

Hightstown Fire House

7:30 PM – Public Session

2018-139 Payment of Bills

2018-140 Authorizing Payment #4 – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Waste Water Treatment Plant)

2018-141 Authorizing Payment to Van Cleef Engineering Associates (Construction Administration and Inspection for the Rehabilitation of East Ward Street)

Consent Agenda

2018-142 Waiving Fees for Certain Parking Permits

2018-143 Authorizing Refund for a Pool Filing Permit Fee

2018-144 Resolution Authorizing the Borough Administrator to Execute the Documents for the Purchase of Real Property (Block 60/Lot16)

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

Sustainable Jersey Diversity Study
Financial Advisor

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2018-138

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on July 16, 2018 at 6:30 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Attorney-Client Privilege (Americana & Delinquent Gray Water Billing)
Personnel – Fire Membership
Contract Negotiations – Court and Police Department

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: October 16, 2018, or when the need for confidentiality no longer exists.

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

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk

Meeting Minutes
Hightstown Borough Council
May 21, 2018
7:00 p.m. – Executive Session
7:30 p.m. – Public Session

The meeting was called to order by Mayor Quattrone at 7:00 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 and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Executive Session

2018-105 Authorizing a Meeting that Excludes the Public

Councilmember Montferrat moved Resolution 2018-105; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2018-105

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on May 21, 2018 at 7:00 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Personnel

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: August 21, 2018, or when the need for confidentiality no longer exists.

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

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

Monika Patel, Deputy CFO, arrived after executive session and is now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Montferrat requested that Professional Services – Grant writer be added to discussion.

Mayor Quattrone moved Resolution 2018-110 out of Consent to be voted on separately.

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

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

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

April 2, 2018 Executive Session – Moved by Councilmember Montferrat; Seconded by Councilmember Bluth

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

Minutes approved 4-0 with 1 abstention.

April 21, 2018 Public Session – Moved by Councilmember Bluth; Seconded by Councilmember Montferrat.

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

Minutes approved 4-0 with 1 abstention.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Asked if there was a public hearing for the Budget this evening. Deputy Borough Clerk, Peggy Riggio, advised that the public hearing for the budget is 28 days after introduction and is scheduled for the June 4, 2018 meeting.

Gary Evers, 101 Joseph Street – Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Patricio Quezada, 365 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Hector Torres, 369 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Brian Quezada, 365 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Judy Quezada, 365 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Doug Mair, 536 South Main Street – Asked Council since there is so much opposition to this ordinance, will this be tabled.

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

ORDINANCES

Proposed Knox Box Ordinance

Fire Official, Chad Reed, explained how the Knox box works. This would be for businesses in town. Mr. Reed explained how having a Knox box is easier than forcing a door or window and safer than waiting for the owner to arrive. The cost for a Knox box is approximately \$200 - \$300 and is at the expense of the business owner. Discussion ensued. There were concerns regarding the Knox boxes being “hacked” and owners being bitter for having to do this. There were also questions regarding if the Fire Official can require the Knox box or if we need an ordinance. It was determined that there is still discussion to be had.

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

Mayor Quattrone opened the public hearing for Ordinance 2018-08 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Questioned if we always had a ordinance for landlord registration.

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

Councilmember Montferrat moved Ordinance 2018-08 for adoption; Councilmember Hansen seconded. Discussion ensued.

Councilmember Montferrat stated that property maintenance is a serious problem in town and this is one way to deal with it. Councilmember Bluth stated that she feels that annual inspection is discriminatory. Borough Attorney, Fred Raffetto, stated that the law is unsettled but he believes that we are within the law with the new wording in the ordinance. After further discussion, Council decided that paragraph 12c should not be changed and should remain as it had in previous versions. Councilmember Montferrat withdrew his motion for adoption; Councilmember Hansen withdrew her seconded for adoption.

Councilmember Misiura moved to amend Ordinance 2018-08; Councilmember Bluth seconded.

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

Ordinance Amended 4-1.

Councilmember Hansen moved Ordinance 2018-08 as amended for adoption; Councilmember Bluth seconded.

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

Ordinance adopted as amended 5-0.

ORDINANCE 2018-08

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

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

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

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

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

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

Subsection 13-12-2 Registration Required

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

- 1) The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;
- 2) If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;
- 3) If the address of any record owner is not located in Mercer County, the name and address of a person who resides in Mercer County and is authorized to accept notices from a tenant and to issue receipts

therefor and to accept service of process on behalf of the record owner;

- 4) The name and address of the managing agent of the premises, if any;
- 5) The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any;
- 6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- 7) The name and address of every holder of a recorded mortgage on the premises;
- 8) If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- 9) The number of rental units located in the facility;
- 10) The type of unit being licensed (i.e. room, apartment, single family home, duplex, condo, townhouse, etc.); and
- 11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.
- 12) A copy of the page(s) of the current lease showing the tenants as listed on the application and the signature page showing said tenants signature(s) shall be submitted with the application.

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

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or, in any event, at least once every two years. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Routine biennial inspections will be scheduled by the Housing Officer.

(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.

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

Mayor Quattrone opened the public hearing for Ordinance 2018-10 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Inquired as to why this ordinance is needed.

Doug Mair, 536 South Main Street – Stated that he is against this ordinance. If you budget correctly you wouldn't need this.

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

Councilmember Misiura moved Ordinance 2018-10; Councilmember Hansen seconded.

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

Ordinance adopted 5-0.

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.

Ordinance 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

Mayor Quattrone opened the public hearing for Ordinance 2018-11 and the following individuals spoke:

There being no one coming forward Mayor Quattrone closed the public comment period.

Discussion ensued. It was decided that the Mayor and Administrator would follow up with the Chief of Police to ascertain his recommendation regarding this ordinance.

Councilmember Musing moved to table Ordinance 2018-11; Councilmember Bluth seconded.

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

Ordinance tabled 5-0.

The next public hearing for Ordinance 2018-11 will be June 18, 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:

2. 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.

RESOLUTIONS

Resolution 2018-106 Payment of Bills

Councilmember Montferrat moved Resolution 2018-106; Councilmember Musing seconded.

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

Resolution adopted 5-0.

Resolution 2018-106

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

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,902,145.77 from the following accounts:

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

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

Councilmember Misiura moved Resolution 2018-107; Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2018-107

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

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

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

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

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

WHEREAS, the Project Engineer has recommended approval of payment #1 (final) in the amount of \$148,112.67.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$148,112.67 to Earle Asphalt Company of Farmingdale, New Jersey is hereby approved as detailed herein upon confirmation that the project is completed to the satisfaction of the Borough Engineer.

Councilmember Bluth moved Resolution 2018-110; Councilmember Montferrat seconded.

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

Resolution adopted 5-0.

Resolution 2018-110

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

APPOINTING AN ACTING MUNICIPAL COURT ADMINISTRATOR

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

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

State of New Jersey; and

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

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

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

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

CONSENT AGENDA

Councilmember Musing moved Resolutions 2018-108; 2018-109; 2018-111; 2018-112; 2018-113 as a Consent Agenda; Councilmember Misiura seconded.

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

Resolutions adopted 5-0.

Resolution 2018-108

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

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

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

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

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

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

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

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

set forth in the Agreement.

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

Resolution 2018-109

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

ADOPTING A GREEN PURCHASING POLICY

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

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

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

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

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

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

**BOROUGH OF HIGHTSTOWN
MERCER COUNTY
GREEN PURCHASING POLICY**

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING POLICY)

1.1 STATEMENT OF THE POLICY

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

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

1.2 PURPOSE & OBJECTIVES OF THE POLICY

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

The policy objectives are to:

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.3 RESEARCH, EVALUATION & IMPLEMENTATION OF THE POLICY

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

- Recycled Content Products (e.g. paper products, playground/recreation equipment, toner/printer cartridges, motor oils & lubricants, furniture, carpets & flooring materials,

matting, plastic/composite lumber/building materials, trash bags, parking stops, ceiling tiles, etc...)

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

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

1.4 SPECIFICATIONS

1.4.1 Source Reduction

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.1 Source Reduction (Continued)

- * To the extent practicable the *Borough of Hightstown* shall purchase remanufactured products such as toner/printer cartridges, retread tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.
- * To the extent practicable the *Borough of Hightstown* shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in the policy, when & where practicable.
- * All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes the evaluation of the total costs expected during the lifetime of the product, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

- * Products that are durable, long lasting, reusable or refillable shall be preferred whenever available & practicable.
- * To the extent practicable the *Borough of Hightstown* requests vendors to eliminate excess packaging or to utilize the minimum amount necessary for product protection, to the greatest extent practicable.
- * Packaging that is reusable, recyclable or compostable shall be preferred, when suitable uses and programs readily exist.
- * Vendors shall be encouraged to take back and reuse wooden pallets and other shipping and packaging materials when & where practicable.
- * Suppliers of electronic equipment, including but not limited to computers, monitors, printers, fax machines and photocopiers, shall be required to take back the equipment for reuse or environmentally safe recycling when the *Borough of Hightstown* discards or replaces such equipment, whenever & where practicable.
- * To the extent practicable the *Borough of Hightstown* shall consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when the *Borough of Hightstown* discards or replaces such equipment, whenever practicable.
- * All documents shall be printed and photocopied on both sides (duplex) to reduce the use and purchase of photocopy paper, whenever & where practicable.

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.2 Recycled Content Products

- * All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, photocopy paper, janitorial paper products, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous and non-paper office products, shall contain the highest postconsumer content practicable to the application, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- * Photocopiers and printers purchased or leased by the *Borough of Hightstown* shall be compatible with the use of recycled content and remanufactured products.
- * To the extent practicable, the *Borough of Hightstown* shall purchase re-refined lubricating and industrial oil for use in its vehicles and other motorized equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.

- * When specifying asphalt concrete, aggregate base or Portland Cement Concrete for road construction projects, the *Borough of Hightstown* shall utilize recycled, reusable or reground materials when & where practicable.
- * To the extent practicable the *Borough of Hightstown* shall specify and purchase recycled content transportation products, including signs, traffic cones, parking stops, delineators, channelizers and barricades, which shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.
- * All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content of a minimum of thirty (30%) percent recycled postconsumer content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content that the paper contains.

1.4.3 **Energy & Water Savings**

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.3 **Energy & Water Savings (Continued)**

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

1.4.4 **Green Buildings & LEED IM Ratings**

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

1.4.5 Landscaping & Hardscaping

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

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

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.6 Toxics & Pollution

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

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

The use of chlorofluorocarbon, Halon & Freon containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning,

refrigeration, insulation and fire suppression systems shall not contain them.

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

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

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

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

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.4 SPECIFICATIONS (CONTINUED)

1.4.6 Toxics & Pollution (Continued)

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

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

When replacing vehicles, the *Borough of Hightstown* shall consider less-polluting alternatives

to diesel such as bio-based fuels, hybrids, electric batteries, and fuel cells, as may be available for the application.

1.4.7 **Forest Conservation**

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

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

1.4.8 **Bio-Based Products**

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

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

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

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

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.5 **PRIORITIES**

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

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

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

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

1.6 IMPLEMENTATION OF THE POLICY

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

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

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

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

1.7 PROGRAM EVALUATION

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.8 DEFINITIONS

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

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

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

“Biodegradable Products Institute” (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of

biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

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

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

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

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

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

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

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

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

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

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.8 DEFINITIONS (CONTINUED)

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

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

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

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

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

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

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

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

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

1.0 ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING) (CONTINUED)

1.8 DEFINITIONS (CONTINUED)

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

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

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

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

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

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

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

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

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

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

Resolution 2018-111

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

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

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

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

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

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

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

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

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

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

Resolution 2018-112

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

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

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

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

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

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

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

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

Resolution 2018-113

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

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

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

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

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

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

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	275,000.00	955,381.00	1,230,381.00

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

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

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

PUBLIC COMMENT PERIOD II

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

Doug Mair, 536 South Main Street – Stated that Council was unprepared for tonight’s meeting. Asked if the landlord registration ordinance pertaining to inspections apply to the Peddie School.

Eugene Sarafin, 628 South Main Street – Enjoyed tonight’s legal debate.

Keith LePrevost, 213 Greely Street – Didn’t know that knox boxes were available in Hightstown. They save lives and property. Regarding annual inspection of rental property, the Housing Authority inspects their units annually. This is a life safety issue and keeps property in good condition.

Scott Caster, 12 Clover Lane – Not sure if knox boxes are the best route to take to protect property.

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

DISCUSSION

Grant Writer

Councilmember Montferrat explained that they received two (2) proposals for Grant Writer. We are currently contracted with Triad. Discussion ensued. It was decided that Council would like to go back out for proposals for Grant Writer.

SUBCOMMITTEE REPORTS

Rugmill

Councilmember Misiura stated that RBG has submitted their application for the project. Hightstown Planner and Engineer requested clarification on the application. They will be resubmitting the application for the June

Planning Board Meeting.

Sidewalk & Streets

The streets and sidewalks committee will be meeting on May 30th.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

The Girl Scouts will be painting a piano to be put into Association Park. More details to follow regarding a ribbon cutting. Fun Fridays will begin June 15th at Memorial Park. Mayor's Wellness Walk will be June 16th at 8:30 a.m. and will start at Memorial Park.

Councilmember Montferrat

All is well with the Board of Health. The Harvest Fair Committee is looking to rent a stage for the fair in October. Thanked the residents of Joseph Street for voicing their concerns. Stated that Council was not unprepared this evening. Councilmembers had a difference of opinion on these issues.

Councilmember Misiura

Planning Board reviewed capital projects at their last meeting. Joe Cialese was sworn in as the newest member.

Councilmember Musing

HPC is getting the application completed for JCP&L for the hanging of the banners. Spoke about the need for the Cap Bank Ordinance.

Councilmember Hansen

Stated that parking is an issue all over town. Our main objective is to make the school crossing safer for students.

Peggy Riggio, Deputy Clerk

Reminded everyone of the Memorial Day Parade. Parking Permits will be renewed in the month of June. New permits will be effective July 1st.

Monika Patel, Tax Collector/Deputy CFO

Informed Council that Tax Collection rate is 97%.

Fred Raffetto, Borough Attorney

Stated that he feels it is unfair to accuse Council of being unprepared. The Knox box ordinance was on the agenda for discussion for the first time. The rental registration ordinance has been talked about at several meetings where Council raised concerns and they have been asking questions so an informed decision could be made. There was good discussion tonight and a good compromise was made on the rental ordinance.

Mayor Quattrone

Stated that this is the best Council he has ever worked with. Stated that he met with the residents of Maple Avenue regarding the placement of an island on their street. It was the consensus that the residents do not want the island. They are looking for curb, sidewalk repair and new driveway aprons.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:35 p.m.; Councilmember Hansen seconded. All Ayes

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Meeting Minutes
Hightstown Borough Council
June 4, 2018
6:30 p.m. Executive Session
7:30 Public Session

The meeting was called to order by Mayor Quattrone at 6:30 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

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

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

EXECUTIVE SESSION

Resolution 2018-114 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Montferrat; Seconded by Councilmember Musing.

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

Resolution adopted 6-0.

Resolution 2018-114

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on June 4, 2018 at 6:30 p.m. at the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Attorney Client Privilege
 Personnel
 Contract Negotiations

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: September 4, 2018, or when the need for confidentiality no longer exists.

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

Mayor Quattrone called the public meeting to order at 7:40 p.m. and again read the Open Public Meetings Statement.

Kevin McManimon, Redevelopment Attorney, left the meeting during Executive Session and is no longer present. George Lang, CFO, and Monika Patel, Tax Collector/Deputy CFO, arrived after executive session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Mayor Quattrone requested that Resolution 2018-117 be removed from the agenda. More information is needed before this can be voted on.

Councilmember Musing moved the agenda as amended. Councilmember Stults seconded.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

April 16, 2018 – Executive Session

Moved by Councilmember Hansen; Seconded by Councilmember Bluth

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

Minutes approved 6-0.

April 16, 2018 – Public Session

Moved by Councilmember Stults; Seconded by Councilmember Bluth

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Scott Caster, 12 Clover Lane – Stated that he believes that Mr. Lang is good at what he does but we need to go to the State for help. Hightstown will qualify for assistance because of the amount of tax exempt properties.

Doug Mair, 536 South Main Street – Stated that the packet was not on the website today. Also stated that the tomorrow's primary election was not on the website. There are a lot of good things going on in town but suggested that we focus talks regarding the Route 33 corridor.

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

BUDGET

Resolution 2018-115 Authorizing the Budget to be Read by Title Only

Moved by Councilmember Hansen; Seconded by Council President Stults.

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

Resolution adopted 6-0.

Resolution 2018-115

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

AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY

WHEREAS, pursuant to 40A:4-10, as amended by Chapter 95, P.L.2015, provides that the budget may be by title when procedures required by N.J.S.40A:4-8 and N.J.S.40A:4-9 or section 12 of P.L.1995, c.259 (C.40A:4-6.1), as applicable, have been followed; and

WHEREAS, N.J.S.A. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body; and

WHEREAS, the Borough Council finds that the budget for 2018 shall be read by title only.

NOW, THEREFORE BE IT RESOLVED that the budget shall be read by title only.

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain
Ms. Bluth		✓	✓		
Ms. Hansen	✓		✓		
Mr. Misiura			✓		
Mr. Montferrat			✓		
Mr. Musing			✓		
Mr. Stults			✓		

Mayor Quattrone open the Public Hearing from the 2018 Budget and the following individuals spoke:

Scott Caster, 12 Clover Lane – Stated that neighboring communities taxes are flat or going down. Hightstown needs to follow the money and request additional aid from the State.

Keith LePrevost, 213 Greely Street – Questioned the increase in the Fire Department’s budget and why the Environmental Commission’s budget was not increased.

Doug Mair, 536 South Main Street – Questioned why Councilmembers Misiura and Montferrat voted no at the introduction of the budget. Spoke about the Water Department’s surplus. Stated that with all of the savings in the budget there is still a .07 increase due to prior litigation. Fire Department budget increase should not have been granted until Council received the information that was requested. Talked about Peddie School not paying taxes. Also questioned that there are 76 registered voters with the address of 1 The Peddie School.

There being no further comments, Mayor Quattrone asked for a motion to close the public hearing for the 2018 Budget.

Moved by Councilmember Hansen; seconded by Council President Stults.

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

Public Hearing Closed 6-0.

Discussion ensued.

Mayor Quattrone – Stated that the Fire Budget has not changed in the last 10 years. This needed to be increased. Regarding the address at the Peddie School; they have one mailing address which is delivered to a central location at Peddie. The mail is then distributed internally.

Councilmember Musing – Stated that a Municipal Budget is different than a corporate budget. It is a guessing game and balancing act.

Councilmember Misiura – Stated that he voted against the introduction of the Budget because he felt that more work could have been done with our surplus. We are not taking advantage of the surplus to mitigate a tax increase.

Councilmember Montferrat – Voted no for introduction of the Budget because he felt that variable expenses could have been cut. He also agrees with Councilmember Misiura regarding the use of surplus.

Councilmember Hansen – Stated that she feels there are good things going on with the Budget. Many line items are projects. She is comfortable with our use of surplus.

George Lang, CFO – Stated that there are no State Aid programs for Hightstown. To qualify for State Aid you must be in dire straits and thankfully Hightstown is not there. Our Department Heads are good with their budgets and do not spend unnecessarily. He is not comfortable using additional surplus. And use of the surplus will affect our bond rating. The amendment introduced tonight has to do with the Capital Fund and will not affect the tax rate.

Resolution 2018-119 Amending the 2018 Budget

Moved by Council President Stults; Seconded by Councilmember Hansen

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

Resolution adopted 6-0.

Public Hearing scheduled for June 18, 2018

ORDINANCES

Ordinance 2018-12 First Reading and Introduction – 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

Moved by Councilmember Musing; Seconded by Council President Stults

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

Ordinance Introduced 6-0.

Public Hearing: June 18, 2018.

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.

RESOLUTIONS

2018-116 Payment of Bills

Moved by Council President Stults; Seconded by Councilmember Montferrat

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

Resolution Adopted 6-0.

Resolution 2018-116

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 \$128,173.85 from the following accounts:

Current		\$65,926.94
W/S Operating		26,561.01
General Capital		6,040.50
Water/Sewer Capital		5,722.50
Grant		350.00
Trust		595.50
Housing Trust		0.00
Animal Control		28.80
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>22,948.60</u>
Total		<u>\$128,173.85</u>

2018-118 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2018 Budget

Moved by Council President Stults; Seconded by Councilmember Montferrat

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

Resolution adopted 6-0.

Resolution 2018-118

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

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

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

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

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

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

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	201,000.00	1,230,381.00	1,431,381.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	50,000.00	470,526.00	520,526.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	251,000.00	1,700,907.00	1,951,907.00

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

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

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – Asked why the State will not give Hightstown additional funds for the Energy Tax Receipt. We are leaving money on the table.

Doug Mair 536 South Main Street – Thanked Council for answering questions on the budget. He appreciates their due diligence. Inquired about additional shared services and the Rug Mill Project.

Keith LePrevost, 213 Greely Street – Informed Council that the Environmental Commission is hosting at Tree Seminar at Association Park. Stated that the Housing Authority contributes \$36,000 per year to the Borough in lieu of taxes. He suggested Council look at other non-profits in town to do the same.

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

DISCUSSION

Capital Budget

Discussion ensued regarding capital purchases. Items that were discussed were 1 or 2 message trailers for the Police Department, 1 new patrol car for the police department, dumpster enclosure for Stockton Street lot, Fire Department requests. More information is needed from the Fire Department, Ken Lewis is still researching prices for the dumpster enclosure and it was decided by straw vote to purchase 1 message trailer at this time. It was stated that we must prioritize the list and receive a schedule of debt from the CFO before a decision is made.

SUBCOMMITTEE REPORTS

Streets & Sidewalks

The Streets and Sidewalks Committee met on May 30th. They are looking at problem intersections, sidewalk and sidewalk repairs and where crosswalks are needed. They report to Council and the Borough Engineer for future plans.

Lincoln Tree Committee

Councilmember Montferrat stated that this subcommittee will be meeting on June 22nd.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

The second piano is done and will be placed in Association Park. Stay tuned for dedication ceremony details. Fun Friday's begin June 15th. Mayor's Wellness Walk will be June 16th at Memorial Park.

Councilmember Montferrat

Board of Health meets June 13th. Harvest Fair meets June 19th and the Environmental Commission meets June 26th. Suggested we speak with Peddie regarding increasing their payment in lieu of taxes. Requested CFO, George Lang, prepare a budget overview that shows 3 years.

Councilmember Misiura

Requested that CFO, George Lang, prepare a project of budget/expenses going forward for Council to an overview of what is do in the future. Planning Board will meet next week and they will be hearing the Rug Mill application. Found an old article (2006) regarding Peddie's \$23,000 per year gift. The article stated that this give would not increase for a decade. It may be worth it to have an ongoing friendly dialogue with Peddie to have the gift increased.

Councilmember Musing

Stated that no one likes to raise taxes, but he was not comfortable with using more surplus. Thanked the Housing Authority for their donation.

Council President Stults

Thanked Council for the in-depth conversation regarding the Budget. He is comfortable with the budget that was introduced. Mr. Lang's job is to keep the Borough safe financially. The Fire Department did provide Council with their operating budget and it did show their surplus is down. Going forward the Fire Department will work with our Finance Department throughout the year. Downtown Hightstown received their 501c3 status back. The business

group will be meeting Wednesday at 12 Farms. A tenant on Main Street has approached him regarding contributing to the fencing for the dumpsters in the Stockton Street Lot.

Debra Sopronyi, Borough Administrator/Clerk

The Borough Engineer finished the traffic study on Wycoffs Mill Road. The County will be repainting crosswalks in town this season.

Peggy Riggio, Deputy Borough Clerk

Parking Permits are to be renewed this month. Tomorrow is the Primary. Polls are open 6:00 a.m. – 8:00 p.m. All voting districts are located in the Fire House.

Monika Patel, Tax Collector/Deputy CFO

Tax Collection rate is good. Water/Sewer bills will be going out in about 2 weeks.

George Lang, CFO

He will provide Council with the information they requested.

Mayor Quattrone

Attended the fishing derby sponsored by the Fire Department. Thanked George Lang for providing the Budget at a Glance. Asked the Administrator to check the wattage of the street lights on Mercer Street.

ADJOURNMENT

Councilmember Montferrat motioned to adjourn at 9:56 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Meeting Minutes
Hightstown Borough Council
June 18, 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 Fred Raffetto, Borough Attorney; Carmela Roberts, Borough Engineer, George Lang, CFO and Monika Patel, Tax Collector/Deputy CFO.

APPROVAL OF AGENDA

Mayor Quattrone requested that Resolution 2018-120 be removed from the agenda. He also requested to add Resolution 2018-137.

Moved as amended by Councilmember Musing; Seconded by Councilmember Stults.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

May 7, 2018 Executive Session

Moved by Councilmember Montferrat; Seconded by Council President Stults

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Doug Mair, 536 South Main Street – Questioned why the minutes from Borough Council meetings are one month behind. Minutes should be approved in a timely manner.

Sandra Johnson, 301 Lincoln Avenue – Spoke regarding removing trees for the Lincoln, Hagemount, Rocky Brook Project. She is against removing the trees.

Scott Caster, 12 Clover Lane – Stated that Council votes before the public has a chance to voice their opinions.

Gary Evers, 101 Joseph Street – Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”. Stated that the residents were never asked about no parking on this street.

Patricio Quezada, 365 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Hector Torres, 369 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”

Darek Hahn, 18 Cranbury Neck Road, Cranbury – Chair Walking Bridge Committee, He is happy to inform Council that a press release regarding the Walking Bridge is ready to go.

Judy Quezada, 365 Stockton Street - Spoke in opposition of the Ordinance 2018-11, “Parking on Joseph Street prohibited during certain hours”. Stated that it takes the buses 4 minutes to drop the students off in the morning and 8 minutes to pick up in the afternoon. Why should the Street have no parking for all day because of 12 minutes.

Mayor Quattrone stated that the no parking was brought to him by the Police Chief. We need to consider safety first, even before parking.

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

ENGINEERING ITEMS

Lincoln, Hagemount & Rocky Brook Project

Carmela Roberts, Borough Engineer, stated that this project has not started yet. The plan is just a concept of what can be done. There is a subcommittee meeting next week to discuss the final project plan.

Maple & Sunset Project

Carmela Roberts, Borough Engineer, stated that the residents do not want the island that was proposed by the Environmental Commission. Ms. Roberts reviewed a letter from a resident regarding drainage problems on Sunset. Ms. Roberts stated that tress on Sunset where a new sidewalk will be placed is not possible because of a narrow right of way. Discussion ensued. Council instructed Ms. Roberts to bid the project with alternates which will contain the placement of additional trees.

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

Moved by Councilmember Misiura; Seconded by Councilmember Hansen

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

Resolution adopted 6-0.

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.

Safe Routes to School Grant 2018

Carmela Roberts, Borough Engineer informed Council that NJDOT is accepting applications for Safe Routes to School. She is suggesting that we apply for the grant with Dutch Neck Road as the proposed project. She reviewed her letter dated June 6, 2018. This project would be for curb and sidewalks on Dutch Neck Road for the benefit of K-8 students who will be walking to the Rogers and Black Schools. Discussion ensued. It was suggested that we reach out to East Windsor to have a continuous sidewalk into East Windsor. It might be beneficial for both towns to apply for the Grant.

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

Moved by Councilmember Montferrat; Seconded by Council President Stults.

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

Resolution adopted 6-0.

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.

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

Moved by Councilmember Hansen; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

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.

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

Ms. Roberts reviewed her letter dated June 12, 2018 regarding a change order for the UV Disinfection unite for the AWWTP.

Moved by Councilmember Montferrat; Seconded by Councilmember Hansen.

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

Resolution adopted 6-0.

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.

2018 BUDGET

Mayor Quattrone opened the Public Hearing on the Budget Amendment and the following individuals spoke:

Scott Caster, 12 Clover Lane – Stated that Hightstown is in dire straits and there is a lack of understanding of making the budget work. We need to go to the State. Hightstown is paying more than East Windsor in Reginal School Taxes.

Doug Mair, 536 South Main Street – Appreciated that the CFO prepared a tax comparison for review. Stated that School Tax is down and County Tax is Down but Hightstown Tax Rate is up because Council approves things before having all their information.

Resolution 2018-137 Amending the 2018 Budget

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Resolution adopted 6-0.

Resolution 2018-137
BOROUGH OF
HIGHTSTOWN
COUNTY OF
MERCER STATE
OF NEW JERSEY

WHEREAS, the local municipal budget for the year 2018 was approved on the 7th day of May 2018, and amended on June 4, 2018

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved and amended budget, now

THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Hightstown, County of Mercer, that the following amendments to the approved budget of 2018 be made:

Recorded Vote	<i>Ayes</i>	(Bluth	(	<i>Abstained</i>	(
		(Hansen	(		(
		(Misiura	<i>Nays</i>		(
		(Montferrat	(		
		(Musing	(		(
		(Stults	(		<i>Absent</i>

	<u>From</u>	<u>To</u>
CURRENT FUND - ANTICIPATED REVENUES		
GENERAL REVENUES		
1. Surplus Anticipated	\$ 765,000.00	\$ 804,400.00
Total Surplus Anticipated	\$ 765,000.00	\$ 804,400.00
3. Miscellaneous Revenues:		
Section G: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government - Other Special Items		
FEMA Reimbursements	\$ 39,400.00	\$ -
Total Section G: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Other Special Items		
	\$ 238,825.90	\$ 199,425.90
Summary of Revenues		
1 Surplus Anticipated	765,000.00	804,400.00
3. Miscellaneous Revenues:		
Total Section G: Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government Services - Other Special Items		
	\$ 238,825.90	\$ 199,425.90
Total Miscellaneous Revenues	\$ 1,446,430.78	\$ 1,407,030.78
5. Subtotal General Revenues (Items 1, 2, 3, and 4)	\$ 2,461,430.78	\$ 2,461,430.78
7. Total General Revenues	\$ 7,532,417.64	\$ 7,532,417.64

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the local municipal budget so amended.

SO RESOLVED, as aforesaid.

Resolution 2018-125 Adoption of 2018 Budget

Moved by Councilmember Hansen; Seconded by Council President Stults.

Councilmember Montferrat – Appreciated the CFO’s efforts but feels that the increase is too high and unfair to taxpayers.

Councilmember Musing – Council did what they had to do with the Budget. No one likes tax increases. Asked what we can do to increase property values.

Councilmember Hansen – Agreed with making an effort to increase property values. Asked when the next tax assessment would be.

Councilmember Misiura – At first he did not think we were using enough surplus. Thanked Mr. Lang for providing a projection for 2019 which shows a large increase in debt service. He will be voting yes on the budget.

Council President Stults – Maintaining our infrastructure is something we must do. Once we cut departments budgets it is hard to give it back. Our department heads work hard at making good financial choices. He will be voting yes.

Councilmember Bluth – Will be voting yes on the budget although she is not happy about the increase. She is disappointed that the public does not attend the budget meetings.

Mayor Quattrone – Disappointed that the public does not come to the budget meetings to hear the discussion that takes place before the decision is made.

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

Budget adopted 5-1.

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

Mayor Quattrone requested Borough Administrator/Clerk, Debra Sopronyi, read Chief Frank Gendron's letter into the record. Ms. Sopronyi proceeded to read the letter: *"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."*

Mayor Quattrone opened the Public Hearing for Ordinance 2018-11 and the following individuals spoke:

Doug Mair, 536 South Main Street – This ordinance was tabled at the last meeting yet not one has spoken to the residents that this will impact. Council needs to look at a compromise of possibly no parking on one side of the street.

Scott Caster, 12 Clover Lane – It's not right for the schools to reroute the buses in town. The school's presence in the Borough is changing the quality of life.

Patricio Quezada, 365 Stockton Street – Spoke in opposition of the ordinance.

Milton Matamoros, 135 Purdy Street – The public is here voicing their concerns. Council needs to solve this problem.

Gary Evers, 101 Joseph Street – He has a trailer in his driveway so he needs to park his car on the street.

Hector Torres, 369 Stockton Street – He has children from the schools walk across his property. He will be calling the police if this continues.

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

Moved for adoption by Councilmember Montferrat; Seconded by Councilmember Misiura.

Discussion ensued. It was decided that there needs to be an additional conversation with the School District and Chief Gendron to look at the best option.

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

Ordinance defeated 0-6.

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.

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

Mayor Quattrone opened the public hearing for Ordinance 2018-12 and the following individuals spoke:

Doug Mair, 536 South Main Street – Stated that he has no problem with the purchase of the property, it's a good investment, if the Police Department is housed there. We should abandon discussions with Robbinsville. He is in favor of keeping the Police Department in town.

Scott Caster, 12 Clover Lane – We need to have a permanent home for the Borough Offices. Trusts that Council will make the right decision.

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

Moved by Councilmember Montferrat; Seconded by Councilmember Misiura.

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

Ordinance adopted 6-0.

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.

2018-13 First Reading and Introduction – An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Moved for introduction by Councilmember Misiura; Seconded by Councilmember Montferrat.

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

Ordinance adopted 6-0.

Public hearing: July 16, 2018

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	\$80,000.00
Deputy Borough Clerk	\$30,000.00	\$60,000.00
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

	RANGING FROM:	TO:
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	\$7,000.00	\$47,000.00
Tax Assessor	\$7,500.00	\$20,000 .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	\$30,000.00	\$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	\$25,000.00
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
Building Subcode Official	\$3,500.00	\$8,000.00
Superintendent of Public Works	\$50,000.00	\$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	\$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	\$55,000.00
Building Inspector	\$3,500.00	\$5,500.00
Zoning Official	\$6,000.00	\$12,000.00
Health Officer	\$8,000.00	\$13,000.00

	RANGING FROM:	TO:
OEM Coordinator	\$2,000.00	\$ 5,000.00
Borough Administrator	\$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	\$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
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	\$35.00
Public Works Driver/Laborer	\$15.00	\$35.00
Public Works Laborer	\$14.00	\$35.00
Public Works Municipal Building Maintenance	\$8.00	\$35.00
Public Works Mechanic	\$16.00	\$35.00
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	\$50.00

	RANGING FROM:	TO:
AWWTP Maintenance	\$16.00	\$30.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$20.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$30.00
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	\$35.00
Fire Officer	\$14.00	\$35.00
Zoning Official	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$45.00
Plumbing Subcode Official	\$14.00	\$45.00

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.

RESOLUTIONS

2018-126 Payment of Bills

Moved by Councilmember Musing; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

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>

2018-127 Reappointing Debra L. Sopronyi as Borough Administrator and Authorizing the Execution of the Associated Agreement

Moved by Councilmember Bluth; Seconded by Council President Stults

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

Resolution adopted 6-0.

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.

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.

2018-128 Establishing Salaries of Certain Officers and Employees of the Borough of Hightstown for the Year 2018

Moved by Councilmember Bluth; Seconded by Council President Stults

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

Resolution adopted 6-0.

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

CONSENT AGENDA

Councilmember Hansen moved Resolutions 2018-129; 2018-130; 2018-131; 2018-132; 2018-133; 2018-134; 2018-135 and 2018-136 as a Consent Agenda; Councilmember Misiura seconded.

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

Resolutions adopted 6-0.

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.

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.

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.

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.

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, conditioned upon the receipt of a two-year Maintenance Guarantee in the amount of \$11,762.89, in a form found satisfactory by the Borough Attorney.
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

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

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.

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.

PUBLIC COMMENT PERIOD II

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

Doug Mair, 536 South Main Street – Congratulated Borough Administrator/Clerk Sopronyi on her reappointment. Thanked Councilmember Montferrat for voting no on the budget. If you don't like it stick to your convictions and vote no. Thanked Council for listening to residents and voting no on the No Parking Ordinance for Joseph Street. He is disappointed in the purchase of a new Borough Hall without the Police Department there. Stated concern about the Rug Mill Project; believes that are not staying true to what was presented in their original presentation.

Scott Caster, 12 Clover Lane – Thanked Council for being frugal with the budget. Appreciated tonight's dialogue. Stated that he does not think Board and Committee Chairs should be limited to the general time limit.

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

DISCUSSION

Use of Stockton Street Parking Lot Dumpsters

Borough Administrator/Clerk, Debra Sopronyi, reviewed a letter received from RISE on June 6, 2018. RISE has requested use the dumpsters and would like to contribute. RISE stated that, like the food establishments, their needs for the Greater Goods Thrift Store, are greater than the 95-gallon container of solid waster per week allotment. Ms. Sopronyi stated that by ordinance, food vendors located on Main Street contribute to the cost of the dumpsters. All other businesses are not expected to exceed what is equal to a 95-gallon container weekly. Mayor Quattrone stated that he has had several conversations with RISE and informed them that it is not appropriate leave items outside the dumpsters. Discussion ensued. It was decided by a 6-0 straw vote not to include RISE in the food establishment ordinance for dumpster use. Ms. Sopronyi will follow up with RISE.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Parks & Rec Fun Friday was well attended. Next Thursday, June 20th at 4:30 p.m. there will be a ribbon cutting ceremony to unveil the 2nd piano, this one located in Association Park. Sunday, July 22nd there will be a magic show and Sunday August 26th there will be a puppet show. Both at Association Park.

Councilmember Montferrat

Board of Health met and this month's discussion topic was allergies and electronic smoking devices. Environmental Commission meets next Tuesday and the Harvest Fair Committee meets tomorrow.

Councilmember Misiura

Planning Board met last week and started hearing the application for the Rug Mill. They will continue the hearing at the July 9th meeting.

Council President Stults

The Housing Authority is meeting this Wednesday. He attended the first Fun Friday and it was great. Downtown Hightstown is looking into parklets in front of stores on Main Street. They are getting information from the State for this.

Mayor Quattrone

The Mayor's Wellness Walk had a total of 5 people participate. Wanted the public to know that they are not trying to get rid of the Police Department.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 11:25 p.m.; Councilmember Musing seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

The Borough of Hightstown Certificate of Appreciation

This award is hereby presented to:

Nevin Walia

*In recognition of your work with the Hightstown Board of Health in
conducting the STOMP Campaign aimed at preventing tobacco
use in young people*

*In sincere appreciation of your dedication to
the Borough of Hightstown and its residents*

Presented this 16th day of July, 2018

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	\$80,000.00
Deputy Borough Clerk	\$30,000.00	\$60,000.00
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	\$7,000.00	\$47,000.00
Tax Assessor	\$7,500.00	\$20,000 .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	\$30,000.00	\$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	\$25,000.00
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:
<u>Building Subcode Official</u>	\$3,500.00	\$8,000.00
<u>Superintendent of Public Works</u>	\$50,000.00	\$100,000.00
<u>Assistant Superintendent of Public Works</u>	\$50,000.00	\$66,000.00
<u>Water Plant Superintendent (Part-Time)</u>	\$10,000.00	\$25,000.00
<u>Senior Water Plant Operator</u>	\$35,000.00	\$80,000.00
<u>Supervising AWWTP Operator</u>	\$44,000.00	\$56,000.00
<u>Superintendent of AWWTP</u>	\$50,000.00	\$95,000.00
<u>Assistant Superintendent of AWWTP</u>	\$45,000.00	\$80,000.00
<u>Lab Manager – AWWTP</u>	\$35,000.00	\$65,000.00
<u>Secretary Board of Health</u>	\$500.00	\$1,500.00
<u>Computer Systems Administrator</u>	\$3,000.00	\$6,000.00
<u>Chief Financial Officer</u>	\$2,000.00	\$50,000.00
<u>Deputy Chief Financial Officer</u>	\$10,000.00	\$55,000.00
<u>Building Inspector</u>	\$3,500.00	\$5,500.00
<u>Zoning Official</u>	\$6,000.00	\$12,000.00
<u>Health Officer</u>	\$8,000.00	\$13,000.00
<u>OEM Coordinator</u>	\$2,000.00	\$ 5,000.00
<u>Borough Administrator</u>	\$30,000.00	\$90,000.00
<u>Police Chief</u>	\$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:
<u>Administrative Assistant/Payroll Clerk</u>	\$10.00	\$30.00
<u>Violations Clerk (Part-Time)</u>	\$15.00	\$25.00
<u>Disposition Clerk (Part-Time)</u>	\$12.50	\$25.00
<u>Special Officer – Municipal Court</u>	\$25.00	\$35.00
<u>Public Health Nurse</u>	\$25.00	\$45.00
<u>School Crossing Guard</u>	\$15.00	\$25.00
<u>Special Officer I</u>	\$8.00	\$18.00
<u>Special Officer II</u>	\$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	\$35.00
Public Works Driver/Laborer	\$15.00	\$35.00
Public Works Laborer	\$14.00	\$35.00
Public Works Municipal Building Maintenance	\$8.00	\$35.00
Public Works Mechanic	\$16.00	\$35.00
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	\$50.00
AWWTP Maintenance	\$16.00	\$30.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$20.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$30.00
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	\$35.00
Fire Officer	\$14.00	\$35.00
Zoning Official	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$45.00
Plumbing Subcode Official	\$14.00	\$45.00

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: June 18, 2018

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

ORDINANCE 2018-14

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 the west side 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

Joseph Street	West	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:

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: July 11th, 2018

Reference: No Parking during certain times on the west side of Joseph Street

Ms. Sopronyi,

The Hightstown Police Department is requesting that borough ordinance 7-14-1 be amended to prohibit parking on the west side of Joseph Street, Monday through Friday between 7:30am and 3:30pm.

This request is being made based upon a review of the East Windsor Regional School District's restructuring plan for the upcoming school year, and the desire, of both the school district and police department, to improve the safety of the students as they walk to and from school.

Resolution 2018-139

*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 \$170,025.37 from the following accounts:

Current		\$92,541.98
W/S Operating		48,293.20
General Capital		6,354.75
Water/Sewer Capital		22,395.00
Grant		179.00
Trust		261.44
Total		<u>\$170,025.37</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 July 16, 2018.

Debra L. Sopronyi
Borough Clerk

Date: July 16, 2018

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT	DATE ISSUED	PO #	CHECK #	Amount
PICTURE SHOW ENT.	6/25/2018	18-00897	28145	\$ 562.50
NJ DEPT OF TRANSPORTATION	6/26/2018	18-00901	28146	\$ 165.00
LARRY GUNNELL	6/26/2018	18-00902	28147	\$ 49.85
PARTY PERFECT RENTALS, INC	6/27/2018	18-00903	28148	\$ 775.00
12 FARMS RESTAURANT	6/29/2018	18-00938	28149	\$ 75.00
LIBERTY SCIENCE CENTER	7/2/2018	18-00898	28150	\$ 950.50
LARRY GUNNELL	7/3/2018	18-00961	28151	\$ 54.44
GARY GRUBB	7/3/2018	18-00963	28152	\$ 20.00
NJ DEPT OF COMMUNITY AFFAIRS	7/3/2018	15-00964	28153	\$ 4,405.00
TOTAL				<u>\$7,057.29</u>

Vendor Total: 731.74

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
AUTOM005 AUTOMATIC COMMUNICATIONS ALARM											
18-00636	05/07/18	ANNUAL SERVICE TEST									
1	ANNUAL SERVICE TEST	312.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/07/18	07/11/18			N
Vendor Total:		312.00									
B0921 BRITTON INDUSTRIES, INC											
18-00766	05/30/18	APRIL 2018 YARD WASTE DISPOSAL									
1	INV. 0230290	221.25	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0230290	N
2	INV. 0231902	384.75	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0231902	N
3	INV. 0234165	134.75	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0234165	N
4	INV. 0238978	280.25	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0238978	N
5	INV. 0244693	222.00	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0244693	N
6	INV. 0246034	22.75	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0246034	N
7	INV. 0246006	67.00	8-01-26-311-001-168	B	Yardwaste	R	05/30/18	07/11/18		0246006	N
		1,332.75									
Vendor Total:		1,332.75									
C0396 CAVANAUGH'S, INC.											
18-00870	06/13/18	MONTHLY PEST SERVICE									
1	INV. 702157 -MONTHLY PEST SERV	20.00	8-01-26-310-001-029	B	Maintenance Contracts	R	06/13/18	07/11/18		702157	N
2	INV. 702158 -MONTHLY PEST SERV	20.00	8-01-26-310-001-029	B	Maintenance Contracts	R	06/13/18	07/11/18		702158	N
		40.00									
Vendor Total:		40.00									
C0067 CENTRAL JERSEY POWER											
18-00776	05/30/18	SAW CHAIN SHARPEN/SAW CHAIN									
1	INV. 144898	26.84	8-01-26-290-001-050	B	DPW Work Equipment	R	05/30/18	07/11/18		144898	N
Vendor Total:		26.84									
C0752 CHAD REED											
18-00959	07/03/18	REIMBURSE MEMBERSHIP N.A.F.I.									
1	REIMBURSE MEMBERSHIP N.A.F.I.	65.00	8-01-25-256-002-044	B	Professional Association Dues	R	07/03/18	07/11/18		REIMBURSE NAFI	N
Vendor Total:		65.00									

July 12, 2018
11:39 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 3
085

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
C0735 CHART POOL USA INC.										
18-00853	06/11/18	CPP								
1	CPP #500-801	5 PACK	69.24	8-09-55-501-002-503	B Sewer Plant Maintenance	R	06/11/18	07/11/18		N
2	CPP #900-	301 5PACK	32.70	8-09-55-501-002-503	B Sewer Plant Maintenance	R	06/11/18	07/11/18		N
3	FREIGHT		12.69	8-09-55-501-002-503	B Sewer Plant Maintenance	R	06/27/18	07/11/18	1235249-01	N
			114.63							
Vendor Total:			114.63							
C0058 CINTAS CORPORATION #061										
18-00204	02/05/18	JANUARY INVOICES AS FOLLOWS:		B						
26	INV 061652233	DATED 6/1/18	117.45	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	06/07/18	07/11/18	061652233	N
27	INV 061656891	DATED 6/8/18	117.45	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	06/07/18	07/11/18	061656891	N
28	INV 061661806	DATED 6/15/18	183.98	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	06/07/18	07/11/18	061661806	N
29	INV 061666454	DATED 6/22/18	157.86	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	06/07/18	07/11/18	061666454	N
30	INV 061671233	DATED 6/29/18	117.45	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	06/07/18	07/11/18	061671233	N
			694.19							
18-00648	05/07/18	GLOVES LAB SUPPLY								
1	ITEM #8040	BLACK NITRILE	390.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	07/11/18		N
2	ITEM #8040	BLACK NITRILE	65.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	05/07/18	07/11/18		N
			455.00							
18-00864	06/11/18	GLOVES-LAB								
1	ITEM #7705PFT	SHOWA N-DEX	115.00	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/11/18	07/11/18		N
Vendor Total:			1,264.19							
C0023 COMCAST										
18-00962	07/03/18	8499052440157826 6/23/18								
1	8499052440157826	6/23/18	90.51	8-09-55-501-002-545	B Internet Services	R	07/03/18	07/11/18	849905244015782	N
Vendor Total:			90.51							
COMCA005 COMCAST BUSINESS										
18-00900	06/26/18	930909813								
1	930909813		597.75	8-01-25-240-001-060	B INTERNET AND WEB SERVICES	R	06/26/18	07/11/18	930909813	N

July 12, 2018
11:39 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 4
086

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
COMCA005 COMCAST BUSINESS Continued											
18-00976	07/10/18	8499052430036659 DATED 7/1/18									
1	8499052430036659	DATED 7/1/18	219.85	8-01-20-140-001-060	B Internet Services and Web Services	R	07/10/18	07/11/18		849905243003665	N
Vendor Total:			817.60								
C0222 CONTINENTAL FIRE & SAFETY, INC.											
18-00798	05/30/18	QUOTE #18-2157 5/30/18									
1	QUOTE #18-2157	5/30/18	446.08	8-01-25-252-002-056	B Fire & Other Safety Equipment	R	05/30/18	07/11/18			N
18-00848	06/11/18	INV H2802 DATED 5/31/18 TIPS									
1	INV H2802	DATED 5/31/18 TIPS	469.20	8-01-25-252-002-056	B Fire & Other Safety Equipment	R	06/11/18	07/11/18		H2802	N
Vendor Total:			915.28								
COUNT010 COUNTY OF MERCER-FINANCE DIV											
18-00985	07/11/18	EMS DISP 2018 DATED 6/22/18									
1	EMS DISP 2018	DATED 6/22/18	2,640.00	8-01-43-516-001-199	B EMS DISPATCH COUNTY MISCELLANEOUS	R	07/11/18	07/11/18		EMS DISP 2018	N
Vendor Total:			2,640.00								
COUNT015 COUNTY OF MONMOUTH-											
18-00780	05/30/18	USE OF TRUCK WASH									
1	INV. HTB 04-18-09		60.00	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	05/30/18	07/11/18		HTB 04-18-09	N
Vendor Total:			60.00								
C0931 Creston Hydraulics, Inc.											
18-00856	06/11/18	HYDRAULIC HOSE									
1	INV. 355768 -	HYDRAULIC HOSE	50.89	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	06/11/18	07/11/18		355768	N
Vendor Total:			50.89								
C0087 CUSTOM BANDAG, INC											
18-00888	06/21/18	TIRES AND TIRE REPAIR									
1	INV. 80135918 -	TIRE/BALANCING	146.61	8-01-26-315-001-132	B Vehicle Maint. - Public Works	R	06/21/18	07/12/18		80135918	N
2	INV. 80135918 -	SCRAP TIRE	6.00	8-01-26-311-001-199	B Miscellaneous	R	06/21/18	07/12/18		80135918	N
3	INV. 80135828 -	TIRES/BALANCING	295.30	8-01-26-315-001-132	B Vehicle Maint. - Public Works	R	06/21/18	07/12/18		80135828	N

July 12, 2018
11:39 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 6
088

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
EZ001 E Z PASS N.J.										
18-00956	07/03/18	REPLENISH EZ PASS ACCOUNT								
1 REPLENISH EZ PASS ACCOUNT	100.00	8-01-25-240-001-199	B	Miscellaneous	R	07/03/18	07/11/18		2000115694482	N
Vendor Total:	100.00									
E0576 EAST WINDSOR REGIONAL SCHOOL										
18-00989	07/11/18	MAY 2018 FUEL USE								
1 MAY 2018 FUEL USE - FIRE	461.22	8-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	07/11/18	07/12/18			N
2 MAY 2018 FUEL USE - POLICE	2,093.34	8-01-31-460-001-145	B	Motor Fuel - Police	R	07/11/18	07/12/18			N
3 MAY 2018 FUEL USE - GARBAGE	1,474.93	8-01-31-460-001-147	B	Motor Fuel - Public Works	R	07/11/18	07/12/18			N
4 MAY 2018 FUEL USE - STREETS	1,089.04	8-01-31-460-001-147	B	Motor Fuel - Public Works	R	07/11/18	07/12/18			N
5 MAY 2018 FUEL USE - PARKS	75.97	8-01-31-460-001-147	B	Motor Fuel - Public Works	R	07/11/18	07/12/18			N
6 MAY 2018 FUEL USE - WATER	101.23	8-09-55-501-001-512	B	Motor Fuel	R	07/11/18	07/12/18			N
7 MAY 2018 FUEL USE - SEWER	232.01	8-09-55-501-002-512	B	Motor Fuel	R	07/11/18	07/12/18			N
8 MAY 2018 FUEL USE CONSTRUCTION	31.03	8-01-31-460-001-151	B	MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	07/11/18	07/12/18			N
9 MAY 2018 FUEL FACILITY FEE	120.00	8-01-31-460-001-144	B	Upgrades to Fueling Facility	R	07/11/18	07/12/18		MAY 2018	N
	5,678.77									
Vendor Total:	5,678.77									
ELADL005 ELADIO TORRES										
18-00965	07/10/18	ORDER #114-8140788-5619415								
1 REIMBURSEMENT FOR WORK BOOTS	100.00	8-09-55-501-002-507	B	Uniforms & Safety Equipment	R	07/10/18	07/11/18			N
Vendor Total:	100.00									
E0418 ENVIRONMENTAL ENGINEERING										
18-00834	06/07/18	MAY COVERAGE AWWTP INV 8695								
1 MAY COVERAGE AWWTP INV 8695	5,562.88	8-09-55-501-002-528	B	Outside Consulting Services (B	R	06/07/18	07/11/18		8695	N
Vendor Total:	5,562.88									
F0140 FOREMOST PROMOTIONS										
18-00910	06/28/18	NATIONAL NIGHT OUT MDSE								
1 NATIONAL NIGHT OUT MDSE	147.00	T-12-56-286-000-864	B	NATIONAL NIGHT OUT - POLICE	R	06/28/18	07/11/18			N

[illegible]

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
G0962 GP JAGER, INC.										
18-00647	05/07/18	QUOTE #26766-013018								
1 ITEM #W3T165565 KCL ELECTROLYT	20.70	8-09-55-501-002-503		B Sewer Plant Maintenance	R	05/07/18	07/12/18			N
2 ITEM #W3T167510 U96820	152.37	8-09-55-501-002-503		B Sewer Plant Maintenance	R	05/07/18	07/12/18			N
3 SHIPPING	29.33	8-09-55-501-002-503		B Sewer Plant Maintenance	R	07/11/18	07/12/18		26766-070518	N
	202.40									
Vendor Total:	202.40									
GRETC005 GRETCHEN GILROY										
18-00922	06/28/18	MILEAGE 4/25-6/28								
1 MILEAGE 4/25-6/28	158.05	8-01-20-176-000-045		B MILEAGE	R	06/28/18	07/12/18		4/25-6/28	N
Vendor Total:	158.05									
G0050 GROVE SUPPLY INC										
18-00889	06/21/18	JUNE 2018 INVOICES								
1 INV. S4783292 - NIPPLES/PLUG/	16.02	8-01-26-290-001-128		B Maint.-Downtn Irrigation Sys.	R	06/21/18	07/12/18		S4783292	N
2 INV. S4783705 - ADAPTERS/CAPS	13.78	8-01-26-290-001-128		B Maint.-Downtn Irrigation Sys.	R	06/21/18	07/12/18		S4783705	N
3 INV. S4785425 - CLAMP	14.91	8-01-26-290-001-128		B Maint.-Downtn Irrigation Sys.	R	06/21/18	07/12/18		S4785425	N
4 INV. S4785510 - SAW BLADE/ROOT	81.56	8-01-26-290-001-127		B Street Repair & Maintenance	R	06/21/18	07/12/18		S4785510	N
	126.27									
Vendor Total:	126.27									
H1100 HOME DEPOT CREDIT SERVICES										
18-00816	06/06/18	MAY 2018 INVOICES								
1 INV. 3170978 - PRIMER BULBS	7.97	8-01-26-290-001-127		B Street Repair & Maintenance	R	06/06/18	07/12/18		3170978	N
2 INV. 1042163 - FUEL LINE KIT	5.97	8-01-28-369-001-139		B Mower Repairs	R	06/06/18	07/12/18		1042163	N
3 INV. 0042281 - WEED PREVENTER	12.97	8-01-28-369-001-140		B Landscape Maintenance	R	06/06/18	07/12/18		0042281	N
4 INV. 4022870 - 20A GFCI	34.96	8-01-26-290-001-127		B Street Repair & Maintenance	R	06/06/18	07/12/18		4022870	N
5 INV. 9023066 - CABLE TIES	10.46	8-01-26-290-001-050		B DPW Work Equipment	R	06/06/18	07/12/18		9023066	N
6 INV. 9030126 - SPRAY BOTTLE/	71.51	8-09-55-501-002-503		B Sewer Plant Maintenance	R	06/06/18	07/12/18		9030126	N
7 INV. 8044018 - EXTN CORD/BULBS	60.52	8-09-55-501-002-503		B Sewer Plant Maintenance	R	06/06/18	07/12/18		8044018	N
	204.36									
18-00861	06/11/18	JUNE 2018 INVOICES								
1 INV. 6044234 - CONCRETE	91.98	8-09-55-501-002-529		B Sewer Main Repair/Supplies	R	06/11/18	07/12/18		6044234	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
H1100 HOME DEPOT CREDIT SERVICES Continued										
18-00861	06/11/18	JUNE 2018 INVOICES	Continued							
2 INV.	3023198	- AIR FILTER	29.98	8-01-26-310-001-024	B Building Maintenance	R	06/11/18	07/12/18	3023198	N
3 INV.	2023282	- BODY CAM SUPPLY	52.41	8-01-25-240-001-199	B Miscellaneous	R	06/11/18	07/12/18	2023282	N
4 INV.	2023300	- MOWER BLADE	16.98	8-09-55-501-001-503	B Water Plant Maintenance	R	06/11/18	07/12/18	2023300	N
			191.35							
Vendor Total:		395.71								
H0163 HUNTER JERSEY PETERBILT, INC.										
18-00859	06/11/18	POWER STEERING RESERVOIR								
1 INV.	X205040768		406.09	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	06/11/18	07/12/18	X205040768	N
Vendor Total:		406.09								
H0161 HUNTER TECH.SOLUTIONS INC										
18-00880	06/19/18	EST. 403369 DATED 6/14/18								
1 EST.	403369 DATED 6/14/18		800.43	8-01-25-240-001-094	B COMPUTER/SERVICE & SUPPORT	R	06/19/18	07/12/18	403369	N
Vendor Total:		800.43								
J0378 J.W. KENNEDY & SON INC WELDING										
18-00246	02/12/18	CYL RENTAL AND NEW BOTTLES								
1 INV.	1205819	- NEW BOTTLES	163.95	8-01-26-290-001-050	B DPW Work Equipment	R	02/12/18	07/12/18	1205819	N
2 INV.	1674455	- CYLINDER RENTAL	12.00	8-01-26-290-001-050	B DPW Work Equipment	R	02/12/18	07/12/18	1674455	N
			175.95							
Vendor Total:		175.95								
J0375 J.W. KENNEDY, LLC										
18-00869	06/13/18	FIRE EXTINGUISHER INSPECTIONS								
1 INV.	27121	- FIRE DEPARTMENT	823.55	8-01-26-310-001-024	B Building Maintenance	R	06/13/18	07/12/18	27121	N
2 INV.	27122	- FIRE DEPARTMENT	265.40	8-01-26-310-001-024	B Building Maintenance	R	06/13/18	07/12/18	27122	N
3 INV.	27123	- POLICE DEPARTMENT	315.20	8-01-26-310-001-024	B Building Maintenance	R	06/13/18	07/12/18	27123	N

