

Agenda

Hightstown Borough Council

March 5, 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	2018-061	Authorizing a Meeting that Excludes the Public Contract Negotiations – Robbinsville Township Police & Court Facilities
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Flag Salute

Approval of the Agenda

Approval of Minutes	February 5, 2018 – Executive Session February 5, 2018 – Public Session
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Public Comment I	Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.
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Resolutions	2018-062	Authorizing Payment of Bills
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Consent Agenda	2018-063	Authorizing a Renewed Shared Services Agreement with Mercer County for EMS Dispatch Services
	2018-064	Waiving Temporary Food License Fees for Cultural Arts Empty Bowl Event
	2018-065	A Resolution Supporting the Mercer County Sustainability Coalition – Regional Hub Commercial Energy Efficiency Outreach Campaign
	2018-066	Resolution of Support Authorizing the Sustainable Jersey Roots for River Reforestation Grant Application

- 2018-067** Proclaiming March as American Red Cross Month 2018
- 2018-068** A Resolution Opposing Senate Bill S-5, Transferring PFRS to a Labor-Management Board, as Presently Written
- 2018-069** Authorizing Refund of Tax Overpayment
- 2018-070** Authorizing Emergency Temporary Appropriations Prior to the Adoption of the 2018 Budget

Public Comment II

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

Discussion

RISE Request for Business Improvement District
 Bike Rack Donation
 Sign Ordinance from Planning Board
 Proposed Parking Ordinance Change
 Proposed Knox Box Ordinance
 Proposed Ordinance changes from Construction Office/Housing
 Tree Clearing on Block 12.01, Lot 3 in East Windsor Township

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2018-61

*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 March 5, 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 – Robbinsville Township Police and Court 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: June 5, 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 March 5, 2018.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
February 5, 2018
6:30 p.m. Executive Session
7:30 p.m. Public Session**

The meeting was called to order by Mayor Quattrone at 6:32 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

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

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

EXECUTIVE SESSION

Council President Stults moved Resolution 2018-39; Councilmember Misiura seconded.

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

Resolution adopted 6-0.

Resolution 2018-39

*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 February 5, 2018 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: May 5, 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 7:33 p.m. and again read the Open Public Meetings Statement.

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Misiura moved the Agenda; Councilmember Bluth seconded.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the January 1, 2018 Reorganization minutes for approval; Council President Stults seconded.

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

Minutes approved 6-0.

PRESENTATION

Municipal Facilities Concept Plan

Councilmember Misiura began the presentation with a history of the municipal facilities. Council President Stults, Borough Administrator/Clerk Debra Sopronyi and Michael Hanrahan of Clarke Canton & Hintz also spoke during the presentation. The presentation is attached hereto and is part of the minutes.

PUBLIC COMMENT I

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

Doug Mair, 536 South Main Street – Thanked Council for the presentation and the transparency of the project. Questioned how much will be bonded for. Council President Stults stated that the presentation this evening was just an overview and feasibility study of the location to see if this space would meet our needs. Numbers will be tightened up. George Lang, CFO, stated that the project will be completed in phases so approval will be done as needed as we move forward. Mr. Mair then questioned why the Borough is paying over the appraised amount for the property. Council President Stults stated that negotiations did occur and that the purchase of this building will solve the logistics problem for the Borough. Debra Sopronyi, Borough Administrator/Clerk stated that this property holds a greater value to the Borough because of its historic value. Mr. Mair asked if adopting a resolution this evening will authorize the Borough to move forward with the purchase. Fred Raffetto, Borough Attorney, stated that the adoption of the resolution authorizes the Mayor and Borough Clerk to enter into a contract. Council must still adopt an ordinance to proceed with the purchase of real estate property. This gives the Borough the opportunity to do its due diligence. We will have 120 days to adopt the ordinance or the contract will become null and void. Mr. Mair stated that he would like to see the Police and Court downtown not in Robbinsville. He does not want to see the Borough spend \$700,000 on a building just for municipal offices. Councilmember Misiura stated that there are many options that need to be looked at for Police and Court. We do not have all the answers yet.

Eugene Sarafin, 628 South Main Street – Stated the he is in favor of the Borough purchasing the YMCA. This is the wisest decision Council can make. He is ok if Police and Court are not housed in this location.

Frank Riveria, 110 Broad Street – Stated that this is not just about dollars and cents. This is a historic centerpiece in Hightstown and he supports this resolution.

J.P. Gibbons, 602 North Main Street – Stated that he applauds Councils efforts but it appears that the decision has already been made and it doesn't matter what the taxpayers say. Questioned how much space is needed and why we are paying more than the appraisal amount. Voiced a concern over this building being in a residential area.

Lynne Woods, 315 Park Avenue – Questioned if new flood maps have ever been adopted. Carmela Roberts, Borough Engineer, stated that yes, the new flood maps have been adopted and the lines did change.

Jordan Adler, 2 Fryer Court – Thanked Council for the presentation. His son is a student at the YMCA. The families found out on Friday that the facility will be closing. Good people will be losing their jobs. Our children are worth more than any building. He respects that the Borough had nothing to do with the YMCA selling the building but, where are these children supposed to go now?

Ann Marie Miller, 210 Morrison Avenue – Chair, Hightstown Cultural Arts Commission, Stated that she supports this concept and loves the idea of community space. She welcomes the opportunity for gallery space.

J.P. Gibbons, 602 North Main Street – Stated that he is concerned about Resolution 2018-50, Emergency Temporary Appropriations - \$100,000 Litigation Settlement. What is this for?

Scott Caster, 12 Clover Lane – Stated that buying this building is a good idea.

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

RESOLUTIONS

Resolution 2018-40 Authorizing the Borough to Enter into a Contract for the Purchase of the Property Known and Designated as Block 60, Lot 16, Commonly Known as 230 Mercer Street, Hightstown New Jersey, For the Location of a New Municipal Building and Associated Municipal Facilities

Council President Stults moved Resolution 2018-40; Councilmember Montferrat seconded.

Discussion ensued.

Councilmember Musing thanked everyone for coming and appreciated their comments. He is in favor of this purchase. The Borough employees have been great working in temporary offices and it has been too long. He would like to see the Borough enter into more Shared Service Agreements.

Councilmember Hansen stated that she has been involved with Council since 2013 and the due diligence that Council goes through is incredible. We have walked away from several other buildings because they were not good for Hightstown. This building is good for the Borough.

Council President Stults thanked everyone for coming. A lot of work has been done over several years. This is a unique opportunity that the Borough must take.

Councilmember Misiura thanked everyone for coming. This is a long process and there is no perfect option. This is a good option. There is a lot of talk about the cost of the building. The real estate market is unpredictable, and Council is making the best decision they can for the Borough.

Councilmember Montferrat thanked everyone for coming. Is excited to be part of this team. A lot of homework went into this decision. Thanked the staff for all their work.

Councilmember Bluth thanked everyone for their comments. She supports this resolution going forward but is concerned about the costs. Still has questions regarding the insurance money, FEMA money and the Rug Mill purchase of 148 North Main Street. Hopefully she will feel more comfortable with the cost aspect when it comes time to pass the ordinance.

Mayor Quattrone thanked Council for their work. Stated that he is the luckiest Mayor to work with this great Council.

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

Resolution adopted 6-0.

Resolution 2018-40

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

**RESOLUTION AUTHORIZING THE BOROUGH TO ENTER INTO A CONTRACT
FOR THE PURCHASE OF THE PROPERTY KNOWN AND DESIGNATED AS
BLOCK 60, LOT 16, COMMONLY KNOWN AS 230 MERCER STREET,
HIGHTSTOWN, NEW JERSEY, FOR THE LOCATION OF A NEW MUNICIPAL
BUILDING AND ASSOCIATED MUNICIPAL FACILITIES.**

WHEREAS, the former municipal building for the Borough of Hightstown (the “Borough”), located at 148 North Main Street, and more commonly known and designated as Block 30, Lots 10, 11 and 12 on the Borough’s Official Tax Map, was severely damaged and rendered inoperable as a result of Hurricane Irene which struck in August of 2011; and

WHEREAS, since then, the Borough has relocated most of its administrative staff to the Borough's Public Works building located at 156 Bank Street, and has relocated its Police Department and associated operations to the property located at 415A Mercer Street pursuant to a Lease Agreement with the private owner(s) of said property; and

WHEREAS, the operations at both of the aforementioned sites have been undertaken on a temporary basis, while the Borough searches diligently for a more permanent solution concerning the location of municipal facilities; and

WHEREAS, following a lengthy and thoughtful search, the Mayor and Borough Council have determined that the property located at 230 Mercer Street, more commonly known and designated as Block 60, Lot 16 (the "Property"), which is currently under the record ownership of the YMCA of Western Monmouth County ("YMCA"), a non-profit corporation of the State of New Jersey, presents a suitable and viable location for the operation of municipal facilities on a more permanent basis; and

WHEREAS, the Borough and the YMCA have negotiated a proposed Contract for the sale of real estate, along with an Addendum thereto, which collectively contain all of the terms and conditions associated with the Borough's potential acquisition of the Property for the location of a new municipal building and associated municipal facilities; and

WHEREAS, a copy of the proposed Contract and Addendum (collectively, the "Contract Documents") are attached hereto and made a part hereof; and

WHEREAS, on February 5, 2018, the Mayor and Borough Council conducted a public presentation relating to the potential purchase of the Property, during which time members of the public were permitted the opportunity to hear the presentation and ask questions relating thereto; and

WHEREAS, following the due diligence activities performed by the Mayor and Council as set forth above, and following the public presentation of February 5, 2018, the Mayor and Borough Council have determined that it would be in the best interests of the Borough to move forward to acquire the Property for use as the site of a new municipal building and for associated municipal purposes, pursuant to the terms and conditions set forth in the attached Contract Documents.

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

1. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Contract and Addendum (the "Contract Documents") in order for the Borough to acquire the property located at 230 Mercer Street within the Borough (Block 60, Lot 16) for the location of a new municipal building and associated municipal facilities for the Borough;
2. That the Borough's acquisition of the Property is subject to and contingent upon the contingencies set forth in the Contract Documents;
3. That all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Resolution and the Contract Documents;
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. YMCA of Western Monmouth County;
 - b. Mark F. Saker, Esq.;
 - c. Debra L. Sopronyi, Borough Administrator/Borough Clerk;
 - d. George Lang, Borough CFO; and

e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

2018-41 Authorizing Payment of Bills

Council President Stults moved Resolution 2018-41; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2018-41

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 \$287,864.12 from the following accounts:

Current		\$116,325.02
W/S Operating		70,398.59
General Capital		73,264.40
Water/Sewer Capital		9,292.75
Grant		1,589.10
Trust		0.00
Housing Trust		0.00
Animal Control		525.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>16,469.26</u>
Total		<u>\$287,864.12</u>

2018-42 Appointing and Authorizing an Agreement for Professional Services – Backup Operator Advanced Waste Water Treatment Plant – Environmental Engineering Management Associates, Inc.

Council President Stults moved Resolution 2018-42; Councilmember Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2018-42

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES – BACKUP OPERATOR ADVANCED WASTE WATER TREATMENT PLANT – ENVIRONMENTAL ENGINEERING MANAGEMENT ASSOCIATES, INC.

WHEREAS, there exists the need for professional services for 2018 pertaining to on demand backup operator coverage for the Advanced Wastewater Treatment Plant; and

WHEREAS, Environmental Engineering Management Associates, Inc. has submitted a proposal to perform these services, dated August 2, 2017; and

WHEREAS, Resolution 2017-149 which was adopted by the Hightstown Borough Council on August 21, 2017 appointed Environmental Engineering Management Associates, Inc. to provide these services for 2017; and

WHEREAS, the Borough Council wishes to renew this contract with Environmental Engineering Management Associates, Inc. of Kulpville, Pennsylvania; and

WHEREAS, the cost for the proposed services shall not exceed \$15,000.00 without further approval by the Borough Council; and,

WHEREAS, funds are available for this expenditure will be made available in the 2018 budget; 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, the term of this contract is for the year 2018 and may only be renewed upon further action of the Borough Council; and

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 Environmental Engineering Management Associates, Inc. regarding the above-referenced professional 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 Environmental Engineering Management Associates, Inc.. is a firm whose operators are authorized by law to practice a recognized profession.

2018-43 Resolution Authorizing the Borough to Exercise an Option to Renew the Lease Agreement Relating to the Borough’s Continued Use of a Portion of the Property Known and Designated at Block 61.01, Lots 43, 44 and 45, Commonly Known as 415A Mercer Street, Hightstown, New Jersey, for the Borough’s Police Department and Associated Operations.

Council President Stults moved Resolution 2018-43; Councilmember Montferrat seconded.

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

Resolution adopted 6-0.

Resolution 2018-43

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

RESOLUTION AUTHORIZING THE BOROUGH TO EXERCISE AN OPTION TO RENEW THE LEASE AGREEMENT RELATING TO THE BOROUGH'S CONTINUED USE OF A PORTION OF THE PROPERTY KNOWN AND DESIGNATED AS

BLOCK 61.01, LOTS 43, 44 AND 45, COMMONLY KNOWN AS

415A MERCER STREET, HIGHTSTOWN, NEW JERSEY,

FOR THE BOROUGH'S POLICE DEPARTMENT AND ASSOCIATED OPERATIONS.

WHEREAS, the Hightstown Borough Governing Body previously adopted Ordinance No. 2014-02, which authorized the Borough of Hightstown (the "Borough") to enter into a Lease Agreement (the "Agreement") with Hights Realty, LLC, regarding the Borough's temporary use of a portion of the premises located at 415A Mercer Street in the Borough, commonly known and designated as Block 61.01, Lots 43, 44 and 45 on the Borough's Tax Map (hereinafter referenced as the "Property"), for the relocation of the Borough's Police Department and associated operations; and

WHEREAS, the Agreement was initially executed by the parties on February 1, 2014; and

WHEREAS, the parties have previously executed a 1st and 2nd Amendment, respectively, to the Agreement, both of which modified the renewal provisions relating thereto; and

WHEREAS, the term of the 2nd Amendment is currently scheduled to expire as of January 31, 2018; and

WHEREAS, the 2nd Amendment contained a provision at Paragraph 3 thereof which provided the Borough with the option to renew at the time of termination for one additional 1-year term commencing on February 1, 2018 and expiring on January 31, 2019, for the stipulated monthly rent of \$4,033.00; and

WHEREAS, a copy of the existing 2nd Amendment is attached hereto; and

WHEREAS, the Mayor and Borough Council wish to authorize the Borough to exercise said option in order to extend the term of the Agreement through January 31, 2019.

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

1. That the Borough is hereby authorized to exercise the aforementioned option to renew the Agreement relating to the Property for an additional 1-year term commencing on February 1, 2018 and expiring on January 31, 2019, at the previously agreed upon monthly rent of \$4,033.00 for said renewal term;

2. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, any documents which are necessary in order to memorialize the Borough's execution of said option;
3. That all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Resolution; and
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Hights Realty, LLC;
 - b. Drew Edwards, Esq.;
 - c. Police Chief Frank Gendron;
 - d. George Lang, Borough CFO; and
 - e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

CONSENT AGENDA

Councilmember Musing requested that Resolution 2018-50 be pulled from the Consent Agenda and voted on separately.

Councilmember Montferrat moved Resolutions 2018-37; 2018-44; 2018-45; 2018-46; 2018-47; 2018-48; 2018-49; 2018-51 as a Consent Agenda; Council President Stults seconded.

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

Resolution adopted 6-0.

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 Hightstown Parks and Recreation Commission); Barbara Jones (Hightstown Environmental Commission); Yan Trozier (Hightstown Environmental Commission); David Zaiser (Hightstown Environmental Commission and Shade Tree Officer); Connor Montferrat (Borough Council); Joshua Jackson (Planning Board); Ken Lewis (Public Works and Recycling Coordinator); Debra Sopronyi (Borough Administrator); Allen Keith LePrevost (Hightstown Housing Authority and Environmental Commission); Todd Frantz (Hightstown Environmental Commission); Donna LePrevost (Hightstown Environmental Commission).

Resolution 2018-44

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

**RELEASE OF MAINTENANCE GUARANTEE AND ESCROW – SEYMOUR INVESTMENTS,
LLC (OLD HIGHTS OVERLOOK - BLOCK 13/LOT 24.01)**

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

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

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

WHEREAS, in October of 2017, the Borough Engineer inspected the project and determined that all improvements remain in satisfactory condition with the exception of eleven (11) trees shown on the approved Landscaping Plan, which had been removed and not replaced and therefore recommended that the Maintenance Guarantee in the amount of \$10,283.40 be retained by the Borough until all improvements for the project were found to be satisfactory; and

WHEREAS, a recent re-inspection of the site indicated that the eleven (11) missing trees have been satisfactorily planted and staked and are in good condition; and

WHEREAS, the Borough Engineer has recommended the release of the maintenance bond and remaining escrow funds after payment of all outstanding fees and accounts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is authorized and directed to release the maintenance bond to Seymour Investments, LLC.

BE IT FURTHER RESOLVED that the CFO is authorized and directed to release all amounts remaining in the escrow account for Block 13, Lot 24.01 after payment of all outstanding fees and accounts.

1. A certified copy of this Resolution shall be provided to the following:
 - a. Seymour Investments, LLC
 - b. George Lang, Chief Financial Officer
 - c. Sandy S. Belan, Planning Board Secretary
 - d. Carmela Roberts, Borough Engineer
 - f. Jolanta Maziarz, Planning Board Attorney

Resolution 2018-45

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

**AUTHORIZING PAYMENT TO VAN CLEEF ENGINEERING ASSOCIATES
(CONSTRUCTION ADMINISTRATION AND INSPECTION FOR THE
REHABILITATION OF EAST WARD STREET)**

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

WHEREAS, the contractor has submitted a request payment in the amount of \$2,044.00 for construction administration and inspection services from December 1, 2017 – December 31, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$2,044.00 to Van Cleef Engineering of Hamilton, New Jersey is hereby approved as detailed herein.

Resolution 2018-46

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

**AUTHORIZING RELEASE OF ESCROW FUNDS – NATIONAL POOLS & SPAS
(BLOCK 51; LOT 8)**

WHEREAS, National Pools and Spas deposited escrow funds in the amount of \$400.00 for Planning Board Application 2012-05 for a project at Block 51, Lot 8; and

WHEREAS, the Variance Application was dismissed without prejudice per a letter from the Planning Board dated July 9, 2013; and

WHEREAS, National Pools and Spas has requested that the escrow funds on deposit with the Borough for Planning Board Application 2012-05; Block 51, Lot 8 be released; and

WHEREAS, National Pools and Spas deposited escrow funds in the amount of \$800.00 for Planning Board Application 2014-11 for a project at Block 51, Lot 8; and

WHEREAS, National Pools and Spas has requested that the escrow funds on deposit with the Borough for Planning Board Application 2014-11; Block 51, Lot 8 be released

WHEREAS, both projects have been complete for quite some time and it is recommended that the Borough release the remaining escrow funds after all outstanding invoices for this application are satisfied.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is authorized and directed to release the escrow funds on deposit with the Borough to National Pools and Spas after all outstanding invoices for this application are satisfied.

A certified copy of this Resolution shall be provided to the following:

- a. National Pools and Spas
- b. George Lang, CFO
- c. Sandy Belan, Planning Board Secretary

Resolution 2018-47

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

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT), TO BRING INTO
ADA COMPLIANCE THE EMERGENCY REPAIRS TO ROUTE 33 BRIDGE OVER
ROCKY BROOK, HIGHTSTOWN BOROUGH, MERCER COUNTY**

WHEREAS, The NJDOT has forwarded to Hightstown Borough, the ADA Central Contract 2 involving various Municipalities in Burlington, Mercer, Middlesex and Monmouth Counties; and

WHEREAS, the purpose of the project is to bring into ADA compliance the emergency repairs to the Route 33 Bridge over Rocky Brook; and

WHEREAS, NJDOT is requesting Hightstown Borough to execute and attest to three (3) copies of said agreement.

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

- 1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the attached Agreement on behalf of the Borough.
- 2. That all relevant officials are authorized to undertake any actions necessary to effectuate and implement the said Agreement.

Resolution 2018-48

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

**AUTHORIZING THE BOROUGH ENGINEER TO REQUEST AN EXTENSION FOR
IMPROVMENTS TO FIRST AVENUE**

WHEREAS, the Borough was awarded funding for Improvements to First Avenue through the NJDOT Municipal Aid Program (FY2016) on March 24, 2016; and

WHEREAS, According to the NJDOT State Aid Handbook, a municipality must award a contract within 24-months of the date of the grant notification; and

WHEREAS, the Borough Engineer has recommended a 6-month extension for award of the roadway improvements contract be requested from the NJDOT.

NOW THEREFORE BE IT RESOLVED the Borough Engineer is hereby authorized to file a request for extension with the New Jersey Department of Transportation for a 6-month extension for award of the roadway improvements contract for First Avenue.

Resolution 2018-49

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

**RESOLUTION OF SUPPORT AUTHORIZING THE
SUSTAINABLE JERSEY GRANT APPLICATION**

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, Hightstown Borough strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, Hightstown Borough is participating in the Sustainable Jersey Program; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program;

THEREFORE, the Borough Council of Hightstown has determined that Hightstown Borough should apply for the aforementioned Grant.

THEREFORE, BE IT RESOLVED, that Borough Council of the Borough of Hightstown, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grant.

Resolution 2018-51

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

**AMENDING RESOLUTION 2017-219 WHICH AUTHORIZED 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, Resolution 2017-219 appointed Remington & Vernick Engineers of Haddonfield, New Jersey to provide engineering inspection and contract administration services for the project with a cost not to exceed \$184,921.28 without further authorization of the Governing Body; and

WHEREAS, the Borough Administrator has negotiated the cost for said services to a reduced contract amount which shall not exceed \$121,214.40 without further authorization of the Governing Body; and

WHEREAS, it is necessary to amend the contract amount in Resolution 2017-219 to not exceed \$121,214.40 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 contract amount in Resolution 2017-219 is hereby amended to not exceed \$121,214.40 without further authorization of the Governing Body; and

BE IT FURTHER ESOLVED 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

Resolution 2018-50 Authorizing Emergency Temporary Appropriations Prior to the Adoption of the 2018 Budget

Councilmember Musing moved Resolution 2018-50; Council President Stults seconded.

Councilmember Musing asked CFO, George Lang, to explain what the appropriation is to cover. Mr. Lang explained that the down payment for the YMCA is \$35,000 he rounded this number up to \$40,000. The \$150,000 litigation amount was a previously settled amount from 2017 that was deferred to be paid in 2018.

Resolution 2018-50

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

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS
PRIOR TO ADOPTION OF THE 2018 BUDGET**

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2018 temporary budget; and

WHEREAS, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

WHEREAS, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2018 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	190,000.00	0.00	190,000.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	0.00	0.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	190,000.00	0.00	190,000.00

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2018 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

PUBLIC COMMENT PERIOD II

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

Jeff Bond, 210 South Main Street – Thanked Council for a magnificent job on the presentation. Don't second guess your decision.

Doug Mair, 536 South Main Street – Thinks that the purchase is a great idea but is concerned about paying over the appraised value. Stated that he is 100% behind this idea but is afraid of outsourcing. Keep the Police and Court in town. Thanked Council again for their transparency for a better Hightstown.

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

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Parks and Rec will be meeting Thursday at 7:00 p.m. this is their annual planning session. Cultural Arts Commission will meet next Wednesday. The 3rd Annual Empty Bowls Event will take place March 24th at the Peddie Cafeteria.

Councilmember Montferrat

The Environmental Commission has a new Chair. They will now be meeting at the Housing Authority and will be working on Sustainable Jersey for the Silver Award Status. The Board of Health will be meeting next week.

Councilmember Misiura

Planning Board will be meeting next week. This will be their first meeting of the year. Thanked Council President Stults and Borough Administrator/Clerk Sopronyi for their work on the presentation. This is only the first step.

Councilmember Musing

The HPC had their reorg meeting and elected Jean Ruggiero-Mair as their Chair. They are looking forward to the upcoming year. Thanked everyone for coming tonight.

Councilmember Hansen

Thanked Councilmember Misiura, Council President Stults and Borough Administrator/Clerk Sopronyi for their work on tonight's presentation.

Council President Stults

Thanked everyone for coming out tonight. This is going to be a great project but there is a lot of work ahead of us. Downtown Hightstown Businesses will be meeting at Byrne's Deli this Wednesday. There was an incident at Hightstown High School today where the building was evacuated. All students, faculty and staff were safe. The Police Department is investigating the incident. Had to miss the Housing Authority meeting in January; looking forward to February's meeting.

Mayor Quattrone

Thanked Council for their diligence and homework during this long process. Happy to be moving forward. Thanked the newspapers for coming to the meeting tonight.

ADJOURNMENT

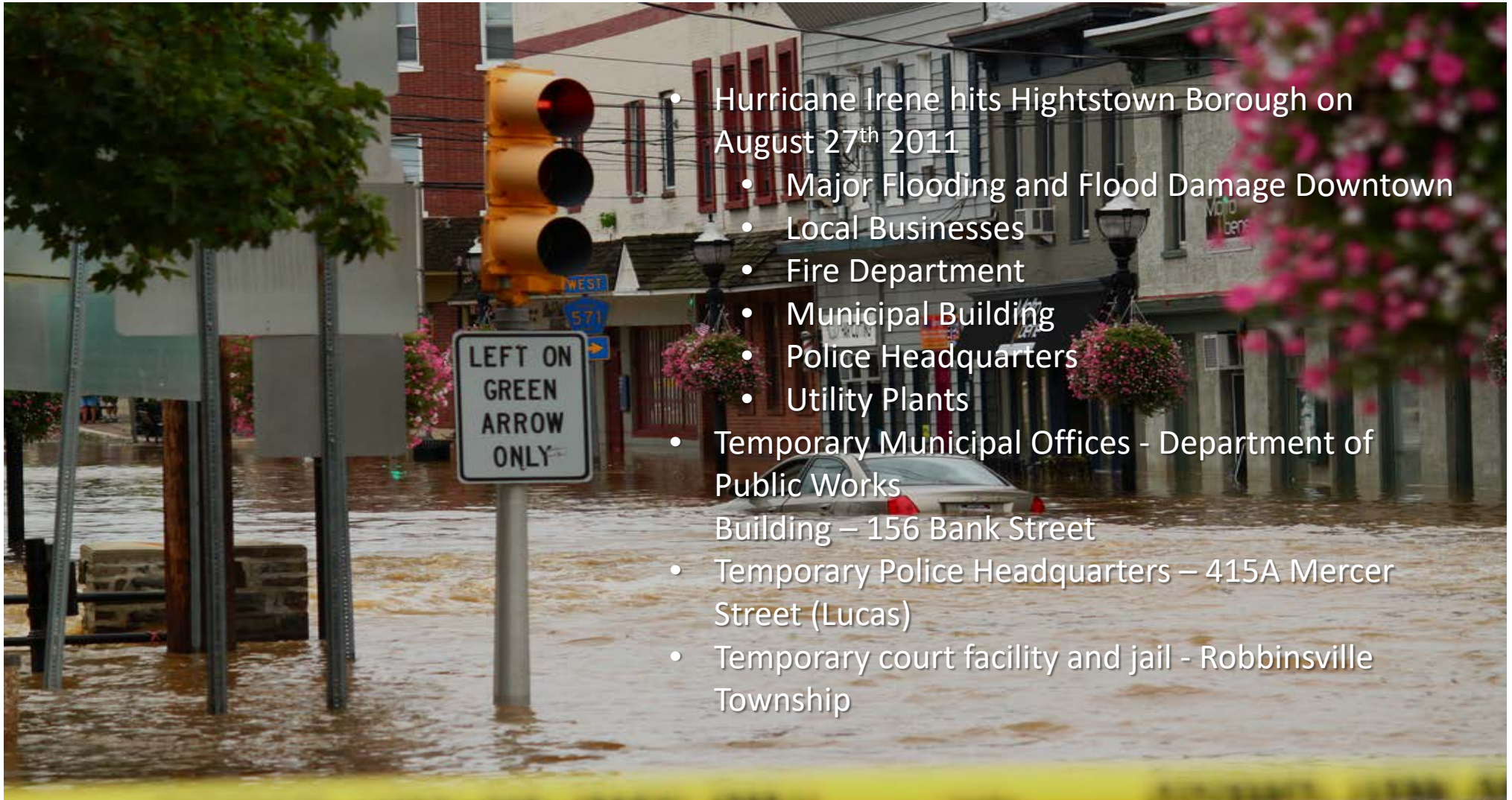
Council President Stults moved to adjourn the meeting at 9:33 p.m.; Councilmember Misiura seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk



HIGHTSTOWN MUNICIPAL COMPLEX



- Hurricane Irene hits Hightstown Borough on August 27th 2011
 - Major Flooding and Flood Damage Downtown
 - Local Businesses
 - Fire Department
 - Municipal Building
 - Police Headquarters
 - Utility Plants
- Temporary Municipal Offices - Department of Public Works Building – 156 Bank Street
- Temporary Police Headquarters – 415A Mercer Street (Lucas)
- Temporary court facility and jail - Robbinsville Township



- Borough Council rejects proposal to purchase the property at 415 Mercer Street
 - Custom Bandag Purchases 415 Mercer Street
 - Continuation of lease at 415 Mercer Street for police
- Continuation of lease with Robbinsville for Court facilities
 - Department of Public Works employees relocated to a modular trailer on the property
 - Administrative Offices expand into former Department of Public Works area
- 415 Mercer Street and 156 Bank Street are in violation of various codes and are not a permanent solution



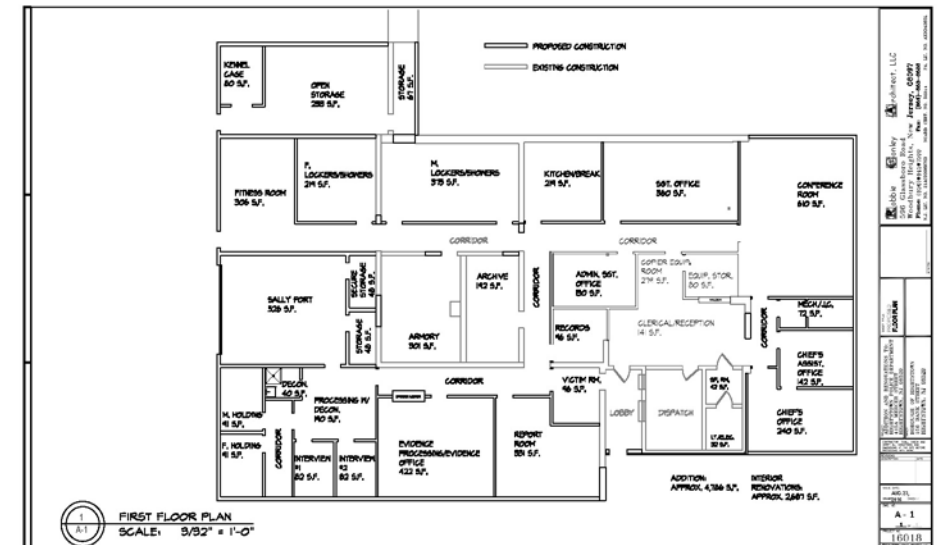
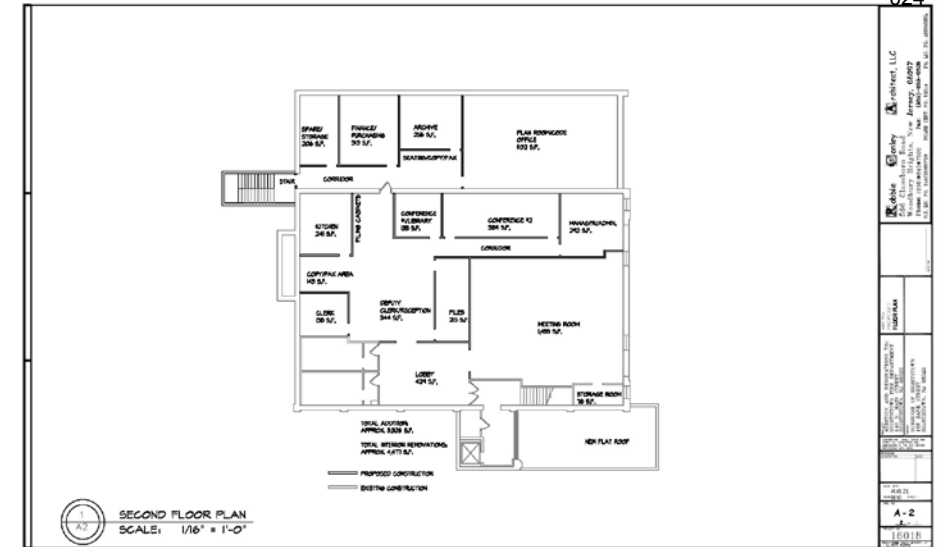
- Borough Council makes the decision to rebuild the damaged Municipal Building/Police Headquarters in the same location
- Architect, engineer and project manager hired and plans for a new building that will contain Municipal, Police and Court Functions are prepared
- Estimated cost: \$6.4 million
- April 2013
 - Adoption of Bond Ordinance
 - Resident petition and rescinding of the Bond Ordinance by Borough Council





- Discussions with neighboring municipalities for shared police and courts
- Shared service agreement with East Windsor for Dispatch
- No other agreements reached
- Various Options Evaluated
- Lease vs. Own discussions
- Purchase of portion of Rug Mill property to place Modular Building
- Vacant Lots on Maxwell Avenue
- Available Property on Monmouth Street
- Land lease and building expansion at 415 Mercer Street
- Renovation and addition to the second floor of the firehouse
- None were deemed practical

2014 – 2017 TIMELINE





- Borough enters into a redevelopers agreement with R. Black Global to redevelop the rug mill for a mixed use development
- Purchase of the adjoining municipal property by R. Black Global for commercial development
- Option to lease space for Municipal Offices



THE HISTORY

- Borough of Hightstown and Township of Robbinsville begin evaluation of building a shared police and court building
- Borough approached by the YMCA about possible sale of their Hightstown building on Mercer Street
- Architect Clarke Caton Hintz hired to prepare a feasibility report for the adaptive re-use of the YMCA building for municipal facilities
- Otteau Group hired to prepare a real estate appraisal of the property.
- February 2018
 - Public presentation of the feasibility study



THE PURPOSE

- The Borough of Hightstown engaged Clarke Caton Hintz in April of 2017 to assist with a building evaluation of 230 Mercer Street
- A programming analysis and a conceptual planning exercise for the Borough's municipal, courts and police departments was produced.
- Due to Hurricane Irene displacing both groups in August of 2011, they have been conducting business in three separate temporary locations.
- The ultimate goal of this study was to suggest options for the co-location of these groups at the 230 Mercer Street site in order to provide the synergy that is required for efficient and effective operation within the borough.



South Elevation along Mercer Street





- Property is 1.06 acres
 - Fronts Mercer Street with residences along both sides
 - Abuts Railroad Avenue at the rear and addresses Dawes Park
- Site contains a former school building originally constructed ca. 1900 and currently houses a YMCA Daycare program
 - The site also consists of a modest parking lot with the capacity of 15 vehicles
 - A fenced in lot is located adjacent to the parking area

SITE



DESCRIPTION



South Elevation along Mercer Street



North-West Corner at Existing Drive



South-West Corner at Existing Parking



South-East Corner at Existing Parking



First Floor along main Corridor



First Floor Daycare Room



Second Floor Daycare Room



Second Floor Office

BUILDING CODE ANALYSIS

- The configuration of the existing building is sympathetic to the proposed change of use
- Currently the existing building does not have 2 means of egress
- The existing building lacks accessibility and does not comply with ADA standards
- A new sprinkler system would need to be installed
- New restrooms would be required to meet the anticipated occupancy count



North-West Corner along Mercer Street



PROGRAMING

	Current			
Type of space	Area	# Req.	Total Area	Prop. Area
Administration				
Administrator(Full-time)	180 sf	1	180	200
Subtotal			180 sf	200 sf

	Current			
Type of space	Area	# Req.	Total Area	Prop. Area
Construction/Code Enforcement/Planning/ Fire/Animal Control/Zoning				
Construction Official (full-time)	120 sf	1	120	175
Administrative Assistant (full-time)	80 sf	1	80	88
Housing Code Enforcement / Animal Control	80 sf	1	80	110
Fire Official	80 sf	1	80	110
Plumbing Official	80 sf	1	0	0
Fire Subcode	80 sf	1	0	0
Fire Inspector	80 sf	1	0	0
Reception Area (seats only)	100 sf	1	100	436
Conference Room (6-8 seats)	250 sf	1	250	624
Subtotal			710 sf	1,543 sf

	Current			
Type of space	Area	# Req.	Total Area	Prop. Area
Courts and Court Administration				
Court Administrator (full-time)	120 sf	1	120	287
Deputy Court Administrator (full-time)	80 sf	1	80	178
Judge’s Chambers (Part-time)	200sf	1	200	210
Court Recorder	0 SF	1	0	0
Public Defender	120 sf	1	120	133
Prosecutor	120sf	1	120	132
Lobby	1000 sf	1	1000	781
Public Restrooms	100 sf	2	200	237
Court Room	2000sf	1	2000	1,243
Courts Private Restroom	65 sf	1	65	34
Subtotal			3,905 sf	3,235 sf





	Current			
Type of space	Area	# Req.	Total Area	Prop. Area
Municipal Clerk				
Municipal Clerk (Full-time)	120 sf	1	120	110
Deputy Clerk (full-time)	120 sf	1	120	110
Assessor (Part-time)	80 sf	1	0	0
Receptionist (Full-Time)	80 sf	1	80	72
Reception (Seating for 4)	100 sf	1	0	436
Huddle Room (seating for 4)	120 sf	1	120	111
Subtotal			440 sf	839 sf

	Current			
Type of space	Area	# Req.	Total Area	Prop. Area
Police Department				
Chief	120 sf	1	120	132
Sergeant	120 sf	1	120	121
Detective	120 sf	2	240	176
Patrol	80 sf	3	240	168
Administrative Assistant	80 sf	1	80	117
Waiting Area	100 sf	1	100	0
Kitchenette	100 sf	1	100	150
Storage	200 sf	1	200	
Conference (seating for 8-12)	400 sf	1	400	247
IT Room	150 sf	1	150	48
Subtotal			1,475 sf	1,159 sf

	Current			
Type of space	Area	# Req.	Total Area	Prop. Area
Tax Department				
Tax Collector (Part Time)	80 sf	1	80	110
Deputy Tax Collector / Payroll (full-time)	120 sf	1	120	114
CFO (Part-time)	120 sf	1	120	110
Finance Assistant (Full-Time)	80 sf	1	80	110
Breakroom	300 sf	1	300	410
Conference/Training Room (6-8 seats)	250 sf	1	0	0
Coat Storage	25 sf	1	25	0
Subtotal			975 sf	854 sf

PROGRAMMING

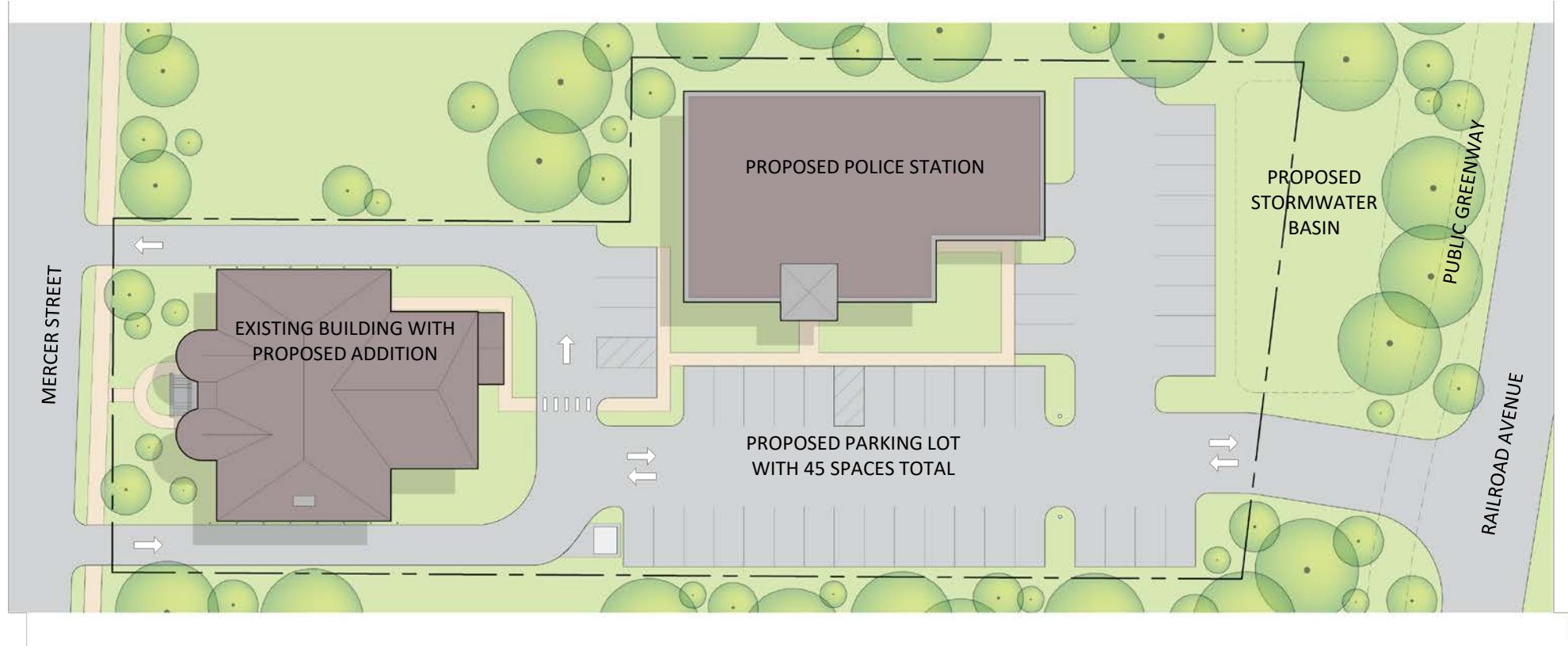


	Requested / Proposed	
Departments	Requested	Proposed Area (see plans)
Administration	190 sf	212 sf
Construction/Code/Plan/Fire/AC/Zone	910 sf	1,638 sf
Courts and Court Administration	4,355 sf	3,799 sf
Municipal Clerk	670 sf	961 sf
Police Department	5,145 sf	3,290 sf
Tax Department	1,575 sf	1,764 sf
Subtotal with Courts:	12,845 sf	11,664 sf
Area increase for struct., mech. systems, restrms., circ., etc. (35%):	4,496 sf	4,082 sf
Total Program Area:	17,341 sf	15,746 sf

Subtotal without Courts:	8,490 sf	7,865 sf
Area increase for struct., mech. systems, restrms., circ., etc. (35%):	2,972 sf	2,752 sf
Total Program Area:	11,462 sf	10,617 sf

SUMMARY OF TOTALS

SITE PLAN

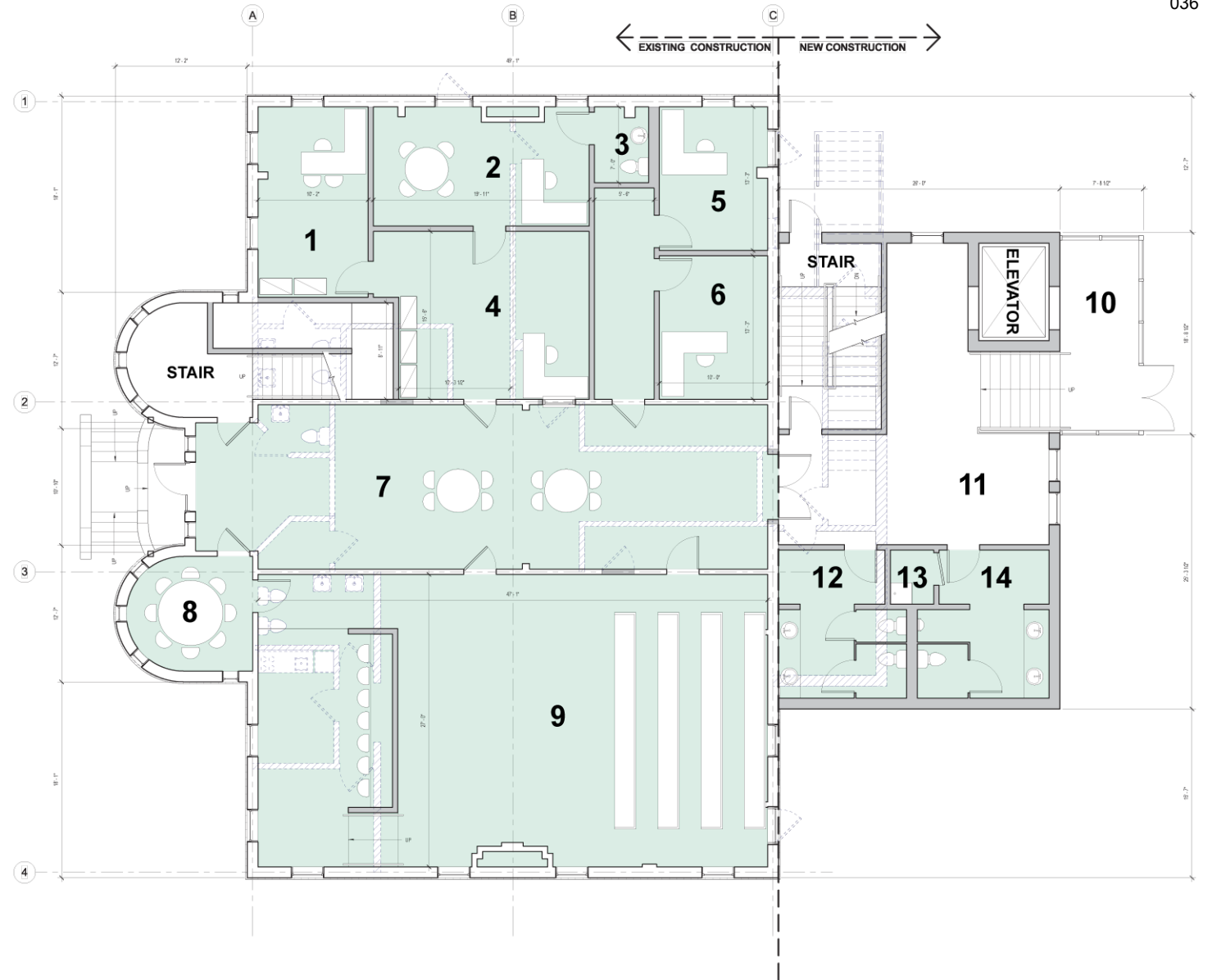


SITE DESIGN PLAN



1. COURT ADMINISTRATION
2. JUDGE
3. RESTROOM
4. DISTRICT COURT ADMINISTRATION
5. PROSECUTOR
6. DEFENSE
7. GALLERY / WAITING
8. SMALL CONFERENCE ROOM
9. COURT ROOM
10. VESTIBULE
11. LOBBY
12. WOMEN'S ROOM
13. JANITOR'S CLOSET
14. MEN'S ROOM

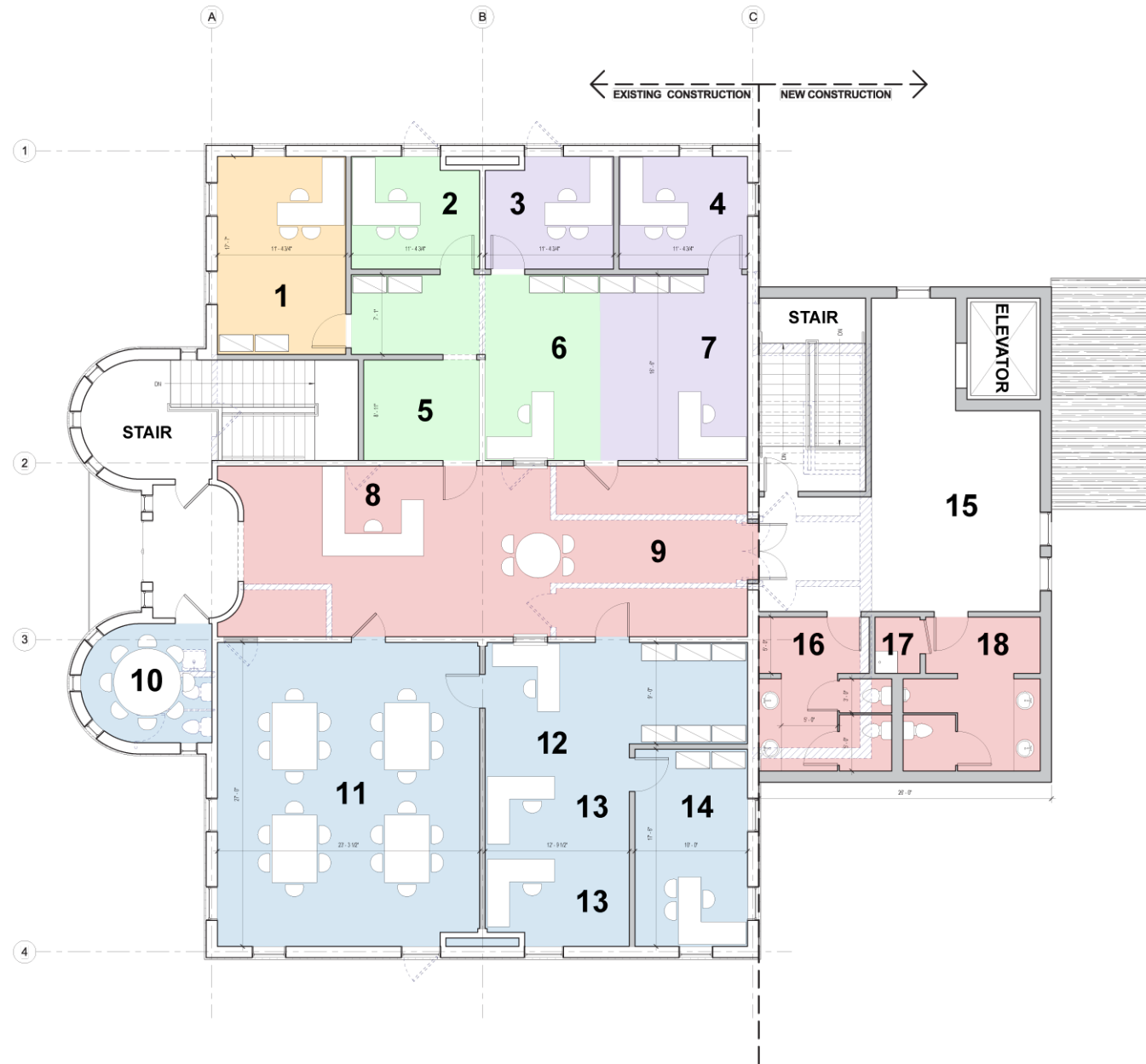
- ADMINISTRATION
- CONSTRUCTION/CODE ENFORCEMENT/PLANNING/ FIRE/ANIMAL CONTROL/ZONING
- COURTS AND COURT ADMINISTRATION
- MUNICIPAL CLERK
- TAX DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE



FLOOR PLANS

1. ADMINISTRATION
2. CLERK
3. CHIEF FINANCIAL OFFICER
4. DISTRICT TAX COLLECTOR
5. WORK ROOM
6. DISTRICT CLERK
7. TAX COLLECTOR
8. RECEPTION
9. GALLERY / WAITING
10. HUDDLE
11. CONFERENCE / PLAN REVIEW
12. ADMIN
13. INSPECTOR
14. CONSTRUCTION OFFICE
15. LOBBY
16. WOMEN'S ROOM
17. JANITOR'S CLOSET
18. MEN'S ROOM

- ADMINISTRATION
- CONSTRUCTION/CODE
ENFORCEMENT/PLANNING/
FIRE/ANIMAL CONTROL/ZONING
- COURTS AND COURT
ADMINISTRATION
- MUNICIPAL CLERK
- TAX DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE

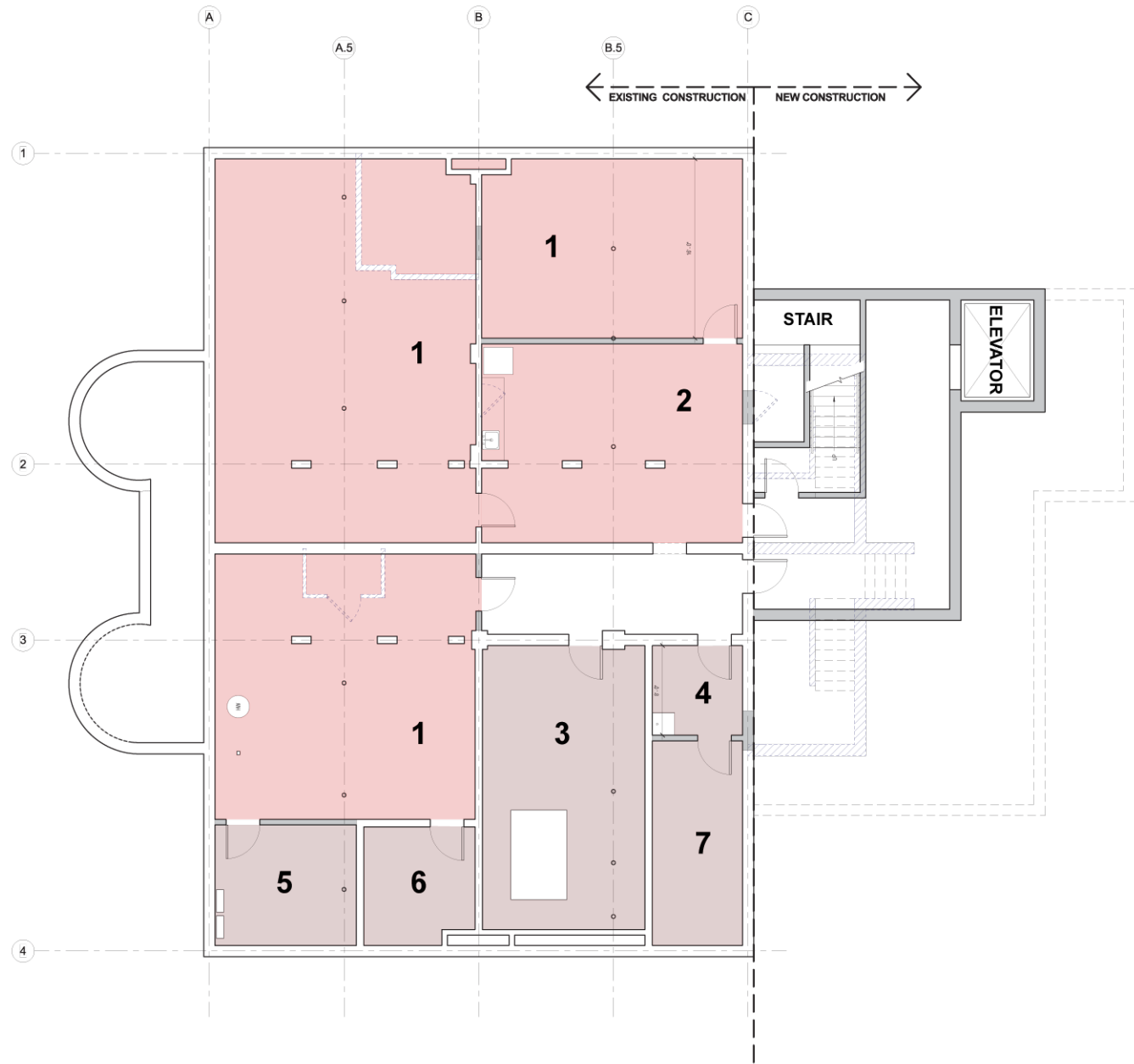


MUNICIPAL BUILDING – SECOND FLOOR PLAN



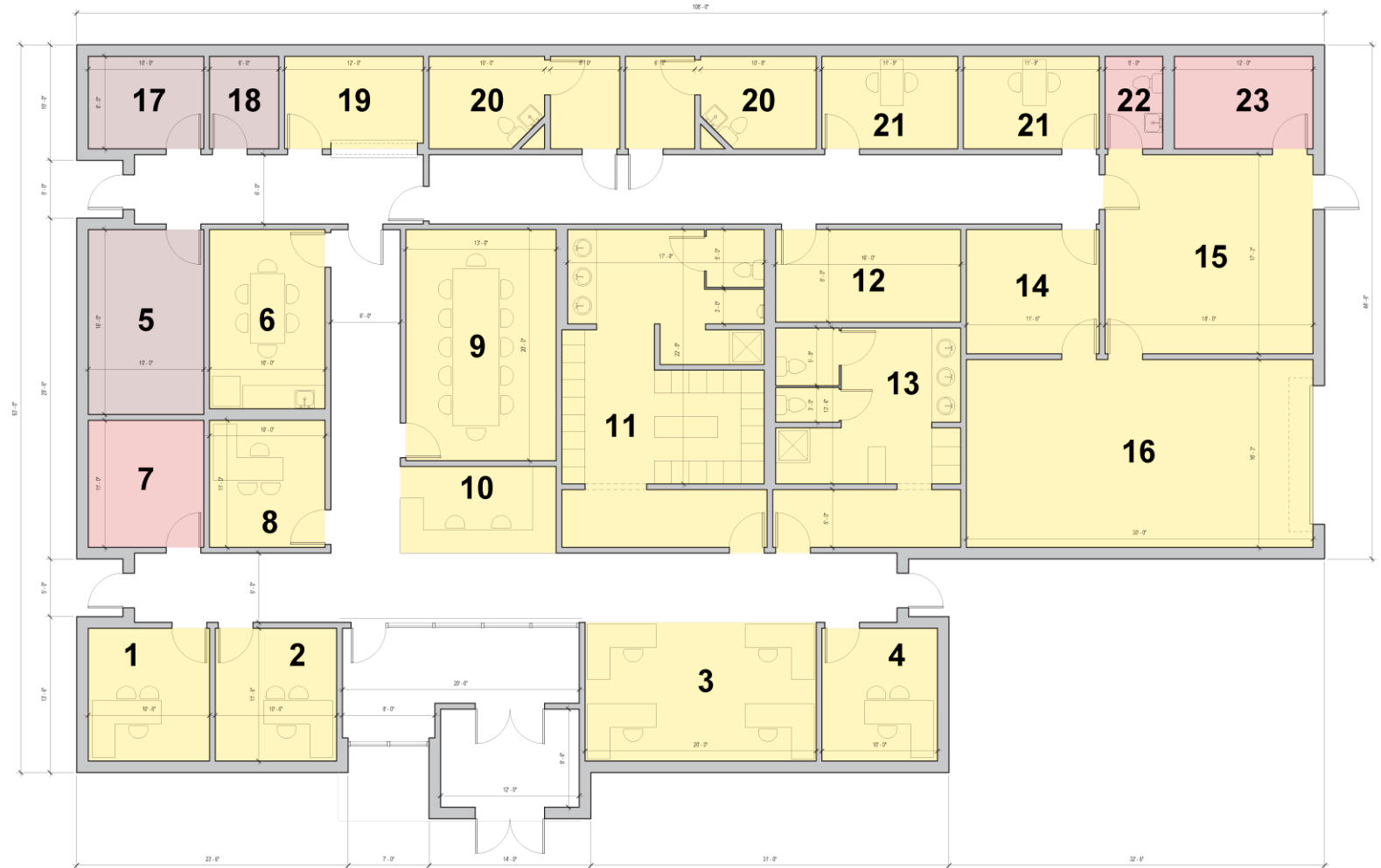
1. RECORDS
2. BREAKROOM
3. MECHANICAL
4. CUSTODIAL
5. ELECTRICAL
6. UTILITY
7. I.T.

- ADMINISTRATION
- CONSTRUCTION/CODE ENFORCEMENT/PLANNING/FIRE/ANIMAL CONTROL/ZONING
- COURTS AND COURT ADMINISTRATION
- MUNICIPAL CLERK
- TAX DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE



1. CHIEF
2. DETECTIVE
3. PATROL
4. SERGEANT
5. MECHANICAL ROOM
6. STORAGE
7. BREAKROOM
8. COUNSEL
9. CONFERENCE ROOM
10. ADMIN
11. MENS LOCKER ROOM
12. ARMORY
13. WOMENS LOCKER ROOM
14. DAY ROOM
15. PROCESSING
16. SALLY PORT
17. ELECTRICAL CLOSET
18. IT CLOSET
19. EVIDENCE
20. HOLDING
21. INTEROGATION
22. TOILET
23. STORAGE

- POLICE DEPARTMENT
- SUPPORT SPACE
- UTILITY SPACE



PHASING

CODE	DESCRIPTION	COST
	Phase 1 - Renovation	\$1,560,000
	Phase 1 - Addition	\$1,477,000
	Phase 2 - Police Station	\$2,690,000
	Phase 3 - Renovation	\$498,000
	Phase 4 - Exterior Envelope	\$347,000
	Site	\$1,070,000
	Total	\$7,642,000

Notes

Costs are current for Spring 2017; escalation is not included

Hazardous Materials Removal/Remediation is not included

Rock Excavation is not included

Dewatering not included

Pricing assumes Competitive Bid; Minimum 3 Bidders

Loose Furniture is not included

See Transmittal For Basis of Estimate & Additional Conditions

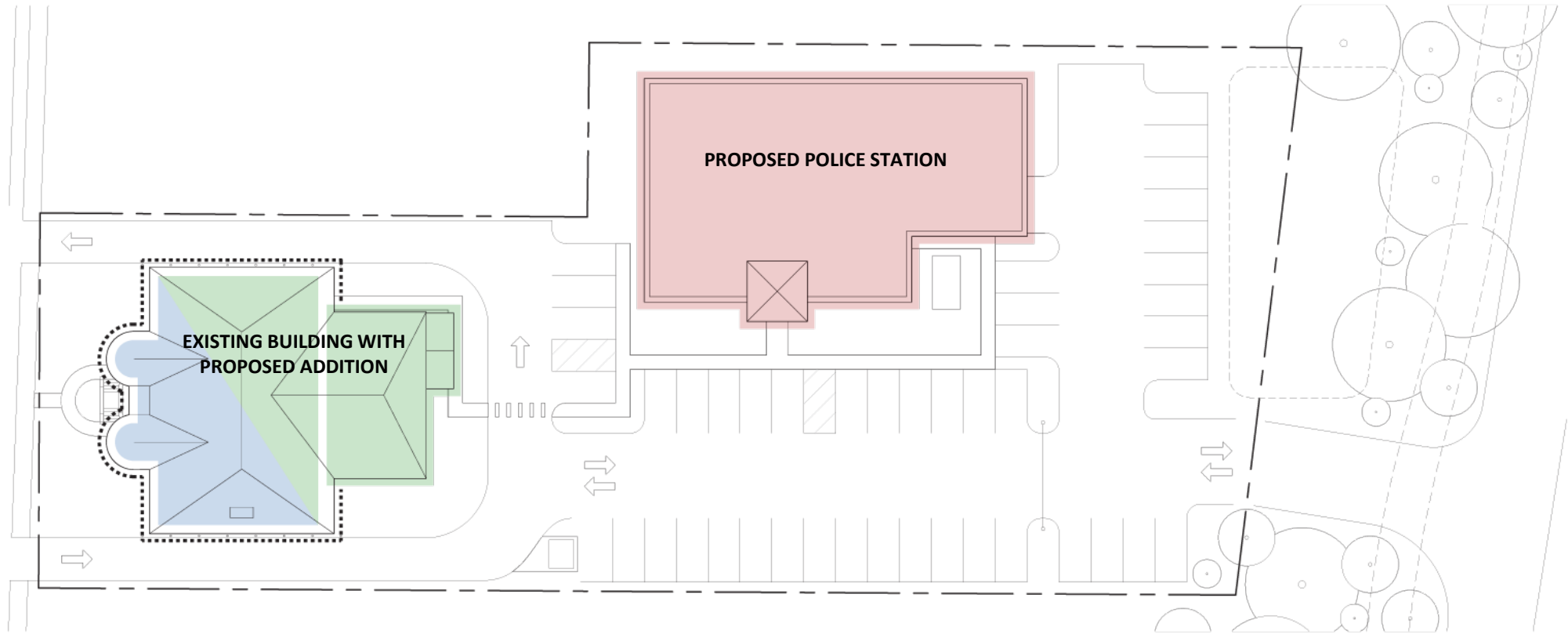
**CONSTRUCTION COST TOTALS**

VE ITEMS

1.	Reduce Police Station Footprint	1	LS		\$278,000
2.	Access Drive as One Way ILO 2 Ways	1	LS	Deduct	\$5,000
3.	No Repaving @ Railroad Ave	1	LS	Deduct	\$267,000
4.	No Fitout @ Court Offices	1	LS	Deduct	\$56,000
5.	No Bollards	1	LS	Deduct	\$16,000
6.	No Vehicular Swing Gate	1	LS	Deduct	\$7,000



PHASING



PHASE 1:
CONSTRUCT THE ADDITION TO THE EXISTING BUILDING,
RENOVATE THE FIRST FLOOR AND REPLACE/REPAIR THE
EXISTING GUTTERS AND DOWNSPOUTS

PHASE 2:
CONSTRUCT THE NEW POLICE STATION

PHASE 3:
RENOVATE THE BASEMENT AND SECOND FLOOR OF THE
EXISTING BUILDING

PHASE 4:
RENOVATE THE EXTERIOR OF THE EXISTING BUILDING.
I.E. REPLACE INDICATED WINDOWS, MASONRY REPAIR,
PAINT, ETC.

SITE PHASING DIAGRAM



**ADVANTAGES AND
DISADVANTAGES****PROS**

- The property is already off the Borough tax rolls
- The current Borough Hall is being sold to RBG and being placed back on the tax rolls
- The building and site are not in or near an existing flood zone, thus ensuring access to and from critical Borough functions in times of emergency
- The site does not impede any economic redevelopment currently planned for the Borough
- The site is close to the geographic center of the Borough

CONS

- The existing electrical service is not adequate for the proposed use and needs to be upgraded
- The existing heating and cooling systems are not able to adjust at times of increased occupant load demand (Court/Council)
- Existing ventilation is mostly provided by operable windows and window AC units. Increase occupant load of new use will require a mechanical ventilation system
- Due to a change of use, the existing basement will need to be sprinklered which will require its own water service from the street

**PROS AND CONS OF PROJECT**

ADVANTAGES AND DISADVANTAGES

PROS

- The site is large enough to fit Municipal Offices, Police and Courts at one location again
- Overall, the building is structurally sound and in good shape
- The property provides the capability to phase the project as the Borough sees fit
- The available space and layout offer the opportunity for Borough Commissions and community groups to hold meetings. Council and Planning Board would have a permanent location again allowing recording equipment to remain onsite

CONS

- The building is not ADA compliant and requires the installation of an elevator
- The parking entrance is currently 'shared' with a neighbor and will require some expense to improve ingress and egress off/onto Mercer Street
- Onsite parking is currently limited and will require expansion for Borough needs
- Building envelope needs eventual upgrades to meet energy codes



PROS AND CONS OF PROJECT

ADVANTAGES AND DISADVANTAGES

PROS

- The central 'corridor' on each floor offers the opportunity for the Cultural Arts Commission to maintain a small art gallery
- The site is within walking distance of downtown so employees can continue to support local businesses during lunch.
- The rear of the site is adjacent to Dawes Park which may allow future opportunities for events
- The building is marketable as office space should future circumstances change and the Borough decides to sell the property

AND...

- The money we currently spend on leasing police and court spaces can instead be applied to real property owned by the Borough
- The historic nature of the building offers a great opportunity to strengthen the Borough's image while also opening us up to additional funding sources
- Adaptive reuse of an existing building is sensitive to the character of the community and the environment



PROS AND CONS OF PROJECT

FINANCING

Sale of old Borough Hall	\$1,050,000.00
Insurance (estimated)	\$2,000,000.00
FEMA	TBD
Historic Preservation Grant(s)	\$150,000.00 (estimated)
Other Grants as Available	TBD

- Borough did not have flood insurance on property in the flood zone; FEMA support is still undetermined
- Balance would be dedicated through the Municipal bonding process



FUNDING BREAKDOWN



| QUESTIONS?

Resolution 2018-62

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 \$8,007,851.67 from the following accounts:

Current		\$7,730,998.14
W/S Operating		99,084.01
General Capital		72,212.01
Water/Sewer Capital		100,994.00
Grant		0.00
Trust		0.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>4,563.51</u>
Total		<u>\$8,007,851.67</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 March 5, 2018.

Debra L. Sopronyi
Borough Clerk

Date: March 5, 2017

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
EAST WINDSOR REGIONAL SCHOOL	1/12/2018	18-00004	1385	\$ 688,475.00
J.P. MORGAN CHASE BANK	2/1/2018	18-00124	1387	\$ 5,364,434.16
TREASURER, STATE OF NJ, DCA	2/2/2018	18-00171	27463	\$ 992.00
FRANK MARCHIONE	2/8/2018	18-00213	27577	\$ 150,000.00
BANK OF AMERICA	2/12/2018	18-00229	27578	\$ 664.96
LOMURRO,MUNSON,ET ALS TRUST AC	2/13/2018	18-00259	27579	\$ 35,000.00
STATE OF N.J.- DEPT OF TREASURY	2/15/2018	18-00126	1388	\$ 52,178.83
COUNTY OF MERCER COUNTY TAX	2/15/2018	18-00207	1389	\$ 693,790.92
COUNTY OF MERCER COUNTY TAX	2/15/2018	18-00208	1390	\$ 5,696.70
EAST WINDSOR REGIONAL SCHOOL	2/15/2018	18-00209	1391	\$ 681,091.00
NJ MOTOR VEHICLE COMMISSION	2/22/2018	18-00287	27645	\$ 60.00

TOTAL

\$7,672,383.57

WATER/SEWER OPERATING

NJEIT	1/30/2018	18-00131	1295	\$ 68,681.89
NJ DEPT. OF TRANSPORTATION	2/14/2018	18-00268	27580	\$ 525.00
STATE OF N.J. -DEPT OF TREASURY	2/15/2018	18-00126	1296	\$ 3,029.93
STATE OF N.J. -DEPT OF TREASURY	2/15/2018	18-00126	1297	\$ 12,917.05
NJ DEPT. OF TRANSPORTATION	2/21/2018	18-00281	27581	\$ 530.00

TOTAL

\$ 85,683.87

HOUSING TRUST

TOTAL

\$ -

GENERAL CAPITAL

NATIONAL FLEET AUTO GROUP	2/22/2018	17-01554	6258	\$ 68,248.00
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TOTAL

\$ 68,248.00

WATER AND SEWER CAPITAL

QUAD CONSTRUCTION COMPANY	1/12/2018	17-01355-03	5851	\$ 100,009.00
MERCER COUNTY SOIL CONSERVATION	1/18/2018	18-00030	5852	\$ 985.00

TOTAL

\$ 100,994.00

MANUAL TOTAL

\$ 7,927,309.44

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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	Exc
A0554 ALL INDUSTRIAL SAFETY PRODUCTS											
17-01752 11/08/17 SAFETY CONES											
1 SAFETY CONES	775.00	7-01-25-240-001-116	B	Traffic Bureau	R	11/08/17	02/28/18			218318-1	N
2 SHIPPING & HANDLING	0.00	7-01-25-240-001-116	B	Traffic Bureau	R	11/08/17	02/28/18			218318-1	N
	775.00										

Vendor Total: 775.00

AMERIO20 AMERICAN AQUATIC TESTING, INC.											
18-00262 02/14/18 INVOICE #8492											
1 7 DAY CHRONIC TOXICITY TEST	1,100.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8492	N
Vendor Total: 1,100.00											

A0054 AQUA PRO-TECH LABORATORIES											
18-00264 02/14/18 INVOICE #8010096M											
1 LAB ID: #8010096 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
2 LAB ID: 8010096-01 FECAL	40.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
3 LAB ID: #8010096-02 OIL &	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
4 LAB ID: #8010096-03 VO + 15	150.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
5 LAB ID: #8010096-04 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
6 LAB ID: #8010096-04 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
7 LAB ID: #8010096-04 PHOSPHORUS	75.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
8 LAB ID: #8010096-05 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
9 LAB ID: #8010279-01 SL3A	340.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
10 LAB ID: #8010279-02 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
11 LAB ID: #8010279-02 FECAL	40.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
12 LAB ID: #8010279-03 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
13 LAB ID: #8010279-03 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
14 LAB ID: #8010279-03 PHOSPHORUS	75.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
15 LAB ID: #8010279-04 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
16 LAB ID: 8010475-01 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
17 LAB ID: 8010475-02 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	N
18 LAB ID: #8010475-02 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	02/14/18	02/28/18			8010096M	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
A0054 AQUA PRO-TECH LABORATORIES Continued										
18-00264	02/14/18	INVOICE #8010096M	Continued							
19	LAB ID: #8010475-02	PHOSPHORUS	75.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
20	LAB ID: #8010475-03	CBOD5	35.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
21	LAB ID: #8010558-01	ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
22	LAB ID: #8010642-01	ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
23	LAB ID: #8010642-02	HIGHTSTOWN	455.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
24	LAB ID: #8010642-04	SULFUR	50.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
25	LAB ID: #8010642-04	HIGHTSTOWN	525.00	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
26	HANDLING CHARGE		73.89	8-09-55-501-002-532	B Outside Lab Testing	R	02/14/18	02/28/18	8010096M	N
			2,536.89							
Vendor Total:			2,536.89							
A0056 AQUA TECH HOTSYS, INC.										
18-00248	02/12/18	ESTIMATE #1875								
1	3/8" X 50' 6000 PSI	HOTSYS HOSE	159.25	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/12/18	02/28/18		N
2	SHIPPING & HANDLING		20.68	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/12/18	02/28/18		N
			179.93							
Vendor Total:			179.93							
A0025 AT&T MOBILITY										
18-00293	02/27/18	CELL PHONES 1/13-2/12/18								
1	CELL PHONES 1/13-2/12/18	PD	306.85	8-01-31-440-001-084	B POLICE PHONES	R	02/27/18	02/28/18	287258726345	N
2	CELL PHONES 1/13-2/12/18	DPW	213.09	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/27/18	02/28/18	287258726345	N
3	CELL PHONES 1/13-2/12/18	WTP	115.36	8-09-55-501-003-545	B Telephone-W/S-VERIZON	R	02/27/18	02/28/18	287258726345	N
4	CELL PHONES 1/13-2/12/18	AWWTP	89.12	8-09-55-501-003-545	B Telephone-W/S-VERIZON	R	02/27/18	02/28/18	287258726345	N
			724.42							
Vendor Total:			724.42							
B1143 BURLINGTON TRUCK CENTER										
17-02015	12/26/17	DIAMOND CARGO ENCLOSED TRAILER								
1	DIAMOND CARGO ENCLOSED TRAILER		3,000.00	7-01-26-290-001-127	B Street Repair & Maintenance	R	12/26/17	02/28/18	36744	N
2	DIAMOND CARGO ENCLOSED TRAILER		1,151.32	7-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	12/26/17	02/28/18	37419	N
3	HITCH		364.98	7-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	02/27/18	02/28/18	3747	N

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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	
C0088 CUSTOM ENVIRONMENTAL TECH, INC											
18-00212	02/07/18	ZETA LYTE 2685 BLANKET	B								
2 6 DRUMS ZETA LYTE 2800 CH		3,349.50	8-09-55-501-002-544	B Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	02/07/18	02/28/18		4634		N
Vendor Total:		3,349.50									
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN											
18-00311	02/28/18	SHORTAGE FROM JAN & FEB CLINIC									
1 SHORTAGE FROM JAN & FEB CLINIC		457.76	8-01-27-330-001-031	B Contract-Professional Serv.(B)	R	02/28/18	02/28/18		1/8-2/5/18		N
Vendor Total:		457.76									
E0417 ENVIRONMENTAL EXPRESS											
18-00255	02/12/18	SALES QUOTE #10450413									
1 ITEM #B0015 COD DIGESTION VIAL		238.68	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/12/18	02/28/18				N
2 ITEM #LC148457 GLUCOSE-		57.81	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/12/18	02/28/18				N
3 FREIGHT		35.51	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/26/18	02/28/18		1000496781		N
		332.00									
Vendor Total:		332.00									
Q0176 EUROFINS QC, INC											
18-00039	01/18/18	WATER ANALYSIS									
1 INV. 1916451 - WATER ANALYSIS		99.50	7-09-55-501-001-532	B Outside Testing/Labs	R	01/18/18	02/28/18		1916451		N
2 INV. 1916424 - WATER ANALYSIS		99.50	7-09-55-501-001-532	B Outside Testing/Labs	R	01/18/18	02/28/18		1916424		N
		199.00									
Vendor Total:		199.00									
G0181 FRANKLIN-GRIFFITH, LLC											
18-00172	02/02/18	TICKET #S1962137									
1 MP70/U/MED BULB		59.84	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/02/18	02/28/18				N
Vendor Total:		59.84									
H1100 HOME DEPOT CREDIT SERVICES											
18-00245	02/12/18	SUPPLIES									
1 INV. 8035113 - VEH SUPPLIES		38.16	8-01-26-315-001-131	B Vehicle Maint. - Police	R	02/12/18	02/28/18		8035113		N

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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	
H1100 HOME DEPOT CREDIT SERVICES Continued											
18-00245	02/12/18	SUPPLIES	Continued								
2 INV	6051167	- CLEANING WTP	58.77	8-09-55-501-001-503	B Water Plant Maintenance	R	02/12/18	02/28/18	6051167	N	
3 INV	5024761	- CLEANING BLDGS.	70.36	8-01-26-310-001-024	B Building Maintenance	R	02/12/18	02/28/18	5024761	N	
			167.29								
Vendor Total:			167.29								
H0163 HUNTER JERSEY PETERBILT, INC.											
18-00235	02/12/18	NOB WITH INSERT									
1 INV.	X20502833	- NOB W/INSERT	7.00	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	02/12/18	02/28/18	x205028335	N	
Vendor Total:			7.00								
J0378 J.W. KENNEDY & SON INC WELDING											
17-01973	12/15/17	ARGON CYLINDER RENTAL									
1 INV.	1672755		6.00	7-01-26-290-001-050	B DPW Work Equipment	R	12/15/17	02/28/18	1672755	N	
Vendor Total:			6.00								
J0258 JCP&L (STREET LIGHTING)											
18-00296	02/27/18	100011415724/100011415765 FEB									
1	100011415724	FEB	402.46	8-01-31-435-001-075	B Street Lighting	R	02/27/18	02/28/18	100011415724	N	
2	100011415765	FEB	1,689.33	8-01-31-435-001-075	B Street Lighting	R	02/27/18	02/28/18	100011415765	N	
			2,091.79								
Vendor Total:			2,091.79								
L0037 LINCOLN FINANCIAL GROUP											
18-00280	02/20/18	MARCH LIFE INSURANCE									
1	MARCH LIFE INSURANCE		281.32	8-01-23-210-003-115	B Medical Ins-Emp1 Grp Health	R	02/20/18	02/28/18	MARCH LIFE	N	
2	MARCH LIFE INSURANCE WTP		16.72	8-09-55-501-001-514	B INSURANCE	R	02/20/18	02/28/18	WTP LIFE INSUR	N	
3	MARCH LIFE INSURANCE WTP		50.16	8-09-55-501-002-514	B Insurance	R	02/20/18	02/28/18	WTP LIFE INSUR	N	
			348.20								
Vendor Total:			348.20								

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Vendor # Name														1099
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void					Exc
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice				
M0180 MCMaster-CARR														
18-00267	02/14/18	SUPLIES												
1	ITEM #4881K23	1" 90 DEGREE	9.88	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	02/28/18						N
2	ITEM #4881K33	1" 45 DEGREE	20.60	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	02/28/18						N
3	ITEM #4881K73	1" COUPLING	12.08	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	02/28/18						N
4	ITEM #48855K13	1" SCH 80 PIPE	23.64	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	02/28/18						N
			66.20											
	Vendor Total:	66.20												
M0256 MERCER CO IMPROVEMT AUTHORITY														
18-00236	02/12/18	JAN 2018 TIPPING												
1	JAN 2018 TIPPING		13,589.60	8-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	02/12/18	02/28/18		JAN 2018				N
2	JAN 2018 RECYCLING TAX		354.51	8-01-43-496-001-174	B Recycling Tax	R	02/12/18	02/28/18		JAN 2018				N
			13,944.11											
	Vendor Total:	13,944.11												
M0127 MONMOUTH COUNTY														
18-00238	02/12/18	JAN 2018 ROOSEVELT TIPPING												
1	JAN 2018 ROOSEVELT TIPPING		2,141.07	8-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	02/12/18	02/28/18		JAN 2018				N
	Vendor Total:	2,141.07												
N0652 NJ STATE POLICE CHIEF ASSN														
18-00279	02/16/18	TRAINING - GENDRON; MILLER												
1	TRAINING - GENDRON; MILLER		298.00	8-01-25-240-001-042	B Education & Training	R	02/16/18	02/28/18						N
	Vendor Total:	298.00												
NJPHC005 NJPHCC E. LEARNING														
17-01956	12/12/17	2015 NSCP ILLUSTRATED												
1	2015 NSCP ILLUSTRATED		80.00	7-01-33-195-001-033	B Books & Publications	R	12/12/17	02/28/18						N
2	SHIPPING		17.00	7-01-33-195-001-033	B Books & Publications	R	12/12/17	02/28/18						N
			97.00											
	Vendor Total:	97.00												

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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
N0170 NORCIA CORP.										
18-00242	02/12/18	PLUNGER W/ SPRING								
1 INV. 75364 - PLUNGER W/ SPRING			43.19	8-09-55-501-001-502	B Vehicle Maintenance	R	02/12/18	02/28/18	75364	N
Vendor Total:			43.19							
NORTH005 NORTH AMER. PIPELINE SVCS, LLC										
18-00174	02/02/18	JET/VAC COLLECTION SYSTEM								
1 (2) 8 HOUR DAYS OF JET/VAC			2,900.00	8-09-55-501-002-537	B Sewer Main Cleaning & Testing	R	02/02/18	02/28/18		N
Vendor Total:			2,900.00							
00019 O'BRIEN CONSULTING SERVICES										
17-01903	12/06/17	2 DELL WORK STATIONS W/MONITOR								
1 2 DELL WORK STATIONS W/MONITOR			950.00	7-01-25-240-001-114	B Detective Bureau	R	12/06/17	02/28/18		N
2 2 DELL WORK STATIONS W/MONITOR			300.00	7-01-25-240-001-119	B Community Policing	R	12/06/17	02/28/18		N
3 2 DELL WORK STATIONS W/MONITOR			900.00	7-01-25-240-001-112	B Prisoner Expense	R	12/06/17	02/28/18		N
4 2 DELL WORK STATIONS W/MONITOR			349.50	7-01-25-240-001-113	B D.A.R.E.	R	12/06/17	02/28/18		N
			2,499.50							
18-00222	02/08/18	MONTHLY IT RATE JAN 2018								
1 MONTHLY IT RATE JAN 2018			900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	02/08/18	02/28/18		N
Vendor Total:			3,399.50							
00050 ONE CALL CONCEPT INC										
18-00239	02/12/18	JAN 2018 ONE CALL MESSAGES								
1 INV. 8015085			13.75	8-09-55-501-001-535	B Hydrants and Line Repair	R	02/12/18	02/28/18	8015085	N
Vendor Total:			13.75							
P0005 PARIS AUTOMOTIVE SUPPLY										
18-00234	02/12/18	JAN. 2018 INVOICES								
1 JAN. 2018 INVOICES			856.24	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/12/18	02/28/18	JAN 2018	N
2 JAN. 2018 INVOICES			44.85	8-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	02/12/18	02/28/18		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	Exc
S0039 SOUTH BRUNSWICK RECYCLING										
18-00240	02/12/18	PURCHASE OF RECYCLED CONCRETE								
1 INV 9589 - RECYCLED CONCRETE	60.00	8-09-55-501-001-535	B	Hydrants and Line Repair	R	02/12/18	02/28/18		9589	N
Vendor Total:	60.00									
T0104 TCTA MEMBERSHIP SERVICES										
18-00285	02/22/18	2018 MEMBERSHIP MONIKA PATEL								
1 2018 MEMBERSHIP MONIKA PATEL	100.00	8-01-20-145-001-044	B	Association Dues	R	02/22/18	02/28/18		2723RN/T8437	N
Vendor Total:	100.00									
T0060 TOWNSHIP OF ROBBINSVILLE										
18-00275	02/16/18	1ST QTR COURT FACILITIES								
1 1ST QTR COURT FACILITIES	15,000.00	8-01-26-310-001-025	B	Building Rental	R	02/16/18	02/28/18		1ST QTR COURT	N
Vendor Total:	15,000.00									
U0013 USA BLUE BOOK										
18-00079	01/22/18	LAB SUPPLY								
1 TOTAL CHLORINW DPD DISPENSER	64.17	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
2 BUFFER 4PH	33.95	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
3 BUFFER 7PH	33.95	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
4 BUFFER 10PH	33.95	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
5 SHIPPING	56.92	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
6 ITEM #41242 POLYSEED BOD SEED	112.95	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
7 ITEM #34436 HACH BOD NUTRIENT	76.38	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
8 ITEM #77587 FERRIE CHLORIDE	18.12	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
9 ITEM #77586 SOD HYD 4.5N	27.59	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
10 SHIPPING	21.83	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	02/28/18			N
	479.81									
Vendor Total:	479.81									
V0019 VERIZON										
18-00302	02/27/18	201Z029320 & 201X069366								
1 201Z029320	65.98	8-09-55-501-003-545	B	Telephone-w/S-VERIZON	R	02/27/18	02/28/18		201Z029320	N

March 1, 2018
10:01 AM

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	
V0019 VERIZON Continued											
18-00302 02/27/18 201Z029320 & 201X069366			Continued								
2 201X069366		165.96	8-01-31-440-001-089	B Telephone-VERIZON	R	02/27/18	02/28/18		201X06936614873	N	
		231.94									
Vendor Total:		231.94									
V0022 VERIZON WIRELESS											
18-00297 02/27/18 INV9801433573 1/11-2/10/18											
1 INV9801433573 1/11-2/10/18		200.18	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/27/18	02/28/18		9801433573	N	
Vendor Total:		200.18									
V0290 VITAL COMMUNICATIONS INC.											
17-01704 10/25/17 POST CARD MAILING											
1 POST CARD MAILING ESTIMATE		895.86	7-01-20-150-001-023	B Printing - Assessment Notices	R	10/25/17	02/28/18		POST CARD MAIL	N	
Vendor Total:		895.86									
W0002 W.B. MASON CO., INC.											
17-01765 11/08/17 QUOTE FOR CABINETS 11/02/17											
1 HON BRIGADE 600 SERIES LATERAL		1,935.00	C-04-55-881-004-444	B MUNICIPAL COURT FILE CABINETS 2017-12	R	11/08/17	02/28/18			N	
2 HON BRIGADE 600 SERIES LATERAL		1,446.68	C-04-55-881-004-444	B MUNICIPAL COURT FILE CABINETS 2017-12	R	11/08/17	02/28/18			N	
3 HON BRIGADE 600 SERIES LATERAL		582.33	C-04-55-881-004-444	B MUNICIPAL COURT FILE CABINETS 2017-12	R	11/08/17	02/28/18			N	
		3,964.01									
17-01816 11/20/17 HPD OFFICE FURNITURE											
1 HPD OFFICE FURNITURE		500.00	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
2 HPD OFFICE FURNITURE		125.00	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
3 HPD OFFICE FURNITURE		180.00	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
4 HPD OFFICE FURNITURE		199.00	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
		1,004.00									
17-01819 11/20/17 HPD OFFICE SUPPLIES											
1 HPD OFFICE SUPPLIES		54.20	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
2 HPD OFFICE SUPPLIES		10.48	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
3 HPD OFFICE SUPPLIES		4.29	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	
4 HPD OFFICE SUPPLIES		19.19	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18			N	

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10:01 AM

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	
w0002 W.B. MASON CO., INC. Continued											
17-01819	11/20/17	HPD OFFICE SUPPLIES	Continued								
5 HPD OFFICE SUPPLIES		4.94	7-01-25-240-001-036	B Office Supplies & Equipment	R	11/20/17	02/28/18				N
		93.10									
Vendor Total:		5,061.11									
w0073 WASTE MANAGEMENT OF NJ, INC.											
18-00205	02/06/18	RECYCLING CONTRACT 2018	B								
2 INV #2782336-0502-3		4,006.75	8-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	02/06/18	02/28/18		2782336-0502-3		N
Vendor Total:		4,006.75									
w0096 WATER WORKS SUPPLY CO., INC.											
18-00241	02/12/18	HYMAX COUPLING									
1 INV. IF91279 - HYMAX COUPLING		385.88	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/12/18	02/28/18		IF91279		N
Vendor Total:		385.88									
w0094 WILLIAMS SCOTSMAN INC.											
18-00237	02/12/18	FINAL STORAGE CONTAINER RENTAL									
1 INV. 5545705		396.03	8-01-26-310-001-025	B Building Rental	R	02/12/18	02/28/18		5545705		N
Vendor Total:		396.03									
WIREL005 WIRELESS ELECTRONICS, INC.											
18-00278	02/16/18	MONTHLY SVC CONTRACT FEB 2018									
1 MONTHLY SVC CONTRACT FEB 2018		415.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	02/16/18	02/28/18				N
Vendor Total:		415.00									
w0100 WITMER PUBLIC SAFETY GROUP INC											
17-01241	08/11/17	AMMO / SUPPLIES									
1 AMMO / SUPPLIES		454.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18				N
2 AMMO / SUPPLIES		210.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18				N
3 AMMO / SUPPLIES		50.25	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18				N
4 AMMO / SUPPLIES		68.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18				N
5 AMMO / SUPPLIES		75.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18				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 Continued											
17-01241	08/11/17	AMMO / SUPPLIES	Continued								
6	AMMO / SUPPLIES	291.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
7	AMMO / SUPPLIES	490.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
8	AMMO / SUPPLIES	27.50	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
9	AMMO / SUPPLIES	106.59	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
10	AMMO / SUPPLIES	155.99	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
11	AMMO / SUPPLIES	409.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
12	SHIPPING & HANDLING	30.00	7-01-25-240-001-117	B Ammunition & Target Practice	R	08/11/17	02/28/18			N	
		2,367.33									
Vendor Total:		2,367.33									

Total Purchase Orders:	50	Total P.O. Line Items:	137	Total List Amount:	80,542.23	Total Void Amount:	0.00
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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	13,534.40	0.00	13,534.40	0.00	0.00	0.00	13,534.40
	7-09	212.04	0.00	212.04	0.00	0.00	0.00	212.04
Year Total:		13,746.44	0.00	13,746.44	0.00	0.00	0.00	13,746.44
CURRENT FUND	8-01	45,080.17	0.00	45,080.17	0.00	0.00	0.00	45,080.17
	8-09	13,188.10	0.00	13,188.10	0.00	0.00	0.00	13,188.10
	8-21	0.00	0.00	0.00	0.00	0.00	4,563.51	4,563.51
Year Total:		58,268.27	0.00	58,268.27	0.00	0.00	4,563.51	62,831.78
GENERAL CAPITAL	C-04	3,964.01	0.00	3,964.01	0.00	0.00	0.00	3,964.01
Total of All Funds:		75,978.72	0.00	75,978.72	0.00	0.00	4,563.51	80,542.23

Project Description	Project No.	Rcvd Total	Held Total	Project Total
SITE PLAN	ZORRO-17	4,563.51	0.00	4,563.51
Total Of All Projects:		<u>4,563.51</u>	<u>0.00</u>	<u>4,563.51</u>

Resolution 2018-63

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

AUTHORIZING A RENEWED SHARED SERVICES AGREEMENT WITH MERCER COUNTY FOR EMS DISPATCH SERVICES

WHEREAS, with the adoption of Resolution 2014-126 on June 2, 2014, the Borough Council approved a Shared Services Agreement with Mercer County for Emergency Medical Dispatch Services for the period of July 1, 2014 to December 31, 2016; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Emergency Medical Dispatch Services to the Borough by Mercer County for a one-year period, January 1, 2018 through December 31, 2018; 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 Dispatch Services for the period January 1, 2018 through December 31, 2018; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period January 1, 2018 through December 31, 2018 will be Two Thousand Six Hundred and Forty Dollars (\$2,640.00) for this 12-month period; and

WHEREAS, additional terms of said Services shall be established in a shared services agreement signed by Mercer County and Hightstown Borough; and

WHEREAS, it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2018 budget.

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

1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
2. 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 March 5, 2018

Debra L. Sopronyi
Borough Clerk

**SHARED SERVICES AGREEMENT
BETWEEN
THE COUNTY OF MERCER AND THE BOROUGH OF HIGHTSTOWN
FOR THE PROVISION OF EMS DISPATCH SERVICES**

THIS AGREEMENT, made this ____ day of _____, 2018, by and between the County of Mercer, a body politic of the State of New Jersey, with principal offices located at 640 South Broad Street, Trenton, Mercer County, New Jersey (hereinafter referred to as "COUNTY"), and the Borough of Hightstown, a municipal corporation of the State of New Jersey, with principal offices located at 156 Bank Street, Hightstown, Mercer County, New Jersey (hereinafter referred to as "MUNICIPALITY").

WITNESSETH:

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 provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the COUNTY is interested in providing EMS dispatch services to the MUNICIPALITY, and the MUNICIPALITY is interested in having said services available to its residents;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the COUNTY and the MUNICIPALITY hereby agree as follows:

1. The COUNTY agrees to provide EMS dispatch services to the
MUNICIPALITY.

2. The term of this Agreement shall be one (1) year for the period of January 1, 2018 through December 31, 2018.

3. The MUNICIPALITY shall be assessed an annual assessment representing the cost of the calls made to, and received by the COUNTY for EMS dispatch services.

4. There shall be an adjustment to the annual assessment in January of the subsequent calendar year to reflect actual calls in the prior year.

5. Based on the annual assessment the MUNICIPALITY will pay an annual cost for EMS dispatch in the amount of \$2,640.00 to the COUNTY within thirty (30) days of invoicing by the COUNTY.

6. Each party shall indemnify, defend and hold harmless the other party, its agents, officers and employees, and their successors and assigns, from and against all liability for any claims, suits, demands, actions or causes of action of any kind and nature arising out of or in connection with the provision of the parties' respective responsibilities under this Agreement, to the extent permitted by law.

7. This Agreement may be terminated at any time by either party, with or without cause; however, unless otherwise agreed to by the parties, a termination shall not become effective for a minimum of ninety (90) days following the receipt of the notice of termination by the non-terminating party.

8. All notices, statements or other documents required by the Agreement shall be hand-delivered or mailed to the following designated representatives:

A. The designated representative for the COUNTY is:
Andrew A. Mair, Administrator
County of Mercer
640 S. Broad Street
Trenton, NJ 08650

B. The designated representative for the MUNICIPALITY is:
Debra Sopronyi, Clerk/Administrator
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

9. 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. 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.

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year aforesaid.

ATTEST:

COUNTY OF MERCER

JERLENE H. WORTHY
CLERK TO THE BOARD
OF CHOSEN FREEHOLDERS

BRIAN M. HUGHES
COUNTY EXECUTIVE

ATTEST:

LAWRENCE QUATTRONE, MAYOR

Resolution 2018-64

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

WAIVING TEMPORARY FOOD LICENSE FEES FOR CULTURAL ARTS COMMISSION EMPTY BOWLS EVENT

WHEREAS, the Hightstown Borough Cultural Arts Commission is sponsoring the Empty Bowl Event to support hunger relief and the arts on March 24, 2018; and

WHEREAS, the Borough requires that Temporary Food Licenses be issued by the Health Department at a cost of \$35.00 for all vendors participating in the event; and

WHEREAS, given the nature of this event the Cultural Arts Commission has requested that the \$35.00 in fees for said permits be waived; and

WHEREAS, all other requirements for the issuance of the Temporary Food Licenses for this event shall remain in effect and required of all vendors; and,

WHEREAS, the Borough Council of Hightstown finds that the fees required for the Temporary Food Licenses shall be waived for this event; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown, that the Temporary Food License fees for the participating vendors of the Hightstown Borough Cultural Arts Commission sponsored Empty Bowls Event to be held March 24, 2018, shall be waived, but all other requirements associated with the issuance of said license shall be applicable.

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 5, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-65

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

RESOLUTION SUPPORTING THE MERCER COUNTY SUSTAINABILITY COALITION – REGIONAL HUB COMMERCIAL ENERGY EFFICIENCY OUTREACH CAMPAIGN

WHEREAS, The Borough of Hightstown endorses and support the Mercer County Sustainability Coalition – Regional Hub Commercial Energy Efficiency Outreach Campaign; and

WHEREAS, The Borough of Hightstown and The Borough's Green Team will participate in this proposal as a team member and if funded by Sustainable Jersey will work with the other Mercer County Township team members to recruit and set up clean energy outreach teams to help our small business become more sustainable, save energy and money and reduce their greenhouse gas emissions.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown declares it's support for the Mercer County Sustainability Coalition – Regional Hub Commercial Energy Efficiency Outreach Campaign as they work to help small businesses become more sustainable, save energy and money and reduce their greenhouse gas emissions.

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 5, 2018.

Debra L. Sopronyi
Borough Clerk

The Mercer County Sustainability Coalition – Regional Hub Commercial Energy Efficiency Outreach Campaign

1

I Summary:

The objective of the proposal is to create a focused and specific clean energy outreach to Mercer County small businesses to increase the number of New Jersey's Clean Energy Program (NJCEP) Direct Install projects. The participating Mercer County municipal green teams will help to recruit clean energy outreach teams (CEOT) from local colleges, public and private school, and other organizations. The municipal green team and the CEOT will work with Tri-State Lighting, the Mercer County Direct Install contractor. Tri-State Lighting will train the CEOT in the specifics of the NJBPU Direct Install program. In addition, the CEOT will be trained in other clean energy programs including Smartstart, Solar Options and Work Place EV Charging Programs.

The goals of the proposal are:

1. to achieve the full points under Commercial Energy Efficiency Outreach for all participating municipalities;
2. to demonstrate the benefits of the Hub concepts in Sustainable Jersey; and
3. to assist Mercer County towns in their decision to Go for the Gold for Energy.

II Team Members:

1. Lawrence Township Green Team – Sustainable Lawrence
2. Pennington Township Green Team
3. Sustainable Princeton
4. Ewing Green Team
5. Tri-State Lighting
6. NJDEP Sustainable Business Registry

III. Action Plan and Timeline:

a. Background:

Each Mercer County municipality can develop this proposal and implement the objectives and goals individually. They can each individually get the Sustainable Jersey points for Commercial Energy Efficiency Outreach.² The advantage of working through the Regional Hub approach, as opposed to individual municipalities, is not having to re-create the wheel in each municipality. For this proposal the Sustainable Jersey Regional Hub is the Mercer County Sustainability Coalition (MCSC).

The number of the similar business types at the Regional Hub level increases significantly. In one municipality there may be one or two of the same business type while at the hub level there may be dozens of the same business type. The learning curve of the outreach sales pitch improves with the repetition at similar business types. In addition, the hub level has a broader range of trainers and expertise to pull from as opposed to an individual town. There may be a dozen experts at the Hub level as opposed to none, or one at the municipal level.

¹ Disclaimer: The concepts and ideas in this document are those of Mike Winka and do not represent that of the NJBPU, NJCEP, Lawrence township, Sustainable Lawrence, MCSC or any other rational or reasonable person.

² Since this is a new action item all current bronze and silver certified municipalities will have to perform this new action item in the next years to be recertified.

The Sustainable Jersey outreach model to municipalities has worked to improve and increase the participation of municipalities and now schools in NJBPU Clean Energy programs including solar, Direct Install, Smartstart and other clean energy programs. The number of public entities mostly municipalities that participant in these programs is a significant portion of the total participants.³ From the NJBPU Clean Energy public reports public entities make up 12% of the total behind the meter installed capacity. As noted in the attached spreadsheet public entities make up 26% of all the Direct Install projects completed in Mercer County municipalities.

The USEPA Sage Energy outreach model is also an example of how focused outreach can work. The Sage Energy outreach may have assisted in significantly increasing the number of New Jersey residential solar installations over the last couple of years. The residential solar installations dropped from a high of 50% to 60 % of the total solar installations in the initial year of the solar program in 2001 through 2005 to single digit percentages in 2010/2011. This low percentage has now increased to over 50% in 2015 to 2017.⁴ While there are many other factors they may impact this change, one of the factors is the increase in outreach to New Jersey residents through the Energy Sage program.

One highlight for considering this proposal is the ongoing and continued work of all the municipalities in the MCSC. The MCSC has run the Mercer Green Fest for four (4) years with attendance growing every year. Last year's Mercer Green Fest had over 1,100 attendees. See https://mercersustainabilitycoalition.org/green_fair/

b. Planning

The objective of the Mercer County Sustainability Coalition Regional Hub Small Business Outreach Campaign is to reach small businesses with several types of outreach including: a mailer outlining the program, outreach meetings, and media reports. However, the major focus of the outreach will be through in-person outreach from the Clean Energy Outreach Teams (CEOT). The CEOTs can answer specific questions directly at the small business' convenience instead requiring the small business to take time and the initiative to reach out for assistance and answers.

CEOT will be recruited from Mercer County Colleges including Princeton University, The College of New Jersey, Rider University and Mercer County Community College. In addition, CEOT will be recruited from the Mercer County Sustainability Coalition Municipal Green Teams and may be recruited from Mercer County public and private high schools.

c. Implementation

Each participating Mercer County Sustainability Coalition municipality will secure a Mayor's Letter introducing the project and the CEOT to the Town's small businesses. The Project Team will assist in drafting the introductory letter and flyer describing the program.

The CEOT will be trained on the NJBPU Direct Install program by the Mercer County Direct Install contractor Tri-State Lighting. While the focus of the outreach program is educating Mercer County small businesses on the NJBPU Direct Install benefits, the CEOT will also be trained in other Clean Energy programs including Smartstart, Solar Options, and Work Place EV charging.

³ This is based on a qualitative assessment of the NJCEP website and the number of municipalities listed as participates.

⁴ NJBPU Clean Energy solar installations at <http://www.njcleanenergy.com/renewable-energy/project-activity-reports/project-activity-reports>

In addition, training using the NJDEP Sustainable Business Registry will also be included so that businesses that successfully engage in this program can also receive recognition through the Registry. MCSC have already reached out to NJDEP Athena Sarafides to discuss this proposal and the MCSC working with the Sustainable Business Registry if the proposal is awarded a grant.

The secondary objective is to be able to answer questions on other clean energy programs the small business may have when the CEOT is in their establishment instead of the small business seeking out the information on their own. The Mercer County Sustainability Coalition Municipal Green Teams are somewhat unique in the Regional Hub and have a depth of experience in environmental and energy fields that may not be available in other Hubs. These experts can serve as trainers and go-to-experts on the issues encountered by the CEOT.

The CEOT will be trained in specific business sectors and will be provided a specific area within Mercer County that relates to their school location. As an example, Rider University, Lawrence High School, Lawrenceville Prep School and Notre Dame High School will be directed to specific areas in Lawrence Township. The Mercer County Green Team will work with their towns to develop lists of cluster businesses or “High Profile” businesses in their municipalities.⁵ As an example Main Street in Lawrence as a cluster and Bristol Myers Squibb as a high-profile business. Feedback and cross-training between and among the various municipal CEOT will be coordinated by the Project Team.

d. Timeline:

All timeframes are from the date of the award.

Award of contract 0 days

1. Kick off meeting with lead municipality to establish invoicing and reporting requirements within 7-14 days.
2. Develop a coordinated Mayor’s letter to local small businesses announcing the program 30 to 60 days
3. Develop first list of cluster and high-profile businesses 30 to 90 days. This list will be updated every 90 days based on feedback from the CEOT.
4. Assembly first CEOT 30 to 90 days. The teams will be refreshed every 90 days as needed.
5. Establish first training programs within 90 days. Retraining as needed every 90 days.
6. Outreach to Mercer County small businesses 90 days through 450 days.
7. Feedback meetings with the municipal CEOT every 30 days.
8. Assembly data and feedback and draft final report 450- 540 days.
9. Submit final report 540 day.

IV. Community Engagement

The development of this proposal is the first step in community engagement by obtaining the buy-in of the team member municipalities. The establishment of the municipal CEOT is another part of the community engagement.

Each participating municipality will hold at least one small business outreach meeting coordinated with the local Chamber of Commerce or other local business group. Each participating municipality will have a budget for paid advertisement in local press or other outreach sources coordinated through the Project Team.

⁵ A “high profile” business is one that has won an award in recent years for civic or other businesses areas.

Two of the biggest benefits of working through the Regional Hub as opposed to individual municipalities is coordination with the Regional Chambers of Commerce the coordinated outreach and marketing. MCSC members have already reached out to several of the area Chambers to secure their support if the proposal is awarded a grant.

Another advantage is The Project team will develop a Mercer County Sustainability or Municipality Small Business – Saving Energy recognition award. The Project team will work with the small business that performs a Direct Install energy retrofit or other CE program installation to have a picture of the business with a local official published in US 1 and other local weekly press. The goal will be to have a picture a week depending on the uptake of the small business Direct Install. The Project Team will work to get larger pieces published in the local press that have a more in-depth discussion of the Direct Install projects and savings as well as routine op-eds on the Mercer County Sustainability Coalition - Regional Hub Small Business Outreach project and the Sustainable Jersey program. The CEOT will also work with the business that performs a Direct Install energy retrofit with assistance in joining the New Jersey Sustainable Business Registry Businesses for additional recognition.

V. Project Impact:

The Project Team will work to calculate the total energy saved and the avoided emissions due to the project. The Mayor's letter, the CEOT and Tri-State Lighting will work to separate out the Direct Install projects that are the result of this proposal's outreach.

With the current Direct Install baseline at the NJBPU Clean Energy Program, the Project Team will work with NJBPU to determine the impact of the focused outreach on the NJBPU goals.

If successful, the Project Team would work with Sustainable Jersey to develop a new Energy Action Item for Gold certification and a guidance manual for other hubs.

VI. Budget

1. Stipends for CEOT - \$ 3,000 - CEOT training and travel costs
2. Recognition Awards -\$ 3,000 - cost of the award and award presentation meeting costs
3. Outreach meetings - \$ 3,000 - meeting cost including coffee and snacks
4. Paid Advertisement- \$ 7,000 - local newspaper to supplement free press releases and events
5. Administrative cost - \$ 4,000 consultant costs to manage the project

Appendix – Listing of Mercer County Commercial Businesses and number of Direct Install Projects completed since 2015 by municipality and the additional DI projects required of each municipality to obtain SJ points for the Commercial EE Outreach action item

Appendix A – List of Commercial Businesses in Mercer County and DI Projects by Town

Resolution 2018-66

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

RESOLUTION OF SUPPORT AUTHORIZING THE SUSTAINABLE JERSEY ROOTS FOR RIVER REFORESTATION GRANT APPLICATION

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, The Borough of Hightstown strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, The Borough of Hightstown is participating in the Sustainable Jersey Program; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Roots for River Reforestation Grants Program;

THEREFORE, the Borough Council of The Borough of Hightstown has determined that The Borough of Hightstown should apply for the aforementioned Grant.

THEREFORE, BE IT RESOLVED, that Borough Council of the Borough of Hightstown, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grant.

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 5, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-67

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

PROCLAIMING MARCH AS AMERICAN RED CROSS MONTH 2017

WHEREAS, The American Red Cross saw a record-breaking year in 2017 of challenging domestic and international response efforts. Through the support of its volunteers, in just 45 days, the Red Cross responded to six of the largest and most complex disasters of 2017 including back-to-back hurricanes, the deadliest week of wildfires in California history, and the horrific mass shooting in Las Vegas. In addition, the Red Cross responded to nearly 50,000 home fires in 2017, providing casework assistance to help 76,000 families recover; and

WHEREAS, In New Jersey, the Red Cross has a long history of helping our neighbors in need. The American Red Cross New Jersey Region responded to more than 820 local disasters last year, assisting nearly 1,900 New Jersey families who were displaced by home fires. They installed 10,600 free smoke alarms and reached thousands with fire safety information through the Home Fire Campaign. In New Jersey, the Red Cross provides an average of 4,000 military family case services every year and collects an average of 90,000 units of blood from our generous blood donors; and

WHEREAS, March is American Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here in New Jersey who give of themselves to assist their neighbors when they need a helping hand; and

WHEREAS, Across the country and around the world, the American Red Cross responds to disasters big and small. It collects about 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration; and

WHEREAS, We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of Hightstown Borough, Mercer County, New Jersey do hereby proclaim March 2018 as American Red Cross Month and encourage all Americans to support this organization and its noble humanitarian mission.

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 5, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-68

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

A RESOLUTION OPPOSING SENATE BILL S-5, TRANSFERRING PFRS TO A LABOR-MANAGEMENT BOARD, AS PRESENTLY WRITTEN

WHEREAS, on February 26, 2018, Senate Bill S-5, which transfers the management of Police and Fire Retirement System (PFRS) to a Board of Trustees, was held to be amended; and

WHEREAS, it is anticipated that the bill will again be before the full Senate on March 26, 2018; and

WHEREAS, the New Jersey League of Municipalities, along with the New Jersey Conference of Mayors and New Jersey Association of Counties, continue to request the following taxpayer-friendly changes that will serve to protect the long-term health and viability of PFRS as well as establish critical safeguards that require the new Board of Trustees to manage valuable property-taxpayers' dollars in an effective and efficient manner:

- Create a 15-member PFRS Board of Trustees comprised of an equal number of labor and management representatives with 1 independent member;
- Authorize the League and Association of Counties to make direct management appointments to the new Board of Trustees as is the case for the labor representatives;
- Prohibit the new Board of Trustees from enhancing member benefits until the system achieves a target funded ratio of 80% as required under current law; and
- Require a vote of 2/3 of the full membership of the new Board of Trustees to enhance members benefits, and only after the system achieves a target funded ratio of 80%.

NOW THEREFORE BE IT RESOLVED, that the Borough Council of the Borough of Hightstown, County of Mercer, State of New Jersey, hereby opposes Senate Bill S-5 until it is amended to add the necessary safeguards advocated by the League, the Conference of Mayors and the Association of Counties.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Legislators of the 14th Legislative District, the New Jersey League of Municipalities, the Conference of Mayors, the Association of Counties, Senate President Stephen Sweeney, and the Governor of the State of New Jersey.

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 5, 2018.

Debra L. Sopronyi
Borough Clerk

Peggy Riggio

From: NJLM to Municipal Officials <njlm-clerks@njslom.com>
Sent: Tuesday, February 27, 2018 1:36 PM
To: Peggy Riggio
Subject: S-5, Bill to Transfer PFRS to a Labor-Management Board Held



New Jersey State League of Municipalities

Daily Update

[ARCHIVES](#) | [FACEBOOK](#) | [TWITTER](#)

February 27, 2018

Re: S-5, Bill to Transfer PFRS to a Labor-Management Board Held

Dear Mayor:

Yesterday, the Senate held [S-5](#), which transfers the management of Police and Fire Retirement System (PFRS) to a Board of Trustees of PFRS. It is our understanding that the bill was held to be amended to either reinsert or address the 80% target fund ratio provision, which is one of the major objections raised by the League, the Association of Counties, and the Conference of Mayors.

It is anticipated that the bill will again be before the full Senate on March 26. The League, along with New Jersey Conference of Mayors and New Jersey Association of Counties, continue to request the following taxpayer-friendly changes that will serve to protect the long-term health and viability of PERS as well as establish critical safeguards that require the new Board of Trustees to manage valuable property-taxpayers'-dollars in an effective and efficient manner:

- Create a 15-member PFRS Board of Trustees comprised of an equal number of labor and management representatives with 1 independent member;
- Authorize the League and Association of Counties to make direct management appointments to the new Board of Trustees as is the case for the labor representatives;
- Prohibit the new Board of Trustees from enhancing member benefits until the system achieves a target funded ratio of 80% as required under current law; and
- Require a vote of 2/3 of the full membership of the new Board of Trustees to enhance members benefits, and only after the system achieves a target funded ratio of 80%.

From news accounts we understand that Senate President Sweeney is open to considering some changes to the bill. Therefore, we ask that you please contact and ask your State Senator to oppose this bill until it is amended to add the necessary safeguards advocated by the League, the Conference of Mayors, and the Association of Counties.

You can find your Senator's contact information, listed by municipality, [here](#).

Contacts:

Michael F. Cerra, Assistant Executive Director, mcerra@njslom.org or 609-695-3481 x120
 Lori Buckelew, Senior Legislative Analyst, lbuckelew@njslom.org, 609-695-3481 x112

Sincerely,

Michael J. Darcy, CAE
Executive Director

Please be advised that the information you receive in this newsletter is not legal advice. You must consult your town attorney to make sure that any of the material you receive is in accordance with current state law and your particular facts and situation.

The New Jersey State League of Municipalities is subject to the New Jersey Open Public Records Act. As such, any email sent or received by the League may be subject to a records request.

New Jersey League of Municipalities
222 West State Street, Trenton, NJ 08608
609-695-3481
njslom.org

[Unsubscribe](#)

This message was sent to **priggio@hightstownborough.com** from **njlm-clerks@njslom.com**

NJLM to Municipal Officials
NJLM Daily Advisory
222 West State Street
Trenton, NJ 08608

Resolution 2018-69

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

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of 2018 taxes was made for Block 10.01, Lot 48, 5 Ely Court, Hightstown, in the amount of \$3,066.77 due to double payments made by the mortgage company and the homeowner; and

WHEREAS, the mortgage company, Cenlar c/o Corelogic, P.O. box 9202, Coppell, TX 75019-9766, has requested that a refund be issued for the overpayment in the amount of \$3,066.77; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$3,066.77.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and CFO are hereby authorized to issue a refund in the amount of \$3,066.77 to Cenlar c/o Corelogic, P.O. Box 9202, Coppell, TX 75019-9766, representing the tax overpayment as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 5, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-70

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2018 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2018 temporary budget; and

WHEREAS, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

WHEREAS, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2018 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	THIS RESOLUTION	PREVIOUS TOTAL	CUMULATIVE TOTAL
Current	52,000.00	192,000.00	244,000.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	0.00	0.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	52,000.00	192,000.00	244,000.00

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2018 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

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 5, 2018.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
Emergency Temporary No. 2
3/5/2018

Current Fund

Group Insurance	Other Expenses	30,000.00
Buildings and Grounds	Other Expenses	10,000.00
Celebration of Public Events	Other Expenses	7,000.00
Data Processing	Other Expenses	<u>5,000.00</u>
Total Current Fund		<u>52,000.00</u>



083
**Generosity, (a.): nobility of mind; magnanimity;
willingness to give or share; a being unselfish.**

(Webster's Unabridged Dictionary)

RECEIVED

JAN 29 2018

MUNICIPAL CLERK'S OFFICE

January 22, 2018

Dear Mayor and Council:

Thank you for your continued support of Rise-a Community Service Partnership. Your funding helps to keep our doors open- we count on every penny to remain available for the neediest of our neighbors.

Local government funding keeps our doors open. Borough funds go directly to case management; Rise provides this service to Borough Residents for the Borough, eliminating the need for a Borough salaried position.

Rise is in desperate need of new space! We need food pantry storage and distribution areas as well as counseling and meeting rooms. For over 50 years, Rise remains the ONLY organization dedicated to serving the Hightstown community and should be given the highest priority access to community space.

Operating a viable and vibrant social enterprise in downtown, we would be excited to explore the development of a Business Improvement District (BID) in the Borough: **A Business Improvement District (BID) is a defined area within which businesses are required to pay an additional tax (or levy) in order to fund projects within the district's boundaries.**

We understand the serious constraints on municipal spending, but we also trust that you will recognize the urgency of supporting the work that we do to help you *meet the needs of the community that you serve too*. Our partnership is desperately needed by your constituents, our clients, to help families overcome temporary setbacks, break the cycle of poverty, and lay a foundation for better days to come.

Mayor and Council, thank you for partnering with us during all of these years. We deeply appreciate that you take the time from your busy schedules to come out and support our various functions throughout the year. Township leadership sends an important message of the value of our service to the community.

Hightstown specific outcomes- In 2017 Rise provided 110 households, which includes 173 adults and 160 children, with case management which includes food distribution and clothing and utility/rental assistance. In addition, we facilitate three community dinners each week in Hightstown which provides over 375 meals per week.

Thank you for your continued support and consideration,

Leslie Koppel

Executive Director
(enclosure)



EXIT

PARK / OUT

SLOW
DOWN
FEET
9 MPH

Zagster
a better way to bike
BIKE SHARE STATION
Join our app or at Zagster.com/HowtoUse
1. SCAN QR CODE 2. UNLOCK 3. RIDE 4. RETURN
Be Healthy County of Allegheny



Zagster
a better way to bike

BIKE SHARE STATION

Join on our app or at zagster.com/rentals

1. SCAN QR CODE
2. UNLOCK
3. RIDE
4. RETURN

Be Healthy
Coventry
Need Help?

KISAALI
ribociclib



ORDINANCE 2018-XX

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 29, ENTITLED "SIGNS", SECTIONS 3 AND 8, ENTITLED "GENERAL REGULATIONS" AND "CHANGEABLE COPY SIGNS", RESPECTIVELY OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY

WHEREAS, it is the public policy of the Borough of Hightstown, a municipal corporation in the County of Mercer, State of New Jersey, to protect the rights of expressive speech and viewpoint communication, as secured by the Constitution of the United States and the Constitution of the State of New Jersey, to the full extent of all applicable law, for all persons within its jurisdiction, and;

WHEREAS, the Borough seeks to protect the rights and opportunities for commercial speech within an environment, the aesthetics of which present a quality of attractiveness, so as to enhance the opportunities for development and growth of business enterprises, and for that purpose presents a pleasing and uncluttered business milieu intended to be attractive to patrons and residents alike, and;

WHEREAS, the Borough seeks to protect and enhance the safety and efficacy of vehicular traffic flow, and to protect pedestrian and other persons and their property within the public right of way, and;

WHEREAS, research indicates that built-up clutter, meaning signage or similar distractions existing in large size or numerical profusion of items or content within a fixed area visible to motorists, induces a greater distraction to drivers than non-complex distractions; and

WHEREAS, research further indicates that illuminated signage visible to drivers causes a longer duration of distraction than non-illuminated signage; and

WHEREAS, research has shown that blinking, flashing, moving, or otherwise animated signage produces a longer distraction time for drivers than ordinary signage without added distractive elements or characteristics; and

WHEREAS, research has demonstrated that variable message signs, consisting of changing moveable images or text, product, when visible to motorists, a longer duration of distraction time than static signs, and correlate to an increase in vehicular accidents; and

WHEREAS, The Borough Council of the Borough of Hightstown finds that the public health, safety, morals and general welfare of the community shall be promoted by the revision and amendment of Chapter 29 of the Revised General Ordinances pertaining to signs; and

WHEREAS, the Planning Board of the Borough of Hightstown has adopted a Master Plan that comprehensively provides for the appropriate use, regulation, and development of lands in the Borough in a manner which will promote the public health, safety, morals and general welfare; and

WHEREAS, the Municipal Land Use Law, N.J.S.A. 40:55D-62a requires substantial consistency of the provisions regulating zoning and land use with the adopted Master Plan; however, a governing body may adopt a zoning ordinance or zoning map wholly or partially inconsistent with such land use plan element provided that the reasons for doing so are set forth in a resolution and recorded in its minutes, and;

WHEREAS, the Planning Board has determined that the revisions and amendments to the Revised General Ordinances are consistent with said Master Plan, represent sound land use regulation, and therefore favorably recommends to the Borough Council that the regulations pertaining to signs be so amended, and;

WHEREAS, this Ordinance does not involve a classification and boundary change requiring individual property owner notice pursuant to N.J.S.A. 40:55D-62.1.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council and the Borough of Hightstown that Chapter 29 of the Revised General Ordinances be hereby amended as follows:

Section 1. Chapter 29 "Signs", Section 3, entitled, "General Regulations" is hereby amended to add Paragraphs K and L as follows:

- K. Sign Luminance. No sign shall exhibit a luminance exceeding 12.54 lumens per square foot (135 candelas per square meter) measured at right angles and 60 feet distant therefrom the face of the illuminated sign.

Section 2. Chapter 29 "Signs", Section 8, entitled, "Changeable Copy Signs" is hereby amended to read as follows:

29-8. Changeable Copy Signs.

Changeable copy signs, where permitted, shall comply with the provisions of this chapter, including the following additional requirements:

- A. The purpose of a changeable copy sign is to apprise the public of special events, attractions, or similar time-related information. Changeable copy shall not be used to advertise merchandise or special sales events, provided, however, that the prices of motor fuel may be displayed on a changeable copy sign on the premises where such motor fuel is sold.

- B. All such signs shall be permanently affixed to the ground or to a structure.
- C. Copy shall be changed by means of moveable lettering, which is more than one eighth (1/8) inch in thickness and shall not be changed more than once every twenty-four (24) hours. Changeable copy signs that are changed more frequently shall be considered animated signs and shall not be permitted.
- D. Changeable copy may not be located in any residential zoning district, excepting institutional uses.
- E. Changeable copy signs may be either freestanding signs or canopy signs and shall conform to the height limitations of such signs.
- F. No more than one (1) freestanding changeable copy sign shall be permitted per street frontage.
- G. The changeable portion of the sign shall be limited to three (3) lines of wording or, in the case of a cinema with more than one (1) theater, two (2) line per theater.
- H. The sign area of a changeable copy sign shall be included in the total permissible sign area for freestanding or canopy signs, as the case may be, excepting institutional uses. Changeable copy signs for institutional uses shall not exceed twelve (12) square feet in area.
- I. No portion of the lighting source for changeable copy signs shall be visible to the public traveling upon a public way.

Section 3. Continuation. In all other respects, the Revised General Ordinances of the Borough of Hightstown shall remain unchanged.

Section 4. Severability. If any portion of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Revised General Ordinances as a whole, or any other part thereof.

Section 5. Repealer. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency only.

Section 6. Enactment. This Ordinance shall take effect upon the filing thereof with the Mercer County Planning Board after final passage, adoption, and publication by the Borough Clerk of the Borough of Hightstown in the manner prescribed by law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-XX

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

WHEREAS, Business owners in downtown Hightstown have expressed concern about inefficiencies in the Stockton Street Parking Lot; and

WHEREAS, it has been determined that there are many underutilized permit parking spaces in the evening and on weekends, resulting in fewer customer parking spaces; and

WHEREAS, limiting the permit parking requirement to business hours on weekdays would permit the additional open parking needed for customers to the downtown businesses; and

WHEREAS, it is the desire of the Mayor and Council to amend the Revised General Ordinances of the Borough of Hightstown to implement these changes.

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

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

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

d. **Permit Parking.**

No person shall park a vehicle at the below-described locations during the hours of 8am to 6pm unless said vehicle shall have a valid permit displayed. Said permit shall have been issued in accordance with the provisions of Section 7-37.1(h) herein.

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

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

From: Lee Stults
To: [Debra Soromoni](#)
Subject: Stockton St Lot 5:15 on 2/16/18
Date: Friday, February 16, 2018 5:41:56 PM

Hi Debra,

As we had discussed, I have attached photos of the Stockton St lot at 5:15 today. There are 31 open spaces in the Permit only areas, with one employee leaving now making it 32. These spots could all be open for restaurants if we put a time limit on the permit only signs. Enjoy the long weekend.

Lee









Sent from my iPhone



The Borough of Hightstown
Bureau of Fire Safety
 156 Bank Street
 Hightstown, NJ 08520
 (609) 490-5100, Ext. 617

HIGHTSTOWN BOROUGH ORDINANCE

SECTION 15-11 KNOX BOX

Sec. 15-11. Knox box.

(A) Where required. In all buildings regardless of use or occupancy, the owners and/or management agents shall install a Knox box, of a type and in a location approved by the fire marshal. The following are exempt from this requirement: all properties protected by an on-site, 24 hours per day/7 days per week guard service; all properties having employees on duty and/or on site 24 hours per day/7 days per week; multiple-family dwellings containing six or less individual occupancies; and single-family homes.

(B) For all buildings where installation is not required under the provisions of subsection (a), such installation shall be permissible but not required. If the owner or management agent of a property which is not required to install a Knox box elects to do so, said owner or management agent shall be obligated to meet all criteria specified for buildings where Knox box installation is required.

(C) Upon examination of the physical condition and characteristics of any property subject to this section, and upon written notice to the owner and/or principal occupant thereof, the fire marshal may require a key box to be installed in a specific location whenever access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or firefighting purposes.

(D) Cabinet-style vaults shall be required when deemed necessary by the fire marshal at premises containing hazardous materials and MSDS data sheets, site plans and floor plans.

(E) Owners and operators of controlled vehicle parking areas which use mechanical parking gates to control motor vehicle ingress and egress shall install and maintain an emergency override control on each gate. Said emergency override control devices shall contain a master key-operated type switch approved by the proper official of the local fire district.

(F) Key boxes shall include two separate sets of keys. Each set shall contain the following individually labeled keys:

- (1) Keys to the locked point of egress whether on the interior or exterior of such buildings;
- (2) Keys to locked mechanical rooms;
- (3) Keys to locked electrical rooms;
- (4) Keys to fire alarm panels;
- (5) Keys to elevator controls, if elevators are present and equipped with a fire department bypass switch;
- (6) Keys to other areas in the building as directed by the fire marshal.

(G) In addition, the key box shall contain the following:

- (1) A current list of personnel and telephone numbers for call back purposes in the event of an emergency;
- (2) All right to know records and MSDS pertinent to the subject premises;
- (3) In the alternative, a written direction card shall be located in the key box, indicating the location of those records for facilities having more MSDS sheets then the key box is capable of holding.

(H) The lock or key box to be installed in the structure shall meet the following specifications:

- (1) UL 437--Standard for safety keylock;
- (2) UL 1610--Standard for central station alarm units for use with UL listed alarm systems;
- (3) UL 1037--Standard for anti-theft alarms and devices.

(I) The fire department shall adopt procedures for protecting the integrity and security of the master keys system which allow access to Knox boxes within the borough. Procedures shall include, but not be limited to: a definition of authorized uses and users of the system; specific means of access to the system; protection against unauthorized or uncontrolled use of master keys or master key systems; secure storage systems for master keys; a system for release and control of master keys from a central dispatch location; the recording of individuals having access to the master key, including date, time and location of access; and protections and safeguards against unauthorized duplication of master keys or access systems.

(J) In the event that locks on the subject building are changed after the installation of the key box, the fire marshal shall be notified of such change in writing, and a key(s) to the new lock(s) shall be provided immediately. Failure to provide this written notification and new key(s) may result in the imposition of a fine of not less than \$500.00.

(K) The requirements of this section shall apply to all new construction in the borough and all buildings undergoing renovations in the borough, where the total cost of the renovations exceeds \$10,000.00.

(L) All existing buildings as described in section (a), shall be required to comply with the installation of the Knox box system within 6 months of the effective date of this section.

(M) Any building owner who knowingly and intentionally violates this section, after receiving written notice from the fire marshal, may be subject to a fine of not less than \$500.00 per violation.

(N) Enforcement of this section shall be performed by the local fire marshal or fire chief pursuant to the provisions of N.J.A.C. 5:70-1.2 et seq.



The Borough of Hightstown
Bureau of Fire Safety
156 Bank Street
Hightstown, NJ 08520
(609) 490-5100, Ext. 617

Dear Business Owner,

One of the many problems facing the fire department today is that investigating problems in buildings after business hours. When the fire department is dispatched and upon arrival, there is no problem apparent from the exterior, the fire officer must make a decision whether to break into the building to check for a fire or wait outside for a business representative to arrive with a key. Many times, a representative is not available or has an extended arrival time. As a business owner, I'm sure you can empathize with the fire officer and understand either decision. The damage potential for either however is easily hundreds of dollars that, in the end, is usually borne by the business owner.

If there is an actual fire on the premises, new high security locks and other devices can prevent the rapid entry of the fire department. This fact not only increases property damage by delaying firefighting tactics but also increases suppression and restoration costs.

Recently, the Hightstown Borough Council passed a municipal ordinance requiring a rapid access system, commonly known as a "Knox Box", to be installed in all businesses within the borough. This system consists of a high security box that will hold keys and special information concerning your business. It can also hold hazardous materials information; floor plans, a list of emergency phone numbers and any other special information the fire department may need to know about your business. This system will allow the fire department to quickly enter your business in case of an emergency without causing unnecessary damage or delay.

The fire department is the only agency that has a key to open this box and use the keys to a business. Neither the building owner nor any tenant will have access at any time. In addition, the method to access the master key with which to open a business's rapid access system is electronically controlled at a secure dispatching center. Every request to access the master key is recorded. The rapid access system can also be connected to the business's fire or burglar alarm system that would sound if the box was opened or tampered with.

The use of this system will allow the fire department rapid access to your business while maintaining existing security. If you have any questions regarding the use of this system, simply call the fire prevention office at 609-490-5100 Ext 617.

Respectfully,

Chad Reed Fire Marshal

Ordinance 2018-XX

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 4, ENTITLED “GENERAL LICENSING”, SUBSECTION 4-1.4, ENTITLED “FEES” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN.”

WHEREAS, the Borough of Hightstown (the “Borough”) previously established fees relating to the licensing of boardinghouses located within the Borough, as set forth in Chapter 4, entitled “Fees,” Subsection 4-1.4, entitled “Fees” of the “Revised General Ordinances of the Borough of Hightstown”; and

WHEREAS, The Construction/Zoning Official finds that the fee presently charged does not cover the expenses of the Department to conduct inspections and register said Boardinghouses; and

WHEREAS, the Mayor and Council wish to increase said fees to cover the expenses incurred in fulfilling the licensing requirement for Boardinghouses.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Mayor and Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Chapter 4, entitled “Fees,” Subsection 4-1.4, entitled “Fees” of the “Revised General Ordinances of the Borough of Hightstown”; is hereby amended and supplemented in order to add the following (additions are shown with underline, deletions are shown with ~~strikethrough~~):

4-1.4 Fee Schedule.

- a. Fees shall be as follows:

<u>License</u>	<u>Fee</u>
Peddlers, hawkers and vendors	\$75.00 per year
Solicitors and canvassers	\$75.00 per month
Charitable solicitations	No fee
Movie theatres	\$50.00 per year
Pool and billiard parlors	\$50.00 per year
Coin-operated vending machines (in coin-operated laundries):	
Automatic washers	\$10.00 per machine per year
Dryers	\$10.00 per machine per year
Coin changers	\$10.00 per machine per year
Soap-dispensing machines	\$10.00 per machine per year
Automatic vending machines:	

Vending merchandise or service of any description (Non-food)	\$40.00 per machine per year
Amusement, skill and video machines	\$100.00 per machine per year
Weighing scales	\$30.00 per machine per year
Coin-operated phonographs	\$75.00 per machine per year
Coin-operated reproducing machines	\$60.00 per machine per year
Going-out-of-business sales	\$150.00 per sale
Circuses and traveling shows	\$100.00 per day
Auctions	\$100.00 per day
Massage, Bodywork and Somatic Therapy Establishments	\$500.00 per licensing cycle
Boardinghouses, rooming houses and rooming units*	
1 to 3 boarders or roomers	\$5.00 <u>\$25.00</u> per boarder or roomer per year
4 or more boarders or roomers	\$3.00 per boarder or roomer per year

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

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

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

Introduced:

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

ORDINANCE 2018-XXX

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 13, ENTITLED "HOUSING", OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Housing Inspector, in coordination with the Construction/Zoning Official recommends certain changes to the Housing ordinance of the Borough; and

WHEREAS, The Mayor and Council of Hightstown Borough have determined that said revision to the Housing ordinance is required pursuant to the request.

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

1. Section 1. The following subsections of Chapter 13, "Housing", of the *Revised General Ordinances of the Borough of Hightstown* ~~is,are~~ hereby amended and supplemented as follows (deletions in ~~strikeout~~ text, additions underlined):

Subsection 13-7-1 Certificate of Compliance Required for Occupancy/Transfer of Title.

Pursuant to N.J.S. 40:48-2.2(a), at least thirty (30) days prior to the scheduled date of a new occupancy of any dwelling house which has been sold or is under contract to be sold, the seller or buyer thereof, or the authorized agent of either, shall apply to the Housing Office for a certificate stating that the building and premises comply with the requirements of this chapter. A Certificate of Compliance is still required for any dwelling house which has been sold and in which occupancy is not immediately planned. The new owner has to obtain the Certificate of Compliance within ten (10) business days after closing on the house. The Housing Inspector needs to determine the safety of the house and inform First Responders of any hazardous conditions in the dwelling unit. In the event occupancy is to take place more than one hundred (120) days after the issuance of the certificate, an additional inspection and new certificate shall be required prior to occupancy. No such dwelling shall be occupied prior to the issuance of such a certificate unless such occupancy is permitted in writing, on a temporary basis, by the Housing Inspector, for a term to be determined by him depending upon the particular circumstances of each case; provided, however, that such term shall not exceed a cumulative period of one hundred twenty (120) days. The Housing Inspector may, upon receiving a written petition detailing unique circumstances, and upon good cause shown, permit an extension of the one hundred twenty (120) day term for an additional sixty (60) days. ~~It is the intent of this section to regulate the occupancy not the transfer of real property.~~ A dwelling house shall mean an owner-occupied single-family house or an owner-occupied dwelling unit in a building containing more than one (1) owner-occupied dwelling unit, including a condominium unit. See subsection 13-8.1 for Certificate of Occupancy requirements for rental units. (1991 Code § 121-46; Ord. No. 823 § 6; Ord. No. 94-6 § 4)

Subsection 13-7-2 Fees; Inspections.

The Housing Code Certificate required by subsection 13-7.1 hereof shall be secured from the Borough Housing Inspector. At the time of the fully completed application for such certificate, a fee of one hundred (\$100.00) dollars shall be paid, if submitted a minimum of 10 business days prior to the closing date. For fully completed applications submitted less than 10 business days prior to the closing date, a fee of one hundred fifty (\$150.00) dollars shall be paid. For fully completed

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applications submitted less than 5 business days prior to the closing date, a fee of two hundred (\$200.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the owner to comply with the provisions of this chapter, an additional fee of fifty (\$50.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough of Hightstown and be delivered to the Housing Inspector Borough Offices and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-47; Ord. No. 823 § 6; Ord. No. 94-6 § 4; Ord. No. 2004-31 § 4; Ord. No. 2008-09 § 7; Ord. No. 2015-22)

Subsection 13-12-10 Violations; Penalties

Any person who violates any provision of this Ordinance shall, upon conviction in the Municipal Court of the Borough of Hightstown or such other court having jurisdiction, be liable to a fine not exceeding \$1,250.00 or imprisonment for a term not exceeding 90 days, or both. Each day that a violation exists or occurs shall be deemed a separate and distinct violation subject to penalty provisions of this Ordinance. (Ord. No. 2015-22)

- a. **General Penalty.** Except as otherwise set forth herein, any person who shall violate any of the provisions of this chapter shall be subject to penalties as set forth in Section 1-5 of the Revised General Ordinances of the Borough of Hightstown. Each violation of any of the provisions of this chapter and each day that such violation shall continue shall be deemed to be a separate and distinct offense.

b. Payable violations.

Subsection 13-3-1 Maintenance.

Subsection 13-3-3 Water Supply.

Subsection 13-3-2 Sump Pump and Sewer Line Clean-Outs.

Subsection 13-3-4 Plumbing and Heating

Subsection 13-3-5 Electrical.

Subsection 13-3-6 Smoke and Carbon Monoxide Alarms Required

Subsection 13-3-7 Fences

First offense \$100

Second offense \$200. Court appearance required

Subsequent Offenses Not to Exceed \$2,000 Court appearance required

Subsection 13-3-12 Signs

Subsection 13-4-4 Minimum Standards for Heating

Subsection 13-4-5 Egress.

Subsection 13-4-7 Additional Maintenance Requirements

Subsection 13-4-8 Additional Responsibilities Concerning Garbage, Rubbish and Recyclable

Materials

Subsection 13-4-9 Additional Responsibilities Concerning Insects and Rodents

Subsection 13-4-10 Owner Responsible

First offense \$150

Second offense \$300 Court appearance required

Subsequent Offenses Not to Exceed \$2,000 Court appearance required

Subsection 13-3-8 Use and Occupancy of Space.

Subsection 13-6-13 Compliance Required

Subsection 13-7-1 Certificate of Compliance Required for Occupancy

Subsection 13-8-1 Certificate of Compliance Required

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-XXX

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 14, ENTITLED “PROPERTY MAINTENANCE”, Section 14-12, ENTITLED “ENFORCEMENT AND PENALTIES”, OF THE *REVISED GENERAL ORDINANCES OF THE* *BOROUGH OF HIGHTSTOWN*

WHEREAS, the Housing Inspector, in coordination with the Construction/Zoning Official recommends certain changes to the Property Maintenance ordinance of the Borough; and

WHEREAS, The Mayor and Council of Hightstown Borough have determined that said revision to the Property Maintenance ordinance is required pursuant to the request.

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

1. Section 1. The following subsections of Chapter 14, “Property Maintenance”, of the *Revised General Ordinances of the Borough of Hightstown* are hereby amended and supplemented as follows (deletions in ~~strikeout~~ text, additions underlined):

Section 14-12

ENFORCEMENT AND PENALTIES

14-12.1 Enforcement officers. The Construction Official, Fire Inspector, Fire Official, Fire Chief, Electrical Inspector, Plumbing Inspector, Housing Inspector, Health Officer or his/her designee, Health Department, all police officers and all municipal officials referenced in Section 14-10(f) of the Borough Code are authorized enforcement officers for the purposes of enforcing the provisions of this code. This Chapter shall also be enforced by the Code Enforcement Officer, whose position is hereby created, for the sole purpose of enforcing the provisions of this Chapter. The Code Enforcement Officer shall receive such salary as provided by Ordinance and shall be appointed by the Borough Council for a term as specified in the Resolution of Appointment.

14-12.2 Procedure. Except as otherwise set forth herein, whenever any enforcement officer determines, after appropriate **investigation**, that there exists a violation of any provision of this chapter, he or she shall give written notice of such alleged violation to the person or persons responsible therefor. Such notice shall include a statement of the reasons for its issuance, and shall be served upon the owner or occupant of the premises, or the agent of either. Notice shall be deemed to be properly served if a copy thereof is served upon such person personally or sent by certified mail or registered mail to his last known address, or posted in a conspicuous place in or about the premises affected by the notice. Such notice shall state that unless, within five calendar days from service of the notice, the condition complained of is abated, a municipal court summons will be issued and/or the Borough will undertake to abate the violation and place a lien on the property as hereinafter provided. A copy of the Notice shall be provided to the Borough Clerk.

14-12.3 Special Procedure in Emergency Conditions. Whenever the enforcement officer finds that an emergency exists which requires immediate attention to protect the health or safety of the public, he or she may, without notice, issue and order reciting the existence of such an emergency and requiring that such action be taken as he or she deems necessary to meet the emergency. Notwithstanding any other provisions in this chapter, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately, but upon petition to the enforcement officer, shall be afforded a hearing as soon as possible. In the event that the order is disregarded by the property owner or person to whom the order is directed, the enforcement officer shall have the right to notify the Borough Clerk for the purpose of instituting immediate remedial action, the cost of which shall result in a lien on the premises. After such hearing, the enforcement officer shall continue such order in effect, or modify or withdraw it.

14-12.4 Violations and Penalties.

- a. **General Penalty.** Except as otherwise set forth herein, any person who shall violate any of the provisions of this chapter shall be subject to penalties as set forth in Section 1-5 of the *Revised General Ordinances of the Borough of Hightstown*. Each violation of any of the provisions of this chapter and each day that such violation shall continue shall be deemed to be a separate and distinct offense.

b. **Payable Offenses.**

14-5.1 Hazards and Structural Integrity.

14-5.2 Appearance.

14-5.4 Sidewalks, Driveways, Walkways and Entrance Stairways.

14-5.5 Hedges, Brush and Grass.

First offense **\$75**

Second offense **\$150 Court appearance required**

Subsequent Offenses **Not to Exceed \$2,000 Court appearance required**

14-6.4 Litter, Debris and Garbage.

14-6.5 Recyclables.

14-6.6 Open or Overflowing Waste Disposal Bins.

14-6.7 Harboring of Rodents.

14-6.9 Construction Sites.

First offense **\$50**

Second offense **\$100 Court appearance required**

Subsequent Offenses **Not to Exceed \$2,000 Court appearance required**

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14-9.1 Windows.

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14-9.2 Store fronts.

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14-9.3 Reconstruction.

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14-9.4 Awnings and marquees.

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14-9.5 Signs, Light Stanchions and Poles.

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First offense \$100

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Second offense \$200 Court appearance required

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Subsequent Offenses Not to Exceed \$2,500 Court appearance required

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b.c. Lien to be Placed on Property. In addition to the foregoing, and all other remedies available to the Borough, the Borough Treasurer, upon appropriate notification from the Mayor and Council and appropriate certification from the enforcement officer, shall place a lien on any property determined by the enforcement officer to be in violation of the provisions of this code, in the amount of any and all administrative expenses and any and all actual expenditures for work necessary in order to maintain the property and/or abate the violation, including the cost of removal of any offensive construction materials, refuse, hazards, overhanging objects or any other offending physical object. The lien placed upon such lands shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officers and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this Chapter.

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

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

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ROUTE 133 E.B.

109

CONRAIL
BLOCK 11, LOT 4 (CRANBURY TOWNSHIP)

PROPOSED WAREHOUSE BUILDING
WAREHOUSE SPACE 47,500 S.F.
OFFICE SPACE 1,500 S.F.
BUILDING FOOTPRINT 49,000 S.F.

Block 12.01 Lot 1.01

DEED BOOK 6210, PAGE 1680
AREA = 363,567 SQ.FT. ± (8.346 AC. ±)

Block 12.01 Lot 3

N/F BOROUGH OF
HIGHTSTOWN

595' AASHTO S

LOT 3

BLOCK 16
LOT 6

BLOCK 16
LOT 5

TOWNSHIP OF EAST WINDSOR
BOROUGH OF HIGHTSTOWN

MUNICIPAL BOUNDARY LINE

BLOCK 1.01 LOT 1
N/F ENCHANTMENT AT HIGHTSTOWN
HOMEOWNERS ASSOCIATION

680' AASHTO SIGHT TRIANGLE

MUNICIPAL BOUNDARY LINE

MILLS ROAD