

- Consent Agenda**
- 2016-211** Requesting Approval for Insertion of a Special Item of Revenue in the 2016 Budget
- 2016-212** Resolution of the Borough Council of the Borough of Hightstown Authorizing the Filing of a Pre-Application for USDA Community Facilities Funding Under the Business and Communities Grant Program
- 2016-213** Proclaiming December 5, 2016 as Community of Light Day

Public Comment II Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.

Discussion

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2016-207

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 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:

Contract Negotiations – Municipal Court
Insurance
R. Black Global
Personnel – Borough Administrator

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: March 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 December 5, 2016.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
Workshop Meeting
November 7, 2016
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:01 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

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

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

EXECUTIVE SESSION

Resolution 2016-190 Authorizing a Meeting that Excludes the Public

Councilmember Stults moved Resolution 2016-190; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2016-190

*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 November 7, 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 – Municipal 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: February 7, 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.

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

The Flag Salute followed roll call.

Fred Raffetto, Borough Attorney, had arrived during executive session and was now present; George Lang, CFO, arrived at this time and was now present.

Mayor Quattrone requested a moment of silence in memory of Suzann Fallon, a Hightstown Borough representative on the Board of Education.

APPROVAL OF AGENDA

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

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

Agenda approved 5-0.

APPROVAL OF MINUTES

Council President Hansen moved the October 5, 2016 Workshop Meeting Minutes for approval; Councilmember Stults seconded.

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

Minutes approved 5-0.

Councilmember Bluth moved the October 5, 2016 Executive Meeting Minutes for approval; Councilmember Stults seconded.

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

Minutes approved 5-0.

Councilmember Montferrat moved the October 17, 2016 Business Meeting Minutes for approval; Councilmember Stults seconded.

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

Minutes approved 5-0.

Councilmember Bluth moved the October 17, 2016 Executive Meeting Minutes for approval; Councilmember Montferrat seconded.

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

Minutes approved 5-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street – commented that he was pleased that the Borough is giving funds to RISE and Better Beginnings; this is a good agenda.

Scott Caster, 12 Clover Lane – commented that he regrets that there are only four members of the public at this meeting, and no media is present; Council should personally invite the public to attend the Council meetings.

Keith LePrevost, 213 Greeley Street – inquired as to why the Borough is looking for a grant for a new firehouse without public discussion.

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

ORDINANCES

2016-24 Final Reading and Public Hearing – 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

Councilmember Kurs moved Ordinance 2016-24 for introduction; Council President Hansen seconded.

Mayor Quattrone opened the public hearing on ordinance 2016-24 and the following individuals spoke:

Eugene Sarafin, 628 S. Main Street – spoke regarding Roman parades and stated that he likes this ordinance.

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

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

Ordinance adopted 5-0.

Ordinance 2016-24

*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 thirty (30) 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.

RESOLUTIONS

Resolution 2016-191 Authorizing Payment of Bills

Councilmember Stults requested that the Connelly bill be pulled from the Bill List and voted on separately.

Mayor Quattrone suggested that he just abstain from voting on the bill list; Councilmember Stults agreed.

Councilmember Kurs moved Resolution 2016-191; Council President Hansen seconded.

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

Resolution adopted 4-0, with one abstention.

Resolution 2016-191

*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 \$1,130,194.80 from the following accounts:

Current		\$1,049,250.03
W/S Operating		29,629.40
General Capital		8,807.40
Water/Sewer Capital		18,773.50
Grant		0.00
Trust		17,988.02
Housing Trust		0.00
Animal Control		1.20
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>5,745.25</u>
Total		<u>\$1,130,194.80</u>

Resolution 2016-192 Authorizing Execution of a Federal Aid Agreement with the New Jersey Department of Transportation for the Safe Routes to School Design Assistance Program 2015 for Improvements to Stockton Street and Joseph Street (Federal Project #TAP-C00S (922))

Mayor Quattrone explained the need for the resolution.

Council President Hansen moved Resolution 2016-192; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

**AUTHORIZING EXECUTION OF A FEDERAL AID AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SAFE ROUTES TO SCHOOL DESIGN ASSISTANCE PROGRAM 2015 FOR IMPROVEMENTS TO STOCKTON STREET AND JOSEPH STREET
(FEDERAL PROJECT #TAP-COOS (922))**

WHEREAS, on September 14, 2016 the Federal Highway Administration (FHWA) authorized funding to Hightstown Borough for the Safe Routes to School Design Assistance Program 2015 for improvements to Stockton Street and Joseph Street; and

WHEREAS, this authorization was based on the scope of work and budget agreed upon by the Borough of Hightstown and the New Jersey Department of Transportation Division of Local Aid; and

WHEREAS, the scope of work includes Preliminary Engineering and Final Design and Construction Support activities related to the Improvements to Stockton Street and Joseph Street in the Borough; and

WHEREAS, it is required that the Borough sign a Federal Aid Agreement in order to receive reimbursement for the Engineering Services as approved.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Federal Aid Agreement is hereby accepted and the Mayor is authorized to execute, and the Borough Clerk to attest

the Federal Aid Agreement and other documentation necessary to implement the grant.

Resolution 2016-193 Authorizing Execution of an Agreement for Engineering Services Related to a Federal Aid Agreement with the New Jersey Department of Transportation for the Safe Routes to School Design Assistance Program 2015 for Improvements to Stockton Street and Joseph Street (Federal Project #TAP-C00S (922))

Administrator Underhill explained the process for hiring the Engineer through the Design Assistance Program and the need for the resolution.

Councilmember Kurs moved Resolution 2016-193; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2016-193

**AUTHORIZING EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES RELATED TO A FEDERAL AID AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SAFE ROUTES TO SCHOOL DESIGN ASSISTANCE PROGRAM 2015 FOR IMPROVEMENTS TO STOCKTON STREET AND JOSEPH STREET
(FEDERAL PROJECT #TAP-COOS (922))**

WHEREAS, on September 14, 2016 the Federal Highway Administration (FHWA) authorized funding to Hightstown Borough for the Safe Routes to School Design Assistance Program 2015 for improvements to Stockton Street and Joseph Street; and

WHEREAS, this authorization was based on the scope of work and budget agreed upon by the Borough of Hightstown and the New Jersey Department of Transportation Division of Local Aid; and

WHEREAS, the scope of work includes Preliminary Engineering and Final Design and Construction Support activities related to the Improvements to Stockton Street and Joseph Street in the Borough; and

WHEREAS, it is required that the Borough appoint an Engineer from a pre-qualified list provided by the FHWA and NJDOT; and

WHEREAS, the Borough has agreed to award the required Engineering Services to Parson Brinckerhoff, Inc., One Penn Plaza, New York; and

WHEREAS, the amount of this agreement shall not exceed \$103,819.36 in totality, with each phase being subject to approval of NJDOT and FHWA; and

WHEREAS, this agreement shall be contingent upon funds being provided by FHWA and NJDOT through the Safe Routes to School Design Assistance Program; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Federal Aid Agreement is hereby accepted and the Mayor is authorized to execute, and the Borough Clerk to attest, the Federal Aid Agreement and other documentation necessary to implement the grant.

Resolution 2016-194 Authorizing a Shared Services with Robbinsville Township for Municipal Court Facilities

Councilmember Kurs moved Resolution 2016-194; Councilmember Stults seconded.

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

Resolution adopted 5-0.

Resolution 2016-194

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE
TOWNSHIP FOR MUNICIPAL COURT FACILITIES**

WHEREAS, there is a need for Municipal Court Facilities; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, N.J.S.A. 2B:12-1(c) provides that "two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court;" and

WHEREAS, Hightstown and Robbinsville have previously entered into Shared Services Agreement(s) in order to share facilities and equipment relating to their respective municipal court operations (collectively, the "Services") in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, prosecutor and public defender; and

WHEREAS, the Parties wish to continue this arrangement for the Services for the term of January 1, 2017 to June 30, 2017, in accordance with the terms and conditions set forth in the within Agreement, effective upon the following: (1) execution of the within Agreement; and (2) approval of the Administrative Office of the Courts (hereinafter, the "AOC") and the Assignment Judge of the Superior Court of New Jersey, Mercer County Vicinage (hereinafter, the "Assignment Judge"), whichever occurs later; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown find that it would be in the best interests of the Parties to continue to collectively provide for the Services under the terms and conditions in the agreement; and

WHEREAS, the term of the prior arrangement between the Parties shall be extended pursuant to the Agreement for an additional 6 (six) month period, commencing on January 1, 2017 and terminating on June 30, 2017; and

WHEREAS, the Borough's net cost under this agreement is \$12,000 for 2017 to be paid on the first of each month of the agreement, and such others fees as listed in the agreement; and

WHEREAS funds for this expenditure will be made available in the 2017 budget.

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

1. The Shared Services Agreement with the Township of Robbinsville for Municipal Court Facilities for a six (6) month period is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.

3. This agreement is approved subject to the provision of adequate funds in the Borough's 2017 budget.
4. This agreement is contingent upon and subject to the approval of the AOC and the Assignment Judge.

Resolution 2016-195 Authorizing Triad Associates to Prepare and Process the USDA Rural Development Community Facilities Pre-Application and Full Application for the Construction of a New Firehouse

Administrator Underhill explained that the application is for improvements to the firehouse, not a new firehouse. The Grant Writer mislabeled the title and he neglected to inform the Clerk of the error.

Councilmember Montferrat moved Resolution 2016-195 with the amended title "Authorizing Triad Associates to Prepare and Process the USDA Rural Development Community Facilities Pre-Application and Full Application for Improvements to the Firehouse"; Councilmember Kurs seconded.

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

Resolution adopted as amended, 5-0.

Resolution 2016-195

AUTHORIZING TRIAD ASSOCIATES TO PREPARE AND PROCESS THE USDA RURAL DEVELOPMENT COMMUNITY FACILITIES PRE-APPLICATION AND FULL APPLICATION FOR IMPROVEMENTS TO THE FIREHOUSE

WHEREAS, Triad Associates, pursuant to an existing agreement for grant writing, has brought forward the USDA Rural Development Community Facilities Loan Program Application for improvements to the firehouse for which they think it would be advantageous for the Borough to apply; and

WHEREAS, after reviewing the proposed loan, the Borough Council finds that it would be beneficial for the Borough to submit the USDA Rural Development Community Facilities Loan Program Application for improvements to the firehouse; and

WHEREAS, the fee for the Application is not to exceed \$7,400.00; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown that Triad Associates is authorized to prepare and process the USDA Rural Development Community Facilities Loan Program Application for improvements to the firehouse and that the Mayor is authorized to execute and the Borough Clerk to attest the appropriate paperwork necessary to implement such application.

Consent Agenda

Resolutions 2016-196, 2016-197, 2016-198, 2016-199, 2016-200, 2016-201, 2016-202, and 2016-203.

Councilmember Kurs moved Resolutions 2016-196, 2016-197, 2016-198, 2016-199, 2016-200, 2016-201, 2016-202, and 2016-203 as a Consent Agenda; Council President Hansen seconded.

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

Resolutions adopted 5-0.

Resolution 2016-196

**ENCOURAGING MERCER COUNTY TO CONTRACT WITH COMMUNITY
CHAMPIONS TO ASSIST MUNICIPALITIES WITH REQUIRED VACANT AND
FORECLOSED PROPERTY REGISTRATION AND MAINTENANCE COMPLIANCE**

WHEREAS, per the authority of P.L. 2014, c. 35, the Borough of Hightstown adopted Ordinance 2015-10 which establishes standards for the registration and maintenance of vacant and abandoned residential properties in foreclosure by creditors; and

WHEREAS, a Creditor filing a summons and complaint in an action to foreclose on a Vacant and Abandoned property, or a Creditor who has previously filed a summons and complaint to foreclose on a residential property which subsequently becomes Vacant and Abandoned, shall within thirty (30) calendar days after the building becomes Vacant and Abandoned or within thirty (30) calendar days after assuming ownership of the Vacant and Abandoned property, whichever is later; or within ten (10) calendar days of receipt of notice from the Borough, and annually thereafter, file a registration statement for such Vacant and Abandoned property with the municipal clerk on forms provided by the Borough for such purposes. Any failure to receive notice from the Borough shall not constitute grounds for failing to register the Vacant and Abandoned property; and

WHEREAS, the Creditor shall notify the municipal clerk within thirty (30) calendar days of any change in the registration information by filing an amended registration statement on a form provided by the municipal clerk for such purpose; and

WHEREAS, the Borough is having great difficulty monitoring the vacant property's creditor or responsible party for property maintenance as it changes regularly without notice to the Borough; and

WHEREAS, Community Champions is a vacant property registration company with resources to obtain foreclosure records and track when other institutions take possession of mortgages; and

WHEREAS, Community Champions monitors foreclosure filings and begins the required registration process; and

WHEREAS, Community Champions offers proactive identification of non-compliant registrations, advanced registration and reporting capabilities, and ensures property and registration compliance; and

WHEREAS, Hightstown Borough finds that utilizing the services of Community Champions would be cost effective and efficient; and

WHEREAS, Hightstown Borough finds that the presence of unmaintained properties within the Borough reduces property values, and presents a health and safety hazard to the community; and

WHEREAS, Community Champions only provides their service to municipalities through a County contract such as they have with Atlantic County, Gloucester County, and Camden County; and

WHEREAS, the Mayor and Council of Hightstown Borough encourages Mercer County to contract with Community Champions for vacant property registrations within the municipalities within the County; and

WHEREAS, this contract would be beneficial in assisting municipalities with the required maintenance of vacant properties without any cost to the taxpayer as all fees are paid from the registration fees collected through the vacant property registration process.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of

Hightstown, County of Mercer and State of New Jersey, hereby encourages Mercer County to contract with Community Champions to assist Mercer County municipalities with vacant property registrations and monitoring the changes of responsible parties for these properties.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be sent to the Mercer County Board of Chosen Freeholders, Mercer County Administrator, and all Mercer County municipalities.

Resolution 2016-197

**AUTHORIZING EXECUTION OF A DONOR AGREEMENT WITH RISE
(FORMERLY KNOWN AS THE COMMUNITY ACTION SERVICE CENTER)**

WHEREAS, it is the desire of the Mayor and Council to contribute the sum of \$3,000.00 to Rise, a Community Services Partnership, for the year 2016; and

WHEREAS, the New Jersey Department of Human Services has been designated to administer or supervise the administration of social services programs as defined in the New Jersey State plans for social services, and requires the execution of a Donor Agreement between RISE and the Borough of Hightstown; and

WHEREAS, the Finance Officer has certified the availability of funds for this payment;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Donor Agreement is hereby accepted and the Mayor is authorized to execute same.

Resolution 2016-198

**AUTHORIZING EXECUTION OF DONOR AGREEMENT
WITH BETTER BEGINNINGS CHILD DEVELOPMENT CENTER**

WHEREAS, it is the desire of the Mayor and Council to contribute the sum of \$8,000.00 to Better Beginnings Child Development Center for the year 2016; and

WHEREAS, the New Jersey Department of Human Services has been designated to administer or supervise the administration of social services programs as defined in the New Jersey State plans for social services, and requires the execution of a Donor Agreement between Better Beginnings and the Borough of Hightstown; and

WHEREAS, the Finance Officer has certified the availability of funds for this payment;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Donor Agreement is hereby accepted and the Mayor is authorized to execute same.

Resolution 2016-199

**ACCEPTING MEMBERSHIP OF EMILY A. CAPUTO IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Emily A. Caputo of Robbinsville, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that

the membership of Emily A. Caputo in Hightstown Engine Company No. 1 is hereby accepted.

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

Resolution 2016-200

**ACCEPTING MEMBERSHIP OF ROBERT A. LEBRUN IN
HIGHTSTOWN ENGINE CO. NO. 1**

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

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

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

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

Resolution 2016-201

AUTHORIZING REFUND OF WATER/SEWER OVERPAYMENT

WHEREAS, a water/sewer overpayment was made for Block 3, Lot 20, 201 Sunset Avenue, in the amount of \$234.78 due to over-estimated billings in 2016; and

WHEREAS, the executor, Leonard Sadowsky, 22 Derry Meeting Drive, Manalapan, New Jersey, 07726 has requested that a refund be issued for the overpayment in the amount of \$234.78; and

WHEREAS, the Collector has requested that said overpayment be refunded in the amount of \$234.78.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Collector and CFO are hereby authorized to issue a refund in the amount of \$234.78 to Leonard Sadowsky, 22 Derry Meeting Drive, Manalapan, New Jersey, 07726, representing the water/sewer overpayment as set forth herein.

Resolution 2016-202

**ADOPTING THE MERCER COUNTY MULTI-JURISDICTIONAL HAZARD
MITIGATION PLAN**

WHEREAS the Borough of Hightstown, Mercer County, New Jersey, has experienced natural hazards that result in public safety hazards and damage to private and public property;

WHEREAS the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

WHEREAS the New Jersey Office of Emergency Management is providing federal mitigation funds to support development of the mitigation plan;

WHEREAS a *Hazard Mitigation Plan* (HMP) has been developed by the Mitigation Steering and Planning

Committees;

WHEREAS the *Hazard Mitigation Plan* includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

WHEREAS the draft plan was provided to each participating jurisdiction and was posted on the Mercer County website so as to introduce the planning concept and to solicit questions and comments; and to present the HMP and request comments, as required by law, and

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

1. The *Mercer County Multi-Jurisdictional Hazard Mitigation Plan, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on July 15, 2016* by the Mercer County Office of Emergency Management, is hereby adopted as an official plan of the Borough of Hightstown; minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The Borough of Hightstown departments identified in the HMP are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the HMP shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Borough of Hightstown, and this resolution shall not be interpreted so as to mandate any such appropriations.
4. The Mercer County OEM Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the Mercer County Office of Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date as agreed upon by all stakeholders.

Resolution 2016-203

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2016 BUDGET

Whereas, N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2016 budget are hereby authorized:

Current	<u>From</u>	<u>To</u>
Group Insurance		
Other Expenses	\$ 13,000.00	
Liability Insurance		
Other Expenses	-	6,000.00
Legal Services and Costs		
Other Expenses	-	7,000.00

TOTALS	\$	13,000.00	\$	13,000.00
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PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – commented regarding his concern with tax exempt properties in the Borough and that improvements need to be made downtown; if the Borough needs letters of support for a grant, they should provide the letter for signature.

Eugene Sarafin, 628 South Main Street – noted that he was handcuffed and charged with criminal trespass on Friday while trying to remove a Trump campaign sign from Doug Mair's property, and Lynne Woods took pictures; he will no longer need to use curse words, he is replacing them with the word Trump.

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

DISCUSSION

Bond Rating

George Lang, CFO, noted a Star Ledger article regarding bond ratings and advised that Hightstown Borough is rated A1. He reviewed the Moody report as presented in the Council packets and noted he is pleased with the Borough's rating. There was discussion regarding bond ratings and positive factors and future ratings.

Mr. Lang also noted that the tax sale was a success, all liens were sold.

Mayor Quattrone thanked Mr. Lang for a job well done.

SUBCOMMITTEE

Mr. Underhill recommended that the Borough put out an RFP for Grant Writer. There was discussion and Council agreed.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults

Advised that he received a letter from the Princeton chamber of Commerce and Mercer County requesting information and pictures for their new website which will highlight the attractions in the various towns in the County; he reached out to Peddie and others to get the information.

He then noted that there was a meeting with a potential developer for the lakefront project; Zoning is following up on sign issues in town; Downtown Hightstown has appointed a new Chairperson, Steve Kirson and businesses are now having conversations with each other, it is a good start.

Councilmember Bluth

Noted that the Parks & Recreation Commission meets Thursday; and the Cultural Arts Commission meets on Wednesday.

Councilmember Kurs

Commented that Halloween was a huge success and thanked Public Works, the Police, and the residents on Stockton Street for their contribution to the event.

Councilmember Montferrat

Agreed that Halloween was a success, and suggested that Stockton Street be closed earlier next year; the unveiling at the memorial went well; the House Tour was a success and raised almost \$6,000.00; the Herald is printing the articles he submits; the Historic Preservation Commission was cancelled; and the Board of Health meets Wednesday.

Council President Hansen

Advised that she did not attend the Housing Authority meeting; and the House Tour attracted a lot of people. Commented that Halloween was a success; even though few attend the Council meetings, business is being conducted effectively in this format; suggested that Council consider inviting the Boards and Committees to the meetings to report their status to attract the public to attend the meetings.

Borough Administrator, Henry Underhill

Informed Council and the public that letters of support for the TAP grant are available in the back of the room and on the website.

Borough Clerk Sopronyi

Reminded everyone to vote tomorrow; all polling districts will be at the Firehouse.

Mayor Quattrone

Commented that people do not attend the meetings because they are happy with Council's progress and what they are doing for the Borough; thanked the homeowners who opened up their historic homes for the House Tour; Halloween went well.

ADJOURNMENT

Councilmember Stults motioned to adjourn back into executive session at 8:25 pm; Council President Hansen seconded. All ayes.

Council adjourned back into executive session.

Council returned to open session at 8:55 pm.

Councilmember Montferrat motioned to adjourn the meeting at 8:55 pm; Councilmember Bluth seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

Resolution 2016-208

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

**AWARDING A CONTRACT FOR TERTIARY DISC FILTRATION AND
ULTRAVIOLET DISINFECTION FOR THE HIGHTSTOWN BOROUGH
ADVANCED WASTE WATER PLANT – QUAD CONSTRUCTION COMPANY**

WHEREAS, twelve (12) bids were received on November 16, 2016 for the Tertiary Disc Filtration and Ultraviolet Disinfection for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the Tertiary Disc Filtration and Ultraviolet Disinfection project for the Advanced Wastewater Treatment Plant be awarded to Quad Construction Company, Inc. of Lumberton, New Jersey at a contract price of \$910,000.00; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by Quad Construction Company, Inc. of Lumberton, New Jersey is in order with respect to legal compliance; and

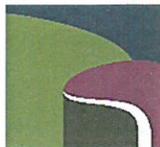
WHEREAS, this project is being funded by a loan from the New Jersey Environmental Infrastructure Trust and the New Jersey Department of Environmental Protection.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a contract for the Tertiary Disc Filtration and Ultraviolet Disinfection for the Advanced Wastewater Treatment Plant be awarded to Quad Construction Company, Inc. of Lumberton, New Jersey at a contract price of \$910,000.00, subject to the approval of the New Jersey Department of Environmental Protection.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk



Roberts
 ENGINEERING GROUP LLC
 Women Business Enterprise Certified

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

November 18, 2016

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

Re: Recommendation of Award
 Tertiary Disc Filtration and Ultraviolet Disinfection
 Borough of Hightstown, Mercer County
 Our File No.: H1669

Dear Mayor and Council:

Bids were received for the Tertiary Disc Filtration and Ultraviolet Disinfection project on Wednesday, November 16, 2016. A total of seventeen (17) bidders obtained plans and specifications and twelve (12) contractors submitted bids. The bid results are as follows:

	<u>Bid</u>
1. Quad Construction Company Lumberton, NJ	\$910,000.00
2. C & H Industrial Services, Inc. Franklinville, NJ	\$927,000.00
3. Blooming Glen Contractors, Inc. Perkasie, PA	\$934,170.00
4. Clyde N. Lattimer & Son Berlin, NJ	\$944,000.00
5. LB Industries, Inc. Hellertown, PA	\$954,330.00
6. Eastern Environmental Contractors, Inc. Green Lane, PA	\$978,870.00
7. JEV Construction Clinton, NJ	\$982,500.00
8. Coppola Services, Inc. Ringwood, NJ	\$989,750.00
9. BR Welding, Inc. Howell, NJ	\$1,067,100.00
10. Iron Hills Construction Co., Inc. Wayne, NJ	\$1,098,790.00
11. CMS Construction, Inc. Newark, NJ	\$1,141,600.00
12. Pact Two, LLC Ringoes, NJ	\$1,142,000.00

Tertiary Disc Filtration and Ultraviolet Disinfection
Our File No.: H1669
Page 2 of 2

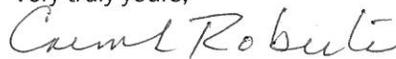
This project is being funded by a loan from the New Jersey Environmental Infrastructure Trust and the New Jersey Department of Environmental Protection. This project was estimated at a cost of \$1,105,020.00. The low bid amount of \$910,000.00 is \$195,020.00 lower than estimated.

I have reviewed the documents submitted by the low bidder, Quad Construction Company and find all to be in order. We have contacted references provided by the contractor and have received good responses. Additionally, this office has worked directly with Quad Construction and was very satisfied with their work.

The legal documents were reviewed and approved by the Borough Attorney. Therefore, it is my recommendation that a contract be awarded to Quad Construction Company of Lumberton, New Jersey in the amount of \$910,000.00. As this project is funded by the New Jersey Environmental Infrastructure Trust, the resolution of award must be made subject to the approval of the NJDEP.

By way of this letter I am returning the original bids to the Borough Clerk.

Very truly yours,



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

Enclosures

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

Summary of Bids Our File No.: H1669			Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, NJ 08690 Phone: (609) 586-1141		Quad Construction Company 732 Eayrestown Road Lumberton, NJ 08048 Phone: (609) 702-8000 Fax: (609) 702-8008		C & H Industrial Services, Inc. 542 Penny Street Franklinville, NJ 08322 Phone: (610) 842-3031 Fax: (610) 876-6099		Blooming Glen Contractors, Inc. 901 Minsi Trail Perkasie, PA 18944 Phone: (215) 257-9400 Fax: (215) 258-5937		Clyde N. Lattimer & Son 228 North Route 73 Berlin, NJ 08009 Phone: (856) 768-3700 Fax: (856) 768-1104		LB Industries, Inc. P.O. Box X Hellertown, PA 18055 Phone: (610) 417-4131 Fax: (484) 851-3174	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization	LS	1	\$60,000.00	\$60,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$31,475.00	\$31,475.00	\$1,000.00	\$1,000.00	\$30,000.00	\$30,000.00
2 Project Video and Photographs	LS	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$1,015.00	\$1,015.00	\$500.00	\$500.00	\$1,330.00	\$1,330.00
3 Demolition, Removal and Disposal of Existing Equipment	LS	1	\$50,000.00	\$50,000.00	\$60,000.00	\$60,000.00	\$367,000.00	\$367,000.00	\$59,520.00	\$59,520.00	\$75,000.00	\$75,000.00	\$122,000.00	\$122,000.00
4 Disc Filter System, Concrete Foundation, Piping, Valves, Controls, etc., Required for a Complete System As Specified	LS	1	\$525,510.00	\$525,510.00	\$572,000.00	\$572,000.00	\$289,000.00	\$289,000.00	\$462,131.00	\$462,131.00	\$658,000.00	\$658,000.00	\$430,000.00	\$430,000.00
5 Ultraviolet Disinfection System, Piping, Valves, Controls, etc., Required for a Complete System As Specified	LS	1	\$344,510.00	\$344,510.00	\$125,000.00	\$125,000.00	\$153,000.00	\$153,000.00	\$197,574.00	\$197,574.00	\$100,000.00	\$100,000.00	\$237,000.00	\$237,000.00
6 Chlorinatio/Dechlorination Chamber Modifications	LS	1	\$62,000.00	\$62,000.00	\$70,000.00	\$70,000.00	\$9,000.00	\$9,000.00	\$52,346.00	\$52,346.00	\$50,000.00	\$50,000.00	\$60,000.00	\$60,000.00
7 Overhead Coiling Door	LS	1	\$10,500.00	\$10,500.00	\$20,000.00	\$20,000.00	\$8,800.00	\$8,800.00	\$19,467.00	\$19,467.00	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00
8 Aluminum Railing System	LS	1	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$40,000.00	\$40,000.00	\$30,891.00	\$30,891.00	\$30,000.00	\$30,000.00	\$14,000.00	\$14,000.00
9 Cleaning and Restoration	LS	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$21,010.00	\$21,010.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00
10 Electrical	LS	1	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$28,000.00	\$28,000.00	\$58,741.00	\$58,741.00	\$24,000.00	\$24,000.00	\$35,000.00	\$35,000.00
Total Cost:			\$1,105,020.00	\$1,105,020.00	\$910,000.00	\$910,000.00	\$927,000.00	\$927,000.00	\$934,170.00	\$934,170.00	\$944,000.00	\$944,000.00	\$954,330.00	\$954,330.00

Summary of Bids Our File No.: H1669			Eastern Environmental Contractors, Inc. 6304 5th Street Green Lane, PA 18054 Phone: (215) 234-8990 Fax: (215) 234-8998		JEV Construction 1116 West Main Street, 2nd Floor Clinton, NJ 08809 Phone: (908) 323-2950 Fax: (908) 323-2964		Coppola Services, Inc. 28 Executive Parkway Ringwood, NJ 07456 Phone: (973) 962-1890 Fax: (973) 962-9112		BR Welding, Inc. 3 Brook Road Howell, NJ 07731 Phone: (732) 363-8253 Fax: (732) 363-0155		Iron Hills Construction Co., Inc. 17 Alpine Drive Wayne, NJ 07470 Phone: (908) 879-1348 Fax: (908) 879-9699		CMS Construction, Inc. 152 Sherman Avenue Newark, NJ 07114 Phone: (973) 391-7185 Fax: (973) 718-4005	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization	LS	1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$18,500.00	\$18,500.00	\$58,000.00	\$58,000.00	\$60,000.00	\$60,000.00	\$45,000.00	\$45,000.00
2 Project Video and Photographs	LS	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$4,200.00	\$4,200.00	\$1,500.00	\$1,500.00	\$6,600.00	\$6,600.00
3 Demolition, Removal and Disposal of Existing Equipment	LS	1	\$110,000.00	\$110,000.00	\$160,000.00	\$160,000.00	\$50,000.00	\$50,000.00	\$56,500.00	\$56,500.00	\$52,000.00	\$52,000.00	\$76,000.00	\$76,000.00
4 Disc Filter System, Concrete Foundation, Piping, Valves, Controls, etc., Required for a Complete System As Specified	LS	1	\$423,000.00	\$423,000.00	\$440,000.00	\$440,000.00	\$510,000.00	\$510,000.00	\$425,000.00	\$425,000.00	\$488,000.00	\$488,000.00	\$496,098.00	\$496,098.00
5 Ultraviolet Disinfection System, Piping, Valves, Controls, etc., Required for a Complete System As Specified	LS	1	\$220,000.00	\$220,000.00	\$208,000.00	\$208,000.00	\$230,000.00	\$230,000.00	\$260,000.00	\$260,000.00	\$244,000.00	\$244,000.00	\$279,000.00	\$279,000.00
6 Chlorinatio/Dechlorination Chamber Modifications	LS	1	\$100,000.00	\$100,000.00	\$65,000.00	\$65,000.00	\$93,000.00	\$93,000.00	\$83,400.00	\$83,400.00	\$150,000.00	\$150,000.00	\$98,300.00	\$98,300.00
7 Overhead Coiling Door	LS	1	\$35,000.00	\$35,000.00	\$24,000.00	\$24,000.00	\$32,000.00	\$32,000.00	\$23,000.00	\$23,000.00	\$21,000.00	\$21,000.00	\$31,000.00	\$31,000.00
8 Aluminum Railing System	LS	1	\$27,000.00	\$27,000.00	\$25,000.00	\$25,000.00	\$2,750.00	\$2,750.00	\$12,000.00	\$12,000.00	\$20,000.00	\$20,000.00	\$46,602.00	\$46,602.00
9 Cleaning and Restoration	LS	1	\$1,400.00	\$1,400.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$15,000.00	\$15,000.00	\$2,500.00	\$2,500.00	\$35,000.00	\$35,000.00
10 Electrical	LS	1	\$31,470.00	\$31,470.00	\$28,000.00	\$28,000.00	\$50,000.00	\$50,000.00	\$130,000.00	\$130,000.00	\$59,790.00	\$59,790.00	\$28,000.00	\$28,000.00
Total Cost:			\$978,870.00	\$978,870.00	\$982,500.00	\$982,500.00	\$989,750.00	\$989,750.00	\$1,067,100.00	\$1,067,100.00	\$1,098,790.00	\$1,098,790.00	\$1,141,600.00	\$1,141,600.00

