

Agenda
Hightstown Borough Council

June 18, 2018

Hightstown Fire House

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

Flag Salute

Approval of the Agenda

Minutes May 7, 2018 – Public Session

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.

Engineering Items Lincoln, Hagemount & Rocky Brook Project

Resolution 2018-120 Authorizing Design, Inspection and Administration of Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court

Maple & Sunset Project

Resolution 2018-121 Authorizing Receipt of Bids for Improvements to Sunset Avenue and Maple Avenue

Safe Routes to School Grant 2018

Resolution 2018-122 Authorizing the Borough Engineer to Submit an Application for NJDOT Safe Routes to School Grant – Improvements to Dutch Neck Road

Resolution 2018-123 Authorizing Receipt of Bids for the Construction of the Peddie Lake Walking Bridge

Resolution 2018-124 Authorizing Change Order #2 – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Waste Water Treatment Plant)

Budget Public hearing on Budget Amendment

Resolution 2018-125 Adoption of 2018 Budget

Ordinances	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	
	2018-12 Final Reading and Public Hearing – Bond Ordinance Providing for the Acquisition of Land in and By the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$725,000 therefor and Authorizing the Issuance of \$500,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof	
	2018-13 First Reading and Introduction – An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown	
Resolutions	2018-126	Payment of Bills
	2018-127	Reappointing Debra L. Sopronyi as Borough Administrator and Authorizing the Execution of the Associated Agreement
	2018-128	Establishing Salaries of Certain Officers and Employees of the Borough of Hightstown for the Year 2018
Consent Agenda	2018-129	Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website
	2018-130	Authorizing Renewal of Alcoholic Beverage License #1104-33-003-009 Palumbo Restaurants, T/A Tavern on the Lake
	2018-131	Authorizing Renewal of Alcoholic Beverage License #1104-32-001-006 Wine Depot Corporation, T/A Hedy’s Liquors and Joe Canal’s Discount Liquor Outlet
	2018-132	Authorizing Renewal of Alcoholic Beverage License #1104-44-002-011 – Hightstown Liquors & Wines, LLC
	2018-133	Authorizing Release of Performance Guarantee and Release of Amounts Remaining in Escrow – Block 53, Lot 1.02 South Main Street – Peddie School Faculty and Student Housing
	2018-134	Authorizing Release of Escrow Funds – Milrom Companies, LLC (Block 2; Lots 18 & 19)
	2018-135	Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use on an Online Auction Website
	2018-136	Authorizing Refund of Overpayment for Police Services
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	Use of Stockton Street Parking Lot Dumpsters	
Subcommittee Reports		
Mayor/Council/Administrative Reports		
Adjournment		

Meeting Minutes
Hightstown Borough Council
May 7, 2018
7:30 p.m.

The meeting was called to order by Mayor Quattrone at 7:31 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember 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; Monika Patel, Deputy CFO; Carmela Roberts, Borough Engineer and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Council President Stults moved the agenda for approval; Councilmember Musing seconded.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

Councilmember Montferrat moved the minutes from the March 19, 2018 Executive Session for approval; Councilmember Musing seconded.

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

Minutes approved 6-0.

Councilmember Musing moved the minutes from the March 19, 2018 Public Session for approval; Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Councilmember Bluth moved the minutes from the March 27, 2018 Budget Workshop for approval; Councilmember Musing seconded.

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

Minutes approved 4-0 with 2 abstentions.

Councilmember Bluth moved the minutes from the April 9, 2018 Budget Workshop for approval; Councilmember Montferrat seconded.

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

Minutes approved 6-0.

Councilmember Bluth moved the minutes from the April 17, 2018 Budget Workshop for approval; Council President Stults seconded.

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

Minutes approved 6-0.

Councilmember Bluth moved the minutes from the April 24, 2018 Budget Workshop for approval; Councilmember Montferrat seconded.

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

Minutes approved 5-0 with 1 abstention.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – In regards to the social media resolution, stated that Hightstown Borough should not be on social media. The Borough Administrator stated that the Borough does not maintain social media but the Police Department and Boards and Committees do. We must establish a policy to protect the Borough. Ended by stating that the budget looks good.

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

ENGINEERING ITEMS

Carmela Roberts, Borough Engineer, updated Council on the emergency sewer repairs on Bank Street. Additional work needed to be performed. Everything is completed and working. The original estimate for the project was \$129,446.00. With the additional work performed, Ms. Roberts estimates that the project will now not exceed \$155,000.00. She will have a final cost this week.

Resolution 2018-96 Awarding a Contract for an Emergency Repair to Sewer Lines – Earle Asphalt Company

Mayor Quattrone directed that the Resolution be amended to read amount *not to exceed \$155,000*.

Councilmember Musing moved Resolution 2018-96 as amended; Councilmember Hansen seconded.

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

Resolution adopted as amended 6-0.

Resolution 2018-96

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

**AWARDING A CONTRACT FOR AN EMERGENCY REPAIR TO SEWER LINES –
EARLE ASPAHLT COMPANY**

WHEREAS, Pursuant to resolution 2018-80 the sanitary sewer line which ran from Bank Street along the Rocky Brook down to Glenbrook Drive was in dangerous condition and required emergency repair; and

WHEREAS, the Borough Administrator/Purchasing Agent concurred that the dangerous condition of this pipe affected the health, safety and welfare of the community and qualified as an emergency; and

WHEREAS, the Borough Engineer secured the services of Earle Asphalt Company of Farmingdale, New Jersey to perform the necessary emergency repairs at a cost of not to exceed \$155,000.00; and

WHEREAS, the Borough Council must award the contract for said emergency services; and

WHEREAS, N.J.S.A. 40A:11-6 authorizes that any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that an emergency contract is hereby awarded to Earle Asphalt Company of Farmingdale, New Jersey in the amount not to exceed \$155,000.00 for the emergency repairs noted above and in resolution 2018-80.

Wycoffs Mill Road

Borough Engineer, Carmela Roberts, reviewed her letter to Council dated May 1, 2018 regarding three and/or four way stop signs on Wycoffs Mills Road. Ms. Roberts recommended that the Borough move forward with an engineering study. This study would include observation of the area during a typical day, determination of the volume of vehicular traffic, as well as bicycles and pedestrians. This information is needed to make determination of the need for a multi-way stop or intersection. Discussion ensued. It was decided that the Police Department can do a count of vehicles and Ms. Roberts can review.

Improvements to Sunset Avenue and Maple Avenue

Borough Engineer, Carmela Roberts reviewed her letter to Council dated May 1, 2018 regarding improvements to Sunset Avenue and Maple Avenue. This letter addressed recommendations from the Environmental Commission. The EC is requesting the installation of an island within the cul-de-sac of Maple Avenue and the addition of 13 street trees. Ms. Roberts stated that the Superintendent of Public Works is not in favor of the island. This is due to having no where to pile snow during snowstorms and insufficient staff to maintain the island. Discussion ensued. It was decided that Mayor Quattrone would meet with the residents of Maple Avenue to get their input regarding the island before a decision was made.

ORDINANCES

Ordinance 2018-09 Final Reading and Public Hearing Amending Chapter 19, Entitled “Water and Sewer”, Subsection 19-2-2. Entitled “Water Charges” of the Revised General Ordinances of the Borough of Hightstown

Mayor Quattrone opened the Public Hearing for Ordinance 2019-09 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Asked what this changed applied to. It was stated that this is for tanked water only. Asked if there was a way to pay for water for his garden without sewer charges.

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

Council President Stults moved Ordinance 2018-09 for adoption; Councilmember Hansen seconded.

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

Ordinance adopted 6-0.

ORDINANCE 2018-09
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AMENDING CHAPTER 19, ENTITLED “WATER AND SEWER”, SUBSECTION 19-2-2. ENTITLED
“WATER CHARGES” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF
HIGHTSTOWN**

WHEREAS, There is a need to increase the charge for Tanked Water in the Borough to make it competitive with neighboring communities; 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 19, entitled “Water and Sewer”, Subsection 19-2-2, entitled “Water Charges” of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows:

Subsection 19-2-2 Water Charges.

- a. Quarterly base charge for water connections
(per connection unit) \$44.00 per unit

- b. Quarterly base charge for auxiliary residential water-only connection (per connection unit), installed as per subsection 19-2.5c \$25.00 per unit
- c. Water usage charge per each 100 cubic feet of metered water usage (all account types except auxiliary residential water-only connections) \$1.96
- d. Water usage charge per each 100 cubic feet of metered water usage for auxiliary residential water-only connections \$2.85 per unit
- e. Tanked water \$20.00 per 1,000 gallons
- f. Quarterly base charge for private fire service lines:

Size of fire service line	
2"	\$10.00
4"	\$50.00
6"	\$155.00
8"	\$335.00
10"	\$600.00
- g. The Borough shall assess a charge of fifteen (\$15.00) dollars for all water meter readings not required for the calculation of quarterly water bills.
- h. Water charges shall increase by an additional 1% on January 1, 2017.

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.

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

Council President Stults moved Ordinance 2018-10 for introduction; Councilmember Hansen seconded.

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

Ordinance introduced 6-0.

Public Hearing scheduled for May 21, 2018

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.

BUDGET

Councilmember Musing moved the 2018 Budget for Introduction; Councilmember Bluth seconded.

Discussion ensued.

Councilmember Misiura – Stated that he is not in favor of the introduced budget. He feels that more surplus could have been used to keep the increase down.

Councilmember Montferrat – Stated that he is not in favor of the introduced budget. He feels that there was more that could have been cut to keep the increase down.

Councilmember Hansen – Stated that she does not like to see taxes go up, she feels that we need to be conservative with our surplus.

Councilmember Musing – Stated that he does not like the increase but it is important to have a solid surplus. We need to talk at the State level for additional fund and look at more consolidated and shared services in the future.

Council President Stults – Stated that he is not willing to cut services to make up for a payment from previous litigation that needs to be made. He is afraid to take too much from surplus.

Roll Call Vote: Councilmembers Bluth, Hansen, Musing and Stults voted yes; Councilmembers Misiura and Montferrat voted no.

Budget introduced 4-2.

Public Hearing is scheduled for June 4, 2018.

RESOLUTIONS

Resolution 2018-97 Payment of Bills

Council President Stults moved Resolution 2018-97; Councilmember Bluth seconded.

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

Resolution adopted 6-0.

Resolution 2018-97

*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 \$211,394.42 from the following accounts:

Current		\$112,058.67
W/S Operating		72,711.60
General Capital		3,782.22
Water/Sewer Capital		14,363.00
Grant		0.00
Trust		545.00
Housing Trust		0.00
Animal Control		44.40
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>7,889.53</u>
Total		<u>\$211,394.42</u>

Resolution 2018-98 Appointing and Authorizing an Agreement for Professional Labor Counsel Services – Eric M. Bernstein

Councilmember Musing moved Resolution 2018-98; Council President Stults seconded.

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

Resolution adopted 6-0.

Resolution 2018-98

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
LABOR COUNSEL SERVICES – ERIC M. BERNSTEIN**

WHEREAS, four (4) proposals were opened on December 14, 2017 for the professional Labor Counsel services for the year 2018; and

WHEREAS, there exists the need for specialized legal services relative to personnel matters during 2018; and

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

WHEREAS, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Eric M. Bernstein & Associates, LLC of Warren, New Jersey as Labor Counsel effective May 7, 2018; and

WHEREAS, the cost for the proposed services shall not exceed \$40,000.00 without further approval by the Borough Council; and,

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

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

WHEREAS, the anticipated term of this contract is for the remainder of 2018 and until the appointment of a successor, and it may only be renewed upon further action of the Borough Council; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Eric M. Bernstein, Esq. for professional labor counsel services for the year 2018.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2018-99; 2018-100; 2018-101; 2018-102; 2018-103 and 2018-104 as a Consent Agenda; Council President Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2018-99

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

RECOGNIZING MUNICIPAL CLERKS’ WEEK MAY 6 – MAY 12, 2018

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government that exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of Hightstown Borough that we recognize the week of May 6 – May 12, 2018, as Municipal Clerks’ Week, and further extend appreciation to our Municipal Clerk, Debra L. Sopronyi, and our Deputy Municipal Clerk, Margaret Riggio, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Resolution 2018-100

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

**PROCLAIMING THE MONTH OF MAY
AS POLICE APPRECIATION MONTH**

WHEREAS, In 1962, President John F. Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week is dedicated to honoring law enforcement officers; and

WHEREAS, The members of the Hightstown Borough Police Department play an essential role in safeguarding the rights and freedoms of the Borough of Hightstown; and

WHEREAS, It is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the Hightstown Borough Mayor and Council wish to proclaim the month of May 2018 as Police Appreciation Month to recognize the Hightstown Borough Police Officers and their service to the residents.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that we hereby proclaim the month of May 2018, as Police Appreciation Month in the Borough of Hightstown and call upon its citizens to honor police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Resolution 2018-101

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

**RESOLUTION ACKNOWLEDGING CONTINUED PARTICIPATION IN THE HOME
INVESTMENT PARTNERSHIP PROGRAM CONSORTIUM WITH THE
COUNTY OF MERCER**

WHEREAS, the Hightstown Borough Governing Body previously adopted Resolution 2015-72 which authorized the Borough of Hightstown to enter into an Agreement with The County of Mercer, regarding Hightstown Borough's participation in the Home Consortium Investment Partnership Program; and

WHEREAS, the Agreement was executed by the parties on February 17, 2015; and

WHEREAS, on May 28, 2015, the parties executed a revised Recertification Agreement which added language previously omitted, as required by the Department of Housing and Urban Development; and

WHEREAS, pursuant to the revised Recertification Agreement, the County of Mercer must notify participants of their right to participate in the next three (3) year HOME Consortium qualification period and Hightstown Borough must affirmatively acknowledge its desire continue to be a member of the Consortium; and

WHEREAS, on April 12, 2018, the County of Mercer notified Hightstown Borough of its right to participate in the next three (3) year HOME Consortium period which will run from July 1, 2018 through June 30, 2021.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the Borough of Hightstown desires to continue to be a member of the Mercer County Consortium HOME Investment Partnership Program for the next three (3) year period which will run from July 1, 2018 through June 30, 2021.

Resolution 2018-102

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

ADOPTING A SOCIAL MEDIA POLICY FOR THE BOROUGH OF HIGHTSTOWN

WHEREAS, there is a need for Hightstown Borough to implement a Social Media Policy in conjunction with the use of various forms of Social Media by municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or representative, boards, committees, commissions of the Borough; and

WHEREAS, said policy shall set forth guidelines for the establishment and use by the Borough of Hightstown and/or municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or boards, committees, commissions of the Borough of all social media sites as a means of conveying borough-related information to its residents, employees and visitors; and

WHEREAS, the Borough has an over-riding interest and expectation in deciding what is "spoken" on behalf of the Borough on its social media sites; and

WHEREAS, for purposes of this policy, "social media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not restricted to Facebook, blogs, Instagram, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, SnapChat, Delicious, Tumblr and Flickr. For purposes of this policy, "comments" include information, articles and pictures. It also includes other communication mediums created by the Borough and the Hightstown Office of Emergency Management (OEM), including but not limited to Nixle and reverse 911; and

WHEREAS, this policy shall apply to all municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or boards, committees, commissions permitted by the Borough to post on Hightstown Borough social media sites.

WHEREAS, the Hightstown Borough Mayor and Council wishes to establish a Social Media Policy for the above purposes.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that the attached Social Media Policy shall be applicable to all municipal agencies and departments, as well as any affiliated government or non-government agency, official and/or boards, committees, commissions of the Borough.

SOCIAL MEDIA POLICY OF THE BOROUGH OF HIGHTSTOWN

Purpose:

This policy sets forth guidelines for the establishment and use by the Borough of Hightstown of all social media sites as a means of conveying borough-related information to its residents, employees and visitors. The Borough has an over-riding interest and expectation in deciding what is “spoken” on behalf of the Borough on its social media sites.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not restricted to Facebook, blogs, Instagram, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, SnapChat, Delicious, Tumblr and Flickr. For purposes of this policy, “comments” include information, articles and pictures. It also includes other communication mediums created by the Borough and the Hightstown Office of Emergency Management (OEM), including but not limited to Nixle and reverse 911.

Scope:

This policy shall apply to all municipal agencies, and departments, as well as any affiliated government or non-government agency, official and/or representative, board, committee, commission of the Borough permitted by the Borough to post on Hightstown Borough social media sites.

General Policy:

1. These guidelines must be displayed to users or made available by hyperlink.
2. The Hightstown Borough website at <http://www.hightstownborough.com> is and will remain the primary and official internet presence for information.
3. Borough social media sites and this policy are subject to all applicable federal and NJ laws and regulations, as well as applicable record-retention requirements.
4. Employees/Representatives representing the Borough via its social media sites must conduct themselves at all times as a representative of the Borough and in accordance with all of its policies.

5. This Social Media Policy may be revised at any time by recommendation of the Borough Business Administrator and approval of the Borough Council.
6. Items submitted for use in the Borough's weekly Newsfeed must be approved in advance by the Business Administrator.

Public Relations & Information:

- Although the Borough does not copyright its content, proper attribution for any content reproduced in any public forum or news publication must be given to the Borough, unless otherwise waived by the Borough.
- Following any Grand Opening announcement for a local business, unless there is a change of ownership, location change, a substantial remodeling or restructuring of the business, the Borough cannot directly promote that business. This is done to keep a level playing field among all competing businesses. The lone exception to this guideline is if the business or sponsored endeavor is used to promote a non-profit or non-political fundraising/charity event.
- It is the responsibility of the East Windsor School District to secure all necessary parental permissions before submitting photographs of children for use on any of the Borough's media portals. Since the school district and the Borough are two separate and distinct entities, the Business Administrator reserves the right to disqualify any photographs containing unauthorized images of children, district employees, board members or other officials in order to prevent preferential treatment to any one person or group.

Social Media:

The sole purpose of social media sites used by the Borough is to present information concerning Hightstown Borough and its government to its residents, businesses and visitors. Please note these are moderated online discussion sites and a limited public forum. The Borough's social media sites are not intended for comments that do not relate to the purpose or topic posted. User comments should directly relate to the comments posted or displayed by the Borough on this site, and the site is not meant for comments that do not relate directly to the purpose or topic established by the Borough. General inquiries, comments, communications and service requests should be submitted directly to the Borough. The information on the Borough's social media sites does not constitute the official record of any agency or entity within the Borough. To request official records, you must contact the Borough Clerk at 609-490-5100 or visit <http://www.hightstownborough.com>.

Comments, media, or other information posted to or displayed on the sites are subject to monitoring and review at any time. Users of the site(s) should have no expectation of privacy with respect to any such comments, media or other information. Hightstown Borough disclaims all responsibility and/or liability for any materials the Borough deems inappropriate that cannot be removed in an expeditious and otherwise timely manner.

Certain categories of speech, including obscenity and direct threats, are not entitled to full protection under the First Amendment of the United States Constitution. Commercial speech is also subject to different treatment under the law, and can be excluded from a government page. Privacy laws can be invoked to justify the removal or personally identifiable information such as phone numbers, home addresses, and social security numbers.

Moderation of Third Party Content:

Hightstown Borough social media sites serve as a limited public forum and all content published is subject to monitoring. Although Hightstown Borough will not edit or re-write comments or posts in any forum, it reserves the right to reject, block, delete (if possible) or hide user-generated submissions when the content contains:

1. Vulgar, profane, racist, violent, threatening, obscene language or rhetoric;
2. Defamatory or disparaging content;
3. Conduct in violation of any federal, state or local law;
4. Sexual content or links to sexual content;
5. False, misleading or deceptive information or media;
6. Personal attacks or threatening or harassing activity of any kind;
7. Clearly off-topic comments, and/or comments not related to the original topic, including random or unintelligible comments;
8. Spam or links to other sites of any nature;
9. Comments or content that constitutes, promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation, or any other classification protected by applicable federal, state, or local law or regulation;
10. Content that will compromise public safety or advocate or encourage illegal activity;
11. Commerce solicitations (ads) that promote particular services, commercial transactions, products, or political organization;
12. Opposition or promotion of any person campaigning for election to a political office;
13. Non-public information concerning securities, or that constitutes insider-trading or forwarding looking statements;
14. Infringement on intellectual property, or legal ownership interest of any other party;
15. Personally identifiable or protected medical (HIPAA) or personal information such as home addresses, phone numbers, social security numbers or driver's license numbers;
16. Information that may compromise the safety, security or proceedings of the public or public systems, or any criminal or civil investigations;
17. Comments that do not directly relate to the information or comments posted or displayed by Hightstown Borough on its site(s).

The foregoing is an incomplete list and Hightstown Borough reserves the right to ban or block any user in violation of the above rules. Users also must comply with all Terms of Use established by their Internet Service Providers (ISP).

Oversight and Enforcement:

Employees and/or representatives of Hightstown Borough through social media outlets or participating in social media features on agency websites must maintain a high level of ethical conduct and professional decorum at all times. Failure to do so is grounds for revoking the privilege to participate in agency social media sites, blogs, or other social media features. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms. Borough employees/representatives recognize that the content and messages they post on social media websites are public and may be cited as official Borough statements. Social media should not be used to circumvent other agency communication policies, including news media policy requirements.

Borough employees/representatives may not publish information on agency social media sites that includes:

- Confidential information

- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

Any social media site created by a Borough employee/representative, Borough official and/or Borough entity remains the property of the Borough, including all followers, 'Likes' and 'Friends' generated by the site. If the person who created the site leaves the employment/representation of the Borough, they must relinquish everything related to the site, including user names, passwords and/or access codes or information.

Records Retention:

Social media sites contain communications sent to or received by Hightstown Borough and its employees/representatives, and such communications are therefore public records subject to applicable public records statute. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). The employee/representative maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee/representative who administers one or more social networking sites on behalf of the Borough has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.
- Agency utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. The Borough archive is available at: archivesocial.com.

Terms of Use Disclosure:

Hightstown Borough government makes every effort to provide accurate and complete information on its website. The information contained herein is not official, nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about Hightstown Borough government. Portions of the information on the site may be incorrect or not current. Hightstown Borough government, its officers, employees or agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.

Amendments or Modifications:

This policy is subject to amendment or modification at any time by Resolution of the Hightstown Borough Council.

Resolution 2018-103

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

**CONFIRMING THE RECREATION AND OPEN SPACE INVENTORY FOR
HIGHTSTOWN BOROUGH**

WHEREAS, the Mayor and Council of Hightstown Borough wishes to officially confirm Hightstown Borough's Recreation and Open Space Inventory; and

WHEREAS, Hightstown Borough's Recreation and Open Space Inventory consists of the following properties within the Borough:

Rocky Brook Park	Block 4.01/Lots 1, 6 & 7	8.53 acres
Dawes Park	Block 60/Lot 19	1.069 acres
Memorial Park	Block 28/Lots 1, 56 & 57	1.24 acres
Association Park	Block 20/Lot 1	1.73 acres
Peddie Lake	Block 28/Lot 58 & Block 53/Lot25	18.05 acres

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey that the property listed herein is hereby officially recognized as the Recreation and Open Space Inventory of the Borough of Hightstown.

Resolution 2018-104

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

**AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER
NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the Borough of Hightstown has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Borough of Hightstown intends to utilize the online auction services of GovDeals.com located

at www.GovDeal.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local requirements by a vendor approved by the Division of Local Government Services; and

WHEREAS, a notice shall be published in the Borough approved newspaper and on the Borough website announcing the auction, the web address where the auction will take place, the date(s) and time(s) for the auction and a description of the items to be sold with such publication being at least 10 days, but no more than 14 days prior to the auction.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Hightstown in the County of Mercer, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.GovDeal.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals.com and the Borough of Hightstown shall be made available at www.GovDeal.com and in the Borough Clerk's office.

SURPLUS SCHEDULE SCHEDULE A

RESOLUTION 2018-104

DESCRIPTION	Vin/Serial
1988 Ford F-700 Dump Truck	1FDPF70K8JVA31615
1982 Chevy C-30 Truck	1GBG6D1FXCV127678
1994 Chevy School Bus 14500 (GVW) with hydraulic wheelchair lift	1GBKH32K2R3321958
Wooden Pews	
Whelen Ultra Edge 9000 series light bars with traffic advisers	
Computers for Police Vehicles	
Table Saw	
Extractor	
Misc. Electric Motors	
Desks	
Misc. File Cabinets	
Room Dividers (w/o hardware)	
Blower	
Generac Generator	
Misc. Office Equipment/Printers	
Gun Safe	
Communication Units	

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – Why would you vote no to the budget? Voting that way does not help the town. This is a well run town that takes care of it's people.

Frank Rivera, 110 Broad Street – Asked what the percentage of increase was. Stated that everyone is always concerned about property taxes.

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

DISCUSSION

Joseph Street Parking

Borough Administrator/Clerk, Debra Sopronyi, reviewed Chief Gendron's email dated April 25, 2018 regarding No parking on Joseph Street Monday – Friday 7:30 a.m. – 3:30 p.m. Ms. Sopronyi stated that the crosswalk will be moved to Joseph and Stockton. Discussion ensued. Council agreed to move forward with the introduction of the ordinance.

Ordinance 2018-11 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.

Councilmember Bluth moved Ordinance 2018-11 for introduction; Councilmember Montferrat seconded.

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

Ordinance introduced 6-0.

Public Hearing scheduled for May 21, 2018

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:

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>	<u>Both</u>	<u>8:30 a.m. to 3:30 p.m./</u> <u>Monday thru Friday</u>	<u>Entire Length</u>
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.

Ordinance 2018-08 Regarding Rental Registrations

Borough Administrator/Clerk, Debra Sopronyi, explained that this ordinance was tabled at the last meeting because of questions regarding annual inspections. Borough Attorney, Fred Raffetto, explained that he had found a case from the appellate division which upheld an ordinance very similar to Hightown's ordinance. After discussion, Council agreed to move forward with the introduction of the ordinance as presented.

Ordinance 2018-08 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.

Councilmember Montferrat moved Ordinance 2018-08 for introduction; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Hansen, Misiura, Montferrat, and Stults voted yes. Councilmembers Bluth and Musing voted no.

Ordinance introduced 4-2.

Public Hearing scheduled for May 21, 2018.

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:

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, ~~in any event, at least once every two years~~ [annually](#). It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. ~~Routine biennial~~ [Annual](#) inspections will be scheduled by the ~~Housing Officer~~ [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.

SUBCOMMITTEE REPORTS

Sidewalks/Crosswalks

Councilmember Misiura stated that the sidewalk/crosswalk subcommittee had a good meeting. Looking to prioritize sidewalks, crosswalks and stop signs throughout town.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

HPC will be meeting in 2 weeks. They are very happy with the banners that were ordered last year.

Councilmember Bluth

Parks and Rec will be meeting Thursday. Cultural Arts made \$14,600 on empty bowls.

Councilmember Montferrat

Board of Health will be meeting this week. Environmental Commission will be meeting on the 22nd. Attended the Better Beginnings Gala which was very nice.

Councilmember Misiura

Planning Board met last week. The Rug Mill hearing was postponed due to the application being incomplete. The owners of the house on North Main Street/Wycoff Mills Road came before the board. They are thinking about tearing the existing house down and rebuilding an almost identical house. They may need a lot variance to do this.

Council President Stults

Downtown Hightstown Business group postponed their meeting until this week. Housing Authority did not have a quorum; will meet again on the 16th. He and Chief Gendron met with the architect in Robbinsville to look at the floor plan of the proposed police/court building. Chief Gendron is concern with the layout which will be addressed with the architect.

Borough Administrator/Clerk, Debra Sopronyi

Informed Council that the Court Administrator, Kristy Gilsenan has resigned. The Deputy Court Administrator, Gretchen Gilroy will be appointed Acting Court Administrator.

Deputy Borough Clerk, Peggy Riggio

Memorial Day Parade is May 28th. Newsletters went out last week. Pool filing permits and public pool permits are being issued now.

Mayor Quattrone

He has met with the fire department regarding the zero tolerance policy about alcohol at the firehouse. He has drafted a letter that is to be read once a year at their April Meeting. All members of the fire company are to sign an acknowledgement of this letter. He has spoken with Jerry Riccardi from JCP&L regarding LED street lights. Mr. Riccardi thinks this will provide a savings to the Borough. He attended the Better Beginnings Gala and had a very nice night.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:52 p.m.; Council President seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2018-120

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

AUTHORIZING DESIGN, INSPECTION AND ADMINISTRATION OF IMPROVEMENTS TO LINCOLN AVENUE, HAGEMOUNT AVENUE AND ROCKY BROOK COURT

WHEREAS, the Borough of Hightstown has been awarded a grant in the amount of \$746,500.00 for improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court; and

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$59,700.00, for the engineering design of the project and;

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$67,800.00, for construction inspection and contract administration costs

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

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized as the design engineer, construction inspection and contract administration engineer for the Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court at a cost not to exceed a total of \$127,500.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

May 29, 2018

Debra Sopronyi, RMC, CMR, QPA
Borough Administrator/Clerk
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Re: Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court
Our File No.: H1749

Dear Debra:

As you may recall, the Borough has been awarded a grant in the amount of \$746,500.00 for curb, sidewalk, drainage, and roadway improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court through the NJDOT's Municipal Aid Program. The estimated construction cost for the project was \$749,032.00.

The grant amount is essentially equal to the estimated cost of the project.

In addition to the necessary roadway improvements, I have looked into needed water and sanitary sewer improvements. The water system is satisfactory and requires no improvements. We anticipate that the sanitary sewer system will require repairs to manholes, pipes and laterals. We estimate the cost for these improvements at \$150,000.00.

An inspection of the existing sanitary sewer main was completed in June 2016. The inspection found that the existing 8-inch sewer main between Center Street and Outcalt Street is in good condition with roots protruding through some joints. As this section of pipe is in good condition, I recommend that the Borough's Department of Public Works eliminate the roots with RootX or similar root remover as they have done around the Borough in the past.

The fees for surveying, engineering design, permitting and services necessary to recommend award of a contract. I estimate our cost for the design portion of this work to be at a price not to exceed \$59,700.00. This is 6.5% of the combined construction cost of the roadway and utility improvements. Additionally, construction inspection and administration costs would be in the amount of \$67,800.00, which is 7.5% of the combined construction cost.

Should you have any question, please do not hesitate to contact this office.

Very truly yours,

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

cc: Mayor and Council
George Lang, Borough CFO
Cameron Corini, P.E., Roberts Engineering Group

Resolution 2018-121

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

AUTHORIZING RECEIPT OF BIDS FOR IMPROVEMENTS TO SUNSET AVENUE AND MAPLE AVENUE

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for improvements to Sunset Avenue and Maple Avenue and that the Borough is authorized to receive same after proper advertisement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk

William G. Simpson
206 Sunset Ave
Hightstown, NJ 08520

Public Works Department
Hightstown, NJ 08520

Subject: 206 Sunset Avenue Flooding and Drainage

To Whom It May Concern:

This letter is to describe an ongoing issue I have with my property and the drainage of surface runoff water during rainstorms that causes flooding up to 16" of water in my garage, driveway and backyard, effectively making my property a small lake during heavy rainstorms.

I have lived in my home at 206 Sunset for 27 years. About 20 years ago, my garage started flooding during any minor rainstorm. I did some research and went to Harry, who indicated the drainage system was not on any of the Borough maps and therefore had to be considered a private system. At the time I accepted this and wrote a letter to my neighbors asking them to help contribute to the \$600 cost to have a professional service (Roto-Rooter) come out and use a sewer jet to clean the 300 feet of pipe that had been clogged by roots, causing my flooding. All of my neighbors except one declined to help. I paid for the service myself with some contribution from that one neighbor.

In 2006, I wrote to the Borough and enclosed a diagram of the current runoff drainage system. I gave this diagram to Harry in the Construction office during the week of October 13, 2006. He called the Engineer and heard back from her on Friday October 15, 2006 and indicated that she felt the Borough should take care of this situation. Harry called and left a message on my phone asking me to write the Borough a letter to explain my situation and for public record, which I did.

After reviewing my diagram, Harry agreed that one of the main problems with this 'private' drainage system is the pipes are too small (4"). In addition – the pipe that goes under Maple Avenue and connects to this private system had to have been put in when Maple Avenue and the homes on that road were built some 40 years ago. This additional pipe, combined with the small original pipe (which is the only runoff drainage my driveway and garage roof area has), overloads the system in heavy rain at all times and when the roots invade – any small rain storm causes flooding of my garage and driveway.

The repair in 2006 consisted of running a sewer jet and cleaning the roots. But Harry indicated the main issue was a partial collapse of the final leg of the system, a large 8" pipe leading to the street under the driveway of the house on Main street where the road drainage system is. This was also repaired.

Since the small pipe going under Maple Avenue had to be approved to install when that road was built, I feel the Borough should be maintaining this drainage system. Maple Avenue was constructed with no underground drainage or storm grates for the first 600 feet of the road. There are seven homes on each side of the street – fourteen total that have no public runoff system except for draining or pumping directly onto the road surface.

In 2016, the pipe clogged solid with roots again. The Borough was very quick to come out and clean the pipe, but now again in 2018, I am flooding, despite having used a chemical root killer periodically to try and keep the pipe clean.

.....

June 1, 2018

Page 2

I am hoping upon receipt of this letter; a crew will be sent out to clean the pipe again asap as a temporary repair. In addition, until a permanent solution can be constructed, I would like a yearly cleaning schedule setup to minimize the flooding to my property and garage.

I have come to the conclusion after living with this for almost 30 years that I want and need a more permanent solution to my flooding problem. I have made many improvements to my home over the decades and do not plan on moving anytime soon. But when I do sell, this would be an obvious problem for any buyer.

Back in 2006, Harry said a more permanent solution would be to run a larger pipe. This would require digging a trench along my property line that fronts Sunset Avenue. Then dig another trench along my property line that fronts Maple Avenue. The Maple Avenue trench would follow the current 4" drainage pipe and intersect with the new trench. A much larger drainage pipe would be installed along both trench lines.

By putting in the new pipe to Sunset, well over 200 feet of the original drainage pipe will be eliminated. The new larger drainage pipe will move the water away from my property much faster and eliminate the massive pooling that occurs in my backyard and my neighbors at 204 Sunset.

I am requesting the Borough send out a person to survey my property to ascertain the viability of the new drainage system and map out where it might go in my back yard.

I believe the Borough is slating Sunset Avenue for repaving soon. Perhaps my drainage project could be done before this to avoid having to dig up the road after the new paving.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Greig Simpson', with a stylized flourish at the end.

W. Greig Simpson

609-448-6444

Owner

Resolution 2018-122

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

**AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR
NJDOT SAFE ROUTES TO SCHOOLS GRANT - IMPROVEMENTS TO DUTCH
NECK ROAD**

WHEREAS, the Borough of Hightstown wishes to file an application with the New Jersey Department of Transportation for a Safe Routes to Schools Grant for improvements to Dutch Neck Road; and

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$6,500.00, to prepare the application for the NJDOT Safe Routes to Schools Grant application.

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to file an application with the New Jersey Department of Transportation for a Safe Routes to School Grant for improvements to Dutch Neck Road at a cost not to exceed \$6,500.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra 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

June 6, 2018

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

Re: NJDOT Application for Safe Routes to Schools
Our File No.: H1604

Dear Mayor and Council:

The New Jersey Department of Transportation has announced that it will be accepting applications for the Safe Routes to Schools grant program. Applications must be submitted on or before August 23, 2018. I have reviewed the grant program and recommend the Borough make application under this program. This year, grants are available for construction of infrastructure projects only. I am recommending that a grant application be submitted for:

1. Curb and Sidewalk on Dutch Neck Road for the benefit of K-8 students who will be walking to the Rogers and Black Schools.

We are prepared to move forward with preparation of the application as outlined above and request authorization at your next Council Meeting. Our fee to prepare the application will be at a cost not to exceed \$6,500.00

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

Very truly yours,

Carmela Roberts, PE, CME
Borough Engineer

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Administrator/Clerk
Cameron Corini, P.E., Roberts Engineering Group, LLC

Resolution 2018-123

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

AUTHORIZING RECEIPT OF BIDS FOR THE CONSTRUCTION OF THE PEDDIE LAKE WALKING BRIDGE

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for the construction of the Peddie Lake Walking Bridge and that the Borough is authorized to receive same after proper advertisement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-124

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

**AUTHORIZING CHANGE ORDER #2 – QUAD CONSTRUCTION COMPANY
(ULTRAVIOLET DISINFECTION FOR THE HIGHTSTOWN BOROUGH
ADVANCED WASTE WATER TREATMENT PLANT)**

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

WHEREAS, the contractor has submitted change order #2 which allows for the installation of heaters, unknown existing conditions encountered during construction, additional grating ss required by the Borough Construction Official, installation of a stilling well, and sloping of the existing 12-inch discharge pipe, in the amount of \$165,701.75 which increases the original contract by 19.3% to \$1,085,693.00; and

WHEREAS, the Borough Engineer has recommended approval of Change order #2; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that change order #2 in the amount of \$165,701.75 to Quad Construction Company, Inc. of Lumberton, 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 June 18, 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

June 12, 2018

Debra Sopronyi, RMC, QPA, CMR
Borough Administrator/Borough Clerk
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Re: Tertiary Disc Filtration and Ultraviolet Disinfection AWWTP
Borough of Hightstown, Mercer County
Our File No: H1669

Dear Ms. Sopronyi:

The Tertiary Disk Filters and Ultraviolet Disinfection units are operational, and the quality of the effluent from this treatment plant is exceptional. However, there remain several items which have not been completed and which will require change orders for final installation. I am writing in regard to the needed change orders for this project. These change orders consist of:

1. Items which were known would be added to the contract – heaters.
2. Items encountered during construction which were unknown at the time the drawings were prepared –buried electrical conduit and cabinetry, and damaged areas of the chlorine contact tank.
3. The requirement by the Superintendent at the Preconstruction Meeting that two (2) filters must always be in operation rather than one (1) as planned.
4. Substantial modifications required by the Construction Official to the grating surrounding the filters.
5. The need to remove air from the system which has been generated due to the retrofit of the new system into the old, and
6. Notification by the Superintendent that the outfall pipe will not handle his largest flows, which are greater than the approved design flow, which was accepted during the design phase of the project.

I will describe each of these items in greater detail below.

1. Two (2) interior heaters for the Advanced Treatment Building were installed to replace two (2) existing heaters. Prior to award of the Contract and after the bidding, we were directed by the Administrator to replace two heaters. The cost of the heaters is \$23,710.00.
2. Unknown Existing Conditions Encountered During Construction:
 - a. When the contractor was demolishing the existing filters and concrete pad, electrical conduit was found under the concrete pad and damaged. As-built Records of the conduit were incorrect and therefore the damage could not have been avoided. The cost to make the necessary repairs to the electrical wiring and conduit is \$15,672.00.
 - b. During the electrical installation for the new treatment units, it was found that records of the motor control center (MCC) were inaccurate which required relocation and upgrade in order to accommodate the new units. The price for this work is \$4,200.00.

- c. During construction at the existing chlorine contact tank, it was found that there were existing holes in the walls/baffles that required repair. The price for this work is \$5,003.00.
3. During construction, the AWWTP operator indicated that there could be no downtime when the existing filters were removed. In order to do so, we recommended that one of the new filters be installed temporarily outside of the filter building. A portion of this cost was previously paid under Change Order No. 1. Additional cost is required in the amount of \$10,469.75.
4. George Chin, Borough Construction Official, recently inspected the project area and has made several requests for additional grating and access around the filters. Although the plans were reviewed in detail prior to advertisement, upon actual construction, George and Superintendent Searing have recommended additional grating to provide easy access to all new treatment units. The cost of the additional grating is \$43,680.00. In addition, a temporary platform and railing system was installed until the final layout of the platform is installed. The temporary system was installed at a cost of \$2,277.00.
5. We are also recommending installation of a stilling well between the new filters and the UV Disinfection Units. The retrofitting of these new units in an area that previously was only for the filters introduced air into the system, which has been difficult to remove. We have been working through various options and have been able to reduce the air. However, we cannot reduce it to the extent required so that the Ultraviolet Disinfection Units will run with laminar flow. The velocity of the water moving through the system is generating air, which must be removed. Installing a stilling well between the filters and UV units will ensure the laminar flow and the proper depth of the water through the UV system so that proper disinfection is retained. We are recommending a stainless-steel tank rather than plastic, which would cost somewhat less, because we believe that the stainless steel will last longer and will not have the capacity to warp. The cost to reduce air and this unit is \$46,665.00.
6. The AWWTP Superintendent recently informed me that during maintenance of the Disc Filters when they are flooded for maintenance the amount of flow passing through the filters and UV Units, exceeds the design for the UV Treatment Units. The project was designed at 1,400 gallons per minute, which the current system has the capacity to pass. However, when the Disc Filters are flooded the system runs above 1,400 gallons per minute, which causes a backup in the discharge pipe. This is important, because the Ultraviolet Disinfection Units must run with a smooth flow (laminar) and the depth of the flow may not exceed 1.5 inches. The depth of the flow is important, because a greater depth will not guarantee the appropriate disinfection.

The design of the Disinfection Units far exceeds what the Borough was previously obtaining. The reduction in E. Coli and Fecal Coliform is significant and the units themselves are operating very well.

In an effort to minimize costs, we directed the contractor to slope the existing 12-inch pipe to create more flow capacity. However, this change was not able to accommodate the higher flows for maintenance. The cost of this is \$14,025.00.

As a result of the backup through the discharge pipe, we are recommending that a second 12-inch discharge pipe be installed parallel to the existing 12-inch discharge pipe. The cost of this is \$65,718.00.

Please note that we investigated the cost of replacing the existing 12-inch pipe with a larger discharge pipe and found that the cost of this would be nearly twice as much.

The total of these change orders exceeds 20% of the contract value. The total results in a 25% increase and exceeds the original estimate of \$1,105,020.00. It is my recommendation that the cost to install a second pipe in the chlorine contact tank be removed from this project and performed outside this contract. We have confirmed that the cost of the required materials will be \$30,000.00, however, we believe that a more competitive labor cost can be achieved.

The low bid received of \$910,000.00 was \$195,000.00 below the original construction estimate of \$1,105,020.00. This Change Order, which will account for an 19.3% increase of the Contract will bring the total cost of the Contract to \$1,085,693.00.

Very truly yours,



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

cc: Mayor and Council
George Lang, Borough CFO
Cameron Corini, P.E., Roberts Engineering Group, LLC
Thak Bakhru, P.E., Roberts Engineering Group, LLC

**Borough of Hightstown
Budget Amendment 2018 Budget**

Revenues:

Introduced Budget 7,493,209.55

Increases

Grants:

Municipal Court Alcohol Education and Rehabilitation Fund	3,808.09
Click It or Ticket	5,500.00

Capital Fund Balance	<u>30,000.00</u>
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Total	<u><u>7,532,517.64</u></u>
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Appropriations:

Introduced Budget 7,493,209.55

Increases

Capital Improvement Fund	30,000.00
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Municipal Court Alcohol Education and Rehabilitation Fund	3,808.09
Click It or Ticket	<u>5,500.00</u>

Total	<u><u>7,532,517.64</u></u>
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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



Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 Fax: (609) 443-0310 email: police@hightstownpd.org

Frank Gendron
Chief of Police

To: Debbie Sopronyi, Borough Administrator

From: Chief Frank Gendron

Date: June 6th, 2018

Reference: No Parking during certain times on Joseph Street

Ms. Sopronyi,

I was asked by Mayor Quattrone to review the police department's recent request to amend borough ordinance 7-14-1 to include parking restrictions on both sides of Joseph Street. After reviewing the school district's restructuring plan for both the Grace N. Rogers School and the Walter C. Black School, which resulted in the moving of the school crossing post from the intersection of Stockton Street and Oak Lane to the intersection of Joseph Street and Stockton Street, it is still the opinion of the Hightstown Police Department, that parking on both sides of Joseph Street be prohibited, Monday through Friday between the hours of 7:30am and 3:30pm.

The reason for this request is to assure the safety of the students who will be attending both of these schools; utilizing the new school crossing post, with the sidewalk on Joseph Street (once construction is finished) and the new secondary entrance points to the schools, an increase in pedestrian and vehicular traffic will be impeded by vehicles parked along Joseph Street. There is a strong concern that vehicles parked on Joseph Street, along the curb line, will block the visibility of drivers as students access the sidewalk. There are also concerns that students stepping off the sidewalk, and walking in between the parked vehicles, creates a significant hazard, especially during inclement weather, when this type of traffic will likely increase, as the Second Avenue entrance will be utilized as a supplemental access point to the school. To minimize disruption of vehicular and pedestrian traffic, while instituting best practices to increase pedestrian safety, we request the parking restriction be instituted.

ORDINANCE 2018-12

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF LAND IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$725,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$500,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$725,000, including \$200,000 expected to be received from insurance proceeds ("Insurance Proceeds") and further including the sum of \$25,000 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement not covered by the down payment or the Insurance Proceeds, negotiable bonds are hereby authorized to be issued in the principal amount of \$500,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the acquisition of land, as more specifically described as Block 60, Lot 16 on the tax maps of the Borough, including the brick YMCA building, including all related costs and expenditures incidental thereto.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 30 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such

statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$500,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$25,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduction: June 4, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2018-13

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN

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

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

	RANGING FROM:	TO:
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$7580 ,000.00
Deputy Borough Clerk	\$30,000.00	\$5060 ,000.00
Part-Time Treasurer	\$15,000.00	\$30,000.00
Accounts Payable Clerk	\$30,000.00	\$60,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$57,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$15,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$60,000.00
Tax/Utility Clerk	\$287 ,000.00	\$47,000.00
Tax Assessor	\$7,500.00	\$1820 ,000 .00
Registrar of Vital Statistics	\$2,500.00	\$5,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$4,600.00
Municipal Court Administrator	\$4030 ,000.00	\$65,000.00
Deputy Municipal Court Administrator	\$28,000.00	\$41,000.00
Municipal Magistrate	\$30,000.00	\$50,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$53,000.00
Planning Board Secretary	\$1,000.00	\$1625 ,000.00
Technical Assistant	\$28,000.00	\$40,000.00
Construction Code Official	\$18,000.00	\$35,000.00
Fire Subcode Official	\$3,500.00	\$8,000.00

	RANGING FROM:	TO:
Building Subcode Official	\$3,500.00	\$8,000.00
Superintendent of Public Works	\$50,000.00	\$95 100,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$66,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$25,000.00
Senior Water Plant Operator	\$35,000.00	\$80,000.00
Supervising AWWTP Operator	\$44,000.00	\$56,000.00
Superintendent of AWWTP	\$50,000.00	\$90 95,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$80,000.00
Lab Manager – AWWTP	\$35,000.00	\$65,000.00
Secretary Board of Health	\$500.00	\$1,500.00
Computer Systems Administrator	\$3,000.00	\$6,000.00
Chief Financial Officer	\$2,000.00	\$50,000.00
Deputy Chief Financial Officer	\$10,000.00	\$25 55,000.00
Building Inspector	\$3,500.00	\$4 5,500.00
Zoning Official	\$6,000.00	\$12,000.00
Health Officer	\$8,000.00	\$13,000.00
OEM Coordinator	\$2,000.00	\$ 5,000.00
Borough Administrator	\$40 30,000.00	\$90,000.00
Police Chief	\$120,000.00	\$140,000.00

Section 2. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$20 30.00
Violations Clerk (Part-Time)	\$15.00	\$25.00
Disposition Clerk (Part-Time)	\$12.50	\$25.00
Special Officer – Municipal Court	\$25.00	\$35.00
Public Health Nurse	\$25.00	\$45.00
School Crossing Guard	\$15.00	\$25.00
Special Officer I	\$8.00	\$18.00
Special Officer II	\$18.00	\$30.00

	RANGING FROM:	TO:
Clerical Assistant	\$10.50	\$20.00
Administrative Assistant	\$13.50	\$30.00
Secretary	\$10.00	\$20.00
Public Works Foreman	\$17.00	\$40.00
Public Works Heavy Equipment Operator	\$16.00	\$40.00
Public Works Automated Vehicle Operator	\$16.00	\$2635.00
Public Works Driver/Laborer	\$15.00	\$2535.00
Public Works Laborer	\$14.00	\$2235.00
Public Works Municipal Building Maintenance	\$8.00	\$1635.00
Public Works Mechanic	\$16.00	\$2635.00
Seasonal/Temporary Labor	\$8.00	\$16.00
Assistant Water Plant Operator	\$15.00	\$25.00
Water Plant Operator	\$25.00	\$35.00
Water Plant Lead Operator	\$40.00	\$4950.00
AWWTP Maintenance	\$16.00	\$2630.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$1620.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$2530.00
Recreation Director (part-time)	\$20.00	\$40.00
Assistant Recreation Director (part-time)	\$8.00	\$20.00
Junior Recreation Counselor (part-time)	\$6.00	\$12.00
Housing Inspector	\$14.00	\$35.00
Fire Inspector	\$14.00	\$35.00
Building Inspector	\$14.00	\$35.00
Code Enforcement Officer	\$15.00	\$2535.00
Fire Officer	\$14.00	\$35.00
Zoning Official	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$4045.00
Plumbing Subcode Official	\$14.00	\$4045.00

Section 3. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, 2018.

Section 4. The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

Introduced:

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Resolution 2018-126

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 Chief Finance Officer in the amount of \$269,727.33 from the following accounts:

Current		\$39,136.73
W/S Operating		89,655.95
General Capital		39,389.40
Water/Sewer Capital		100,000.00
Grant		600.00
Trust		504.25
Housing Trust		0.00
Animal Control		21.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>420.00</u>
Total		<u>\$269,727.33</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 June 18, 2018.

Debra L. Sopronyi
Borough Clerk

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

Vendor # Name		PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct	Type Description		Enc	Date	Date	Invoice	Excl
A0054 AQUA PRO-TECH LABORATORIES												
18-00768	05/30/18 INVOICE #8040150M											
1	#8040150-01 SL3A	340.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
2	#8040150-02 OIL & GREASE	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
3	#8040150-03 VO+15	150.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
4	#8040150-04 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
5	#8040150-05 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
6	#8040150-05 FECAL COLIFORM	40.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
7	#8040300-01 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
8	#8040394-01 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
9	#8040394-02 FECAL COLIFORM	40.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
10	#8040394-03 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
11	#8040600-01 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
12	#8040686-01 AMMONIA	32.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
13	#8040686-02 ECOLI	60.00	8-09-55-501-002-532	B	Outside Lab Testing	R	05/30/18	06/12/18		8040150M	N	
		998.00										

Vendor Total: 998.00

BANK0005 BANK OF AMERICA											
18-00833 06/07/18 COLTS MANUFACTURING											
1 COLTS MANUFACTURING	550.00	8-01-25-240-001-042	B Education & Training	R	06/07/18	06/12/18				471529120648057	N

Vendor Total: 550.00

B1143 BURLINGTON TRUCK CENTER											
18-00824 06/06/18 WEATHER TECH FLOOR LINERS											
1 WEATHER TECH FLOOR LINERS	109.99	8-01-26-315-001-131	B Vehicle Maint. - Police	R	06/06/18	06/12/18				38304	N
2 WEATHER TECH FLOOR LINERS	69.99	8-01-26-315-001-131	B Vehicle Maint. - Police	R	06/06/18	06/12/18				38304	N
	179.98										

Vendor Total: 179.98

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
C0058 CINTAS CORPORATION #061										
18-00204	02/05/18	JANUARY INVOICES AS FOLLOWS:	B							
21 INV 061634774 DATED 5/4/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	06/12/18		061634774	N
22 INV 0616390330 DATED 5/11/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	06/12/18		061639033	N
23 INV 061643484 DATED 5/18/18	96.99	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	06/12/18		061643484	N
24 INV 061643485 DATED 5/18/18	455.00	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	06/12/18		061643485	N
25 INV 061647922 DATED 5/25/18	137.40	8-09-55-501-002-507		B Uniforms & Safety Equipment	R	02/05/18	06/12/18		061647922	N
	883.37									
Vendor Total:		883.37								
COMCA005 COMCAST BUSINESS										
18-00841	06/08/18	8499052430036659 DATED 6/1/18								
1 8499052430036659 DATED 6/1/18	219.85	8-01-20-140-001-060		B Internet Services and Web Services	R	06/08/18	06/12/18		849905243003665	N
Vendor Total:		219.85								
C0931 Creston Hydraulics, Inc.										
18-00819	06/06/18	HYDRAULIC HOSE								
1 INV. 355644-001 HYDRAULIC HOSE	668.56	8-01-26-290-001-034		B Motor Vehicle Parts & Access.	R	06/06/18	06/13/18		355644-001	N
Vendor Total:		668.56								
C0087 CUSTOM BANDAG, INC										
18-00866	06/12/18	MAY ELECTRIC HPD								
1 MAY ELECTRIC HPD	790.33	8-01-31-430-001-071		B Electric-Borough Hall	R	06/12/18	06/12/18		MAY ELECTRIC	N
Vendor Total:		790.33								
D0271 DEPTCOR										
18-00702	05/14/18	SIGNS AND SIGN DECALS								
1 24X18 PARKING SYMBOL SIGN WITH	127.50	8-01-26-290-001-126		B Signs & Posts	R	05/14/18	06/13/18		504361 CUSTM607	N
2 18X24 PARKING SYMBOL SIGN WITH	102.00	8-01-26-290-001-126		B Signs & Posts	R	05/14/18	06/13/18			N
3 18X24 PARKING SYMBOL SIGN WITH	102.00	8-01-26-290-001-126		B Signs & Posts	R	05/14/18	06/13/18			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
D0271 DEPTCOR Continued										
18-00702 05/14/18 SIGNS AND SIGN DECALS			Continued							
4 10" X 1" DECALS FOR BOTTOM		12.00	8-01-26-290-001-126	B Signs & Posts	R	05/14/18	06/13/18			N
		343.50								
Vendor Total:		343.50								
E0024 EARLE ASPHALT COMPANY										
18-00754 05/24/18 EMERGENCY--RESOLUTION 2018-107										
1 EMERGENCY--RESOLUTION 2018-107		100,000.00	C-08-55-943-001-544	B Water Main Extension Sec 20 2009-15	R	05/24/18	06/13/18		RES 2018-107	N
2 RES 2018-107 EMERGENCY REPAIRS		48,112.67	8-09-55-501-002-560	B Sewer Line	R	05/24/18	06/13/18		RES 2018-107	N
		148,112.67								
Vendor Total:		148,112.67								
E0576 EAST WINDSOR REGIONAL SCHOOL										
18-00782 05/30/18 APRIL 2018 FUEL USE										
1 APRIL 2018 FUEL USE - FIRE		406.72	8-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	05/30/18	06/12/18		APRIL 2018	N
2 APRIL 2018 FUEL USE - POLICE		1,965.13	8-01-31-460-001-145	B Motor Fuel - Police	R	05/30/18	06/12/18		APRIL 2018	N
3 APRIL 2018 FUEL USE FIRST AID		51.57	8-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	05/30/18	06/12/18		APRIL 2018	N
4 APRIL 2018 FUEL USE - GARBAGE		1,322.45	8-01-31-460-001-147	B Motor Fuel - Public Works	R	05/30/18	06/12/18		APRIL 2018	N
5 APRIL 2018 FUEL USE - STREETS		997.49	8-01-31-460-001-147	B Motor Fuel - Public Works	R	05/30/18	06/12/18		APRIL 2018	N
6 APRIL 2018 FUEL USE - WATER		110.71	8-09-55-501-001-512	B Motor Fuel	R	05/30/18	06/12/18		APRIL 2018	N
7 APRIL 2018 FUEL USE - SEWER		196.41	8-09-55-501-002-512	B Motor Fuel	R	05/30/18	06/12/18		APRIL 2018	N
8 APRIL 2018 FUEL USE - CONSTRUC		28.43	8-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	05/30/18	06/12/18		APRIL 2018	N
9 APRIL 2018 FUEL FACILITY FEE		120.00	8-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	05/30/18	06/12/18		APRIL 2018	N
		5,198.91								
Vendor Total:		5,198.91								
EILEE005 EILEEN LANG										
18-00867 06/12/18 RECORDING SECRETARY 3/14/18										
1 RECORDING SECRETARY 3/14/18		96.76	8-01-27-330-001-039	B Recording Secty.	R	06/12/18	06/12/18		3/14/18	N
Vendor Total:		96.76								

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
E0054 ERIC M. BERNSTEIN & ASSOC.,LLC												
18-00844	06/08/18	INV	53499 DATED 6/4/18									
1	INV	53499	DATED 6/4/18	175.50	8-01-20-155-001-031	B Labor,Personnel & Union Council	R	06/08/18	06/12/18		53499	N
Vendor Total:				175.50								
Q0176 EUROFINS QC, INC												
18-00775	05/30/18	WATER ANALYSIS										
1	INV.	1933653	- WATER ANALYSIS	93.75	8-09-55-501-001-532	B Outside Testing/Labs	R	05/30/18	06/12/18		1933653	N
2	INV.	1933663	- WATER ANALYSIS	93.75	8-09-55-501-001-532	B Outside Testing/Labs	R	05/30/18	06/12/18		1933663	N
				187.50								
18-00820	06/06/18	WATER ANALYSIS										
1	INV.	1933868	- WATER ANALYSIS	93.75	8-09-55-501-001-532	B Outside Testing/Labs	R	06/06/18	06/12/18		1933868	N
Vendor Total:				281.25								
G0213 GANN LAW BOOKS												
18-00675	05/11/18	2018 RULES OF EVIDENCE										
1	2018 RULES OF EVIDENCE			140.00	8-01-20-176-000-033	B Books & Publications	R	05/11/18	06/12/18		NJ RULES EVIDEN	N
2	POSTAGE AND HANDLING CHARGES			7.00	8-01-20-176-000-033	B Books & Publications	R	05/11/18	06/12/18		PRINT/ONLINE	N
				147.00								
Vendor Total:				147.00								
G1071 GFOA OF NEW JERSEY												
18-00807	06/05/18	MEMBERSHIP-MONIKA PATEL										
1	MEMBERSHIP-MONIKA PATEL			90.00	8-01-20-130-001-044	B Professional Assoc. Dues	R	06/05/18	06/12/18		M. PATEL	N
Vendor Total:				90.00								
G0050 GROVE SUPPLY INC												
18-00778	05/30/18	PLUMBING SUPPLIES										
1	INV.	S4773195	- ELLS	36.01	8-01-26-290-001-127	B Street Repair & Maintenance	R	05/30/18	06/13/18		S4773195	N
Vendor Total:				36.01								

June 13, 2018
01:24 PM

Borough of Hightstown
Bill List By Vendor Name

Page No: 5

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
G1177 GUARDIAN TRACKING, LLC											
18-00827	06/06/18	ANNUAL SUBSCRIPTION									
1 ANNUAL SUBSCRIPTION			1,093.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	06/06/18	06/12/18		2018-0414	N
Vendor Total:			1,093.00								
H0048 HIGHTS REALTY LLC											
18-00865	06/12/18	JULY RENT HIGHTSTOWN POLICE									
1 JULY RENT HIGHTSTOWN POLICE			4,033.00	8-01-26-310-001-025	B Building Rental	R	06/12/18	06/12/18		JULY RENT HPD	N
Vendor Total:			4,033.00								
I0682 INSTITUTE FOR PROFESSIONAL DEV											
18-00806	06/05/18	MANAGEMENT SEMINAR 6/8 M PATEL									
1 M. PATEL SEMINAR 6/8/18			125.00	8-01-20-130-001-042	B Education & Training	R	06/05/18	06/12/18		M PATEL 6/8/18	N
Vendor Total:			125.00								
J0375 J.W. KENNEDY, LLC											
18-00559	04/16/18	REPLACEMENT FIRE EXTINGUISHERS									
1 PROPOSAL DATED 4-6-18			2,303.16	8-01-26-310-001-024	B Building Maintenance	R	04/16/18	06/12/18		27122-24PARTIAL	N
Vendor Total:			2,303.16								
J0019 JCI JONES CHEMICALS, INC.											
18-00089	01/23/18	CHLORINE BLANKET		B							
5 INV 758462 DATED 6/1/18			534.00	8-09-55-501-001-526	B Chlorine	R	01/23/18	06/13/18		758462	N
Vendor Total:			534.00								
J0257 JCP&L											
18-00832	06/07/18	MASTER 200000055364 5/25/181									
1 125 S MAIN ST 100008438010			10.62	8-01-31-430-001-071	B Electric-Borough Hall	R	06/07/18	06/12/18		100008438010	N
2 MAIN STOCKTON TL 100008438283			27.98	8-01-31-430-001-071	B Electric-Borough Hall	R	06/07/18	06/12/18		100008438283	N
3 RT 33/MAXWELL 100008482018			25.09	8-01-31-430-001-071	B Electric-Borough Hall	R	06/07/18	06/12/18		100008482018	N
4 FRANKLIN/N MN TL 100010898904			28.94	8-01-31-430-001-071	B Electric-Borough Hall	R	06/07/18	06/12/18		100010898904	N
5 148 N MAIN 100012487714			634.13	8-01-31-430-001-071	B Electric-Borough Hall	R	06/07/18	06/12/18		100012487714	N
6 FIREHOUSE 100012487862			467.07	8-01-31-430-001-072	B Electric-Fire House	R	06/07/18	06/12/18		100012487862	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	
J0257 JCP&L Continued											
18-00832	06/07/18	MASTER 200000055364	5/25/181	Continued							
7	BOROHALL OUTLET	100012529457	112.11	8-09-55-501-002-504	B Electricity	R	06/07/18	06/12/18	100012529457	N	
			1,081.72								
18-00835 06/07/18 200000055315 MASTER ACCT MAY											
1	MAXWELL	100008482778	25.29	8-09-55-501-002-504	B Electricity	R	06/07/18	06/12/18	100008482778	N	
2	WESTERLEA	100009294701	21.46	8-09-55-501-001-504	B Electricity	R	06/07/18	06/12/18	100009294701	N	
3	100009296102	SPRINGCREST	16.97	8-09-55-501-002-504	B Electricity	R	06/07/18	06/12/18	100009296102	N	
4	100012445746	BANK STREET	4,608.95	8-09-55-501-001-504	B Electricity	R	06/07/18	06/12/18	100012445746	N	
5	100012529309		9,456.10	8-09-55-501-002-504	B Electricity	R	06/07/18	06/12/18	100012529309	N	
			14,128.77								
18-00843 06/08/18 100051508677/100100104247											
1	100051508677	MAIN STREET	161.81	8-01-31-430-001-071	B Electric-Borough Hall	R	06/08/18	06/12/18	100051508677	N	
2	100100104247	MAIN STREET	30.95	8-01-31-430-001-071	B Electric-Borough Hall	R	06/08/18	06/12/18	100100104247	N	
			192.76								
18-00850 06/11/18 VARIOUS ACCTS 5-3 TO 6-4-18											
1	100079096689	GRANT STREET PARK	3.45	8-01-31-430-001-071	B Electric-Borough Hall	R	06/11/18	06/12/18	100079096689	N	
2	100077953188	BANK ST PARK	3.15	8-01-31-430-001-071	B Electric-Borough Hall	R	06/11/18	06/12/18	100077953188	N	
3	100072968868	ROGERS ST/MERCER	74.99	8-01-31-430-001-071	B Electric-Borough Hall	R	06/11/18	06/12/18	100072968868	N	
4	100029000310	156 BANK ST	573.61	8-01-31-430-001-071	B Electric-Borough Hall	R	06/11/18	06/12/18	100029000310	N	
5	100059701167	WYCKOFFS MILL WT	14.59	8-09-55-501-001-504	B Electricity	R	06/11/18	06/12/18	100059701167	N	
6	100068401122	114 ROGERS AVE R	33.04	8-01-31-430-001-071	B Electric-Borough Hall	R	06/11/18	06/12/18	100068401122	N	
			702.83								
Vendor Total:		16,106.08									
J0258 JCP&L (STREET LIGHTING)											
18-00842	06/08/18	100081608240	6/6/18								
1	100081608240	6/6/18	48.51	8-01-31-435-001-075	B Street Lighting	R	06/08/18	06/12/18	100081608240	N	
18-00851 06/11/18 10086395041 & 100051508750											
1	10086395041 & 100051508750		41.84	8-01-31-430-001-071	B Electric-Borough Hall	R	06/11/18	06/12/18	100086395041	N	

[illegible]

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
P0557 PACKET MEDIA, LLC													
18-00786	05/30/18	LEGAL ADS 5/25/18											
1	2018	BUDGET INTRO	86.61	8-01-20-120-001-021	B Advertisements	R	05/30/18	06/12/18				300408623	N
Vendor Total:			86.61										
P0005 PARIS AUTOMOTIVE SUPPLY													
18-00818	06/06/18	MAY 2018 INVOICES											
1	MAY 2018	INVOICES	367.80	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	06/06/18	06/13/18					N
2	MAY 2018	INVOICES	229.40	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	06/06/18	06/13/18					N
3	MAY 2018	INVOICES	1.42	8-01-26-290-001-127	B Street Repair & Maintenance	R	06/06/18	06/13/18					N
4	MAY 2018	INVOICES	48.07	8-09-55-501-002-502	B Vehicle Maintenance	R	06/06/18	06/13/18					N
			646.69										
Vendor Total:			646.69										
P0102 PEMBERTON ELECTRICAL SUPPLY CO													
18-00514	04/10/18	QUOTE # 02923905											
1	PART #88879177571	LED RETROFIT	359.04	8-09-55-501-002-503	B Sewer Plant Maintenance	R	04/10/18	06/12/18					N
Vendor Total:			359.04										
PLAYS005 PLAYSSCRIPTS, INC.													
18-00753	05/24/18	ORDER 2147017 AROUND THE WORLD											
1	ORDER 2147017	AROUND THE WORLD	504.25	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	05/24/18	06/12/18				INV. 2147017	N
Vendor Total:			504.25										
ROCKW005 ROCKWOOD CORPORATION													
18-00440	03/23/18	SHOOTING GOGGLES - RANGE											
1	SHOOTING GOGGLES - RANGE		171.00	8-01-25-240-001-117	B Ammunition & Target Practice	R	03/23/18	06/12/18					N
2	SHIPPING & HANDLING		8.00	8-01-25-240-001-117	B Ammunition & Target Practice	R	03/23/18	06/12/18					N
			179.00										
Vendor Total:			179.00										

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
S0002 SAFETY KLEEN											
18-00815	06/06/18	REFERENCE #76808967-1802291166									
1	24 WEEK SERVICE	SAFETY KLEEN	155.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	06/06/18	06/12/18		76808967	N
Vendor Total:		155.00									
S0061 SEA BOX											
18-00817	06/06/18	CONTAINER RENTAL									
1	INV. SI61180	-CONTAINER RENTAL	75.00	8-01-26-310-001-025	B Building Rental	R	06/06/18	06/12/18		SI61180	N
Vendor Total:		75.00									
S0837 SOMERSET COUNTY POLICE ACADEMY											
18-00321	03/05/18	TRAINING - GORDY									
1	TRAINING - GORDY		65.00	8-01-25-240-001-042	B Education & Training	R	03/05/18	06/12/18			N
Vendor Total:		65.00									
SPEAR005 SPEARHEAD NETWORKING/TECH SVC											
18-00789	05/30/18	MONTHLY SUPPORT JUNE 2018									
1	TECH SUPPORT	1,319.70	8-01-20-140-001-094		B Computer Service & Support	R	05/30/18	06/12/18		18111	N
2	INTERNET & WEB	1,042.94	8-01-20-140-001-060		B Internet Services and Web Services	R	05/30/18	06/12/18		18111	N
3	TECH SUPPORT/INTERNET/WEB	257.96	8-09-55-501-002-530		B Computer Software/Maint/Equip	R	05/30/18	06/12/18		18111	N
4	TECH SUPPORT/INTERNET/WEB	257.96	8-09-55-501-001-530		B Computer Software/Maint/Equip	R	05/30/18	06/12/18		18111	N
		2,878.56									
Vendor Total:		2,878.56									
S1096 STAPLES BUSINESS ADVANTAGE											
17-01540	10/04/17	HPD OFFICE SUPPLIES									
1	HPD OFFICE SUPPLIES	59.95	7-01-25-240-001-036		B Office Supplies & Equipment	R	10/04/17	06/13/18			N
2	HPD OFFICE SUPPLIES	27.18	7-01-25-240-001-036		B Office Supplies & Equipment	R	10/04/17	06/13/18		3355177967	N
3	HPD OFFICE SUPPLIES	37.56	7-01-25-240-001-036		B Office Supplies & Equipment	R	10/04/17	06/13/18			N
4	HPD OFFICE SUPPLIES	21.59	7-01-25-240-001-036		B Office Supplies & Equipment	R	10/04/17	06/13/18			N
5	HPD OFFICE SUPPLIES	20.69	7-01-25-240-001-036		B Office Supplies & Equipment	R	10/04/17	06/13/18			N
6	HPD OFFICE SUPPLIES	8.92	7-01-25-240-001-036		B Office Supplies & Equipment	R	10/04/17	06/13/18		3355177965	N
		175.89									

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
S1096 STAPLES BUSINESS ADVANTAGE Continued										
17-02027	12/26/17	HPD OFFICE SUPPLIES								
1		HPD OFFICE SUPPLIES	21.50	7-01-25-240-001-036	B Office Supplies & Equipment	R	12/26/17	06/12/18	3363247559	N
2		HPD OFFICE SUPPLIES	4.87	7-01-25-240-001-036	B Office Supplies & Equipment	R	12/26/17	06/12/18	3363247559	N
3		HPD OFFICE SUPPLIES	42.94	7-01-25-240-001-036	B Office Supplies & Equipment	R	12/26/17	06/12/18	3363247559	N
			69.31							
18-00547	04/16/18	HPD OFFICE SUPPLIES								
1		HPD OFFICE SUPPLIES	99.90	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	06/12/18		N
2		HPD OFFICE SUPPLIES	1.24	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	06/12/18		N
3		HPD OFFICE SUPPLIES	3.08	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	06/12/18		N
4		HPD OFFICE SUPPLIES	34.49	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	06/12/18		N
5		HPD OFFICE SUPPLIES	11.00	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	06/12/18		N
6		HPD OFFICE SUPPLIES	47.96	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	06/12/18		N
			197.67							
Vendor Total:		442.87								
BLOCK005 TELESYSTEM										
18-00849	06/11/18	INV#77943180615 DATED 6/15/18								
1		INV#77943180615 DATED 6/15/18	1,406.99	8-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	06/11/18	06/12/18	77943180615	N
Vendor Total:		1,406.99								
T0224 TORNQUIST GARAGE										
18-00826	06/06/18	CAR 12 VEHICLE TOW								
1		CAR 12 VEHICLE TOW	75.00	8-01-26-315-001-131	B Vehicle Maint. - Police	R	06/06/18	06/12/18		N
Vendor Total:		75.00								
T0060 TOWNSHIP OF ROBBINSVILLE										
18-00874	06/13/18	EMS CONTRACT 2ND QUARTER1								
1			10,000.00	8-01-43-514-001-169	B Emerg. Medical Serv.-Robbinsville	R	06/13/18	06/13/18	2ND QTR EMS	N
Vendor Total:		10,000.00								

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
T01C TREASURER STATE OF NEW JERSEY														
18-00871	06/13/18	DISCHARGE GROUNDWATER PERMIT												
1 INV.	180515000		900.00	8-09-55-501-001-520	B Permits & Fees	R	06/13/18	06/13/18					180515000	N
18-00872	06/13/18	STORMWATER DISCHARGE PERMIT												
1 INV.	180540180		2,000.00	8-01-26-290-001-127	B Street Repair & Maintenance	R	06/13/18	06/13/18					180540180	N
18-00875	06/13/18	DISCHARGE PERMIT												
1 DISCHARGE PERMIT			11,940.23	8-09-55-501-002-520	B Discharge Permits/Licenses	R	06/13/18	06/13/18					181796500	N
Vendor Total:			14,840.23											
U0013 USA BLUE BOOK														
18-00771	05/30/18	EXTENSION HOSE WITH GUAGE												
1 #49949	20' EXTENSION HOSE WITH		194.37	8-09-55-501-002-549	B MAXWELL AVE PUMPING STATION	R	05/30/18	06/12/18						N
Vendor Total:			194.37											
V0012 VERMEER NORTH ATLANTIC														
18-00858	06/11/18	V BELT												
1 INV.	10305869 - V BELT		194.35	8-01-26-311-001-034	B Equipment Parts & Accessories	R	06/11/18	06/13/18					10305869	N
Vendor Total:			194.35											
W0002 W.B. MASON CO., INC.														
18-00703	05/14/18	OFFICE SUPPLIES												
1 CONSTRUCTION-	OFFICE SUPPLY		229.73	8-01-33-195-001-036	B Office Supplies	R	05/14/18	06/12/18						N
2 CENTRAL-	OFFICE SUPPLY		738.61	8-01-20-125-001-036	B Office Supplies	R	05/14/18	06/12/18						N
3 SEWER/RECEPTION-	OFFICE SUPPLY		149.01	8-09-55-501-002-509	B Office Supplies - Admin.	R	05/14/18	06/12/18						N
4 COURT-	OFFICE SUPPLY		81.30	8-01-20-176-000-036	B Office Supplies	R	05/14/18	06/12/18						N
5 CREDIT DUE US #	CR5432557		24.30	8-09-55-501-002-509	B Office Supplies - Admin.	R	05/14/18	06/12/18						N
6 CONSTRUCTION-	NEW PRINTER		269.17	8-01-33-195-001-029	B Computer Software/Maint/Equip	R	05/14/18	06/12/18						N
			1,443.52											
Vendor Total:			1,443.52											

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
W0071 WASTE MGMT OF NEW JERSEY, INC.											
18-00840	06/08/18	SLUDGE INV 2802896-0502-2 6/1									
1	SLUDGE INV 2802896-0502-2 6/1	7,909.20	8-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management R		06/08/18	06/13/18			2802896-0502-2	N
Vendor Total:		7,909.20									
W0099 WATCHUNG SPRING WATER CO., INC											
18-00640	05/07/18	INVOICE #8577918									
1	DP 5 GAL DISTLD	43.96	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/07/18	06/13/18			8577918	N
2	DELIVERY FEE	5.99	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/07/18	06/13/18			8577918	N
		49.95									
Vendor Total:		49.95									
W0096 WATER WORKS SUPPLY CO., INC.											
18-00860	06/11/18	VALVE BOXES AND RISERS									
1	INV. IF92295 - VALVE BOXES	333.60	8-09-55-501-001-535	B Hydrants and Line Repair	R	06/11/18	06/13/18			IF92295	N
Vendor Total:		333.60									
WILLI010 WILLIAM K. LARSON											
18-00462	03/26/18	TRAINING - DOELL									
1	TRAINING - DOELL	350.00	8-01-25-240-001-042	B Education & Training	R	03/26/18	06/13/18				N
Vendor Total:		350.00									
WOOLS005 WOOLSEN ANDERSON MAZIARZ, P.C.											
18-00800	06/01/18	Attend Special PB Mtg. 3/26/18									
1	Attend Special PB Mtg. 3/26/18	450.00	8-01-21-180-001-107	B Planning Board - Attorney	R	06/01/18	06/12/18				N
2	Rev viol. 301 ward St/email	70.00	8-01-21-180-001-107	B Planning Board - Attorney	R	06/01/18	06/12/18				N
		520.00									
18-00801	06/01/18	affordable housing/email rev									
1	affordable housing/email rev	126.00	2017-02HD	P ESCROW AGREEMENT PLANNING	R	06/01/18	06/12/18				N

Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void				1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice		Excl
WOOLS005 WOOLSEN ANDERSON MAZIARZ, P.C. Continued												
18-00802	06/01/18	Rev Bank St. Redevelopment										
1	Rev Bank St. Redevelopment	294.00	RBG-DEMO		P DEMO-BANK STREET PROPERTY	R	06/01/18	06/12/18				N
	Vendor Total:	940.00										
Y0025 YOSTEMBSKI, ROBERT												
18-00804	06/01/18	DUI SESSIONS 5/24 & 5/30/18										
1	DUI SESSIONS 5/24 & 5/30/18	600.00	G-02-41-719-009-317		B MUNIC COURT ALCOHOL ED AND REHAB	R	06/01/18	06/12/18		5/24&30/18 DUI		N
	Vendor Total:	600.00										
Total Purchase Orders: 67 Total P.O. Line Items: 149 Total List Amount: 269,727.33 Total Void Amount: 0.00												

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	7-01	245.20	0.00	245.20	0.00	0.00	0.00	245.20
CURRENT FUND	8-01	38,891.53	0.00	38,891.53	0.00	0.00	0.00	38,891.53
	8-09	89,655.95	0.00	89,655.95	0.00	0.00	0.00	89,655.95
	8-21	0.00	0.00	0.00	0.00	0.00	420.00	420.00
Year Total:		128,547.48	0.00	128,547.48	0.00	0.00	420.00	128,967.48
GENERAL CAPITAL	C-04	39,389.40	0.00	39,389.40	0.00	0.00	0.00	39,389.40
WATER/SEWER CAPITAL	C-08	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Year Total:		139,389.40	0.00	139,389.40	0.00	0.00	0.00	139,389.40
	G-02	600.00	0.00	600.00	0.00	0.00	0.00	600.00
TRUST OTHER - FUND #12	T-12	504.25	0.00	504.25	0.00	0.00	0.00	504.25
ANIMAL CONTROL TRUST FUND #13	T-13	21.00	0.00	21.00	0.00	0.00	0.00	21.00
Year Total:		525.25	0.00	525.25	0.00	0.00	0.00	525.25
Total of All Funds:		269,307.33	0.00	269,307.33	0.00	0.00	420.00	269,727.33

Project Description	Project No.	Rcvd Total	Held Total	Project Total
ESCROW AGREEMENT PLANNING	2017-02HD	126.00	0.00	126.00
DEMO-BANK STREET PROPERTY	RBG-DEMO	294.00	0.00	294.00
Total of All Projects:		<u>420.00</u>	<u>0.00</u>	<u>420.00</u>

Resolution 2018-127

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

REAPPOINTING DEBRA L. SOPRONYI AS BOROUGH ADMINISTRATOR AND AUTHORIZING THE EXECUTION OF THE ASSOCIATED AGREEMENT

WHEREAS, Section 2-9.3 of the *Revised General Ordinances of the Borough of Hightstown* (also referenced as the “Borough Code”), provides that “The Administrator shall be appointed by the Mayor with the advice and consent of the Council and shall serve at the pleasure of the Mayor and Council; and,

WHEREAS, Debra L. Sopronyi was appointed as Borough Administrator pursuant to Resolution 2017-121 for a period of one year, effective July 1, 2017; and

WHEREAS, it is the desire of the Mayor to reappoint Debra L. Sopronyi of Jackson, New Jersey to serve as Borough Administrator for a period of 18-months at an annual salary of \$30,600.00 effective July 1, 2018 – June 30, 2019 and an annual salary of \$31,212.00 to be pro-rated as effective July 1, 2019 – December 31, 2019; and

WHEREAS, during the term of Ms. Sopronyi’s appointment as Administrator, she shall retain her other position/title as the Borough Clerk, pursuant to Section 2-9.6 of the Borough Code; and

WHEREAS, the Administrator shall attend any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend without additional compensation as it relates to salary; and

WHEREAS, specific terms and conditions of employment have been set forth in a written agreement (see attached) and said terms of agreement are hereby approved by the Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Mayor’s designation of Debra Sopronyi of Jackson, New Jersey is hereby ratified and confirmed as Borough Administrator for an 18-month term at a salary of \$30,600.00 effective July 1, 2018 – June 30, 2019 and an annual salary of \$31,212.00 to be pro-rated as effective July 1, 2019 – December 31, 2019 subject to the specific terms and conditions as set forth in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Deputy Borough Clerk to attest, the attached employment 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 June 18, 2018.

Debra L. Sopronyi
Borough Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2018, by and between Debra L. Sopronyi (hereinafter referred to as the “Administrator”) and the Borough of Hightstown (hereinafter referred to as “Borough”), a municipal corporation of the State of New Jersey, as to the terms and conditions of employment for the Administrator with the Borough as follows:

1. Position. The Borough will employ the Administrator as the Borough’s Administrator. Such appointment shall be subject to all of the provisions of applicable law, including but not limited to N.J.S.A. 40A:9-136; N.J.S.A. 40A:9-137; N.J.S.A. 40A:9-138; N.J.S.A. 40A:60-1, *et seq.*, and all applicable provisions of the *Revised General Ordinances of the Borough of Hightstown* (also referenced as the “Borough Code”), which are not in contradiction to or in contravention of the statutes cited herein. Subject to the supervision and pursuant to the orders and directions of the Mayor and Borough Council and in accordance with any job description promulgated by the Borough, as may be amended from time to time, the Administrator shall perform all the duties prescribed for such position by relevant law, Borough Code, Borough Personnel Policies, as well as all those customarily performed by one holding the position of Administrator, in addition to those duties specifically assigned by the Mayor and Council from time to time.

2. Term of Agreement. Subject to the provisions of N.J.S.A. 40A:9-138 and, if applicable, the Borough Code and further provisions of this Agreement, this Agreement shall govern the terms and conditions of employment for the Administrator through December 31, 2019.

3. Manner and Performance of Administrator’s Duties. The Administrator agrees that she will, at all times during this Agreement, abide by all provisions of applicable State, County and local statutes, laws, rules and regulations, perform all of the duties of the position of Administrator, in a faithful and industrious manner, pursuant to the express and/or implicit terms of this Agreement and all applicable statutes, laws, rules and regulations. Additionally, it is expressly understood by the parties that, during the term of this Agreement, the Administrator shall also retain her other position/title as the Municipal Clerk for the Borough, pursuant to Section 2-9.6 of the Borough Code.

4. Compensation. The Administrator shall receive an annual compensation of Thirty Thousand Six Hundred Dollars (\$30,600.00) effective July 1, 2018 – June 30, 2019 and an annual salary of Thirty-One Thousand Two Hundred Twelve Dollars (\$31,212.00) to be pro-rated as effective July 1, 2019 – December 31, 2019 for her responsibilities as the Administrator, less all applicable deductions, except as noted below, payable according to the normal and customary payroll schedule of the Borough. Any increases in compensation shall be undertaken by an action of the Mayor and Borough Council and an amendment to this Agreement. If the Administrator does not work a full calendar year for the Borough, she shall be entitled to a pro-rata share of the annual salary, based on the number of pay periods worked as the Administrator.

5. Hours of Employment. The Administrator shall work the normal hours of operation of the Municipal offices; and the Administrator shall attend any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend without additional compensation as it relates to salary.

6. Health Benefits. The Administrator shall receive Borough paid health benefits for herself and her spouse if she so chooses. Should the Administrator opt in to such health benefits, the Administrator shall be required to pay a health care contribution pursuant to Ch. 78, P.L. 2011.

7. Non Applicability of Overtime. The Administrator and the Borough agree that the Administrator position is an exempt position from any maximum hour requirements found under State or Federal law and, accordingly, the Administrator will not be paid any overtime or any extra compensation above that explicitly stated in this Agreement.

8. Paid Leave Days. The Administrator shall receive the allotment of paid leave days as stated in the Borough's Personnel Policy Manual, as amended from time to time, commensurate with the Administrator's years of service with the Borough, for holidays, vacation leave, bereavement leave, jury leave and/or personal leave. Such leave will be subject to the conditions found in the respective sections of the Borough Personnel Policy Manual to the extent that those conditions apply to the position of the Administrator. The Administrator will receive any other leave, such as Family Leave (State), Family Medical Leave (Federal) and military leave, as provided by law.

9. Professional Development. The Administrator shall attend Professional Development seminar and/or conferences pursuant to the Borough's Personnel Policy Manual, as amended from time to time.

10. Reimbursement of Expenses. The Administrator shall be reimbursed for all reasonable expenses incurred specifically on behalf of the Borough pursuant to the Borough's Personnel Policy Manual, as amended from time to time.

11. Termination of Agreement. The Borough may terminate this Agreement and the Administrator's appointment at any time prior to the expiration of the term set forth in Section 2 herein, in accordance with the provisions of N.J.S.A. 40A:9-138 and applicable Borough ordinances.

12. Termination by Employee. The Administrator shall provide a minimum of thirty (30) calendar days' notice of her intention to resign from the position of Administrator and shall assist the Borough in any transition work required to assist a replacement Administrator.

13. Non-applicability of other Policies/Agreements.

A. The Administrator agrees and acknowledges that the provisions set forth in the documents identified below are applicable to her position:

- (1) The Hightstown Borough Code; and
- (2) The Hightstown Borough Personnel Policy Manual.

14. Entire Agreement. This Agreement contains the sole and entire Agreement between the Administrator and the Borough and shall supersede any and all other Agreements between the Administrator and the Borough as it relates to the position of Administrator. There are no agreements, representations and/or warranties, whether they be express or implied, except as set forth in this Agreement. This Agreement may not be canceled, changed, modified or amended orally. No change, modification or amendment hereof shall be effective or binding unless in a written instrument signed by the Administrator and the Borough. Cancellation of this Agreement can occur at any time pursuant to law.

15. **Waiver.** No waiver of any provision of this Agreement shall be valid unless in writing and signed by the person or party against whom the same is applicable.

16. **Controlling Law.** All of the terms, conditions and other provisions of this Agreement shall be interpreted and governed by the laws of the State of New Jersey.

17. **Interpretation and Severability.** If any term or provision of this Agreement shall, to any extent, be deemed invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby and each remaining term and provision of this Agreement should be valid and enforceable to the extent permitted by law.

IN WITNESS WHEREOF, the parties have hereto, by the signatures of their duly authorized representatives and officers, executed this Agreement on the dates set forth herein.

ATTEST:

DEBRA L. SOPRONYI

Dated: _____

Debra L. Sopronyi, RMC/CMC,QPA,CMR

ATTEST:

BOROUGH OF HIGHTSTOWN

Dated: _____

Lawrence D. Quattrone, Mayor

Resolution 2018-128

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN FOR THE YEAR 2018

WHEREAS, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

WHEREAS, it is the desire of the Mayor and Council to set 2018 salaries for certain non-union employees who do not have a separate employment agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2018:

<u>Position/Title</u>	<u>2018 Salary</u>
Chief Financial Officer	49,419.00
Borough Clerk	76,047.00
Collector	25,000.00
Assessor	18,207.00
Acting Municipal Court Administrator	37,143.00-
Acting Municipal Court Administrator - on call stipend	1,000.00
Municipal Magistrate	30,600.00
Water Plant Superintendent	10,200.00
Senior Water Plant Operator	68,000.00-
Superintendent of AWWTP	87,550.00
Registrar of Vital Statistics	4,140.00
Construction Code Official	21,829.00
Technical Assistant	34,017.00
Building Subcode Official	4,266.00
Building Inspector	4,266.00
Zoning Official	11,185.00

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-129

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

AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, the Borough of Hightstown has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Borough of Hightstown; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the Borough of Hightstown will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com ; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act.

NOW THEREFORE BE IT RESOLVED, that a certified copy of this Resolution be forwarded by the Borough of Hightstown Clerk to the following:

1. EMEX, LLC
2. New Jersey Department of Community Affairs
3. Frederick Raffetto, Borough Attorney
4. Debra Sopronyi, Borough Administrator/Clerk, QPA

; and

BE IT FURTHER RESOLVED, that the Borough Administrator/Clerk, QPA of the Borough of Hightstown is hereby authorized to execute on behalf of the Borough of Hightstown any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-130

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

AUTHORIZING RENEWAL OF ALCOHOLIC BEVERAGE LICENSE #1104-33-003-009 PALUMBO RESTAURANTS, T/A TAVERN ON THE LAKE

WHEREAS, Palumbo Restaurants, Inc. has made application to the Borough for renewal of their Plenary Retail Consumption License #1104-33-003-009, together with the required fees; and

WHEREAS, the State of New Jersey Division of Taxation has certified, by issuance of an ABC Retail Licensee Clearance Certificate, that Palumbo Restaurants Inc. is in compliance with Chapter 161, Laws of New Jersey 1995, and that they have no objections to the renewal of this license; and

WHEREAS, the Police Department has been consulted and has no objections to renewal of this license;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Municipal Clerk is hereby authorized to issue the following Alcoholic Beverage License to Palumbo Restaurants, Inc. , doing business as Tavern on the Lake at 101-103 Main Street:

**2018-19 Plenary Retail Consumption License
License #1104-33-003-009
Fee: \$2,500.00**

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Division of Alcoholic Beverage Control.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk



Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: police@hightstownpd.org

Frank Gendron

Chief of Police

June 12, 2018

Borough of Hightstown
Mayor Lawrence Quattrone
& Council Members
156 Bank Street
Hightstown, NJ 08520

***RE: Tavern On The Lake
License #1104-33-003-009***

Dear Mayor Quattrone:

I have no objection to Tavern on the Lake (Tavern 103 LLC) renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Frank Gendron
Chief of Police

Resolution 2018-131

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

**AUTHORIZING RENEWAL OF ALCOHOLIC BEVERAGE LICENSE #1104-32-001-006
WINE DEPOT CORPORATION, T/A HEDY'S LIQUORS AND JOE CANAL'S
DISCOUNT LIQUOR OUTLET**

WHEREAS, Wine Depot Corporation has made application to the Borough for renewal of their Plenary Retail Consumption License with Broad Package Privilege License #1104-32-001-006, together with the required fees; and

WHEREAS, the State of New Jersey Division of Taxation has certified, by issuance of an ABC Retail Licensee Clearance Certificate, that Wine Depot Corporation is in compliance with Chapter 161, Laws of New Jersey 1995, and that they have no objections to the renewal of this license; and

WHEREAS, the Police Department has been consulted and has no objections to renewal of this license;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Municipal Clerk is hereby authorized to issue the following Alcoholic Beverage License to Wine Depot Corporation, doing business as Hedy's Liquors and Joe Canal's Discount Liquor Outlet at 500 Mercer Street:

**2018-19 Plenary Retail Consumption License with Broad Package Privilege
License #1104-32-001-006
Fee: \$2,500.00**

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Division of Alcoholic Beverage Control.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk



Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: police@hightstownpd.org

Frank Gendron

Chief of Police

June 12, 2018

Borough of Hightstown
Mayor Lawrence Quattrone
& Council Members
156 Bank Street
Hightstown, NJ 08520

RE: Joe Canal's Discount Liquor Outlet
License #1104-32-001-006

Dear Mayor Quattrone:

I have no objection to Wine Depot Corporation; t/a Hedy's Liquors/Joe Canals Discount Liquor Outlet renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Frank Gendron
Chief of Police

Resolution 2018-132

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

AUTHORIZING RENEWAL OF ALCOHOLIC BEVERAGE LICENSE #1104-44-002-011 – HIGHTSTOWN LIQUORS & WINES, LLC

WHEREAS, Hightstown Liquors & Wines, LLC has made application to the Borough for renewal of their Plenary Retail Distribution License #1104-44-002-011, together with the required fees; and

WHEREAS, the State of New Jersey Division of Taxation has certified, by issuance of an ABC Retail Licensee Clearance Certificate, that Hightstown Liquors & Wines, LLC, is in compliance with Chapter 161, Laws of New Jersey 1995, and that they have no objections to renewal of said license; and

WHEREAS, the Police Chief has been consulted and has no objections to renewal of this license.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Municipal Clerk is hereby authorized to issue the following Alcoholic Beverage License to Hightstown Liquors & Wines, LLC, doing business as Hightstown Liquor at 107 Stockton Street:

2018-2019 Plenary Retail Distribution License

License #1104-44-002-011

Fee: \$2,500.00

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Division of Alcoholic Beverage Control.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk



Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: police@hightstownpd.org

Frank Gendron
Chief of Police

May 15, 2018

Borough of Hightstown
Mayor Lawrence Quattrone
& Council Members
156 Bank Street
Hightstown, NJ 08520

***RE: Hightstown Liquors & Wines, LLC
License #1104-44-002-011***

Dear Mayor Quattrone:

I have no objections to Hightstown Liquors & Wines, LLC renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Frank Gendron
Chief of Police

Resolution 2018-133

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE AND RELEASE OF AMOUNTS REMAINING IN ESCROW – BLOCK 53, LOT 1.02 SOUTH MAIN STREET – PEDDIE SCHOOL FACULTY AND STUDENT HOUSING

WHEREAS, in June, 2015, The Peddie School posted a performance guarantee with the Borough of Hightstown in the amount of \$1,176,289.07 in the form of cash, along with escrow monies relative to work for the project known as the Peddie School Faculty and Student Housing Project; and

WHEREAS, on March 7, 2016, Council adopted Resolution 2016-65 authorizing the reduction of said performance bond to \$448,245.53, refunding \$728,073.54 to the Peddie School; and

WHEREAS, the Peddie School has requested the release of the remaining performance bond and escrow; and

WHEREAS, the Borough Engineer has inspected the project and has approved said project; and

WHEREAS, the Borough Engineer has stipulated that a two-year Maintenance Guarantee in the amount of \$11,762.89 be placed on file in the office of the Municipal Clerk; and

WHEREAS, \$400.00 of the remaining escrow funds will be retained for re-inspection prior to the expiration of the maintenance guarantee, and release of the remaining escrow balance; and

WHEREAS, the release of the performance bond and escrow funds are subject to payment of all outstanding fees and accounts.

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

1. The Clerk is authorized and directed to release to the Peddie School the performance bond held relative to the Planning Board application as detailed herein.
2. The Finance Officer is authorized and directed to release to the Peddie School the cash portion of the performance bond and all of the amounts remaining in the escrow accounts for this project less the \$400.00 for re-inspection prior to the expiration of the maintenance guarantee, subject to certifications from the Borough's professionals that all amounts due to them for this project have been fully paid.
3. A certified copy of this Resolution shall be provided to the following:
 - a. The Peddie School
 - b. George Lang, Chief Financial Officer
 - c. Sandy S. Belan, Planning Board Secretary
 - d. Carmela Roberts, Borough Engineer
 - f. Jolanta Maziarz, Planning Board Attorney

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08620
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

June 7, 2018

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

Re: Performance Guarantee Release
The Peddie School
Block 53, Lot 1.02
Our File No.: HPB1402

Dear Mayor and Council:

This office and the Borough Construction Office recently inspected all improvements related to the above referenced site and found all improvements to be completed satisfactorily. I therefore recommend release of the Performance Guarantee subject to the following:

1. Posting of a two-year Maintenance Guarantee in the amount of \$11,762.89, which is equivalent to 10% of the original Performance Guarantee amount of \$1,176,289.07, for the site improvements.
2. Providing \$400.00 in the escrow account for reinspection to the expiration of the Maintenance Guarantee.

Very truly yours,

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

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Frederick C. Raffetto, Esq., Borough Attorney
George Chin, Borough CFO
Michael B. McKitish, The Peddie School

Resolution 2018-134

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

AUTHORIZING RELEASE OF ESCROW FUNDS – MILROM COMPANIES, LLC (BLOCK 2; LOTS 18 & 19)

WHEREAS, Milrom Companies, LLC deposited escrow funds for Planning Board Application 2018-01 for a project at Block 2, Lots 18 & 19; and

WHEREAS, Milrom Companies, LLC has requested that the escrow funds on deposit with the Borough for Planning Board Application 2018-01 for a project at Block 2, Lots 18 & 19 be released; and

WHEREAS, the property has been sold to a new owner; and

WHEREAS, all outstanding invoices for this application are satisfied and it is recommended that the Borough release the remaining escrow funds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is authorized and directed to release the escrow funds on deposit with the Borough as herein stated to Milrom Companies, LLC, 1177 Raritan Avenue, 2nd Floor, Suite #2, Highland Park, New Jersey 08904. A certified copy of this Resolution shall be provided to the following:

- a. Milrom Companies, LLC
- b. George Lang, CFO
- c. Sandy Belan, Planning Board Secretary

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018

Debra L. Sopronyi
Borough Clerk

Resolution 2018-135

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

AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, the Borough of Hightstown has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Borough of Hightstown intends to utilize the online auction services of GovDeals.com located at www.GovDeal.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local requirements by a vendor approved by the Division of Local Government Services; and

WHEREAS, a notice shall be published in the Borough approved newspaper and on the Borough website announcing the auction, the web address where the auction will take place, the date(s) and time(s) for the auction and a description of the items to be sold with such publication being at least 10 days, but no more than 14 days prior to the auction.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Hightstown in the County of Mercer, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.GovDeal.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals.com and the Borough of Hightstown shall be made available at www.GovDeal.com and in the Borough Clerk's office.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk

SURPLUS SCHEDULE SCHEDULE A
RESOLUTION 2018-135

DESCRIPTION	Vin/Serial
Ingersoll Rand Air Compressor Model 150	142692484174

Resolution 2018-136

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

AUTHORIZING REFUND OF OVERPAYMENT FOR POLICE SERVICES

WHEREAS, The Peddie School of Hightstown, New Jersey paid a fee of \$1,105.00 for Police Services for special events held on May 26, 2018 and May 27, 2018; and

WHEREAS, the actual cost for Police Services for these events was \$840.00; and

WHEREAS, the Police Chief has requested a refund of in the amount of \$265.00 be issued to The Peddie School.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is hereby authorized to issue a refund in the amount of \$265.00 to The Peddie School of 201 South Main Street, Hightstown, New Jersey 08520, representing the refund as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2018.

Debra L. Sopronyi
Borough Clerk



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

(Webster's Unabridged Dictionary)

RECEIVED

JUN 06 2018

MUNICIPAL CLERK'S OFFICE

Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

RE: Municipal Garbage Dumpsters (Stockton Street Parking Lot)

Dear Mayor and Council,

Rise is requesting a written agreement to utilize the municipal garbage dumpsters located in the Stockton Street parking lot so that like, the neighboring food establishments, we can share in the Borough's cost for the provision of such service.

Like the food establishments, our needs for the Greater Goods Thrift Store are greater than the 95-gallon container of solid waste per week allotment.

David Bell, Code Enforcement, suggested that a gate be installed or that a lock placed on the dumpster to prevent the unauthorized use. We concur with his assessment because this could prevent use which could be wrongly attributed to our establishment.

Thank you for your consideration,

Leslie Koppel
Executive Director

Subsection 18-1-8**Nonresidential Users.**

- a. Receptacles for collection of solid waste from nonresidential users, other than containers supplied by the Borough, must be of the dumpster type that can be mechanically dumped in the collector's vehicle. They must have a closure or lid to prevent the contents from being scattered by the wind. Containers shall be cleaned and sanitized as required.
- b. Nonresidential users shall arrange to have solid waste removed daily unless suitable facilities are provided for the storage of solid waste until its removal.
- c. The Borough shall not provide garbage or solid waste collection service to any user from a dumpster-type container except as provided for in Subsection 18-1.9.

Subsection 18-1.9**Municipal Garbage Dumpsters (Stockton Street parking lot).**

- a. Except as provided in Subsection 18-1.9(b) below, business establishments, residents and tenants of rental properties located in Block 23 and Block 33 of the Borough of Hightstown shall be permitted to utilize municipal garbage dumpsters located in the Stockton Street parking lot at no charge. Each such business establishment or household shall be entitled to dispose of the equivalent of one 95-gallon container of solid waste per week.
- b. Licensed food establishments located in Block 23 or Block 33 of the Borough of Hightstown shall be permitted to utilize municipal garbage dumpsters located in the Stockton Street parking lot, provided that a written agreement is entered into between the Borough and the licensed retail food establishment, and that the food establishment pays a share of the Borough's cost for the provision of such service. A schedule of fees shall be established by Resolution of the Borough Council for services provided under this subsection, and shall be updated as necessary in order to ensure the fair distribution of costs among the users. Fees not paid within 30 days of assessment by the Borough shall constitute a lien against the property where the licensed retail food establishment is located, and such services shall cease until full restitution has been made. Property owners will be held responsible for any violations of this Section.
- c. Materials prohibited by Subsection 18-1.7, "Prohibited Materials," shall not be disposed of in the municipal garbage dumpsters located in the Stockton Street parking lot.
- d. No persons or establishments other than those specified in this subsection shall be entitled to utilize the municipal garbage dumpsters located in the Stockton Street parking lot. The unauthorized use of said dumpsters, or the placement of prohibited materials in same, shall constitute a violation of this section and shall be subject to penalties as set forth in subsection 18-1.21.