

Agenda

Hightstown Borough Council

October 16, 2017

Hightstown Fire House

7:00 PM – Executive Session

7:30 PM – Public Session

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Executive Session	2017-183	Authorizing a Meeting that Excludes the Public Contract Negotiations - EMS
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Flag Salute

Approval of the Agenda

Interviews for Council Vacancy	Joseph Cicalese Joshua Jackson Dimitri Musing
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Executive Session	2017-184	Authorizing a Meeting that Excludes the Public Personnel – Councilmember Vacancy
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Resolution 2017-191 Appointing a Councilmember to Fill the Vacancy of an Unexpired Term Ending December 31, 2018

Oath of Office	Councilmember fulfilling Unexpired Term
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Approval of Minutes	October 2, 2017 - Public Session
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Public Comment I	Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.
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Resolutions	2017-185	Authorizing Payment of Bills
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2017-186 Authorizing the Purchase of a Ford F550 Dump Body with Spreader & Plow Through our Participation in the National Joint Powers Alliance (NJPA) A National Cooperative Purchasing Program Pursuant to P.L.2011, C139

2017-187 Authorizing a State Contract Purchase for Turn Out Gear for Hightstown Engine Co. No. 1

Consent Agenda

2017-188 Amending Resolution 2017-167

2017-189 Authorizing Refund of Tax Overpayment

2017-190 Requesting Approval for the Insertion of a Special Item of Revenue in the 2017 Budget

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

Housing Authority (Best Practices)
Best Practices

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

**Meeting Minutes
Hightstown Borough Council
October 2, 2017
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:31 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>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

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

EXECUTIVE SESSION

Council President moved Resolution 2017-175; Councilmember Montferrat seconded.

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

Resolution adopted 6-0.

Resolution 2017-175

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on October 2, 2017 at 6:30PM 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 – R. Black Global (The Mills at Hightstown)
Municipal Facilities

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: January 2, 2018, 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 7:31 p.m. and again read the Open Public Meetings Statement.

Carmela Roberts, Borough Engineer arrived during Executive Session and is now present. George Lang, CFO, arrived after executive session and is now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Mayor Quattrone asked that Resolution 2017-181 (Resolution of the Borough of Hightstown, In the County of Mercer, Authorizing and Directing the Borough Planning Board to Determine Whether Certain Property Constitutes an Area in Need of Redevelopment) be added to the agenda. Councilmember Montferrat moved the agenda as amended. Councilmember Hansen seconded.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

Council President Stults moved the September 18, 2017 Public Session Minutes for approval; Councilmember Misiura seconded.

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

Minutes approved 5-0 with 1 abstention.

PUBLIC COMMENT I

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

Doug Mair, 536 South Main Street – Questioned the discussion regarding the weight limit of trucks on West Ward Street. West Ward Street is a designated truck route. How can you restrict the weight of trucks on a truck route? This restriction would not eliminate the traffic downtown.

Eugene Sarafin, 628 South Main Street – Spoke about the moment of silence for the violence. Stated that we shouldn't be silent in this Country, we should be speaking out about gun control.

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

ENGINEERING ITEMS

Resolution 2017-176 Denying Release of Maintenance Guarantee and Requiring Additional Deposit to Escrow Seymour Investments, LLC (Old Hights Overlook – Block 13/Lot 24.01)

Carmela Roberts, Borough Engineer, reviewed her September 25, 2017 letter to Council regarding Seymour Investments, LLC's Maintenance Guarantee. Ms. Roberts explained that after inspection of the site it was found that 11 trees shown on the approved Landscaping Plant had been removed and not yet replaced. She recommended that the Maintenance Guarantee be retained until the owner replaces the trees to the satisfaction of the Borough.

Councilmember Kurs moved Resolution 2017-176; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2017-176

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

DENYING RELEASE OF MAINTENANCE GUARANTEE AND REQUIRING ADDITIONAL DEPOSIT TO ESCROW – SEYMOUR INVESTMENTS, LLC (OLD HIGHTS OVERLOOK - BLOCK 13/LOT 24.01)

WHEREAS, in May of 2015, Seymour Investments, LLC posted a maintenance guarantee with the Borough of Hightstown in the amount of \$10,683.40 in the form of check #9172 for the project known as Old Hights Overlook and listed as Block 13/Lot 24.01 in the Borough's tax records; and

WHEREAS, \$400.00 of said maintenance guarantee was transferred to escrow to cover necessary inspections leaving a balance of \$10,283.40 for the maintenance guarantee; and

WHEREAS, Seymour Investments, LLC has requested the release of said maintenance guarantee in the amount of \$10,283.40; and

WHEREAS, the Borough Engineer has inspected the project and determined that all improvements remain in satisfactory condition with the exception of eleven (11) trees shown on the approved Landscaping Plan, which have been removed and not replaced; and

WHEREAS, the Borough Engineer has recommended that the Maintenance Guarantee in the amount of \$10,283.40 be retained by the Borough until all improvements for this project are found to be satisfactory; and

WHEREAS, the remaining escrow balance for this project is deficient to pay for the required maintenance re-inspections prior to the release of the maintenance guarantee; and

WHEREAS, it is necessary for Seymour Investments, LLC to post an additional \$800.00 toward the escrow account for this project to cover the previous and future required re-inspections of the project needed to deem all improvements for this project to be satisfactory.

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

1. The request for release of the maintenance guarantee in the amount of \$10,283.40 for the above project is hereby denied.
2. Seymour Investments, LLC shall post an additional \$800.00 toward the escrow account for this project to cover the previous and future required re-inspections of the project needed to deem all improvements for this project to be satisfactory.
3. A certified copy of this Resolution shall be provided to the following:
 - a. Seymour Investments, LLC
 - b. George Lang, Chief Financial Officer
 - c. Sandy S. Belan, Planning Board Secretary
 - d. Carmela Roberts, Borough Engineer
 - f. Jolanta Maziarz, Planning Board Attorney

NJDOT Access Permit – Mercer Street Warehouse, LLC/Bruckner Southern, LLC

Borough Engineer, Carmela Roberts, reviewed her letter of September 18, 2017. She received a copy of the NJDOT Major Access Permit and Set of Plans entitled “Victoria Classics/Bruckner Southern, NJDOT Highway Access Permit Set approved by NJDOT on June 5, 2017. She stated that she is satisfied with the results of the DOT request. Requested that Borough Attorney Raffetto look at the request to see if any changes need to be made to the settlement agreement.

West Ward Street Weight Limit

Ms. Roberts explained that redesignating a municipal roadway weight limit must be done by way of ordinance and will require approval of the Commissioner of Transportation. Ms. Roberts informed Council that her office would perform a survey which would consist of a simple traffic observation during a peak period. The results would be reported to Mayor and Council along with a recommendation for the adoption of the necessary ordinance, if needed. After discussion, it was agreed that Ms. Roberts would meet with DOT before anything further is done.

ORDINANCES

Ordinance 2017-15 First Reading & Introduction – Bond Ordinance Amending Section 3(a) of Bond Ordinance #2015-15 and Providing for a Supplemental Appropriation of \$132,000 for Improvements to Stockton Street and Joseph Street in and by the Borough of Hightstown, in the County of Mercer, New Jersey, and Authorizing the Issuance of \$132,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Councilmember Kurs moved Ordinance 2017-15 for introduction; Council President Stults seconded.

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

Ordinance introduced 6-0.

Public Hearing scheduled for 10/16/2017.

Ordinance 2017-15

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

**BOND ORDINANCE AMENDING SECTION 3(a) OF BOND
ORDINANCE #2015-15 AND PROVIDING A SUPPLEMENTAL
APPROPRIATION OF \$132,000 FOR IMPROVEMENTS TO
STOCKTON STREET AND JOSEPH STREET IN AND BY THE
BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW
JERSEY, AND AUTHORIZING THE ISSUANCE OF \$132,000 BONDS
OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST
THEREOF.**

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

Section 1. Section 3(a) of Bond Ordinance #2015-15 of the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"), finally adopted August 17, 2015 (the "Original Bond Ordinance"), is hereby amended to read as follows:

“(a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements to Stockton Street and Joseph Street, including, but not limited to, repaving and improvements to sidewalks and curbs on Joseph Street, and further including all work and materials necessary therefor and incidental thereto.”

Section 2. The improvement described in Section 4(a) of this bond ordinance has heretofore been authorized to be undertaken by the Borough as a general improvement. For the improvement or purpose described in Section 4(a), there is hereby appropriated the supplemental amount of \$132,000, such sum being in addition to the \$430,000 appropriated therefor by the Original Bond Ordinance. Pursuant to N.J.S.A. 40A:2-11(c), no down payment is required since the Original Bond Ordinance included a grant for a portion of the project in the amount of \$275,000 from the Safe Routes to School Program administered by the State of New Jersey Department of Transportation.

Section 3. In order to finance the additional cost of the improvement, negotiable bonds are hereby authorized to be issued in the principal amount of \$132,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 4. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements to Stockton Street and Joseph Street, including, but not limited to, repaving and improvements to sidewalks and curbs on Joseph Street, and further including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is \$562,000, including the \$430,000 authorized by the Original Bond Ordinance and the \$132,000 bonds or bond anticipation notes authorized herein.

(c) The estimated cost of the improvement or purpose is \$562,000, including the \$430,000 appropriated by the Original Bond Ordinance and the \$132,000 appropriated herein.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to

the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 6. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 4(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

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

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$132,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$120,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement. Of this amount, \$80,000 was estimated for these items of expense in the Original Bond Ordinance and an additional \$40,000 is estimated therefor herein.

Section 8. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 3 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 4(a) of this bond ordinance. This Section 8 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 9. Any grant moneys received for the purpose described in Section 4(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

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

Section 11. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct,

unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

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

Ordinance 2017-13 Final Reading and Public Hearing – Amending Chapter 7, Entitled “Traffic”, of the Revised General Ordinances of the Borough of Hightstown, Regarding Parking Regulations in Municipal Parking Lots

Mayor Quattrone opened the Public Hearing for Ordinance 2017-13 and the following individuals spoke:

Scott Caster, 12 Clover Lane – Questioned the two spaces for the Housing Authority and asked where lots “E” and “B” were on the maps. Also questioned why the Board of Education is mentioned in the Borough’s ordinance. Stated that he wished there was an EDC in town and would like to see a holistic approach to downtown signage, parking and traffic flow.

Doug Mair, 536 South Main Street – Asked what this ordinance is for because he is confused by the title. Also questioned when the signs in the parking lot will be replaced.

Eugene Sarafin, 628 South Main Street – Stated that he understands the ordinance and he hopes that Council adopts it.

There being no one else coming forward, Mayor Quattrone closed the public hearing.

ORDINANCE 2017-13

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 7, ENTITLED “TRAFFIC”, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, REGARDING PARKING REGULATIONS IN MUNICIPAL PARKING LOTS

WHEREAS, on July 17, 2017, the Hightstown Borough Council adopted Ordinance No. 2017-07 in order to revise the parking regulations associated with the Stockton Street Parking Lot, and to amend and supplement the provisions of Subsection 7-37-1 of the Borough Code accordingly; and

WHEREAS, it has been determined that further revisions are necessary in order to supplement those made in Ordinance No. 2017-07.

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

1. Section 1. Subsection 7-37-1, “Regulation for the Movement and the Parking of Traffic on Municipal Property and Board of Education Property” is hereby amended and supplemented as follows (deletions in ~~strikeout~~ text, additions underlined):

Paragraph (a), “Definitions,” is hereby amended to add the following definitions:

“Revised Site Plan” shall be defined as the site plan dated August 24, 2017, prepared by Roberts Engineering Group, LLC, and titled “Permit Parking Plan – Stockton Street Parking Lot,” which is on file in the office of the Borough Clerk, a copy of which is attached to the within Ordinance and made a part hereof.

“Road ‘D’” is that portion of the Stockton Street parking lot delineated as such on the site plan dated August 24, 2017, prepared by Roberts Engineering Group, LLC, and titled “Permit Parking Plan – Stockton Street Parking Lot,” which is on file in the office of the Borough Clerk.

Paragraph (d). “Permit Parking,” is hereby amended as follows:

d. Permit Parking.

No person shall park a vehicle at the below-described locations unless said vehicle shall have a valid permit displayed. Said permit shall have been issued in accordance with the provisions of Section 7-37.1(h) herein.

Name of Street	Sides	Hours	Location
Stockton Street lot – Lot “E”	South	All	As indicated on the <u>revised</u> site plan
Stockton Street lot – Lot “B”	North	All	As indicated on the <u>revised</u> site plan

Paragraph (j). “Housing Authority Passenger Pick-up and Drop-off Zones”, is hereby established as follows:

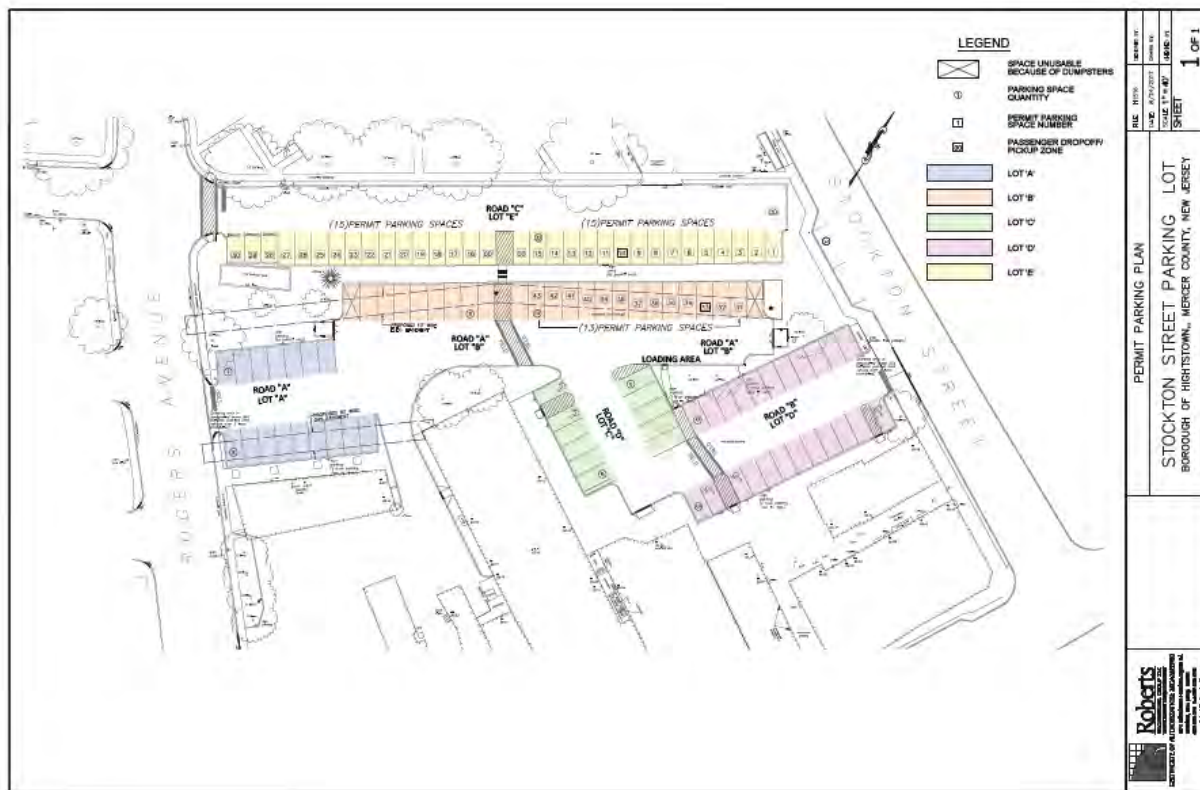
j. Housing Authority Passenger Pick-up and Drop-off Zones.

The parking spaces marked with the numbers “00” as shown on the site plan dated August 24, 2017, prepared by Roberts Engineering Group, LLC, and titled “Permit Parking Plan – Stockton Street Parking Lot,” which is on file in the office of the Borough Clerk, are hereby designated as “Housing Authority Passenger Pick-up and Drop-off Zones,” and shall be reserved for that use only. There shall be a one (1) hour time limit associated with any parking in these specific designated spots.

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable there from and shall not be affected.



Ordinance 2017-14 Final Reading and Public Hearing – An Ordinance Establishing the Titles and Salary Ranges of Water Plant Superintendent and Assistant Waste Water Treatment Plant Superintendent

Eugene Sarafin, 628 South Main Street – Stated that he thinks it's noble to pay people for their jobs.

Doug Mair, 536 South Main Street – Stated that he has no problem with the new appointments but questioned if the Borough had looked into outsourcing the Water Department to save money. We are not big enough for the amount of money we are spending on the Water Department. Mayor Quattrone responded stating that in the past, there were talks with American Water and he informed Mr. Mair that for an outside company to take over, the price for water services would automatically double.

There being no one else coming forward, Mayor Quattrone closed the public hearing.

Councilmember Kurs moved Ordinance 2017-14 for adoption; Councilmember Hansen seconded.

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

Ordinance adopted 6-0.

Ordinance 2017-14
BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**AN ORDINANCE ESTABLISHING THE TITLES AND SALARY RANGES OF WATER PLANT
SUPERINTENDENT AND ASSISTANT WASTE WATER TREATMENT PLANT
SUPERINTENDENT**

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

Section 1. The following official employment designation is hereby confirmed and the rate of compensation of this officer of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	RANGING FROM:	TO:
Water Plant Superintendent	\$10,000.00	\$25,000.00
Assistant Waste Water Treatment Plant Superintendent	\$45,000.00	\$80,000.00

Section 2. This Ordinance shall take effect after final passage and publication as provided by law, but the range of compensation herein provided shall be effective September 8, 2017.

Section 3. The salary range established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

RESOLUTIONS

Resolution 2017-177 Authorizing Payment of Bills

Councilmember Bluth moved Resolution 2017-177; Councilmember Stults seconded.

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

Resolution adopted 6-0.

Resolution 2017-177

*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 \$254,236.98 from the following accounts:

Current		\$218,073.21
W/S Operating		17,304.92
General Capital		0.00
Water/Sewer Capital		16,406.75
Grant		0.00
Trust		1,986.90
Housing Trust		0.00
Animal Control		10.20
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>455.00</u>
Total		<u>\$254,236.98</u>

Resolution 2017-178 Resolution Expressing Opposition to Legislative Proposals Regarding the Open Public Meetings Act and Open Public Records Act

Borough Administrator/Clerk, Debra Sopronyi, explained that this resolution opposes changes to OPRA and Open Public Meetings Laws. These changes would require that subcommittee meetings be public meetings meaning that they would need to be noticed, open to the public and have minutes made available.

Councilmember Kurs moved Resolution 2017-178; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2017-178

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

RESOLUTION EXPRESSING OPPOSITION TO LEGISLATIVE PROPOSALS REGARDING THE OPEN PUBLIC MEETINGS ACT AND OPEN PUBLIC RECORDS ACT

WHEREAS, the New Jersey Senate Budget and Appropriations Committee took action on Senate Bill Nos. 1045 and 1046, which amend the Open Public Meetings Act and Open Public Records Act, respectively, on June 29, 2017; and

WHEREAS, the Committee released the bills to the full Senate without recommendation because the bills are unnecessary, unpopular with the public, and would result in significant financial and administrative burdens on municipalities; and

WHEREAS, the bills fail to adequately protect taxpayers, municipalities and, especially, municipal clerks from

abusive, harassing, and purposefully confrontational individuals who submit voluminous requests for no legitimate reason; and

WHEREAS, the legislation would expand the Open Public Meeting Act to create impractical and burdensome requirements with respect to subcommittees and working groups established by the entire governing body, which would effectively limit the ability of small groups of local officials discussing issues of public concern for the purposes of informing the governing body; and

WHEREAS, under the bills, the responsibilities of municipal clerks, who the Legislature has already loaded with responsibilities beyond the scope of their office, would be stretched even further than current law requires without a single dollar of additional resources provided to, or authorized to be collected by, municipalities; and

WHEREAS, the bills would impose a financial burden on municipalities that would not be offset by a revenue source other than the property tax, making the bills unfunded mandates prohibited by the New Jersey Constitution; and

WHEREAS, some municipalities are more equipped than others to meet the burdens that would be imposed by Senate Bill Nos. 1045 and 1046, however, without assistance of any kind from the State or the courts, every municipality would be on its own to meet the myriad new requirements of the law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, that the Legislature is strongly urged to reject Senate Bill Nos. 1045 and 1046 and draft new legislation to modernize OPRA and OPMA while providing municipalities and clerks with the resources to effectuate these changes for the benefit of the public.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be filed with the legislative sponsors of Senate Bill Nos. 1045 and 1046 and Assembly Bill Nos. 2697 and 2699, the Speaker of the General Assembly, the President of the Senate, the Governor, the League of Municipalities, and the Municipal Clerk's Association of New Jersey, and all parties are urged to listen to the concerns of local officials and prevent Senate Bill Nos. 1045 and 1046 from becoming law.

Resolution 2017-181 Resolution of the Borough of Hightstown, In the County of Mercer, Authorizing and Directing the Borough Planning Board to Determine Whether Certain Property Constitutes an Area in Need of Redevelopment

Councilmember Misiura moved Resolution 2017-181; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2017-181

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

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, AUTHORIZING AND DIRECTING THE BOROUGH PLANNING BOARD
TO DETERMINE WHETHER CERTAIN PROPERTY CONSTITUTES AN AREA IN
NEED OF REDEVELOPMENT**

WHEREAS, pursuant to the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 *et seq.*, by Resolution 2003-19 duly adopted on December 1, 2003, the Borough Council (“Borough Council”) of the Borough of Hightstown (the “Borough”) designated the properties known as Tax Block 54, Lots 6-10, 13, 14.01, 16.01 & 23; Block 40, Lots 14-28; Block 33, Lots 1-30 & 32-36; Block 30, Lots 1-13; Block 28, Lots 56 & 57; and Block 21, Lots 1-14 & 26 on the Borough’s official tax map (collectively, the “Redevelopment Area”), as an “area in need of redevelopment”; and

WHEREAS, a revised redevelopment plan (“Redevelopment Plan”) containing development standards for that portion of the Redevelopment Area which is known as Sub-Area I (Bank Street) was adopted by Ordinance Number 2015-04 of the Borough Council on April 20, 2015, which revised those redevelopment plans for the Redevelopment Area previously adopted by the Borough on September 7, 2004, October 2, 2006 and October 6, 2008, and which was subsequently further amended by ordinance adopted March 6, 2017; and

WHEREAS, on March 10, 2017, the Borough and RBG Hightstown, LLC (the “Redeveloper”) entered into that certain Amended and Restated Redevelopment Agreement (the “Redevelopment Agreement”), pursuant to which, among other things, the Redeveloper agreed to redevelop the portion of the Redevelopment Area consisting of Block 30, Lots 1-7, Block 30, Lots 10-13, and Block 21, Lots 1-13 & 26 on the Borough’s official tax map (collectively, the “Original Project Area”), which constitutes part of Sub-Area I (Bank Street), by constructing thereon a project including approximately 47,500 square feet of retail space, approximately 266 residential units, and associated parking and other infrastructure improvements, consistent with the Concept and Phasing Plan attached as Exhibit 2 to the Redevelopment Agreement (the “Project”); and

WHEREAS, the Redeveloper has expressed a desire to also redevelop the parcel designated on the Borough’s tax map as Block 21, Lot 20 (the “Additional Property”), located directly adjacent to the Original Project Area, in order to effectively access the Project; and

WHEREAS, the Borough desires to authorize and direct the Borough’s Planning Board (the “Planning Board”) to undertake a preliminary investigation to determine whether the Additional Property meets criteria for designation as an area in need of redevelopment; and

WHEREAS, if the Additional Property is determined to meet the criteria for designation as an area in need of redevelopment and the Borough so designates the Additional Property, then the Borough shall be authorized to use all the powers provided under the Redevelopment Law for use in a redevelopment area, including the power of eminent domain.

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

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. The Planning Board is authorized and directed to undertake a preliminary investigation and conduct a public hearing(s) to determine whether the Additional Property meets criteria necessary for designation as an area in need of redevelopment under the Redevelopment Law and, if the Additional Property so qualifies, to recommend whether it should be so designated and should be incorporated into the Redevelopment Plan.

Section 3. In the event the governing body shall designate the Additional Property as a redevelopment area, the Borough shall be authorized to use all the powers provided under the Redevelopment Law for use in a redevelopment area, including the power of eminent domain.

Section 4. A copy of this resolution shall be forwarded to the Secretary of the Planning Board for action consistent herewith.

Section 5. This resolution shall take effect immediately.

Appointing a New Municipal Court Judge

Councilmember Kurs recused himself at this time.

Mayor Quattrone informed Council that the current Municipal Court Judge's appointment expired in April of 2016. It is his desire to nominate Seth Kurs as the new Municipal Court Judge. Councilmember Bluth explained that there were several resumes received and the committee interviewed several candidates for the position. Both Mayor Quattrone and Councilmember Bluth explained that there is no problem with the current judge but they feel that appointing Mr. Kurs would be in the best interest of the Borough. Discussion ensued. It was determined that if Council moved forward with this appointment, Mr. Kurs would need to resign his position as Councilmember before he took the bench. After discussion, it was decided that Council was in favor of appointing Mr. Kurs as Municipal Court Judge.

Resolution 2017-182 Appointing a Municipal Court Judge

Councilmember Bluth moved Resolution 2017-181; Councilmember Stults seconded.

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

Resolution adopted 5-0.

Resolution 2017-182

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

APPOINTING A MUNICIPAL COURT JUDGE

WHEREAS, Judge James M. Newman currently serves as Municipal Court Judge and his term expired on April 3, 2016; and

WHEREAS, it is the desire of the Mayor and Council to appoint Seth A. Kurs for a three-year term in accordance with the provisions of section 2-24.2 of the *Revised General Ordinances of the Borough of Hightstown*; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Seth A. Kurs of Hightstown, New Jersey, is hereby appointed as Municipal Court Judge effective October 2, 2017 for a three-year term ending October 2, 2020.

Councilmember Kurs rejoined the meeting at this time. He proceeded to present a letter of resignation to Deputy Clerk, Peggy Riggio. Ms. Riggio read the letter into the public record.

Mayor Quattrone administered the Oath of Office to Mr. Kurs.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2017-179 and 2017-180 as a Consent Agenda; Council President Stults seconded.

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

Resolutions adopted 5-0.

Resolution 2017-179

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

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOR IMPROVEMENTS TO LINCOLN AVENUE, HAGEMONT AVENUE AND
ROCKY BROOK COURT PROJECT**

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Hightstown formally approves the grant application for the above stated projects.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Hightstown Borough-00251 to the New Jersey Department of Transportation on behalf of the Borough of Hightstown.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Hightstown and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Resolution 2017-180

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

**ADOPTING AN AFFORDABLE HOUSING RENTAL UNITS PROGRAM MANUAL
FOR HIGHTSTOWN BOROUGH**

WHEREAS; the State of New Jersey requires municipalities to adopt a Program Manual for Affordable Housing Rental Units; and

WHEREAS, the Borough of Hightstown has retained Rehabco, Inc. to prepare a manual that complies with said requirement; and

WHEREAS, a Housing Rental Unit Program Manual has been developed to explain the steps in the rental process and assist in the administration and serve as a guide to the program staff and applicants; and

WHEREAS, it is required that the Hightstown Borough Mayor and Council adopt the Affordable Housing Rental Units Program Manual for Hightstown Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Affordable Housing Rental Units Program Manual for Hightstown Borough is hereby adopted by the Borough of Hightstown.

PUBLIC COMMENT PERIOD II

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

Doug Mair, 536 South Main Street – Congratulated Mr. Kurs. Spoke again about the weight restrictions on West Ward Streets stating that he is looking forward to the survey results.

Eugene Sarafin, 628 South Main Street – Congratulated Mr. Kurs. Spoke about the disaster that is President Trump.

Scott Caster, 12 Clover Lane – Thanked Council for their due diligence regarding the parking lot but predicted that this will continue to be an ongoing issue. Inquired once again about signs for bicycles on the sidewalks.

William Gardner, 379 Jefferson, East Windsor, NJ – Thanked Council for all they do to make Hightstown better. Stated that it is hard to do a job when people continue to ridicule your work.

Frank Rivera, 110 Broad Street – Congratulated Mr. Kurs and stated that he is one of the best and is perfect for the bench.

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

DISCUSSION

Discovery Channel Filming on Bank Street

Borough Administrator/Clerk, Debra Sopronyi, informed Council that the Discovery Channel would like to use Bank Street to film an episode of A Crime to Remember. They are requesting the road be closed from 10:30 am – 1:00 pm. They have agreed to pay for police coverage and provide an insurance certificate. Ms. Sopronyi had spoken to Chief Gendron and he did not see any problem with the road closure or police coverage. An Agreement for police coverage will need to be executed.

Councilmember Montferrat moved for approval for Filming on Bank Street and Entering into an agreement; Councilmember Bluth seconded.

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

Filming on Bank Street approved 5-0.

SUBCOMMITTEE REPORTS

Route 33 Corridor

Councilmember Misiura commented that the Route 33 Corridor Sub Committee will be meeting with East Windsor at the end of the month.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Cultural Arts had a meeting last week and are discussing several upcoming events.

She stated that she will be away next week and asked if someone could cover the Habitat meeting for her.

Councilmember Montferrat

The Harvest Fair Committee will have a meeting tomorrow night.

The Environmental Commission met on September 26th. They would like to be included in the process of the tree removal on Lincoln and Hagemont. The Dawes Park Rehab has come to a halt because of funds. They will be hosting a Tree ID Seminar on October 21st.

Stockton Street traffic for Back to School Night was dangerous due to lack of street lights by the bus stop and the school cross walks. Can we have JCP&L look into this?

Asked if a notice can be sent regarding enforcement of leashed dogs.

Council is working hard to improve parking downtown.

Thanked Mr. Mair for his comments and expertise on the truck traffic and weight limits.

Congratulated Mr. Kurs.

Councilmember Misiura

HPC had a guest speaker, Bob Craig, at their last meeting who was very informative. They have received a sample banner and are deciding where they will be placed.

Asked about an update on the sidewalk and road repair list from the Borough Engineer.

Council President Stults

Congratulated Mr. Kurs.

Attended his first Housing Authority Meeting and had the opportunity to meet some of the residents. Looking forward to the next meeting on October 18th.

Reviewed the most recent report from the Construction office. They are continuing with inspections and issuing violations. There has been some concern over the scheduling of inspections with days and times. He is hoping that something can be done to have a better schedule in place.

Downtown Hightstown held their business meeting at 12 Farms on October 2nd. They are taking donations for Hands for Houston, selling small flags that are hung in the windows of downtown businesses.

Informed Councilmember Bluth that he could attend the Habitat meeting.

Borough Administrator/Clerk Sopronyi

Chief Gendron has sent a letter to the County requesting the road closures for Halloween. Once we have approval, the Clerk's will send letters to residents informing them of the closures.

Asked the Environmental Commission to forward the information on the Tree ID information session so it can be placed on the website.

There had been questions regarding trust funds for Parks and Recreation Account and Dawes Park Summer Camp Account. Money in trust accounts cannot be transferred between the accounts. They must be used for specific purposes.

George Lang, CFO

Explained that a Supplemental Debt Statement was given to the Clerk this evening for the Bond Ordinance Introduction. This is a snapshot of our debt picture. The Borough is well under their debt limit.

Fred Raffetto, Borough Attorney

Congratulated Mr. Kurs.

Mayor Quattrone

Asked the Borough Administrator to get in touch with JCP&L regarding the street lights on Stockton Street.

Congratulated Mr. Kurs.

The Harvest Fair is this Saturday and the weather looks good. There will be fire police used to help with traffic and road closures.

Asked Council President Stults to take over as the liaison to the Police Department (Police Commissioner). We are still in need of a liaison for the Fire Department and First Aid Squad. If any Councilmembers are interested, please contact him.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:19 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2017-183

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on October 16, 2017 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 – EMS

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: January 16, 2018, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk

Resolution 2017-184

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on October 16, 2017 at 7:00 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Personnel – Councilmember Vacancy

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: January 16, 2018, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk

Resolution 2017-191

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING A COUNCILMEMBER TO FILL THE VACANCY OF AN UNEXPIRED TERM ENDING DECEMBER 31, 2018

WHEREAS, there exists a vacancy in the office of Councilmember due to the resignation of Seth Kurs effective October 2, 2017; and

WHEREAS, the Municipal Vacancy Law (N.J.S.A. 40A:16-1 *et seq.*), provides that the Municipal Committee of the party that previously filled the seat shall submit within fifteen (15) days three (3) names for Council's consideration in filling the vacancy; and

WHEREAS, the Democratic Municipal Committee submitted the names of three (3) Nominees on October 10, 2017; and

WHEREAS, pursuant to the Municipal Vacancy Law, the Borough Council must, fill the vacancy by the appointment of a successor from the three (3) Nominees put forward from same political party which had nominated the incumbent whose office had become vacant; and

WHEREAS, the Borough Council has publicly deliberated the nominees presented by the Democratic Municipal Committee to fill the vacancy with a member who would best serve the residents of the Borough; and

WHEREAS, by vote of Borough Council, the Council has decided to appoint _____ to fill the position of Councilmember for the unexpired term ending December 31, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that _____ is hereby appointed to serve in the position of Councilmember to fill the vacancy of the unexpired term ending December 31, 2018.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk

Resolution 2017-185

*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 \$119,296.55 from the following accounts:

Current		\$35,449.23
W/S Operating		43,529.73
General Capital		1,301.34
Water/Sewer Capital		33,042.25
Grant		179.00
Trust		5,795.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$119,296.55</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk

[illegible]

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
A0452 ATLANTIC TACTICAL INC.											
17-01243 08/11/17 OFFICER EQUIPMENT											
1 OFFICER EQUIPMENT	165.80	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
2 OFFICER EQUIPMENT	28.20	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
3 OFFICER EQUIPMENT	68.54	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
4 OFFICER EQUIPMENT	57.15	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
5 OFFICER EQUIPMENT	33.75	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
6 OFFICER EQUIPMENT	29.70	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
7 OFFICER EQUIPMENT	84.00	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
8 OFFICER EQUIPMENT	34.20	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/11/17	10/12/17			N	
	<u>501.34</u>										
Vendor Total:		501.34									
BANK0005 BANK OF AMERICA											
17-01555 10/10/17 SEPTEMBER CHARGES											
1 WEBSITE HOSTING 1 YEAR	239.28	7-01-20-140-001-060	B	Internet Services and Web Services	R	10/10/17	10/12/17			N	
2 BREAST CANCER RIBBON	70.08	7-01-20-110-001-195	B	Mayor's Expense	R	10/10/17	10/12/17			N	
3 OPRA/RECORDS MGMT CLASS	299.00	7-01-20-120-001-042	B	Education & Training	R	10/10/17	10/12/17			N	
4 DISASTER PLANNING WORKSHOP	50.00	7-01-20-120-001-042	B	Education & Training	R	10/10/17	10/12/17			N	
5 INTERNATIONAL TRANSACTION FEE	1.91	7-01-20-140-001-060	B	Internet Services and Web Services	R	10/10/17	10/12/17			N	
	<u>660.27</u>										
Vendor Total:		660.27									
BELZ0005 BELZONA REPAIR TECH, LLC.											
17-01462 09/20/17 BELZONA 4141 MAGMA BUILD PRIMR											
1 BELZONA 4141 MAGMA BUILD	394.00	7-09-55-501-002-503	B	Sewer Plant Maintenance	R	09/20/17	10/12/17			N	
2 PRIMER	67.00	7-09-55-501-002-503	B	Sewer Plant Maintenance	R	09/20/17	10/12/17			N	
	<u>461.00</u>										
Vendor Total:		461.00									
B0011 BEN MILLER											
17-01545 10/05/17 REIMBURSEMENT - MILLER											
1 REIMBURSEMENT - MILLER	181.70	7-01-25-240-001-042	B	Education & Training	R	10/05/17	10/12/17			N	
Vendor Total:		181.70									

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct	Type	Description	Enc	Date	Date	Invoice	Excl
B0921 BLOCK LINE SYSTEMS, LLC (LSI)												
17-01582	10/11/17	PHONE BILL	SEPTEMBER									
1	PHONE BILL	SEPTEMBER	1,399.83	7-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	10/11/17	10/12/17		SEPT PHONES	N
Vendor Total:		1,399.83										
B0921 BRITTON INDUSTRIES, INC												
17-01433	09/13/17	AUGUST 2017	YARD WASTE DISP									
1	INV. 0167068	- YD WST DISPOSAL	100.75	7-01-26-311-001-168	B	Yardwaste	R	09/13/17	10/12/17		167068	N
2	INV. 0168904	- YD WST DISPOSAL	97.50	7-01-26-311-001-168	B	Yardwaste	R	09/13/17	10/12/17		168904	N
3	INV. 0171347	- YD WST DISPOSAL	126.75	7-01-26-311-001-168	B	Yardwaste	R	09/13/17	10/12/17		171347	N
4	INV. 0173253	- YD WST DISPOSAL	107.25	7-01-26-311-001-168	B	Yardwaste	R	09/13/17	10/12/17		173253	N
5	INV. 0175676	- YD WST DISPOSAL	113.25	7-01-26-311-001-168	B	Yardwaste	R	09/13/17	10/12/17		175676	N
		545.50										
Vendor Total:		545.50										
C0396 CAVANAUGH'S, INC.												
17-01426	09/13/17	MONTHLY	PEST SERVICE									
1	INV. 670268	- MONTHLY SERVICE	20.00	7-01-26-310-001-029	B	Maintenance Contracts	R	09/13/17	10/12/17		670268	N
2	INV. 670267	- MONTHLY SERVICE	20.00	7-01-26-310-001-029	B	Maintenance Contracts	R	09/13/17	10/12/17		670267	N
3	INV. 666943	- MONTHLY SERVICE	20.00	7-01-26-310-001-029	B	Maintenance Contracts	R	09/13/17	10/12/17		666943	N
4	INV. 666942	- MONTHLY SERVICE	20.00	7-01-26-310-001-029	B	Maintenance Contracts	R	09/13/17	10/12/17		666942	N
		80.00										
Vendor Total:		80.00										
C0058 CINTAS CORPORATION #061												
17-00335	03/03/17	BLANKET PURCHASE ORDER		B								
38	INV 061489671	DATED 9/01/17	93.01	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	08/16/17	10/12/17		061489671	N
39	INV 061493898	DATED 9/08/17	93.01	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	08/16/17	10/12/17		061493898	N
40	INV 061497941	DATED 9/15/17	93.01	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	08/16/17	10/12/17		061497941	N
41	INV 061501997	DATED 9/22/17	95.51	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	08/16/17	10/12/17		061501997	N
42	INV 061506007	DATED 9/29/17	97.26	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	08/16/17	10/12/17		061506007	N
		471.80										
Vendor Total:		471.80										

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 4
028

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
C0361 CLAYTON BLOCK COMPANY, INC.											
17-01458	09/18/17	YARDS 5000 PSI									
1	YARDS 5000 PSI		339.00	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/18/17	10/12/17			N
2	DELIVERY		240.00	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/18/17	10/12/17			N
3	EXCESS TIME		74.84	7-09-55-501-002-503	B Sewer Plant Maintenance	R	10/12/17	10/12/17			N
			653.84								
Vendor Total:			653.84								
C0023 COMCAST											
17-01559	10/10/17	8499052440157826 9/23/17									
1	8499052440157826 9/23/17		125.88	7-09-55-501-002-545	B Internet Services	R	10/10/17	10/12/17		849905244015782	N
17-01583	10/11/17	8499052430036659 156 BANK ST									
1	8499052430036659 156 BANK ST		219.85	7-01-20-140-001-060	B Internet Services and Web Services	R	10/11/17	10/12/17		849905243003665	N
Vendor Total:			345.73								
COMCA005 COMCAST BUSINESS											
17-01573	10/10/17	930909813 DATED 9/15/17									
1	930909813 DATED 9/15/17		195.30	7-01-25-240-001-094	B COMPUTER/SERVICE & SUPPORT	R	10/10/17	10/12/17		930909813	N
Vendor Total:			195.30								
COUNT015 COUNTY OF MONMOUTH-											
17-01469	09/21/17	USE OF TRUCK WASH									
1	INV. HTB 08-17-09		60.00	7-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	09/21/17	10/12/17		HTB 08-17-09	N
Vendor Total:			60.00								
C0087 CUSTOM BANDAG, INC											
17-01342	08/23/17	TIRES/TIRE REPAIR									
1	INV. 80124303 - TIRES CANYON		103.58	7-01-26-315-001-132	B Vehicle Maint. - Public Works	R	08/23/17	10/12/17		80124303	N
2	INV. 80124303 - SCRAP TIRE FEE		6.00	7-01-26-311-001-199	B Miscellaneous	R	08/23/17	10/12/17		80124303	N
3	INV. 80124232 - TIRE REPAIR		25.50	7-01-26-315-001-132	B Vehicle Maint. - Public Works	R	08/23/17	10/12/17		80124232	N
4	INV. 80124232 - SCRAP TIRE FEE		10.00	7-01-26-311-001-199	B Miscellaneous	R	08/23/17	10/12/17		80124232	N
			145.08								

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 5
029

Vendor # Name												
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item	Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
C0087 CUSTOM BANDAG, INC Continued												
17-01455	09/18/17	TIRE REPAIR										
1 INV.	80125511 - TIRE REPAIR		25.50	7-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	09/18/17	10/12/17		80125511	N
17-01576	10/11/17	AUGUST ELECTRIC HPD										
1 AUGUST ELECTRIC HPD	8/5-9/6		1,052.70	7-01-31-430-001-071	B	Electric-Borough Hall	R	10/11/17	10/12/17		8/5-9/6	N
Vendor Total:			1,223.28									
C0088 CUSTOM ENVIRONMENTAL TECH, INC												
17-00002	01/11/17	RES 2016-228 ZETA LYTE 2685		B								
14 INV	4304 DATED 8/16/17		3,349.50	7-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	07/19/17	10/12/17		4304	N
Vendor Total:			3,349.50									
DRAEG005 DRAEGER, INC.												
17-01260	08/16/17	INV 5950031270 DATED 7/31/17										
1 INV	5950031270 DATED 7/31/17		179.00	G-02-41-729-006-315	B	DRUNK DRIVING ENFORCEMENT FUND 2015	R	08/16/17	10/12/17		5950031270	N
Vendor Total:			179.00									
Q0176 EUROFINS QC, INC												
17-01438	09/13/17	WATER ANALYSIS										
1 INV.	1895990 - WATER ANALYSIS		79.50	7-09-55-501-001-532	B	Outside Testing/Labs	R	09/13/17	10/12/17		1895990	N
2 INV.	1896695 - WATER ANALYSIS		99.50	7-09-55-501-001-532	B	Outside Testing/Labs	R	09/13/17	10/12/17		1896695	N
3 INV.	1896859 - WATER ANALYSIS		770.00	7-09-55-501-001-532	B	Outside Testing/Labs	R	09/13/17	10/12/17		1896859	N
4 INV.	1899472 - WATER ANALYSIS		99.50	7-09-55-501-001-532	B	Outside Testing/Labs	R	09/13/17	10/12/17		1899472	N
			1,048.50									
17-01454	09/18/17	WATER ANALYSIS										
1 INV.	1900787 - WATER ANALYSIS		137.00	7-09-55-501-001-532	B	Outside Testing/Labs	R	09/18/17	10/12/17		1900787	N
17-01517	10/04/17	WATER ANALYSIS										
1 INV.	1901919 - WATER ANALYSIS		99.50	7-09-55-501-001-532	B	Outside Testing/Labs	R	10/04/17	10/12/17		1901919	N

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 6
030

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
Q0176 EUROFINS QC, INC Continued											
17-01517	10/04/17	WATER ANALYSIS		Continued							
2 INV. 1901945 - WATER ANALYSIS			99.50	7-09-55-501-001-532	B Outside Testing/Labs	R	10/04/17	10/12/17		1901945	N
			199.00								
Vendor Total:			1,384.50								
F0135 FBI NATIONAL ACADEMY ASSOC.											
17-01522	10/04/17	CONFERENCE - MECCA									
1 CONFERENCE - MECCA			300.00	7-01-25-240-001-042	B Education & Training	R	10/04/17	10/12/17			N
Vendor Total:			300.00								
F1181 FOX WELDING SERVICE											
17-01459	09/18/17	LABOR & MATERIAL									
1 LABOR & MATERIALS TO MAKE 2			275.00	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/18/17	10/12/17			N
Vendor Total:			275.00								
F1183 FRANK GENDRON											
17-01544	10/05/17	REIMBURSEMENT - GENDRON									
1 REIMBURSEMENT - GENDRON			181.70	7-01-25-240-001-042	B Education & Training	R	10/05/17	10/12/17			N
17-01581	10/11/17	REIMBURSEMENT DICK'S SPORTING									
1 REIMBURSEMENT DICK'S SPORTING			47.54	7-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/11/17	10/12/17		REIMBURSEMENT	N
Vendor Total:			229.24								
G0181 FRANKLIN-GRIFFITH, LLC											
17-01472	09/21/17	INVOICE #S1933378									
1 'T+B 5232 1/2 STRAIGHT			6.75	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/17	10/12/17		S1933378	N
2 '3M 35-WHT-3/4X66FT CODING			4.97	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/17	10/12/17		S1933378	N
3 '3M 35-GRN-3/4X66FT CODING			4.97	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/17	10/12/17		S1933378	N
4 '3M 35-RED-3/4X66FT CODING			4.97	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/17	10/12/17		S1933378	N

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 8
032

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
M0714 GENSERVE, INC.												
17-01468	09/21/17	GENERATOR REPAIR										
1 INV.	0135266	- GENERATOR	292.00	7-09-55-501-001-511	B	Generator/Engine Maintenance (B)	R	09/21/17	10/12/17		0135266	N
Vendor Total:			292.00									
G0171 GEORGE E. CONLEY ELECTRIC												
17-00591	04/17/17	INSTALLATION ACCU METER, ETC										
1	INSTALLATION	ACCU METER, ETC	1,950.00	C-08-55-949-001-544	B	2014-12 MISC WATER/SEWER IMPROVEMENT	R	04/17/17	10/12/17		PROPOSAL	N
Vendor Total:			1,950.00									
G1077 GEORGE S. COYNE CO., INC.												
17-00003	01/11/17	RES 2016-229 FLUORIDE (2/1)			B							
9 INV	273933	DATED 9/19/17	798.63	7-09-55-501-001-528	B	Fluorosilic Acid-	R	06/28/17	10/12/17		273933	N
17-00005	01/11/17	RES 2016-231 CALCIUM HYPOCHLOR			B							
3 INV	273359	DATED 9/11/17	492.42	7-09-55-501-002-539	B	Calcium Hypochlorite-GEORGE S COYNE CHEM	R	03/03/17	10/12/17		273359	N
17-00008	01/11/17	RES 2016-234 CALCIUM HYDROXIDE			B							
8 INV	271328	DATED 8/16/17	1,528.00	7-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	07/28/17	10/12/17		271328	N
9 INV	273932	DATED 9-19-17	1,910.00	7-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	07/28/17	10/12/17		273932	N
			3,438.00									
17-00009	01/11/17	RES 2016-234 CALCIUM HYDROXIDE			B							
6 INV	273358	DATED 9/11/17	955.00	7-09-55-501-002-539	B	Calcium Hypochlorite-GEORGE S COYNE CHEM	R	07/28/17	10/12/17		273358	N
17-01327	08/23/17	INC 271705 8/21/17 ENDIMAL										
1	INC 271705	8/21/17 ENDIMAL	2,286.38	7-09-55-501-002-547	B	Odor Control	R	08/23/17	10/12/17		271806	N
Vendor Total:			7,970.43									
GREEN005 GREEN GROUP, LLC, THE												
17-01549	10/05/17	GLOW NECKLACES HALLOWEEN										
1	GLOW NECKLACES	- HALLOWEEN	549.50	7-01-25-240-001-119	B	Community Policing	R	10/05/17	10/12/17			N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
	Item	Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date Invoice	Excl
GREEN005 GREEN GROUP, LLC, THE										
	17-01549	10/05/17 GLOW NECKLACES		HALLOWEEN	Continued					
	2	GLOW NECKLACES - HALLOWEEN	150.00	7-01-25-240-001-119	B Community Policing	R	10/05/17	10/12/17		N
			399.50							
		Vendor Total:	399.50							
G0050 GROVE SUPPLY INC										
	17-01441	09/13/17 AUG 2017 INVOICES								
	1 INV.	S4612452 - HOSE ADAPTER	3.02	7-09-55-501-001-503	B Water Plant Maintenance	R	09/13/17	10/12/17	S4612452	N
	2 INV.	S4617249 - STRAP WRENCH	17.00	7-09-55-501-001-503	B Water Plant Maintenance	R	09/13/17	10/12/17	S4617249	N
	3 INV.	S4623575 - WRAP TAPE	12.88	7-09-55-501-001-503	B Water Plant Maintenance	R	09/13/17	10/12/17	S4623575	N
	4 INV.	S4623797 - COUPLING/HOSE	18.11	7-01-26-290-001-127	B Street Repair & Maintenance	R	09/13/17	10/12/17	S4623797	N
	5 INV.	S4624200 - BALL VALVE/	39.95	7-09-55-501-001-503	B Water Plant Maintenance	R	09/13/17	10/12/17	S4624200	N
			90.96							
		Vendor Total:	90.96							
H1100 HOME DEPOT CREDIT SERVICES										
	17-01428	09/13/17 AUGUST 2017 INVOICES								
	1 INV.	0045943 - HOSE/BOLT SNP	15.14	7-01-26-310-001-024	B Building Maintenance	R	09/13/17	10/12/17	0045943	N
	2 INV.	7034924 - LOCK/STAPLES	9.76	7-01-26-310-001-024	B Building Maintenance	R	09/13/17	10/12/17	7034924	N
	3 INV.	2035550 - WIRE WHEELS	13.64	7-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	09/13/17	10/12/17	2035550	N
	4 INV.	2035600 - CAR MONOX DETEC	39.94	7-01-26-315-001-131	B Vehicle Maint. - Police	R	09/13/17	10/12/17	2035600	N
	5 INV.	2035600 - RUBBER STRAP	5.88	7-01-25-240-001-199	B Miscellaneous	R	09/13/17	10/12/17	2035600	N
	6 INV.	2035600 - TOUGH BIN	39.92	7-01-25-240-001-116	B Traffic Bureau	R	09/13/17	10/12/17	2035600	N
	7 INV.	1050015 - TOUGH BIN	50.30	7-01-25-240-001-116	B Traffic Bureau	R	09/13/17	10/12/17	1050015	N
	8 INV.	1050015 - DEDUCT TAX	3.24	7-01-25-240-001-116	B Traffic Bureau	R	09/13/17	10/12/17	1050015	N
	9 INV.	6023796 - AMMONIA	1.48	7-09-55-501-001-503	B Water Plant Maintenance	R	09/13/17	10/12/17	6023796	N
	10 INV.	5030708 - SILT FENCE	59.96	7-01-26-290-001-127	B Street Repair & Maintenance	R	09/13/17	10/12/17	5030708	N
	11 INV.	3023969 - GRASS SEED	88.56	C-04-55-868-001-444	B IMP PEDDIE LAKE DAM WALKING BRIDGE 13-07	R	09/13/17	10/12/17	3023969	N
	12 INV.	3030996 - GRASS SEED	44.28	C-04-55-868-001-444	B IMP PEDDIE LAKE DAM WALKING BRIDGE 13-07	R	09/13/17	10/12/17	3030996	N
	13 INV.	3043145 - PIPE/SCREWDRIVE	35.40	7-09-55-501-001-503	B Water Plant Maintenance	R	09/13/17	10/12/17	3043145	N
	14 INV.	1032434 - MACHETE/CONCRET	64.29	7-09-55-501-002-503	B Sewer Plant Maintenance	R	09/13/17	10/12/17	1032434	N
			465.31							
		Vendor Total:	465.31							

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 10
034

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
I0074 IACP NET											
17-01386	09/11/17	ANNUAL IACP NET SERVICE ACCESS									
1 ANNUAL IACP NET SERVICE ACCESS		525.00	7-01-25-240-001-033	B Books & Publications	R	09/11/17	10/12/17				N
Vendor Total:		525.00									
I0079 IDVILLE PHOTO IDENTIFICATION											
17-01066	07/13/17	ID MAKER SERVICE & REPAIR									
1 ID MAKER SERVICE & REPAIR		84.50	7-01-20-125-001-036	B Office Supplies	R	07/13/17	10/12/17				N
Vendor Total:		84.50									
J0019 JCI JONES CHEMICALS, INC.											
17-00012	01/11/17	RES 2016-225 LIQUID CHLORINE	B								
6 INV 726870		534.00	7-09-55-501-001-526	B Chlorine	R	03/03/17	10/12/17		726870		N
Vendor Total:		534.00									
J0257 JCP&L											
17-01558	10/10/17	MASTER ACCT 200000055364									
1 125 S MAIN ST 100008438010		13.30	7-01-31-430-001-071	B Electric-Borough Hall	R	10/10/17	10/12/17		100008438010		N
2 MAIN/STOCKTON STS TL		29.86	7-01-31-430-001-071	B Electric-Borough Hall	R	10/10/17	10/12/17		100008438283		N
3 RT 33/MAXWELL AVE		27.40	7-01-31-430-001-071	B Electric-Borough Hall	R	10/10/17	10/12/17		100008482018		N
4 FRANKLIN ST/N MAIN ST TL		30.40	7-01-31-430-001-071	B Electric-Borough Hall	R	10/10/17	10/12/17		100010898904		N
5 148 N MAIN		503.25	7-01-31-430-001-071	B Electric-Borough Hall	R	10/10/17	10/12/17		100012487714		N
6 FIREHOUSE		1,150.51	7-01-31-430-001-071	B Electric-Borough Hall	R	10/10/17	10/12/17		100012487862		N
7 174 OAK EQUIP OUTLET		206.15	7-09-55-501-002-504	B Electricity	R	10/10/17	10/12/17		100012529457		N
		1,960.87									
17-01565	10/10/17	EMS ELECTRIC AUGUST & SEPTEMBER									
1 EMS ELECTRIC AUGUST		304.50	7-01-25-260-001-074	B Electric	R	10/10/17	10/12/17		100012445936		N
2 EMS SEPTEMBER ELECTRIC		320.23	7-01-25-260-001-074	B Electric	R	10/10/17	10/12/17		100012445936		N
		624.73									
17-01577	10/11/17	MASTER ACCT 200000055315									
1 MAXWELL AVE		21.74	7-09-55-501-002-504	B Electricity	R	10/11/17	10/12/17		100008482778		N
2 WESTERLEA AVE		18.63	7-09-55-501-001-504	B Electricity	R	10/11/17	10/12/17		100009294701		N
3 SPRINGCREST DRIVE		16.78	7-09-55-501-002-504	B Electricity	R	10/11/17	10/12/17		100009296102		N

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 11
035

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
J0257 JCP&L Continued											
17-01577	10/11/17	MASTER ACCT 200000055315	Continued								
4	BANK STREET	4,996.91	7-09-55-501-001-504	B	Electricity	R	10/11/17	10/12/17		100012445746	N
5	OAK LANE	7,675.00	7-09-55-501-002-504	B	Electricity	R	10/11/17	10/12/17		100012529309	N
		12,729.06									
Vendor Total:		15,314.66									
JERRY010 JERRY MECCA											
17-01547	10/05/17	REIMBURSEMENT - MECCA									
1	REIMBURSEMENT - MECCA	100.85	7-01-25-240-001-042	B	Education & Training	R	10/05/17	10/12/17			N
Vendor Total:		100.85									
J0069 JERSEY ELEVATOR SERVICE											
17-01466	09/21/17	ELEVATOR SERVICE - AUG 2017									
1	INV. 188866	167.33	7-01-26-310-001-029	B	Maintenance Contracts	R	09/21/17	10/12/17		188866	N
2	BAL OF CREDIT FROM OVERPAYMENT	75.34	7-01-26-310-001-029	B	Maintenance Contracts	R	09/21/17	10/12/17			N
		91.99									
Vendor Total:		91.99									
LISAL005 LISA LANGLOIS											
17-01556	10/10/17	COURT SESSION 9/27/17 3.5 HRS									
1	COURT SESSION 9/27/17 3.5 HRS	70.00	7-01-20-176-000-114	B	Court Assistance	R	10/10/17	10/12/17		9/27/17	N
Vendor Total:		70.00									
LYNDS005 LYNDSEY GOEHRIG											
17-01510	10/03/17	SPECIAL EFFECTS MAKEUP FAIR									
1	SPECIAL EFFECTS MAKEUP FAIR	300.00	7-01-28-373-002-199	B	MISCELLANEOUS-CULTURAL ARTS	R	10/03/17	10/12/17		9/23/17	N
Vendor Total:		300.00									
N0125 MAILFINANCE											
17-01410	09/12/17	N6714689 DATED 8/27/17									
1	N6714689 DATED 8/27/17	171.07	7-01-30-421-001-029	B	Meter Rental/Maintance	R	09/12/17	10/12/17		N6714689	N

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 12
036

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
M0125 MAILFINANCE Continued											
17-01560	10/10/17	N6766548 9/27/17									
1	N6766548 9/27/17	171.07	7-01-30-421-001-029	B	Meter Rental/Maintance	R	10/10/17	10/12/17		N6766548	N
Vendor Total:		342.14									
M1076 MCMANIMON, SCOTLAND & BAUMANN											
17-01569	10/10/17	149383 DATED 9/25/17									
1	149383 DATED 9/25/17	200.00	C-04-55-881-002-447	B	DPW VEHICLES & EQUIP SEC 20 2017-12	R	10/10/17	10/12/17		149383	N
2	149383 DATED 9/25/17	200.00	C-04-55-881-003-447	B	FIRE DEPT EQP/TURNOUT GEAR SEC 20 17-12	R	10/10/17	10/12/17		149383	N
3	149383 DATED 9/25/17	200.00	C-04-55-881-004-447	B	MUNICIPAL COURT FILE CAB SEC 20 17-12	R	10/10/17	10/12/17		149383	N
		600.00									
Vendor Total:		600.00									
M0180 MCMASTER-CARR											
17-01526	10/04/17	LIQUID SEPERATOR									
1	ITEM #WSA-02-FMO WILKERSON	129.96	7-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/04/17	10/12/17			N
2	SHIPPING	5.82	7-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/04/17	10/12/17		46941195	N
		135.78									
Vendor Total:		135.78									
M0127 MONMOUTH COUNTY											
17-01424	09/13/17	AUGUST 2017 ROOSEVELT TIPPING									
1	AUGUST 2017 ROOSEVELT TIPPING	2,585.17	7-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	09/13/17	10/12/17			N
Vendor Total:		2,585.17									
M1113 MONMOUTH COUNTY POLICE ACADEMY											
17-01044	07/12/17	TRAINING - MECCA									
1	TRAINING - MECCA	100.00	7-01-25-240-001-042	B	Education & Training	R	07/12/17	10/12/17			N
Vendor Total:		100.00									
M0143 MSM SERVICE CO.											
17-01341	08/23/17	INVOICE #D2060									
1	PRO #477 CONFORM GAUZE, 2"x4.1	1.79	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
M0143	MSM SERVICE CO.	Continued								
17-01341	08/23/17	INVOICE #D2060	Continued							
2 PRO #828 RUBBER ELAS BNDG 2-TO	1.59	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
3 PRO #829 RUBBER ELAS BNDG 3'X5	2.60	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
4 PRO #830 RUBBER ELAS BNDG 4'X5	3.19	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
5 PRO #831 RUBBER ELAS BNDG 6"X5	4.34	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
6 PRO #982 COHERE TAPE, LT BLUE	2.70	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
7 PRO #1004 TRIPLE ANTIBIOTIC	7.21	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
8 PRO #085 STING RELIEF SWABS	5.28	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
9 PRO #499D ALCOHOL PREPS. DUKAL	6.16	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
10 PRO #104 ELASTIC WOVEN STRIPES	3.89	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
11 PRO #685 ELASTIC WOVEN STRIPS	8.24	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
12 PRO #0334 HVY WOVEN FINGERTIP	6.52	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
13 PRO #742A EYEWASH, 1/2 OZ	2.76	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
14 PRO #610R LENS CLEAN TOWELETTE	6.95	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
15 PRO #ASIPRIN TABLETS, 325 GRAI	6.19	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
16 PRO #860 BACK RELIEF TABLETS	5.80	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
17 PRO #1132 PAIN RELIEVER, 2/PKG	5.72	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
18 PRO #1172 PAIN RELIEVER, 2/PKG	7.04	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
19 PRO #SINUS TABLETS 2/PKG	8.36	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
20 LESS 5% DISCOUNT ON DISC	1.49	7-09-55-501-002-509	B	Office Supplies - Admin.	R	08/23/17	10/12/17		D2060	N
	94.84									
Vendor Total:		94.84								

NJADV005 NJ Advance Media

17-01552	10/06/17	LEGAL ADS 07/21 - 09/12/17								
1 ORD 2017-07 ADOPT	12.76	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4392232-0721	N
2 ORD2017-09 INTRO	27.26	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4392243-0721	N
3 ORD 2017-11 INTRO	28.42	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4392251-0721	N
4 ORD 2017-08 ADOPT	12.76	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4392255-0721	N
5 ORD 2017-10 INTRO	28.42	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4392265-0721	N
6 COUNCIL SPECIAL MEETING 7/28	10.44	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4396312-0728	N
7 COUNCIL 8/21 MEETING	9.86	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4406424-0818	N
8 PLANNING BOARD ELZORRO HEARING	39.15	7-01-21-180-001-021	B	Advertisements	R	10/06/17	10/12/17		4407178-0818	N
9 COUNCIL 9/5 MEETING	8.70	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4413704-0901	N
10 ORD 2017-12 ADOPT	84.16	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4417838-0909	N

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 14
038

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
NJADV005 NJ Advance Media Continued											
17-01552	10/06/17	LEGAL ADS 07/21 - 09/12/17	Continued								
11	HARVEST FAIR MEETING SCHEDULE	7.83	7-01-20-120-001-021	B	Advertisements	R	10/06/17	10/12/17		4419171-0921	N
		269.76									
	Vendor Total:	269.76									
NJCRI005 NJ CRIMINAL INTERDICTION, LLC											
17-01365	08/31/17	TRAINING - DOELL									
1	TRAINING - DOELL	199.00	7-01-25-240-001-042	B	Education & Training	R	08/31/17	10/12/17			N
	Vendor Total:	199.00									
N0652 NJ STATE POLICE CHIEF ASSN											
17-01239	08/11/17	TRAINING - JIMENEZ									
1	TRAINING - JIMENEZ	500.00	7-01-25-240-001-042	B	Education & Training	R	08/11/17	10/12/17			N
17-01385	09/11/17	TRAINING - NANCY ALEXANDER									
1	TRAINING - NANCY ALEXANDER	299.00	7-01-25-240-001-042	B	Education & Training	R	09/11/17	10/12/17			N
	Vendor Total:	799.00									
00050 ONE CALL CONCEPT INC											
17-01440	09/13/17	AUGUST 2017 MARK OUT REQUESTS									
1	INV. 7085085	31.25	7-09-55-501-001-535	B	Hydrants and Line Repair	R	09/13/17	10/12/17		7085085	N
	Vendor Total:	31.25									
P0072 PANGARO TRAINING & MANAGEMENT											
17-01548	10/05/17	TRAINING: GENDRON MILLER BUCK									
1	TRAINING: GENDRON MILLER BUCK	417.00	7-01-25-240-001-042	B	Education & Training	R	10/05/17	10/12/17			N
	Vendor Total:	417.00									
POLIC005 POLICE & SHERIFFS PRESS, INC											
17-01362	08/31/17	ID - NEW HIRE TOWNSEND									
1	ID - NEW HIRE TOWNSEND	17.49	7-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	08/31/17	10/12/17			

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 15
039

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
POLIC005 POLICE & SHERIFFS PRESS, INC Continued										
17-01534 10/04/17 HOLOVIEW (R) SECURE ID CARDS										
1	HOLOVIEW (R) SECURE ID CARDS	45.00	7-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/04/17	10/12/17			N
2	HOLOVIEW (R) SECURE ID CARDS	2.49	7-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/04/17	10/12/17			N
		47.49								
Vendor Total:		64.98								
P0044 PSE&G										
17-01568 10/10/17 VARIOUS ACCOUNTS SEPTEMBER										
1	7341583509 140 N MAIN ST	106.92	7-01-31-446-001-143	B Gas/Heat - Fire House	R	10/10/17	10/12/17		7341583509	N
2	7341583606 148 N MAIN #R	26.19	7-01-31-446-001-070	B Gas Heat - Borough Hall	R	10/10/17	10/12/17		7341583606	N
3	BANK STREET	62.55	7-09-55-501-001-505	B Gas Service	R	10/10/17	10/12/17		7341583703	N
4	OAK LANE	1,797.02	7-09-55-501-002-505	B Gas Service	R	10/10/17	10/12/17		7341583800	N
		1,992.68								
Vendor Total:		1,992.68								
R0077 ROBERTS ENGINEERING GRP LLC										
17-01574 10/10/17 1196,1195,1205,1204										
1	1196 STOCKTON WATER MAIN CLEAN	4,360.00	C-08-55-951-001-544	B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	10/10/17	10/12/17		1196	N
2	1195 FIRST/FORMAN WATER MAINS	3,045.00	C-08-55-951-001-544	B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	10/10/17	10/12/17		1195	N
3	1205 SECONDARY CLARIFIER UPGRD	1,505.00	C-08-55-952-001-544	B 2017-11 SECONDARY CLARIFIER SEC 20	R	10/10/17	10/12/17		1205	N
4	1204 ULTRAVIOLET DISINFECTION	22,182.25	C-08-55-949-001-545	B 2014-12 SECTION 20 COSTS	R	10/10/17	10/12/17		1204	N
		31,092.25								
17-01575 10/10/17 1197 & 1188										
1	1197 FIRST AVE RECONSTRUCTION	172.50	C-04-55-880-001-449	B FIRST AVENUE SEC 20 2017-09	R	10/10/17	10/12/17		1197	N
2	1188 FIRST AID RETAINING WALL	396.00	C-04-55-880-001-447	B RETAINING WALL SEC 20 2017-09	R	10/10/17	10/12/17		1188	N
		568.50								
Vendor Total:		31,660.75								
R0080 ROOTX INC										
17-00801 05/30/17 CASE OF SEWER ROOTX										
1	CASE OF SEWER ROOTX	684.00	7-09-55-501-002-529	B Sewer Main Repair/Supplies	R	05/30/17	10/12/17			N

October 12, 2017
12:46 PM

Borough of Hightstown
Purchase Order Listing By Vendor Name

Page No: 17
041

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
T0022 TAYLOR FENCE COMPANY										
17-01256 08/15/17 REPLACEMENT CANTILEVER GATE										
1 REPLACEMENT CANTILEVER GATE	5,149.00	T-12-56-286-000-883	B Insurance Reimbursements	Pending	R	08/15/17	10/12/17			N
2 HOOK UP TO GATE OPENER	100.00	T-12-56-286-000-883	B Insurance Reimbursements	Pending	R	08/15/17	10/12/17			N
	5,249.00									
Vendor Total:	5,249.00									
TOICO005 TOICO INDUSTRIES										
17-01013 07/12/17 INV #0130030										
2 2" ALUMINUM DUCKBILL	96.75	7-09-55-501-002-503	B Sewer Plant Maintenance		R	07/12/17	10/12/17		0130030	N
3 FREIGHT	18.72	7-09-55-501-002-503	B Sewer Plant Maintenance		R	10/10/17	10/12/17		0165167IN	N
	115.47									
Vendor Total:	115.47									
T0061 TOWNSHIP OF ROBBINSVILLE DPW										
17-01524 10/04/17 HPD VEHICLE MAINTENANCE										
1 HPD VEHICLE MAINTENANCE CAR 11	93.63	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
2 HPD VEHICLE MAINTENANCE CAR 11	31.21	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
3 HPD VEHICLE MAINTENANCE CAR 12	62.42	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
4 OIL FILTER	4.05	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
5 MOBIL OIL	14.52	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
6 CHECK ENGINE LIGHT ON	31.21	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
7 HPD VEHICLE MAINTENANCE CAR 12	18.73	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
8 BULB - TAURUS HEADLIGHT	38.45	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
9 HPD VEHICLE MAINTENANCE CAR 5	181.02	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
10 DYE - FREON LEAK DETECTOR	2.48	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
11 PAG OIL 46	5.11	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
12 134A FREON LB	13.75	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
13 A/C ACCUMULATOR	29.70	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
14 CHECK ENGINE LIGHT ON	112.36	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
15 OXYGEN SENSOR	45.45	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
16 STEERING BINDING	37.45	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
17 HPD VEHICLE MAINTENANCE CAR 12	268.41	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
18 FUEL PUMP ASSY	188.62	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N
19 HPD VEHICLE MAINTENANCE CAR 9	62.42	7-01-43-515-001-170	B Mechanic Services		R	10/04/17	10/12/17			N
20 OIL FILTER	4.50	7-01-26-315-001-131	B Vehicle Maint. - Police		R	10/04/17	10/12/17			N

Vendor # Name											1099		
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void				
Item	Description	Amount	Charge	Account	Acct	Type	Description	Stat/Chk	Enc	Date	Date	Invoice	Excl
T0061 TOWNSHIP OF ROBBINSVILLE DPW Continued													
17-01524	10/04/17	HPD VEHICLE MAINTENANCE	Continued										
21	MOBILE OIL	12.10	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
22	WIPER BLADE	5.40	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
23	WIPER BLADE	6.04	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
24	HPD VEHICLE MAINTENANCE CAR 10	62.42	7-01-43-515-001-170	B	Mechanic Services	R	10/04/17	10/12/17					N
25	OIL FILTER	4.05	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
26	MOBILE OIL	14.52	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
27	CHECK NOISY BRAKES	149.81	7-01-43-515-001-170	B	Mechanic Services	R	10/04/17	10/12/17					N
28	BRAKE CALIPER	95.03	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
29	BRAKE CALIPER	95.03	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
30	FRONT BRAKE ROTOR	132.90	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
31	FRONT BRAKE PADS	61.69	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
32	CHECK LIGHTS	31.21	7-01-43-515-001-170	B	Mechanic Services	R	10/04/17	10/12/17					N
33	LICENSE PLATE LAMP	3.98	7-01-43-515-001-170	B	Mechanic Services	R	10/04/17	10/12/17					N
34	HPD VEHICLE MAINTENANCE CAR 11	62.42	7-01-43-515-001-170	B	Mechanic Services	R	10/04/17	10/12/17					N
35	OIL FILTER	4.05	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
36	MOBILE OIL	14.52	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
37	HPD VEHICLE MAINTENANCE CAR 3	62.42	7-01-43-515-001-170	B	Mechanic Services	R	10/04/17	10/12/17					N
38	OIL FILTER	4.05	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
39	MOBILE OIL	14.52	7-01-26-315-001-131	B	Vehicle Maint. - Police	R	10/04/17	10/12/17					N
		2,081.65											
Vendor Total:		2,081.65											
T01C TREASURER STATE OF NEW JERSEY													
17-01520	10/04/17	COMPOST FAC. COMPLIANCE FEE											
1 INV.	171518850	1,015.00	7-01-26-305-001-131	B	License, Fees and Permits	R	10/04/17	10/12/17				171518850	N
Vendor Total:		1,015.00											
T0141 TREAT'S GARAGE													
17-01392	09/11/17	TOW HPD CAR 12											
1 TOW	HPD CAR 12	100.00	7-01-43-515-001-170	B	Mechanic Services	R	09/11/17	10/12/17					N
Vendor Total:		100.00											

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
T0130 TRIANGLE COPY/											
17-01561	10/10/17	20482EW THEATRE PARK PROGRAMS									
1	20482EW THEATRE PARK PROGRAMS	406.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	10/10/17	10/12/17		20482EW	N
Vendor Total:		406.00									
T1886 TWIN COUNTY JANITORIAL											
17-01419	09/13/17	PAPER AND BAG SUPPLY									
1	A786 - JR. JUMBO TOILET TISSUE	114.08	7-01-20-125-001-035	B	Paper Products/Janitorial	R	09/13/17	10/12/17			N
2	P780B - 8" X 800' WHITE PAPER	233.76	7-01-20-125-001-035	B	Paper Products/Janitorial	R	09/13/17	10/12/17			N
3	40 X 48 BLACK TRASH BAGS	230.80	7-01-20-125-001-035	B	Paper Products/Janitorial	R	09/13/17	10/12/17			N
		578.64									
Vendor Total:		578.64									
U0030 U.S. HEALTH WORKS											
17-01557	10/10/17	0235663-NJ DUPNAK, STEPHAN									
1	0235663-NJ DUPNAK, STEPHAN	138.00	7-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	10/10/17	10/12/17		0235663-NJ	N
Vendor Total:		138.00									
U0144 UPS											
17-01483	09/25/17	161Y33 DATED 9/16/17									
1	SHIPPER #161Y33 DATED 9/16/17	11.13	7-01-30-421-001-022	B	Postage & Express Charges	R	09/25/17	10/12/17		161Y33 SHIPPER#	N
Vendor Total:		11.13									
U0013 USA BLUE BOOK											
17-01429	09/13/17	PH ELECTRODE FOR WATER									
1	ORION PH ELECTRODE FOR WATER	264.27	7-09-55-501-001-503	B	Water Plant Maintenance	R	09/13/17	10/12/17		QT 916871	N
Vendor Total:		264.27									
VERIZ015 VERIZON FIOS											
17-01562	10/10/17	155504140000153 9/9/17									
1	155504140000153 9/9/17	159.99	7-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	10/10/17	10/12/17		155504140000153	N
Vendor Total:		159.99									

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
	Item	Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date Invoice	Excl
V0290 VITAL COMMUNICATIONS INC.										
17-01504	09/25/17	INV 69054 DATED 8/25/17								
1	INV 69054	DATED 8/25/17	210.00	7-01-20-150-001-029	B Maintenance Contracts	R	09/25/17	10/12/17	69054	N
17-01563	10/10/17	69237 DATED 9/28/17								
1	69237	DATED 9/28/17	210.00	7-01-20-150-001-029	B Maintenance Contracts	R	10/10/17	10/12/17	69237	N
Vendor Total:			420.00							
W0002 W.B. MASON CO., INC.										
17-01394	09/11/17	HPD OFFICE SUPPLIES								
1	HPD OFFICE SUPPLIES		4.88	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	10/12/17		N
2	HPD OFFICE SUPPLIES		81.30	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	10/12/17		N
3	HPD OFFICE SUPPLIES		6.84	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	10/12/17		N
4	HPD OFFICE SUPPLIES		24.32	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	10/12/17		N
			117.34							
Vendor Total:			117.34							
W0073 WASTE MANAGEMENT OF NJ, INC.										
17-00014	01/12/17	2017 RECYCLING CONTRACT		B						
10	CUST ID 10-41496-33008		4,006.75	7-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	07/14/17	10/12/17	2755830-0502-8	N
11	INV 2762021-0502-05	10/02/17	4,006.75	7-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	07/14/17	10/12/17	2762020-0502-5	N
			8,013.50							
Vendor Total:			8,013.50							
W0071 WASTE MGMT OF NEW JERSEY, INC.										
17-01578	10/11/17	GRIT SCREENING 2761753-0502-4								
1	GRIT SCREENING 2761753-0502-4		983.76	7-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	10/11/17	10/12/17	2761753-0502-4	N
17-01579	10/11/17	SLUDGE 2761780-0502-7								
1	SLUDGE 2761780-0502-7		10,513.65	7-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	10/11/17	10/12/17	2761780-0502-7	N
Vendor Total:			11,497.41							

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge	Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
W0099 WATCHUNG SPRING WATER CO., INC											
17-01345 08/23/17 INVOICE #8022775											
1 DP 5 GAL DISTLD WATER		52.45		7-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/23/17	10/12/17		8022775	N
2 DELIVERY FEE		5.99		7-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/23/17	10/12/17		8022775	N
		58.44									
Vendor Total:		58.44									
W0005 WEB OUTBACK											
17-01564 10/10/17 INV 44198 DATED 9/28/17											
1 INV 44198 DATED 9/28/17		140.00		T-12-56-286-000-876	B PARKS & RECREATION/ TRIATHLON	R	10/10/17	10/12/17		44198	N
Vendor Total:		140.00									
WIREL005 WIRELESS ELECTRONICS, INC.											
17-01414 09/13/17 SERVICE CONTRACT SEPT. 2017											
1 SERVICE CONTRACT SEPT. 2017		415.00		7-01-25-240-001-029	B Maint. Contracts - Other	R	09/13/17	10/12/17			N
Vendor Total:		415.00									
W0035 WTH TECHNOLOGY, INC											
17-01415 09/13/17 THINK GIS ANNUAL SUPPORT											
1 THINK GIS ANNUAL SUPPORT		535.50		7-01-25-240-001-029	B Maint. Contracts - Other	R	09/13/17	10/12/17			N
Vendor Total:		535.50									
Y0025 YOSTEMBSKI, ROBERT											
17-01363 08/31/17 PROSECUTOR FEES - AUGUST 2017											
1 PROSECUTOR FEES - AUGUST 2017		1,200.00		7-01-25-275-001-111	B Municipal Prosecutor	R	08/31/17	10/12/17			N
Vendor Total:		1,200.00									
Total Purchase Orders: 100 Total P.O. Line Items: 265 Total List Amount: 119,296.65 Total Void Amount: 0.00											

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	7-01	35,449.33	0.00	0.00	35,449.33
	7-09	43,529.73	0.00	0.00	43,529.73
Year Total:		78,979.06	0.00	0.00	78,979.06
GENERAL CAPITAL	C-04	1,301.34	0.00	0.00	1,301.34
WATER/SEWER CAPITAL	C-08	33,042.25	0.00	0.00	33,042.25
Year Total:		34,343.59	0.00	0.00	34,343.59
	G-02	179.00	0.00	0.00	179.00
TRUST OTHER - FUND #12	T-12	5,795.00	0.00	0.00	5,795.00
Total of All Funds:		119,296.65	0.00	0.00	119,296.65

Resolution 2017-186

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

**AUTHORIZING THE PURCHASE OF A FORD F550 DUMP BODY WITH SPREADER & PLOW THROUGH
OUR PARTICIPATION IN THE NATIONAL JOINT POWERS ALLIANCE (NJPA) A NATIONAL
COOPERATIVE PURCHASING PROGRAM PURSUANT TO P.L.2011, C.139.**

WHEREAS, the Borough of Hightstown as a contracting unit, may without advertising for bids, purchase any materials, supplies or equipment entered into on behalf of National Joint Powers Alliance Cooperative (NJPA), 202 12th Street NE, P. O. Box 219, Staples, MN 56479 pursuant to the provision of P.L.2011, c.139 which permits contracting units to use contracts awarded by national or regional cooperative or other states that were competitively bid. The law supplements existing law on the use of such contracts and is intended to provide additional flexibility to local government in the area of procurement; and

WHEREAS, National Fleet Group, 490 Auto Center Drive, Watsonville, CA 95076 has been awarded the contract for this truck under NJPA's Category: Fleet Services, Parts & Equipment (120716-NAF); and

WHEREAS, the Administrator/Clerk/Purchasing Agent and Public Works Superintendent recommend the utilization of this contract; and

WHEREAS, under NJPA Contract No. 120716-NAF, National Fleet Group can provide to the Borough of Hightstown a Ford F550 Dump Body Truck with Spreader and Plow as per their quote in the amount of \$68,248.00.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that National Fleet Group under NJPA Contract No. 120716-NAF be utilized to provide a Ford F550 Dump Body Truck with Spreader and Plow as per their quote in the amount of \$68,248.00 to the Borough of Hightstown.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk



The Borough of Hightstown

Clerk's Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext. 772

Fax – (609) 371-0267

FROM THE DESK OF
DEBRA L. SOPRONYI, RMC/CMC, QPA, CMR
BOROUGH ADMINISTRATOR/CLERK

TO: Mayor & Council
DATE: October 12, 2017
RE: Purchase of Ford F550 Dump Body with Spreader & Plow

Local contracting units are now permitted to utilize national cooperative contracts as a method of procurement. The DLGS has made specific recommendation on the use of these cooperatives. Procurement decisions often try to balance a low price with an efficient and appropriate procurement process. If a national cooperative contract is chosen, the calculation of cost savings must be documented.

Winner Ford	\$70,089.00
State Contract	Not Available
National Auto Fleet Group (NJPA Co-Op)	\$68,248.00

The use of this cooperative would result in cost savings after all factors have been considered. A court has concluded that contracting units need not do an advertised procurement in order to compare the prices obtained with the cooperative prices. Other factors that should be considered as part of the analysis of whether there is a cost-savings are:

- The ability to avoid the cost and time of a separate bid.
- Comparable trucks outside of the cooperative pricing are considerably higher.

All of the factors above contribute in determining the cost effectiveness of the use of this national cooperative for the purchase of a Ford F550 Dump Body with Spreader & Plow.

Based on the above, I recommend the use of the NJPA cooperative for the purchase of the Ford F550 Dump Body with Spreader & Plow for Hightstown Public Works Department.



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) BUY-NJPA • (626) 457-5590

(855) 289-6572 • (831) 480-8497 Fax

10/12/2017

QuotelD: 5233

Order Cut Off Date: TBA

Mr Kenny Lewis
Highstown Borough
156 Bank Street
Highstown, New Jersey, 08520

Dear Kenny Lewis,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2018 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab 145" WB 60" CA, Dejana Rugby 9' Eliminator Dump Body) and delivered to your specified location, each for

	One Unit
Contract Price	\$48,428.00
Dejana Rugby 9' Eliminator Dump Body	\$19,820.00
Tax (0.0000 %)	\$0.00
Tire fee	\$0.00
Total	\$68,248.00

- per the attached specifications.

This vehicle(s) is available under the **National Joint Powers Alliance Contract 120716-NAF**. Please reference this Bid number on all purchase orders to National Auto Fleet Group. Payment terms are Net 30 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



GMC

2018 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 4WD Reg Cab 145" WB 60" CA

WINDOW STICKER

2018 Ford Super Duty F-550 DRW XL 4WD Reg Cab 145" WB 60" CA

CODE	MODEL	MSRP
F5H	2018 Ford Super Duty F-550 DRW XL 4WD Reg Cab 145" WB 60" CA	\$41,780.00
OPTIONS		
99T	ENGINE: 6.7L 4V OHV POWER STROKE V8 TURBO DIESEL B20, -inc: Diesel Exhaust Fluid (DEF) tank, Intelligent Oil-Life Monitor, manual push-button engine-exhaust braking and split-shaft calibration compatibility, 220 Amp Extra Heavy Duty Alternator, Dual 78-AH 750 CCA Batteries, 4.10 Axle Ratio	\$8,885.00
44W	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC, -inc: (6R140), SelectShift	\$0.00
TGB	TIRES: 225/70RX19.5G BSW MAX TRACTION, -inc: 4 traction tires on the rear and 2 traction tires on the front, Not recommended for over the road applications; could incur irregular front tire wear and/or NVH, Optional spare is 225/70Rx19.5G BSW traction	\$215.00
Z1	OXFORD WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X8L	LIMITED SLIP W/4.88 AXLE RATIO	\$360.00
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, MyKey, owner controls feature, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Perimeter Anti-Theft Alarm, Power Front Side Windows, 1-touch up/down driver/passenger window, SecuriLock Passive Anti-Theft System (PATS), Power Locks	\$915.00
67A	DUAL ALTERNATORS (TOTAL 332-AMPS)	\$0.00
52B	TRAILER BRAKE CONTROLLER, -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only	\$270.00
473	SNOW PLOW PREP PACKAGE, -inc: pre-selected springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), NOTE 1: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details, NOTE 2: Also allows for the attachment of a winch	\$185.00
68M	GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, NOTE: See Order Guide Supplemental Reference for further details on GVWR	\$1,155.00
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory	\$140.00
18B	PLATFORM RUNNING BOARDS	\$320.00
660A	ORDER CODE 660A	\$0.00
SUBTOTAL		\$54,225.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,295.00
TOTAL PRICE		\$55,520.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

DEJANA

Truck and Utility Equipment

QUOTE



New York, New England, Mid Atlantic
& Greater Philadelphia
490 Pulaski Rd Kings Park, NY 11754
Phone(631)544-9000 Fax(631)544-3501
WWW.DEJANA.COM

QUOTE #	WS000676
DATE	10/11/2017

BILL TO: NATIONAL AUTO FLEET GROUP
FLEET MANAGER NEIL CARROLL
490 AUTO CENTER DRIVE
WATSONVILLE CA 95076

Phone: 9514400585
Fax: (831) 480-8497
Email:

SHIP TO: NATIONAL AUTO FLEET GROUP
FLEET MANAGER NEIL CARROLL
490 AUTO CENTER DRIVE
WATSONVILLE CA 95076

Phone: (951) 440-0585
Fax: (831) 480-8497

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
FRANK BACKLE	BOROUGH OF HIGHSTOWN, NJ	Yes	11/10/2017

MAKE:	FORD	MODEL:	F-550	YEAR:	2017	SRW/DRW:	DRW
CAB TO AXLE:	60.0	WHEELBASE:	145.0	VIN:10/12/2017			
STOCK/ORDER NUMBER:	TT	TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 4222.68					

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	RUGBY 9' 3-4 YARD ELIMINATOR LP DUMP BODY, 94" O.D. WIDTH: *DOUBLE WALLED SIDES: 10 GA. INNER WALL AND 12 GA GRADE 50 OUTER WALL *17" HIGH SIDES *23" TAILGATE HEIGHT *FULLY BOXED TOP RAIL *FULLY BOXED PERIMETER TAILGATE WITH TWO VERTICAL BRACES *LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY IN REAR POSTS *LED MARKER LIGHTS *EASY LATCH (PATENTED) TAILGATE ACCESS *5" STRUCTURAL LONG SILL *3" I-BEAM CROSSMEMBERS ON 16" CENTERS *INSTALLED AND PAINTED WHITE Price Reflects Single-Stage Paint only. An incremental up-charge will be assessed for solid colors that can be painted single stage and an additional charge will be added on all Base Coat / Clear Coat applications INCLUDED:		
1	1/2 CABSHIELD FOR 2/3 & 3/4 YARD RUGBY LP DUMP BODY 22"D		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	SUPPLY AND INSTALL LED BACKUP LIGHTS IN LIGHT BOXES		
1	RUGBY MODEL HR550ED DOUBLE ACTING ELECTRIC HYDRAULIC HOIST FORD CLASS 40 HOIST, 5.5" BORE, 20" STROKE, 2" DIAMETER ROD 11.7T CAPACITY 9' BODY		
1	MANUAL TARP AND ROLLER 8'-11' BODY		
1	UNDERBODY 2 STEP FOLD OUT LADDER AND GRAB HANDLE		
1	FULL PLATE COMBO HITCH WITH 2" BALL AND ICC BUMPER		
1	BACK UP ALARM 97DB		
1	PLUG, 7 PRONG FLAT TRAILER		
1	2 BUYERS 6.5" OVAL AMBER LED STROBES IN FRONT OF CABSHIELD		
1	2 BUYERS 6.5" OVAL AMBER LED STROBES IN REAR OF BODY		
1	2 MAXXIMA AMBER LED STROBES IN FRONT GRILL		
1	POLY FENDERS FOR 16-19.5" DUAL REAR WHEELS		
1	BANJO EYES ADDED TO SIDE OF DUMP BODY		
1	DELIVERY TO DEALERSHIP		
1	SUPPLY AND INSTALL A 9' PRO PLUS WESTERN ULTRAMOUNT SNOWPLOW DELIVERY SUBJECT TO AVAILABILITY		
1	CONTROL CAB COMMAND		
1	MUNICIPAL PRICING USED		
1	BUYERS UNDER TAILGATE SPREADER, STAINLESS STEEL, 12 VOLT ELECTRIC, LEFT DISCHARGE		
1	SPILL SHIELD FOR STAINLESS UTS TAILGATE, PAIR		

SUBTOTAL	\$19,820.00
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$19,820.00

Suggested Items:

1	REAR LED SPOTLIGHT TO LIGHT SPINNER AREA WIRED TO SWITCH IN CAB	\$155.00	\$155.00	Yes / No
---	---	----------	----------	----------

Customer must fill out the information below before the order can be processed...

Quote #WS000676



Diesel

Michael Drahuschak
(856) 214-0755
(856) 488-1915 fax
mdrahuschak@winnerford.com

2017 FORD F550 CAB & CHASSIS Regular Cab 4X4
Standard Equipment per Specifications

18,000lb GVW	
60" Cab to Axle	
LT225/70Rx19.5E BSW	
4 Wheel Anti-Locking Braking System	
AM/FM Stereo/Digital Clock and 2 Speakers	
Black Vinyl Floor Covering	
Driver/Passenger Air Bag	
Air Conditioning	
Tachometer, Speedometer, Oil Pressure, Coolant Temperature, Fuel Gauge, Engine	
Hour Meter,	
Auxiliary Power Point	
Heavy Duty Vinyl Full Bench	
Standard Trim	
Regular Cab 4X4	
Diesel Engine	8685.00
Limited Slip Rear Axle (4.88)	360.00
Tow Command Package	270.00
Snow Plow Prep Package	85.00
Cab Steps	320.00
Power Equipment Group (Reg Cab)	915.00
Payload Upgrade 19,500lb GVW	1155.00
Total Chassis	\$46,589.00

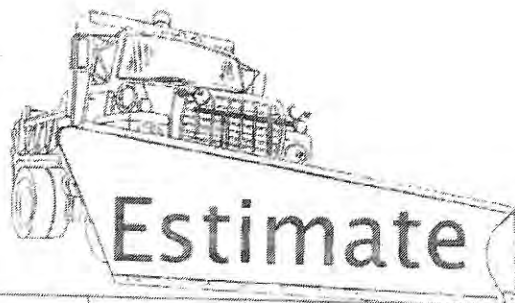
NORCIA

CORPORATION

451 BLACKHORSE LANE
NORTH BRUNSWICK, NJ 08902
732-297-1101 - PHONE
732-297-8129 - FAX

DATE	ESTIMATE #
7/13/2017	14910

QUOTE TO:
BOROUGH OF HIGHTSTOWN 156 HANK STREET HIGHTSTOWN NJ 08520



THIS QUOTE IS GOOD FOR 30 DAYS

QUOTED BY:	TERMS	YEAR/MAKE	VIN #	
	Net 30			
QTY	DESCRIPTION	ITEM	COST	TOTAL
	BUDGETARY FOR INSTALL ONTO A NEW F450 OR F550. INSTALL RUGBY ELIMINATOR 9' X 96" X 17" X 23" STEEL DUMP BODY WITH 5R-4016 SCISSOR HOIST W/ SUBFRAME. ONE COAL CHUTE, (2) FORWARD FACING LED STROBES IN CAB SHIELDS, (2) REAR FACING LED STROBES IN REAR CORNER POSTS, D/A. TAIL GATE, 1/4 CAB SHIELD, STEEL STONE SHIELDS, MUDFLAPS AND REFLECTORS AS REQUIRED BY THE DOT. PRIME AND FINISHED IN URETHANE BLACK OR WHITE PAINT AS PER CUSTOMER'S CHOICE. MANUAL TARP ROLLER W/ BLACK MESH TARP SALIDOGG MODEL #244055A 304SS UNDER TAIL GATE ELECTRIC DRIVE SALT SPREADER, STANDARD DISCHARGE WESTERN 9' PRO PLUS REVERSIBLE SNOW PLOW WITH POLY OR RUBBER DEFLECTOR, MARKER Poles, MUSHROOM STUDIES, PLOW LIGHTS, ULTRAMOUNT II HITCH, AND HANDHELD CONTROL.			
		TOTAL	23,500.00	23,500.00
QUOTE ACCEPTED BY X _____			TOTAL	\$23,500.00

Resolution 2017-187

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

AUTHORIZING A STATE CONTRACT PURCHASE FOR TURN OUT GEAR FOR HIGHTSTOWN ENGINE CO. NO. 1

WHEREAS, there is a need for turn out gear for use by Hightstown Engine Co. No. 1; and

WHEREAS, the Hightstown Borough Council has authorized the purchase of turn out gear with the adoption of Bond Ordinance 2017-12; and

WHEREAS, the Fire Department has found pricing and availability for the turn out gear as needed under New Jersey State Contract T-0790/80948 & 80958 in the amount of \$49,432.40; and

WHEREAS, the Administrator/Clerk/Purchasing Agent has reviewed the findings of the Fire Department; and

WHEREAS, it is the recommendation of the Administrator/Clerk/Purchasing Agent and Fire Department that the turn out gear be purchased from Skylands Area Fire Equipment & Training LLC (SAFE-T), 23 Hamburg Turnpike , Unit A, Riverdale, New Jersey 07457 under state contract for an amount not to exceed \$49,432.40; and

WHEREAS, the treasurer has certified that funds are available for this purchase.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Administrator/Clerk/Purchasing Agent is hereby authorized to purchase turn out gear from Skylands Area Fire Equipment & Training LLC (SAFE-T), 23 Hamburg Turnpike , Unit A, Riverdale, New Jersey 07457 under New Jersey State Contract T-0790/80948 & 80958 for an amount not to exceed \$49,432.40.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk

SKYLANDS AREA FIRE EQUIPMENT & TRAINING LLC

23 Hamburg Turnpike, Unit A
Riverdale, NJ 07457

Phone: 973-579-3473
sales@safe-tonline.com

Fax: 973-859-0904
www.SAFE-Tonline.com



Quote # 5183

Proposal Date: 10/12/2017

Bill To:

Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520
Attn. Accounts Payable

Ship To

Borough of Hightstown
Fire Department
140 North Main Street
Hightstown, NJ 08520
Attn. Fire Chief

Rep		Terms	Valid Until	FOB	State Contract #	
JG		Net 30	Next Increase	Prepaid	80948 & 80958	
Qty.	Item	Description	Item #	Unit Price	Total	
20	Tails	HFRP Morning Pride LTO 36ID Tails Black -Borough of Hightstown	NJHIBO00026	1,185.31	23,706.20	
20	Pants	HFRP Morning Pride LTO 36ID Pants Black -Borough of Hightstown	NJHIBO00027	807.61	16,152.20	
20	GL-TMAXG-L	TMAX Gauntlet NFPA Glove - Cowhide body, Goatskin Knuckle Guard, Pyrotech Moisture Barrier Gauntlet - SIZES TO BE SPECIFIED AT THE TIME OF ORDER		62.00	1,240.00	
20	Fire Hunter® USA...	502004 Fire Hunter® USA, NFPA 1971, 1992 - SIZES TO BE SPECIFIED AT THE TIME OF ORDER		273.00	5,460.00	
12	BenLR-EZ-B	Ben LR Helmet with NFPA EZ Flips, STD Reflexite Trapezoids & Stabilizing Bracket - Color Black	NJRIVD00018	239.50	2,874.00	
1	Freight	Shipping & Handling No Charge freight NJC order		0.00	0.00	
		ALL ITEMS NEW JERSEY STATE CONTRACT HFRP NJC 80948 & Haix North America NJC 80958				
Thank you for the opportunity to quote!				Total \$49,432.40		

PURCHASE AUTHORIZATION:

Please proceed with the order as listed in this Proposal.

The department agrees to the total amount below and shall authorize a full payment upon receipt of complete order.

Dept. Po/Voucher will be submitted Yes PO# _____ No (circle one)

Sign: _____ Print: _____

Date: _____

Rank _____

Tel. _____

Email: _____



FIREFIGHTING-EQUIPMENT, LLC

firstbattalionffe@gmail.com

908-787-4411

PO Box 6107, North Bridge Street

Bridgewater, NJ 08807

CUSTOMER

Hightstown Fire Department

Chief Scott Jenkins

DATE:	10/13/2017
QUOTE #	310-C

ITEM	QTY.	Part No.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	20	BD-0912	Black Diamond X2 Boots	\$ 299.99	\$ 5,999.80
2					\$ -
3			NJ State Contract # 80957		\$ -
4					\$ -
5	20	QU-GEAR	Quaker Safety Turnout Gear Set (Coat and Pant) as	\$ 1,949.04	\$ 38,980.80
6			per Hightstown FD Spec.		\$ -
7					\$ -
8			NJ State Contract # 80950		\$ -
9					\$ -
10	20	5227	Shelby Fire Gloves, cowhide	\$ 67.86	\$ 1,357.20
11					\$ -
12	12	UST6BRK	Bullard USTM6 Helmet with Bourkes	\$ 258.00	\$ 3,096.00
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
26					\$ -
27					\$ -
28					\$ -
29					\$ -
30					\$ -
30					\$ -
TOTAL					\$ 49,433.80



2755 Philmont Avenue
Suite 110
Huntingdon Valley, PA 19006

Quote

Date	10/11/2017
Quote #	QT1095614
Expires	10/31/2017
Sales Rep	Watson, Frank
PO #	Morningpride Gear
Shipping Method	FedEx Ground

Bill To

HIGHTSTOWN ENGINE CO#1
140 NORTH MAIN STREET
Hightstown NJ 08520

Ship To

Chief Scott Jenkins
HIGHTSTOWN ENGINE CO#1
140 NORTH MAIN ST.
Hightstown NJ 08520

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
HFRP Tail Coat	LTO36I0TB		LTO36I0TB HFRP Tail Coat Honeywell Advanced Soft- Black Structural Coat with specs as per Hightstown Engine Co. #1	20	1,223.09	24,461.80
HFRP Tail Pant	LTO36I0PB		LTO36I0PB HFRP Tail Pant Honeywell Advanced Soft- Black Structural Pant with specs as per Hightstown Engine Co. #1	20	811.49	16,229.80
FDXL100-Black/Red -11-Regular			FDXL100 Leather Boots	20	279.95	5,599.00
Alpha-X-Hybrid-L			ALPHA X Hybrid Certified NFPA 1971 Structural Glove Size: Large	20	62.00	1,240.00
HT-MES15-TRAD-E Z-L/R-Black			BEN LOW RIDER HELMET WITH NFPA EZ FLIPS- MES01400707	12	314.68	3,776.16

Quote # 76553NJHIGT
Specid: NJHIGT00024
Specid: NJHIGT00025

Subtotal	51,306.76
Shipping Cost (FedEx Ground)	0.00
Total	\$51,306.76

HFRP NJ State Contract A80948
Firedex NJ State Contract A80945
Thank You

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1095614

Resolution 2017-188

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

AMENDING RESOLUTION 2017-167

WHEREAS, the Borough Council adopted resolution 2017-167 on September 5, 2017; and

WHEREAS, resolution 2017-167 authorized a refund in the amount \$255.13 to 441 Stockton Street, LLC, 3 Rutland Court, Princeton, NJ, representing a water/sewer overpayment; and

WHEREAS, 441 Stockton Street, LLC has now requested that the overpayment amount of \$255.13 be transferred from water/sewer account 1511-2 to account 1105-0; and

WHEREAS, the Tax Collector has requested that said overpayment amount of 255.13 now be transferred from account 1511-2 to account 1105-0.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that resolution 2017-167 is hereby amended to authorize the Collector to transfer \$255.13 from account 1511-2 to account 1105-0 for said overpayment as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017.

Debra L. Sopronyi
Borough Clerk

Resolution 2017-189

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

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of 2017/2018 taxes was made for Block 44, Lot 16, 305 Stockton Street, in the amount of \$3,957.73 due to double payments made by the mortgage company and the homeowner; and

WHEREAS, the mortgage company, Wells Fargo Real Estate Tax Services, MAC F2303-03H, 1 Home Campus, Des Moines, IA 50328 has requested that a refund be issued for the overpayment in the amount of \$3,957.73; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$3,957.73.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Treasurer are hereby authorized to issue a refund in the amount of \$3,957.73 Wells Fargo Real Estate Tax Services, MAC F2303-03H, 1 Home Campus, Des Moines, IA 50328, representing the tax overpayment as set forth herein.

CERTIFICATION

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Debra L. Sopronyi
Borough Clerk

Resolution 2017-190

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

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2017 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 Division of Criminal Justice	\$1,544.49	State Body Armor Replacement Fund Program	State Body Armor Replacement Fund Program

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 16, 2017

Debra L. Sopronyi
Borough Clerk

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
1	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?	
2	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	No personal use of municipal vehicles
3	Yes	Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. There should be communication with the municipal tax assessor to ensure that the municipality has sufficient time to factor potential exposure to tax appeal judgements into their budgetary planning. <u>Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?</u> The policy should, at minimum, require the assessor's report to break down by property class the number of pending appeals, the current assessed value, and the reduction in assessed value if all appeals were successful. If there are appeals for which complete information is unavailable as of June 1, those appeals should be reported as information becomes available. Only answer "N/A" if your municipality is in Gloucester County (county assessor pilot program) or participates in the Monmouth County assessment demonstration program.	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
4	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
5	N/A	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to <u>N.J.S.A. 54:1-35.1</u> . A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14</u> . <u>If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u>	95.54%
6	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2017 that covers the 2016 calendar year?</u>	
7	Yes	While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
8	Yes	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes?</u> Please identify the meeting date under "Comments"	<i>Several discussions throughout past year, October 16, 2017 as listed item on agenda.</i>
9	No	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2015 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2016 audit?</u> If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2015.	8/21/17, 2016 audit in process
10	N/A	Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?	No Pilots

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
11	No	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division?</u> You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.	
12	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>	
13	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?	Yes, bond sale planned for end of 2017

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
14	Yes	Pursuant to <u>N.J.S.A. 40A:11-25</u> , the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u> , including seeking Director approval prior to implementing and enforcing all prequalification regulations? “N/A” is only applicable where the municipality has not adopted any prequalification regulations.	
15	Yes	<u>N.J.A.C. 5:30-3.8(a)</u> requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?	
16	Yes	Unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> , <u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and <u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2016-20?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.	Budget adoption delayed to amend budget to provide for large litigation settlement

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
17	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.	
18	Yes	Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?	
19	Yes	Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement?</u> "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
20	Yes	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u>	
21	No	<u>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date?</u> If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	accumulated leave capped at \$10,000 and \$15,000

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
22	No	Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?	A full-time employee may accumulate a maximum of ninety (90) days of unused sick leave. All unused sick leave is forfeited upon separation from employment or death, except that, upon retirement pursuant to the Public Employees Retirement System, any non-union Borough employee with 30 years or more of service to the Borough AND who is not subject to any employment contract AND is not terminated from employment shall be entitled to be paid for accumulated unused sick leave up to a maximum of 90 days or \$10,000, whichever is less.
23	Yes	Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?	No bonuses ever paid Longevity payments eliminated for nonunion employees hired after 5/1/2014.

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
24	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	No longevity for new employees hired after January 1, 2015
25	Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</u>	April 21, 2014, May 19, 2014, May 16, 2016 and February 6, 2017

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
	0	Select	
	19	Yes	
	4	No	
	2	N/A	
	25	Total Answered:	
	21	Score (Yes + N/A)	
	84%	Score %	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	
		Name & Title	Date
		Debra L. Sopronyi, Business Administrator	
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	N-0227
		Name	Date
		George J. Lang	
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the Borough of Hightstown in the County of	
		Mercer discussed/will discuss the CY 2017/SFY 2018 Best Practice Inventory as	
		completed herein at a public meeting on October 16, 2017, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	C-1447, Q-0885
		Name	Date
		Debra L. Sopronyi	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
	Red	Red = "Yes; "No"; "N/A answers permitted	
	Green	Green = Only "Yes" and "No" answers permitted	
	Question	Table of Weblinks	
	12	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf	
	14	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf	
	16	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016_20.pdf	
	19	http://www.nj.gov/dca/divisions/dlgs/lfns/10/2010-12.doc	
	19	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-10.pdf	
	Score	Aid Withheld	
	21-25	No Penalty	
	16-20	25% of final CMPTRA and ETR payment withheld	
	11-15	50% of final CMPTRA and ETR payment withheld	
	6-10	75% of final CMPTRA and ETR payment withheld	
	0-5	100% of final CMPTRA and ETR payment withheld	