Summary of Bids Our File No.: H1669			Pact Two, LLC 554 Route 31 North Ringoes, NJ 08551 Phone: (908) 788-1985 Fax: (908) 788-5780		Construction Market Data Group, LLC 30 Technology Parkway South, Suite 100 Norcross, GA 30092 Phone: (800) 364-2059 Fax: (800) 303-8629		Derstine Company, LLC 320 Cowpath Road Souderton, PA 18964 Phone: (215) 723-4798 Fax: (215) 723-6081		Dodge Data & Analytics 300 American Metro Boulevard, Suite 185 Hamilton, NJ 08619 Phone: (609) 336-2627		Kappe Associates, Inc. 403 Chestnut Street, Suite 1 Emmaus, PA 18049 Phone: (215) 361-5700 Fax: (215) 361-5701		William Kohl, P.E. 523 Newman Springs Road Lincroft, NJ 07738 Phone: (732) 747-4381 Fax: (732) 741-2757	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization	LS	1	\$40,000.00	\$40,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
2 Project Video and Photographs	LS	1	\$2,000.00	\$2,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
3 Demolition, Removal and Disposal of Existing Equipment	LS	1	\$40,000.00	\$40,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
4 Disc Filter System, Concrete Foundation, Piping, Valves, Controls, etc., Required for a Complete System As Specified	LS	1	\$440,000.00	\$440,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
5 Ultraviolet Disinfection System, Piping, Valves, Controls, etc., Required for a Complete System As Specified	LS	1	\$400,000.00	\$400,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
6 Chlorinatio/Dechlorination Chamber Modifications	LS	1	\$70,000.00	\$70,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
7 Overhead Coiling Door	LS	1	\$20,000.00	\$20,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
8 Aluminum Railing System	LS	1	\$40,000.00	\$40,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
9 Cleaning and Restoration	LS	1	\$20,000.00	\$20,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
10 Electrical	LS	1	\$70,000.00	\$70,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	
Total Cost:			\$1,142,000.00	\$1,142,000.00	No Bid Received		No Bid Received		No Bid Received		No Bid Received		No Bid Received	

Carmela Roberts
Carmela Roberts, P.E.
NJ License No. 34419



RECEIVED

NOV 22 2016

MUNICIPAL CLERK'S OFFICE

State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600



CHRIS CHRISTIE
Governor

RICHARD T. HAMMER
Commissioner

KIM GUADAGNO
Lt. Governor

November 17, 2016

Dear Mayor/Freeholder Director/County Executive:

On behalf of Governor Chris Christie I am pleased to announce that applications will now be accepted for the New Jersey Department of Transportation's (NJDOT) FY 2017 State Aid programs. As Commissioner of Transportation we are committed to maintaining and improving New Jersey's local transportation infrastructure by providing financial assistance to counties and municipalities for traditional and non-traditional transportation initiatives.

The following is a brief description of each program:

- **Municipal Aid** - This program has been a significant resource for municipalities in funding local transportation projects. All municipalities are eligible. The Department continues to encourage municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities. NJDOT has set a goal to award up to 10% of the Municipal Aid Program funds to projects such as pedestrian safety improvements, bikeways and streetscapes.
- **Transit Village** - This program will award grants for traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within 1/2 mile of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force are eligible to apply. The eligible town list can be found at <http://www.state.nj.us/transportation/business/localaid/transitvillagef.shtm>
- **Bikeways** - This program is intended to fund bicycle projects which create new Bike Path Mileage. It is available to all counties and municipalities. The Department continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding.
- **Safe Streets to Transit** - The intent of this program is to encourage counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of transit by all segments of the population.

All projects funded through the Transportation Trust Fund must comply with the Americans with Disabilities Act (ADA). ADA guidance, program descriptions and application guidance materials can be found on the NJDOT website at:

<http://www.state.nj.us/transportation/business/localaid/stateaid.shtm>

If you choose to apply, please consider the following in your applications. NJDOT requires grant projects to be awarded to construction within 24 months from the date of grant notification.

I encourage you to submit applications for these Local Aid programs. Each program application will be evaluated independently, affording counties and municipalities the opportunity to receive funding in more than one category.

The enclosed map provides contact information for each Local Aid District Office. Please keep in mind that a separate application for each project must be completed and submitted on or before February 3, 2017 on-line through SAGE at:

<https://njsage.intelligrants.com/Login.aspx?APPTHEME=NJSAGE>

We recommend that you consult with your Local Aid District Office to assist in preparing applications for funding. Thank you for your continued interest and support of NJDOT, and best wishes for success with your project applications.

Sincerely,



Richard T. Hammer
Commissioner

Enclosure

c Municipal Clerk
Municipal Engineer
County Engineer



New Jersey Department of Transportation Local Aid and Economic Development

District 1

Roxbury Corporate Center
200 Stierli Court, 1st Floor
Mount Arlington, NJ 07856
Phone: 973-601-6700
FAX: 973-601-6709

District 2

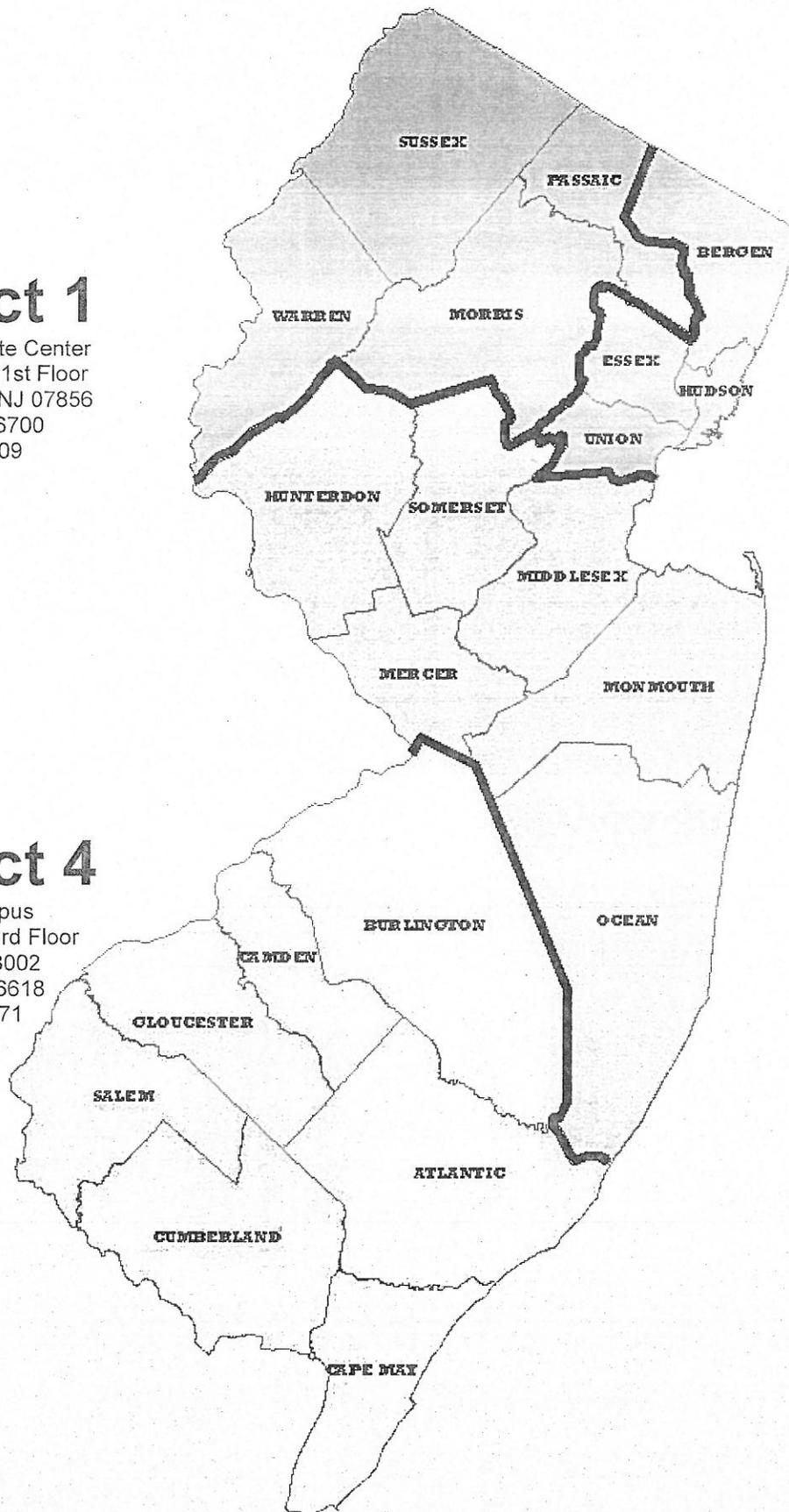
153 Halsey Street, 5th Floor
Newark, NJ 07102
Phone: 973-877-1500
FAX: 973-648-4547

District 4

1 Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002
Phone: 856-486-6618
FAX: 856-486-6771

District 3

1035 Parkway Ave
Trenton, NJ 08625
Phone: 609-530-5271
FAX: 609-530-8044



Resolution 2016-209

*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 \$179,851.06 from the following accounts:

Current		\$140,295.36
W/S Operating		24,805.01
General Capital		0.00
Water/Sewer Capital		5,998.00
Grant		1,461.55
Trust		2,114.14
Housing Trust		0.00
Animal Control		80.50
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>5,096.50</u>
Total		<u>\$179,851.06</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 December 5, 2016.

Debra L. Sopronyi
Borough Clerk

Date: December 5, 2016

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
Bank of America	11/22/2016	16-01906	25680	549.00
NJ Motor Vehicle Commission	11/29/2016	16-01954	25681	105.00
				<hr/>
				<hr/>
				<u>\$654.00</u>

TOTAL

\$654.00

WATER AND SEWER OPERATING ACCOUNT

Leonard Sadowsky	11/28/2016	16-01864	16699	234.78
				<hr/>
				<hr/>
				<u>\$234.78</u>

TOTAL

\$234.78

TRUST ACCOUNT

TOTAL

\$0.00

GENERAL CAPITAL

TOTAL

\$0.00

WATER AND SEWER CAPITAL

TOTAL

\$0.00

MANUAL TOTAL

\$888.78

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
B0400 BETTER BEGINNINGS, INC.											
	16-01909	11/22/16	RES 2016-198 DONOR AGREEMENT								
	1		RES 2016-198 DONOR AGREEMENT	8,000.00	6-01-27-345-001-051	B Better Beginnings Day Care	R	11/22/16	11/30/16	RES 2016-198	N
	Vendor Total:			8,000.00							
BLOCK005 BLOCK LINE SYSTEMS, LLC (LSI)											
	16-01911	11/22/16	INV#77943161115 DATED 11/15/16								
	1		INV#77943161115 DATED 11/15/16	1,330.31	6-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	11/22/16	11/29/16	77943161115	N
	Vendor Total:			1,330.31							
B0921 BRITTON INDUSTRIES, INC											
	16-01854	11/09/16	YARD WASTE DISPOSAL								
	1		INV. 0078068 - YD WSTE DISP	60.50	6-01-26-311-001-168	B Yardwaste	R	11/09/16	11/29/16	0078068	N
	2		INV. 0081897 - YD WSTE DISP	206.25	6-01-26-311-001-168	B Yardwaste	R	11/09/16	11/29/16	0081897	N
				266.75							
	Vendor Total:			266.75							
CHRIS010 CHRISTINE JOHNSON											
	16-01953	11/29/16	BAL DUE-ASST.DIRECTOR-EVENING								
	1		BALANCE DUE FOR ASSISTANT DIR	600.00	T-12-56-286-000-885	B PARKS & RECS/SHAKESPEARE IN THE PARK	R	11/29/16	11/29/16	ASST DIR-EVENIN	N
	Vendor Total:			600.00							
C0023 COMCAST											
	16-01936	11/28/16	OAK LANE INTERNET								
	1		8499052440157826	125.90	6-09-55-501-002-545	B Internet Services	R	11/28/16	11/29/16	849905244015782	N
	Vendor Total:			125.90							
COMCA005 COMCAST BUSINESS											
	16-01913	11/22/16	ACCT#930909813/INV#48086188								
	1		ACCT#930909813/INV#48086188	195.30	6-01-25-240-001-094	B COMPUTER/SERVICE & SUPPORT	R	11/22/16	11/29/16	930909813	N
	Vendor Total:			195.30							

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
E0157 EAST WINDSOR TOWNSHIP											
	16-01841	11/08/16	DISPATCH SERVICES DUE 12/01/16								
	1		DISPATCH SERVICES DUE 12/01/16	35,000.00	6-01-43-517-001-199	B East Windsor Dispatch-Shared Service	R	11/08/16	11/29/16	DUE 12/1DISPTCH	N
	16-01861	11/09/16	2016 BUS SERVICES								
	1		2016 BUS SERVICES	2,180.00	6-01-43-510-001-159	B Transportation-159	R	11/09/16	11/29/16	2016 BUS SVCS	N
	16-01862	11/09/16	SR CENTER SERVICES 2015-16								
	1		SR CENTER SERVICES 2015-16	29,796.18	6-01-43-509-001-202	B Program Service Center-158	R	11/09/16	11/29/16	2015-16 SR CTR	N
			Vendor Total:	66,976.18							
E0071 ENFORSYS											
	16-01860	11/09/16	2017 MAINTENANCE ESP1612017								
	1		2017 MAINTENANCE ESP1612017	525.00	6-01-25-256-002-027	B ESP EMERG.SOFTWARE	R	11/09/16	11/29/16	ESP1612017	N
			Vendor Total:	525.00							
E0417 ENVIRONMENTAL EXPRESS											
	16-01834	11/04/16	QUOTE #10404870								
	1		ITEM #B0015 COD VIALS	113.93	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	11/04/16	11/29/16	1000442506	N
	2		ITEM #LC148457 GGA STANDARD	75.56	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	11/04/16	11/29/16	1000442771	N
	3		FREIGHT	30.54	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	11/04/16	11/29/16		N
				<u>220.03</u>							
			Vendor Total:	220.03							
B0966 ERB'S GARAGE INC											
	16-01847	11/09/16	REPAIR TO TRUCKS								
	1		INV. 10104 - REPAIR TO F700	548.50	6-01-26-315-001-132	B Vehicle Maint. - Public Works	R	11/09/16	11/29/16	10104	N
	2		INV. 10105 - REPAIR TO	144.95	6-01-26-315-001-132	B Vehicle Maint. - Public Works	R	11/09/16	11/29/16	10105	N
	3		INV. 10106 - REPAIR TO VOLVO	90.58	6-01-26-315-001-132	B Vehicle Maint. - Public Works	R	11/09/16	11/29/16	10106	N
				<u>784.03</u>							
			Vendor Total:	784.03							

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
Q0176 EUROFINS QC, INC												
	16-01820	11/01/16	CHRONIC TOXICITY BIOASSAY									
	1		CHRONIC TOXICITY BIOASSAY	825.00	6-09-55-501-002-532	B Outside Lab Testing	R	11/01/16	11/29/16			N
16-01851 11/09/16 WATER ANALYSIS												
	1		INV. 1829573 - WATER ANALYSIS	99.50	6-09-55-501-001-532	B Outside Testing/Labs	R	11/09/16	11/29/16		18297573	N
	2		INV. 1829940 - WATER ANALYSIS	185.50	6-09-55-501-001-532	B Outside Testing/Labs	R	11/09/16	11/29/16		1829940	N
	3		INV. 1830065 - WATER ANALYSIS	99.50	6-09-55-501-001-532	B Outside Testing/Labs	R	11/09/16	11/29/16		1830065	N
	4		INV. 1832247 - WATER ANALYSIS	140.50	6-09-55-501-001-532	B Outside Testing/Labs	R	11/09/16	11/29/16		1832247	N
				525.00								
			Vendor Total:	1,350.00								
FIRST010 FIRST BATALLION FIRE FIGHTING												
	16-01748	10/21/16	INV 358-C DATED 8/21/16									
	1		INV 358-C DATED 8/21/16	170.25	6-01-25-252-002-056	B Fire & Other Safety Equipment	R	10/21/16	11/30/16		INV 358-C	N
			Vendor Total:	170.25								
G0017 GALLAGHER CODE MANAGEMENT												
	16-01881	11/14/16	CODIFICATION SERVICES MAY-OCT									
	1		CODIFICATION SERVICES	1,350.00	6-01-20-140-001-060	B Internet Services and Web Services	R	11/14/16	11/29/16		MAY-OCT 2016	N
			Vendor Total:	1,350.00								
S0081 GARY STEVENS												
	16-01757	10/21/16	WEBSITE MAINTENANCE									
	1		WEBSITE MAINTENANCE	1,800.00	6-01-20-140-001-060	B Internet Services and Web Services	R	10/21/16	11/29/16		0001073	N
			Vendor Total:	1,800.00								
G1077 GEORGE S. COYNE CO., INC.												
	16-00043	01/19/16	Res2016-028 Zetag 8849 FS - S			B						
	11		INV 245267 DATED 6/29/16	2,113.56	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	06/08/16	11/29/16		245267	N
	12		INV 247859 DATED 8/29/16	2,113.56	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	06/08/16	11/29/16		247859	N
	13		INV. 2500130 DATED 9/29/16	2,113.56	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	06/08/16	11/29/16		250013	N
	14		INV 251840 DATED 10/26/16	2,113.56	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	06/08/16	11/29/16		251840	N

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G1077 GEORGE S. COYNE CO., INC. Continued													
	16-00043	01/19/16	Res2016-028 Zetag 8849 FS - S		Continued								
	15 INV	251840	DATED 10/26/16	2,113.56	6-09-55-501-002-544	B	Zetag 8849 FS - George S. Coyne Co.,Inc.	R	06/08/16	11/29/16		251840	N
				10,567.80									
16-00135 01/26/16 Res.2015-126 Calc Hypochlorite B													
	3 INV	244786	CALCIUM HYPOCHLORIT	617.64	6-09-55-501-002-539	B	Calcium Hypochlorite-GEORGE S COYNE CHEM	R	01/26/16	11/29/16		244786	N
16-01425 08/30/16 MAGNAFLOC E38 INV 245566 7-29													
	1		MAGNAFLOC E38 INV 245566 7-29	1,549.79	6-09-55-501-002-554	B	ZETA LYTE 1A POLYMER	R	08/30/16	11/29/16		245566	N
16-01635 10/04/16 249138 & 249650 MAGNAFLOC													
	1		249138 MAGNAFLOC	519.80	6-09-55-501-002-554	B	ZETA LYTE 1A POLYMER	R	10/04/16	11/29/16		249138	N
	2		249650 MAGNAFLOC	1,029.98	6-09-55-501-002-554	B	ZETA LYTE 1A POLYMER	R	10/04/16	11/29/16		249650	N
				1,549.78									
	Vendor Total:			14,285.01									
G0185 GRAINGER, INC.													
	16-01875	11/14/16	QUOTE #2029748552										
	1 ITEM	#25D235	(REPLACEMENT)	759.05	6-09-55-501-002-502	B	Vehicle Maintenance	R	11/14/16	11/29/16		9285727468	N
	Vendor Total:			759.05									
GRET005 GRETCHEN GILROY													
	16-01894	11/17/16	2016 CELL PHONE REIMBURSEMENT										
	1		2016 CELL PHONE REIMBURSEMENT	100.00	6-01-20-176-000-037	B	Telephone-VERIZON MAINT-CELL	R	11/17/16	11/29/16		2016 CELL REIMB	N
16-01942 11/28/16 MILEAGE REIMBURSEMENT													
	1		MILEAGE REIMBURSEMENT	71.82	6-01-20-176-000-045	B	MILEAGE	R	11/28/16	11/29/16		8/5-11/1/16 MLG	N
	Vendor Total:			171.82									
H 85 HACH CO.													
	16-01833	11/04/16	QUOTE #100204799v1										
	1		Item 204053 SODIUM HYDROXIDE	26.21	6-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/04/16	11/29/16			N
	2		ITEM #253055 TSS FILTERS	159.03	6-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/04/16	11/29/16			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								
H 85 HACH CO. Continued											
16-01833 11/04/16 QUOTE #100204799v1			Continued								
3 ITEM #204253 FERRIC CHLORIDE	26.61	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	11/04/16	11/29/16					N
	<u>211.85</u>										
Vendor Total:	211.85										
HENRY005 HENRY UNDERHILL											
16-01938 11/28/16 EXPENSE REIMBURSEMENT-LEAGUE											
1 EXPENSE REIMBURSEMENT-LEAGUE	145.07	6-01-20-100-001-042	B Education & Training	R	11/28/16	11/29/16				LEAGUE REIMBURS	N
Vendor Total:	145.07										
H0126 HIGHTS ELECTRIC MOTOR, INC.											
16-01828 11/04/16 QUOTE #103116BS01											
1 BALDOR MOTOR- 34-5336	258.88	6-09-55-501-002-502	B Vehicle Maintenance	R	11/04/16	11/29/16				0949242-IN	N
2 SHIPPING	19.41	6-09-55-501-002-502	B Vehicle Maintenance	R	11/04/16	11/29/16					N
	<u>278.29</u>										
Vendor Total:	278.29										
H0048 HIGHTS REALTY LLC											
16-01960 11/29/16 DECEMBER RENT POLICE DEPT.											
1 DECEMBER RENT POLICE DEPT.	3,914.68	6-01-26-310-001-025	B Building Rental	R	11/29/16	11/29/16				DEC RENT HPD	N
Vendor Total:	3,914.68										
H1100 HOME DEPOT CREDIT SERVICES											
16-01853 11/09/16 OCTOBER 2016 INVOICES											
1 INV. 5032721 - LOCK-BACK/	59.91	6-01-26-310-001-024	B Building Maintenance	R	11/09/16	11/29/16				5032721	N
2 INV. 3030290 - BULBS	81.38	6-01-26-310-001-024	B Building Maintenance	R	11/09/16	11/29/16				3030290	N
3 INV. 2044834 - CONCRETE	16.60	6-01-26-310-001-024	B Building Maintenance	R	11/09/16	11/29/16				2044834	N
4 INV. 8022221 - CONCRETE	29.35	6-01-26-310-001-024	B Building Maintenance	R	11/09/16	11/29/16				8022221	N
5 INV. 4031385 - DRILL BITS/TAPE	69.48	6-01-26-290-001-127	B Street Repair & Maintenance	R	11/09/16	11/29/16				4031385	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H1100 HOME DEPOT CREDIT SERVICES Continued											
	16-01853	11/09/16	OCTOBER 2016 INVOICES	Continued							
	6 INV.	4032749	- WEATHERSHIELD	105.74	6-09-55-501-002-529	R	11/09/16	11/29/16		4032749	N
				362.46							
			Vendor Total:	362.46							
J0378 J.W. KENNEDY & SON INC WELDING											
	16-01699	10/13/16	ARGON CYLINDER RENTAL								
	1 INV.	1661032	- ARGON CYL RENT	12.00	6-01-26-290-001-050	R	10/13/16	11/29/16		1661032	N
	16-01852	11/09/16	ARGON CYLINDER RENTAL								
	1 INV.	1661868	- ARGON CYLINDER	12.00	6-01-26-290-001-050	R	11/09/16	11/29/16		1661868	N
			Vendor Total:	24.00							
J0257 JCP&L											
	16-01905	11/17/16	100012445936 EMS ELECTRIC								
	1	100012445936	EMS ELECTRIC	273.06	6-01-25-260-001-074	R	11/17/16	11/29/16		100012445936	N
			Vendor Total:	273.06							
J0258 JCP&L (STREET LIGHTING)											
	16-01932	11/23/16	100011415724 & 100011415765								
	1	100011415724		385.05	6-01-31-435-001-075	R	11/23/16	11/29/16		100011415724	N
	2	100011415765		1,609.96	6-01-31-435-001-075	R	11/23/16	11/29/16		100011415765	N
				1,995.01							
			Vendor Total:	1,995.01							
J0069 JERSEY ELEVATOR SERVICE											
	16-01872	11/14/16	NOV 2016 ELEVATOR SERVICE								
	1 INV.	178007	- NOV. 2016	167.33	6-01-26-310-001-029	R	11/14/16	11/29/16		178007	N
			Vendor Total:	167.33							

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JONAT005 JONATHAN MARTIN												
	16-01952	11/29/16	CREATIVE DIREC-EVENING PROGRAM									
	1		STIPEND FOR CREATIVE DIRECTOR	1,200.00	T-12-56-286-000-885	B PARKS & RECS/SHAKESPEARE IN THE PARK	R	11/29/16	11/29/16		CREAT DIR/EVENI	N
	Vendor Total:			1,200.00								
J0030 JUDGE JAMES NEWMAN												
	16-01893	11/17/16	CELL PHONE REIMBURSEMENT 2016									
	1		CELL PHONE REIMBURSEMENT 2016	150.00	6-01-20-176-000-037	B Telephone-VERIZON MAINT-CELL	R	11/17/16	11/29/16		2016 CELL REIMB	N
	Vendor Total:			150.00								
L0037 LINCOLN FINANCIAL GROUP												
	16-01935	11/23/16	LIFE INSURANCE DECEMBER, 2016									
	1		LIFE INSURANCE DECEMBER, 2016	246.40	6-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	11/23/16	11/29/16		HIGHTSTOWN	N
	2		LIFE INSURANCE DECEMBER, 2016	15.40	6-09-55-501-001-514	B INSURANCE	R	11/23/16	11/29/16		HIGHTSTOWN	N
	3		LIFE INSURANCE DECEMBER, 2016	53.90	6-09-55-501-002-514	B Insurance	R	11/23/16	11/29/16		HIGHTSTOWN	N
				<u>315.70</u>								
	Vendor Total:			315.70								
LSCME005 LSC MECHANICAL												
	16-01825	11/02/16	INV 16-554 & 16-555									
	1		INV 16-554	169.99	6-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	11/02/16	11/30/16		16-0554	N
	2		INV 16-555 CHIEF'S TRUCK	100.00	6-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	11/02/16	11/30/16		16-555	N
				<u>269.99</u>								
	Vendor Total:			269.99								
N0125 MAILFINANCE												
	16-01814	11/01/16	INV N6211615 DATED 10/27/16									
	1		INV N6211615 DATED 10/27/16	171.07	6-01-30-421-001-029	B Meter Rental/Maintance	R	11/01/16	11/29/16		N6211615	N
	Vendor Total:			171.07								
M0256 MERCER CO IMPROVEMT AUTHORITY												
	16-01869	11/14/16	OCTOBER 2016 TIPPING									
	1		OCTOBER 2016 TIPPING	14,414.19	6-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	11/14/16	11/29/16		OCT 2016	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
M0256 MERCER CO IMPROVEMT AUTHORITY Continued											
	16-01869	11/14/16	OCTOBER 2016 TIPPING		Continued						
	2	OCTOBER 2016	RECYCLING TAX	<u>376.02</u>	6-01-43-496-001-174	B Recycling Tax	R	11/14/16	11/29/16	OCT 2016	N
				14,790.21							
			Vendor Total:	14,790.21							
M0261 MERCER COUNTY COMMUNITY COLLEGE											
	15-00863	05/22/15	ART OF READING SMOKE 3/25/15								
	1	ART OF READING SMOKE 3/25/15		180.00	5-01-25-252-002-042	B Education & Training	R	05/22/15	11/30/16	3-25 ART/SMOKE	N
			Vendor Total:	180.00							
M0127 MONMOUTH COUNTY											
	16-01868	11/14/16	OCTOBER 2016 ROOSEVELT TIPPING								
	1	OCTOBER 2016	ROOSEVELT TIPPING	3,459.83	6-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	11/14/16	11/29/16	OCT 2016	N
			Vendor Total:	3,459.83							
M0143 MSM SERVICE CO.											
	16-01848	11/09/16	HPD 1ST AID KIT SUPPLIES								
	1	HPD 1ST AID KIT SUPPLIES		58.46	6-01-25-240-001-116	B Traffic Bureau	R	11/09/16	11/29/16		N
	16-01849	11/09/16	FIRST AID KIT REPLENISHMENTS								
	1	INV. D1930 - FIRST AID KIT		97.61	6-01-26-290-001-189	B Safety Equipment & Testing	R	11/09/16	11/29/16	D1930	N
	2	INV. D1931 - FIRST AID KIT		<u>41.64</u>	6-09-55-501-001-507	B Uniforms & Safety Equipment	R	11/09/16	11/29/16	D1931	N
				139.25							
			Vendor Total:	197.71							
N0652 NJ STATE POLICE CHIEF ASSN											
	16-01829	11/04/16	GENDRON - MILLER								
	1	GENDRON - MILLER		298.00	6-01-25-240-001-042	B Education & Training	R	11/04/16	11/29/16		N
	2	GENDRON		<u>500.00</u>	6-01-25-240-001-042	B Education & Training	R	11/04/16	11/29/16		N
				798.00							
			Vendor Total:	798.00							

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N0021 NORTHERN TOOL & EQUIPMENT CO.											
	16-01460	09/12/16	VEHCICAL MAINTENANCE								
	1 ITEM #42091-4751		KLUTCH 145	66.99	6-09-55-501-002-502	R	09/12/16	11/29/16		9625737	N
	2 ITEM #32269-4751		KLUTCH	111.99	6-09-55-501-002-502	R	09/12/16	11/29/16			N
	3 ITEM #43841-4751		MAGNETIC	19.99	6-09-55-501-002-502	R	09/12/16	11/29/16			N
	4 ITEM #42358-47151		1/8HP SUMP	39.99	6-09-55-501-002-502	R	09/12/16	11/29/16			N
				<u>238.96</u>							
	Vendor Total:			238.96							
00019 O'BRIEN CONSULTING SERVICES											
	16-01705	10/13/16	MONTHLY IT SVC FEE OCT 2016								
	1 MONTHLY IT SVC FEE OCT 2016			900.00	6-01-25-240-001-029	R	10/13/16	11/30/16			N
	16-01830	11/04/16	MONTHLY IT SVC CONTRACT								
	1 MONTHLY IT SVC CONTRACT OCT 16			900.00	6-01-25-240-001-029	R	11/04/16	11/30/16			N
	Vendor Total:			1,800.00							
00050 ONE CALL CONCEPT INC											
	16-01846	11/09/16	OCTOBER 2016 MARK OUT REQUESTS								
	1 OCTOBER 2016 MARK OUT REQUESTS			22.50	6-09-55-501-001-535	R	11/09/16	11/29/16		6105084	N
	Vendor Total:			22.50							
P0005 PARIS AUTOMOTIVE SUPPLY											
	16-01871	11/14/16	OCT 2016 BILLING								
	1 OCT 2016 BILLING			4.48	6-09-55-501-002-502	R	11/14/16	11/29/16			N
	2 OCT 2016 BILLING			148.24	6-01-26-290-001-034	R	11/14/16	11/29/16			N
				<u>152.72</u>							
	Vendor Total:			152.72							
P0088 PARKER MCCAY, P.A.											
	16-01914	11/22/16	3014931 & 3014932								
	1 3014931			2,213.16	6-01-20-155-001-031	R	11/22/16	11/29/16		3014931	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						
P0088 PARKER MCCAY, P.A.											
	16-01914	11/22/16	3014931 & 3014932	Continued							
	2		3014932	72.50	6-01-20-155-001-031	R	11/22/16	11/29/16		3014932	N
				2,285.66	B Labor, Personnel & Union Council						
	Vendor Total:			2,285.66							
P0556 PROGRESSIVE MICROTECHNOLOGY											
	16-01837	11/04/16	2017 SERVICE SUPPORT CONTRAC								
	1		2017 SERVICE SUPPORT CONTRAC	495.00	6-01-25-240-001-029	R	11/04/16	11/29/16			N
	Vendor Total:			495.00							
P0044 PSE&G											
	16-01933	11/23/16	VARIOUS GAS BILLS-OCTOBER, 16								
	1		6503987609 1ST AVE WATER TOWER	12.16	6-09-55-501-001-505	R	11/23/16	11/29/16		6503987609	N
	2		6687890808 156 BANK ST	22.18	6-01-31-446-001-070	R	11/23/16	11/29/16		6687890808	N
	3		6550326206 168 BANK ST	128.85	6-01-25-260-001-073	R	11/23/16	11/29/16		6550326206	N
	4		6675946706 140 N MAIN ST	18.42	6-01-31-446-001-143	R	11/23/16	11/29/16		6675946706	N
				181.61	B Gas Service						
					B Gas Heat - Borough Hall						
					B Natural Gas Heat						
					B Gas/Heat - Fire House						
	16-01945	11/28/16	MISCELLANEOUS ACCOUNTS								
	1		148 N MAIN ST #R 6579810904	63.29	6-01-31-446-001-070	R	11/28/16	11/29/16		6579810904	N
	2		BANK STREET 666292905	176.95	6-09-55-501-001-505	R	11/28/16	11/29/16		6606292905	N
	3		OAK LANE 6679486904	1,011.69	6-09-55-501-002-505	R	11/28/16	11/29/16		6679486904	N
	4		140 N MAIN 6539567103	246.00	6-01-31-446-001-143	R	11/28/16	11/29/16		6539567103	N
				1,497.93	B Gas Service						
					B Gas Heat - Borough Hall						
					B Gas Service						
					B Gas/Heat - Fire House						
	Vendor Total:			1,679.54							
R0077 ROBERTS ENGINEERING GRP LLC											
	16-01899	11/17/16	#15226-rev lighting plan								
	1		#15226/lighting plan-wells Far	510.00	2016-03WF	R	11/17/16	11/29/16		15226	N
	16-01900	11/17/16	#15238 const inspect & review								
	1		#15238/const. inspec & review	1,379.25	BAR1307I	R	11/17/16	11/29/16		15238	N
					P LED LIGHT UPGRADE						
					P BARON INSPECTION FEES						

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
R0077 ROBERTS ENGINEERING GRP LLC Continued											
	16-01901	11/17/16	#15239-Dorm A const insp/TCCO								
	1		#15239-Dorm A const insp/TCCO	2,737.00	PEDD2-14IF	P PEDDIE SCHOOL-NEW DORMS	R	11/17/16	11/29/16	15239	N
	16-01943	11/28/16	15279, 15278, 15280								
	1		15279 MISCELLANEOUS REQUESTS	280.00	6-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	11/28/16	11/29/16	15279	N
	2		15278 COUNCIL MEETINGS	240.00	6-01-20-165-001-104	B Attendance at Meetings (B)	R	11/28/16	11/29/16	15278	N
				520.00							
	16-01944	11/28/16	15283,15284,15285,15286								
	1		15283 GENERAL SEWERS	422.50	6-09-55-501-002-508	B Engineer	R	11/28/16	11/29/16	15283	N
	2		15284 GENERAL WATER	287.50	6-09-55-501-001-508	B Engineer	R	11/28/16	11/29/16	15284	N
	3		15285 CHEMICALS/SLUDGE CONTRAC	1,380.00	6-09-55-501-002-508	B Engineer	R	11/28/16	11/29/16	15285	N
	4		15286 ULTRAVIOLET DISINFECTION	5,998.00	C-08-55-950-001-544	B 2016-14 UV, WELL#2, DET TANK SEC 20 COST	R	11/28/16	11/29/16	15286	N
				8,088.00							
			Vendor Total:	13,234.25							
R1145 RUTGERS UNIVERSITY											
	16-01786	10/26/16	MUNI UTILITY FUND ACC- M.PATEL								
	1		MUNI UTILITY FUND ACC- M.PATEL	1,003.00	6-01-20-130-001-042	B Education & Training	R	10/26/16	11/29/16	FM-2107-FA16-2	N
			Vendor Total:	1,003.00							
S0746 SAMZIES UNIFORMS, INC											
	16-01599	09/29/16	VEST & CARRIER, CHIEF								
	1		VEST & CARRIER, CHIEF GENDRON	1,161.55	G-02-41-726-015-399	B State Body Armor 2013-2014	R	09/29/16	11/30/16		N
	16-01751	10/21/16	CLOTHING ALLOWANCE - GENDRON								
	1		CLOTHING ALLOWANCE - GENDRON	287.99	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/21/16	11/30/16		N
	16-01819	11/01/16	CLOTHING ALLOWANCE - GORDY								
	1		CLOTHING ALLOWANCE - GORDY	93.71	6-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	11/01/16	11/30/16		N
			Vendor Total:	1,543.25							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
S0061 SEA BOX												
	16-00845	05/19/16	CONTAINER RENTAL MAY/JUNE									
	1		CONTAINER RENTAL MAY/JUNE	75.00	6-01-26-310-001-025	B Building Rental	R	05/19/16	11/29/16		S122705	N
			Vendor Total:	75.00								
SHERW005 SHERWIN WILLIAMS PAINT												
	16-01764	10/24/16	PAINT									
	1		WARM BROWN INDUSTRIAL ENAMEL	46.99	6-09-55-501-002-520	B Discharge Permits/Licenses	R	10/24/16	11/29/16			N
	2		GLIDDEN SAND SHER-CRYL HPA	58.02	6-09-55-501-002-520	B Discharge Permits/Licenses	R	10/24/16	11/29/16			N
	3		SAFETY YELLOW INDUSTRIAL	46.99	6-09-55-501-002-520	B Discharge Permits/Licenses	R	10/24/16	11/29/16			N
	4		GLIDDEN SAND INDUSTRIAL ENAMEL	46.99	6-09-55-501-002-520	B Discharge Permits/Licenses	R	10/24/16	11/29/16			N
	5		PRIMER 1 GALLON	58.02	6-09-55-501-002-520	B Discharge Permits/Licenses	R	10/24/16	11/29/16			N
	6		ROLLER COVERS	9.00	6-09-55-501-002-520	B Discharge Permits/Licenses	R	11/21/16	11/29/16		4101-7	N
				<u>266.01</u>								
			Vendor Total:	266.01								
S0098 SOPRONYI, DEBRA L.												
	16-01931	11/23/16	MILEAGE REIMBURSEMENT 2016									
	1		MILEAGE REIMBURSEMENT	269.87	6-01-20-120-001-045	B CLERK'S OFFICE MILEAGE	R	11/23/16	11/29/16			N
	2		TOLLS	10.25	6-01-20-120-001-045	B CLERK'S OFFICE MILEAGE	R	11/23/16	11/29/16			N
				<u>280.12</u>								
			Vendor Total:	280.12								
S0240 STATE OF N.J.-DEPT OF TREASURY												
	16-01940	11/28/16	RETRO TAXES									
	1		RETRO TAXES	2,489.17	6-01-36-471-001-140	B Public Employees' Retirement System	R	11/28/16	11/29/16		216000721	N
			Vendor Total:	2,489.17								
T0002 TAMARA L. LEE, PP, AICP, LLA,												
	16-01895	11/17/16	#7 - Teckno Prop. review file									
	1		#7 - Teckno Prop. review file	143.75	TECKN03-14	P MINOR SUBDIVISION	R	11/17/16	11/29/16		TECKNO	N
	16-01897	11/17/16	#3-app1/prep completenes rev									
	1		#3-app1/prep completenes rev	172.50	ZORRO-16	P ESCROW/167-169 STOCKTON CONCEP	R	11/17/16	11/29/16		ZORRO	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
T0002 TAMARA L. LEE,PP,AICP,LLA, Continued												
	16-01898	11/17/16	#36-meeting, general planning									
	1		PB mtg, review planning issues	1,178.75	6-01-21-180-001-105	B	General Planning-Consulting	R	11/17/16	11/29/16	GENERAL	N
	Vendor Total:			1,495.00								
T0001 THE J.P. COOKE CO.												
	16-01782	10/26/16	2017 DOG TAGS									
	1		2017 DOG TAGS	66.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUST	R	10/26/16	11/29/16	HIGHTSTOWN	N
	2		SHIPPING & HANDLING	14.50	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUST	R	10/26/16	11/29/16	HIGHTSTOWN	N
	Vendor Total:			80.50								
T0043 THE RICHARD STOCKTON COLLEGE												
	16-01235	08/02/16	TRAINING									
	2		TRAINING	600.00	6-01-25-240-001-042	B	Education & Training	R	08/02/16	11/29/16	FLEX REG 1870	N
	Vendor Total:			600.00								
T0972 TIMBERWOLF TREE SERVICE												
	16-01845	11/09/16	TREE REMOVAL ON MORRISON AVE									
	1		INV. 000696 - TREE REMOVAL ON	800.00	6-01-26-290-001-129	B	Maint.& Replace-Street Trees	R	11/09/16	11/29/16	000696	N
	Vendor Total:			800.00								
T1885 TWIN RIVERS ANIMAL HOSPITAL												
	16-01891	11/17/16	OSCAR, MADISON & FELIX 11/12									
	1		OSCAR, MADISON & FELIX 11/12	314.14	T-12-56-286-000-861	B	ANIMAL WELFARE COMMITTEE	R	11/17/16	11/29/16	117084390	N
	Vendor Total:			314.14								
U0007 UNIVAR USA												
	16-00038	01/19/16	Res.2015-61 Liq.Chlorine Sewer		B							
	13		INV HB832923 DATED 11/16/16	162.00	6-09-55-501-002-526	B	Chlorine-Liquid	R	01/19/16	11/29/16	HB832923	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
U0007 UNIVAR USA												
	16-00139	01/26/16	Res.2015-41 Sulfur Dioxide - S		B							
	6 INV	HB832924	DATED 11/16/16	1,035.00	6-09-55-501-002-543	B Sulfur Dioxide (SO 2)	R	07/07/16	11/29/16		HB832924	N
	Vendor Total:			1,197.00								
V0019 VERIZON												
	16-01937	11/28/16	201Z02932023918Y									
	1	201Z02932023918Y		65.98	6-09-55-501-003-545	B Telephone-w/S-VERIZON	R	11/28/16	11/29/16		201Z02932023918	N
	Vendor Total:			65.98								
V0022 VERIZON WIRELESS												
	16-01934	11/23/16	9775106856 DATED 11-10-16									
	1	9775106856	DATED 11-10-16	200.20	6-01-31-440-001-090	B Telephone-verizon-Police Phones	R	11/23/16	11/29/16		9775106856	N
	Vendor Total:			200.20								
W0073 WASTE MANAGEMENT OF NJ, INC.												
	16-00044	01/20/16	2016 Recycling Contract		B							
	8	2685659-0502-6	DATED 7/1/16	2,668.00	6-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	06/08/16	11/29/16		2685659-0502-6	N
	Vendor Total:			2,668.00								
W0286 WEST WINDSOR TOWNSHIP												
	16-01842	11/09/16	4TH ATR HEALTH SVC AGREEMENT									
	1	4TH ATR HEALTH SVC AGREEMENT		7,148.00	6-01-43-511-001-026	B West Windsor Health Contract	R	11/09/16	11/29/16		4TH QTR HEALTH	N
	Vendor Total:			7,148.00								
WIREL005 WIRELESS ELECTRONICS, INC.												
	16-01857	11/09/16	MONTHLY SVC CONTRACT NOV 2016									
	1	MONTHLY SVC CONTRACT NOV 2016		415.00	6-01-25-240-001-029	B Maint. Contracts - Other	R	11/09/16	11/29/16			N
	Vendor Total:			415.00								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Y0025 YOSTEMBSKI, ROBERT	16-01941	11/28/16	DUI SESSION 11/21/16									
	1	DUI SESSION 11/21/16	300.00	G-02-41-719-007-313	B ALCOHOL ED REHABILITATION 2010	R	11/28/16	11/29/16		11/21/16	DUI	N
Vendor Total:			300.00									

Total Purchase Orders: 97 Total P.O. Line Items: 165 Total List Amount: 178,962.28 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	780.00	0.00	780.00	0.00	0.00	0.00	780.00
CURRENT FUND	6-01	138,861.36	0.00	138,861.36	0.00	0.00	0.00	138,861.36
	6-09	24,570.23	0.00	24,570.23	0.00	0.00	0.00	24,570.23
	6-21	0.00	0.00	0.00	0.00	0.00	5,096.50	5,096.50
	Year Total:	163,431.59	0.00	163,431.59	0.00	0.00	5,096.50	168,528.09
WATER/SEWER CAPITAL	C-08	5,998.00	0.00	5,998.00	0.00	0.00	0.00	5,998.00
	G-02	1,461.55	0.00	1,461.55	0.00	0.00	0.00	1,461.55
TRUST OTHER - FUND #12	T-12	2,114.14	0.00	2,114.14	0.00	0.00	0.00	2,114.14
ANIMAL CONTROL TRUST FUND #13	T-13	80.50	0.00	80.50	0.00	0.00	0.00	80.50
	Year Total:	2,194.64	0.00	2,194.64	0.00	0.00	0.00	2,194.64
Total of All Funds:		173,865.78	0.00	173,865.78	0.00	0.00	5,096.50	178,962.28

Project Description	Project No.	Rcvd Total	Held Total	Project Total
LED LIGHT UPGRADE	2016-03WF	510.00	0.00	510.00
BARON INSPECTION FEES	BAR1307I	1,379.25	0.00	1,379.25
PEDDIE SCHOOL-NEW DORMS	PEDD2-14IF	2,737.00	0.00	2,737.00
MINOR SUBDIVISION	TECKN03-14	143.75	0.00	143.75
YASH AUTO SERVICE, INC	YASH1306	42.00	0.00	42.00
ESCROW/167-169 STOCKTON CONCEP	ZORRO-16	284.50	0.00	284.50
Total of All Projects:		<u>5,096.50</u>	<u>0.00</u>	<u>5,096.50</u>

Resolution 2016-210

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AWARDING A CONTRACT FOR APPRAISAL SERVICES – OTTEAU GROUP

WHEREAS, there is a need for appraisal services for the Borough; and

WHEREAS, Otteau Group of Matawan, New Jersey has submitted a proposal in an amount not to exceed \$2,500.00 to provide the required appraisal services; and

WHEREAS, Hightstown Borough desires that Otteau Group, of Matawan, New Jersey undertake the required professional appraisal services and;

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

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

WHEREAS, it has been determined that the value of this contract will not exceed \$17,500, and therefore the contract is not subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the cost for the proposed services shall not exceed \$2,500.00 without further approval of the Governing Body; and

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

WHEREAS, the Borough Administrator and Purchasing Agent have reviewed the proposal and recommend that the contract for appraisal services be made to Otteau Group of Matawan, New Jersey.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Otteau Group of Matawan, New Jersey regarding the above-referenced professional appraisal services at a cost not to exceed \$2,500.00.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk



New York Office
112 W. 34th Street, 18th Floor
Manhattan, NY 10120

Mail to: New Jersey Office
100 Matawan Road, Suite 320
Matawan, NJ 07747
Tel: 800-458-7161
Fax: 800-273-3295
www.otteau.com

November 22, 2016

Via email: administrator@hightstownborough.com

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

**RE: 101 Bank Street (Block 21, Lot 6-13)
Hightstown Borough
Mercer County, New Jersey**

Dear Mr. Underhill:

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

PROPERTY DESCRIPTION

It is our understanding that the subject property consists of a 1.3 acre parcel of land which is improved with a single story industrial and warehouse building.

SCOPE OF SERVICES

To provide an updated report which upgrades the prior appraisal of the subject property to a fully conforming Condemnation Appraisal Report.

INTENDED USE & INTENDER USER(S)

The intended use of the appraisal is to upgrade the prior appraisal of the subject property to a fully conforming Condemnation Appraisal Report for the client, The Borough of Hightstown.

COMPENSATION

The agreed upon fee for these services will be based upon the time expended including research, analysis, telephone conversation, meetings and related travel. The charges for this time shall be pursuant to the attached Schedule of Hourly Billing Rates, **not to exceed \$2,500.00**. Charges will be billed at the conclusion of consultation, based upon time expended.

This fee is not contingent upon any decisions, settlements or favorable outcome of property that is the subject of consultation. The amount of compensation stated above does not include any time expended for expert testimony, which shall be at additional charge. The Otteau Group, Inc. shall not be required to give testimony or to attend any public or private hearing with reference to the subject property unless a supplemental employment agreement has been negotiated.

Payments received later than thirty (30) days after the date of invoice will be subject to a service charge of one per cent (1%) per month.

COMPLETION SCHEDULE

The Otteau Group, Inc. shall perform all services as expeditiously as is consistent with professional skill and care required for the timely completion of the work. The estimated time for completion is 30 days.

STANDARD TERMS AND CONDITIONS

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

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

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

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

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

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

Otteau Group, Inc.
Administrative Office
100 Matawan Road, Suite 320
Matawan, NJ 07747
orders@otteau.com

Respectfully submitted,



Camila Melgarejo

enclosures

Sign Below to Authorize Scope of Services Outlined Above

ACCEPTED: _____ Date: _____
Henry Underhill

CONSULTING SERVICES ARE SUBJECT TO THE FOLLOWING LIMITING CONDITIONS:

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

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

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

We reserve the right to recall our report and make any amendments, corrections, or changes that we may deem necessary should additional information become available to us.

Additional Conditions for Valuation Assignments:

Any distribution of the total valuation in the report between land and improvements applies only under the existing program of utilization. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used. Unless otherwise noted in the report, it will be assumed that there are no encroachments, easements, zoning violations, use restrictions, or other conditions not evident upon a surface inspection of the property. Description of the physical condition of the improvements will be based on a visual inspection only. No liability will be assumed for the soundness of structural members since no engineering tests will be made by the appraiser.

The existence of any potentially hazardous materials or environmental conditions will not be considered as we are not qualified to detect such substances. The client is urged to retain an expert in this field, if desired. I assume that there are no hidden or unapparent conditions of the property, subsoil or structures, which would render it more or less valuable. I assume no responsibility for such conditions, or for engineering which might be required to discover such factors.

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

ABOUT OTTEAU GROUP, INC.

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

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

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

SCHEDULE OF HOURLY BILLING RATES

PRINCIPALS

Jeffrey G. Otteau, SCGREA, IFA	\$350.00
Christopher J. Otteau, MAI, SCGREA	\$300.00
Heather Esposito, SCGREA	\$275.00

SENIOR VALUATION STAFF

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

STAFF APPRAISERS

\$200.00

RESEARCH ASSISTANTS

\$100.00

REIMBURSABLES

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

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

Resolution 2016-211

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

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

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

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

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

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey	\$5,000.00	Drive Sober or Get Pulled Over Year End Holiday Crackdown	Drive Sober or Get Pulled Over Year End Holiday Crackdown

CERTIFICATION

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

Debra L. Sopronyi
 Borough Clerk

Resolution 2016-212

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

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHTSTOWN AUTHORIZING THE FILING OF A PRE-APPLICATION FOR
USDA COMMUNITY FACILITIES FUNDING UNDER THE BUSINESS AND
COMMUNITIES GRANT PROGRAM**

WHEREAS, the Borough of Hightstown has determined the need to rehabilitate/reconstruct the existing fire station; and

WHEREAS, the Borough of Hightstown has determined that the development of this project will have a positive and significant impact on the economy of the Borough and improve the quality of life for Borough residents; and

WHEREAS, the Borough desires to apply to the U.S. Department of Agriculture Rural Development for funding under the Community Facilities Grant Program to fund costs associated with the Rehabilitation/Reconstruction of the Fire Station.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor or his designee and the Borough Administrator are hereby authorized to execute all documents associated with the Application for USDA Rural Development funding through the Community Facilities Grant Program for the funding for the Fire Station Rehabilitation/Reconstruction Project.

BOROUGH COUNCIL OF THE
BOROUGH OF HIGHTSTOWN

By: _____
Lawrence D. Quattrone, Mayor

Attest:

Debra Sopronyi, Borough Clerk

CERTIFICATION

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

Debra L. Sopronyi

Resolution 2016-213

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

PROCLAIMING DECEMBER 5, 2016 AS COMMUNITY OF LIGHT DAY

WHEREAS, it is the policy of Hightstown Borough to recognize organizations that have contributed to the overall benefit of the community; and

WHEREAS, Womanspace, founded in 1977, has demonstrated a unique ability to provide comfort, support services, crisis intervention and safety to women who are victims of sexual assault and domestic violence; and

WHEREAS, Womanspace, in the belief that “peace begins at home”, has asked the Mercer County Community to join them in their struggle against violence toward women by participating in their annual Communities of Light project; and

WHEREAS, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 64,551 women, 12,373 children and 4,246 men. Additionally, Womanspace has assisted more than 264,548 hotline callers over the last 39 years; and

WHEREAS, Hightstown Borough applauds the efforts of Womanspace to bring an end to the cycle of interpersonal violence imposed on women, children and men; and

WHEREAS, the Mayor and Council of Hightstown Borough urges that each and every household demonstrate their support of the concept that “peace begins at home” by placing luminaries along their driveways and sidewalks on Monday, December 5, 2016, as a visible symbol of that support; and

WHEREAS, the proceeds from Communities of Light 2016 will be used to fund vital services for victims of domestic violence and sexual assault.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Monday, December 5, 2016 is Community of Light Day and hereby commends Womanspace on its many accomplishments and wish them continued success with Communities of Light in the years to come.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk