

Agenda Hightstown Borough Council

May 21, 2018

Hightstown Fire House

7:00 PM – Executive Session

7:30 PM – Public Session

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Executive Session	2018-105	Authorizing a Meeting that Excludes the Public Personnel – Borough Administrator
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Flag Salute

Approval of the Agenda

Minutes	April 2, 2018 – Executive Session April 2, 2018 – Public Session
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Public Comment I	Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.
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Ordinances

Discussion - Proposed Knox Box Ordinance

2018-08 Final Reading and Public Hearing Amending Chapter 13, Entitled "Housing", Section 13-12, Entitled "Registration Required" of the Revised General Ordinances of the Borough of Hightstown

2018-10 Final Reading and Public Hearing An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A:4-45.14)

2018-11 Final Reading and Public Hearing Amending Chapter 7, Entitled "Traffic", Subsection 7-14-1. Entitled "Parking Prohibited During Certain Hours on Certain Streets" of the Revised General Ordinances of the Borough of Hightstown

Resolutions

2018-106	Payment of Bills
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2018-107 Authorizing Payment #1 (Final) to Earle Asphalt Company –
Emergency Repair to Sewer Lines

Consent Agenda

2018-108 Authorizing an Agreement with Ralph's Ice Cream for Use of Public
Right-of-Way

2018-109 Adopting a Green Purchasing Policy

2018-110 Appointing an Acting Municipal Court Administrator

2018-111 A Resolution Supporting the Click it or Ticket Mobilization of May 21
– June 3, 2018

2018-112 Observing May 20 – May 26, 2018 as Public Works Week

2018-113 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

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2018-105

*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 May 21, 2018 at 7:00 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

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: August 21, 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 May 21, 2018.

Debra L. Sopronyi
Borough Clerk

Meeting Minutes
Hightstown Borough Council
April 2, 2018
6:30 p.m. Executive Session
7:30 p.m. Public Session

The meeting was called to order by Mayor Quattrone at 6:38 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

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

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

EXECUTIVE SESSION

Resolution 2018-81 Authorizing a Meeting that Excludes the Public

Councilmember Musing moved Resolution 2018-81; Councilmember Misiura seconded.

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

Resolution adopted 4-0.

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.

Mayor Quattrone called the public meeting to order at 7:30 p.m. and again read the Open Public Meetings Statement.

Amy Guerin, Labor Counsel, departed after executive session and is no longer present. Monika Patel, Deputy CFO and George Lang, CFO, arrived after executive session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Borough Administrator/Clerk, Debra Sopronyi, informed Council that Fire Official, Chad Reed, is unable to attend the meeting this evening. He was on the agenda to discuss the Knox Box Ordinance. Councilmember Musing requested to remove the discussion regarding the Knox Box Ordinance from the agenda.

Councilmember Bluth moved the agenda as amended; Councilmember Montferrat seconded.

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

Agenda approved as amended 4-0.

PUBLIC COMMENT I

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

Scott Caster, 12 Clover Lane – Stated that there is a better way to help lower the tax rate in Hightstown. Hightstown is fundamentally different than other municipalities in the State. Hightstown has the 10th highest tax rate in New Jersey. Council needs to go to Trenton to receive additional funding.

Eugene Sarafin, 628 South Main Street – Spoke about the Pledge of Allegiance and gun control.

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

PRESENTATION

Habitat for Humanity

Anthony Infosino, President Millstone Basin Area Habitat for Humanity, spoke regarding the current project on Academy Street. He stated that the project is moving along and the work required is weather dependent. Spring is coming and they are looking for volunteers. Those interested in volunteering can visit www.habitatmba.org for information. Always looking for partner families, which requires 350 sweat equity hours. If a family is unable to complete the hours in their home, they can complete in another home. Applications are on the website. He is hoping to have a family in by the end of the year. Borough Administrator/Clerk, Debra Sopronyi, stated that REHABCO, the Borough's Affordable Housing agent, may be able to help in finding a family for the property.

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

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Please pass this ordinance.

Scott Caster, 12 Clover Lane – Please pass and please enforce this.

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

Councilmember Bluth moved Ordinance 2018-02 for adoption; Councilmember Montferrat seconded.

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

Ordinance adopted 4-0.

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, Monday – Friday, 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	Monday – Friday 8:00 a.m. – 6:00 p.m.	As indicated on the site plan
Stockton Street lot – Lot “B”	North	Monday – Friday 8:00 a.m. – 6:00 p.m.	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.

2018-03 Final Reading and Public Hearing – Amending Chapter 13, Entitled “Housing”, of the Revised General Ordinances of the Borough of Hightstown

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Likes that we are giving good time for residents to comply. Please pass.

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

Councilmember Bluth moved Ordinance 2018-03 for adoption; Councilmember Musing seconded.

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

Ordinance adopted 4-0.

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.

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

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Please pass this ordinance.

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

Councilmember Bluth moved Ordinance 2018-04 for adoption; Councilmember Musing seconded.

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

Ordinance adopted 4-0.

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:

2. 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 an 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.

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

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Does not object to these changes. Please pass this ordinance.

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

Councilmember Misiura moved Ordinance 2018-05 for adoption; Councilmember Montferrat seconded.

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

Ordinance adopted 4-0.

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.

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

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Thinks this is a good idea.

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

Councilmember Bluth moved Ordinance 2018-06 for adoption; Councilmember Musing seconded.

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

Ordinance adopted 4-0.

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 ~~strike through~~):

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.

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

Mayor Quattrone opened the public hearing and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Strongly supports this ordinance.

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

Councilmember Bluth moved Ordinance 2018-07 for adoption; Councilmember Musing seconded.

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

Ordinance adopted 4-0.

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.

RESOLUTIONS

Resolution 2018-82 Authorizing Payment of Bills

Councilmember Bluth moved Resolution 2018-82; Councilmember Musing seconded.

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

Resolution adopted 4-0.

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>

Resolution 2018-83 Authorizing Renewed Shared Services Agreement with East Windsor Township for Senior Services

Councilmember Musing moved Resolution 2018-83; Councilmember Bluth seconded.

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

Resolution adopted 4-0.

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.

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2018-84; 2018-85; 2018-86; 2018-87; 2018-88; 2018-89 and 2018-90 as a Consent Agenda; Councilmember Montferrat seconded.

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

Resolutions adopted 4-0.

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.

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.

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.

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.

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.

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.

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 2018-090
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

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

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

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

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

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

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	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.

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – Stated again that Hightstown has the 10th highest tax rate in New Jersey. There is something wrong; the culture needs to shift. We need to ask for more money from Trenton.

Eugene Sarafin, 628 South Main Street – Stated that you can't do much about the tax increase. Council does a marvelous job for this beautiful town.

Frank Rivera, 110 Broad Street – Taxpayers need to understand the tax rate. Stated that he is hoping for the best and looking forward to the budget.

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

DISCUSSION

Subdivision – The Lofts at Hightstown

Borough Administrator/Clerk, Debra Sopronyi, reviewed a letter from Mercer County dated March 23, 2018 stating that the application from RGB has been deemed incomplete. Councilmember Misiura stated that he does not think the Borough needs to do anything at this point. The County approval should come after Borough approval. Ms. Sopronyi also stated that in speaking with Ken Pacera, Borough Tax Assessor, the developer should be consolidating all lots.

SUBCOMMITTEE REPORTS

Lincoln Avenue Project – Trees

Councilmember Montferrat stated that this subcommittee consists of himself; Carmela Roberts, Borough Engineer; Keith LePrevost, Chair Environmental Commission; David Zaiser, Shade Tree Commission; Jan Troizier, Environmental Commission and Sandra Johnson, Resident. They will be meeting soon.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

HPC did not meet last month. They will be meeting later this month.

Councilmember Montferrat

Stated that the Environmental Commission submitted their concerns regarding the Lofts Project to Planning Board. The Harvest Fair committee has a meeting tomorrow night. The Board of Health meets next week.

Councilmember Misiura

Wanted to thank the Police Department. Sgt. Mill has been very responsive regarding traffic at the High School. The school does not want the Police Department enforcing traffic on school property. The Police are looking into this.

Councilmember Bluth

Cultural Arts Commission's annual Empty Bowls event was a huge success attended by over 400 people. Parks and Rec will be meeting next week.

Borough Administrator/Clerk, Debra Sopronyi

Public Works has submitted information regarding the March 21st snowstorm. Some of these expenses will be reimbursed due to the State of Emergency. We have received complaints regarding taxicabs littering on Wycoff's Mill Road. The Police Department is looking in this issue and will address it.

Deputy Borough Clerk, Peggy Riggio

Today, 4:00 p.m. was the deadline to receive petitions for the June 5th Primary. From the Democratic Committee 1 Mayor, 2 Councilmember and 8 County Committee petitions were received. There were no petitions received from the Republican Committee.

Deputy CFO, Monika Patel

Utility billing went out last Friday. Budget books will be ready by the end of the week.

Borough Attorney, Fred Raffetto

We are currently working on the closing of the YMCA and the sale of the old Municipal Building. Rick Brodsky, Esq., Ansell, Grimm and Aaron, will be attending the Planning Board meeting on April 30th.

Mayor Quattrone

His petition has been submitted to the Clerk's office; He will be running for re-election this year.

ADJOURNMENT

Councilmember Bluth moved to adjourn at 8:46 p.m.; Councilmember Musing seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk



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

HIGHTSTOWN BOROUGH ORDINANCE

SECTION 15-11 KNOX BOX

Sec. 15-11. Knox box.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

Dear Business Owner,

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

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

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

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

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

Respectfully,

Chad Reed Fire Marshal

ORDINANCE 2018-08

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 13, ENTITLED “HOUSING”, SECTION 13-12, ENTITLED “REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES”, SUBSECTION 13-12-2, ENTITLED “REGISTRATION REQUIRED” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Housing Inspector, in coordination with the Construction/Zoning Official recommends that a copy of the current executed rental lease for the property be submitted with the Rental Registration and this requirement be added to the Rental Registration requirements of the Borough; and

WHEREAS, The Mayor and Council of Hightstown Borough have determined that said revision to the Housing ordinance is beneficial to assure proper compliance with the Rental Registration requirement.

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

1. Section 1. Chapter 13, entitled “Housing”, Section 13-12, entitled “Registration of Residential Rental Properties”, Subsection 13-12-2, entitled “Registration Required” of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (additions are shown with underline, deletions are shown :

Subsection 13-12-2 Registration Required

(a) Owners of every residential rental facility located within the Borough are required to register annually with the Borough Clerk or his/her designee, on forms supplied by the Borough. A separate registration shall be required for each rental unit, even if more than one (1) rental unit is contained in the property. Such registration shall contain, at minimum, the following information:

- 1) The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;
- 2) If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;
- 3) If the address of any record owner is not located in Mercer County, the name and address of a person who resides in Mercer County and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the record owner;
- 4) The name and address of the managing agent of the premises, if any;
- 5) The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any;
- 6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- 7) The name and address of every holder of a recorded mortgage on the premises;
- 8) If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name

and address of the fuel oil dealer servicing the building and the grade of fuel oil used.

- 9) The number of rental units located in the facility;
- 10) The type of unit being licensed (i.e. room, apartment, single family home, duplex, condo, townhouse, etc.); and
- 11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.
- 12) A copy of the page(s) of the current lease showing the tenants as listed on the application and the signature page showing said tenants signature(s) shall be submitted with the application.

(b) Registrations shall cover a one-year period running from April 1 through March 31. Initial registrations under this Section are due no later than April 30th. Newly acquired units must be registered prior to their rental and annually thereafter.

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or, annually. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Annual inspections will be scheduled by the owner.

(d) It shall be a violation of this article for a person to knowingly provide false or inaccurate information on any form submitted to the rental housing coordinator pursuant to this article.

(e) Any change pertaining to this rental (rental status, ownership, tenant, emergency contact, etc.) must be reported to the Code Enforcement/Housing Inspector within twenty (20) days.

(f) Any failure to receive notice from the Borough shall not constitute grounds for failing to register.

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: May 7, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2018-10

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 1.0% increase in the budget for said year, amounting to \$56,818.56 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$198,864.96, and that the CY 2018 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

Introduction: May 7, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-11

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 7, ENTITLED "TRAFFIC", SUBSECTION 7-14-1, ENTITLED "PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, It has been determined by the Borough Administrator, Police Chief, East Windsor Regional School Superintendent, and East Windsor Regional School Administrator in conjunction with the Mercer County Engineer, that the crosswalk at the intersection of Stockton Street and Oak Lane, which contains a school crossing post for both Walter C. Black School and Grace N. Rogers School, will be moved to the intersection of Stockton Street and Joseph Street for the safety of students and pedestrians; and

WHEREAS, this change in crosswalk location will effectuate more pedestrian and student traffic on Joseph Street during school hours; and

WHEREAS, The Hightstown Police Chief and East Windsor Regional School Superintendent, as well as the Principals of both schools, have expressed concern with the narrowness of Joseph Street and the obstruction of visibility of the students when using the sidewalk, as well as the ability of busses to pass when vehicles are parked on Joseph Street; and

WHEREAS, the Hightstown Police Chief has recommended that parking on both sides of Joseph Street be restricted Monday through Friday from 7:30am to 3:30pm, to assure the safety of the students and permit bus traffic to pass without incident; and

WHEREAS, The Mayor and Council of Hightstown Borough agree with said recommendation.

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

1. Section 1. Chapter 7, entitled "Traffic", Subsection 7-14-1, entitled "Parking" of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (deletions are crossed out; additions are underlined):

Section 7-14

PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS

Subsections:

7-14-1 **Parking Prohibited During Certain Hours on Certain Streets.**

Subsection 7-14-1 **Parking Prohibited During Certain Hours on Certain Streets.**

No person shall park a vehicle between the hours specified any day (except Sundays and public holidays) upon any of the streets or parts of streets described.

Name of Street	Side	Hours/Days	Location
Glen Drive	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From Spring Crest Drive to end

<u>Joseph Street</u>	Both	7:30 a.m. to 3:30 p.m./ Monday thru Friday	Entire Length
Leshin Lane	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From South Main Street to Westerlea Avenue
Monmouth Street	South	8:00 a.m. to 6:00 p.m.	From North Main Street to Pennsylvania Railroad tracks
Rogers Avenue	South	8:00 a.m. to 6:00 p.m.	From Stockton Street to Railroad Avenue
Spring Crest Drive	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From South Main Street to Westerlea Avenue
Spruce Court	Both	9:00 a.m. to 3:00 p.m./ Monday thru Friday	From Leshin Lane to end of Spruce Court, including the cul-de-sac

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: May 7, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2018-106

*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 \$1,902,145.77 from the following accounts:

General Capital		15,554.72
Water/Sewer Capital		1,800.50
Grant		5,000.00
Trust		149.78
Housing Trust		0.00
Animal Control		57.50
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>6,917.41</u>
Total		<u>\$1,902,145.77</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 May 21, 2018.

Debra L. Sopronyi
Borough Clerk

Date: MAY 21, 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>
EAST WINDSOR REGIONAL SCHOOL	3/1/2018	18-00273	1392 \$	26,545.00
STATE OF N.J. - DEPT OF TREASURY	3/13/2018	18-00356	1393 \$	52,178.83
EAST WINDSOR REGIONAL SCHOOL	3/13/2018	18-00387	1394 \$	681,091.00
J.P. MORGAN CHASE BANK	4/1/2018	18-00415	1395 \$	29,625.00
TROPICANA CASINO RESORT	3/20/2018	18-00270	27756 \$	237.00
AMERICAN TEST CENTERS	4/24/2018	17-01800	27872 \$	1,200.00
EAST WINDSOR REGIONAL SCHOOL	4/13/2018	18-00524	1396 \$	681,091.00
STATE OF N.J. - DEPT OF TREASURY	4/16/2018	18-00496	1397 \$	52,178.83
KUBE PAK CORP	5/3/2018	18-00628	27873 \$	6,786.00
BANK OF AMERICA	5/14/2018	18-00653	27966 \$	32.87
TOTAL				<u><u>\$1,530,965.53</u></u>

WATER SEWER OPERATING ACCOUNT

J.P. MORGAN CHASE BANK	3/1/2018	18-00272	1298 \$	126,000.00
STATE OF N.J.. - DEPT OF TREASURY	3/13/2018	18-00356	1299 \$	15,946.98
J.P. MORGAN CHASE BANK	4/1/2018	18-00415	1300 \$	3,675.00
STATE OF NJ PWT	4/13/2018	18-00523	27840 \$	509.08
STATE OF N.J.. - DEPT OF TREASURY	4/16/2018	18-00496	1301 \$	15,946.98
TOTAL			<u><u>\$ 162,078.04</u></u>	

ANIMAL CONTROL

BANK OF AMERICA	5/14/2018	18-00653	1295 \$	57.50
			<u><u>\$ 57.50</u></u>	

GENERAL CAPITAL

PARSONS BRINCKERHOFF	5/8/2018	17-00450-05	6265 \$	3,782.22
			<u><u>\$ 3,782.22</u></u>	

MANUAL TOTAL

\$1,696,883.29

P.O. Type: All		Include Project Line Items: Yes		Open: N	Paid: N	Void: N				
Range: First		to Last		Rcvd: Y	Held: Y	Aprv: N				
Format: Detail without Line Item Notes				Bid: Y	State: Y	Other: Y	Exempt: Y			
Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description		Stat/Chk	Enc Date Date	Date Invoice		Excl
A0010 ADVANCE AUTO PARTS/CAPITAL ONE										
18-00431 03/23/18 BRAKE REPAIRS TO WATER TRUCK										
1 INV. 6372806622474		264.77	8-09-55-501-001-503	B Water Plant Maintenance		R	03/23/18 05/15/18	6372806622474		N
2 INV. 6372807136311		110.00	8-09-55-501-001-503	B Water Plant Maintenance		R	03/23/18 05/15/18	6372807136311		N
		154.77								
Vendor Total:		154.77								
A0068 AIRPOWER INTERNATIONAL, INC.										
18-00726 05/16/18 INV 36277 AQUA PRESSURE SWITCH										
1 INV 36277 AQUA PRESSURE SWITCH		142.00	8-01-25-252-002-123	B Test Air Packs		R	05/16/18 05/17/18	36277		N
Vendor Total:		142.00								
A0910 ALLMAX SOFTWARE, INC.										
17-01530 10/04/17 QUOTE #1713										
1 OPERATOR 10 WASTEWATER SUPPORT		1,170.00	7-09-55-501-002-520	B Discharge Permits/Licenses		R	10/04/17 05/15/18	23427		N
Vendor Total:		1,170.00								
A0218 AMERICAN WATER WORKS ASSOC.										
18-00699 05/14/18 2018 MEMBERSHIP DUES										
1 2018 MEMBERSHIP DUES		230.00	8-09-55-501-001-519	B Professional Assoc. Dues		R	05/14/18 05/16/18			N
Vendor Total:		230.00								
A0107 ANSELL GRIMM & ARRON, PC										
18-00715 05/16/18 INV. 406077 AND 410179										
1 INV. 406077		729.00	7-01-20-155-001-027	B General Matters		R	05/16/18 05/16/18	406077		N
2 INV 410179		1,280.46	8-01-20-155-001-027	B General Matters		R	05/16/18 05/16/18	410179		N
		2,009.46								
Vendor Total:		2,009.46								

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
A1012 APPLIED ANALYTICS, INC.											
18-00513 04/10/18 QUOTE NUMBER #KZ040518											
1	ABB FLOATING VALL ASSEMBLY	1,304.00	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/10/18	05/15/18		A18-22263A	N
18-00538 04/16/18 D/O SENSOR											
1	D/O SENSOR	350.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	04/16/18	05/15/18		A18-22263	N
Vendor Total:		1,654.00									
A0054 AQUA PRO-TECH LABORATORIES											
18-00589 04/24/18 INVOICE #8030016M											
1	8030016-01 FECAL COLI FORM	40.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
2	8030016-02 OIL & GREASE	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
3	8030016-03 VO+15	150.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
4	8030016-04 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
5	8030016-04 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
6	8030016-04 PHOSPHORUS TOTAL	75.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
7	8030016-05 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
8	8030258-01 FECAL COLIFORM	40.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
9	8030258-02 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
10	8030258-02 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
11	8030258-02 PHOSPHORUS TOTAL	75.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
12	8030258-03 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
13	8030463-01 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
14	8030463-01 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
15	8030463-01 PHOSPHORUS TOTAL	75.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
16	8030463-02 CBOD5	35.00	8-09-55-501-002-532	B	Outside Lab Testing	R	04/24/18	05/15/18		8030016M	N
17	HANDLING CHARGE	23.79	8-09-55-501-002-532	B	Outside Lab Testing	R	05/11/18	05/15/18		8030016M	N
		816.79									
Vendor Total:		816.79									
BLOCK005 BLOCK LINE SYSTEMS, LLC (LSI)											
18-00681 05/14/18 INV 77943180515 DATED 5/15/18											
1	INV 77943180515 DATED 5/15/18	1,408.95	8-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	05/14/18	05/15/18		77943180515	N
Vendor Total:		1,408.95									

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
C0067 CENTRAL JERSEY POWER											
18-00706	05/15/18	HOSE ASSEMBLY									
1 INV.	144357 - HOSE ASSEMBLY	7.03	8-01-26-305-001-034		B Motor Vehicle Parts & Access.	R	05/15/18	05/16/18		144357	N
Vendor Total:		7.03									
C0058 CINTAS CORPORATION #061											
18-00204	02/05/18	JANUARY INVOICES AS FOLLOWS:		B							
17 inv	061617700 DATED 4/6/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	05/15/18		061617700	N
18 INV	061621844 DATED 4/13/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	05/15/18		061621844	N
19 INV	061626169 DATED 4/20/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	05/15/18		061626169	N
20 INV	061630554 DATED 4/27/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	05/15/18		061630554	N
		387.96									
Vendor Total:		387.96									
CLARK005 CLARKE CATON HINTZ											
18-00665	05/09/18	#70592, 1/12/18/Site Plan									
1 Review	application-Site Plan	305.78	ZORRO-17		P SITE PLAN	R	05/09/18	05/15/18		#70592	N
18-00667 05/09/18 Rug Mill Redevelopment											
1 #71631,	prep/rev redev. plan	1,441.24	RBG-DEMO		P DEMO-BANK STREET PROPERTY	R	05/09/18	05/15/18		#71631	N
2		0.00	RBG-DEMO		P DEMO-BANK STREET PROPERTY	R	05/09/18	05/15/18		71631	N
		1,441.24									
18-00668 05/09/18 Professional Services											
1 #71629/4/25/18	Meeting 3/12/18	82.50	8-01-21-180-001-105		B General Planning-Consulting	R	05/09/18	05/15/18		#71629	N
2 #71630/4/25/18	Housing Plan	221.75	8-01-21-180-001-105		B General Planning-Consulting	R	05/09/18	05/15/18		#71630	N
3 #71632	Zoning Ord. Amendments	41.25	8-01-21-180-001-105		B General Planning-Consulting	R	05/09/18	05/15/18		#71632	N
		345.50									
18-00669 05/09/18 #71633, 4/25/18 Site Plan Rev											
1 Site Visit/Insp./Rev Appl.		2,103.89	RBGPHASE1		P MAJOR SITE PLAN - PHASE 1	R	05/09/18	05/15/18		#71633	N
Vendor Total:		4,196.41									

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PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
COMCA005 COMCAST BUSINESS											
18-00654	05/07/18	156 BANK ST 8499052430036659									
1	156 BANK ST 8499052430036659		219.85	8-01-20-140-001-060	B Internet Services and Web Services	R	05/07/18	05/15/18		849905243003665	N
18-00689	05/14/18	8499052430034100 5/08/18									
1	8499052430034100 5/08/18		144.85	8-01-20-140-001-060	B Internet Services and Web Services	R	05/14/18	05/15/18		849905243003410	N
Vendor Total:			364.70								
C0222 CONTINENTAL FIRE & SAFETY, INC.											
18-00603	04/25/18	QUOTE 18-1666 HOSE WASHER									
1	QUOTE 18-1666 HOSE WASHER		495.50	8-01-25-252-002-056	B Fire & Other Safety Equipment	R	04/25/18	05/15/18		H2395	N
Vendor Total:			495.50								
COUNT015 COUNTY OF MONMOUTH-											
18-00695	05/14/18	USE OF TRUCK WASH FACILITY									
1	INV. HTB 03-18-09		20.00	8-01-26-305-001-199	B Miscellaneous	R	05/14/18	05/17/18		HTB 03-18-09	N
Vendor Total:			20.00								
C0087 CUSTOM BANDAG, INC											
17-01968	12/15/17	TIRES FOR ASSORTED VEHICLES									
1	QUOTE 80129393 - TIRES - F800		944.64	7-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	12/15/17	05/15/18		80129393	N
2	QUOTE 80129403 - TIRES - 20A		1,280.16	7-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/15/17	05/15/18		80132029	N
3	QUOTE 80129406 - TIRES - 20A		305.22	7-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/15/17	05/15/18		80133290	N
4	QUOTE 80129404 - TIRES		889.20	7-01-26-311-001-034	B Equipment Parts & Accessories	R	12/15/17	05/15/18		80129404	N
			3,419.22								
18-00649	05/07/18	WORK ORDER #80134745									
1	PRODUCT OPTIREIND 13X5.00-6		26.22	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18		80134745	N
18-00658	05/08/18	ELECTRIC 4/4-5/2 HPD									
1	ELECTRIC 4/4-5/2 HPD		857.32	8-01-31-430-001-071	B Electric-Borough Hall	R	05/08/18	05/15/18		4/4-5/2 HPD	N
Vendor Total:			4,302.76								

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
C0088 CUSTOM ENVIRONMENTAL TECH, INC											
18-00212	02/07/18	ZETA LYTE 2685 BLANKET	B								
5	INV 4832 5/14/18	6 DRUMS	3,349.50	8-09-55-501-002-544	B Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	02/07/18	05/16/18		4832	N
Vendor Total:		3,349.50									
D0050 DEPT OF CHILDREN & FAMILIES											
18-00707	05/15/18	MARRIAGE LIC REPORT 1Q-2018									
1	MARRIAGE LIC REPORT 1Q-2018	225.00	8-01-55-003-000-001	B	Due To NJ - Marriage Licenses	R	05/15/18	05/15/18		1ST QTR 2018	N
Vendor Total:		225.00									
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN											
18-00672	05/11/18	3/12,4/19,5/7 CLINIC AT WW TWP									
1	3/12,4/19,5/7 CLINIC AT WW TWP	1,029.96	8-01-27-330-001-031	B	Contract-Professional Serv.(B)	R	05/11/18	05/15/18		3/12,4/19,5/7	N
Vendor Total:		1,029.96									
E0576 EAST WINDSOR REGIONAL SCHOOL											
18-00692	05/14/18	MARCH 2018 FUEL USE									
1	MARCH 2018 FUEL USE - FIRE	647.76	8-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	05/14/18	05/15/18			N
2	MARCH 2018 FUEL USE - POLICE	1,775.35	8-01-31-460-001-145	B	Motor Fuel - Police	R	05/14/18	05/15/18			N
3	MARCH 2018 FUEL USE - GARBAGE	1,206.99	8-01-31-460-001-147	B	Motor Fuel - Public works	R	05/14/18	05/15/18			N
4	MARCH 2018 FUEL USE - STREETS	1,177.92	8-01-31-460-001-147	B	Motor Fuel - Public works	R	05/14/18	05/15/18			N
5	MARCH 2018 FUEL USE - WATER	213.98	8-09-55-501-001-512	B	Motor Fuel	R	05/14/18	05/15/18			N
6	MARCH 2018 FUEL USE - SEWER	165.23	8-09-55-501-002-512	B	Motor Fuel	R	05/14/18	05/15/18			N
7	MARCH 2018 FUEL USE - CONSTRUC	23.80	8-01-31-460-001-151	B	MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	05/14/18	05/15/18			N
8	MARCH 2018 FUEL FACILITY ADMIN	120.00	8-01-31-460-001-144	B	Upgrades to Fueling Facility	R	05/14/18	05/15/18			N
		5,331.03									
Vendor Total:		5,331.03									
E0201 EDMUNDS & ASSOCIATES, INC.											
18-00618	04/27/18	EPSON TMU 675 USB VALIDATOR									
1	EPSON TMU 675 USB VALIDATOR	760.00	8-01-20-140-001-054	B	Computer/Printers-Hardware & Software	R	04/27/18	05/15/18		18-01727	N
Vendor Total:		760.00									

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
E0417 ENVIRONMENTAL EXPRESS											
18-00602	04/24/18	QUOTE #10457771									
1	ITEM #LC148457	GGA STANDARD	115.62	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/24/18	05/15/18		1000506906	N
2	SHIPPING FEE		11.96	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/24/18	05/15/18		1000506906	N
			127.58								
	Vendor Total:		127.58								
B0966 ERB'S GARAGE INC											
18-00710	05/15/18	REPAIRS TO GARBAGE TRUCK									
1	INV. 11739 - BRAKE REPLACEMENT		1,849.90	8-01-26-315-001-132	B Vehicle Maint. - Public Works	R	05/15/18	05/17/18		11739	N
2	INV. 11738 - REPLACE AIR DRYER		563.70	8-01-26-315-001-132	B Vehicle Maint. - Public Works	R	05/15/18	05/17/18		11738	N
			2,413.60								
	Vendor Total:		2,413.60								
Q0176 EUROFINS QC, INC											
18-00651	05/07/18	WATER ANALYSIS - APRIL 2018									
1	INV. 1929042 - WATER ANALYSIS		37.50	8-09-55-501-001-532	B Outside Testing/Labs	R	05/07/18	05/15/18		1929042	N
2	INV. 1929239 - WATER ANALYSIS		140.50	8-09-55-501-001-532	B Outside Testing/Labs	R	05/07/18	05/15/18		1929239	N
3	INV. 1929422 - WATER ANALYSIS		129.50	8-09-55-501-001-532	B Outside Testing/Labs	R	05/07/18	05/15/18		1929422	N
4	INV. 1929661 - WATER ANALYSIS		129.50	8-09-55-501-001-532	B Outside Testing/Labs	R	05/07/18	05/15/18		1929661	N
5	INV. 1929728 - WATER ANALYSIS		178.00	8-09-55-501-001-532	B Outside Testing/Labs	R	05/07/18	05/15/18		1929728	N
6	INV. 1931676 - WATER ANALYSIS		99.50	8-09-55-501-001-532	B Outside Testing/Labs	R	05/07/18	05/15/18		1931676	N
			714.50								
18-00704	05/15/18	WATER ANALYSIS									
1	INV. 1932020 - WATER ANALYSIS		106.25	8-09-55-501-001-532	B Outside Testing/Labs	R	05/15/18	05/16/18		1932020	N
2	INV. 1932357 - WATER ANALYSIS		164.75	8-09-55-501-001-532	B Outside Testing/Labs	R	05/15/18	05/16/18		1932357	N
			271.00								
	Vendor Total:		985.50								
FANAR005 FANA REMODELING, LLC											
18-00671	05/11/18	BALANCE DUE INV 1677									
1	BALANCE DUE INV 1677		600.00	7-01-44-906-001-162	B FIREHOUSE IMPROVEMENTS	R	05/11/18	05/16/18		1677 BALANCEDUE	N
	Vendor Total:		600.00								

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Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
FIREA005 FIRE APPARATUS REPAIR, INC.											
18-00677	05/11/18	ESTIMATE 18-197 DATED 4/25/18									
1 ESTIMATE 18-197 DATED 4/25/18	895.24	8-01-25-252-002-056		B Fire & Other Safety Equipment	R	05/11/18	05/17/18			N	
18-00686	05/14/18	INV 13898 & 13899 ENGINE 41									
1 INV 13898 ENGINE 41	92.00	8-01-26-315-001-133		B Vehicle Maint. - Fire Dept.	R	05/14/18	05/16/18		13898	N	
2 INV 13899 ENGINE 41	255.00	8-01-26-315-001-133		B Vehicle Maint. - Fire Dept.	R	05/14/18	05/16/18		13899	N	
	347.00										
Vendor Total:	1,242.24										
F1183 FRANK GENDRON											
18-00730	05/17/18	REIMBURSEMENT									
1 REIMBURSEMENT	15.48	8-01-25-240-001-036		B Office Supplies & Equipment	R	05/17/18	05/17/18			N	
2 REIMBURSEMENT	8.95	8-01-25-240-001-036		B Office Supplies & Equipment	R	05/17/18	05/17/18			N	
	24.43										
Vendor Total:	24.43										
S0081 GARY STEVENS											
18-00594	04/24/18	WEBSITE MAINTENANCE									
1 WEBSITE MAINTENANCE	1,800.00	8-01-20-140-001-060		B Internet Services and Web Services	R	04/24/18	05/15/18		0001106	N	
Vendor Total:	1,800.00										
GEETA005 GEETANJALI JAIN											
18-00678	05/11/18	RENEWAL OF LICENSE									
1 RENEWAL OF LICENSE	125.00	8-01-27-330-001-044		B Professional Assoc. Dues	R	05/11/18	05/15/18		LICENSE RENEWAL	N	
Vendor Total:	125.00										
M0714 GENSERVE, INC.											
18-00663	05/08/18	INVOICE #0149252									
1 INVOICE #0149252 B SERVICE	190.00	8-09-55-501-002-511		B Generator/Engine Maintenance Agreeamt (B)	R	05/08/18	05/15/18		0149252	N	
18-00722	05/16/18	CONTRACTUAL GENERATOR SERVICE									
1 INV. 0149247	190.00	8-01-26-310-001-040		B Generator-Municipal Bldg	R	05/16/18	05/17/18		0149247	N	

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
M0714 GENSERVE, INC. Continued											
18-00722	05/16/18	CONTRACTUAL GENERATOR SERVICE	Continued								
2 INV.	0149249	190.00	8-09-55-501-001-511	B	Generator/Engine Maintenance (B)	R	05/16/18	05/17/18		0149249	N
		380.00									
Vendor Total:		570.00									
G1077 GEORGE S. COYNE CO., INC.											
18-00088	01/23/18	LIME HI-CALC BLANKET	B								
5 INV.	288020 DATED 5/4/18	955.00	8-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	01/23/18	05/17/18		288020	N
18-00162	01/29/18	BLANKET FOR WATER PLANT LIME	B								
5 inv	288505 dated 5/11/18	955.00	8-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	01/29/18	05/17/18		288505	N
18-00163	01/29/18	FLUORIDE BLANKET- WATER PLANT	B								
5 INV	288505 DATED 5-11-18	798.63	8-09-55-501-001-528	B	Fluorosilic Acid-	R	01/29/18	05/17/18		288505	N
Vendor Total:		2,708.63									
G0115 GILMARTIN, ROBERT D.											
18-00673	05/11/18	RECORD 4/11 & 5/9 BOH MEETING									
1 RECORD	4/11 & 5/9 BOH MEETING	193.52	8-01-27-330-001-039	B	Recording Secty.	R	05/11/18	05/15/18		4/11& 5/9 BOH	N
Vendor Total:		193.52									
G0050 GROVE SUPPLY INC											
18-00434	03/23/18	HOSE ADAPTERS									
1 INV	S4721844 - HOSE ADAPTERS	6.22	8-09-55-501-001-535	B	Hydrants and Line Repair	R	03/23/18	05/17/18		S4721844	N
Vendor Total:		6.22									
H 85 HACH CO.											
18-00539	04/16/18	LAB SUPPLY									
1 PART #127032	SULFURIC ACID	12.40	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/16/18	05/15/18		10927349/38865	N
2 PART #104532	SODIUM HYDROXIDE	15.04	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/16/18	05/15/18		10927349/38865	N
3 PART #19501H	SODIUM SULFITE,	28.96	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/16/18	05/15/18		10927349/38865	N
4 PART #245053	SODIUM HYDROXIDE	45.26	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/16/18	05/15/18		10927349/38865	N
5 PART #245199	POTASSIUM	28.08	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/16/18	05/15/18		10927349/38865	N

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Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
H 85 HACH CO. Continued										
18-00539 04/16/18 LAB SUPPLY			Continued							
6 PART #2106069 PHOSVER 3 PWD		29.68	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/16/18	05/15/18		10927349/38865	N
		159.42								
18-00613 04/26/18 QUOTE #100339580v1										
1 ITEM #253055 FILTER PAPER		321.37	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
2 ITEM #35253 SODIUM THIOSULFATE		17.14	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
3 ITEM #4447169 AMMONIA ADJUST		129.60	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
4 ITEM #5812711 AMMONIA MEMBRANE		155.82	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
5 ITEM #2755325 AMMONIA TEST		20.47	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
6 ITEM #253335 NITRIFICATION		59.37	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
7 ITEM #4447226 AMMONIA FILLING		10.53	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
8 ITEM #20356 SULFURIC ACID		78.88	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/26/18	05/15/18		10947933/42106	N
		793.18								
Vendor Total:		952.60								
B1121 HIDROSTAL, LLC										
18-00266 02/14/18 QUOTE #S015085										
1 ITEM #7247292 REBUILD KIT		87.40	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	05/15/18		INV/2018/0151	N
2 ITEM #4310929 SHAFT SLEEVE		743.98	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	05/15/18		INV/2018/0151	N
3 ITEM #4381690 PIN FOR SHAFT		3.10	8-09-55-501-002-503	B Sewer Plant Maintenance	R	02/14/18	05/15/18		INV/2018/0151	N
4 BOX		20.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18		2018-0151	N
		854.48								
Vendor Total:		854.48								
H0048 HIGHTS REALTY LLC										
18-00718 05/16/18 JUNE RENT FOR POLICE										
1 JUNE RENT FOR POLICE		4,033.00	8-01-26-310-001-025	B Building Rental	R	05/16/18	05/16/18		JUNE RENT	N
Vendor Total:		4,033.00								
H1100 HOME DEPOT CREDIT SERVICES										
18-00662 05/08/18 APRIL 2018 INVOICES										
1 INV. 6034079 - CABLE TIES		27.26	8-01-26-290-001-127	B Street Repair & Maintenance	R	05/08/18	05/17/18		6034079	N
2 INV. 2046375 - TOILET SEAT		19.98	8-01-26-310-001-024	B Building Maintenance	R	05/08/18	05/17/18		2046375	N

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Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
H1100 HOME DEPOT CREDIT SERVICES Continued										
18-00662	05/08/18	APRIL 2018 INVOICES	Continued							
3 INV	0035107	- RAKE/DIGGER/	123.09	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/08/18	05/17/18	0035107	N
4 INV.	0046602	- SLEDGE/POLE	53.12	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/08/18	05/17/18	0046602	N
5 INV.	9021707	- WOOD/CONCRETE	34.01	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/08/18	05/17/18	9021707	N
6 INV.	4021855	- RESOLVE/SOAP	23.41	8-01-26-310-001-024	B Building Maintenance	R	05/08/18	05/17/18	4021855	N
7 INV.	3030186	- TIRE	34.98	8-01-28-369-001-139	B Mower Repairs	R	05/08/18	05/17/18	3030186	N
			315.85							
18-00684	05/14/18	INV 0032220 DATED 5/08/18								
1 INV	0032220	DATED 5/08/18	149.78	T-12-56-286-000-857	B Community Garden Project	R	05/14/18	05/17/18	0032220	N
18-00709	05/15/18	MAY 2018 PARTIAL INVOICES								
1 INV.	1032071	- CABLE TIES	51.16	8-01-26-290-001-128	B Maint.-Downtn Irrigation Sys.	R	05/15/18	05/17/18	1032071	N
2 INV.	0032285	- FASTENERS	34.85	8-09-55-501-001-503	B Water Plant Maintenance	R	05/15/18	05/17/18	0032285	N
3 INV.	9032463	- LUMBER	168.80	8-09-55-501-001-503	B Water Plant Maintenance	R	05/15/18	05/17/18	9032463	N
4 INV.	4010102	- CONCRETE BLADE	99.97	8-09-55-501-002-529	B Sewer Main Repair/Supplies	R	05/15/18	05/17/18	4010102	N
			354.78							
Vendor Total:			820.41							
J0257 JCP&L										
18-00655	05/07/18	VARIOUS ACCOUNTS								
1	100079096389		3.44	8-01-31-430-001-071	B Electric-Borough Hall	R	05/07/18	05/15/18	100079096689	N
2	100077953188		3.15	8-01-31-430-001-071	B Electric-Borough Hall	R	05/07/18	05/15/18	100077953188	N
3	100100104247		29.22	8-01-31-430-001-071	B Electric-Borough Hall	R	05/07/18	05/15/18	100100104247	N
4	100072968868		68.97	8-01-31-430-001-071	B Electric-Borough Hall	R	05/07/18	05/15/18	100072968868	N
5	100051508677		152.48	8-01-31-430-001-071	B Electric-Borough Hall	R	05/07/18	05/15/18	100051508677	N
6	100029000310		517.26	8-01-31-430-001-071	B Electric-Borough Hall	R	05/07/18	05/15/18	100029000310	N
			774.52							
18-00657	05/07/18	MASTER ACCT 200000055315								
1	100008482778	MAXWELL	41.53	8-09-55-501-002-504	B Electricity	R	05/07/18	05/15/18	100008482778	N
2	100009294701		19.78	8-09-55-501-001-504	B Electricity	R	05/07/18	05/15/18	100009294701	N
3	100009296102	SPRINGCREST	18.10	8-09-55-501-002-504	B Electricity	R	05/07/18	05/15/18	100009296102	N
4	100012445746	BANK STREET	5,235.60	8-09-55-501-001-504	B Electricity	R	05/07/18	05/15/18	100012445746	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Acct Type	Description	Stat/Chk	First	Rcvd	Chk/Void	Invoice	1099
Item	Description					Charge	Account				Enc	Date	Date	Date	Excl
00257 JCP&L Continued															
18-00657	05/07/18	MASTER ACCT 200000055315		Continued											
5	10012529309	OAK LANE	6,448.49	8-09-55-501-002-504	B Electricity	R	05/07/18	05/15/18						100012529309	N
			11,763.50												
18-00712 05/15/18 100068401122 & 100059701167															
1	100068401122		33.04	8-01-31-430-001-071	B Electric-Borough Hall	R	05/15/18	05/15/18						100068401122	N
2	100059701167		32.53	8-09-55-501-001-504	B Electricity	R	05/15/18	05/15/18						100059701167	N
			65.57												
Vendor Total:			12,603.59												
00258 JCP&L (STREET LIGHTING)															
18-00656	05/07/18	VARIOUS ACCOUNTS													
1	100051508750		163.82	8-01-31-435-001-075	B Street Lighting	R	05/07/18	05/15/18						100051508750	N
2	100081608240		42.20	8-01-31-435-001-075	B Street Lighting	R	05/07/18	05/15/18						100081608240	N
			206.02												
18-00713 05/15/18 100086395041 0 STOCKTON ST.															
1	100086395041	0 STOCKTON ST.	29.73	8-01-31-435-001-075	B Street Lighting	R	05/15/18	05/15/18						100086395041	N
Vendor Total:			235.75												
00069 JERSEY ELEVATOR SERVICE															
18-00360	03/12/18	REPAIR FIRE HAT JEWEL BUTTON													
1	QUOTE 2018-156		390.00	8-01-26-310-001-024	B Building Maintenance	R	03/12/18	05/15/18							N
18-00698 05/14/18 ANNUAL PRESSURE TEST															
1	INV 200183 - ANN PRESSURE TEST		410.00	8-01-26-310-001-029	B Maintenance Contracts	R	05/14/18	05/16/18						200183	N
18-00723 05/16/18 MAY 2018 ELEVATOR SERVICE															
1	INV. 200785		172.82	8-01-26-310-001-029	B Maintenance Contracts	R	05/16/18	05/17/18						200785	N
Vendor Total:			972.82												

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PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
JOSEP005 JOSEPHINE FERRANTI										
18-00676	05/11/18	COURT 5/9/18 5:00 - 9:30 4.5								
1	COURT 5/9/18 5:00 - 9:30 4.5		90.00	8-01-20-176-000-114	B Court Assistance	R	05/11/18	05/15/18	5/9/18 4.5 HRS	N
Vendor Total:			90.00							
K0017 KRISTY GILSENAN										
18-00682	05/14/18	CELL PARTIAL REIMBURSEM 2018								
1	CELL PARTIAL REIMBURSEM 2018		62.50	8-01-20-176-000-037	B Telephone-VERIZON MAINT-CELL	R	05/14/18	05/15/18	JAN THRU MAY	N
Vendor Total:			62.50							
KUBIA005 KUBIAK ELECTRIC CO., INC.										
18-00515	04/10/18	ELECTRICAL INSTALLATION								
1	ELECTRICAL INSTALLATION OF		2,300.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	04/10/18	05/15/18		N
Vendor Total:			2,300.00							
LIBER005 LIBERTY FLAG & SPECIALTY CO.										
17-01707	10/25/17	CUSTOM BANNERS FOR HPC								
1	30 X 60 CUSTOM SUNBRELLA		2,911.75	7-01-20-175-000-028	B Historic District Expenses	R	10/25/17	05/16/18		N
2	SCREEN CHARGE		180.00	7-01-20-175-000-028	B Historic District Expenses	R	10/25/17	05/16/18		N
3	QUICK CHORE BANNER MOUNTING		1,562.50	7-01-20-175-000-028	B Historic District Expenses	R	10/25/17	05/16/18		N
4	BAND IT TOOL		125.00	7-01-20-175-000-028	B Historic District Expenses	R	10/25/17	05/16/18		N
5	20% DISCOUNT		955.85	7-01-20-175-000-028	B Historic District Expenses	R	10/25/17	05/16/18		N
6	SHIPPING AND HANDLING		176.40	7-01-20-175-000-028	B Historic District Expenses	R	10/25/17	05/16/18		N
			3,999.80							
Vendor Total:			3,999.80							
L1100 LOOSELEAF LAW PUBS										
18-00154	01/29/18	NJ AG GUIDELINES 2018								
1	NJ AG GUIDELINES 2018		47.45	8-01-25-240-001-033	B Books & Publications	R	01/29/18	05/15/18		N
Vendor Total:			47.45							

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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	
MMCON005 M&M CONTROL SERVICE, INC.											
18-00495	03/29/18	INFLUENT FLOW METER									
1	ITEM #64431701	PEN BLADE	60.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	03/29/18	05/15/18			N
2	FREIGHT		20.09	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/14/18	05/15/18	183554		N
			80.09								
Vendor Total:			80.09								
M0667 MERCER COUNTY CLERK/RECORDING											
18-00590	04/24/18	RECORDING FEES									
1	RECORDING FEES		55.00	8-01-20-120-001-199	B Miscellaneous	R	04/24/18	05/15/18	565697		N
Vendor Total:			55.00								
M0536 MGL PRINTING SOLUTIONS											
18-00614	04/26/18	Rental Inspection Checklist									
1	printing-original+1 carbon-500		119.00	8-01-33-195-001-036	B Office Supplies	R	04/26/18	05/15/18	PRICE QUOTE		N
2	Shipping		16.00	8-01-33-195-001-036	B Office Supplies	R	04/26/18	05/15/18	PRICE QUOTE		N
			135.00								
Vendor Total:			135.00								
M0127 MONMOUTH COUNTY											
18-00659	05/08/18	APRIL 2018 ROOSEVELT TIPPING									
1	APRIL 2018 ROOSEVELT TIPPING		2,134.60	8-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	05/08/18	05/15/18	APR 2018		N
Vendor Total:			2,134.60								
NORTH005 NORTH AMER. PIPELINE SVCS, LLC											
18-00442	03/23/18	SEWER COLLECTION JETTING 3/20									
1	8 HOUR DAYS JET/VAC CLEANING		2,900.00	8-09-55-501-002-537	B Sewer Main Cleaning & Testing	R	03/23/18	05/15/18			N
18-00632	05/04/18	2 8 HOUR DAYS OF JETVAC/CLEAN									
1	2 8 HOUR DAYS OF JETVAC/CLEAN		2,900.00	8-09-55-501-002-537	B Sewer Main Cleaning & Testing	R	05/04/18	05/15/18	1876/1886		N
Vendor Total:			5,800.00								

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Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
00019 O'BRIEN CONSULTING SERVICES											
18-00506	04/10/18	MONTHLY IT RATE MAR 2018									
1	MONTHLY IT RATE MAR 2018	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	04/10/18	05/15/18				N
Vendor Total:		900.00									
00050 ONE CALL CONCEPT INC											
18-00696	05/14/18	APRIL 2018 ONE CALL MESSAGES									
1	INV. 8045085	28.75	8-09-55-501-001-535	B Hydrants and Line Repair	R	05/14/18	05/16/18		8045085		N
Vendor Total:		28.75									
P0005 PARIS AUTOMOTIVE SUPPLY											
18-00660	05/08/18	APRIL 2018 BILLING									
1	APRIL 2018 BILLING	207.99	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	05/08/18	05/15/18				N
2	APRIL 2018 BILLING	157.73	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	05/08/18	05/15/18				N
3	APRIL 2018 BILLING	66.86	8-01-26-311-001-034	B Equipment Parts & Accessories	R	05/08/18	05/15/18				N
4	APRIL 2018 BILLING	6.52	8-09-55-501-002-502	B Vehicle Maintenance	R	05/08/18	05/15/18				N
5	APRIL 2018 BILLING	147.34	8-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	05/08/18	05/15/18				N
		586.44									
Vendor Total:		586.44									
P0088 PARKER MCCAY, P.A.											
18-00685	05/14/18	INV 3055282 & 3055281									
1	INV 3055282	180.00	8-01-20-155-001-031	B Labor,Personnel & Union Council	R	05/14/18	05/15/18		3055282		N
2	3055281	1,860.68	8-01-20-155-001-031	B Labor,Personnel & Union Council	R	05/14/18	05/15/18		3055281		N
		2,040.68									
18-00711	05/15/18	15593-0014/3056950									
1	15593-0014/3056950	603.25	8-01-20-155-001-031	B Labor,Personnel & Union Council	R	05/15/18	05/15/18		3056950		N
Vendor Total:		2,643.93									
PARTS005 PARTSMaster, NCH CORPORATION											
18-00565	04/16/18	ORDER #22141509									
1	PRODUCT #DY03121000 WASHER	6.70	8-09-55-501-002-503	B Sewer Plant Maintenance	R	04/16/18	05/15/18				N
2	PRODUCT #DY41840250 MASTER	23.99	8-09-55-501-002-503	B Sewer Plant Maintenance	R	04/16/18	05/15/18				N

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
PARTS005 PARTSMaster, NCH CORPORATION Continued										
18-00565 04/16/18 ORDER #22141509		Continued								
3 PRODUCT #DY80000196 FOLD OUT	16.30	8-09-55-501-002-503		B Sewer Plant Maintenance	R	04/16/18	05/15/18			N
4 PRODUCT #DY800000191 FOLD OUT	15.10	8-09-55-501-002-503		B Sewer Plant Maintenance	R	04/16/18	05/15/18			N
5 PRODUCT #DY75030001 SLIDE RACK	112.02	8-09-55-501-002-503		B Sewer Plant Maintenance	R	04/16/18	05/15/18			N
6 FREIGHT	26.12	8-09-55-501-002-503		B Sewer Plant Maintenance	R	05/03/18	05/15/18		23279248	N
	<u>200.23</u>									
Vendor Total:	200.23									
P1155 PRIOR NAMI BUSINESS SYSTEMS										
18-00053 01/19/18 INV 671923 FAX ISSUE										
1 INV 671923 FAX ISSUE	95.00	8-01-20-130-001-053		B Office Equipment	R	01/19/18	05/15/18		671923	N
Vendor Total:	95.00									
REHAB005 REHABCO, INC										
18-00716 05/16/18 GRANT AVE/PERRY-BRITZ BLDG.										
1 124 GRANT AVE,PRECONSTRUCTION	2,000.00	G-02-41-760-000-001		B Small Cities 2016 Consultant Fees	R	05/16/18	05/16/18		124 GRANT	N
2 PERRY-BRITZ BLD-PUBLIC LOTTERY	3,000.00	G-02-41-760-000-001		B Small Cities 2016 Consultant Fees	R	05/16/18	05/16/18		PERRY-BRITZ BLD	N
	<u>5,000.00</u>									
Vendor Total:	5,000.00									
R0077 ROBERTS ENGINEERING GRP LLC										
18-00666 05/09/18 #1515, 1/29/18										
1 inspector field check site/rev	57.50	SEYM010-08		P SEYMOUR INVESTMENTS, LLC	R	05/09/18	05/15/18		#1515	N
2 darft maint. bond release ltr	115.00	SEYM010-08		P SEYMOUR INVESTMENTS, LLC	R	05/09/18	05/15/18		1515	N
	<u>172.50</u>									
18-00670 05/09/18 #1661, 3/24/18										
1 Site Plan/w&s/stormwater	1,970.00	RBGPHASE1		P MAJOR SITE PLAN - PHASE 1	R	05/09/18	05/15/18		#1661	N
18-00727 05/16/18 1732,1730,1729,1728										
1 1732	165.00	8-01-20-165-001-106		B Misc. Road & Drainage Issues(B	R	05/16/18	05/16/18		1732	N
2 1730 STORM WATER PERMIT 2018	1,171.00	8-01-20-165-001-106		B Misc. Road & Drainage Issues(B	R	05/16/18	05/16/18		1730	N
3 1729 MISCELLANEOUS REQUESTS	726.00	8-01-20-165-001-103		B Misc-Req For Info & Data(B)	R	05/16/18	05/16/18		1729	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
R0077 ROBERTS ENGINEERING GRP LLC Continued													
18-00727 05/16/18 1732,1730,1729,1728 Continued													
4 1728 COUNCIL MEETINGS 2018				231.00	8-01-20-165-001-104		B Attendance at Meetings (B)	R	05/16/18	05/16/18		1728	N
				2,293.00									
18-00728 05/16/18 1734,1733,													
1 1734 CHEMICALS/SLUDGE REMOVAL				330.00	8-09-55-501-002-508		B Engineer	R	05/16/18	05/16/18		1734	N
2 1733 GENERAL SEWER				16,634.00	8-09-55-501-002-508		B Engineer	R	05/16/18	05/16/18		1733	N
				16,964.00									
18-00729 05/16/18 1731,1735,1736,1740													
1 1731 FIRST AVE RETAINING WALL				3,530.00	C-04-55-880-001-447		B RETAINING WALL SEC 20 2017-09	R	05/16/18	05/16/18		1731	N
2 1735 FIRST AVE/FOREMAN MAINS				555.50	C-08-55-951-001-544		B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	05/16/18	05/16/18		1735	N
3 1736 STOCKTON STREET CLEANING				1,245.00	C-08-55-951-001-544		B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	05/16/18	05/16/18		1736	N
4 IMPROVEMENTS MAPLE/SUNSET 1740				8,242.50	C-04-55-882-000-447		B MAPLE AVE & SUNSET DR 17-17 SECTION 20	R	05/16/18	05/16/18		1740	N
				13,573.00									
Vendor Total:				34,972.50									
R0114 RUTGERS, THE STATE UNIVERSITY													
18-00627 05/03/18 18TH ISSUES IN PLANNING/ZONING													
1 18TH ISSUES IN PLANNING/ZONING				235.00	8-01-21-180-001-042		B Education & Training	R	05/03/18	05/15/18		P23308SP181CHIN	N
Vendor Total:				235.00									
S0746 SAMZIES UNIFORMS, INC													
18-00527 04/13/18 OPEN INVOICE DET. MECCA													
1 OPEN INVOICE DET. MECCA				46.50	8-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	04/13/18	05/15/18		107398	N
Vendor Total:				46.50									
O0101 SANDRA ESTENES													
18-00694 05/14/18 REIMBURSEMENT FOR MILES													
1 MILEAGE REIMBURSEMENT FOR				28.72	8-09-55-501-002-548		B Mileage	R	05/14/18	05/15/18			N
Vendor Total:				28.72									

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
S0061 SEA BOX										
	18-00733	05/17/18 CONTAINER RENTAL								
	1 INV.	SI59684 -CONTAINER RENTAL	75.00	8-01-26-310-001-024	B Building Maintenance	R	05/17/18	05/17/18	SI59684	N
		Vendor Total:	75.00							
W0156 SEARING, WILLIAM										
	18-00650	05/07/18 REIMBURSEMENT								
	1 ITEM #1232282	13X5 PNEUMATIC	19.99	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18	12373	N
	2 ITEM #268755	CNL LOCK PIN	1.49	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18	12373	N
			21.48							
		Vendor Total:	21.48							
STATE005 STATEWIDE INSURANCE FUND										
	18-00717	05/16/18 INSTALLMENT 3 OF 4 //2018								
	1 GENERAL LIABILITY		10,720.75	8-01-23-210-003-112	B General Liability-JIF	R	05/16/18	05/16/18	PAYT3 OF 4=2018	N
	2 WORKER'S COMP		20,336.75	8-01-23-210-003-113	B Workers Compensation (JIF)	R	05/16/18	05/16/18	PAYT 3 OF 4	N
	3 JIF WATER		7,018.00	8-09-55-501-001-515	B County Insurance - JIF	R	05/16/18	05/16/18	PAYT3 OF 4 2018	N
	4 JIF SEWER		28,071.50	8-09-55-501-002-515	B County Insurance - JIF	R	05/16/18	05/16/18	PAYT3OF4 2018	N
			66,147.00							
		Vendor Total:	66,147.00							
T0972 TIMBERWOLF TREE SERVICE										
	18-00661	05/08/18 TREE WORK - DEY ST. & CHURCH								
	1 INV.	001361 - TREE WORK ON DEY	1,500.00	8-01-26-290-001-129	B Maint.& Replace-Street Trees	R	05/08/18	05/15/18	001361	N
		Vendor Total:	1,500.00							
T0224 TORNQUIST GARAGE										
	18-00629	05/03/18 POLICE TOW TO ROBBINSVILLE								
	1 POLICE TOW TO ROBBINSVILLE		75.00	8-01-26-315-001-131	B Vehicle Maint. - Police	R	05/03/18	05/16/18	4/25/18	N
		Vendor Total:	75.00							

Vendor # Name												
PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
T0215 TRIPLE S AUTO GLASS												
18-00541 04/16/18 WINDSHIELD REPLACEMENT CAR 2												
1		WINDSHIELD REPLACEMENT CAR 2	240.00	8-01-26-315-001-131	B Vehicle Maint. - Police	R	04/16/18	05/15/18				N
Vendor Total:			240.00									
U0013 USA BLUE BOOK												
17-01594 10/11/17 QUOTE #923767												
1		ITEM #460-GC35	879.22	7-09-55-501-002-503	B Sewer Plant Maintenance	R	10/11/17	05/15/18				N
2		FREIGHT CHARGES	26.03	7-09-55-501-002-503	B Sewer Plant Maintenance	R	10/11/17	05/15/18				N
			905.25									
18-00020 01/17/18 DR900 COLORIMETER												
1		DR900 COLORIMETER	1,354.56	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/17/18	05/15/18				N
2		SHIPPING	26.88	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/17/18	05/15/18				N
			1,381.44									
18-00637 05/07/18 PLANT SUPPLY												
1		ITEM #26665 8" PLUG	154.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18				N
2		ITEM #49916 AIR PUMP	43.20	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18				N
3		ITEM #26301 12"-24" PLUG	910.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18				N
4		ITEM #48193 TRACER DYE	103.95	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	05/15/18				N
5		FREIGHT	100.65	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/14/18	05/15/18		567289		N
			1,311.80									
Vendor Total:			3,598.49									
V0022 VERIZON WIRELESS												
18-00737 05/17/18 POLICE MDNS												
1		POLICE MDNS	200.18	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	05/17/18	05/17/18		9806960969		N
Vendor Total:			200.18									
W0073 WASTE MANAGEMENT OF NJ, INC.												
18-00205 02/06/18 RECYCLING CONTRACT 2018 B												
5	INV	10-41496-33008 5/1/18	4,458.41	8-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	02/06/18	05/15/18		10-41496-33008		N
Vendor Total:			4,458.41									

Vendor # Name															
PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl		
W0071 WASTE MGMT OF NEW JERSEY, INC.															
18-00690	05/14/18	SLUDGE 12-23301-330072													
1		SLUDGE 12-23301-330072	5,962.16	8-09-55-501-002-538		B	Sludge Removal/Disposal-Waste Management	R	05/14/18	05/17/18		2797743-0502-3	N		
18-00691	05/14/18	GRIT SCREENING 9-86540-13005													
1		GRIT SCREENING 9-86540-13005	1,066.14	8-09-55-501-002-540		B	Grit/Screening Disposal-Waste Mgmt	R	05/14/18	05/17/18		2797718-0502-5	N		
Vendor Total:			7,028.30												
W0096 WATER WORKS SUPPLY CO., INC.															
18-00700	05/14/18	METER COUPLINGS AND WASHERS													
1		INV. IF91793	252.92	8-09-55-501-001-524		B	Meter & Meter Parts	R	05/14/18	05/16/18		IF91793	N		
Vendor Total:			252.92												
W0377 WINDSOR CAR WASH															
18-00540	04/16/18	CAR WASH TICKET BOOKS													
1		CAR WASH TICKET BOOKS	360.00	8-01-26-315-001-131		B	Vehicle Maint. - Police	R	04/16/18	05/15/18			N		
Vendor Total:			360.00												
WIREL005 WIRELESS ELECTRONICS, INC.															
18-00731	05/17/18	MONTHLY SVC FEE MAY 2018													
1		MONTHLY SVC FEE MAY 2018	415.00	8-01-25-240-001-029		B	Maint. Contracts - Other	R	05/17/18	05/17/18			N		
Vendor Total:			415.00												
WOOLS005 WOOLSEN ANDERSON MAZIARZ, P.C.															
18-00664	05/09/18	El Zorro - Site Plan App.													
1		12/26/17-rev app/prep hearing	70.00	ZORRO-17		P	SITE PLAN	R	05/09/18	05/15/18		12/26/17	N		
2		3/19/18-Final Resolution	854.00	ZORRO-17		P	SITE PLAN	R	05/09/18	05/15/18		3/19/18	N		
			924.00												
Vendor Total:			924.00												

May 17, 2018
12:01 PM

Borough of Hightstown
Bill List By Vendor Name

Page No: 20
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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
Y0025 YOSTEMBSKI, ROBERT											
18-00644	05/07/18	MONTHLY PROSEUTOR FEE APR 2018									
1	MONTHLY PROSEUTOR FEE APR 2018		1,200.00	8-01-25-275-001-111	B Municipal Prosecutor	R	05/07/18	05/15/18			N
Vendor Total:			1,200.00								

Total Purchase Orders:	104	Total P.O. Line Items:	221	Total List Amount:	205,262.48	Total Void Amount:	0.00
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Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	7-01	8,748.02	0.00	8,748.02	0.00	0.00	0.00	8,748.02
	7-09	2,075.25	0.00	2,075.25	0.00	0.00	0.00	2,075.25
Year Total:		10,823.27	0.00	10,823.27	0.00	0.00	0.00	10,823.27
CURRENT FUND	8-01	72,981.94	0.00	72,981.94	0.00	0.00	0.00	72,981.94
	8-09	95,817.08	0.00	95,817.08	0.00	0.00	0.00	95,817.08
	8-21	0.00	0.00	0.00	0.00	0.00	6,917.41	6,917.41
Year Total:		168,799.02	0.00	168,799.02	0.00	0.00	6,917.41	175,716.43
GENERAL CAPITAL	C-04	11,772.50	0.00	11,772.50	0.00	0.00	0.00	11,772.50
WATER/SEWER CAPITAL	C-08	1,800.50	0.00	1,800.50	0.00	0.00	0.00	1,800.50
Year Total:		13,573.00	0.00	13,573.00	0.00	0.00	0.00	13,573.00
	G-02	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
TRUST OTHER - FUND #12	T-12	149.78	0.00	149.78	0.00	0.00	0.00	149.78
Total of All Funds:		198,345.07	0.00	198,345.07	0.00	0.00	6,917.41	205,262.48

Project Description	Project No.	Rcvd Total	Held Total	Project Total
DEMO-BANK STREET PROPERTY	RBG-DEMO	1,441.24	0.00	1,441.24
MAJOR SITE PLAN - PHASE 1	RBGPHASE1	4,073.89	0.00	4,073.89
SEYMOUR INVESTMENTS, LLC	SEYMO10-08	172.50	0.00	172.50
SITE PLAN	ZORRO-17	1,229.78	0.00	1,229.78
Total of All Projects:		<u>6,917.41</u>	<u>0.00</u>	<u>6,917.41</u>

Resolution 2018-107

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

AUTHORIZING PAYMENT #1 (FINAL) TO EARLE ASPHALT COMPANY – EMERGENCY REPAIR TO SEWER LINES

WHEREAS, on March 27, 2018, by Resolution 2018-80, Borough Council approved an immediate emergency repair for the sanitary sewer which runs from Bank Street along the Rocky Brook down to Glenbrook; and

WHEREAS, on May 7, 2018, the Borough Council awarded a contract for the emergency repair to Earle Asphalt Company of Farmingdale, New Jersey at a cost not to exceed \$155,000.00; and

WHEREAS, the contractor has submitted a request payment in the amount of \$148,112.67 for work related to the Emergency Sewer Main Replacement; and

WHEREAS, the Project Engineer has recommended approval of payment #1 (final) in the amount of \$155,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$155,000.00 to Earle Asphalt Company of Farmingdale, New Jersey is hereby approved as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 21, 2018.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

FROM: Carmela Roberts, P.E., C.M.E. *CR*
Borough Engineer

DATE: May 9, 2018

RE: Rocky Brook Sanitary Sewer Emergency
Our File No.:H1652

Attached please find the final payment request for work related to the emergency construction of the Rocky Brook Sanitary Sewer.

Certified payroll forms for the weeks ending April 14, April 21 and April 28 are attached.

I recommend payment be made to Earle Asphalt Company in the amount of \$148,112.67.

Should you have any questions, please do not hesitate to call.

Enclosures

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Clerk/Administrator
Janice Mohr-Kminek, Finance
George Lang, CFO
Bill Searing, AWWTP Superintendent
Ken Lewis, Public Work Superintendent
Mike Corsi, Earle Asphalt Company
Cameron Corini, P.E., Roberts Engineering Group, LLC

Earle Asphalt Company
P. O. Drawer 556
FARMINGDALE, NJ 07727
Phone (732) 308-1113



5/8/2018

SUMMARY OF COSTS FOR WORK

Work To Be Performed For: Borough of Hightstown

Project: Emergency Sewer Main Replacement

Attention: Ms. Carmela Roberts

Contract Work

Installation of 8" DIP Sewer	130.00	LF @	\$238.00	=	\$30,940.00
Installation of 12" PVC Sewer	65.00	LF @	\$159.00	=	\$10,335.00
Installation of Sanitary Manhole	2.00	U @	\$11,960.00	=	\$23,920.00
Removal of Existing Manhole	1.00	U @	\$3,500.00	=	\$3,500.00
2" Mill/Pave (12.5M64)	-	SY @	\$30.53	=	\$0.00
Pipe Abandonment w/ Flowable Fill	1.00	LS @	\$13,020.00	=	\$13,020.00
New Sanitary Service @ 158 N Academy Street	1.00	LS @	\$13,442.00	=	\$13,442.00
Cap Exist & Install New Lateral Stub @ Warehouse	1.00	LS @	\$2,920.00	=	\$2,920.00
Bypass Pumping	1.00	LS @	\$6,945.00	=	\$6,945.00
CREDIT - 1 WEEK BYPASS RENTAL	1.00	WK @	(\$900.00)	=	(\$900.00)
CREDIT - ACADEMY STREET SERVICE RESTO	1.00	LS @	(\$1,500.00)	=	(\$1,500.00)
CREDIT - 8" DIP TO 8" PVC MATERIAL CREDIT	70.00	LF @	(\$14.44)	=	(\$1,010.80)
Contract Total Cost =					\$101,611.20

Additional Work

18 Glen Brook Dr Service

-Cost breakdown on following sheet

Subtotal Cost = \$ 7,768.92

Additional Concrete Work

-Cost breakdown on following sheet

Subtotal Cost = \$ 896.63

Water Main Relocation

-Cost breakdown on following sheet

Subtotal Cost = \$ 37,835.92

Additional Work Total = \$ 46,501.47

Grand Total = \$148,112.67

Please acknowledge acceptance of the above by signing below and returning to EAC.

Accepted By: _____

Print Name

Company Name

Signature

Date

Earle Asphalt Company
P. O. Drawer 556
FARMINGDALE, NJ 07727
Phone (732) 308-1113



SUMMARY OF COSTS FOR WORK

Work To Be Performed For: Borough of Hightstown

Project: Emergency Sewer Main Replacement

Attention: Ms. Carmela Roberts

Additional Work - Glen Brook Service

T&M Labor Rates

Straight Time	Foreman	32	hr	@	\$	82.27	\$	2,632.64	A
OT	Foreman	5	hr	@	\$	123.41	\$	617.05	
Straight Time	Laborer	24	hr	@	\$	67.78	\$	1,626.72	
OT	Laborer	1	hr	@	\$	87.16	\$	87.16	
Straight Time	Operator	8	hr	@	\$	82.27	\$	658.16	
OT	Operator	3	hr	@	\$	123.41	\$	370.23	

T&M Equipment Rates

E307	Freightliner M2, Box truck	4	hr	@	\$	70.02	\$	280.08	E
E226	Dodge Ram 5500, Crew Truck	4	hr	@	\$	22.37	\$	89.48	
E925	Komatsu PC 138, Excavator	0	hr	@	\$	65.33	\$	-	
E946	Komatsu WA 320, Loader	0	hr	@	\$	100.53	\$	-	
E431	Caterpillar CB14B, Asphalt Roller	0	hr	@	\$	17.10	\$	-	
E311	Mack RD690SX, Tandem Dump	2	hr	@	\$	62.55	\$	125.10	
E927	John Deere 50G, Mini Excavator	4.5	hr	@	\$	28.09	\$	126.41	
E220	Dodge Ram 5500, Crew Truck	0	hr	@	\$	22.37	\$	-	

Total Material Cost

Pipe	Core & Main				\$	506.09	M
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Subtotal Direct Cost = \$ 7,119.12

Profit Calculation 10% of A&M \$ 649.81

Overhead Calculation 0% of A&M \$ -
0% of E \$ -

Total Overhead \$ -

Total Overhead and Profit \$ 649.81

Additional Work Total = \$ 7,768.92

Notes:

- Cost to install 6" Lateral on 18 Glen Brook Dr.

Please acknowledge acceptance of the above by signing below and returning to EAC.

Accepted By: _____

Print Name

Company Name

Signature

Date

Resolution 2018-108

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

AUTHORIZING AN AGREEMENT WITH RALPH'S ICE CREAM FOR USE OF PUBLIC RIGHT-OF-WAY

WHEREAS, Ralph's Ice Cream (referenced herein as the "Applicant"), having an address of 122 Main Street, Hightstown, New Jersey, is a tenant in the property known and designated as Block 33, Lot 34.01 on the Hightstown Borough Tax Map (referenced herein as the "property"), which is adjacent to Main Street; and

WHEREAS, the Applicant conducts a restaurant at the property known as the "Ralph's Ice Cream", and has requested permission to place tables and chairs outside of its business for the exclusive use of patrons of Ralph's Ice Cream and to conduct normal business activities associated with the Ralph's Ice Cream within the said area; and

WHEREAS, the area adjacent to the property encompasses a certain right-of-way area owned by the State of New Jersey (referenced herein as the "State"); and

WHEREAS, the State, through the New Jersey Department of Transportation (referenced herein as the "D.O.T."), has advised the Borough that there are no permits required from, nor is there any other formal process necessary through, the State in order for the Applicant to install the desired outdoor tables and chairs or to conduct normal business activities within the area in question, which encompasses part of the right-of-way area owned by the State; and

WHEREAS, rather, the State, through the D.O.T., has advised the Borough that such approval is a local matter to be handled by the Borough so long as the proposed outdoor tables, chairs and/or other equipment do not block and/or interfere with pedestrian traffic; and

WHEREAS, the Borough is willing to allow the Applicant to utilize the area in question upon the terms and conditions set forth in the Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown, that the Borough hereby permits the Applicant to utilize the area in question for the uses referenced above in consideration of the mutual promises and covenants set forth in the Agreement, and the Mayor and Borough Clerk are hereby authorized to execute said Agreement on behalf of the Borough.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 21, 2018.

Debra L. Sopronyi
Borough Clerk

AGREEMENT TO UTILIZE PUBLIC RIGHT-OF-WAY

THIS AGREEMENT made this 21st day of May, 2018 between:

BOROUGH OF HIGHTSTOWN, a municipal corporation of the State of New Jersey, with offices located at 156 Bank Street, Hightstown, New Jersey 08520 (hereinafter referred to as the “Borough”),

AND

RALPH’S ICE CREAM having an address of 122 Main Street, Hightstown, New Jersey 08520 (hereinafter referred to as the “Applicant”).

WITNESSETH

WHEREAS, the State of New Jersey (the “State”) is the owner of a certain public right-of-way adjacent to Main Street in the Borough of Hightstown, County of Mercer and State of New Jersey, a portion of which is also located upon, across and/or adjacent to certain real property known and designated as Block 33, Lot 34.01 on the Hightstown Borough Tax Map (the “property”); and

WHEREAS, the Applicant is a tenant at the property and operates a restaurant known as the “Ralph’s Ice Cream” at the said property; and

WHEREAS, the Applicant has requested permission from the Borough to place tables and chairs outside of its business for the exclusive use of patrons of the Ralph’s Ice Cream and to conduct normal business activities associated with the Ralph’s Ice Cream within a certain area, as described below, which encompasses part of the right-of-way owned by the State; and

WHEREAS, the area of proposed outdoor use by the Applicant (hereinafter referenced as the “Access Area”) is more particularly described as an area in front of the property to six (6)

feet from the inside of the curb (or 6 feet, 8 inches from the outside of the curb) on Main Street and extending for the length of the property; and

WHEREAS, the State, through the New Jersey Department of Transportation, has advised the Borough that there are no permits required from, nor is there any other formal process necessary through, the State in order for the Applicant to install outdoor dining tables and chairs within the Access Area and/or for the Applicant to exclusively use the Access Area in connection with its normal business activities; and

WHEREAS, the State, through the New Jersey Department of Transportation, has advised the Borough that such approval is a local matter to be handled by the Borough, so long as the proposed outdoor dining tables and chairs, and other outdoor uses by the Applicant, do not block and/or interfere with pedestrian traffic; and

WHEREAS, the Borough is willing to allow the Applicant to utilize the Access Area for the purposes referenced above, upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, it is hereby agreed by and between the parties as follows:

1. Subject to the terms and conditions set forth below, the Borough hereby allows the Applicant to utilize part of the public right-of-way as located within the Access Area in order to place outdoor dining tables and chairs for the exclusive use of patrons of the Ralph's Ice Cream and to conduct normal business activities associated with the Ralph's Ice Cream.

2. The Access Area shall not include an area from Main Street to six (6) feet from the inside of the curb (or 6 feet, 8 inches from the outside of the curb). Such area shall remain free and clear so as not to interfere with and/or impede the general flow of pedestrian traffic.

3. The Applicant shall maintain the Access Area free of litter, branches and other debris at all times, including emptying any trash or recycling receptacles at this location.

4. The Applicant shall not construct any permanent fixtures or structures within the Access Area.

5. The Applicant shall obtain and maintain appropriate liability insurance, in amounts acceptable to the Borough, at all times during the term of this Agreement and shall name the Borough as an additional insured therein. The Applicant shall provide proof of the insurance coverage required by this Paragraph to the Borough, particularly to the attention of the Borough Clerk, on an annual basis. The Applicant agrees to provide the Borough with advance written notice, particularly to the attention of the Borough Clerk, of any proposed changes in its insurance coverage relating to the Access Area (of whatever nature) during the term of this Agreement.

6. The Applicant, absent negligence on the part of the Borough, its employees, officials, agents and/or other representatives, agrees to release, defend and hold harmless the Borough, its employees, officials, agents and other representatives, from and against any and all claims, demands, suits or actions, and liability, loss, damage, or judgment which may in any manner arise out of, or be occasioned by, or result from the use or occupancy of the Access Area by the Applicant and its invitees, as well as against any fees, costs, charges or expenses which the Borough may incur in the defense of any such claim, suit, action or similar demand made or filed by any third-party against the Borough to the extent the same arises out of or relates to the use of the Access Area by the Applicant and its invitees.

7. The Applicant shall be responsible for the outdoor dining tables, chairs and/or other equipment (collectively, the “personal property”) that are utilized within the Access Area,

including any damages which may be occasioned thereto from others or through Acts of God. Absent negligent or intentional destructive acts performed by the Borough, its employees, officials, agents and/or other representatives, the Borough shall not be held responsible for any damage(s) which may be occasioned to the Applicant's personal property. Moreover, the Applicant shall be responsible for any damage(s) which may be occasioned to the person and/or property of third parties resulting from the personal property.

8. The term of this Agreement shall be until cancelled by either party with 90 day written notice.

9. Notwithstanding the foregoing, the Borough shall have the right to terminate this Agreement, after providing the Applicant with reasonable written notice and a reasonable opportunity to cure, if the Applicant shall default on any covenant or obligation contained herein.

10. The Applicant shall, upon termination or expiration of this Agreement, unless otherwise directed by the Borough, cause the Access Area to be restored to a condition reasonably similar to that which existed prior to entry thereon.

11. This Agreement shall be governed by the laws of the State of New Jersey. The parties hereby acknowledge that this Agreement has been executed and delivered in the State of New Jersey, and the parties submit to the jurisdiction of the courts of the State of New Jersey.

12. This Agreement shall constitute the entire agreement between the parties relating to the right of access referenced herein. No changes, additions or modifications to this Agreement shall be effective unless signed in writing by all parties.

13. This Agreement shall be binding upon the Applicant, its executors, administrators, or legal representatives, successors and assigns.

14. This Agreement shall not be assignable by the Applicant.

IN WITNESS WHEREOF, the Borough and the Applicant have caused this Agreement to be executed.

WITNESS:

RALPH'S ICE CREAM

By: DAVID ZIMET

DATE

ATTEST:

BOROUGH OF HIGHTSTOWN

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

DATE

STATE OF NEW JERSEY }
 }
 COUNTY OF MERCER } SS

BE IT REMEMBERED, that on this _____ day of _____, 2016, before me, the subscriber, personally appeared DAVID ZIMET, who, being by me duly sworn on his oath, did depose and make proof to my satisfaction, that he is the maker of the within instrument, and that he was authorized to and did execute said instrument as _____ of Ralph's Ice Cream the entity named in the within instrument and executed said instrument as the act of the said entity, in the presence of deponent, who thereupon subscribed his/her name thereto as attesting witness.

Sworn and subscribed to before
me on the date aforesaid.

 ATTORNEY AT LAW OR
 NOTARY PUBLIC

STATE OF NEW JERSEY }
 }
 COUNTY OF MERCER } SS

BE IT REMEMBERED, that on this _____ day of _____, 2016, before me, the subscriber, personally appeared DEBRA L. SOPRONYI, who, being by me duly sworn on her oath, did depose and make proof to my satisfaction, that she is the Municipal Clerk of the Borough of Hightstown, the municipal corporation named in the within instrument; that LAWRENCE D. QUATTRONE is the Mayor of said Borough; that the execution, as well as the making, of this instrument has been duly authorized by a Resolution of the Borough; that deponent well knows the corporate seal of said Borough; and that the seal affixed to said instrument was signed and delivered by said Mayor as and for his voluntary act and deed on behalf of the Borough, in the presence of deponent, who thereupon subscribed her name thereto as attesting witness.

Sworn and subscribed to before
me on the date aforesaid.

 ATTORNEY AT LAW OR
 NOTARY PUBLIC

Resolution 2018-109

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

ADOPTING A GREEN PURCHASING POLICY

WHEREAS, It is the policy & practice of the Borough of Hightstown to institute practices that reduce waste by increasing product efficiency and effectiveness, and

WHEREAS, The Borough purchases products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and

WHEREAS, The Borough purchases products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when & where possible; and

WHEREAS, The goal of this policy is to encourage and increase the use of environmentally preferable products and services in the Borough of Hightstown by including environmental considerations in purchasing decisions while remaining fiscally responsible.

WHEREAS, The Borough Administrator/Qualified Purchasing Agent for the Borough recommends adoption of the attached Green Purchasing Policy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of Hightstown Borough that the attached Green Purchasing Policy is hereby adopted to encourage and increase environmental considerations in purchasing decisions while remaining fiscally responsible to Hightstown Borough.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 21, 2018.

Debra L. Sopronyi
Borough Clerk

BOROUGH OF HIGHTSTOWN MERCER COUNTY GREEN PURCHASING POLICY

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING POLICY)

1.1 STATEMENT OF THE POLICY

It is the policy & practice of the *Borough of Hightstown* to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness, and
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when & where possible.

1.2 PURPOSE & OBJECTIVES OF THE POLICY

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in the *Borough of Hightstown*. By including environmental considerations in purchasing decisions, *Borough of Hightstown* can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

The policy objectives are to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are routinely land filled or disposed of,
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products & associated distribution systems,
- Reward manufacturers & vendors with contracts that reduce environmental impacts in their production & distribution systems or services,
- Collect & maintain up-to-date information regarding manufacturers, vendors and other sources for locating/ordering environmentally preferable products,
- Create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.3 RESEARCH, EVALUATION & IMPLEMENTATION OF THE POLICY

The *Borough of Hightstown* Qualified Purchasing Agent and members of the Green Team, which shall be composed of representatives from various *Borough of Hightstown* departments/divisions, commissions/committees and volunteer organizations shall research, evaluate, and implement the environmental purchasing objectives. The Green Team Committee shall focus its research, evaluation and the implementation of the Green Policy in the following areas:

- Recycled Content Products (e.g. paper products, playground/recreation equipment, toner/printer cartridges, motor oils & lubricants, furniture, carpets & flooring materials, matting, plastic/composite lumber/building materials, trash bags, parking stops, ceiling tiles, etc...)
- Less Harmful & Non-toxic Materials & Processes (e.g. janitorial/cleaning products, pest management chemicals, phosphates, paint, solvents, fuels & lubricants, etc...)
- Energy & Water Efficient Products & Processes (e.g. solar applications, energy efficient lighting, energy star appliances, water saving devices, vehicles & motorized equipment, etc...)
- Natural Resource & Landscaping Management (e.g. integrated pest and vegetation management, drought tolerant/indigence plants & shrubs, recycled mulches & natural composts, etc...)
- Renewable Products (e.g. FSC certified forests products, renewable energy resources, etc...)
- Disposal & Pollution Reduction (e.g. integrated waste management, duplex copies, retread tires, reusable holiday trees, recycling programs for used ceiling tiles & flooring materials, etc...)
- Packaging (e.g. bulk packaging, reusable boxes, recycled packing materials, shipping pallets, etc...)
- Green Building Program (e.g. using recycled products in the construction and renovation, disposal of building materials in an environmentally sensitive manner, designing and renovating for energy and resource conservation)

The Committee is aware that the evaluation and implementation phases of the project will require changes in awareness, behaviors, practices and operating procedures. To the extent possible, it is the Committee's intention to have a participative process as it researches, evaluates and implements the policy recommendations. It is also the Committee's intention to meet annually after implementation to monitor and evaluate the *Borough of Hightstown* progress in this area.

1.4 SPECIFICATIONS

1.4.1 Source Reduction

- * To the extent practicable the *Borough of Hightstown* shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or overall workplace quality.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.1 Source Reduction (Continued)

- * To the extent practicable the *Borough of Hightstown* shall purchase remanufactured products such as toner/printer cartridges, retread tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.
- * To the extent practicable the *Borough of Hightstown* shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in the policy, when & where practicable.
- * All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes the evaluation of the total costs expected during the lifetime of the product, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- * Products that are durable, long lasting, reusable or refillable shall be preferred whenever available & practicable.
- * To the extent practicable the *Borough of Hightstown* requests vendors to eliminate excess packaging or to utilize the minimum amount necessary for product protection, to the greatest extent practicable.
- * Packaging that is reusable, recyclable or compostable shall be preferred, when suitable uses and programs readily exist.
- * Vendors shall be encouraged to take back and reuse wooden pallets and other shipping and packaging materials when & where practicable.
- * Suppliers of electronic equipment, including but not limited to computers, monitors, printers, fax machines and photocopiers, shall be required to take back the equipment for reuse or environmentally safe recycling when the *Borough of Hightstown* discards or replaces such equipment, whenever & where practicable.
- * To the extent practicable the *Borough of Hightstown* shall consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when the *Borough of Hightstown* discards or replaces such equipment, whenever practicable.
- * All documents shall be printed and photocopied on both sides (duplex) to reduce the use and purchase of photocopy paper, whenever & where practicable.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.2 Recycled Content Products

- * All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, photocopy paper, janitorial paper products, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous and non-paper office products, shall contain the highest postconsumer content practicable to the application, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- * Photocopiers and printers purchased or leased by the *Borough of Hightstown* shall be compatible with the use of recycled content and remanufactured products.
- * To the extent practicable, the *Borough of Hightstown* shall purchase re-refined lubricating and industrial oil for use in its vehicles and other motorized equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- * When specifying asphalt concrete, aggregate base or Portland Cement Concrete for road construction projects, the *Borough of Hightstown* shall utilize recycled, reusable or reground materials when & where practicable.
- * To the extent practicable the *Borough of Hightstown* shall specify and purchase recycled content transportation products, including signs, traffic cones, parking stops, delineators, channelizers and barricades, which shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.
- * All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content of a minimum of thirty (30%) percent recycled postconsumer content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content that the paper contains.

1.4.3 Energy & Water Savings

- * Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- * When practicable, the *Borough of Hightstown* shall replace inefficient interior lighting with energy-efficient equipment and bulbs.
- * When practicable, the *Borough of Hightstown* shall replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment and bulbs. Exterior lighting shall be minimized when and where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.3 Energy & Water Savings (Continued)

- * All products purchased by the *Borough of Hightstown* and for which the U.S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable and available. When Energy Star labels are not available, *Borough of Hightstown* shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- * To the extent practicable the *Borough of Hightstown* shall purchase water-saving/conservation products. This includes, but is not limited to, high-performance fixtures such as toilets, low-flow faucets and aerators, and upgraded landscape irrigation systems.

1.4.4 Green Buildings & LEED IM Ratings

All building and renovations undertaken by the *Borough of Hightstown* shall follow Green Building Practices for design, construction, and operation, where appropriate and practicable, as described in the LEED IM Rating System. Architects and engineers for procured for said work shall be required to have LEED certified members on their staff assigned to the project when & where practicable.

1.4.5 Landscaping & Hardscaping

All landscape renovations, construction and maintenance performed by the *Borough of Hightstown*, including workers and contractors providing landscaping services for the *Borough of Hightstown*, shall employ sustainable landscape management techniques for design, construction and maintenance whenever & where possible, including, but not limited to, integrated pest management (IPM), grass recycling, drip irrigation, composting, and the procurement and use of mulch and compost that give preference to those products produced from regionally generated plant debris and/or food and sludge waste programs.

Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted to them, and perennials rather than annuals for color variations should be utilized. Native and drought-tolerant plants that require no or minimal watering once established are preferred over others when & where practicable.

Hardscapes and landscape structures constructed of recycled content materials are encouraged to be utilized. The *Borough of Hightstown* shall limit the amount of impervious surfaces in the landscape, when & where practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.6 Toxics & Pollution

To the extent practicable, the *Borough of Hightstown* shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that meet and/or exceed the Green Seal Certification Standards for environmental preferability and performance.

To the extent practicable, the *Borough of Hightstown* shall purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program — Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Where possible and as applicable, other janitorial cleaning equipment shall be capable of capturing fine particulates, removing sufficient moisture so as to dry within twenty-four (24) hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

The use of chlorofluorocarbon, Halon & Freon containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.

All surfactants & detergents shall be readily biodegradable and, where practicable, shall not contain phosphates.

When maintaining buildings and landscapes, *Borough of Hightstown* shall manage pest problems through prevention and physical, mechanical and biological controls. The *Borough of Hightstown* may either adopt and implement an organic pest management policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control method as a last resort.

When maintaining buildings, the *Borough of Hightstown* shall utilize products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde or lead when practicable when purchasing materials such as paint, carpeting, flooring materials, adhesives, furniture, filing cabinetry, ceiling tiles, coving, moldings and casework.

To the extent practicable, the *Borough of Hightstown* shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

- Photocopier paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever & where possible and that possess a minimum of thirty (30%) percent recycled postconsumer waste content.
- Prohibiting purchase of products that use halogens, polyvinyl chloride (PVC), lead, phthalates and asbestos such as, but not limited to, office binders, chair/floor mats, casework, moldings, furniture, carpeting, flooring materials, ceiling tiles and medical supplies whenever & where practicable.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.6 Toxics & Pollution (Continued)

To the extent practicable, the *Borough of Hightstown* shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, *Borough of Hightstown* shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

To the extent practicable, the *Borough of Hightstown* shall specify that desktop computers, notebooks and monitors purchased shall meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, whenever practicable.

When replacing vehicles, the *Borough of Hightstown* shall consider less-polluting alternatives to diesel such as bio-based fuels, hybrids, electric batteries, and fuel cells, as may be available for the application.

1.4.7 Forest Conservation

To the extent practicable, the *Borough of Hightstown* shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, *Borough of Hightstown* shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council (FSC) certification.

To the extent practicable, the *Borough of Hightstown* encourages the purchase or use of previously utilized and/or salvaged wood and wood products whenever practicable & where available.

1.4.8 Bio-Based Products

Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable and available.

Paper and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.

Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged whenever practicable.

Compostable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.

Proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products shall be provided by vendors of such products, upon request. One acceptable proof of compliance for compostable plastic products shall be the certification by the Biodegradable Products Institute (BPI).

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.5 PRIORITIES

The health & safety of workers & citizens is of the utmost importance and takes precedence over all other policies and practices.

To the extent practicable, the *Borough of Hightstown* has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio-based.

Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the *Borough of Hightstown*, department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

1.6 IMPLEMENTATION OF THE POLICY

The Business Administrator, Purchasing Manager/Agent, Director of Finance, Director of Public Works and other responsible directors/managers shall implement this policy in coordination with other appropriate *Borough of Hightstown* personnel.

As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with New Jersey State Law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the *Borough of Hightstown*, where practicable.

1.7 PROGRAM EVALUATION

The Business Administrator, Purchasing Manager/Agent, Director of Finance, the "Green Team" Committee and other positions responsible for implementing this policy, shall periodically meet and evaluate the success of this policy's implementation.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.8 DEFINITIONS

“American Society for Testing & Materials” means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

“Bio-Based Products” means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

“Biodegradable Plastic” means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

“Biodegradable Products Institute” (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

“Buyer” means anyone authorized to purchase or contract for purchases on behalf of the *Borough of Hightstown* or its subdivisions.

“The Carpet & Rug Institute” (CR1) is the national trade association representing the carpet and rug industry. CR1 has developed and administered the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners.

“Chlorine Free” means products processed without chlorine or chlorine derivatives.

“Compostable Plastic” means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

“Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the *Borough of Hightstown* or serves in a subcontracting capacity with the *Borough of Hightstown* or with an entity having a contract with Borough of Hightstown for the provision of any goods or services.

“Degradable Plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

“Dioxins & Furans” are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic by the U.S. Environmental Protection Agency (EPA).

“Energy Star” means the U.S. EPA’s energy efficiency product labeling program.

“Energy Efficient Product” means a product that is in the upper twenty-five (25%) percent of energy efficiency for all similar products, or that is at least ten (10%) percent more efficient than the minimum level that meets Federal standards and guidelines.

“Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.8 DEFINITIONS (CONTINUED)

“Federal Energy Management Program” is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.

“Forest Stewardship Council” (FSC) is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

“Green Building Practices” means a whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED IM Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.

“Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

“Integrated Pest Management (IPM)” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

“LEED IM Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System, or other related LEED IM Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and high-rise residential buildings.

“Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of New Jersey Certified Organic Foods (NJOF).

“Postconsumer Material” means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

“Practical” & “Practicable” mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.8 DEFINITIONS (CONTINUED)

“Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

“Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material but does not include excess resources of the manufacturing process.

“Recycled Content” means the percentage of recovered material, including pre-consumer and postconsumer materials, in a product.

“Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”

“Recycled Product” means a product that meets *(Insert Borough's, City's or Township's)* recycled content policy objectives for postconsumer and recovered material.

“Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

“Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

“Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced packaging.

“U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

“Water-Saving Products” are those that are in the upper twenty-five (25%) percent of water conservation for all similar products, or at least ten (10%) percent more water-conserving than the minimum level that meets the Federal standards.

Resolution 2018-110

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

APPOINTING AN ACTING MUNICIPAL COURT ADMINISTRATOR

WHEREAS, due to the resignation of Kristy Gilsenan, a vacancy exists in the position of Municipal Court Administrator; and

WHEREAS, Gretchen Gilroy has served as Deputy Court Administrator for the Borough since April 26, 2016 and has completed a majority of the requirements needed to become certified as a Municipal Court Administrator in the State of New Jersey; and

WHEREAS, the Borough Administrator and Municipal Court Judge have recommended that Gretchen Gilroy be appointed to the position of Acting Municipal Court Administrator pending receipt of her certification as a Municipal Court Administrator; and

WHEREAS, Gretchen shall receive a \$10,000.00 stipend annually, and an increase to \$220.00 per DUI session, for assuming the position of Acting Municipal Court Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Gretchen Gilroy is hereby appointed to the position of Acting Municipal Court Administrator pending receipt of her New Jersey State certification as a Municipal Court Administrator beginning on May 21, 2018; and

BE IT FURTHER RESOLVED that the Acting Municipal Court Administrator, effective May 21, 2018, shall be compensated with a stipend in the amount of \$10,000.00 per annum, with additional compensation set at \$220.00 per DUI session.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 21, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-111

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

A RESOLUTION SUPPORTING THE *CLICK IT OR TICKET* MOBILIZATION OF MAY 21 – JUNE 3, 2018

WHEREAS, there were 626 motor vehicle fatalities in New Jersey in 2017; and

WHEREAS, a large percentage of the motor vehicle occupants killed in traffic crashes were not wearing a seat belt; and

WHEREAS, use of a seat belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

WHEREAS, the National Highway Traffic Safety Administration estimates that 135,000 lives were saved by safety belt usage nationally between 1975-2000; and

WHEREAS, the State of New Jersey will participate in the nationwide *Click It or Ticket* seat belt mobilization from May 21 – June 3, 2018 in an effort to raise awareness and increase seat belt usage through a combination of high visibility enforcement and public education; and

WHEREAS, the Division of Highway Traffic Safety has set a goal of increasing the seat belt usage rate in the state from the current level of 94% to 95.5%; and

WHEREAS, a further increase in seat belt usage in New Jersey will save lives on our roadways;

NOW, THEREFORE, BE IT RESOLVED, be is resolved that the Mayor and Council of Hightstown Borough declares it's support for the *Click It or Ticket* seat belt mobilization both locally and nationally from May 21 – June 3, 2018 and pledges to increase awareness of the mobilization and the benefits of seat belt use.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 21, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-112

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

OBSERVING MAY 20 – MAY 26, 2018 AS PUBLIC WORKS WEEK

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and program such as water, sewers, streets and highways, public building, and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that we hereby recognize the week of May 20 – May 26, 2018 as Public Works Week in the Borough of Hightstown and call upon its citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 21, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-113

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	275,000.00	955,381.00	1,230,381.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	230,000.00	240,526.00	470,526.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	505,000.00	1,195,907.00	1,700,907.00

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 May 21, 2018.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
 Emergency Temporary
 5/21/2018

Current Fund

Mayor and Council	Other Expenses	700.00
Financial Administration	Salaries and Wages	12,000.00
Municipal Court	Salaries and Wages	7,000.00
Police Department	Salaries and Wages	100,000.00
Municipal Prosecutor	Other Expenses	2,300.00
Solid Waste Collection	Other Expenses	12,000.00
Recycling	Other Expenses	10,000.00
Public Bldgs & Grounds	Other Expenses	15,000.00
Board of Health	Salaries and Wages	10,000.00
Maintenance of Parks	Other Expenses	6,000.00
Group Insurance	Other Expenses	80,000.00
Electric	Other Expenses	6,000.00
Street Lighting	Other Expenses	6,000.00
Gas/Heating Oil	Other Expenses	3,000.00
Data Processing	Other Expenses	5,000.00
Total Current Fund		275,000.00

Water Sewer Operating Fund

Salaries and Wages	80,000.00
Other Expenses	150,000.00
Total Water Sewer Operating Fund	230,000.00

Total	505,000.00
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