINT												
	16-01467	09/12/16	MINERAL SPIRITS									
	1		5 GALLON OF MINERAL SPIRITS	262.52	6-09-55-501-002-535	B Chemicals Miscellaneous	R	09/12/16	09/28/16		6984-3	N
			Vendor Total:	262.52								
S0070 SPORTSMEN'S CENTER												
	16-01446	09/08/16	WORK BOOTS JOHN MINESTRA									
	1		WORK BOOTS FOR JOHN MINESTRA	100.00	6-09-55-501-002-507	B Uniforms & Safety Equipment	R	09/08/16	09/28/16			N
			Vendor Total:	100.00								
T0002 TAMARA L. LEE, PP, AICP, LLA,												
	16-01512	09/16/16	Inv. #1 concept review/ElZorro									
	1		Inv. #1 concept review/ElZorro	143.75	ZORRO-16	P ESCROW/167-169 STOCKTON CONCEP	R	09/16/16	09/28/16			N
	16-01514	09/16/16	#17 & 34 general planning serv									
	1		#17 - July/Aug Planning Serv	1,092.50	6-01-21-180-001-105	B General Planning-Consulting	R	09/16/16	09/28/16			N
	2		#34 - Aug. Meeting preparation	603.75	6-01-21-180-001-105	B General Planning-Consulting	R	09/16/16	09/28/16			N
				1,696.25								
			Vendor Total:	1,840.00								
T0060 TOWNSHIP OF ROBBINSVILLE												
	16-01491	09/14/16	3RD QTR COURT FACILITIES									
	1		3RD QTR COURT FACILITIES	3,000.00	6-01-26-310-001-025	B Building Rental	R	09/14/16	09/28/16		3RD QTR COURT	N
			Vendor Total:	3,000.00								
T1886 TWIN COUNTY JANITORIAL												
	16-01447	09/08/16	40 X 48 TRASH BAGS									
	1		L4822K-RL - BLACK 40 X 48	346.20	6-01-20-125-001-035	B Paper Products/Janitorial	R	09/08/16	09/28/16			N
			Vendor Total:	346.20								
V0019 VERIZON												
	16-01567	09/27/16	201X06936613701Y 9/16/16									
	1		201X06936613701Y 9/16/16	170.96	6-01-31-440-001-089	B Telephone-VERIZON	R	09/27/16	09/28/16		201X06936613701	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
W1122 WYCKOFF'S MILL ASSOCIATION												
	16-01583	09/28/16	2015 REIMBURSEMENT									
	1		2015 SNOW REIMBURSEMENT	3,123.36	5-01-26-325-001-199	B Miscellaneous	R	09/28/16	09/29/16		2015 SNOW	N
	2		2015 LIGHTING REIMBURSEMENT	<u>2,173.92</u>	5-01-26-325-001-199	B Miscellaneous	R	09/28/16	09/29/16		LIGHTING	N
				5,297.28								
			Vendor Total:	5,297.28								
Y0025 YOSTEMBSKI, ROBERT												
	16-01434	09/01/16	MONTHLY PROSECUTOR FEE AUG '16									
	1		MONTHLY PROSECUTOR FEE AUG '16	1,200.00	6-01-25-275-001-111	B Municipal Prosecutor	R	09/01/16	09/28/16			N
			Vendor Total:	1,200.00								
<hr/>												
Total Purchase Orders:	69	Total P.O. Line Items:	161	Total List Amount:	71,452.49	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	5,297.28	0.00	5,297.28	0.00	0.00	0.00	5,297.28
CURRENT FUND	6-01	25,245.38	0.00	25,245.38	0.00	0.00	0.00	25,245.38
	6-09	18,790.77	0.00	18,790.77	0.00	0.00	0.00	18,790.77
	6-21	0.00	0.00	0.00	0.00	0.00	18,554.25	18,554.25
Year Total:		44,036.15	0.00	44,036.15	0.00	0.00	18,554.25	62,590.40
GENERAL CAPITAL	C-04	59.00	0.00	59.00	0.00	0.00	0.00	59.00
WATER/SEWER CAPITAL	C-08	2,104.50	0.00	2,104.50	0.00	0.00	0.00	2,104.50
Year Total:		2,163.50	0.00	2,163.50	0.00	0.00	0.00	2,163.50
	G-02	1,161.55	0.00	1,161.55	0.00	0.00	0.00	1,161.55
TRUST OTHER - FUND #12	T-12	239.76	0.00	239.76	0.00	0.00	0.00	239.76
Total of All Funds:		52,898.24	0.00	52,898.24	0.00	0.00	18,554.25	71,452.49

Project Description	Project No.	Rcvd Total	Held Total	Project Total
BARON INSPECTION FEES	BAR1307I	662.50	0.00	662.50
MILLSTONE BASIN HABITAT	MIL11-02	132.50	0.00	132.50
PEDDIE SCHOOL-NEW DORMS	PEDD2-14IF	13,523.00	0.00	13,523.00
DEMO-BANK STREET PROPERTY	RBG-DEMO	3,867.50	0.00	3,867.50
YASH AUTO SERVICE, INC	YASH1306	225.00	0.00	225.00
ESCROW/167-169 STOCKTON CONCEP	ZORRO-16	143.75	0.00	143.75
Total of All Projects:		<u>18,554.25</u>	<u>0.00</u>	<u>18,554.25</u>

Resolution 2016-175

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

APPOINTING AND AUTHORIZING AN AGREEMENT FOR SPECIAL LABOR COUNSEL SERVICES FOR A SPECIFIC LABOR MATTER – JOHN M. BOWENS, ESQ.

WHEREAS, there exists the need for specialized legal services relative to a specific personnel matter during 2016; and

WHEREAS, the Borough Council wishes to appoint John M. Bowens, Esq. of Schenck, Price, Smith & King, LLP of Florham Park, New Jersey as Special Labor Counsel for a specific personnel matter at a rate of \$130.00 per hour; and

WHEREAS, the cost for the proposed services shall not exceed \$3,500.00 without further approval by the Borough Council; and,

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

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

WHEREAS, the anticipated term of this contract shall be until the special labor matter for which the Special Labor Counsel as assigned is resolved.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and John M. Bowens, Esq. for professional labor counsel services for a specific labor matter.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2016.

Debra L. Sopronyi
Borough Clerk

Resolution 2016-176

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICES AGREEMENT WITH HAMILTON TOWNSHIP FOR THE DESTRUCTION OF RECORDS

WHEREAS, there is a need for the destruction of Hightstown Borough records in accordance with the New Jersey State Records Retention Schedule; and

WHEREAS, Hamilton Township has offered to shred the records currently awaiting destruction in Hightstown Borough, at no charge to the Borough, due to special circumstance; and

WHEREAS, Hightstown Borough and Hamilton Township wish to encourage inter-municipal cooperation; and

WHEREAS, Hightstown Borough and Hamilton Township recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

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

WHEREAS, Hightstown Borough and Hamilton Township agree that Hamilton Township will shred the documents currently awaiting destruction in Hightstown Borough at no charge.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Shared Services Agreement with Hamilton Township, Mercer County for the destruction of records is hereby approved and the Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2016.

Debra L. Sopronyi
 Borough Clerk

SHARED SERVICES AGREEMENT

This **AGREEMENT** made this 22nd day of September, 2016, by and between

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

AND

HAMILTON TOWNSHIP
2090 Greenwood Avenue
Post Office Box 0015
Hamilton, New Jersey 08520
(hereinafter referred to as "Hamilton")

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

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

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

WHEREAS, Hamilton Township has offered to shred the records currently awaiting destruction in Hightstown at no charge due to special circumstance; and

WHEREAS, Hightstown and Hamilton agree that Hamilton will shred the documents currently awaiting destruction in Hightstown at no charge; and

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

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

1. Hightstown shall deliver the records to be destroyed to Hamilton for destruction by shredding.
2. The record destruction shall be videotaped by Hamilton as evidence of such destruction of records.
3. The services referenced herein shall be performed by Hamilton at no charge to Hightstown.
4. Each party hereby agrees to release, indemnify, defend and hold harmless the other party, its agents, officers and employees, from and against any and all claims, demands, losses, expenses, attorneys fees, cause of action, judgments, lawsuits, proceedings, damages, and liability which may be asserted or

claimed and which relate in any way to, or arise in any way from, any acts or omissions of the negligent party, its agents, officers and employees, resulting from this Agreement.

5. This Agreement is being entered into pursuant to the provisions of the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, *et seq.*

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

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

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

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

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

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

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

ATTEST:

HIGHTSTOWN BOROUGH

By: _____
Debra L. Sopronyi, Borough Clerk

Lawrence D. Quattrone, Mayor

Date: _____

ATTEST:

HSAMILTON TOWNSHIP

By: _____
Eileen Gore, Municipal Clerk

Kelly Yaede, Mayor

Date: _____

Resolution 2016-177

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

AUTHORIZING RECEIPT OF BIDS FOR CHEMICALS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for Chemicals for the Water and Waste Water Treatment Plants, 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 October 5, 2016.

Debra L. Sopronyi
Borough Clerk

Ordinance 2016-XX

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 3, ENTITLED “POLICE REGULATIONS,” SUBSECTION 3-13.3 ENTITLED “APPLICATION” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN NEW JERSEY,” REGARDING THE APPLICATION SUBMISSION DEADLINE AND POLICING FEES

WHEREAS, The Hightstown Borough Police Chief has requested that the deadline for the filing of an application for a Parade Permit be changed to permit the proper scheduling of police services when required; and

WHEREAS, pursuant to Chapter 2, Subsection 2-19-19 of the “Revised General Ordinances of Hightstown Borough” there are fees associated with providing Police services for a parade and the Police Chief has requested that said additional fees be referenced in Subsection 3-13.3 of the “Revised General Ordinances of Hightstown Borough”; and

WHEREAS, the Borough Council recognizes that public safety is of utmost importance and that the request from the Police Chief is warranted.

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:

Section 1. That Chapter 3, entitled “Police Regulations,” Subsection 3-13.3 entitled “Application” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented as follows:

3-13.3 Application.

A person seeking issuance of a parade permit shall file an application with the Chief of Police on forms provided by him.

a. Filing Period. The application shall be filed with the Chief of Police not less than thirty (30) days nor more than sixty (60) days before the date on which it is proposed to conduct the parade.

b. Contents. The application shall contain the following information:

1. The name, address and telephone number of the person seeking to conduct the parade.

2. If the parade is to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible head of the organization.

3. The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct.

4. The date when the parade is to be conducted.
5. The route to be traveled, the starting point and the termination point.
6. The approximate number of persons who and animals and vehicles which will constitute the parade, the type of animals and description of the vehicles.
7. The hours when the parade will start and terminate.
8. A statement as to whether the parade will occupy all or only a portion of the width of the streets to be traveled.
9. The location by streets of any assembly areas for the parade.
10. The time when units of the parade will begin to assemble at any assembly area.
11. The interval of space to be maintained between units of the parade.
12. If the parade is to be held by or for any person other than the applicant, a written statement from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf.

c. Late Applications. When good cause is shown, the Chief of Police shall have the authority to consider any application which is filed less than seven (7) days before the proposed date of the parade.

d. Fee. A fee of fifty (\$50.00) dollars shall be paid at the filing of the application. This fee shall be waived for any organization qualified as nonprofit under Section 501(c)(3) of the Internal Revenue Code. (1991 Code § 153-3; New; Ord. No. 1999-01 § 1)

e. Police Service Fee. A fee for Police Services shall be charged pursuant to Subsection 2-19.19 "Engagement of Services of Off-Duty Police Officers." of the "Revised General Ordinances of Hightstown Borough". The fee for Police services shall not be waived for any organization qualified as nonprofit under Section 501(c)(3) of the Internal Revenue Code. Section 2. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

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

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

Introduced:

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor