

**Meeting Minutes  
Hightstown Borough Council  
September 3, 2019  
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:32 p.m. 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>	ü	
<i>Councilmember Egan</i>	ü	
<i>Councilmember Jackson</i>	ü	
<i>Councilmember Misiura</i>	ARRIVED AT 6:37 P.M.	
<i>Councilmember Musing</i>	ü	
<i>Councilmember Stults</i>		ü
<i>Mayor Quattrone</i>	ü	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Debra Sopronyi Borough Clerk/Administrator; Monika Patel, Deputy CFO and Fred Raffetto, Borough Attorney.

**EXECUTIVE SESSION**

**Resolution 2019-154 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Bluth; Seconded by Councilmember Musing.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson and Musing voted yes.

Resolution adopted 4-0.

Resolution 2019-154  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on September 3, 2019 at the Hightstown Fire House 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 – Robbinsville (Court)  
PRC Group (Mills at Hightstown)

Litigation - Marchione

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: December 3, 2019, 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 7:30 p.m. and again read the Open Public Meetings Statement. George Lang, CFO, arrived during Executive Session and is now present.

The Flag Salute followed roll call.

### **APPROVAL OF AGENDA**

Moved by Council President Misiura; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Agenda approved 5-0.

### **APPROVAL OF MINUTES**

#### **August 5, 2019 – Public Session**

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Misiura and Musing voted yes. Councilmembers Egan and Jackson abstained.

Minutes approved 3-0 with 2 abstentions.

### **PUBLIC COMMENT I**

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

There being no one coming forward, Mayor Quattrone closed the public comment period.

Councilmember Musing moved to accept the modified shared services agreement to the

temporary Shared Services agreement for court personnel with Robbinsville. Councilmember Jackson seconded.

Roll Call Vote: Councilmembers Egan, Jackson, Misiura and Musing voted yes; Councilmember Bluth voted no.

Modifications accepted: 4-1.

## **RESOLUTIONS**

### **2019-155 Payment of Bills**

Moved by Councilmember Musing; Seconded by Councilmember Egan.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson and Musing voted yes. Council President Misiura abstained.

Resolution adopted 4-0 with 1 abstention.

Resolution 2019-155  
*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 \$792,229.08 from the following accounts:

Current		\$206,872.33
W/S Operating		93,651.51
General Capital		417,808.01
Water/Sewer Capital		51,036.39
Grant		73.55
Trust		12,456.82
Housing Trust		0.00
Animal Control		535.20
Law Enforcement Trust		4,179.75
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>5,615.52</u>
Total	3	<u>\$792,229.08</u>

**2019-156 Authorizing Payment No. 4 – the Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)**

Moved by Councilmember Misiura; Seconded by Councilmember Musing.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-156

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

**AUTHORIZING PAYMENT NO. 4 - THE MUSIAL GROUP, P.A.  
(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR  
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

**WHEREAS**, on January 22, 2019, the Borough Council awarded a contract for the Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer street to the Musial Group, P.A., of Mountainside, New Jersey at the cost not to exceed \$40,000; and

**WHEREAS**, the architect has submitted a payment request for concept design and schematic design work for June 9, 2019 – July 27, 2019, in the total amount of \$12,174.12; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown Payment Request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$12,174.12, is hereby approved as detailed herein, and the CFO is authorized to issue same.

**2019-157 Appointing a Municipal Court Administrator**

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-157

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

**APPOINTING A MUNICIPAL COURT ADMINISTRATOR**

**WHEREAS**, due to the resignation of Gretchen Gilroy, a vacancy exists in the position of Municipal Court Administrator; and

**WHEREAS**, the Borough Administrator and Municipal Court Judge have recommended that Carol Gaynor be appointed to the position of Municipal Court Administrator; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Carol Gaynor is hereby appointed to the position of Municipal Court Administrator.

**2019-158 Authorizing Payment No. 1 Assuncao Brothers, Inc. (Construction of Peddie Lake Dam Walking Bridge Replacement**

Moved by Councilmember Musing; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-158  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AUTHORIZING PAYMENT NO. 1 ASSUNCAO BROTHERS, INC.  
(CONSTRUCTION OF PEDDIE LAKE DAM WALKING BRIDGE  
REPLACEMENT)**

**WHEREAS**, on August 20, 2018, the Borough Council awarded a contract for the construction of the Peddie Lake Dam Walking Bridge Replacement to Assuncao Brothers, Inc. of Edison, New Jersey in the Amount of \$408,575.84; and

**WHEREAS**, the contractor has submitted a request payment in the amount of \$9,497.90 for partial work performed from April 29, 2019 – June 7, 2019; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$9,497.90 to Assuncao Brothers, Inc. of Edison, New Jersey is hereby approved as detailed herein.

**2019-159 Resolution Authorizing a Shared Services Agreement Between the Borough of Hightstown, The East Windsor Regional School District and the Township of East Windsor for the use of a Joint Fueling Facility**

Moved by Councilmember Misiura; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-159  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT  
BETWEEN THE BOROUGH OF HIGHTSTOWN, THE EAST WINDSOR REGIONAL  
SCHOOL DISTRICT, AND THE TOWNSHIP OF EAST WINDSOR,  
FOR THE USE OF A JOINT FUELING FACILITY.**

**WHEREAS**, on April 16, 2012, the Borough of Hightstown (the "Borough") entered into an Interlocal Services Agreement with the East Windsor Regional School District (the "District"), and the Township of East Windsor (the "Township"); and

**WHEREAS**, said Agreement expired on April 30, 2017; and

**WHEREAS**, the parties acknowledge that the public benefited in the past from this facility and wish to renew their arrangement upon the terms and conditions set forth in the attached Shared Services Agreement, pursuant to N.J.S.A. 40A:65-1, *et seq.*; and

**WHEREAS**, the Mayor and Borough Council wish to authorize the Borough to enter into this Shared Services Agreement, and to authorize the Mayor and the Borough Clerk to execute same on behalf of the Borough.

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

1. That the Borough is hereby authorized to enter into a Shared Services Agreement with the East Windsor Regional School District and the Township of East Windsor for the use of a joint fueling facility, under the terms and conditions set forth in the attached Agreement.

2. That the Mayor is hereby authorized to execute and the Borough Clerk to attest the attached Agreement, or one which is substantially similar thereto and which meets with the approval of the Borough Attorney, on behalf of the Borough.

3. That a certified copy of this Resolution shall be provided to each of the following:

- a. East Windsor Regional School District
- b. Township of East Windsor
- c. Debra Sopronyi, Borough Administrator/Clerk
- d. Frederick C. Raffetto, Esq., Borough Attorney

## SHARED SERVICES AGREEMENT - JOINT FUELING FACILITY

1. This Agreement is made pursuant to the provisions of the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. and that the District is the general agent of the parties for all purposes dealing with or stemming from this agreement.

2. This agreement shall be for **five (5) years from July 1, 2019 to June 30, 2024** and is for the exclusive benefit of the parties. All Parties are responsible to insure that only the entities set forth in this agreement use the fueling facility.

3. The fueling facility will be available for all vehicles of the parties. It will be available for their use 24 hours per day, every day of the year. Breakdowns with the facility will be resolved by the District on weekdays from 7:00 a.m. to 4:30 p.m. This provision shall not extend to holidays. Emergency breakdowns, at times when the fueling facility is not in operation, will be resolved by the District upon notification to the District's Director of Buildings and Grounds. Protocols for notification to District personnel shall be shared with parties contemporaneously herewith. It is agreed that breakdowns that are not of an emergency nature may be deferred to 7:00 a.m. the following weekday.

4. The parties agree to share all capital improvement costs and construction costs for properly maintaining and, if necessary, upgrading the facility. Said costs will include but not be limited to, engineering fees, site improvements, and all equipment purchases. The parties agree that they will share in the provision of funds to pay for said capital improvements in the following manner: the cost of said capital improvements will be based upon the percentage of cost allocated for fuel in the prior year's reconciliation maintained by the District's business office.

5. The parties further agree to share overhead costs. Overhead costs are estimated for the upcoming school year based upon the prior year's actual dollar figures. The total is divided by twelve (12) and billed monthly, and are called "administrative costs". An example is attached as Schedule "B". At the end of the District's year (June 30th), actual costs are calculated, reconciliation is performed (comparing actual costs and the amounts paid) and the difference is billed or credited. An example is attached as Schedule "C". Overhead costs will include maintenance, utilities, insurance, (liability, pollution liability, property) monitoring, record keeping and payments made over the amount otherwise covered by insurance, payments made because of insurability or payments made to reach the deductible in any insurance policy and other related, but not enumerated costs. It is recognized by the parties hereto that the District is the lead agency in relation to the joint fueling facility responsible for ordering fuel and all administrative duties. It is understood that the District shall charge for the administrative costs in relation to these duties for which the Borough and Township shall pay their proportional share, as set forth hereinabove.

6. Fuel costs are billed monthly. They are calculated by multiplying the monthly usage of each party by the price of fuel at the last delivery. An example is attached as Schedule "D". At the end of the District's year (June 30th), actual fuel costs are calculated, a reconciliation is performed (comparing actual costs and amounts paid), and any difference is billed or credited. An example is attached as Schedule "E".

7. Damage to the facility, lost keys, etc. are billed to the entity responsible directly when the costs are realized. They are termed "Miscellaneous Costs".

8. The parties agree that the prompt billing and payment of amounts owed is important to the successful operation of the facility. The parties agree that all amounts owed are due within thirty (30) days of receipt of the billing. Any questions or concerns about the amounts billed must be raised within thirty (30) days of the receipt of the billings or the billings will be deemed accurate. Any discrepancies or questioned costs in the billings will be responded to within thirty (30) days. All bills are to be paid no later than 60 days after receipt or a 1.5% per month late fee will be imposed.

9. The parties agree that any disputes arising between them, which cannot be resolved amongst the parties, shall be sent to the American Arbitration Association for binding arbitration under its aegis. The parties agree that failure to comply with any term or condition of this agreement shall be default under this agreement. The general agent to the parties is hereby empowered to notify the defaulting party of the default and allow the default to be cured. Said notice shall be fifteen days and shall be in writing sent certified mail, return receipt requested or hand delivered with an appropriate receipt signed by the clerk of the defaulting municipality. Failure to cure the default within the fifteen day period of the notice shall empower the head agent to deny access to the facility by the vehicles of the defaulting party and place this dispute in arbitration per this agreement. Questions which may arise would include interpretation of the terms of this contract and any subsequent agreement which may be entered into to fully implement same, or the performance by any of the parties of the services and other responsibilities provided for herein.

10. Upon full execution of this agreement, the District shall file same with the State of New Jersey, Division of Local Governmental Service in the Department of Community Affairs as required by N.J.S.A. 40A:65-4)(b).



**IN WITNESS WHEREOF**, the parties hereto have caused their properly designated officials to sign this contract and append thereto copies of the Resolutions empowering said execution.

WITNESS:

***East Windsor Regional School District***

\_\_\_\_\_  
Paul M. Todd  
Board Secretary/SBA

By \_\_\_\_\_  
Alice Weisman, President Board of Education  
East Windsor Regional School District

***Hightstown Borough***

\_\_\_\_\_  
Debra Sopronyi, Municipal Clerk  
Hightstown Borough

By \_\_\_\_\_  
The Honorable Lawrence Quattrone  
Mayor, Borough of Hightstown

***East Windsor Township***

\_\_\_\_\_  
Kelly Lettera  
Municipal Clerk  
East Windsor Township

By \_\_\_\_\_  
The Honorable Janice S. Mironov  
Mayor , Township of East Windsor

Schedule B

NAME	ESTIMATED COSTS						HOURLY RATE	HOURS	Est. Cost
	SALARY	PENSION, FICA	MEDICAL	TOTAL SALARY	TOTAL HOURS				
Employee 1	\$32,962.00	\$ 4,944.30	\$ 13,434.36	\$ 51,340.66	1820	\$ 28.21	48	\$ 1,354.04	
Employee 2	\$85,000.00	\$ 12,750.00	\$ 8,976.36	\$ 106,726.36	1820	\$ 58.64	61	\$ 3,577.09	
							Sub Total	\$ 4,931.13	

Estimated Costs	
Salaries-Calculated Above	\$ 4,931.13
Other Costs	\$ 1,200.00
Business Administrator	\$ 2,400.00
Buildings & Grounds	\$ 1,000.00
Billing	\$ 500.00
Insurance	\$ 500.00
Electric	\$ 1,500.00
Audit	\$ 375.00
Supplies and Purchase Services	\$ -
Total	\$ 12,406.13

ESTIMATE NAME	COSTS	%AGE	ANNUAL	MONTHLY	BILLED
East Windsor	\$12,406.13	0.4716	\$ 5,850.73	\$ 487.56	\$ 470.00
Hightstown	\$12,406.13	0.1241	\$ 1,539.60	\$ 128.30	\$ 120.00
EWFRSD	\$12,406.13	0.4043	\$ 5,015.80	\$ 417.98	\$ 400.00
		1.00	\$ 12,406.13		

Schedule C

NAME	ESTIMATED COSTS					
	SALARY	PENSION, FICA	MEDICAL	TOTAL	HOURLY	Est. Cost
Employee 1	\$32,962.00	\$ 4,944.30	\$ 13,434.36	\$ 51,340.66	1820	\$ 28.21
Employee 2	\$85,000.00	\$ 12,750.00	\$ 8,976.36	\$ 106,726.36	1820	\$ 58.64
					48	\$ 1,354.04
					61	\$ 3,577.09
					Sub Total	\$ 4,931.13

NAME	ACTUAL COSTS					
	SALARY	PENSION, FICA	MEDICAL	TOTAL	HOURLY	Actual Costs
Employee 1	\$34,301.00	\$ 5,145.15	\$ 15,215.76	\$ 54,661.91	1820	\$ 30.03
Employee 2	\$86,275.00	\$ 12,941.25	\$ 13,185.21	\$ 112,401.46	1820	\$ 61.76
					23.25	\$ 698.29
					36	\$ 2,223.33
					Sub Total	\$ 2,921.62

	Estimated Costs	Actual Costs
Salaries-Calculated Above	\$ 4,931.13	\$ 2,921.62
Other Costs	\$ 1,200.00	\$ 1,200.00
Business Administrator	\$ 2,400.00	\$ 1,200.00
Buildings & Grounds	\$ 1,000.00	\$ 1,000.00
Billing	\$ 500.00	\$ 500.00
Insurance	\$ 500.00	\$ 1,645.00
Electric	\$ 1,500.00	\$ 1,500.00
Audit	\$ 375.00	\$ 375.00
Supplies and Purchase Services	\$ -	\$ 3,498.00
Total	\$ 12,406.13	\$ 12,639.62

ESTIMATE	NAME	COSTS	%AGE	ANNUAL	MONTHLY	BILLED
	East Windsor	\$12,406.13	0.4716	\$ 5,850.73	\$ 487.56	\$ 470.00
	Hightstown	\$12,406.13	0.1241	\$ 1,539.60	\$ 128.30	\$ 120.00
	EWRSD	\$12,406.13	0.4043	\$ 5,015.80	\$ 417.98	\$ 400.00
			1.00	\$ 12,406.13		

ACTUAL	NAME	COSTS	ACTUAL %AGE	ACT. ANNUAL	ACT. BILLED	DIFF OWED
	East Windsor	\$12,639.62	0.4799	\$ 6,065.33	\$ 5,640.00	\$ 425.33
	Hightstown	\$12,639.62	0.1264	\$ 1,597.17	\$ 1,440.00	\$ 157.17
	EWRSD	\$12,639.62	0.3938	\$ 4,977.12	\$ 4,800.00	\$ 177.12
			1.00	\$ 12,639.62	\$ 11,880.00	\$ 759.62

HB Billed	EWT Billed	EWRSD Billed	Total Billed
\$65,521.48	\$248,820.16	\$204,178.07	\$518,519.71

HB	EWT	EWRSD	Total
12.64%	47.99%	39.38%	100.00%

Schedule D

EAST WINDSOR REGIONAL SCHOOL DISTRICT  
FUELING FACILITY

25A Leshin Lane  
Hightstown, NJ 08520  
P: 609 443-7717 xt. 2013  
F: 609 443-8195

Entity Name  
Dept. of Finance  
Street Address  
Entity City, NJ 08520

INVOICE DATE: MM/DD/YY  
INVOICE PERIOD: MM/01/YY - MM/31/YY

EMPLOYEE#	DEPARTMENT	AMOUNT DUE
2	Police	\$ 9,160.76
3	Dept. 1	265.32
4	Dept. 2	361.15
5	Dept. 3	615.19
6	Dept. 4	649.47
7	Admin	963.92
9	Parks	2,761.14
11	Roads	5,040.34
12	Sanitation	3,587.35
13	Other	648.72
14	Recreation	935.76
	SUBTOTAL	\$ 24,989.12
	TOTAL DUE	\$ 24,989.12

Please remit Total Due by check payable to EWRSD

Schedule D

EMP# X

Entity Dept. X

SITE	TRAN	DATE	TIME	PR	PRICE	ODOM	\$ TOTAL	QUANTITY	MILES	KEY1	
EMP	VEH						#VALUE!				
	1	1307	80520XX	1729	1	3.0965	16102	\$0.00	27000	28	828
X		3						\$83.61			
	1	1544	81420XX	2035	1	3.0965	16105	\$0.00	16500	3	828
X		3						\$51.09			
	1	1735	82620XX	1403	1	3.0965	16221	\$0.00	11700	116	828
X		3						\$36.23			
	1	7070	83020XX	1613	1	3.0965	16138	\$0.00	20000	0	828
X		3						\$61.93			
	1	1747	82220XX	2017	1	3.0965	9488	\$0.00	7700	25	829
X		4						\$23.84			
	1	1754	82620XX	1904	1	3.0965	28671	\$0.00	15200	166	830
X		5						\$47.07			
	1	7010	82920XX	6	1	3.0965	28711	\$0.00	27100	40	830
X		5						\$83.92			
	1	1220	80320XX	1710	1	3.0965	51328	\$0.00	21700	0	833
X		1						\$67.19			
	1	1771	82720XX	735	1	3.0965	5183	\$0.00	16400	0	833
X		1						\$50.78			
	1	7007	82920XX	0	1	3.0965	5218	\$0.00	25000	35	833
X		1						\$77.41			
	1	1261	80420XX	1615	2	3.1708	119652	\$0.00	19200	239	835
X		10						\$60.88			
	1	1445	81020XX	1541	2	3.1708	119873	\$0.00	18300	221	835
X		10						\$58.03			
	1	1651	81820XX	1802	2	3.1708	120190	\$0.00	20100	317	835
X		10						\$63.73			
	1	1742	82220XX	1630	2	3.1708	120225	\$0.00	8800	35	835
X		10						\$27.90			
	1	1173	82520XX	1654	2	3.1708	120410	\$0.00	16500	185	835
X		10						\$52.32			
	1	1774	82720XX	932	2	3.1708	120536	\$0.00	10500	126	835
X		10						\$33.29			
	1	1150	80120XX	1906	2	3.1708	108272	\$0.00	0	148	836
X		11						\$0.00			
	1	1151	80120XX	1908	2	3.1708	108700	\$0.00	23500	428	836
X		11						\$74.51			
	1	1120	82420XX	2028	2	3.1708	108401	\$0.00	10600	0	836
X		11						\$33.61			
	1	1671	82020XX	1554	2	3.1708	6094	\$0.00	9900	73	837
X		12						\$31.39			
	1	1171	82520XX	1952	2	3.1708	6186	\$0.00	9400	92	837
X		12						\$29.81			
	1	7027	82920XX	1608	2	3.1708	6772	\$0.00	0	500	837
X		12						\$0.00			
	1	7030	82920XX	1609	2	3.1708	6272	\$0.00	12900	86	837
X		12						\$40.90			
	1	7031	82920XX	1610	2	3.1708	6772	\$0.00	0	0	837
X		12						\$0.00			
	1	7032	82920XX	1612	2	3.1708	6773	\$0.00	0	1	837
X		12						\$0.00			
	1	7034	82920XX	1615	2	3.1708	6276	\$0.00	5500	0	837
X		12						\$17.44			
								\$1,106.89			

Month 20XX

1

Schedule E

**EAST WINDSOR REGIONAL SCHOOL DISTRICT**  
**Analysis of Fund Balance - Fueling Facility**

Date

	Gallons Inventory	Cost	Inventory Value
Unleaded	11,828.00	2,8895/3.049	34,787.57
Diesel	11,343.00	3,0983/3.1883	35,489.89
<b>Total</b>			<b>70,277.46</b>

Analysis of Gas Purchases vs. Billings:

2010-11  
 498,209.32 Agreed to purchase order listing  
 46,353.25  
 42,204.70  
 (70,277.46)  
 516,489.81  
 530,413.71 ORIGINAL  
 530,413.71 ANY ADD'L BILLINGS BASED ON RECALCULATION OF GASBOY BILLINGS  
 13,923.90 Agreed to Revised Billings  
 13,923.90 AMOUNT TO BE REFUNDED

13,923.90 NET AMOUNT TO BE REFUNDED

HB Billed	EWT Billed	EWRSD Billed	Total Billed	HB	EWT	EWRSD	Total
\$1,759.46	\$6,681.61	5,482.83	\$13,923.90	12.64%	47.99%	39.38%	100.00%

THIS AMOUNT SHOULD BE REFUNDED

(Under)/Over Billings (Timing Difference)

**2019-160 Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project**

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-160

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

**AUTHORIZING PAYMENT TO REMINGTON VERNICK FOR INSPECTION AND CONTRACT ADMINISTRATION SERVICES ASSOCIATED WITH THE PEDDIE LAKE DAM PEDESTRIAN BRIDGE PROJECT**

**WHEREAS**, on December 18, 2017, the Borough Council awarded a contract for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge to Remington Vernick Engineers, of Haddonfield, New Jersey at a cost not exceed \$184,921.28; and

**WHEREAS**, the engineer has submitted a payment request for inspection and contract administration services through July 31, 2019, in the total amount of \$15,326.00; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown Payment Request to Remington Vernick Engineers of Haddonfield, New Jersey in the amount of \$15,326.00, is hereby approved as detailed herein, and the CFO is authorized to issue same.

**2019-161 Authorizing Payment to Van Cleef Engineering Associates (Construction Administration and Inspection for the Rehabilitation of East Ward Street**

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-161

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

**AUTHORIZING PAYMENT TO VAN CLEEF ENGINEERING ASSOCIATES (CONSTRUCTION ADMINISTRATION AND INSPECTION FOR THE**

**REHABILITATION OF EAST WARD STREET)**

**WHEREAS**, on March 21, 2016, the Borough Council awarded a contract for the Engineering Design and Inspection Services for the Rehabilitation of East Ward Street to Van Cleef Engineering of Hamilton, New Jersey at a cost not to exceed \$14,250.00 for design/bid services and a cost not to exceed \$22,750.00 for contract administration/inspection services for a total not to exceed amount of \$37,000.00; and

**WHEREAS**, the contractor has submitted a request payment in the amount of \$537.00 for the inspection of work to raise manhole and; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$537.00 to Van Cleef Engineering of Hamilton, New Jersey is hereby approved as detailed herein.

**2019-162 Authorizing Payment to French and Parrello Associates (Engineer of Record for the Peddie Lake Dam Walking Bridge Replacement)**

Moved by Councilmember Bluth; Seconded by Councilmember Musing.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-162

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

**AUTHORIZING PAYMENT TO FRENCH AND PARRELLO ASSOCIATES  
(ENGINEER OF RECORD FOR THE PEDDIE LAKE DAM WALKING BRIDGE  
REPLACEMENT)**

**WHEREAS**, on July 15, 2019, the Borough Council awarded a contract for the professional consulting engineering services for the Peddie Lake Dam Walking Bridge Replacement to French and Parrello Associates of Wall, New Jersey at a cost not to exceed \$18,000.00; and

**WHEREAS**, the engineer has submitted a request payment in the amount of \$12,550.00 professional services through August 10, 2019 and;

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$12,550.00 to French and Parrello Associates of Wall, New Jersey is hereby approved as detailed herein.

**2019-163 Authorizing Payment to RGA Resource Consultants (Archeological Services Associated with the Greenway Walking Bridge)**

Moved by Councilmember Jackson; Seconded by Councilmember Bluth.



Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-163

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

**AUTHORIZING PAYMENT TO RGA RESOURCE CONSULTANTS  
(ARCHEOLOGICAL SERVICES ASSOCIATED WITH THE GREENWAY  
WALKING BRIDGE)**

**WHEREAS**, on July 17, 2017, the Borough Council awarded a contract for the archeological monitoring services for the Greenway Walking Bridge Replacement to RGA Resource Consultants of Cranbury, New Jersey at a cost not to exceed \$12,000.00; and

**WHEREAS**, RGA has submitted a request payment in the amount of \$1,481.00 for archaeological monitoring through July 31, 2019 and;

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$1,481.00 to RGA Resource Consultants of Cranbury, New Jersey is hereby approved as detailed herein.

**2019-164 Authorizing Payment #6 – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Wastewater Treatment Plant)**

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolution adopted 5-0.

Resolution 2019-164

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

**AUTHORIZING PAYMENT #6 – QUAD CONSTRUCTION COMPANY  
(ULTRAVIOLET DISINFECTION FOR THE HIGHTSTOWN BOROUGH  
ADVANCED WASTE WATER TREATMENT PLANT)**

**WHEREAS**, on December 5, 2016, the Borough Council awarded a contract for the Tertiary Disc Filtration and Ultraviolet Disinfection for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough to Quad Construction Company, Inc. of Lumberton, New Jersey at the price of \$910,000.00; and

**WHEREAS**, the contractor has submitted payment #6 in the amount of \$42,806.40 for work related to the installation of filter grating; and

**WHEREAS**, the Borough Engineer has recommended approval of payment #6 in the amount of \$42,806.40; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown payment #6 in the amount of \$42,806.40 to Quad Construction Company, Inc. of Lumberton, New Jersey is hereby approved as detailed herein.

### **CONSENT AGENDA**

Councilmember Jackson moved Resolutions 2019-165 and 2019-166 as a Consent Agenda; Councilmember Egan seconded.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes.

Resolutions adopted 5-0.

Resolution 2019-165

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

### **AUTHORIZING USE OF THE MUNICIPAL PARKING LOT FOR THE TRIATHLON**

**WHEREAS**, the Parks & Recreation Commission will require the use of the Memorial Parking Lot as a staging area for Triathlon to be held on September 8, 2019; and

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

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

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

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that permission is hereby granted to the Hightstown Borough Parks & Recreation Commission for the use of the Memorial Parking Lot for the Hightstown Triathlon to be held on September 8, 2019

Resolution 2019-166

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

## AUTHORIZING REFUND OF WATER/SEWER OVERPAYMENT

**WHEREAS**, a water/sewer overpayment was made for Block 55, Lot 53, 14 Taylor Avenue, in the amount of \$25.41; and

**WHEREAS**, the owner, Aquiles Sanchez, 14 Taylor Avenue, Hightstown, New Jersey 08520, has requested that a refund be issued for the overpayment in the amount of \$25.41; and

**WHEREAS**, the Collector has requested that said overpayment be refunded in the amount of \$25.41.

**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 \$25.410 to Aquiles Sanchez, 14 Taylor Avenue, Hightstown, New Jersey 08520, representing the water/sewer overpayment as set forth herein.

### PUBLIC COMMENT PERIOD II

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

**Scott Caster, 12 Clover Lane** – Stated that he had a resident ask him about the memorial bricks that were done in the past as a fundraiser. They would like to purchase additional bricks and did not know who to contact. Mayor Quattrone advised him to contact the Administrator. The administrator should reach out to Earl Grondyke as he may know how to obtain the new brick.

**Milton Matamoros, 135 Purdy Street** – Asked Council to reconsider his release from the Fire Department. This was an unfair allegation.

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

### DISCUSSION

#### **Downtown Gateway and Downtown Core Ordinances**

Councilmember Musing reviewed comments made by the Borough Planner regarding the changes made to the Downtown Gateway and Downtown Core Ordinances. After review and discussion, Council agreed to introduce both ordinances at a future meeting.

#### **Capital Budget**

Council asked that the Borough Engineer to come forward with anticipated road projects for the 5 year projection before Council reviews the capital budget. Borough Administrator/Clerk, Debra Sopronyi, stated that she will speak with the engineer regarding the projection of projects.

#### **Summer Meeting Schedule**

Mayor Quattrone stated that there is a large amount of business to be done in town that needs to be taken care of. We cannot afford to have one meeting a month in the summer months. Discussion ensued. Mayor Quattrone took a straw vote to have two (2) meetings per month in the months of July and August in 2020. Councilmembers Bluth, Egan, Jackson, Misiura and Musing voted yes. Straw vote to have two meetings during summer months 5-0.

### **Park Use Approval Process**

Borough Administrator/Clerk, Debra Sopronyi, explained the park use approval process. Council discussed the existing ordinance and changes that need to be made. Changes include, but were not limited to, police coverage at events that will have large number of attendees. Ms. Sopronyi will work with Chief Gendron to make revisions to the current ordinance and will bring for introduction at a future meeting.

### **Murals**

It was brought to Council's attention that a mural was painted on the shed in Dawes Park. All murals need to be approved by Council and this was not approved. Parks and Rec does not have the authority to approve a project such as this. Jordan Adler, Vice Chair of Parks and Rec, informed Council that there was a miscommunication. This was done by RISE through the Cultural Arts Commission and was to be a selfie wall. RISE seemed to get carried away with their advertisement on the painting. Discussion ensued. Council agreed that any painting on a wall is a mural. The procedure must be followed. Council advised Cultural Arts to take pictures of the mural and present them to Council. Council can, at that point, approve the mural or instruct the removal of the existing painting.

Borough Administrator/Clerk, Debra Sopronyi, informed Council that RISE would like to light the mural. Zoning Official, George Chin, recommends that gooseneck lamps from the top of the building, not ground lights, be used. After discussion, Council agreed with Mr. Chin's recommendation.

## **SUBCOMMITTEE REPORTS**

### **Ordinance Review**

The subcommittee reviewing Borough Code Chapter 28 met with Zoning Official George Chin, to review current ordinances. They will be meeting again next week.

### **Complete Streets Committee**

Council President Misiura asked Joe Cicalese to update Council about their last meeting. Will be looking for Council support regarding recommendations from the County Planner regarding bike lanes in Hightstown. They will be at the next meeting presenting the County Planners recommendations.

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

### **Councilmember Egan**

Board of Health does not meet during summer months. They have a meeting schedule for September.

### **Councilmember Musing**

HPC has submitted their application to JCP&L to have the banners hung on the utility poles.

### **Councilmember Jackson**

Park and Rec will meet next Thursday. The Triathlon is September 8<sup>th</sup> and the last Fun Friday will be September 20<sup>th</sup>.

### **Councilmember Bluth**

Cultural Arts Commission will be holding a dedication of the mural. No date set yet.

### **Council President Misiura**

Has met with the First Aid Captain; they are responding more and have a lot more members.

### **Deputy Clerk, Peggy Riggio**

Reminded everyone of the E Newsletter. Next Harvest Fair meeting is September 17<sup>th</sup>. Harvest Fair is October 12<sup>th</sup>.

### **Borough Administrator/Clerk, Debra Sopronyi**

She is working with FEMA; claim for the Water Plant was never closed. Ward Street is finally completed, final payment will be authorized at the next meeting. There is an RFP on the website for and Inspection Engineer for Safe Routes to School. Mercer County Clerk's Association will be holding it's Fall Conference at the Fire House September 13<sup>th</sup>. The walking bridge is complete and awaiting delivery. There is work being performed inside the dam. This needs to be complete before installation of the bridge.

### **CFO, George Lang**

This year's tax sale is scheduled for October 11<sup>th</sup> at 10:00 a.m.

### **Mayor Quattrone**

There will be a girl scout working on her gold award installing bee boxes at Rocky Brook Park. Lots of work going on in Hightstown; therefore, there is some traffic because of all the road projects.

## **ADJOURNMENT**

Councilmember Musing moved to adjourn at 9:27; Councilmember Jackson seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk