

Agenda Hightstown Borough Council

April 2, 2018

Hightstown Fire House

6:30 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	2018-81	Authorizing a Meeting that Excludes the Public Personnel
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Flag Salute

Approval of the Agenda

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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Presentations	Habitat for Humanity – Status Update
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Ordinances	2018-02 Final Reading and Public Hearing – Amending Chapter 7, Entitled “Traffic”, of the Revised General Ordinances of the Borough of Hightstown, Regarding Parking Regulations in Municipal Parking Lots 2018-03 Final Reading and Public Hearing – Amending Chapter 13, Entitled “Housing”, of the Revised General Ordinances of the Borough of Hightstown 2018-04 Final Reading and Public Hearing – Amending Chapter 14, Entitled “Property Maintenance,” Section 14-12, Entitled “Enforcement and Penalties”, of the Revised General Ordinances of the Borough of Hightstown 2018-05 Final Reading and Public Hearing – 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
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2018-06 Final Reading and Public Hearing – An Ordinance Amending and Supplementing the “Revised General Ordinances of the Borough of Hightstown,” Regarding Containers, Portable Storage Units and Dumpsters

2018-07 Final Reading and Public Hearing – Ordinance of the Borough of Hightstown, in the County of Mercer Approving an Amendment to Redevelopment Plan for Main Street Redevelopment Area

Resolutions	2018-82	Authorizing Payment of Bills
	2018-83	Authorizing Renewed Shared Services Agreement with East Windsor Township for Senior Services
Consent Agenda	2018-84	Designating Saturday, April 21, 2018 as Arbor Day in the Borough of Hightstown
	2018-85	Supporting and Authorizing the Association of New Jersey Environmental Commission (ANJEC) Open Space Stewardship Grant Application
	2018-86	Resolution Authorizing Extension to the Memorandum of Understanding between Hightstown Borough and Robbinsville Township
	2018-87	A Resolution Supporting the 2018 UDRIVE. UTEXT. UPAY Distracted Driving Crackdown – April 1 – April 21, 2018
	2018-88	Resolution of Compliance Regarding the 2016 Audit
	2018-89	Resolution Approving the 2016 Annual Audit Corrective Action Plan and Authorizing the Filing of Said Plan with the Division of Local Government Services
	2018-90	Authorizing Emergency Temporary Appropriations Prior to 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 Proposed Knox Box Ordinance
Subdivision – The Lofts at Hightstown

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2018-81

*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 April 2, 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:

Personnel

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: July 2, 2018, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 2, 2018.

Debra L. Sopronyi
Borough Clerk

224-226 Duplex	Expected	Actual to date	Remaining
224 Academy	\$168,138.14	\$111,430.67	\$56,707.48
226 Academy	\$168,138.14	\$111,430.67	\$56,707.48
230-232 Duplex			
230 Academy	\$168,901.51	\$123,184.04	\$45,717.48
232 Academy	\$168,901.51	\$123,184.04	\$45,717.48
Overall Project	\$674,079.31	\$469,229.41	\$204,849.90
Committed funds			
Hightstown	first duplex weather tight		\$25,000.00
Hightstown	issuance of 2nd CO		\$50,000.00
Somfy USA	2018 foundation		\$10,000.00
	total		<u>\$85,000.00</u>
Additional project funding needed			<u>\$119,849.90</u>

House 13 = 224 South Academy Street			
	Budget	Paid	Open
appraisal -- 224 Academy (future build)	\$81.25	\$81.25	\$0.00
224-232 academy escrow deposit	\$6,250.00	\$6,250.00	\$0.00
224-232 academy escrow deposit	\$44,165.40	\$44,165.40	\$0.00
224-232 S Academy (escrow for subdivision & variance escrow)	\$1,362.50	\$1,362.50	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$461.93	\$461.93	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$185.00	\$185.00	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
Temp electrical Service	\$567.50	\$567.50	\$0.00
Property Maintenance	\$48.48	\$48.48	\$0.00
Water and sewer expenses (htown)	\$196.33	\$196.33	\$0.00
Property Taxes	\$1,326.11	\$1,326.11	\$0.00
Property Taxes	\$3,617.92	\$3,617.92	\$0.00
Highstown Construction Permits	\$54.50	\$54.50	\$0.00
County Filing	\$19.35	\$19.35	\$0.00
Drawings printing etc	\$18.26	\$18.26	\$0.00
Plan copies for filing	\$15.38	\$15.38	\$0.00
Survey & stakeout	\$1,673.22	\$1,673.22	\$0.00
224-232 south academy environmental site assessment	\$1,400.00	\$1,400.00	\$0.00
224-232 south academy development expense	\$338.75	\$338.75	\$0.00
Drainage Report	\$312.50	\$312.50	\$0.00
Property Maintenance	\$85.02	\$85.02	\$0.00
Demolition	\$71.26	\$71.26	\$0.00
Tree Removal	\$1,025.00	\$1,025.00	\$0.00
Rough Grade	\$1,250.00	\$1,250.00	\$0.00
Final Grade	\$1,250.00	\$0.00	\$1,250.00
Temporary Electric	\$61.40	\$61.40	\$0.00
Temporary Electric hookup	\$75.31	\$75.31	\$0.00
Excavating - street work	\$8,197.18	\$8,197.18	\$0.00
Misc. Materials - street work	\$668.02	\$668.02	\$0.00
Mason materials	\$1,523.10	\$1,523.10	\$0.00
Mason Labor	\$17,452.53	\$17,452.53	\$0.00
Plumbing (foundation rough-in)	\$11,550.00	\$11,550.00	\$0.00
Waste Removal	\$1,106.45	\$1,106.45	\$0.00
Stakeout	\$872.00	\$872.00	\$0.00
Concrete	\$1,476.60	\$1,476.60	\$0.00
Fill	\$597.47	\$597.47	\$0.00
Truss	\$5,500.00	\$0.00	\$5,500.00
Framing	\$5,000.00	\$0.00	\$5,000.00
Sheathing	\$2,500.00	\$0.00	\$2,500.00
Roofing	\$3,750.00	\$0.00	\$3,750.00
Windows/Doors	\$2,500.00	\$0.00	\$2,500.00
Gutters	\$1,250.00	\$0.00	\$1,250.00
Insulation	\$2,250.00	\$0.00	\$2,250.00
Drywall	\$5,000.00	\$0.00	\$5,000.00
Siding	\$4,000.00	\$0.00	\$4,000.00
Sewer, Water & Gas interior	\$4,000.00	\$0.00	\$4,000.00
Rough & Final	\$1,000.00	\$0.00	\$1,000.00
HVAC	\$3,000.00	\$0.00	\$3,000.00
Rough	\$2,500.00	\$0.00	\$2,500.00
Final	\$1,000.00	\$0.00	\$1,000.00
Electrical (donated labor and materials expected)	\$0.00	\$0.00	\$0.00
Rough	\$0.00	\$0.00	\$0.00
Final	\$0.00	\$0.00	\$0.00
Fixtures	\$500.00	\$0.00	\$500.00
Cabinets	\$2,995.00	\$0.00	\$2,995.00
Plumbing	\$1,462.48	\$0.00	\$1,462.48
Electrical	\$0.00	\$0.00	\$0.00
Trim & Hardware	\$500.00	\$0.00	\$500.00
Paint	\$1,000.00	\$0.00	\$1,000.00
Family Options	\$2,000.00	\$0.00	\$2,000.00
Flooring	\$750.00	\$0.00	\$750.00
Landscaping	\$250.00	\$0.00	\$250.00
Sidewalks/Driveway	\$1,500.00	\$0.00	\$1,500.00
Plantings	\$250.00	\$0.00	\$250.00
Other	\$1,000.00	\$0.00	\$1,000.00
Overall Total	\$168,138.14	\$111,430.67	\$56,707.48

House 12 = 226 South Academy Street			
	Budget	Paid	Open
appraisal -- 224 Academy (future build)	\$81.25	\$81.25	\$0.00
224-232 academy escrow deposit	\$6,250.00	\$6,250.00	\$0.00
224-232 academy escrow deposit	\$44,165.40	\$44,165.40	\$0.00
224-232 S Academy (escrow for subdivision & variance escrow)	\$1,362.50	\$1,362.50	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$461.93	\$461.93	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$185.00	\$185.00	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
Temp electrical Service	\$567.50	\$567.50	\$0.00
Property Maintenance	\$48.48	\$48.48	\$0.00
Water and sewer expenses (htown)	\$196.33	\$196.33	\$0.00
Property Taxes	\$1,326.11	\$1,326.11	\$0.00
Property Taxes	\$3,617.92	\$3,617.92	\$0.00
Highstown Construction Permits	\$54.50	\$54.50	\$0.00
County Filing	\$19.35	\$19.35	\$0.00
Drawings printing etc	\$18.26	\$18.26	\$0.00
Plan copies for filing	\$15.38	\$15.38	\$0.00
Survey & stakeout	\$1,673.22	\$1,673.22	\$0.00
224-232 south academy enviromental site assessment	\$1,400.00	\$1,400.00	\$0.00
224-232 south academy development expense	\$338.75	\$338.75	\$0.00
Drainage Report	\$312.50	\$312.50	\$0.00
Property Maintenance	\$85.02	\$85.02	\$0.00
Demolition	\$71.26	\$71.26	\$0.00
Tree Removal	\$1,025.00	\$1,025.00	\$0.00
Rough Grade	\$1,250.00	\$1,250.00	\$0.00
Final Grade	\$1,250.00	\$0.00	\$1,250.00
Temporary Electric	\$61.40	\$61.40	\$0.00
Temporary Electric hookup	\$75.31	\$75.31	\$0.00
Excavating - street work	\$8,197.18	\$8,197.18	\$0.00
Misc. Materials - street work	\$668.02	\$668.02	\$0.00
Mason materials	\$1,523.10	\$1,523.10	\$0.00
Mason Labor	\$17,452.53	\$17,452.53	\$0.00
Plumbing (foundation rough-in)	\$11,550.00	\$11,550.00	\$0.00
Waste Removal	\$1,106.45	\$1,106.45	\$0.00
Stakeout	\$872.00	\$872.00	\$0.00
Concrete	\$1,476.60	\$1,476.60	\$0.00
Fill	\$597.47	\$597.47	\$0.00
Truss	\$5,500.00	\$0.00	\$5,500.00
Framing	\$5,000.00	\$0.00	\$5,000.00
Sheathing	\$2,500.00	\$0.00	\$2,500.00
Roofing	\$3,750.00	\$0.00	\$3,750.00
Windows/Doors	\$2,500.00	\$0.00	\$2,500.00
Gutters	\$1,250.00	\$0.00	\$1,250.00
Insulation	\$2,250.00	\$0.00	\$2,250.00
Drywall	\$5,000.00	\$0.00	\$5,000.00
Siding	\$4,000.00	\$0.00	\$4,000.00
Sewer, Water & Gas interior	\$4,000.00	\$0.00	\$4,000.00
Rough & Final	\$1,000.00	\$0.00	\$1,000.00
HVAC	\$3,000.00	\$0.00	\$3,000.00
Rough	\$2,500.00	\$0.00	\$2,500.00
Final	\$1,000.00	\$0.00	\$1,000.00
Electrical (donated labor and materials expected)	\$0.00	\$0.00	\$0.00
Rough	\$0.00	\$0.00	\$0.00
Final	\$0.00	\$0.00	\$0.00
Fixtures	\$500.00	\$0.00	\$500.00
Cabinets	\$2,995.00	\$0.00	\$2,995.00
Plumbing	\$1,462.48	\$0.00	\$1,462.48
Electrical	\$0.00	\$0.00	\$0.00
Trim & Hardware	\$500.00	\$0.00	\$500.00
Paint	\$1,000.00	\$0.00	\$1,000.00
Family Options	\$2,000.00	\$0.00	\$2,000.00
Flooring	\$750.00	\$0.00	\$750.00
Landscaping	\$250.00	\$0.00	\$250.00
Sidewalks/Driveway	\$1,500.00	\$0.00	\$1,500.00
Plantings	\$250.00	\$0.00	\$250.00
Other	\$1,000.00	\$0.00	\$1,000.00
Overall Total	\$168,138.14	\$111,430.67	\$56,707.48

House 11 = 230 South Academy Street			
	Budget	Paid	Open
appraisal -- 224 Academy (future build)	\$81.25	\$81.25	\$0.00
224-232 academy escrow deposit	\$6,250.00	\$6,250.00	\$0.00
224-232 academy escrow deposit	\$44,165.40	\$44,165.40	\$0.00
224-232 S Academy (escrow for subdivision & variance escrow)	\$1,362.50	\$1,362.50	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$461.93	\$461.93	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$185.00	\$185.00	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
Temp electrical Service	\$567.50	\$567.50	\$0.00
Property Maintenance	\$48.48	\$48.48	\$0.00
Water and sewer expenses (htown)	\$196.33	\$196.33	\$0.00
Property Taxes	\$1,326.11	\$1,326.11	\$0.00
Property Taxes	\$3,617.92	\$3,617.92	\$0.00
Highstown Construction Permits	\$54.50	\$54.50	\$0.00
County Filing	\$19.35	\$19.35	\$0.00
Drawings printing etc	\$18.26	\$18.26	\$0.00
Plan copies for filing	\$15.38	\$15.38	\$0.00
Survey & stakeout	\$1,673.22	\$1,673.22	\$0.00
224-232 south academy enviromental site assessment	\$1,400.00	\$1,400.00	\$0.00
224-232 south academy development expense	\$338.75	\$338.75	\$0.00
Drainage Report	\$312.50	\$312.50	\$0.00
Property Maintenance	\$85.02	\$85.02	\$0.00
Demolition	\$71.26	\$71.26	\$0.00
Tree Removal	\$1,025.00	\$1,025.00	\$0.00
Rough Grade	\$1,250.00	\$1,250.00	\$0.00
Final Grade	\$1,250.00	\$0.00	\$1,250.00
Temporary Electric	\$61.40	\$61.40	\$0.00
Temporary Electric hookup	\$75.31	\$75.31	\$0.00
Excavating - street work	\$8,197.18	\$8,197.18	\$0.00
Misc. Materials - street work	\$668.02	\$668.02	\$0.00
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Mason Labor	\$17,452.53	\$17,452.53	\$0.00
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Waste Removal	\$1,106.45	\$1,106.45	\$0.00
Stakeout	\$872.00	\$872.00	\$0.00
Concrete	\$1,476.60	\$1,476.60	\$0.00
Fill	\$597.47	\$597.47	\$0.00
Truss	\$5,380.00	\$5,380.00	\$0.00
Framing	\$5,883.37	\$5,883.37	\$0.00
Sheathing	\$2,500.00	\$490.00	\$2,010.00
Roofing	\$3,750.00	\$0.00	\$3,750.00
Windows/Doors	\$2,500.00	\$0.00	\$2,500.00
Gutters	\$1,250.00	\$0.00	\$1,250.00
Insulation	\$2,250.00	\$0.00	\$2,250.00
Drywall	\$5,000.00	\$0.00	\$5,000.00
Siding	\$4,000.00	\$0.00	\$4,000.00
Sewer, Water & Gas interior	\$4,000.00	\$0.00	\$4,000.00
Rough & Final	\$1,000.00	\$0.00	\$1,000.00
HVAC	\$3,000.00	\$0.00	\$3,000.00
Rough	\$2,500.00	\$0.00	\$2,500.00
Final	\$1,000.00	\$0.00	\$1,000.00
Electrical (donated labor and materials expected)	\$0.00	\$0.00	\$0.00
Rough	\$0.00	\$0.00	\$0.00
Final	\$0.00	\$0.00	\$0.00
Fixtures	\$500.00	\$0.00	\$500.00
Cabinets	\$2,995.00	\$0.00	\$2,995.00
Plumbing	\$1,462.48	\$0.00	\$1,462.48
Electrical	\$0.00	\$0.00	\$0.00
Trim & Hardware	\$500.00	\$0.00	\$500.00
Paint	\$1,000.00	\$0.00	\$1,000.00
Family Options	\$2,000.00	\$0.00	\$2,000.00
Flooring	\$750.00	\$0.00	\$750.00
Landscaping	\$250.00	\$0.00	\$250.00
Sidewalks/Driveway	\$1,500.00	\$0.00	\$1,500.00
Plantings	\$250.00	\$0.00	\$250.00
Other	\$1,000.00	\$0.00	\$1,000.00
Overall Total	\$168,901.51	\$123,184.04	\$45,717.48

House 11 = 230 South Academy Street			
	Budget	Paid	Open
appraisal -- 224 Academy (future build)	\$81.25	\$81.25	\$0.00
224-232 academy escrow deposit	\$6,250.00	\$6,250.00	\$0.00
224-232 academy escrow deposit	\$44,165.40	\$44,165.40	\$0.00
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224-232 S Academy (escrow for subdivision & variance application fees)	\$1,250.00	\$1,250.00	\$0.00
224-232 S Academy (escrow for subdivision & variance application fees)	\$185.00	\$185.00	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
224-232 S Academy (escrow funds Turp Coates)	\$412.50	\$412.50	\$0.00
Temp electrical Service	\$567.50	\$567.50	\$0.00
Property Maintenance	\$48.48	\$48.48	\$0.00
Water and sewer expenses (htown)	\$196.33	\$196.33	\$0.00
Property Taxes	\$1,326.11	\$1,326.11	\$0.00
Property Taxes	\$3,617.92	\$3,617.92	\$0.00
Highstown Construction Permits	\$54.50	\$54.50	\$0.00
County Filing	\$19.35	\$19.35	\$0.00
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Plan copies for filing	\$15.38	\$15.38	\$0.00
Survey & stakeout	\$1,673.22	\$1,673.22	\$0.00
224-232 south academy enviromental site assessment	\$1,400.00	\$1,400.00	\$0.00
224-232 south academy development expense	\$338.75	\$338.75	\$0.00
Drainage Report	\$312.50	\$312.50	\$0.00
Property Maintenance	\$85.02	\$85.02	\$0.00
Demolition	\$71.26	\$71.26	\$0.00
Tree Removal	\$1,025.00	\$1,025.00	\$0.00
Rough Grade	\$1,250.00	\$1,250.00	\$0.00
Final Grade	\$1,250.00	\$0.00	\$1,250.00
Temporary Electric	\$61.40	\$61.40	\$0.00
Temporary Electric hookup	\$75.31	\$75.31	\$0.00
Excavating - street work	\$8,197.18	\$8,197.18	\$0.00
Misc. Materials - street work	\$668.02	\$668.02	\$0.00
Mason materials	\$1,523.10	\$1,523.10	\$0.00
Mason Labor	\$17,452.53	\$17,452.53	\$0.00
Plumbing (foundation rough-in)	\$11,550.00	\$11,550.00	\$0.00
Waste Removal	\$1,106.45	\$1,106.45	\$0.00
Stakeout	\$872.00	\$872.00	\$0.00
Concrete	\$1,476.60	\$1,476.60	\$0.00
Fill	\$597.47	\$597.47	\$0.00
Truss	\$5,380.00	\$5,380.00	\$0.00
Framing	\$5,883.37	\$5,883.37	\$0.00
Sheathing	\$2,500.00	\$490.00	\$2,010.00
Roofing	\$3,750.00	\$0.00	\$3,750.00
Windows/Doors	\$2,500.00	\$0.00	\$2,500.00
Gutters	\$1,250.00	\$0.00	\$1,250.00
Insulation	\$2,250.00	\$0.00	\$2,250.00
Drywall	\$5,000.00	\$0.00	\$5,000.00
Siding	\$4,000.00	\$0.00	\$4,000.00
Sewer, Water & Gas interior	\$4,000.00	\$0.00	\$4,000.00
Rough & Final	\$1,000.00	\$0.00	\$1,000.00
HVAC	\$3,000.00	\$0.00	\$3,000.00
Rough	\$2,500.00	\$0.00	\$2,500.00
Final	\$1,000.00	\$0.00	\$1,000.00
Electrical (donated labor and materials expected)	\$0.00	\$0.00	\$0.00
Rough	\$0.00	\$0.00	\$0.00
Final	\$0.00	\$0.00	\$0.00
Fixtures	\$500.00	\$0.00	\$500.00
Cabinets	\$2,995.00	\$0.00	\$2,995.00
Plumbing	\$1,462.48	\$0.00	\$1,462.48
Electrical	\$0.00	\$0.00	\$0.00
Trim & Hardware	\$500.00	\$0.00	\$500.00
Paint	\$1,000.00	\$0.00	\$1,000.00
Family Options	\$2,000.00	\$0.00	\$2,000.00
Flooring	\$750.00	\$0.00	\$750.00
Landscaping	\$250.00	\$0.00	\$250.00
Sidewalks/Driveway	\$1,500.00	\$0.00	\$1,500.00
Plantings	\$250.00	\$0.00	\$250.00
Other	\$1,000.00	\$0.00	\$1,000.00
Overall Total	\$168,901.51	\$123,184.04	\$45,717.48

ORDINANCE 2018-02

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 strikeout 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: March 19, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-03

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* are hereby amended and supplemented as follows:

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. 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 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 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

- 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
Subsection 13-12-2	Registration Required
Subsection 13-12-6	Maximum Number of Occupants; Posting
Subsection 13-12-8	Occupant Standards
First offense	\$250
Second offense	\$500 Court appearance required
Subsequent Offenses	Not to Exceed \$2,000 Court appearance required

- 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.

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: March 19, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-04

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:

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**

14-9.1 Windows.

14-9.2 Store fronts.

14-9.3 Reconstruction.

14-9.4 Awnings and marquees.

14-9.5 Signs, Light Stanchions and Poles.

First offense	\$100
Second offense	\$200 Court appearance required
Subsequent Offenses	Not to Exceed \$2,500 Court appearance required

- 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.

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: March 19, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-05

*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: March 19, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2018-06

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN.” REGARDING CONTAINERS, PORTABLE STORAGE UNITS AND DUMPSTERS

WHEREAS, the Construction and Zoning Official of the Borough finds there is a need to amend Subsection 18-1-4 entitled “Containers” and Subsection 28-10-16 entitled “Portable Storage units and Dumpsters” of the “Revised General Ordinances of the Borough of Hightstown”; and

WHEREAS, the Mayor and Council concur with the recommended changes for the health, safety and quality of life for the Borough residents.

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 18, entitled “Garbage and Rubbish” Subsection 18-1-4, entitled “Containers” of the “Revised General Ordinances of the Borough of Hightstown”; is hereby amended and supplemented in order to add the:

Subsection 18-1-4 Containers.

a. One garbage container shall be provided by the Borough to each residential dwelling unit and non-residential user and shall remain the property of the Borough. Each dwelling can only place their one designated garbage container out for pickup. Placing more than one container per dwelling out for pickup is a violation of this ordinance. Each container shall be identified with a serial number and a log shall be maintained by the Public Works department of all containers distributed and their location. Users shall have a choice of a 95-gallon or 65-gallon container. Containers shall be maintained by the user in a clean, safe and good condition..

b. The Borough shall not be obligated to furnish more than one garbage container for each residential dwelling unit or nonresidential user within the Borough. Requests for additional garbage containers shall be submitted to the Borough Clerk on forms provided by him or her. Each such request shall be investigated by the Borough to determine if the requestor is in compliance with all portions of Chapter 18 of the *Revised General Ordinances of the Borough of Hightstown* and all laws regarding recycling and the disposal of solid waste. Additional containers will be provided only in cases of extraordinary and documented need, as determined by the Solid Waste Committee, following review of the information submitted in writing by the applicant.

c. Except as provided in subsection 18-1.5, garbage will not be collected unless contained within containers provided by and registered with the Borough.

BE IT FURTHER ORDAINED, by the Mayor and Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Chapter 28, entitled “Zoning” Subsection 28-10-16, entitled “Portable Storage Units and Dumpsters” 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 ~~striketrough~~):

Subsection 28-10-16 Portable Storage Units and Dumpsters.

a. Usage of Portable Storage Unit. A portable storage unit may be used for holding personal property when work in a structure may require personal property to be placed elsewhere, or for loading or unloading personal property when moving to or from a structure.

b. Usage of Dumpsters. A dumpster may be used for holding refuse, garbage, waste, construction materials, debris or recyclables while work in a structure is under way requiring a place to throw away large amounts of waste materials, or for holding waste materials. The dumpster shall not be used to hold construction debris or any hazardous, harmful or offensive materials from offsite locations.

c. Frequency and Duration. An “event” shall consist of the delivery and pick-up of the portable storage unit or multiple deliveries and pick-ups within thirty (30) days. Temporary portable storage units and dumpsters may not exceed the following durations of stay:

(1) In any of the Residential Zoning Districts, events shall be a maximum of thirty (30) calendar days per event with a maximum of four (4) events per structure per calendar year. There shall be at least one (1) month between each event.

(2) In Residential Zoning Districts, the Zoning Officer may approve an event lasting more than the maximum of thirty (30) calendar days described above, but not more than ninety (90) days provided a permit for construction or rehabilitation has been obtained for the subject property.

d. Placement. Portable storage units and dumpsters may not be placed in streets or public rights-of-way or on easements for utility maintenance or forward of the front wall of the principal structure unless authorized by the Zoning Officer. Such authorization shall be controlled by the availability and practicality of placing the portable storage unit or dumpster elsewhere on the property.

e. Responsibility of user. Portable storage units and dumpsters shall be in good condition, free from deterioration, weathering, discoloration, rust, ripping, tearing or other holes, breaks or leaks. When not in use, the portable storage unit shall be kept locked. Dumpster lids and doors shall be kept tightly and completely closed when not in use. The user is responsible to ensure no hazardous substances are stored or kept within a portable storage unit or dumpster. The area surrounding the dumpster shall also be kept clean and free of debris. (Ord. No. 2010-08)

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: March 19, 2018

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Ordinance 2018-07

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ORDINANCE OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER APPROVING AN AMENDMENT TO REDEVELOPMENT PLAN FOR MAIN STREET REDEVELOPMENT AREA

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

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

WHEREAS, on March 10, 2017, the Borough and RBG Hightstown, LLC (the “Redeveloper”) entered into that certain Amended and Restated Redevelopment Agreement (the “Redevelopment Agreement”), pursuant to which, among other things, the Redeveloper agreed to redevelop the portion of the Redevelopment Area consisting of Block 30, Lots 1-7, Block 30, Lots 10-13, and Block 21, Lots 1-13 & 26 on the Borough’s tax map (collectively, the “Original Project Area”), which constitutes part of Sub-Area I (Bank Street), by constructing thereon a mixed-use project (the “Project”); and

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

WHEREAS, on March 19, 2018, the Borough Council adopted a resolution designating the Additional Property as an area in need of redevelopment

WHEREAS, the Borough Council now desires to amend the Redevelopment Plan to also apply to the Additional Property.

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

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

Section 2. The Redevelopment Plan shall also apply to Block 21, Lot 20, which shall be part of “Sub-Area I (Bank Street)”, notwithstanding the fact that maps and figures contained therein do not depict such parcel or that the narrative descriptions of the area governed by THE Redevelopment Plan do not include the Additional Property. The standards and other provisions set forth in the Redevelopment Plan applicable to Sub-Area I (Bank Street) shall also apply to the Additional Property.

Section 3. If any part(s) of this ordinance shall be deemed invalid, such part(s) shall be severed and the invalidity thereof shall not affect the remaining parts of this ordinance.

Section 4. All ordinances and resolutions or parts thereof inconsistent with this ordinance are hereby rescinded.

Section 5. A copy of this ordinance shall be forwarded to the Secretary of the Planning Board for action consistent herewith.

Section 6. This ordinance shall take effect in accordance with applicable law.

Introduced: March 19, 2018

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor



The Borough of Hightstown Planning Board

156 Bank Street, Hightstown, New Jersey 08520

609-490-5100, extension 617

Website: www.hightstownborough.com

TO: Debra Sopronyi

FROM: Planning Board

SUBJECT: Ordinance 2018-07 Designating Certain Property in Need of Redevelopment

DATE: March 27, 2018

At a Special Meeting on March 26, 2018, the Planning Board reviewed and discussed Ordinance 2018-07 – Ordinance of the Borough of Hightstown, in the County of Mercer, Approving an Amendment to Redevelopment Plan for Main Street Redevelopment Area and find the Ordinance is not inconsistent with the Borough of Hightstown's Master Plan.

Resolution 2018-82

*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 \$280,728.70 from the following accounts:

Current		\$108,333.34
W/S Operating		57,054.44
General Capital		94,771.30
Water/Sewer Capital		2,140.50
Grant		935.00
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>17,494.12</u>
Total		<u>\$280,728.70</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 April 2, 2018.

Debra L. Sopronyi
Borough Clerk

Date: April 2, 2018

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
CENLAR C/O CORELOGIC	3/20/2018	18-00391	27767	\$ 3,066.77
BANK OF AMERICA	3/20/2018	18-00402	27768	\$ 454.79
JCP&L	3/22/2018	18-00414	27769	\$ 1,273.80
ENCHANTMENT AT HIGHTSTOWN, LLC	3/27/2018	18-00289	27770	\$ 2,621.01
NJ DEPT OF TRANSPORTATION	3/28/2018	18-00480	27771	\$ 165.00
NJ DEPT OF TRANSPORTATION	3/28/2018	18-00480	27772	\$ 35.00

TOTAL

\$7,616.37

ESCROW ACCOUNT

ENCHANTMENT AT HIGHTSTOWN, LLC	3/27/2018	18-00289	3011	\$ 1,001.33
MR. HERMAN VORHAND	3/20/2018	18-00406	3010	\$ 10,483.25

TOTAL

\$ 11,484.58

MANUAL TOTAL

\$ 19,100.95

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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	Stat/Chk	First	Rcvd	Chk/Void	1099	
	Item Description		Amount	Charge Account	Acct Type Description	Enc	Date	Date	Date	Invoice	Excl
A0050 ABSOLUTE FIRE PROTECTION, INC.											
	18-00416	03/22/18	INV 0078829-IN DATED 1/30/18								
	1	INV 0078829-IN STRAP T BOLT	209.50	8-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	03/22/18	03/28/18		0078829-IN	N
	2	SHIPPING AND HANDLING	126.09	8-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	03/22/18	03/28/18		0078829-IN	N
			335.59								
	Vendor Total:		335.59								

ALLEG005 ALLEGRA											
	18-00401	03/19/18	F100 FOLDED NOT SCORED								
	1	F100 FOLDED NOT SCORED (2000)	440.00	8-01-33-195-001-036	B Office Supplies	R	03/19/18	03/28/18			N
	Vendor Total:		440.00								

A0107 ANSELL GRIMM & ARRON, PC											
	18-00450	03/23/18	JANUARY BILLING								
	1	GENERAL FILE	513.00	8-01-20-155-001-027	B General Matters	R	03/23/18	03/28/18		410168	N
	2	RESOLUTIONS 2018	459.00	8-01-20-155-001-027	B General Matters	R	03/23/18	03/28/18		410169	N
	3	ENGINEERING MATTERS 2018	175.50	8-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	03/23/18	03/28/18		410170	N
	4	MEETINGS 2017	607.50	8-01-20-155-001-029	B Attendance at Council Meetings	R	03/23/18	03/28/18		410172	N
	5	LITIGATION	27.00	8-01-20-155-001-033	B Litigation	R	03/23/18	03/28/18		410173	N
	6	LITIGATION	229.50	8-01-20-155-001-033	B Litigation	R	03/23/18	03/28/18		410174	N
	7	ACQUISITION PROPERTY	796.50	8-01-44-905-001-162	B MUNICIPAL BLDG FEASIBILITY	R	03/23/18	03/28/18		410178	N
	8	410176 GENERAL MATTERS	67.50	8-01-20-155-001-027	B General Matters	R	03/23/18	03/28/18		410176	N
	9	410180 WATERLINE EASEMENT	53.50	8-01-20-155-001-027	B General Matters	R	03/23/18	03/28/18		410180	N
	10	278 ACADEMY STREET	13.50	8-01-20-155-001-027	B General Matters	R	03/23/18	03/28/18		410177	N
	11	410171 LABOR MATTERS 2018	13.50	8-01-20-155-001-033	B Litigation	R	03/23/18	03/28/18		410171	N
	12	410181 HIGHTS REALTY	94.50	8-01-20-155-001-027	B General Matters	R	03/23/18	03/28/18		410181	N
			3,050.50								
	Vendor Total:		3,050.50								

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Vendor # Name												
PO #	PO Date	Description	Contract	PO Type				First	Rcvd	Chk/Void	1099	
Item	Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
C0023 COMCAST												
18-00485	03/29/18	8499052440157826	3/23/18									
1	8499052440157826	3/23/18	135.84	8-09-55-501-002-545	B	Internet Services	R	03/29/18	03/29/18		849905244015782	N
Vendor Total:			135.84									
COMCA005 COMCAST BUSINESS												
18-00461	03/26/18	ACCT NO. 930909813	3/15/18									
1	ACCT NO. 930909813	3/15/18	201.20	8-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	03/26/18	03/28/18		930909813	N
Vendor Total:			201.20									
C0088 CUSTOM ENVIRONMENTAL TECH, INC												
18-00211	02/07/18	ZETA LYTE 1A BLANKET	2018	B								
3	INV 4724 DATED MARCH 20, 18		1,532.85	8-09-55-501-002-554	B	ZETA LYTE 1A POLYMER	R	02/07/18	03/28/18		4724	N
18-00212	02/07/18	ZETA LYTE 2685 BLANKET		B								
3	INV 4695 DATED 3/15/18		3,349.50	8-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	02/07/18	03/28/18		4695	N
Vendor Total:			4,882.35									
ENVIR005 ENVIRONMENTAL MGMT ASSOC, INC.												
18-00256	02/12/18	230 MERCER STREET PHASE I										
1	PHASE I ESA		2,200.00	8-01-44-905-001-162	B	MUNICIPAL BLDG FEASIBILITY	R	02/12/18	03/29/18			N
2	TANK SWEEP		400.00	8-01-44-905-001-162	B	MUNICIPAL BLDG FEASIBILITY	R	02/12/18	03/29/18			N
			2,600.00									
Vendor Total:			2,600.00									
B0966 ERB'S GARAGE INC												
18-00452	03/26/18	11557 RESCUE R AXLE/BRAKES										
1	11557 RESCUE R AXLE/BRAKES		669.95	8-01-26-315-001-133	B	Vehicle Maint. - Fire Dept.	R	03/26/18	03/28/18		11557	N
Vendor Total:			669.95									
Q0176 EUROFINS QC, INC												
18-00423	03/23/18	WATER ANALYSIS										
1	INV. 1924703 - WATER ANALYSIS		435.00	8-09-55-501-001-532	B	Outside Testing/Labs	R	03/23/18	03/28/18		1924703	N

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Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
Q0176 EUROFINS QC, INC Continued											
18-00423	03/23/18	WATER ANALYSIS	Continued								
2 INV.	1924931 - WATER ANALYSIS	167.00	8-09-55-501-001-532	B	Outside Testing/Labs	R	03/23/18	03/28/18		1924931	N
		602.00									
Vendor Total:		602.00									
EVOQU005 EVOQUA WATER TECHNOLOGIES											
18-00177	02/02/18	QUOTE #14012									
1	SKIMMER BLADE 173'L	1,616.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/02/18	03/28/18			N
2	RETAINER BLADE 161" L	1,488.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/02/18	03/28/18			N
3	RETAINER BLADE 15.50" L	368.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/02/18	03/28/18			N
4	SHIPPING & HANDLING	100.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/02/18	03/28/18			N
		3,572.00									
Vendor Total:		3,572.00									
F1181 FOX WELDING SERVICE											
18-00399	03/15/18	CUT VALVES FROM WATER TANK									
1	CUT VALVES FROM WATER TANK	500.00	8-09-55-501-001-503	B	Water Plant Maintenance	R	03/15/18	03/28/18			N
Vendor Total:		500.00									
G0338 GALETON GLOVES											
17-02061	12/31/17	SUPER GLOVES									
1	ITEM #6400 SMALL SUPER GLOVES	111.00	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/31/17	03/28/18			N
2	SHIPPING	12.71	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/31/17	03/28/18			N
3	RETURN/CREDIT	99.90	7-09-55-501-002-507	B	Uniforms & Safety Equipment	R	03/26/18	03/28/18		1479542/20844	N
		23.81									
Vendor Total:		23.81									
G0017 GALLAGHER CODE MANAGEMENT											
18-00475	03/27/18	CODIFICATION SERVICES									
1	CODIFICATION SERVICES	1,125.00	7-01-20-140-001-060	B	Internet Services and Web Services	R	03/27/18	03/28/18		AUG - DEC 2017	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
	Item	Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date Invoice	Excl
H0126 HIGHTS ELECTRIC MOTOR, INC.										
	18-00371	03/12/18	TICKET #73423							
	1	PUMP FLOATS	136.32	8-09-55-501-002-503	B Sewer Plant Maintenance	R	03/12/18	03/28/18	73423	N
	18-00432	03/23/18	DEWATERING PUMP							
	1	INV. 0951326 - DEWATERING PUMP	1,125.11	8-09-55-501-001-535	B Hydrants and Line Repair	R	03/23/18	03/28/18	0951326	N
	Vendor Total:		1,261.43							
H0690 HIGHTSTOWN DINER										
	18-00426	03/23/18	SNOW STORM MEAL FOR DPW							
	1	TICKET 572190	137.28	8-01-26-290-001-199	B Miscellaneous	R	03/23/18	03/28/18	572190	N
	2	TICKET 572190 - TAX EXEMPT	8.53	8-01-26-290-001-199	B Miscellaneous	R	03/23/18	03/28/18	572190	N
			128.75							
	Vendor Total:		128.75							
H0035 HIGHTSTOWN FUEL OIL										
	18-00425	03/23/18	DIESEL FUEL FOR GENERATORS							
	1	TICKET 04348	807.76	8-09-55-501-001-503	B Water Plant Maintenance	R	03/23/18	03/28/18	04348	N
	2	TICKET 04347	143.18	8-01-26-310-001-024	B Building Maintenance	R	03/23/18	03/28/18	04347	N
			950.94							
	Vendor Total:		950.94							
H1100 HOME DEPOT CREDIT SERVICES										
	18-00428	03/23/18	MAR 2018 INVOICES							
	1	INV. 7030491 - PAINT SUPPLIES	58.58	8-09-55-501-001-503	B Water Plant Maintenance	R	03/23/18	03/28/18	7030491	N
	2	INV. 5042538 - SHOVEL/BULBS	31.91	8-01-26-310-001-024	B Building Maintenance	R	03/23/18	03/28/18	5042538	N
	3	INV. 7030492 - FROG TAPE	7.97	8-09-55-501-001-503	B Water Plant Maintenance	R	03/23/18	03/28/18	7030492	N
	4	INV. 5030692 - PAINT SUPPLIES	70.33	8-09-55-501-002-503	B Sewer Plant Maintenance	R	03/23/18	03/28/18	5030692	N
			168.79							
	Vendor Total:		168.79							

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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
J0378 J.W. KENNEDY & SON INC WELDING											
18-00368	03/12/18	CYLINDER RENTAL									
1 INV.	1675301 - CYLINDER RENTAL	12.00	8-01-26-290-001-050	B	DPW Work Equipment	R	03/12/18	03/28/18		1675301	N
Vendor Total:		12.00									
J0019 JCI JONES CHEMICALS, INC.											
18-00089	01/23/18	CHLORINE BLANKET	B								
3	750850 DATED 3/16/18	534.00	8-09-55-501-001-526	B	Chlorine	R	01/23/18	03/28/18		750850	N
Vendor Total:		534.00									
J0258 JCP&L (STREET LIGHTING)											
18-00444	03/23/18	100011415724 & 100011415765									
1	100011415724	402.46	8-01-31-435-001-075	B	Street Lighting	R	03/23/18	03/28/18		100011415724	N
2	100011415765	64.78	8-01-31-435-001-075	B	Street Lighting	R	03/23/18	03/28/18		100011415765	N
		467.24									
Vendor Total:		467.24									
JOSEP005 JOSEPHINE FERRANTI											
18-00417	03/22/18	COURT SESSION 3/14/18 4 HRS									
1	COURT SESSION 3/14/18 4 HRS	80.00	8-01-20-176-000-114	B	Court Assistance	R	03/22/18	03/28/18		3/14/18 4 HRS	N
Vendor Total:		80.00									
K0925 KML TECHNOLOGY INC.											
18-00333	03/09/18	3RD INSTALLMENT 911 EQUIPMENT									
1	3RD & FINAL INSTALLMENT 911SVC	8,334.00	8-01-25-240-001-094	B	COMPUTER/SERVICE & SUPPORT	R	03/09/18	03/28/18		307900	N
Vendor Total:		8,334.00									
L0037 LINCOLN FINANCIAL GROUP											
18-00404	03/20/18	APRIL LIFE INSURANCE									
1	APRIL LIFE INSURANCE	281.32	8-01-23-210-003-115	B	Medical Ins-Emp1 Grp Health	R	03/20/18	03/28/18		APRIL LIFE INS	N
2	APRIL LIFE INSURANCE-WTP	16.72	8-09-55-501-001-514	B	INSURANCE	R	03/20/18	03/28/18		APRIL LIFE INS	N

[illegible]

Vendor # Name						
PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Stat/Chk	First Rcvd Chk/Void Enc Date Date Date Invoice
Item Description				Acct Type Description		1099 Excl
M0185	MERCER CTY MUNIC. JUDGES ASSOC					
18-00299	02/27/18	HON. SETH KURS,JMC 2018 DUES				
1 HON. SETH KURS,JMC 2018 DUES		200.00	8-01-20-176-000-044	B Professional Association Dues	R	02/27/18 03/28/18 2018 DUES KURS N
		Vendor Total:	200.00			
M0053	MES - PENNSYLVANIA					
18-00453	03/26/18	AIR PACK REPAIRS INV 1202783				
1 AIR PACK REPAIRS INV 1202783		1,092.13	8-01-25-252-002-123	B Test Air Packs	R	03/26/18 03/29/18 1202783 N
		Vendor Total:	1,092.13			
M0086	MICHAEL'S KWIK PRINT D/B/A/					
18-00294	02/27/18	EMPTY BOWLS FLYERS				
1 EMPTY BOWLS FLYERS		335.00	G-02-41-761-000-000	B Mercer County Local Arts Grant	R	02/27/18 03/28/18 N
		Vendor Total:	335.00			
NJASS005	NJ ASSOC SCHOOL RESOURCE OFFCR					
18-00325	03/06/18	TRAINING MILLER - MECCA				
1 TRAINING MILLER - MECCA		700.00	8-01-25-240-001-042	B Education & Training	R	03/06/18 03/28/18 N
		Vendor Total:	700.00			
N0275	NJ LEAGUE OF MUNICIPALITIES					
18-00263	02/14/18	WEBINAR - ELECTRONIC TAX SALE				
1 WEBINAR - ELECTRONIC TAX SALE		50.00	8-01-20-145-001-041	B Conferences & Meetings	R	02/14/18 03/28/18 3/23/18 WEBINAR N
18-00400	03/16/18	BUDGET,ETHICS,&DLGS - M.PATEL				
1 BUDGET,ETHICS,& DLGS UPDATES		70.00	8-01-20-130-001-041	B Conferences & Meetings	R	03/16/18 03/28/18 SEMINAR 3/19/18 N
		Vendor Total:	120.00			
O0050	ONE CALL CONCEPT INC					
18-00437	03/23/18	FEB 2018 ONE CALL MESSAGES				
1 INV. 8025085		27.50	8-09-55-501-001-535	B Hydrants and Line Repair	R	03/23/18 03/28/18 8025085 N
		Vendor Total:	27.50			

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Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			Excl
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	
P0557 PACKET MEDIA, LLC											
18-00318	03/05/18	LEGAL ADS 1/26-2/16/18									
1	MUNCIPAL FACILITES PRESENTION	67.08	8-01-20-120-001-021	B	Advertisements	R	03/05/18	03/28/18		300382854	N
2	MUNICIPAL FACILITIES PRESENT	52.08	8-01-20-120-001-021	B	Advertisements	R	03/05/18	03/28/18		300384713	N
3	AFFORDABLE HOUSING	42.90	8-01-20-120-001-021	B	Advertisements	R	03/05/18	03/28/18		300386534	N
4	AFFORDABLE HOUSING	27.90	8-01-20-120-001-021	B	Advertisements	R	03/05/18	03/28/18		300387733	N
		189.96									
Vendor Total:		189.96									
P0088 PARKER MCCAY, P.A.											
18-00468	03/27/18	INV 3053709 DATED 3/6/18									
1	INV 3053709 DATED 3/6/18	623.50	8-01-20-155-001-031	B	Labor,Personnel & Union Council	R	03/27/18	03/28/18		3053709	N
Vendor Total:		623.50									
PEOPL005 PEOPLES PLUMBING LLC											
18-00439	03/23/18	INVOICE #29237									
1	1ST QUARTER 2018 BACKFLOW	450.00	8-09-55-501-002-518	B	Service Contracts - AWWTP	R	03/23/18	03/29/18		29237	N
Vendor Total:		450.00									
PERRI005 PERRINE AUTO											
18-00384	03/12/18	SL-N-CABLE									
1	INV. 5010822 - SL-N-CABLE	51.59	8-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	03/12/18	03/28/18		5010822	N
Vendor Total:		51.59									
P0044 PSE&G											
18-00445	03/23/18	VARIOUS ACCOUNTS									
1	VARIOUS ACCOUNTS	27.09	8-01-31-446-001-143	B	Gas/Heat - Fire House	R	03/23/18	03/28/18		6675946706	N
2	6550326206 168 BANK STREET	395.86	8-01-25-260-001-073	B	Natural Gas Heat	R	03/23/18	03/28/18		6550326206	N
3	6687890808 156 BANK STREET	84.97	8-01-31-446-001-070	B	Gas Heat - Borough Hall	R	03/23/18	03/28/18		6687890808	N
4	6503987609 1ST AVE WATER TOWER	24.03	8-09-55-501-001-505	B	Gas Service	R	03/23/18	03/28/18		6503987609	N
		531.95									
18-00460	03/26/18	MARCH BILLING STATEMENT									
1	140 N MAIN 7341583509	581.68	8-01-31-446-001-143	B	Gas/Heat - Fire House	R	03/26/18	03/28/18		7341583509	N

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Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
P0044 PSE&G Continued										
18-00460	03/26/18	MARCH BILLING STATEMENT	Continued							
2	148 N MAIN	7341583606	1,043.26	8-01-31-446-001-143	B Gas/Heat - Fire House	R	03/26/18	03/28/18	7341583606	N
3	BANK STREET	7341583703	332.26	8-09-55-501-001-505	B Gas Service	R	03/26/18	03/28/18	7341583703	N
4	OAK LANE	7341583800	1,723.76	8-09-55-501-002-505	B Gas Service	R	03/26/18	03/28/18	7341583800	N
			3,680.96							
Vendor Total:		4,212.91								
REHAB005 REHABCO, INC										
18-00454	03/26/18	INV DATED 3/8/18								
1	INV DATED 3/8/18		5,500.00	8-01-20-155-001-027	B General Matters	R	03/26/18	03/28/18	INV 3/8/18	N
Vendor Total:		5,500.00								
REPUB005 REPUBLIC SERVICES										
18-00084	01/23/18	ACCT 3-0689-0108950		B						
4	INV 689-002629060	3/12/18	2,961.29	8-01-26-305-001-029	B Contract-Republic Services, NJ-Dumpsters	R	01/23/18	03/28/18	306890108950	N
Vendor Total:		2,961.29								
R0077 ROBERTS ENGINEERING GRP LLC										
18-00407	03/20/18	Invoice #1518, 1/26/18								
1	Rev. draft resolution		105.00	2017-03	P 111 ORCHARD AVENUE	R	03/20/18	03/28/18	#1518	N
18-00411	03/20/18	#15897, 6/18/2017								
1	Rev NJDEP notifica/ltr council		525.00	RBG-DEMO	P DEMO-BANK STREET PROPERTY	R	03/20/18	03/28/18	#15897	N
18-00412	03/20/18	#15497, 1/21/2017								
1	Resolution Compli/Perf. Guart		1,328.75	YASH1306	P YASH AUTO SERVICE, INC	R	03/20/18	03/28/18	#15497	N
18-00413	03/20/18	#1517, 2/26/2018								
1	Shop draw rev/const insp/drywe		910.75	ZORRO-IF	P EL ZORRO INSPECTION FEES/ENGIN	R	03/20/18	03/28/18	#1517	N
18-00476	03/27/18	1651,1648,1649								
1	1651 MISCELLANEOUS ROADS		78.75	8-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	03/27/18	03/28/18	1651	N
2	1648 MISCELLANEOUS REQUESTS		2,091.00	8-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	03/27/18	03/28/18	1648	N

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Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
R0077 ROBERTS ENGINEERING GRP LLC Continued											
18-00476	03/27/18	1651,1648,1649	Continued								
3	1649	STORM WATER PERMIT	1,702.00	8-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	03/27/18	03/28/18		1649	N
			3,871.75								
18-00477 03/27/18 1652,1653											
1	1652	GENERAL SEWER	726.00	8-09-55-501-002-508	B Engineer	R	03/27/18	03/28/18		1652	N
2	1653	GENERAL WATER	99.00	8-09-55-501-001-508	B Engineer	R	03/27/18	03/28/18		1653	N
			825.00								
18-00478 03/27/18 1658,1657,1650											
1	1658	IMPROV. MAPLE/SUNSET	6,723.00	C-04-55-882-000-447	B MAPLE AVE & SUNSET DR 17-17 SECTION 20	R	03/27/18	03/28/18		1658	N
2	1657	FIRST AVE. RECONSTRUCTION	264.00	C-04-55-880-001-449	B FIRST AVENUE SEC 20 2017-09	R	03/27/18	03/28/18		1657	N
3	1650	FIRST AID RETAINING WALL	5,172.50	C-04-55-880-001-447	B RETAINING WALL SEC 20 2017-09	R	03/27/18	03/28/18		1650	N
			12,159.50								
18-00479 03/27/18 1654, 1655, 1656											
1	1654	SECONDARY CLARIFIER UPGRD	1,098.00	C-08-55-952-001-544	B 2017-11 SECONDARY CLARIFIER SEC 20	R	03/27/18	03/28/18		1654	N
2	1655	FIRST/FOREMAN WATER MAINS	660.00	C-08-55-951-001-554	B WATER MAINS/SEWER IMP 1ST AVE SEC 20	R	03/27/18	03/28/18		1655	N
3	1656	STOCKTON ST WTR MN CLEAN	382.50	C-08-55-951-001-544	B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	03/27/18	03/28/18		1656	N
			2,140.50								
Vendor Total:		21,866.25									
R0039 RR DONNELLEY											
18-00310	02/28/18	SAFETY PAPER									
1	LETTER SIZE SAFETY PAPER	73.50	8-01-27-330-001-036	B Office Supplies- Maint.	R	02/28/18	03/28/18		240048228	N	
2	LEGAL SIZE SAFETY PAPER	73.50	8-01-27-330-001-036	B Office Supplies- Maint.	R	02/28/18	03/28/18		HIGHTSTOWN	N	
		147.00									
Vendor Total:		147.00									
R1145 RUTGERS UNIVERSITY											
18-00247	02/12/18	TRAINING - GENDRON									
1	TRAINING - GENDRON	270.00	8-01-25-240-001-042	B Education & Training	R	02/12/18	03/28/18				

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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
R1145 RUTGERS UNIVERSITY Continued										
18-00247	02/12/18	TRAINING - GENDRON	Continued							
2 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	02/12/18	03/28/18			N
		540.00								
Vendor Total:		540.00								
S0043 SAFE KIDS WORLDWIDE										
18-00322	03/05/18	TRAINING - BUCK								
1 TRAINING - BUCK		85.00	8-01-25-240-001-042	B Education & Training	R	03/05/18	03/28/18			N
Vendor Total:		85.00								
SHERW005 SHERWIN WILLIAMS PAINT										
18-00350	03/12/18	5 GAL MINERAL SPIRITS 35% SALE								
1 5 GAL MINERAL SPIRITS 35% SALE		401.52	8-09-55-501-002-503	B Sewer Plant Maintenance	R	03/12/18	03/28/18			N
18-00472	03/27/18	PAINT SUPPLIES								
1 INV. 3831-8 - EAST WINDSOR		16.48	8-09-55-501-001-503	B Water Plant Maintenance	R	03/27/18	03/28/18		3831-8	N
2 INV. 3735-1 - EAST WINDSOR		317.80	8-09-55-501-001-503	B Water Plant Maintenance	R	03/27/18	03/28/18		3735-1	N
		334.28								
Vendor Total:		735.80								
SHRED005 SHRED-IT										
18-00291	02/26/18	4/21/18 event 10 - 12 p.m..								
1 4/21/18 event 10 - 12 p.m..		600.00	G-02-41-730-008-399	B Recycling Tonnage Grant (2008)	R	02/26/18	03/28/18			N
Vendor Total:		600.00								
SPEAR005 SPEARHEAD NETWORKING/TECH SVC										
18-00464	03/26/18	MONTHLY SUPPORT MARCH 2018								
1 TECH SUPPORT		1,319.70	8-01-20-140-001-094	B Computer Service & Support	R	03/26/18	03/28/18		17734	N
2 INTERNET & WEB		1,042.94	8-01-20-140-001-060	B Internet Services and Web Services	R	03/26/18	03/28/18		17734	N
3 TECH SUPPORT/INTERNET/WEB		257.96	8-09-55-501-002-530	B Computer Software/Maint/Equip	R	03/26/18	03/28/18		17734	N
4 TECH SUPPORT/INTERNET/WEB		257.96	8-09-55-501-001-530	B Computer Software/Maint/Equip	R	03/26/18	03/28/18		17734	N
		2,878.56								

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
U0013 USA BLUE BOOK											
18-00433	03/23/18	BRASS LEVER ACTING GATE									
1	INV. 500845	178.29	8-09-55-501-001-503	B	Water Plant Maintenance	R	03/23/18	03/28/18		500845	N
Vendor Total:		178.29									
V0274 V.W.R. SCIENTIFIC, INC.											
18-00309	02/28/18	QUOTE #8030620159									
1	ITEM #AA36237-14 L-ASCORBIC	17.93	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	02/28/18	03/28/18			N
2	ITEM #97064-592 AMMONIUM	33.37	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	02/28/18	03/28/18			N
		51.30									
Vendor Total:		51.30									
V0019 VERIZON											
18-00443	03/23/18	201z029320 & 201x069366									
1	201z029320 PUMP STATION METER	65.98	8-09-55-501-003-545	B	Telephone-w/S-VERIZON	R	03/23/18	03/28/18		201Z02932023918	N
2	201x069366 HPD	165.96	8-01-31-440-001-089	B	Telephone-VERIZON	R	03/23/18	03/28/18		201X06936614873	N
		231.94									
Vendor Total:		231.94									
VERIZ015 VERIZON FIOS											
18-00459	03/26/18	155504140000153 DATED 3/9/18									
1	155504140000153 DATED 3/9/18	139.99	8-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	03/26/18	03/28/18		155504140000153	N
Vendor Total:		139.99									
W0002 W.B. MASON CO., INC.											
18-00161	01/29/18	HPD OFFICE SUPPLIES									
1	HPD SUPPLIES FOR TRAINING	16.91	8-01-25-240-001-042	B	Education & Training	R	01/29/18	03/28/18			N
2	HPD SUPPLIES FOR TRAINING	1.94	8-01-25-240-001-042	B	Education & Training	R	01/29/18	03/28/18			N
3	HPD SUPPLIES FOR TRAINING	7.90	8-01-25-240-001-042	B	Education & Training	R	01/29/18	03/28/18			N
		26.75									
Vendor Total:		26.75									

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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
W0005 WEB OUTBACK											
18-00405	03/20/18	SPRINGCREST ROAD PUMPING OUT									
1	SPRINGCREST ROAD PUMPING OUT	185.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	03/20/18	03/28/18		60598	N
Vendor Total:		185.00									
W0891 WINNER FORD OF CHERRY HILL											
17-01506	10/02/17	2018 POLICE INTERCEPTOR UTIL.									
1	2018 POLICE INTERCEPTOR	32,645.80	C-04-55-881-001-444	B	POLICE SUVs, Body Cam, Computer Eq 17-12	R	10/02/17	03/28/18			N
17-01507	10/02/17	2018 POLICE INTERCEPTOR UTIL									
1	2018 POLICE INTERCEPTOR	49,966.00	C-04-55-881-001-444	B	POLICE SUVs, Body Cam, Computer Eq 17-12	R	10/02/17	03/28/18			N
Vendor Total:		82,611.80									
WIREL005 WIRELESS ELECTRONICS, INC.											
18-00366	03/12/18	SERVICE CONTRACT - MARCH 2013									
1	SERVICE CONTRACT - MARCH 2013	415.00	8-01-25-240-001-029	B	Maint. Contracts - Other	R	03/12/18	03/28/18			N
Vendor Total:		415.00									
WOOLS005 WOOLSEN ANDERSON MAZIARZ, P.C.											
18-00447	03/23/18	Rev applic./draft Resolution									
1	Prepare Resolution for review	434.00	2017-03	P	111 ORCHARD AVENUE	R	03/23/18	03/28/18		HT17-02PIRONE	N
18-00448	03/23/18	Deerfield westerlea									
1	12/4/17-meeting/afford.housing	280.00	2017-02HD	P	ESCROW AGREEMENT PLANNING	R	03/23/18	03/28/18		18HT-10WESTERLE	N
2	12/20/17; 1/26/18-emails	84.00	2017-02HD	P	ESCROW AGREEMENT PLANNING	R	03/23/18	03/28/18		18HT-05AFFORDAB	N
3	11/14&17/2017/calls & emails	56.00	2017-02HD	P	ESCROW AGREEMENT PLANNING	R	03/23/18	03/28/18		17HT-05AFFORDAB	N
		420.00									
18-00451	03/23/18	attend PB mtg., prof. services									
1	Attend Mtgs. Oct/Nov/Dec	1,350.00	8-01-21-180-001-107	B	Planning Board - Attorney	R	03/23/18	03/28/18		OCT/NOV/DEC MTG	N
2	emails/rev mtg packet 11/8/17	124.00	8-01-21-180-001-107	B	Planning Board - Attorney	R	03/23/18	03/28/18		11/8/17	N
3	mtg. prep/emails/ordinance-Dec	196.00	8-01-21-180-001-107	B	Planning Board - Attorney	R	03/23/18	03/28/18		MTG PREP DEC.	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
WOOLS005 WOOLSEN ANDERSON MAZIARZ, P.C. Continued											
18-00451	03/23/18	attend PB mtg., prof. services	Continued								
4	email/prep for Jan mtg.	98.00	8-01-21-180-001-107	B	Planning Board - Attorney	R	03/23/18	03/28/18		MTG PREP JAN.	N
		1,768.00									
	Vendor Total:	2,622.00									
Y0025 YOSTEMBSKI, ROBERT											
18-00324	03/06/18	PROSECUTOR FEES DEC 2017									
1	PROSECUTOR FEES DEC 2017	1,200.00	7-01-25-275-001-111	B	Municipal Prosecutor	R	03/06/18	03/28/18			N
	Vendor Total:	1,200.00									
Total Purchase Orders: 89 Total P.O. Line Items: 165 Total List Amount: 261,627.75 Total Void Amount: 0.00											

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	7-01	2,441.43	0.00	2,441.43	0.00	0.00	0.00	2,441.43
	7-09	417.01	0.00	417.01	0.00	0.00	0.00	417.01
Year Total:		2,858.44	0.00	2,858.44	0.00	0.00	0.00	2,858.44
CURRENT FUND	8-01	98,275.54	0.00	98,275.54	0.00	0.00	0.00	98,275.54
	8-09	56,637.43	0.00	56,637.43	0.00	0.00	0.00	56,637.43
	8-21	0.00	0.00	0.00	0.00	0.00	6,009.54	6,009.54
Year Total:		154,912.97	0.00	154,912.97	0.00	0.00	6,009.54	160,922.51
GENERAL CAPITAL	C-04	94,771.30	0.00	94,771.30	0.00	0.00	0.00	94,771.30
WATER/SEWER CAPITAL	C-08	2,140.50	0.00	2,140.50	0.00	0.00	0.00	2,140.50
Year Total:		96,911.80	0.00	96,911.80	0.00	0.00	0.00	96,911.80
	G-02	935.00	0.00	935.00	0.00	0.00	0.00	935.00
Total of All Funds:		255,618.21	0.00	255,618.21	0.00	0.00	6,009.54	261,627.75

Project Description	Project No.	Rcvd Total	Held Total	Project Total
ESCROW AGREEMENT PLANNING	2017-02HD	420.00	0.00	420.00
111 ORCHARD AVENUE	2017-03	973.90	0.00	973.90
DEMO-BANK STREET PROPERTY	RBG-DEMO	2,376.14	0.00	2,376.14
YASH AUTO SERVICE, INC	YASH1306	1,328.75	0.00	1,328.75
EL ZORRO INSPECTION FEES/ENGIN	ZORRO-IF	910.75	0.00	910.75
Total of All Projects:		<u>6,009.54</u>	<u>0.00</u>	<u>6,009.54</u>

Resolution 2018-83

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

AUTHORIZING RENEWED SHARED SERVICES AGREEMENT WITH EAST WINDSOR TOWNSHIP FOR SENIOR SERVICES

WHEREAS, with the adoption of Resolution 2017-83 on April 3, 2017, the Borough Council approved a Shared Services Agreement with the Township of East Windsor for the provision of Senior Services for the period March 1, 2017 through February 28, 2018 at a cost of Thirty-Eight Thousand Sixty-Three Dollars and Twenty-One Cents (\$38,063.21) for the 12-month period; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Senior Services to the Borough by the Township of East Windsor through February 28, 2019; 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 Senior Services for the period March 1, 2018 through February 28, 2018; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period March 1, 2018 through February 28, 2019 will be Forty-Five Thousand Nine Hundred Forty-two Dollars and Fifty Two Cents (\$45,842.52) for this 12-month period; and

WHEREAS it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2018 and 2019 budgets;

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

1. The Shared Services Agreement with the Township of East Windsor for Senior Services for the period March 1, 2018 through February 28, 2019 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2018 and 2019 budgets.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 3, 2018.

Debra L. Sopronyi
Borough Clerk

SHARED SERVICES AGREEMENT
BETWEEN
EAST WINDSOR TOWNSHIP
AND
HIGHTSTOWN BOROUGH
FOR SENIOR SERVICES

THIS AGREEMENT, made this day of March 2018, between the TOWNSHIP OF EAST WINDSOR, a municipal corporation of the State of New Jersey, with offices at 16 Lanning Boulevard, East Windsor, Mercer County, New Jersey 08520, hereinafter called "East Windsor," and HIGHTSTOWN BOROUGH, a municipal corporation of the State of New Jersey, with offices at 156 Bank Street, Hightstown, Mercer County, New Jersey 08520, hereinafter called "Hightstown."

WITNESSETH

WHEREAS, East Windsor operates the Senior Citizen Center and programs at the facility owned by East Windsor located at 40 Lanning Boulevard, East Windsor, New Jersey (hereinafter called "the Center"); and

WHEREAS, East Windsor Township and Hightstown Borough have entered into Shared Service Agreements whereby the Center and its programs have been available to senior citizens of Hightstown Borough; and

WHEREAS, Hightstown desires to continue to make the programs and services of the Center available to its senior citizens through a contract with East Windsor; and

WHEREAS, the Shared Services and Consolidation Act, N.J.S.A. 40:8A-1 et seq., permits local units of this State to enter into a contract with any other local unit for the provision within their jurisdiction of any service which any party to the agreement is empowered to render within its own jurisdiction.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. INCORPORATION OF RECITALS

The WHEREAS clauses set forth above are hereby incorporated into and made a part of this agreement.

2. TERM/EFFECTIVE DATE

The term of this agreement shall be from March 1, 2018 through February 28, 2019. This agreement shall become effective upon the adoption of resolutions by both East Windsor and Hightstown approving same and authorizing its execution by the appropriate officials.

3. SCOPE OF SERVICES

During the term of this agreement, East Windsor shall operate the Center and make available to the senior citizens of Hightstown all of the services and programs offered through the Center, including but not limited to the Mercer County Nutrition Project for the Elderly and Senior Transportation. East Windsor shall be responsible for the operation of the Center, its services and programs. In connection therewith, East Windsor shall employ a Senior Citizen Center Director, provide necessary maintenance and upkeep of the Center, provide for daily scheduling and routing for the Senior Bus Service, and provide coordination with Mercer County, as needed, to maintain and operate the Nutrition Project for the Elderly.

SENIOR SHARED SERVICES AGREEMENT

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4. MAINTENANCE OF RECORDS

East Windsor shall maintain records of the names and addresses of the senior citizens of each municipality who attend the Center or participate in its services or programs. To the extent practicable, these records shall reflect the number and nature of services or programs utilized by each participant. These records will be updated and provided to Hightstown on a quarterly basis. Additionally, the Center shall be open for inspection by Hightstown officials during normal operating hours.

5. HIGHTSTOWN'S CONTRIBUTION FOR OPERATION OF THE CENTER

The parties agree that Hightstown shall pay to East Windsor Forty Five thousand Nine hundred forty-two dollars and fifty two cents (\$45,942.52).

6. Hightstown's contribution for any successor agreement following the end of this term shall be based on the actual costs of operating the Center in 2018 as certified by East Windsor's Chief Financial Officer, net of Senior Transportation bus fares, any unanticipated Federal, State or County revenue, along with the attendance and participation records of the Center maintained by East Windsor.

7. PAYMENT

Hightstown shall pay to East Windsor for services provided under this agreement the sum of \$45,942.52 payable as follows:

May 1, 2018	\$11,485.63
August 1, 2018	\$11,485.63
November 1, 2018	\$11,485.63
February 1, 2019	\$11,485.63

8. INDEMNIFICATION

Hightstown shall defend and hold harmless East Windsor against any and all claims brought against East Windsor or any of its agents or employees arising out of East Windsor providing any services to Hightstown senior citizens on behalf of Hightstown under the terms of this agreement. Provided, however, that Hightstown shall not be responsible for any such claims arising out of the willful, wanton, malicious or criminal conduct of any agent or employee of East Windsor. Hightstown shall provide a certificate of insurance naming East Windsor as an additional insured providing coverage for the obligations under this agreement.

9. RENEWAL

Prior to March 1, 2019, the parties will need to notify the other in writing if it desires to continue services and negotiate a new contract.

SENIOR SHARED SERVICES AGREEMENT
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IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the respective dates indicated below:

ATTEST:

TOWNSHIP OF EAST WINDSOR

Kelly Lettera, Acting Municipal Clerk

JANICE S. MIRONOV, Mayor

Date: _____

ATTEST:

BOROUGH OF HIGHTSTOWN

Debra Sopronyi, Borough Clerk

Lawrence A. Quattrone, Mayor

Date: _____

	2018 Total	2017 Total	Senior Center & Interlocal	Buildings & Grounds	Utilities
Direct Costs					
Office Supplies	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	-	-
Printed Supplies	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	-	-
Uniforms & Clothing	\$ 955.00	\$ 955.00	-	955.00	-
Minor Tools & General Hardware	\$ 200.00	\$ 200.00	-	200.00	-
Emergency & Safety Equipment	\$ 725.00	\$ 725.00	\$ 75.00	650.00	-
Flags, Trophies & Awards	\$ 800.00	\$ 800.00	\$ 300.00	500.00	-
Stationary Equipment	\$ 1,950.00	\$ 1,950.00	-	1,950.00	-
Books and Publications	\$ 50.00	\$ 50.00	\$ 50.00	-	-
Photographic Supplies & Equipment	\$ -	\$ -	\$ -	-	-
Food	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	-	-
Recreation Supplies	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	-	-
Other Consumable Supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	-	-
Grounds	\$ 3,300.00	\$ 3,300.00	-	3,300.00	-
Trees, Plants & shrubbery	\$ 500.00	\$ 500.00	-	500.00	-
Janitorial Supplies	\$ 3,300.00	\$ 3,300.00	\$ 100.00	3,200.00	-
Lighting Supplies	\$ 850.00	\$ 850.00	-	850.00	-
Electrical Service	\$ 28,000.00	\$ 28,000.00	-	-	\$ 28,000.00
Telephone Service	\$ 6,500.00	\$ 6,500.00	-	-	\$ 6,500.00
Natural Gas Service	\$ 13,000.00	\$ 13,000.00	-	-	\$ 13,000.00
Alarm System	\$ 1,700.00	\$ 1,700.00	-	1,700.00	-
Other Building Services	\$ 4,050.00	\$ 4,050.00	-	4,050.00	-
Other Contractural Services	\$ 63,393.00	\$ 63,393.00	\$ 54,393.00	9,000.00	-
Other Equipment	\$ 960.00	\$ 960.00	\$ 960.00	-	-
Memberships	\$ -	\$ -	\$ -	-	-
Meetings & Conferences	\$ 150.00	\$ 150.00	\$ 150.00	-	-
Training & Tuition	\$ -	\$ -	\$ -	-	-
Sub-total	\$ 144,783.00	\$ 144,783.00	\$ 70,428.00	\$ 26,855.00	\$ 47,500.00

Salaries & Wages

Senior Center Coordinator	\$ 59,160.00	\$ 59,160.00	\$ 59,160.00	\$ -	-
P/T Substitutes	\$ -	\$ -	\$ -	\$ -	-
Custodian	\$ 16,513.00	\$ 16,513.00	\$ -	\$ 16,513.00	-
Recreation Department Director	\$ -	\$ -	\$ -	\$ -	-
Clerical Support	\$ 36,343.00	\$ 36,343.00	\$ 36,343.00	\$ -	-
Fringe Benefits for Employees	\$ 54,106.30	\$ 54,106.30	\$ 54,106.30	\$ -	-
Sub-total	\$ 166,122.30	\$ 166,122.30	\$ 149,609.30	\$ 16,513.00	\$ -
Total Budget	\$ 310,905.30	\$ 310,905.30	\$ 220,037.30	\$ 43,368.00	\$ 47,500.00

Indirect Costs

	2018 Total	2017 Total	2016 Total
Community Bus not covered by Grant	\$ 37,420.00	\$ 37,420.00	\$ 37,420.00
Insurance	\$ 17,760.33	\$ 17,760.33	\$ 15,854.24
Depreciation	\$ 3,605.00	\$ 3,605.00	
Administration	\$ 17,400.00	\$ 17,400.00	\$ 18,947.21
Total Indirect Costs	\$ 76,185.33	\$ 76,185.33	\$ 72,221.45

Revenues

Bus Fares Collected	\$1,019.00	\$ 1,019.00	
Total Revenues	\$1,019.00	\$ 1,019.00	
TOTAL COSTS LESS REVENUE	\$ 386,071.63	\$ 386,071.63	

	2018 Total	2017 Total	Senior Center	Buildings & Grounds	Utilities
Budgeted	\$ 315,805.30	\$ 310,905.30	\$ 220,037.30	\$ 43,368.00	\$ 47,500.00
Indirect Costs	\$76,696.01	\$ 76,185.33	\$ 76,185.33	\$ -	\$ -
Total Expenses	\$392,501.31	\$ 387,090.63	\$ 296,222.63	\$ 43,368.00	\$ 47,500.00
Total Revenues	\$ (1,019.00)	\$ (1,019.00)	\$ (1,019.00)		
Total Costs Less Revenues	\$391,482.31	\$ 386,071.63	\$ 295,203.63	\$ 43,368.00	\$ 47,500.00
PERCENTAGE OF USE	2017* Participation	2016* Participation	2017 Amount	2016 Participation	2016 Amount
East Windsor	88.10%	89%	\$ 340,129.11		\$325,951.10
Hightstown	11.90%	11%	\$ 45,942.52		\$38,063.21
Total	\$391,482.31	100%	\$ 386,071.63		\$ 344,245.12
Interlocal Service Agreement Payments					
May 1, 2018		\$ 11,485.63			
August 1, 2018		\$ 11,485.63			
November 1, 2018		\$ 11,485.63			
February 1, 2019		\$ 11,485.63			
Total Due		\$ 45,942.52			

Richard Brand
Township Manager

*2018 figures will be based on 2017
participation as of 12/31/17.

Resolution 2018-84

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

DESIGNATING SATURDAY, APRIL 21, 2018 AS ARBOR DAY IN THE BOROUGH OF HIGHTSTOWN

WHEREAS, it is widely reported as historical fact that, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, the Borough is a designated Tree City USA by the Arbor Foundation; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, raw material for sculpture and painting and limitless works of art, and source materials for countless other wood products; and

WHEREAS, trees in our Borough increase property values, enhance the economic vitality of business areas, and beautify our community and spiritual renewal; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown hereby does proclaim and designate Saturday, April 21, 2018, as **ARBOR DAY** in the Borough of Hightstown and to observe this occasion a tree planting ceremony will take place on this day in Memorial Park;

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Hightstown, that all residents and members of our community are urged and encouraged to support efforts to protect our trees, walkways, riparian banks and woodlands throughout our Borough and our surrounding environment;

BE IT FURTHER RESOLVED that all residents and members of our community are urged and encouraged to plant trees where appropriate, to gladden hearts and promote the well-being of present and future generations.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 2, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-85

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

SUPPORTING AND AUTHORIZING THE ASSOCIATION OF NEW JERSEY ENVIRONMENTAL COMMISSION (ANJEC) OPEN SPACE STEWARDSHIP 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 ANJEC; and

WHEREAS, one of the purposes of ANJEC Open Space Grants Program is to provide resources to municipalities to make progress on advancing open space stewardship, and to help raise the profile of the environmental commission in the community through publicity and public participation or collaboration with local groups on various projects.

WHEREAS, the Borough Council of the Borough of Hightstown has determined that the Hightstown Borough Environmental Commission should apply for the aforementioned grant.

THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Hightstown, State of New Jersey, supports and authorizes the submission of the aforementioned ANJEC 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 April 2, 2018.

Debra L. Sopronyi
Borough Clerk



2018 ANJEC OPEN SPACE STEWARDSHIP GRANTS FOR ENVIRONMENTAL COMMISSIONS

Supported by the Sandy Batty Grant Fund

Instructions/Requirements for applicants

ANJEC will provide small grants of up to \$1500 each to environmental commissions to support projects that do **both** of the following:

- advance local open space stewardship, *and*
- help to raise the profile of the environmental commission in the community through publicity and public participation or collaboration with local groups on the project.

The grants will fund environmental commission projects related to open space preservation, management, maintenance, restoration and education. Two-thirds of the grant will be paid to the commission up front, with the balance (1/3) paid when the project is complete.

Commission members and local volunteers must provide and track a minimum of 80 hours of labor toward the project. No cash match is required to apply.

Eligible Applicants: NJ environmental commissions that are established by ordinance

Eligible Expenses: materials, speakers, professional services, printing, mailing, advertising. For events, a maximum of \$100 from the grant is allowed toward food.

Ineligible Expenses: travel or labor by local volunteers, officials or municipal staff

Applications due: **4:30pm, Friday, April 13, 2018.**

All applications must use the format/template provided below, and be submitted to info@anjec.org. Application length is limited, so please be concise but thorough.

Notification of grant selections: ANJEC will notify successful grantees by May 11th by email to the *commissioner listed as the application contact person.*

In addition to the application questions (template) and responses, applicants must submit a scanned, dated and signed letter from the municipal manager or administrator indicating endorsement of the application and assuring payment of any additional costs that are included in the budget. Send the letter as a separate attachment to info@anjec.org by the application due date. ANJEC will confirm receipt of your application file and letter file.

EMAIL SUBMISSIONS MUST CONTAIN THE NAME OF THE MUNICIPALITY IN THE SUBJECT LINE.

(Example: **SUBJECT: Washington Twp 2017 OSS Grant App.**) To submit a grant application, copy and paste the application template below into a Word document, type in your information, and submit the Word file to info@anjec.org.

Grant Period & Reporting: grantees have *one year* to complete projects and submit final reports/documentation for reimbursement. Projects running past one year without authorization from ANJEC are subject to forfeit their final 1/3 payment. Written status reports (mandatory) are due at the 4th month and final project report. As the project progresses, grantees are required to submit a minimum of 5 representative photos or other graphics for ANJEC's use in publications and online reports.

Suitable projects include, but are not limited to:

- pollinator gardens
- trail building, signage, maintenance
- printed or online guides, maps, inventories of open space, trails
- open space or trails assessments, plans, maps
- multi-town plans to link open space or trails
- conservation easement inventory, monitoring, outreach, education
- management of invasive species
- habitat enhancement on open lands
- restoration or maintenance of riparian areas within preserved public open space
- educational stormwater management projects on preserved public open space

Applications will be evaluated based on the following:

1. *Completeness* – Does the application include a full description of deliverables, schedule and budget, including who will supervise and/or carry out each major task, when and how?

2. *Budget* - Did the commission research and itemize major costs in preparing the budget and determining the amount requested? An application without an itemized budget will not qualify for a grant. Include all major costs, whether covered by grant funds or other funding sources.

3. *Additional resources* – Does the application list any community partners committed to and/or contributing to the project? Obtain commitment from the partner organizations before listing them.

4. *Environmental commission benefit* - How will the environmental commission use this project to raise its long-term visibility among residents and the governing body? Describe specific outreach tasks.

5. *Impact on the community* - Does the application explain how residents or others will be informed and/or included in the project, and how this will have a positive impact on local open space?

6. *Replicability or follow-up* – Does the application explain the project's ongoing use, and/or how it will be an annual or other regular event? If the proposed activity is a plan, does the application address "next steps" and who will pursue them?

ANJEC may contact the Environmental Commission Contact Person and Chairman to answer questions about the application, and other municipal representatives or project participants, as needed.

Application Blank

Copy the template below and paste it into a Word document; fill in responses and submit via email.

2018 ANJEC OPEN SPACE GRANTS FOR ENVIRONMENTAL COMMISSIONS APPLICATION

Municipality: County: Phone:
Mailing address of municipality:
Environmental Commission Contact Person (person responsible for application):
Name: e-mail:
Home address: Day and cell phones:
Environmental Commission Chairman
Name:
Day or cell phone: e-mail:
Municipal Manager/Administrator
Name: e-mail: phone:
Year Environmental Commission was established by ordinance:
Is your Commission a member of ANJEC? Yes / No
Title of Project:
Amount being requested from ANJEC:

Project description (Limit 900 words): What will you do? Who? When? How? Objectives? – Address and number items #1 – 6 on “How applications will be evaluated.”

Project budget (Limit one page): See item #2 of “How applications will be evaluated.” Include an estimated breakout of the in-kind (volunteer and town staff) labor. If additional labor, cash or other contributions are being used, itemize them in the budget. See requirement for letter from municipal administrator/manager under “Applications due” above.

******In addition to the application, applicants must submit a scanned, dated and signed letter from the municipal manager or administrator indicating endorsement of the application and assuring payment of any additional costs that are included in the budget.***

******Send the letter as a separate attachment to info@anjec.org by the application due date. ANJEC will confirm receipt of your application file and letter file.***

Resolution 2018-86

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

RESOLUTION AUTHORIZING EXTENSION TO MEMORANDUM OF UNDERSTANDING BETWEEN HIGHTSTOWN BOROUGH AND ROBBINSVILLE TOWNSHIP

WHEREAS, Hightstown Borough (“Hightstown”) is in need of facilities for police and court operations (the “Services”); and

WHEREAS, Robbinsville Township (“Robbinsville”) is planning to build such a facility; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown (the “Parties”) find that it would be in the best interest of the Parties to engage in negotiations relating to the proposed collective provisions of the Services at the new facility to be constructed by Robbinsville through a Shared Services Agreement; and

WHEREAS, in furtherance thereof, the Parties have executed a Memorandum of Understanding, which memorialized the steps to be undertaken and establish responsibilities as it relates to the negotiation of the Shared Services Agreement regarding the Services; and

WHEREAS, said memorandum of understanding was finally executed on September 18, 2017 and the 120 day period contained within the agreement expired on January 16, 2018; and

WHEREAS, the parties would like to extend the MOA until May 18, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Hightstown, County of Mercer, authorizes the Mayor to execute an extension to Memorandum of Understanding with Robbinsville Township as noted above.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 2, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-87

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

A RESOLUTION SUPPORTING THE 2018 UDRIVE. UTEXT. UPAY DISTRACTED DRIVING CRACKDOWN – APRIL 1 – 21, 2018

WHEREAS, distracted driving is a serious, life-threatening practice that is preventable; and

WHEREAS, distracted driving can result in injuries and deaths to all road users (motorists, pedestrians and bicyclists); and

WHEREAS, distracted driving occurs when drivers divert their attention away from the task of driving to focus on another activity instead; and

WHEREAS, in 2014 alone distracted driving-related crashes resulted in 3,179 deaths and 431,000 injuries on our nation's roads; and

WHEREAS, in New Jersey distracted driving was listed as a contributing circumstance in more than 800,000 crashes between 2010-2014; and

WHEREAS, the State of New Jersey will participate in the nationwide *Distracted Driving 2018 Crackdown* from April 1 - 21, 2018 in an effort to raise awareness and decrease driver distraction through a combination of enforcement and education; and

WHEREAS, the national slogan for the campaign is UDrive. UText. UPay; and

WHEREAS, a reduction in distracted driving in New Jersey will save lives on our roadways;

THEREFORE, BE IT RESOLVED that the Mayor and Council of Hightstown Borough declares its support for the *Distracted Driving 2018 Crackdown* both locally and nationally from April 1 - 21, 2018 and pledges to increase awareness of the dangers of distracted driving.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 2, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-88

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION OF COMPLIANCE REGARDING THE 2016 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of *N.J.S. 40A:5-6*, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the audit entitled:

General Comments
Recommendations

; and

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
Recommendations

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid, and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Hightstown hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 2, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-89

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

RESOLUTION APPROVING THE 2016 ANNUAL AUDIT CORRECTIVE ACTION PLAN AND AUTHORIZING THE FILING OF SAID PLAN WITH THE DIVISION OF LOCAL GOVERNMENT SERVICES

WHEREAS, the Borough of Hightstown is required, pursuant to the Single Audit Act Amendments of 1996, to prepare a Corrective Action Plan based on the findings and recommendations contained in the Annual Audit for 2016; and

WHEREAS, the Borough is required to submit a Corrective Action Plan to the Division of Local Government Services as part of the annual audit process, and to file a copy of said Plan with the Borough Clerk; and

WHEREAS, the Borough Council has received the 2016 Annual Audit – Corrective Action Plan.

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

1. That the 2016 Annual Audit – Corrective Action Plan, a copy of which is attached hereto and incorporated herein by reference, is hereby approved.
2. That the proper Borough officials are hereby authorized and directed to file said Corrective Action Plan with the Division of Local Government Services, and to file a copy in the Borough Clerk's office.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 2, 2018.

Debra L. Sopronyi
Borough Clerk

BOROUGH OF HIGHTSTOWN

MERCER COUNTY

**CORRECTIVE ACTION PLAN
DECEMBER 31, 2016**

**BOROUGH OF HIGHTSTOWN
MERCER COUNTY
AUDIT REPORT YEAR: DECEMBER 31, 2016**

DEPARTMENT:

FINANCE
GEORGE J. LANG
CHIEF FINANCIAL OFFICER

FINDINGS

16-01

Finding - The financial statements and related notes were not completed in a timely manner to allow the audit to be completed by the statutory deadline.

Criteria -N.J.S.A. 40A:5-4 requires the audit to be completed within six months after the close of the fiscal year.

Response -Unlike a majority of towns in New Jersey the Borough of Hightstown's Chief Financial Officer prepares the Annual Financial Statement and Financial Statements for Audit Report. These other municipalities either have the auditor or an outside accounting professional prepare the financial documents for an additional cost. Having the auditor prepare the documents could create an independence issue.

Recommendation - That the financial statements and related notes be completed in a timely manner to permit the audit to be submitted by the statutory deadline.

Corrective Action Plan -The financial statements and related notes are currently being finalized to assist in the completion of the audit.

Implementation Date - 2018 for 2017 Audit

Resolution 2018-90

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	711,381.00	244,000.00	955,381.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	140,526.00	100,000.00	240,526.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	851,907.00	344,000.00	1,195,907.00

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 April 2, 2018.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
 Emergency Temporary
 4/2/2018

Current Fund

Municipal Clerk	
Salaries and Wages	10,000.00
Financial Administration	
Salaries and Wages	10,000.00
Data Processing	
Salaries and Wages	800.00
Tax Collector	
Salaries and Wages	10,000.00
Other Expenses	500.00
Tax Assessor	
Salaries and Wages	2,000.00
Municipal Court	
Salaries and Wages	8,000.00
Group Insurance	
Other Expenses	70,000.00
Police Department	
Salaries and Wages	50,000.00
Other Expenses	15,000.00
Solid Waste and Recycling	
Salaries and Wages	10,000.00
Parks and Recreation	
Salaries and Wages	5,000.00
Buildings and Grounds	
Other Expenses	20,000.00
Board of Health	
Salaries and Wages	10,000.00
Construction Code	
Salaries and Wages	10,000.00
Other Expenses	1,000.00
Housing Code Enforcement	
Salaries and Wages	6,000.00
Public Employee's Retirement System	160,000.00
Police and Firemen's Retirement System	276,131.00
Engineer	15,000.00
Environmental Commission	350.00
Municipal Prosecutor	1,000.00
Shared Service - EMS	14,000.00
2017 Distracted Driving Crackdown	6,600.00
	711,381.00

Water-Sewer Utility Fund

Salaries and Wages	50,000.00
Social Security	10,000.00
Public Employee's Retirement System	<u>80,526.00</u>
Total Water-Sewer Utility	<u>140,526.00</u>
	<u><u>851,907.00</u></u>



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

MERCER COUNTY PLANNING BOARD



MCDADDE ADMINISTRATION BUILDING

PO BOX 8068

TRENTON, NJ 08650-0068

Phone 609-989-6545 Fax 609-989-6546

BRIAN M. HUGHES

County Executive

KELVIN S. GANGES

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LESLIE R. FLOYD, PP, AICP

Planning Director

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Secretary

ANDREW A. MAIR

County Administrator

GREGORY SANDUSKY, PE, PLS

County Engineer

ROBERT N. RIDOLFI, ESQ.

Board Counsel

March 23, 2018

Simonne Vaccaro

Sr. Permit Coordinator

Maser Consulting, P.A.

331 Newman Springs Road, Suite 203

Red Bank, NJ 07701

FAX (732-383-1984) & REGULAR MAIL

RECEIVED

MAR 26 2018

Re: Site Plan

The Lofts at Hightstown – Phase I

(Hightstown Redevelopment)

Block 21, Lots 1- 14, 20 & 26

Bank Street & North Main

Hightstown Borough

MC Project No. 16001094A

MUNICIPAL CLERK'S OFFICE

Dear Ms. Vaccaro:

On March 15, 2018 our office received the application for Site Plan approval concerning the above referenced property. Upon review of this submission, please be advised the application has been determined incomplete. The application will be heard at the April 11, 2018 meeting pending submission of the following not later than March 28, 2018:

1. Are the existing lots to be consolidated into one lot and if they are is a subdivision application required by the Township? If the lots are to be consolidated without subdivision approval by the Township; a letter from the Township is required confirming that the consolidation of the lots is to be done by the Township which does not require a subdivision application.

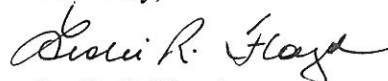
Should the required materials arrive after the date noted above, your application will be slated for the next meeting for which it has met the completion deadline. Land Development Committee meetings are generally held at 9:00 a.m. on the morning of the second Wednesday of each month. To have this application on the agenda of any given meeting, we request your complete application two (2) weeks prior to the next scheduled meeting. The meetings are held in the McDade Administration Building, 640 South Broad Street, Room 211, Trenton, New Jersey.

Simonne Vaccaro
Maser Consulting, P.A.
March 23, 2018
Page 2

In accordance with Mercer County Planning Division policy, this application must be complete within forty-five (45) days of notice. Please be advised that you have forty-five (45) days to supply the needed documentation to initiate review of your application. If we do not receive the missing items by April 30, 2018 we will return your application fee and consider the file closed.

I thank you for your anticipated cooperation in this matter and if you have any questions or require additional information, please feel free to contact Rick Smith of my staff at 609-989-6985.

Sincerely,



Leslie R. Floyd
Planning Director

LRF:RJS:jkb

c: Robert Ridolfi, Esq.
Gregory Sandusky, Mercer County Engineer
Mercer County Planning Board
Lawrence D. Quattrone, Mayor of Hightstown Borough
Carmela Roberts, PE, Roberts Engineering
Sandy Belan, Hightstown Borough P.B. Secretary
Fax (609-490-0583)