

Agenda

Hightstown Borough Council

January 16, 2018

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	2018-22	Authorizing a Meeting that Excludes the Public Contracts Negotiations – Municipal Facilities
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Flag Salute

Approval of the Agenda

Approval of Minutes	December 4, 2017 – Executive Session December 4, 2017 – Public Session December 18, 2017 – Executive Session December 18, 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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Presentation	Mercer Street Resident Petition Regarding Volume of Traffic, Speed of Vehicles, Types of Vehicles and Danger to Pedestrians and Property
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Resolutions	2018-23 Authorizing Payment of Bills 2018-24 Authorizing Payment #4 – Parsons Brickerhoff (NJDOT Safe Routes to Schools – Improvements to Stockton Street and Joseph Street 2018-25 Authorizing the Release of Funds to the Enchantment at Hightstown Homeowners Association 2018-26 Authorizing a Shared Services Agreement with Robbinsville Township for Emergency Medical Services 2018-27 Amending an Agreement for Professional Services – Administrative Agent of Hightstown Borough Affordable Housing Program – Rehabco, Inc.
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2018-28 Awarding a Contract for Zeta Lyte 2800 Cationic Polyelectrolyte – Custom Environmental Technology

2018-29 Awarding a Contract for Zeta Lyte 1A Anionic Electrolyte – Custom Environmental Technology

2018-30 A Resolution Commemorating January 21 – January 27, 2018 as School Choice Week

Consent Agenda

2018-31 Rescinding Resolution 2018-06

2018-32 Appointing and Authorizing an Agreement for Professional Engineering Services – Carmela Roberts

2018-33 Appointing and Authorizing an Agreement for Professional Planning Services – Brian M. Slauch

2018-34 Appointing and Authorizing an Agreement for Professional Affordable Housing Legal Services – Jolanta Maziarz, Esq.

2018-35 Amending Resolution 2018-08

2018-36 Adopting Guidelines for the Conduct of Business at Hightstown Borough Council Meetings

2018-37 Establishing a “Green Team” Advisory Committee as a Working Subcommittee of the Environmental Commission of the Borough of Hightstown

2018-38 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

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

2018 DVRPC Transportation and Community Development Initiative (TCDI)

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2018-22

*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 January 16, 2018 at 7:00 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Municipal 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: April 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 January 16, 2018.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
6:30 p.m. Executive Session
7:30 p.m. Public Session**

The meeting was called to order by Mayor Quattrone at 6:30 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

Resolution 2017-208 Authorizing a Meeting that Excludes the Public

Councilmember Stults moved Resolution 2017-208; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2017-208

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 4, 2017 at 6:30 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Municipal 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: March 4, 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 7:30 p.m. and again read the Open Public Meetings Statement.

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Council President Stults requested that the title of Resolution 2017-211 be changed to Resolution of Concurrence for Award of a Professional Services Agreement for Architectural Services for a **Possible** Joint Police and Municipal Court Complex with Robbinsville Township

Councilmember Musing moved the Agenda as amended; Councilmember Bluth seconded.

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

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the November 6, 2017 Executive Session minutes for approval; Councilmember Bluth seconded.

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

Minutes approved 5-0.

Councilmember Montferrat moved the November 6, 2017 Public Session minutes for approval; Council President Stults seconded.

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

Minutes approved 5-0.

Councilmember Bluth moved the November 20, 2017 Public Session minutes for approval; Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Montferrat voted yes; Council President Stults abstained.

Minutes approved 4-0 with 1 abstention.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Stated he has nothing to say regarding the agenda; he will speak during the public comment II

Sandra Johnson, 301 Lincoln Avenue – Spoke regarding the removal of trees on Lincoln Avenue, Hagemount Avenue and Rocky Brook Court. Informed Council that there is a petition against the removal of the trees.

Scott Caster, 12 Clover Lane – Complimented the Clerk's office on the meeting minutes. Spoke regarding Resolution 2017-211. Thanked Council for adding "possible" to the title. This discussion should not be done in executive session.

Charles Harlick, 309 Lincoln Avenue – Spoke against the removal of trees on Lincoln Avenue, Hagemount Avenue and Rocky Brook Court.

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

ENGINEERING ITEMS

Lincoln Avenue, Hagemount Avenue and Rocky Brook Court Trees

Carmela Roberts, Borough Engineer, stated that the work being done on these streets are part of a Municipal Aid Grant. This will add sidewalks to these streets which is part of the Borough's walking plan which we have been implementing over the last several years. Ms. Roberts presented a map which showed where the trees will be removed. She stated that she spoke to David Zaiser, Chair of the Environmental Commission, before the grant application was submitted.

David Zaiser, Chair Environmental Commission – Mr. Zaiser spoke of the Environmental Commission and resident concerns. He stated that we need to effectively manage the natural resources of the Borough. "Healthy" Streets – Support Pedestrian Circulation; Foster Multi-modal Transportation; Improve Water Quality and Limit Runoff and Improve Air Quality through the integration of vegetation. There is also an important aesthetic to healthy streets that many find attractive. Homeowners are willing to pay more to live along "tree-lined streets". He proposes that the project move forward and that the Environmental Commission be integrated into the Borough Engineer's design process. The residents in the project area (and the public in general) should be included as well so that we can take a holistic approach to upgrading the area to achieve healthy streets.

Discussion ensued. Council agreed that this is a special part of town with beautiful trees. The goal is to have our town as walk able as possible, which can only be accomplished by adding more sidewalks. A lot of homework needs to be done before a decision is made. Ms. Roberts stated that the application has been submitted, no funds have been awarded to date. This is just a concept plan.

Judith Furst, 335 Lincoln Avenue – Loves her neighborhood and doesn't see any problems due to the lack of sidewalks.

Frank McBee, 330 Lincoln Avenue – Stated that he is ok with no sidewalks on Lincoln.

Eric Post, 15 Rocky Brook Court – There is very little foot traffic on Rocky Brook. A sidewalk will not add any benefit.

Further discussion ensued. Mayor Quattrone stated that he would like to form a subcommittee to evaluate the best plan of action for this project. He asked Councilmember Montferrat to head this subcommittee. He asked that the committee include the Borough Engineer, a representative from the Environmental Commission, the Superintendent of Public Works and a member of the public.

Forman Street Water Main Project

Borough Engineer, Carmela Roberts, reviewed her letter dated November 27, 2017. As previously discussed, the expanded scope of this project was requested by the Borough and is for a new water main to connect to the “dead end” on Forman to the end of a new water main that is to be installed on Church Street by the El Zorro property. An easement in for Lot-8; Block-32 is in the process from the Housing Authority.

Septage at AWWTP

Borough Engineer, Carmela Roberts, reviewed her letter dated November 30, 2017. Ms. Roberts reviewed the septage delivered to the plant by each hauler. Ms. Roberts stated that the plant has been running at maximum capacity for some time. The purpose of this analysis is to reduce the amount of septage delivered to the AWWTP and maintaining adequate net revenue to assure repayment of AWWTP bond ordinances. The recommendation was a maximum delivery of septage of 4 million gallons for 2018. It was also recommended that the Borough cease all deliveries of greywater. The revenue obtained for greywater is far less than for septage and requires extensive testing an effort by plant personnel. The final recommendation was to limit contracts to four (4) haulers. The recommendation was based on amount of septage and payment history. This will reduce the wear and tear of the plant while maintaining a decent profit. Discussion ensued. Council agreed to authorize contracts for John Holm, Russell Reid, Central Jersey and Triple J for 2018. All other vendors will receive letters from the Borough Administrator that they are to cease dumping as of January 1, 2018.

Capital Sidewalk/Road Improvement Program(s)

Borough Engineer, Carmela Roberts, reviewed her letters dated November 1, 2017 and November 22, 2017. The letters are proposed Capital Improvements to Borough owned roads and sidewalks. The lists can be prioritized at the discretion of Council. This information will also be presented to the Planning Board at their December meeting. Discussion ensued. Council requested that a list of crosswalks needed in town be compiled also. Mayor Quattrone asked that a subcommittee be formed to evaluate the order in which projects are completed. He asked that Council President Stults and Councilmember Misiura be part of this subcommittee. He also asked that a member of the Planning Board be part of the committee.

Resolution 2017-209 Authorizing Payment #3 – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Waste Water Treatment Plant)

Council President Stults moved Resolution 2017-209; Councilmember Bluth seconded.

Borough Engineer, Carmela Roberts, explained that the project is not 100% complete but it is working well and the sampling has been good. Some changes need to be made. The contractor has done a very good job.

Roll Call Vote: Councilmember Bluth, Misiura, Montferrat, Musing and Stults voted yes.

Resolution adopted 5-0.

Resolution 2017-209

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

**AUTHORIZING PAYMENT #3 – QUAD CONSTRUCTION COMPANY
(ULTRAVIOLET DISINFECTION FOR THE HIGHTSTOWN BOROUGH
ADVANCED WASTE WATER TREATMENT PLANT)**

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

WHEREAS, the contractor has submitted payment #3 in the amount of \$100,009.00 for work related to installation and startup of the new disc filters, modifications to the chlorination chamber, installation of overhead coiling door, and electrical connections; and

WHEREAS, the Borough Engineer has recommended approval of payment # in the amount of \$100,009.00; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown payment #3 in the amount of \$100,009.00 to Quad Construction Company, Inc. of Lumberton, New Jersey is hereby approved as detailed herein.

RESOLUTIONS

2017-210 Authorizing Payment of Bills

Councilmember Montferrat moved Resolution 2017-210; Councilmember Bluth seconded

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Montferrat voted yes; Council President Stults abstained.

Resolution adopted 4-0 with 1 abstention.

Resolution 2017-210

*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 \$132,167.89 from the following accounts:

Current		\$102,126.56
W/S Operating		26,235.57
General Capital		0.00
Water/Sewer Capital		0.00
Grant		2,300.00
Trust		540.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		965.76
Escrow		<u>0.00</u>
Total		<u>\$132,167.89</u>

2017-211 Resolution of Concurrence for Award of a Professional Service Agreement for Architectural Services for a Joint Police and Municipal Court Complex with Robbinsville Township

Councilmember Musing moved Resolution 2017-211; Councilmember Bluth seconded.

Discussion ensued. There are many options for a new Police Station and Municipal Court. A feasibility study is needed in order to make a decision that is in the best interest of the Borough.

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

Resolution adopted 5-0.

Resolution 2017-211

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

**RESOLUTION OF CONCURRENCE FOR AWARD OF A PROFESSIONAL SERVICES AGREEMENT
FOR ARCHITECTURAL SERVICES FOR A POSSIBLE JOINT POLICE AND MUNICIPAL COURT
COMPLEX WITH ROBBINSVILLE TOWNSHIP**

WHEREAS, Hightstown Borough and Robbinsville Township are negotiating the possibility of building a joint Police and Court Facility; and

WHEREAS, there exists a need. for architectural services to produce designs and cost estimates so negotiations can proceed; and

WHEREAS, Robbinsville Township advertised openly for proposals and nine (9) proposals were opened on November 8, 2017 for professional Architectural services for this project; and

WHEREAS, the proposals were reviewed and evaluated, and interviews conducted, jointly by the sub-committees

of the Borough and Township; and

WHEREAS, Hightstown Borough is in concurrence with the award of this agreement to USA Architects, 20 N. Doughty Avenue, Somerville, New Jersey 08876 in an amount not to exceed \$21,360.00 for Phase I of the project which shall consist of space assessments and conceptual planning, and grant writing scope development; and

WHEREAS, the cost for the proposed Phase I services shall be evenly divided between Hightstown Borough and Robbinsville Township, each paying their portion of \$10,680.00 plus expenses for Phase I; and,

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that Hightstown Borough is in concurrence with the award of an agreement to USA Architects, 20 N. Doughty Avenue, Somerville, New Jersey 08876 in an amount not to exceed \$21,360.00 for Phase I of the project as detailed herein.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2017-212, 2017-213, 2017-214 and 2017-215 as a Consent Agenda; Council President Stults seconded.

Resolution 2017-212

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2017 BUDGET

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2017 budget are hereby authorized:

Current:

	From	To
Street Lighting		
Other Expenses	1,000.00	
Municipal Court		
Other Expenses	800.00	
Fire Department		
Other Expenses	600.00	

Police Department		
Other Expenses	3,600.00	
Building and Grounds		
Other Expenses		5,400.00
Legal Expenses		
Other Expenses		600.00
	6,000.00	6,000.00

Resolution 2017-213

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

AUTHORIZING RECEIPT OF BIDS FOR POLYMER CHEMICALS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for Polymer Chemicals for the Waste Water Treatment Plant, and that the Borough is authorized to receive same after proper advertisement.

Resolution 2017-214

*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 2017 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey	\$5,500.00	Drive Sober or Get Pulled Over Year End Holiday Crackdown	Drive Sober or Get Pulled Over Year End Holiday Crackdown

Resolution 2017-215

*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 2017 as follows:

Source	Amount	Revenue Title	Appropriation Title
U.S. Department of Justice	\$854.87	Body Armor Replacement Fund Program	Body Armor Replacement Fund Program

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – Thanked Council for their comments regarding the Robbinsville Agreement. Stated that nothing has been done regarding bicycles on the sidewalk for another year. Stated that the Borough needs and Economic Development Commission (EDC).

Eugene Sarafin, 628 South Main Street – Stated that we need more committees in town. Committees get people involved. Wonderful things are going on in local government. This needs to extend to the State and Federal Governments.

Jordan Alder, 2 Fryer Court – Crosswalks and signs are needed for the elementary schools. Questioned if there was an ordinance in place for bicycles. There needs to be a place to park bikes downtown. Also an alternate route for bike riders is needed.

Keith LePrevost, 213 Greeley Street – A young resident of from the Housing Authority was hit by a car while in a crosswalk. We need to light to enhance our crosswalks so this does not happen again.

Councilmember Misiura stated that he appreciated Mr. LePrevost's comment. A lighted blinking crosswalk on the corner of Grape Run and Mercer Street is being installed.

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

DISCUSSION

Professional Appointment Evaluations (Labor Counsel & Grant Writer)

Borough Administrator/Clerk explained that there are RFP's out for Labor Counsel and Grant Writer. The proposals are due 12/14/17. She asked which Councilmembers would be reviewing the proposals. Discussion ensued. It was agreed that Council President Stults and Councilmember Bluth will review the proposals for Labor Counsel and Councilmembers Musing and Montferrat will review the proposals for Grant Writer.

SUBCOMMITTEE REPORTS

Affordable Housing

Councilmember Misiura informed Council that the subcommittee had met this evening with the owner of Deerfield Westerlea Apartments. They are interested in adding new units that will help with the Borough's Affordable Housing needs. At the moment they do not have a plan. They are willing to escrow funds to have the Borough Planner help develop and overlay zone. The Borough Planner will take a look and give a cost estimate.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

Attended the HPC meeting last month. He is happy about the approval of the banners.

Councilmember Misiura

Planning Board will have their meeting next week. He attended the Environmental Commission Meeting with his daughter who is a member of the Green Team representing Hightstown High School. He stated that as a liaison to the Fire Department, they attend the start of the meeting, asked to give a report and then asked to leave. Mayor Quattrone stated that he will speak with the President of the Fire Company and ask that the liaison stay for the duration of the meeting.

Councilmember Montferrat

The Board of Health will hold its meeting on the 13th. He attended the last Environmental Commission meeting. He was informed that residents from Meadow Lakes have formed a committee to work on issues in government. Happy to have residents come out to speak about the removal of the trees.

Councilmember Bluth

Cultural Arts Commission are planning for 2018. Empty Bowls will take place March 24, 2018 at the Peddie School Dining Hall. More pianos will be painted and displayed in the spring. Looking to hold workshops and possibly the painting of a mural on Main Street. They are also discussing participation in Fun Fridays, Theatre in the Park and Pop Up Galleries.

Council President Stults

Downtown Hightstown Executive Board will be meeting tomorrow. Business group will be meeting at Byrne's Deli this week. Executive Board will be discussing the Lakefront and leasing the Church parking lot certain hours during the week. He was unable to attend the last Housing Authority Meeting. He will reach out to Mr. LePrevost to follow up on the meeting. All of the Christmas lights are up Downtown. The Downtown Hightstown Website calendar will be updated with current events.

Borough Administrator/Clerk Sopronyi

JCP&L will be increasing the wattage by certain crosswalks in town. The cost of the wattage increase for 5 lights is approximately \$250/year. Ms. Sopronyi will look into the cost for new light poles. We are working with the County to install a blinking pedestrian crosswalk sign at Grape Run and Mercer Street. This should be installed in January. Will be meeting with the County to discuss moving the crosswalk on Stockton Street by the Rogers and Black schools. Will be interviewing candidates for Lab Manager and Assistant Superintendent for the AWWTP. Asked Council if the January 2nd Council meeting was necessary being that The Reorg Meeting is taking place on the 1st. Council agreed that the January 2nd meeting was not necessary and should be cancelled.

Deputy Clerk Riggio

Stated that dog license renewals have been mailed and are due in the month of January.

Mayor Quattrone

Asked that Councilmembers forward their requests for liaison positions to the Clerk's Office. Downtown Hightstown looks great. Thanked Keith LePrevost for his work on getting the easement from the Housing Authority. He hopes this helps the water problems for the Housing Authority also. He, along with the Borough Administrator, has met with East Windsor regarding several issues. They have not heard back from them yet.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:47 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
December 18, 2017
7:00 p.m. Executive Session
7:30 p.m. Public Session**

The meeting was called to order by Mayor Quattrone at 7:04 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

Resolution 2017-216 Authorizing a meeting that Excludes the Public

Councilmember Bluth moved Resolution 2017-216; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2017-216

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 18, 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 Services

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: March 18, 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 asked Council President Stults to run this evenings meeting.

Council President Stults called the called the public meeting to order at 7:36 p.m. and again read the Open Public Meetings Statement.

George Lang, CFO, arrived after executive session and is now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Misiura moved the agenda for approval; Councilmember Bluth seconded.

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

Agenda approved 6-0.

PUBLIC COMMENT I

Council President Stults opened public comment period I and the following individuals spoke:

Doug Mair, 526 South Main Street – Stated that he knows that Council will not have answers to questions regarding the Police/Court Building in Robbinsville, but wanted to let Council know that some of the questions he will want answered as the process moves forward are: Will this require a tax increase; How is the cost of the building split; Why is it being built in Robbinsville; and What will happen with dispatch being in East Windsor.

Scott Caster, 12 Clover Lane – Regarding the combined Police/Court facility, what is in the best interest of both towns? Stated that the concept should be discussed in public.

There being no further comments, Council President closed the public comment period.

RESOLUTIONS

2017-217 Authorizing Payment of Bills

Councilmember Hansen moved Resolution 2017-217; Councilmember Misiura seconded.

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

Resolution adopted 6-0.

Resolution 2017-217

*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 \$ 254,861.53 from the following accounts:

Current		\$144,930.16
W/S Operating		63,349.47
General Capital		16,025.00
Water/Sewer Capital		14,363.00
Grant		15,750.00
Trust		355.00
Housing Trust		0.00
Animal Control		88.90
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		0.00
Total		<u>\$254,861.53</u>

2017-218 Appointing and Authorizing and Agreement for Professional Auditor Services – Gerard Stankiewicz, CPA, RMA, PSA (Samuel Klein and Company)

Councilmember Hansen moved Resolution 2017-218; Councilmember Bluth seconded.

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

Resolution adopted 6-0.

Resolution 2017-218

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

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL

AUDITOR SERVICES – GERARD STANKIEWICZ, CPA, RMA, PSA (SAMUEL KLEIN AND COMPANY)

WHEREAS, three (3) proposals were opened on November 22, 2016 for the professional Auditing services for the year 2017; and

WHEREAS, there exists the need for specialized auditing services for the Borough during 2017; and

WHEREAS, the proposals were reviewed and evaluated by a sub-committee of the Borough Council; and

WHEREAS, it is the desire of Borough Council to appoint Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company of Freehold, New Jersey as Borough Auditor effective January 1, 2017; and

WHEREAS, the cost for the proposed services shall not exceed \$27,500.00 without further approval by the Borough Council; and,

WHEREAS, the Finance Office has certified that funds are available for this contract; and,

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

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

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

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown Gerard Stankiewicz, for professional auditing services for the year 2017.

2017-219 Authorizing an Agreement for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project (Federal Project #TAP-C00S(917); NJDOT Job Code #6504305)

Councilmember Montferrat moved Resolution 2017-219; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2017-219

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

**AUTHORIZING AN AGREEMENT FOR INSPECTION AND CONTRACT
ADMINISTRATION SERVICES ASSOCIATED WITH THE PEDDIE LAKE DAM
PEDESTRIAN BRIDGE PROJECT
(FEDERAL PROJECT #TAP-C00S(917); NJDOT JOB CODE #6504305)**

WHEREAS, Hightstown Borough is reconstructing the Peddie Lake Dam Pedestrian Bridge; and

WHEREAS, Hightstown Borough advertised for proposals for Inspection and Contract Administration Services through the appropriate fair and open process and three (3) proposals were received on December 1, 2017; and

WHEREAS, Responses to the requests for proposals were rated based on the following criteria:

Qualifications/Experience of Firm in Similar Work, Qualifications/Experience/Ability of Key Personnel, Understanding of Scope of Work and Project Needs, Technical Approach, Experience of Firm with NJDOT and FHWA Procedures, and Presentation of Proposal by the evaluation team; and

WHEREAS, the Borough wishes to appoint Remington & Vernick Engineers of Haddonfield, New Jersey to provide engineering inspection and contract administration services for the project; and

WHEREAS, the cost for said services shall not exceed \$184,921.28 without further authorization of the Governing Body; and

WHEREAS, this project is being funded by a Transportation Alternative grant from the New Jersey Department of Transportation and the award of this contract is conditional upon approval by the New Jersey Department of Transportation

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized to execute an agreement with Remington & Vernick Engineers of Haddonfield, New Jersey to provide engineering inspection and contract administration services for the Peddie Lake Dam Pedestrian Bridge project in an amount not to exceed \$184,921.28 subject to approval by the New Jersey Department of Transportation.

2017-220 Awarding a Contract for Secondary Clarifier Improvements – Rapid Pump & Meter Service Co., Inc.

Councilmember Hansen moved Resolution 2017-220; Councilmember Bluth seconded.

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

Resolution adopted 6-0.

Resolution 2017-220

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

**AWARDING A CONTRACT FOR SECONDARY CLARIFIER IMPROVMENTS –
RAPID PUMP & METER SERVICE CO., INC.**

WHEREAS, six (6) bids were received on December 7, 2017 for the Secondary Clarifier Improvements for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the Secondary Clarifier Improvements be awarded to the low bidder, Rapid Pump & Meter Service Co., Inc. of Paterson, New Jersey in the amount of \$142,430.00; and

WHEREAS, the Borough Attorney has reviewed and approved the bid submitted by Rapid Pump & Meter Service with respect to legal compliance; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the Secondary Clarifier Improvements for the Advanced Wastewater Treatment Plant (AWWTP) is hereby awarded to Rapid Pump & Meter Service Co., Inc. of Paterson, New Jersey in the amount of \$142,430.00.

2017-221 Authorizing a Shared Services Agreement with Hamilton Township for Certain Health Services (STD Clinic)

Councilmember Hansen moved Resolution 2017-221; Councilmember Montferrat seconded.

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

Resolution adopted 6-0.

Resolution 2017-221

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH HAMILTON TOWNSHIP FOR CERTAIN HEALTH SERVICES (STD CLINIC)

WHEREAS, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain clinic services relative to sexually transmitted diseases (STDs); and

WHEREAS, the Township of Hamilton is agreeable to providing clinic services relative to STDs to the Borough of Hightstown for the period January 1, 2018 through December 31, 2018 for a fee of \$50.00 per patient; and

WHEREAS, it is the desire of the Borough Council to enter into a shared services agreement with the Township of Hamilton for provision of these services; and

WHEREAS, such agreements are authorized pursuant to *N.J.S.A. 40A:65-1 et seq*; and

WHEREAS, funds for this purpose shall be provided for in the 2018 budget.

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

1. A shared services agreement between the Borough of Hightstown and the Township of Hamilton for the provision of professional health clinic services for sexually transmitted diseases for the period January 1, 2018 through December 31, 2018 is hereby authorized and accepted.
2. The Mayor and Clerk are authorized and directed to execute said agreement.

2017-222 Authorizing Payment #1 – Earle Asphalt Company (East Ward Street Reconstruction)

Councilmember Misiura moved Resolution 2017-222; Councilmember Montferrat seconded.

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

Resolution adopted 6-0.

Resolution 2017-222

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

AUTHORIZING PAYMENT #1 – EARLE ASPHALT COMPANY (EAST WARD STREET RECONSTRUCTION)

WHEREAS, on July 17, 2017, the Borough Council awarded a contract for the Rehabilitation of East Ward Street in Hightstown Borough to Earle Asphalt Company of Farmingdale, New Jersey at the price of \$417,213.13; and

WHEREAS, the contractor has submitted payment #1 in the amount of \$331,656.95 for work completed between August 28, 2017 through December 5, 2017 which included installation of curbing and sidewalk, roadway base repairs, inlet repairs, roadway paving and other associated items; and

WHEREAS, the Project Engineer has recommended approval of payment #1 in the amount of \$331,656.95; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown payment #1 in the amount of \$331,656.95 to Earle Asphalt Company of Farmingdale, New Jersey is hereby approved as detailed herein.

2017-223 Authorizing a Shared Services Agreement Between the Township of Robbinsville and the Borough of Hightstown Relating to the Sharing of Costs Associated with Professional Architectural Services Related to a Possible Joint Police and Municipal Court Complex

Councilmember Misiura moved Resolution 2017-223; Councilmember Hansen seconded.

Mayor Quattrone informed the public that in order to find the true cost of the project and answer all questions involved, we need to enter into this agreement with Robbinsville. We do not have numbers at this time. We are trying to save money for both towns. We are only splitting the architectural costs for the feasibility at the moment. If we were to move forward with the project, Hightstown will not be paying for half the total cost of the project. Hightstown will benefit from this shared service by having better services and a state of the art facility. There will be a public presentation in the future where all questions from the public can be answered.

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

Resolution adopted 6-0.

Resolution 2017-223

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

AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF ROBBINSVILLE AND THE BOROUGH OF HIGHTSTOWN RELATING TO THE SHARING OF COSTS ASSOCIATED WITH PROFESSIONAL ARCHITECTURAL SERVICES RELATED TO A POSSIBLE JOINT POLICE AND MUNICIPAL COURT COMPLEX.

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1, *et seq.* (the “Act”), authorizes local units of this State to enter into an agreement with another local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, Robbinsville and Hightstown (also referenced as the “parties”) have previously entered into a Memorandum of Understanding relating to negotiations associated with the possibility of entering into a Shared Services Agreement concerning the potential construction of a joint police and municipal court complex that would serve both parties; and

WHEREAS, in order for the parties to reasonably assess the feasibility and cost implications associated with this potential joint undertaking, it is necessary for the parties to retain a professional architect to perform certain preliminary services, including but not limited to space assessments, preparation of conceptual plans/designs, grant writing and related services (the “project”); and

WHEREAS, the parties issued a Request for Proposals (the “RFP”) relating to the project, seeking proposals from interested architectural firms; and

WHEREAS, following review of the responses received from the RFP, the parties have determined to retain the architectural firm of USA Architects, 20 N. Doughty Avenue, Somerville, New Jersey 08876, in order to perform services relating to Phase I of the project, as set forth in more detail in the proposal dated November 22, 2017, which is attached as Exhibit “A” to the Shared Services Agreement which is attached hereto and made a part hereof; and

WHEREAS, the total cost of the services relating to Phase I of the project, as set forth in Exhibit “A” referenced above, is \$21,360.00, which cost shall be divided equally between the parties, with each municipality being responsible to pay \$10,680.00, plus applicable expenses; and

WHEREAS, in the spirit of inter-municipal cooperation, and in furtherance of the principles underlying the Act, the parties have negotiated the attached Agreement which contains the terms and conditions associated with this undertaking (as set forth below); and

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

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the Hightstown Borough Council hereby authorizes the Mayor to execute, and the Clerk to attest, the attached Shared Services Agreement with Robbinsville Township relating to the above.
2. That all relevant Borough officials are hereby authorized to perform all actions which are necessary to effectuate the intentions of the within Resolution.
3. That a certified copy of this Resolution and the attached Agreement shall be provided to each of the following:
 - a. Township of Robbinsville
Attn: Joy Tozzi, Business Administrator
 - b. George Lang, Hightstown Borough CFO
 - c. Frederick C. Raffetto, Esq., Hightstown Borough Attorney

2017-224 Resolution of the Borough of Hightstown, in the County of Mercer, New Jersey, Determining the Form and Other Details of its “Note Relating to the Interim Financing Trust Loan Program of the New Jersey Environmental Infrastructure Trust”, to be Issued in the Principal Amount of up to \$1,520,373, and Providing for the Issuance and Sale of Such Note to the New Jersey Environmental Infrastructure Trust, and Authorizing the Execution and Delivery of Such Note by the Borough in Favor of the New Jersey Environmental Infrastructure Trust, all Pursuant to the New Jersey Environmental Infrastructure Trust Interim Financing Trust Loan Program

Councilmember Montferrat moved Resolution 2017-224; Councilmember Bluth seconded.

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

Resolution adopted 6-0.

Resolution 2017-224

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, NEW JERSEY, DETERMINING THE FORM AND OTHER DETAILS OF ITS
“NOTE RELATING TO THE INTERIM FINANCING TRUST LOAN PROGRAM OF
THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST”, TO BE ISSUED
IN THE PRINCIPAL AMOUNT OF UP TO \$1,520,373, AND PROVIDING FOR THE
ISSUANCE AND SALE OF SUCH NOTE TO THE NEW JERSEY ENVIRONMENTAL
INFRASTRUCTURE TRUST, AND AUTHORIZING THE EXECUTION AND
DELIVERY OF SUCH NOTE BY THE BOROUGH IN FAVOR OF THE NEW JERSEY
ENVIRONMENTAL INFRASTRUCTURE TRUST, ALL PURSUANT TO THE NEW
JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST INTERIM FINANCING
TRUST LOAN PROGRAM.**

WHEREAS, the Borough of Hightstown (the “Local Unit”), in the County of Mercer, New Jersey, has determined that there exists a need within the Local Unit to undertake improvements to the Water-Sewer Utility, including, but not limited to, improvements to the ultraviolet disinfection systems, including all work and materials necessary therefor and incidental thereto (collectively, the “Project”), and it is the desire of the Local Unit to obtain financing for such Project through participation in the financing program (the “Environmental Infrastructure Financing Program”) of the New Jersey Environmental Infrastructure Trust (the “Trust”);

WHEREAS, the Local Unit has determined to temporarily finance the acquisition, construction, renovation or installation of the Project prior to the closing with respect to the Environmental Infrastructure Financing Program, and to undertake such temporary financing with the proceeds of an interim loan to be made by the Trust (the “Interim Loan”) to the Local Unit, pursuant to the Interim Financing Trust Loan Program of the Trust (the “Interim Financing Program”);

WHEREAS, in order to (i) evidence and secure the repayment obligation of the Local Unit to the Trust with respect to the Interim Loan and (ii) satisfy the requirements of the Interim Financing Program, it is the desire of the Local Unit to issue and sell to the Trust the “Note Relating to the Interim Financing Trust Loan Program of the New Jersey Environmental Infrastructure Trust” in an aggregate principal amount of up to \$1,520,373 (the “Note” such note may be issued in one or more series);

WHEREAS, it is the desire of the Local Unit to authorize, execute, attest and deliver the Note to the Trust pursuant to the terms of the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the Revised Statutes of the State of New Jersey (the “Local Bond Law”), and other applicable law; and

WHEREAS, Section 28 of the Local Bond Law allows for the sale of the Note to the Trust, without any public offering, and N.J.S.A. 58:11B-9 allows for the sale of the Note to the Trust without any public offering, all under the terms and conditions set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Local Unit as follows:

Section 1. In accordance with Section 28 of the Local Bond Law and N.J.S.A. 58:11B-9, the Local Unit hereby authorizes the issuance, sale and award the Note in accordance with the provisions hereof. The obligation represented by the Note has been appropriated and authorized by bond ordinance #2016-14 of the Local Unit, finally adopted by the Local Unit at a meeting duly called and held on June 6, 2016 at such times a quorum was present and acted throughout, all pursuant to the terms of the Local Bond Law and other applicable law.

Section 2. The Chief Financial Officer of the Local Unit (the “Chief Financial Officer”) is hereby authorized to determine, in accordance with the Local Bond Law and pursuant to the terms and conditions hereof, (i) the final principal amount of the Note (subject to the maximum limitation set forth in Section 4(a) hereof), and (ii) the dated date of the Note.

Section 3. Any determination made by the Chief Financial Officer pursuant to the terms hereof shall be conclusively evidenced by the execution and attestation of the Note by the parties authorized pursuant to Section 4(h) hereof.

Section 4. The Local Unit hereby determines that certain terms of the Note shall be as follows:

- (a) the principal amount of the Note to be issued shall not exceed \$1,520,373;
- (b) the maturity of the Note shall be upon the issuance of permanent financing;
- (c) the interest rate of the Note shall be set by the Trust;
- (d) the purchase price for the Note shall be par;
- (e) the Note shall be subject to prepayment prior to its stated maturity in accordance with the terms and conditions of the Note;
- (f) the Note shall be issued in a single denomination and shall be numbered “CFP-201_—” or such other denomination as may be requested by the Trust;
- (g) the Note shall be issued in fully registered form and shall be payable to the registered owner thereof as to both principal and interest in lawful money of the United States of America; and
- (h) the Note shall be executed by the manual or facsimile signatures of the Mayor and the Chief Financial Officer under official seal or facsimile thereof affixed, printed, engraved or reproduced thereon and attested by the manual signature of the Local Unit Clerk.

Section 5. The Note shall be substantially in the form attached hereto as Exhibit A.

Section 6. The law firm of McManimon, Scotland & Baumann, LLC is hereby authorized to arrange for the printing of the Note, which law firm may authorize McCarter & English, LLP, bond counsel to the Trust for the Interim Financing Program, to arrange for same.

Section 7. The Authorized Officers of the Local Unit are hereby further severally authorized to (i) execute and deliver, and the Local Unit Clerk is hereby further authorized to attest to such execution and to affix the corporate seal of the Local Unit to, any document, instrument or closing certificate deemed necessary, desirable or convenient by the Authorized Officers or the Secretary of the Local Unit, as applicable, in their respective sole discretion, after consultation with counsel and any advisors to the Local Unit and after further consultation with the Trust and its representatives, agents, counsel and advisors, to be executed in connection the issuance and sale of the Note and the participation of the Local Unit in the Interim Financing Program, which determination shall be conclusively evidenced by the execution of each such certificate or other document by the party authorized hereunder to execute such certificate or other document, and (ii) perform such other actions as the Authorized Officers deem necessary, desirable or convenient in relation to the execution and delivery of the Note and the participation of the Local Unit in the Interim Financing Program.

Section 8. This resolution shall take effect immediately.

Section 9. Upon the adoption hereof, the Local Unit Clerk shall forward certified copies of this resolution to McManimon, Scotland & Baumann, LLC, bond counsel to the Local Unit, David Zimmer, Executive Director of the Trust, and Richard T. Nolan, Esq., McCarter & English, LLP, bond counsel to the Trust.

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2017-225 and 2017-226 as a Consent Agenda; Councilmember Hansen seconded.

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

Resolutions adopted 6-0.

Resolution 2017-225

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2017 BUDGET

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2017 budget are hereby authorized:

Current:

	From	To
Streets and Roads		
Salaries and Wages	6,000.00	
Group Insurance	10,000.00	
Fire Department	5,000.00	
Other Expenses		
Data Processing		
Other Expenses		4,000.00
Engineer		2,000.00
Other Expenses		
Health Benefit Waiver		10,000.00
Other Expenses		
Legal Expenses		5,000.00
Other Expenses		
	21,000.00	21,000.00

Resolution 2017-226
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION CANCELLING GENERAL CAPITAL IMPROVEMENT APPROPRIATION BALANCES

WHEREAS, certain General Capital Improvement appropriation balances remain dedicated to projects now completed; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited General Capital Fund Balance and Deferred Charges to Future Taxation Unfunded;

NOW, THEREFORE, BE IT RESOLVED, by the council of the Borough of Hightstown, County of Mercer that the following unexpended and dedicated balances of General Capital Appropriations be canceled:

Ord. No.	Date Auth.	Project Description	Funded	Unfunded
			Capital Fund Balance	Deferred Charges to Future Taxation
00-05	3/20/2000	Housing Rehabilitation	\$ 0.72	\$ -
07-25	11/19/2007	Greenways	21,810.99	
		Road Improvements to Park Way, Grant St. And Hutchision		
15-07	4/20/2015	Street	-	120,000.00
TOTAL			\$ 21,811.71	\$ 120,000.00

PUBLIC COMMENT PERIOD II

Council President opened the public comment period II and the following individuals spoke:

Dennis McCleary, 45 Hawthorne Lane, East Windsor – Chairman, Better Beginnings, Asked that Council consider restoring full funding to Better Beginnings

Juan Cobos, 50 Gardenview Terr, East Windsor – Presented a petition to the Deputy Clerk regarding funding for Better Beginnings.

Dr. David Abelos, St. Anthony of Padua Church – Spoke in support of funding for Better Beginnings.

Mercedes Colon Vargas, 106 Danbury Court, East Windsor – Spoke in support of funding for Better Beginnings.

Luis Vargas, 33 Geraldine Road, East Windsor – Spoke in support of funding for Better Beginnings.

Jacqueline Graciani, 367 Morrison Avenue – Spoke in support of funding for Better Beginnings.

Luz Horta, 433 Stockton Street – Spoke in support of funding for Better Beginnings.

Mark Ordonez, 135 Hickory Corner Road, East Windsor – Spoke in support of funding for Better Beginnings.

Doug Mair, 536 South Main Street – Requested an itemized expenditure for the Greenway Walking Bridge.

Questioned Resolution 2017-219 and the additional engineering fees. Individuals who donated money for this project should be returned those funds because those funds were not used for the intended purpose.

Scott Caster, 12 Clover Lane – Stated that Council is not connecting with the public. Also stated that Council should do what is best for Hightstown not just save money all the time.

Frank Rivera, 110 Broad Street – Read from an article from the December 18, 2017 New York Times *In New Jersey, Tax Bill Looms Like a Dark Cloud*, by Patrick McGeehan. Hightstown will be hard hit with this new tax bill.

There being no further comments, Council President Stults closed the public comment period.

DISCUSSION

Reorganization Meeting Date for 2019

There was discussion regarding the date for the 2019 Reorganization Meeting. Traditionally, Reorganization is held on January 1st at 12 noon. Statutorily, a municipality's reorganization meeting needs to be held within the first week of January. Mayor Quattrone stated that he liked the tradition of January 1st at 12 noon. After discussion, it was decided that the 2019 Reorganization Meeting will be held January 1, 2019 at 12 noon.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

Wished everyone Happy Holidays.

Councilmember Hansen

Parks and Recreation are working on getting a bid for the basket ball court at Dawes Park.

Councilmember Bluth

Cultural Arts received a \$1,400 grant for 2018. Please support our local arts programs.

Councilmember Montferrat

Thanked everyone from Better Beginnings for coming. He appreciates their concerns. Wished everyone Happy Holidays.

Councilmember Misiura

Planning Board had a hearing for an application on Orchard Avenue, variance for a new house on an empty lot. Planning Board, acting as the Zoning Board, approved the variance. Several objections from neighbors. Some residents are saying that they will appeal this decision. Reviewed Capital Projects as required by land use laws. The Planner is adding some language to the sign ordinance before it comes back to Council. The \$185,000 for the inspection fees for the Walking Bridge will be reimbursed through federal funding. Regarding Better Beginnings, he does not know the history of the center. There are many non-profit organizations in town that we do not fund. Would like to see a presentation from Better Beginnings showing the history and why the Borough started donating in the first place over 50 years ago.

Council President Stults

The Housing Authority is taking a collection for the young man that was hit by a car to help the family. Informed the Housing Authority that we are working with the County on getting a blinking crosswalk sign installed at Grape Run and Mercer Street. There was a discussion regarding the speed limit on Railroad Ave, there is excessive speeding especially by taxi cabs. The Housing Authority will come before Council in February with its Annual Report. The Police Department received a grant for DWI enforcement for the month of December.

Mayor Quattrone

Wished everyone Happy Holidays. Will talk with the Police Department regarding monitoring the speed limit on Railroad Avenue. Will also speak with the engineer regarding ways to slow down traffic on Railroad Avenue.

ADJOURNMENT

Councilmember Misiura moved to adjourn at 9:18 p.m.; Councilmember Hansen seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Petition to the Borough, Mayor and Council of Hightstown

From Concerned Citizens of Hightstown

Regarding Volume of Traffic, Speed of Vehicles, Type of Vehicles and danger to pedestrians and property

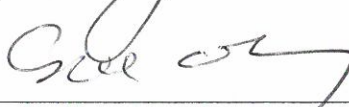
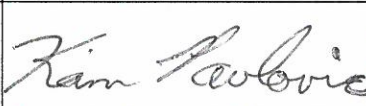
January 2018

We, the undersigned, have concerns regarding vehicular traffic in Hightstown, especially on Mercer Street and would like to have the borough investigate, among other things

1. how to make pedestrian crosswalks safer and more visible
2. limiting the speed of vehicles in town
3. limiting the amount of through traffic that comes through the center of town, i.e. which does not have Hightstown as a destination

We would welcome the opportunity to discuss our concerns with you at the next Council Meeting.

Sincerely,

Name	Address	Signature
Christopher Falco	219 Mercer St Hightstown, NJ 08520	
Adam Jackson	223 Mercer St Hightstown NJ 08520	
Csaba Marthi	231 Mercer St Hightstown NJ 08520	
Allison Pickett	227 Mercer St Hightstown NJ 08520	
Karin Parlovic	220 Mercer St Hightstown NJ	
MICHELLE LYNN LAUREN M. L. Lauren	221-B - MERCER ST. HIGHTSTOWN, N.J. 08520	

Resolution 2018-23

*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 \$121,512.47 from the following accounts:

Current		\$60,056.76
W/S Operating		32,661.98
General Capital		8,411.78
Grant		14,390.00
Trust		5,361.95
Escrow		<u>630.00</u>
Total		<u>\$121,512.47</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 January 16, 2018.

Debra L. Sopronyi
Borough Clerk

P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
 Range: First to Last Rcvd: Y Held: Y Aprv: N
 Format: Detail without Line Item Notes Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
A0030 ADI INC											
17-01670 10/20/17 GATE FOBS											
1 INV. V8FFF901 - GATE FOBS	238.02	7-01-26-310-001-024	B	Building Maintenance	R	10/20/17	12/31/17		V8FFF901	N	
Vendor Total:	238.02										

ALLAM005 ALL AMERICAN TEES											
17-01935 12/08/17 TEE SHIRTS TRIATHLON											
1 SPONSOR TEE SHIRTS	2,175.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	12/08/17	12/31/17		SPONSOR TEES	N	
2 VOLUNTEER TEE SHIRTS TRIATHLON	227.50	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	12/08/17	12/31/17		VOLUNTEER TEES	N	
	2,402.50										
Vendor Total:	2,402.50										

A0107 ANSELL GRIMM & ARRON, PC											
17-02045 12/29/17 NOVEMBER 2017 BILLING											
1 407276 GENERAL FILE	553.50	7-01-20-155-001-027	B	General Matters	R	12/29/17	12/31/17		407276	N	
2 407277 ENGINEERING MATTERS	175.50	7-01-20-165-001-028	B	General Engineering	R	12/29/17	12/31/17		407277	N	
3 407278 LABOR MATTERS	81.00	7-01-20-155-001-031	B	Labor,Personnel & Union Council	R	12/29/17	12/31/17		407278	N	
4 407279 MEETINGS 2017	810.00	7-01-20-155-001-029	B	Attendance at Council Meetings	R	12/29/17	12/31/17		407279	N	
5 407280 LITIGATION	108.00	7-01-20-155-001-033	B	Litigation	R	12/29/17	12/31/17		407280	N	
6 407281 AFFORDABLE HOUSING LITI	13.50	7-01-20-155-001-033	B	Litigation	R	12/29/17	12/31/17		407281	N	
7 407282 PROPERTY ACQUISITION	802.37	7-01-20-155-001-030	B	Property Acquisition	R	12/29/17	12/31/17		407282	N	
8 407283 POLICE U&O AGREEMENT	67.50	7-01-20-155-001-027	B	General Matters	R	12/29/17	12/31/17		407283	N	
	2,611.37										
Vendor Total:	2,611.37										

A1012 APPLIED ANALYTICS, INC.											
17-01880 11/29/17 QUOTE #KZ112817											
1 MULTITRACKER HAND UNIT & 2	810.00	7-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/29/17	12/31/17			N	
2 SUSPENDED SOLIDS SENSOR, 8	2,820.00	7-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/29/17	12/31/17			N	

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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
C0023 COMCAST												
17-01995	12/21/17	8499052430034100	12/08/17									
1	8499052430034100	12/08/17	144.85	7-01-20-140-001-060	B	Internet Services and Web Services	R	12/21/17	12/31/17		849905243003410	N
Vendor Total:			144.85									
COMCA005 COMCAST BUSINESS												
17-02066	01/02/18	930909813	dated 12/15/17									
1	930909813	dated 12/15/17	195.30	7-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	12/31/17	12/31/17		930909813	N
Vendor Total:			195.30									
C0222 CONTINENTAL FIRE & SAFETY, INC.												
17-01885	12/05/17	QUOTE 17-3842	DATED 12/1/17									
1	QUOTE 17-3842	DATED 12/1/17	2,918.94	7-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/05/17	12/31/17		G5411	N
Vendor Total:			2,918.94									
C0087 CUSTOM BANDAG, INC												
17-01977	12/15/17	TIRES/TIRE DISPOSAL										
1	INV. 80128355	- TRUCK TIRES	1,655.32	7-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	12/15/17	12/31/17		80128355	N
2	INV. 80128355	- TIRE DISPOSAL	62.00	7-01-26-311-001-199	B	Miscellaneous	R	12/15/17	12/31/17		80128355	N
3	INV. 80128883	- TRUCK TIRES	555.86	7-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	12/15/17	12/31/17		80128883	N
4	INV. 80128883	- TIRE DISPOSAL	20.00	7-01-26-311-001-199	B	Miscellaneous	R	12/15/17	12/31/17		80128883	N
			2,293.18									
Vendor Total:			2,293.18									
EARTH005 EARTHSPIRITS NET, INC												
17-01817	11/20/17	HPD BICYCLE UNIT										
1	HPD BICYCLE UNIT		219.99	7-01-25-240-001-119	B	Community Policing	R	11/20/17	12/31/17		113345	N
2	HPD BICYCLE UNIT		80.00	7-01-25-240-001-119	B	Community Policing	R	11/20/17	12/31/17			N
3	HPD BICYCLE UNIT		9.95	7-01-25-240-001-119	B	Community Policing	R	11/20/17	12/31/17			N
4	HPD BICYCLE UNIT		14.95	7-01-25-240-001-119	B	Community Policing	R	11/20/17	12/31/17			N
			324.89									
Vendor Total:			324.89									

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
G0214 GARDEN STATE HIGHWAY PRODUCTS												
17-01915	12/06/17	PERMIT PARKING DIRECTIONAL										
1	SP-HIP-1824080	SPECIAL 18X24X	53.00	7-01-26-290-001-126	B Signs & Posts	R	12/06/17	12/31/17			126983	N
2	SP-HIP-1824080	SPECIAL 18X24X	53.00	7-01-26-290-001-126	B Signs & Posts	R	12/06/17	12/31/17				N
3	SP-HIP-1824080	SPECIAL 18X24X	53.00	7-01-26-290-001-126	B Signs & Posts	R	12/06/17	12/31/17				N
4	SHIPPING		30.00	7-01-26-290-001-126	B Signs & Posts	R	12/06/17	12/31/17			126983	N
			189.00									
Vendor Total:			189.00									
G0171 GEORGE E. CONLEY ELECTRIC												
17-01987	12/20/17	BALAST REPLACEMENT AT PD										
1	INV. 23731 - CHANGE BALAST/PD		272.00	7-01-26-310-001-024	B Building Maintenance	R	12/20/17	12/31/17			23731	N
Vendor Total:			272.00									
G1077 GEORGE S. COYNE CO., INC.												
17-00003	01/11/17	RES 2016-229 FLUORIDE (2/1)		B								
13	INV 279870	DATED 12/22/17	798.63	7-09-55-501-001-528	B Fluorosilic Acid-	R	10/10/17	12/31/17			279870	N
17-00008	01/11/17	RES 2016-234 CALCIUM HYDROXIDE		B								
13	INV 279869	DATED 12/22/17	1,432.50	7-09-55-501-001-527	B Calcium Hydroxide - Lime	R	11/27/17	12/31/17			279869	N
17-01996	12/21/17	ENDIMAL 279166 12/8/17										
1	ENDIMAL 279166	12/8/17	1,719.93	7-09-55-501-002-547	B Odor Control	R	12/21/17	12/31/17			279166	N
2	ENDIMAL 279166	12/8/17	576.74	7-09-55-501-002-547	B Odor Control	R	12/21/17	12/31/17			279166	N
			2,296.67									
17-01997	12/21/17	INV 279165 DATED 12/8/17										
1	INV 279165	DATED 12/8/17	955.00	7-09-55-501-002-553	B Calcium Hydroxide (Lime)	R	12/21/17	12/31/17			279165	N
Vendor Total:			5,482.80									
G0115 GILMARTIN, ROBERT D.												
17-01978	12/15/17	BOARD OF HEALTH 12/13/17										
1	BOARD OF HEALTH 12/13/17		94.86	7-01-27-330-001-039	B Recording Secty.	R	12/15/17	12/31/17			12/13/17 BOH	N
Vendor Total:			94.86									

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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
MIKEG005 MIKE GIBSON MFG, INC.										
17-01897 12/06/17 RANGE SUPPLIES										
1 RANGE SUPPLIES	159.98	7-01-25-240-001-117		B Ammunition & Target Practice	R	12/06/17	12/31/17			N
2 RANGE SUPPLIES	387.13	7-01-25-240-001-117		B Ammunition & Target Practice	R	12/06/17	12/31/17			N
3 RANGE SUPPLIES	344.76	7-01-25-240-001-117		B Ammunition & Target Practice	R	12/06/17	12/31/17			N
4 GSA DISCOUNT	230.91	7-01-25-240-001-117		B Ammunition & Target Practice	R	12/06/17	12/31/17			N
5 SHIPPING & HANDLING	23.31	7-01-25-240-001-117		B Ammunition & Target Practice	R	12/06/17	12/31/17			N
	684.27									
Vendor Total:	684.27									
M1111 MONIKA PATEL										
17-02037 12/27/17 REIMBURSEMENT-GFOA CONFERENCE										
1 REIMBURSEMENT-GFOA CONFERENCE	104.00	7-01-20-130-001-041		B Conferences & Meetings	R	12/27/17	12/31/17		SEPT.27-28,2017	N
Vendor Total:	104.00									
M0127 MONMOUTH COUNTY										
17-01965 12/15/17 NOV 2017 ROOSEVELT TIPPING										
1 NOV 2017 ROOSEVELT TIPPING	2,603.68	7-01-43-513-001-171		B Borough of Roosevelt-Tipping Fees	R	12/15/17	12/31/17			N
Vendor Total:	2,603.68									
M0526 MUNICIPAL RECORDS										
17-01928 12/08/17 2" EXPANDABLE MANILA FILES										
1 2" EXPANDABLE MANILA FILES	390.00	7-01-20-176-000-023		B Printing and Binding	R	12/08/17	12/31/17			N
2 SHIPPING & HANDLING	30.00	7-01-20-176-000-023		B Printing and Binding	R	12/08/17	12/31/17			N
	420.00									
Vendor Total:	420.00									
N0058 NATIONAL FIRE PROTECTION ASSOC										
17-01502 09/25/17 FPW BANNER 17										
1 FPW BANNER 17	48.60	7-01-25-256-002-033		B Books & Publications	R	09/25/17	12/31/17		7085004-4	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
N0422	NJ DIVISION OF FIRE SAFETY									
17-02004	12/22/17	LIFE HAZARD FEE								
	1	LIFE HAZARD FEE	512.00	7-01-25-260-001-024	B Building Maintenance	R	12/22/17	12/31/17	2250552	N
	Vendor Total:		512.00							
M1131	NJ MOTOR VEHICLE COMMISSION									
17-02051	12/31/17	2018 MVC ONLINE ACCESS								
	1	2018 MVC ONLINE ACCESS	150.00	7-01-20-120-001-199	B Miscellaneous	R	12/31/17	12/31/17	0L021760	N
	Vendor Total:		150.00							
N0170	NORCIA CORP.									
17-01976	12/15/17	TRUCK PARTS								
	1	INV. 75074 - TANG SHAFT	182.75	7-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	12/15/17	12/31/17	75074	N
	2	INV. 74957 - MAILHOT SEAL	325.00	7-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/15/17	12/31/17	74957	N
			507.75							
	Vendor Total:		507.75							
O0080	OLD DOMINION BRUSH CO.									
17-01833	11/21/17	PARTS FOR LEAF VACUUM								
	1	OD41500252 - PTO ASSY HD HSG	1,290.00	7-01-26-311-001-034	B Equipment Parts & Accessories	R	11/21/17	12/31/17	0112916-IN	N
	2	ODLCT60.33 - 32" CCW IMPELLER	990.00	7-01-26-311-001-034	B Equipment Parts & Accessories	R	11/21/17	12/31/17		N
	3	FREIGHT	115.00	7-01-26-311-001-034	B Equipment Parts & Accessories	R	11/21/17	12/31/17		N
			2,395.00							
	Vendor Total:		2,395.00							
A0300	ONE CALL SYSTEMS, INC.									
17-01990	12/20/17	NOV. 2017 ONE CALL MESSAGES								
	1	INV. 7115085	50.00	7-09-55-501-001-535	B Hydrants and Line Repair	R	12/20/17	12/31/17	7115085	N
	Vendor Total:		50.00							

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Borough of Hightstown
Bill List By Vendor Name

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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	
P0073 PRIME SOLUTION INC.											
17-01811	11/20/17	ESTIMATE #1130-21									
1 ITEM #09-P0316		MODULAR	1,614.52	7-09-55-501-002-503	B Sewer Plant Maintenance	R	11/20/17	12/31/17			N
2 ITEM #14-P0038		EBARA 120V-1P	1,064.66	7-09-55-501-002-503	B Sewer Plant Maintenance	R	11/20/17	12/31/17			N
3 Freight for mixer			55.45	7-09-55-501-002-503	B Sewer Plant Maintenance	R	12/11/17	12/31/17	SH6636		N
			2,734.63								
Vendor Total:			2,734.63								
P0044 PSE&G											
17-01992	12/21/17	VARIOUS GAS ACCOUNTS									
1 140 N MAIN STREET			17.83	7-01-31-446-001-143	B Gas/Heat - Fire House	R	12/21/17	12/31/17	6675946706		N
2 168 BANK STREET			380.84	7-01-25-260-001-073	B Natural Gas Heat	R	12/21/17	12/31/17	6550326206		N
3 156 BANK STREET			55.37	7-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/21/17	12/31/17	6687890808		N
4 1ST AVE W.T.			12.44	7-09-55-501-001-505	B Gas Service	R	12/21/17	12/31/17	6503987609		N
			466.48								
17-02006	12/22/17	VARIOUS ACCOUNTS GAS									
1 140 N. MAIN STREET			680.21	7-01-31-446-001-143	B Gas/Heat - Fire House	R	12/22/17	12/31/17	7341583509		N
2 148 N. MAIN ST., #R			191.08	7-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/22/17	12/31/17	7341583606		N
3 BANK STREET			327.68	7-09-55-501-001-505	B Gas Service	R	12/22/17	12/31/17	7341583703		N
4 OAK LANE			1,711.89	7-09-55-501-002-505	B Gas Service	R	12/22/17	12/31/17	7341583800		N
			2,910.86								
Vendor Total:			3,377.34								
REPUB005 REPUBLIC SERVICES											
17-01994	12/21/17	ACCT 3-0689-0108950	12/12/17								
1 ACCT 3-0689-0108950	12/12/17		2,915.79	7-01-26-305-001-029	B Contract-Republic Services, NJ-Dumpsters	R	12/21/17	12/31/17	36890108950		N
Vendor Total:			2,915.79								
R0057 RISE											
17-01894	12/05/17	RES 2017-196 DATED 11/6/17									
1 RES 2017-196 DATED 11/6/17			1,500.00	7-01-27-345-002-137	B Hightstown E.W. Service Center-Rise	R	12/05/17	12/31/17	RES 2017-196		N
Vendor Total:			1,500.00								

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Borough of Hightstown
Bill List By Vendor Name

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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	
R0077 ROBERTS ENGINEERING GRP LLC											
17-02063 01/02/18 #1389, 11/30/17											
1 #1389, 11/30/17-Umberti Pirone	547.50	2017-03	P 111 ORCHARD AVENUE	R	12/31/17	12/31/17		#1389		N	
Vendor Total:	547.50										
SETHA005 SETH A KURS											
17-02001 12/21/17 SPECIAL DUI SESSION 12/11/17											
1 SPECIAL DUI SESSION 12/11/17	350.00	G-02-41-719-009-317	B MUNIC COURT ALCOHOL ED AND REHAB	R	12/21/17	12/31/17		12/11/17 DUI		N	
Vendor Total:	350.00										
SHERW005 SHERWIN WILLIAMS PAINT											
17-01967 12/15/17 PAINT FOR BASEMENT											
1 2 GALLON KIT OF TILE-CLAD HS	207.60	7-09-55-501-002-549	B MAXWELL AVE PUMPING STATION	R	12/15/17	12/31/17				N	
Vendor Total:	207.60										
S1096 STAPLES BUSINESS ADVANTAGE											
17-01395 09/11/17 HPD OFFICE SUPPLIES											
1 HPD OFFICE SUPPLIES	29.49	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
2 HPD OFFICE SUPPLIES	39.99	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
3 HPD OFFICE SUPPLIES	11.78	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
4 HPD OFFICE SUPPLIES	23.79	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
5 HPD OFFICE SUPPLIES	11.24	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
6 HPD OFFICE SUPPLIES	6.23	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
7 HPD OFFICE SUPPLIES	1.99	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
8 HPD OFFICE SUPPLIES	14.67	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
9 HPD OFFICE SUPPLIES	5.40	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
10 HPD OFFICE SUPPLIES	1.86	7-01-25-240-001-036	B Office Supplies & Equipment	R	09/11/17	12/31/17				N	
	146.44										
17-01600 10/11/17 CASTERS FOR HPD OFFICE CHAIRS											
1 CASTERS FOR HPD OFFICE CHAIRS	47.49	7-01-25-240-001-036	B Office Supplies & Equipment	R	10/11/17	12/31/17		3355782654		N	
17-01738 10/31/17 INK CARTRIDGES-CHIEFS PRINTER											
1 INK CARTRIDGES-CHIEFS PRINTER	100.99	7-01-25-240-001-036	B Office Supplies & Equipment	R	10/31/17	12/31/17				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
W0100 WITMER PUBLIC SAFETY GROUP INC											
17-01948	12/12/17	QUOTE 322999	LED LIGHT BATONS								
1	QUOTE 322999	LED LIGHT BATONS	95.00	7-01-25-256-002-036	B Office Supplies	R	12/12/17	12/31/17			N
Vendor Total:		95.00									
Y0025 YOSTEMBSKI, ROBERT											
17-01896	12/06/17	PROSECUTOR FEES - NOV '17									
1	PROSECUTOR FEES - NOV '17	1,200.00	7-01-25-275-001-111	B Municipal Prosecutor		R	12/06/17	12/31/17			N
17-02002	12/21/17	SPECIAL DUI SESSION 12/11/17									
1	SPECIAL DUI SESSION 12/11/17	300.00	G-02-41-719-009-317	B MUNIC COURT ALCOHOL ED AND REHAB		R	12/21/17	12/31/17		12/11/17	N
Vendor Total:		1,500.00									
Z0106 ZEP SALES & SERVICE											
17-01281	08/16/17	QUOTE #10297457									
1	ITEM #136434	FORMULA777	223.86	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
2	ITEM #95824	C/S VELVET LOTION	87.42	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
3	ITEM #184611	CS ZEP RING	124.38	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
4	ITEM #87801	CS HAND SANITIZER	60.88	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
5	ITEM #R51823	GALLON WEED	295.89	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
6	ITEM #58311	C/S ZEP DIESEL	140.70	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
7	ITEM #45524	C/S CITRIS CLEANER	69.17	7-09-55-501-002-535	B Chemicals Miscellaneous	R	08/16/17	12/31/17			N
		1,002.30									
Vendor Total:		1,002.30									
Total Purchase Orders: 90 Total P.O. Line Items: 193 Total List Amount: 121,512.47 Total Void Amount: 0.00											

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	7-01	60,056.76	0.00	60,056.76	0.00	0.00	0.00	60,056.76
	7-09	32,661.98	0.00	32,661.98	0.00	0.00	0.00	32,661.98
	7-21	0.00	0.00	0.00	0.00	0.00	630.00	630.00
Year Total:		92,718.74	0.00	92,718.74	0.00	0.00	630.00	93,348.74
GENERAL CAPITAL	C-04	8,411.78	0.00	8,411.78	0.00	0.00	0.00	8,411.78
	G-02	14,390.00	0.00	14,390.00	0.00	0.00	0.00	14,390.00
TRUST OTHER - FUND #12	T-12	5,361.95	0.00	5,361.95	0.00	0.00	0.00	5,361.95
Total of All Funds:		120,882.47	0.00	120,882.47	0.00	0.00	630.00	121,512.47

Project Description	Project No.	Rcvd Total	Held Total	Project Total
111 ORCHARD AVENUE	2017-03	630.00	0.00	630.00
Total of All Projects:		<u>630.00</u>	<u>0.00</u>	<u>630.00</u>

Resolution 2018-24

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

**AUTHORIZING PAYMENT #4 – PARSONS BRINCKERHOFF (NJDOT SAFE
ROUTES TO SCHOOLS – IMPROVEMENTS TO STOCKTON STREET & JOSEPH
STREET)**

WHEREAS, on November 7, 2016, the Borough Council awarded a contract for Preliminary Engineering and Final Design and Construction Support activities related to the Improvements to Stockton Street and Joseph Street in the Borough to Parsons Brinckerhoff, Inc., of Dallas, Texas at the price of \$103,819.36; and

WHEREAS, the engineer has submitted payment request #4 for work completed on the project from April 1, 2017 – September 1, 2017 in the total amount of \$3,782.22; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Payment Request #4 to Parsons Brinckerhoff, Inc., P.O. Box 732476, Dallas, Texas, 75373-2476, in the total amount of \$3,782.22 is hereby approved as detailed herein, and the CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

WSP USA INC. INVOICE NOS. AR-736756 DATED: September 25, 2017
52264A HIGHTSTOWN BOROUGH
NJDOT Safe Routes to Schools - Improvements to Stockton Street and Joseph Street

WSP USA Inc. Consulting Engineers 2000 Lenox Drive, 3rd Floor, Lawrenceville, New Jersey 08648 (609) 512-3500

For professional engineering services rendered in connection with NJDOT Safe Routes TS.

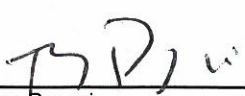
	Contract Amount As Of 11/07/16	Total Costs To Date Thru 09/01/17	Total Costs Prev. Billed Thru 03/31/17	Costs This Period As Of 09/01/17
Direct Labor	\$ 14,477.54	\$ 13,992.59	\$ 13,669.81	\$322.78
Overhead @ 154.12%	\$ 21,068.73	\$ 21,565.39	\$ 21,067.92	\$ 497.47
Fixed Fee	\$ 2,460.66	\$ 2,460.66	\$ 2,440.97	\$ 19.69
Subtotal	\$ 38,006.93	\$ 38,018.64	\$ 37,178.70	\$839.94
Direct Expenses	\$ 292.80	\$ 292.80	\$ 125.75	\$ 167.05
Subtotal	\$ 38,299.73	\$ 38,311.44	\$ 37,304.45	\$1,006.99
Subcontractors	\$ 14,428.11	\$ 11,203.19	\$ 8,427.96	\$ 2,775.23
Total	<u>\$ 52,727.84</u>	<u>\$ 49,514.63</u>	<u>\$ 45,732.41</u>	<u>\$3,782.22</u>

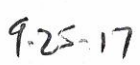
Total Amount Due This Invoice:

\$3,782.22

The following billing report is a true statement of the costs incurred by our staff during the period.

WSP USA Inc.


 Thomas Pagani
 Project Manager


 Date

Resolution 2018-25

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING THE RELEASE OF FUNDS TO THE ENCHANTMENT AT HIGHTSTOWN HOMEOWNERS' ASSOCIATION.

WHEREAS, on November 17, 2014, the Hightstown Borough Council adopted Resolution 2014-231, which authorized the execution of a Settlement Agreement with Enchantment at Hightstown, LLC (the "Developer") and Westchester Fire Insurance Company (the "bonding company") relating to certain outstanding obligations which had been set forth in the Development Agreement previously executed by the Borough and the Developer relating to the construction of a development known as the "Enchantment at Hightstown" (the "development"), which had not been satisfactorily completed; and

WHEREAS, subsequent to the adoption of Resolution 2014-231, the Borough, the Developer and the bonding company entered into the referenced Settlement Agreement which provided, among other things, for the bonding company to make a payment to the Borough in the amount of \$390,000.00, and also for the Developer to voluntarily relinquish and turn over to the Borough the balance of the cash bond which was remaining at that time in the amount of \$89,111.00, both of which were intended to be in full and final satisfaction of the obligations of both the Developer and the bonding company concerning the construction of the outstanding improvements at the development; and

WHEREAS, following the execution of the Settlement Agreement, the Borough retained an independent outside contractor through a competitive bidding process to complete all of the remaining deficiencies at the development under the supervision of the Borough Engineer; and

WHEREAS, the Borough Engineer has confirmed that all of the deficiencies which led to the execution of the above-referenced Settlement Agreement have now been fully rectified; and

WHEREAS, the Borough Engineer has further confirmed that there is/are maintenance guarantee(s) currently being held by the Borough which are sufficient to ensure the integrity of the completed improvements in accordance with the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1, *et seq.*; and

WHEREAS, after undertaking the completion of all of the outstanding improvements through the assistance of the outside contractor referenced above, there remains a balance of funds from the bonding company and/or the cash bond on the deposit with the Borough in the following amounts as of this date: \$2,601.01 in trust and \$1,001.33 in escrow, for a total of \$3,622.34, which funds are being held by the Borough relating to the completion of improvements at the development; and

WHEREAS, given that all of the outstanding improvements have now been satisfactorily completed, per the confirmation of the Borough Engineer, and the fact that there will be no further work performed by Borough officials relating to this matter, and the fact that the funds which remain on deposit with the Borough were intended to be utilized for the exclusive benefit of the residents of the development, the Borough has determined that it is necessary and appropriate to release the remaining funds on deposit to the Enchantment at Hightstown Homeowners' Association at this time, as part of the close-out of this project, subject to the condition referenced below.

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

1. That the Borough hereby authorizes the release of the sum of \$3,622.34 (as more specifically itemized above), or the updated total sum on deposit with the Borough after per diem interest is factored as of the date of disbursement of the funds and/or after any other necessary adjustments are made, to the

Enchantment at Hightstown Homeowners' Association, as part of the close-out activities associated with this project, so that said funds may be utilized for the exclusive benefit of the residents of the development, subject to the condition referenced in Paragraph 2 below.

2. That this release is subject to and contingent upon the execution of a Release by the Enchantment at Hightstown Homeowners' Association in favor of the Borough, in a form satisfactory to the Borough Attorney, relating to the completion of all of the improvements at the development which were covered by the Performance Bond Estimate(s) previously prepared by the Borough Engineer and the aforesaid Developer's Agreement.
3. That all relevant Borough officials are hereby authorized and directed to undertake any actions, and to execute any documents, necessary to effectuate and implement the intention of the within Resolution.
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Enchantment at Hightstown Homeowners' Association;
 - b. George Lang, Hightstown Borough CFO;
 - c. Debra L. Sopronyi, Hightstown Borough Administrator/Clerk;
 - d. Carmela Roberts, P.E., Hightstown Borough Engineer; and
 - e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-26

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES

WHEREAS, there is a need for Emergency Medical Service coverage in Hightstown Borough; and

WHEREAS, Hightstown Borough desires to enter into an agreement with Robbinsville Township for Emergency Medical Service and Robbinsville Township has agreed to provide said services to Hightstown Borough; and

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Service for the period January 1, 2018 through December 31, 2018; and

WHEREAS, this agreement may be extended by mutual agreement of the parties for up to two (2) additional one year terms; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, will be Forty Thousand Dollars annually; and

WHEREAS funds for this expenditure will be made available in the 2018 budget;

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

1. The Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period January 1, 2018 through December 31, 2018 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2018 budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF ROBBINSVILLE
AND BOROUGH OF HIGHTSTOWN

THIS SHARED SERVICES AGREEMENT is effective January 1, 2018, between the TOWNSHIP OF ROBBINSVILLE, a municipal corporation of the State of New Jersey, 2298 Route 33, Robbinsville, NJ, hereinafter referred to as “Township of Robbinsville”, and BOROUGH OF HIGHTSTOWN, a municipal corporation of the State of New Jersey, 156 Bank Street, Hightstown, NJ, hereinafter referred to as “Hightstown.”

Witnesseth that:

Whereas, Hightstown desires to contract with the Township of Robbinsville for the provision of emergency medical ambulance services (hereinafter “EMS Services”); and

Whereas, the Township of Robbinsville is agreeable to providing said EMS Services to Hightstown for a fee and certain specified conditions; and

Whereas, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.* permits local units of this State to enter into a contract with any other local unit for the joint provisions within their combined jurisdictions of any service which any party to the agreement is empowered to render within its jurisdiction; and

Whereas, the Township of Robbinsville and the Borough of Hightstown have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-5* of the *Uniform Shared Services Consolidation Act*;

Now, Therefore, in consideration of the mutual agreements and covenants contained herein, the parties hereto agree as follows:

1. **Term.** This Agreement shall take effect January 1, 2018 and expire December 31, 2018, unless extended by mutual agreement of the parties for up to two (2) additional one (1) year terms.
2. **Scope of Services.** The Township of Robbinsville shall provide the requested EMS Services to Hightstown pursuant to the terms and conditions of the Township of Robbinsville’s contract with the provider for Emergency Medical/Ambulance Services.
3. **Fees.** The Township of Robbinsville shall charge Hightstown for said services an annual fee of \$40,000.
4. **Billing and Payment.** The Township of Robbinsville shall provide Hightstown with itemized billings on a quarterly basis for services rendered. Payment shall be due from Hightstown within 30 (thirty) days of the date of billing and all payments shall be made payable to the Township of Robbinsville.

5. **Liability.** (a) The Township of Robbinsville and Hightstown shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.S.J.A. 59:1-1 et seq.*, arising out of or related to performance of any activity under the terms of this Agreement.

(b) During the term of this agreement, Hightstown shall defend and indemnify the Township of Robbinsville, its agents, servants, employees, officers and directors, from and against any demand or claim, or assertion of liability, or any action founded thereon, including reasonable attorney's fees, arising out of, or alleged to have arisen out of the performance by the Township in providing the services contemplated by this agreement and, so long as the actions upon which the demand or claim, or assertion of liability are founded, were performed in the course of carrying out official duties on behalf of Hightstown Borough and were not out of the scope of performing official duties or performed in bad faith, and did not constitute actual fraud, actual malice, willful misconduct, an intentional act or a criminal act.

(c) During the term of this agreement, Hightstown Borough shall add Robbinsville Township to its general liability insurance policies for coverage.

6. **Insurance.** It is recognized and understood that Robbinsville and Hightstown each participate in a Joint Insurance Fund ("JIF"). Final approval of this Agreement by the Parties is subject to each obtaining insurance coverage satisfactory to the respective JIFs. Each municipality agrees to name the other as an additional insured party on any insurance policies that it separately maintains. These policies shall include, without limitation, comprehensive general liability, automobile liability, errors and omissions and worker's compensation, with limits and deductibles as mutually agreed upon. Each municipality shall provide the other with a Certificate of Insurance setting forth the above coverage and naming the other as additional insured promptly upon the execution of this Agreement. In the event that either municipality ceases to participate in a JIF, then such party shall provide alternative insurance comparable to the JIF and subject to the reasonable approval of the other party.
7. **Extension or Termination.** Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to extend the contract for an additional one year term.
8. **Notices.** All notices, statements, or other documents required by this Agreement shall be hand-delivered or mailed to the following designated municipal representatives:

A. The designated municipal representative for Robbinsville is:

Township Clerk
 Township of Robbinsville
 2298 Route 33
 Robbinsville, NJ 08691

B. The designated municipal representative for Hightstown is:

Borough Clerk
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

9. Choice of Law. Any dispute arising under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

10. Entire Agreement. This Agreement sets forth the entire understanding of the Parties and cannot be changed or modified orally.

11. Modification. This Agreement may only be supplemented, amended or revised in writing, which has been duly authorized by the Parties and signed by the proper authorized representatives thereof.

12. Severability. In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable, in any respect, by any court of competent jurisdiction, the rest of this Agreement shall nevertheless remain in full force and effect.

13. Filing. A copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

IN WITNESS WHEREOF, parties of the Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.

ATTEST: (Affix Seal)

TOWNSHIP OF ROBBINSVILLE

MICHELE SEIGFRIED,
Township Clerk

DAVID FRIED, Mayor

ATTEST: (Affix Seal)

HIGHTSTOWN BOROUGH

Borough Clerk

Mayor

Resolution 2018-27

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

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

WHEREAS, Resolution 2017-132 appointed Rehabco, Inc. of Brick, New Jersey, as the Administrative Agent to oversee the Affordable Housing Program in Hightstown Borough effective August 15, 2017; and

WHEREAS, there has been the development of additional Affordable Housing units in the Borough which require a full lottery process to be instituted for properties that are or may become available in the Borough; and

WHEREAS, there is a need to amend the current agreement to include the following responsibilities for the Affordable Housing Administrative Agent and the fees associated with them:

- Establish notice on availability of affordable units, prepare public notice and affirmative marketing notices, mail out applications, and establish lottery date at an hourly rate of \$200, not to exceed \$2,500 overall.
- Screen all "preliminary" applications for eligibility, establish applicant data base, rank and sort lottery positions for lottery, send letters out with lottery ranking for all eligible applicants at an hourly rate of \$200, not to exceed \$3,000 overall.
- Conduct public lottery with random selection process, list all winners in order of selection, reconcile lottery results with application data base, send letters out to winners of lottery and instruct winning applicant on additional income information in order to be "Income Certified" for either lease or purchase of an affordable unit at an hourly rate of \$200, not to exceed \$4,500 overall.

WHEREAS, the cost of \$175.00 for the Certificate of Income Eligibility shall be paid by the program, landlord, tenant or seller associated with each unit; and,

WHEREAS, the Borough Attorney shall develop said amendment to the contract to include these services and fees.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey that the Mayor is authorized to execute and the Borough Clerk to attest the above contract amendment once developed by the Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

► Community Planning ► Housing Rehabilitation ► Affordable Housing Management

January 8, 2018

Ms. Debra L. Sopronyi, RMC/CMC, QPA, CMR
Hightstown Borough Clerk/Administrator
156 Bank Street
Hightstown NJ 08520

Dear Ms. Sopronyi:

In light of new administrative standards for ongoing affordable housing programs in the State of New Jersey, housing developments which contain affordable housing units must ensure that the local and regional population must be made aware of the availability of units and public lotteries should be organized to ensure a transparent process in the selection of persons or families for the occupancy.

When this firm was selected as the "Administrative Agent" for the Borough's Housing Rehabilitation and Affordable Housing Program, it was not envisioned that a full lottery be instituted for the Baron Builders or the Habitat for Humanity developments, but as both developments jelled as viable strategies to meet Hightstown's affordable housing obligation, we became aware that a lottery process should indeed be implemented for the program. In that existing professional services contracts between the Borough and this firm does not call for such a process, may we propose a contract modification to include:

Work Item #1. Establish notice on availability of affordable units, prepare public notice and affirmative marketing notices, mail-out applications, and establish lottery date. (At an hourly rate of \$200, not to exceed \$2,500 overall.)

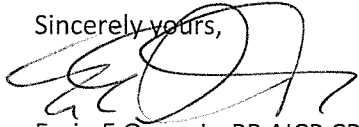
Work Item #2. Screen all "preliminary" applications for eligibility, establish applicant data base, rank and sort lottery positions for lottery, send letters out with lottery ranking for all eligible applicants. (At an hourly rate of \$200, not to exceed \$3,000 overall)

Work Item #3. Conduct public lottery with random selection process, list all winners in order of selection, reconcile lottery results with application data base, send letters out to winners of lottery and instruct winning applicant on additional income information in order to be "Income Certified" for either lease or purchase of an affordable unit. (At an hourly rate of \$200, not to exceed \$4,500 overall for work item)

Please review the above. I am always available to attend any meetings regarding this matter. I look forward to commencing this administrative process to the satisfaction of Borough officials and to achieve affordable housing opportunity to those in need.

If you have any questions, do not hesitate to contact me at 732 477-7750.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ervin E. Oross Jr.', with a large, stylized loop at the end.

Ervin E Oross Jr. PP AICP CPM
President of the Firm

c.c. Fred Refetto, Esq. Borough Attorney

Resolution 2018-28

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

AWARDING A CONTRACT FOR ZETA LYTE 2800 CATIONIC POLYELECTROLYTE - CUSTOM ENVIRONMENTAL TECHNOLOGY

WHEREAS, two (2) bids were received on January 4, 2018 for Zeta Lyte 2800 CH Cationic Polyelectrolyte “or Equal” for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a one year contract for the Zeta Lyte 2800 CH Cationic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$10.15 per gallon with a total contract price of \$60,088.00; and

WHEREAS, said contract shall be effective January 1, 2018; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by Custom Environmental Technology of Collegeville, PA is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2018 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte, be awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 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 January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-29

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

AWARDING A CONTRACT FOR ZETA LYTE 1A ANIONIC ELECTROLYTE - CUSTOM ENVIRONMENTAL TECHNOLOGY

WHEREAS, two (2) bids were received on January 4, 2018 for Zeta Lyte 1A Anionic Electrolyte “or Equal” for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a one year contract for the Zeta Lyte 1A Anionic Electrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$9.29 per gallon with a total contract price of \$8,936.98; and

WHEREAS, said contract shall be effective January 1, 2018; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by Custom Environmental Technology of Collegeville, PA is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2018 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one year contract for Zeta Lyte 1A Anionic Electrolyte , be awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 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 January 16, 2018.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

January 9, 2018

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Re: Receipt of Bids
Polymer Purchase
Zeta Lyte 1A Anionic Electrolyte
Zeta Lyte 2800 CH Cationic Polyelectrolyte
AWWTP
Our File No.: H1665

Dear Mayor and Council;

Bids were received for the Polymer Purchase for the Advanced Wastewater Treatment Plant on January 4, 2018. Two bidders were contacted, and two bids were received. I have reviewed the bid and offer the following comments:

1. **Polymer Purchase** – Bids were received for one (1) year and two (2) year periods for Zeta Lyte 1A Anionic Electrolyte “or equal” as follows:

- a. (1) **Zeta Lyte 1A Anionic Electrolyte “or equal” – One (1) Year Period**

▪ Custom Environmental Technology, Inc. Collegeville, PA	\$9.29/gal	\$8,936.98
▪ George S. Coyne Chemical Company, Inc. Croydon, PA	\$10.202/gal.	\$9,814.324

- a. (2) **Zeta Lyte 1A Anionic Electrolyte “or equal” – Two (2) Year Period**

▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$10.202/gal.	\$19,628.648
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The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Zeta Lyte 1A Electrolyte to Custom Environmental Technology, Inc. of Collegeville, Pennsylvania, at a unit price of \$9.29/gal. for a total of \$8,936.98.

2. **Polymer Purchase** – Bids were received for one (1) year and two (2) year periods for Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” as follows:

- a. (1) **Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” – One (1) Year Period**

▪ Custom Environmental Technology, Inc. Collegeville, PA	\$10.15/gal	\$60,088.00
▪ George S. Coyne Chemical Company, Inc. Croydon, PA	\$11.986/gal.	\$70,957.12

Receipt of Bids
Polymer Purchase
Zeta Lyte 1A Anionic Electrolyte
Zeta Lyte 2800 CH Cationic Polyelectrolyte
AWWTP
Our File No.: H1665
Page 2 of 2

a. (2) **Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" – Two (2) Year Period**

- | | | |
|--------------------------------------|---------------|--------------|
| ▪ George S. Coyne Chemical Co., Inc. | | |
| Croydon, PA | \$11.986/gal. | \$141,914.24 |

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte to Custom Environmental Technology, Inc. of Collegeville, Pennsylvania, at a unit price of \$10.15/gal. for a total of \$60,088.00.

By way of this letter, I am returning the original bid documents to the Borough Clerk. Should you have questions or require additional information, please feel free to contact me.

Very truly yours,



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

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



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

066

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

Borough of Hightstown

Thursday, January 4, 2018 @ 11:00 A.M.

Polymer Purchase				Custom Environmental Technology, Inc.	George S. Coyne Chemical Co., Inc.
Zeta Lyte 1A Anionic Electrolyte Zeta Lyte 2800 CH Cationic Polyelectrolyte Our File No.: H1665				8 Iron Bridge Drive Collegeville, PA 19426 Phone: (610) 409-8210 Fax: (610) 409-8212	3015 State Road Croydon, PA 19021-6997 Phone: (215) 785-3000 Fax: (215) 785-1585
Item No.	Description	Quantity	Units	Unit Price	Unit Price
1	Zeta Lyte 1A Anionic Electrolyte				
	1a.(1) Zeta Lyte 1A Anionic Electrolyte "or equal" - One (1) year period	962	gal.	\$9.29	\$10.202
	1a.(2) Zeta Lyte 1A Anionic Electrolyte "or equal" - Two (2) year period	1,924	gal.	N/A	\$10.202
2	Zeta Lyte 2800 CH Cationic Polyelectrolyte				
	2a.(1) Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" - One (1) year period	5,920	gal.	\$10.15	\$11.986
	2a.(2) Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" - Two (2) year period	11,840	gal.	N/A	\$11.986

Carmela Roberts

Carmela Roberts, PE, CME
NJ License No. 34419

Resolution 2018-30

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

A RESOLUTION COMMEMORATING JANUARY 21 – JANUARY 27, 2018 SCHOOL CHOICE WEEK

WHEREAS all children in Hightstown Borough should have access to the highest-quality education possible; and,

WHEREAS the Borough of Hightstown recognizes the important role that an effective education plays in preparing all students in Hightstown Borough to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Hightstown Borough; and,

WHEREAS the Borough of Hightstown is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW THEREFORE BE IT REOSOLVED that the Mayor and Council of Hightstown Borough do hereby recognize January 21-27, 2018 as Hightstown School Choice Week.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-31

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

RESCINDING RESOLUTION 2018-06

WHEREAS, Resolution 2018-06 erroneously appointed Project Engineers for 2018; and

NOW THEREFORE BE IT RESOLVED, the Mayor and Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey hereby rescind resolution 2018-06.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-32

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – CARMELA ROBERTS

WHEREAS, there exists the need for specialized engineering services during 2018; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$50,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

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

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

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

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Carmela Roberts regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance

with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Roberts Engineering Group is a firm whose engineers are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-33

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL PLANNING SERVICES – BRIAN M. SLAUGH

WHEREAS, there exists the need for professional Municipal Planning services for 2018; and

WHEREAS, the Borough Council wishes to appoint Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2018; and

WHEREAS, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$25,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

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

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

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

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and and Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning services, as set forth herein.

2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Tamara Lee Consulting, LLC is a firm whose municipal planners are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-34

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL AFFORDABLE HOUSING LEGAL SERVICES – JOLANTA MAZIARZ, ESQ.

WHEREAS, there exists the need for specialized affordable housing legal services during 2018; and

WHEREAS, the Borough Council wishes to appoint Jolanta Maziarz, Esq. of Woolson Anderson Maziarz, P.C. of Somerville, New Jersey as the Affordable Housing Attorney effective January 1, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$10,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2018 budget; and,

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

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

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

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Jolanta Maziarz, Esq. regarding the above-referenced professional affordable housing legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance

with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Woolson Anderson Maziarz, P.C. is a firm is authorized by law to practice a recognized profession .

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-35

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING RESOLUTION 2018-08

WHEREAS, resolution 2018-08 made and confirmed Appointments for 2018 Boards, Commissions and Committees; and

WHEREAS, there was an error in the Environmental Commission appointments requiring the following corrections be made to resolution:

Environmental Commission

Barbara Jones	3 yrs.	December 31, 2020
Keith LePrevost	Ux. 3 yrs.	December 31, 2018
Donna LePrevost Alt. #1	Ux. 2 yrs.	December 31, 2018
Vacant Alt. #2	2 yrs.	December 31, 2019

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of Hightstown Borough that above appointments in resolution 2016-02 are hereby amended to read as noted 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 March 7, 2016.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-36

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

ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN BOROUGH COUNCIL MEETINGS

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2018:

A. Conduct at Meetings.

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum for the transaction of business at a meeting.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.

9. Meetings shall be conducted in accordance with relevant State statutes and these regulations, along with Robert's Rules of Order for items not covered by State statute or in these regulations.

B. Addressing the Mayor and Council.

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
 - a. During the first "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that is on the agenda adopted for the current meeting; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting.
 - b. During the second "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer's warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018

Debra L. Sopronyi
Borough Clerk

Resolution 2018-37

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ESTABLISHING A “GREEN TEAM” ADVISORY COMMITTEE AS A WORKING SUBCOMMITTEE OF THE ENVIRONMENTAL COMMISSION OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Borough Council of the Borough of Hightstown strives to save tax dollars, assure clean air and water, improve working and living environments to build a community that is sustainable economically, environmentally and socially, and which would thrive well into the new century and beyond; and

WHEREAS, the Hightstown Borough Council wishes to build a model of government which benefits our residents now and far into the future with green community initiatives, which are easy to replicate and affordable to implement; and

WHEREAS, in an attempt to focus attention on “Green” issues, the Hightstown Borough Council wishes to establish a Green Team Advisory Committee (GTA); and

WHEREAS, the Hightstown Borough Council wants to focus on “Green” issues by developing initiatives and projects which may engage a wide range of community stakeholders and enhance the goals of sustainability; and

WHEREAS, the Hightstown Borough Council seeks to make its operations greener and more environmentally friendly, by commissioning the GTA to address effective ways to reduce energy consumption and to raise awareness of, and attentiveness to, environmental issues, with regard to Borough departments, facilities, and equipment, and in all ways touching on and impacting the lives of Hightstown residents, and our world community; and

WHEREAS, solar power, changes to fleet purchasing and maintenance, water quality improvements, and operational changes will all be considered as the Borough moves to do its share to lessen the environmental impact of its operations;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown, that we do hereby establish a Green Team Advisory Committee (GTA), as a working subcommittee of the Hightstown Environmental Commission, whose membership shall be made up of people who shall reside and/or work in the Borough of Hightstown; and

BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Hightstown, that the following individuals are hereby appointed to the Green Team Advisory Committee: Gary Grubb(Hightstown Environmental Commission and representing the Hightstown Parks and Recreation Commission); Barbara Jones (Hightstown Environmental Commission); Yan Trozier (Hightstown Environmental Commission); David Zaiser Hightstown (Environmental Commission, Shade Tree Officer); Paul Mordetsky (Cultural Arts Commission); Conner Montferrat (Borough Council and Historic Preservation Commission) Joshua Jackson (Planning Board); Ken Lewis (Public Works and Borough Recycling Coordinator); Debra Sopronyi (Borough Administrator); Allen Keith LePrevost (Hightstown Housing Authority, Environmental Commission); Todd Frantz (Hightstown Environmental Commission); Donna LePrevost (Hightstown Environmental Commission)

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2017-38

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND
CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF
THE CIVIL RIGHTS ACT OF 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Council of the Borough of Hightstown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 16, 2018.

Debra L. Sopronyi
Borough Clerk

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance
In the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil
Rights Act of 1964"**

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF MERCER

We, members of the governing body of the Borough of Hightstown being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Borough Council* of the *Borough of Hightstown* in the county of Mercer;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this

_____ day of _____

Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.



COUNTY OF MERCER

DEPARTMENT OF PLANNING

McDade Administration Building, Room 412
640 South Broad Street, PO Box 8068
Trenton, NJ 08650-0068
Phone 609-989-6545 Fax 609-989-6546

BRIAN M. HUGHES
County Executive

KELVIN S. GANGES
Chief of Staff
LESLIE R. FLOYD
Planning Director

ANDREW MAIR
County Administrator

January 9, 2018

Via EMAIL ONLY

The Honorable Lawrence D. Quattrone
Mayor, Hightstown Borough
156 Bank Street
Hightstown, NJ 08520

Re: **2018 DVRPC Transportation and Community Development Initiative (TCDI)**

Dear Mayor Quattrone,

The next round of Transportation and Community Development Initiative (TCDI) grant proposal applications will be due to the Delaware Valley Regional Planning Commission (DVRPC) in early 2018. TCDI supports smart growth planning in the DVRPC region. The Program Guide will be available March 8, 2018 with applications due on April 20, 2018. Some examples of prior TCDI Projects awarded in New Jersey are:

Cherry Hill Township, Woodcrest Station Transit-Oriented Development (TOD) Plan, \$60,000

The Township will develop a vision for the area adjacent to the PATCO Woodcrest Station that supports transit-oriented development and related planning practices.

City of Camden, Walter Rand Market Feasibility & Station Redesign \$100,000

A new interior and exterior redesign/concept plan will be developed for the Walter Rand Transportation Center in order to better leverage existing transportation infrastructure as a resource to transform a derelict facility into a world class transportation center.

Princeton, Princeton Parking: Inventory, Analysis & Recommendations, \$65,000

This study will develop a balance between travel modes, parking needs, and the future economic development in Princeton's downtown. A parking demand baseline will be developed with short and long-term recommendations to accommodate future downtown residential development parking needs.

City of Trenton, Waterfront Reclamation and Redevelopment Project, \$100,000

The Downtown Trenton Waterfront Reclamation Redevelopment Project (Route 29 realignment) is a shared vision to reconnect the City to the waterfront. TCDI funding will be used to identify case studies, review FEMA regulations, and develop a regional market analysis, and promotional materials.

I'd be happy to discuss potential project proposals with you if you are interested in applying for your municipality or jointly with a neighbor. I am also interested to hear from you if you have hesitations about applying. Feel free to reach out to me at any time if you have questions about the program or would like to set up a time to talk.

Sincerely,



Leslie R. Floyd

Director

Mercer County Planning Department