July 12, 2018
11:39 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 10
092

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
J0375 J.W. KENNEDY, LLC Continued										
18-00869	06/13/18	FIRE EXTINGUISHER INSPECTIONS	Continued							
4 INV.	27124 - DPW/MUNICIPAL	787.35	8-01-26-310-001-024	B Building Maintenance	R	06/13/18	07/12/18		27124	N
		2,191.50								
Vendor Total:		2,191.50								
J0035 JANINE M. KRUPA										
18-00994	07/11/18	REIMBURSEMENT - KRUPA								
1 REIMBURSEMENT - KRUPA		71.75	8-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	07/11/18	07/12/18			N
2 REIMBURSEMENT - KRUPA		37.31	8-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	07/11/18	07/12/18			N
		109.06								
Vendor Total:		109.06								
J0257 JCP&L										
18-00908	06/28/18	APRIL MAY & JUNE ELECTRIC								
1 APRIL ELECTRIC		287.30	8-01-25-260-001-074	B Electric	R	06/28/18	07/12/18		100012445936	N
2 MAY ELECTRIC		241.53	8-01-25-260-001-074	B Electric	R	06/28/18	07/12/18		100012445936	N
3 JUNE ELECTRIC		425.01	8-01-25-260-001-074	B Electric	R	06/28/18	07/12/18		100012445936	N
		953.84								
18-00960	07/03/18	MASTER ACCT 200000055364								
1 10000838010	125 S MAIN	11.63	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18		100008438010	N
2 100008438283	MAIN/STOCKTON TL	28.20	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18		100008438283	N
3 100008482018	RT 33/MAXWELL	26.76	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18		100008482018	N
4 100010898904	FRANKLIN/N MAIN	31.24	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18		100110898904	N
5 100012487714	148 N MAIN ST	570.86	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18		100012487714	N
6 100012487862	FIREHOUSE	939.16	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18		100012487862	N
7 174 EQUIP OUTLET		30.07	8-09-55-501-002-504	B Electricity	R	07/03/18	07/12/18		100012529457	N
8 CREDIT TO ACCT		92.79	8-01-31-430-001-071	B Electric-Borough Hall	R	07/03/18	07/12/18			N
		1,545.13								
18-00978	07/10/18	MASTER 200000055315 6/29/18								
1 100008482778	MAXWELL AVE	30.74	8-09-55-501-002-504	B Electricity	R	07/10/18	07/12/18		100008482778	N
2 100009294701	WESTERLEA AVE	22.32	8-09-55-501-001-504	B Electricity	R	07/10/18	07/12/18		100009294701	N
3 100009296102	SPRINGCREST	18.56	8-09-55-501-002-504	B Electricity	R	07/10/18	07/12/18		100009296102	N
4 100012445746	BANK STREET	4,889.11	8-09-55-501-001-504	B Electricity	R	07/10/18	07/12/18		100012445746	N

Vendor # Name												
PO #	PO Date	Description	Amount	Contract	PO Type		Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description			Charge	Account	Acct Type Description		Enc	Date	Date	Invoice	Excl
J0257	JCP&L	Continued										
18-00978	07/10/18	MASTER 200000055315	6/29/18	Continued								
5	100012529309	OAK LANE	8,338.29	8-09-55-501-002-504	B Electricity	R	07/10/18	07/12/18			100012529309	N
			13,299.02									
18-01000	07/12/18	VARIOUS ELECTRIC ACCOUNTS										
1	100079096689	GRANT ST PARK	3.46	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100079096689	N
2	100077953188	BANK ST PARK	3.15	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100077953188	N
3	100051508677	MAIN STREET	166.01	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100051508677	N
4	100072968868	ROGERS/MERCER	66.19	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100072968868	N
5	100029000310	156 BANK STREET	576.27	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100029000310	N
6	100059701167	WYCKOFFS MILL WT	34.80	8-09-55-501-001-504	B Electricity	R	07/12/18	07/12/18			100059701167	N
7	100068401122	114 RODGERS AVE R	33.05	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100068401122	N
8	100100104247	MAIN STREET	31.43	8-01-31-430-001-071	B Electric-Borough Hall	R	07/12/18	07/12/18			100100104247	N
			914.36									
Vendor Total:			16,712.35									
J0258	JCP&L	(STREET LIGHTING)										
18-00913	06/28/18	100011415724 & 100011415765										
1	100011415724		388.19	8-01-31-435-001-075	B Street Lighting	R	06/28/18	07/12/18			100011415724	N
2	100011415765		1,665.28	8-01-31-435-001-075	B Street Lighting	R	06/28/18	07/12/18			100011415765	N
			2,053.47									
18-00999	07/11/18	100081608240 BLK LT 0										
1	100081608240	BLK LT 0	36.09	8-01-31-435-001-075	B Street Lighting	R	07/11/18	07/12/18			100081608240	N
18-01001	07/12/18	100086395041 & 100051508750										
1	100086395041	0 STOCKTON	33.03	8-01-31-435-001-075	B Street Lighting	R	07/12/18	07/12/18			100086395041	N
2	100051508750	STOCKTON ST	183.87	8-01-31-435-001-075	B Street Lighting	R	07/12/18	07/12/18			100051508750	N
			216.90									
Vendor Total:			2,306.46									

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		Stat/Chk	First	Rcvd	Chk/Void		1099
Item	Description		Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice	Excl
J0069 JERSEY ELEVATOR SERVICE											
18-00892	06/21/18	JUNE 2018 ELEVATOR SERVICE									
1 INV.	202094		172.82	8-01-26-310-001-029	B Maintenance Contracts	R	06/21/18	07/12/18		202094	N
Vendor Total:			172.82								
JOSEP005 JOSEPHINE FERRANTI											
18-00876	06/19/18	COURT SESSION 6/13/18 5:30-11									
1 COURT SESSION	6/13/18 5:30-11		110.00	8-01-20-176-000-114	B Court Assistance	R	06/19/18	07/12/18		6/13/18	N
Vendor Total:			110.00								
K0917 KENNETH LARSEN											
18-00932	06/29/18	CLOTHING ALLOWANCE - LARSEN									
1 CLOTHING ALLOWANCE - LARSEN			89.00	8-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	06/29/18	07/12/18			N
Vendor Total:			89.00								
L0205 LANGUAGE LINE SERVICES											
18-00925	06/29/18	PHONE INTERPRETATION									
1 PHONE INTERPRETATION			14.53	8-01-25-240-001-111	B Interpreter	R	06/29/18	07/12/18			N
Vendor Total:			14.53								
L0037 LINCOLN FINANCIAL GROUP											
18-00886	06/20/18	LIFE INSURANCE FOR JULY, 2018									
1 LIFE INSURANCE FOR JULY, 2018			272.96	8-01-23-210-003-115	B Medical Ins-Emp1 Grp Health	R	06/20/18	07/12/18		HIGHTSTOWN	N
2 LIFE INSURANCE FOR JULY, 2018			16.72	8-09-55-501-001-514	B INSURANCE	R	06/20/18	07/12/18		HIGHTSTOWN	N
3 LIFE INSURANCE FOR JULY, 2018			58.52	8-09-55-501-002-514	B Insurance	R	06/20/18	07/12/18		HIGHTSTOWN	N
			348.20								
Vendor Total:			348.20								
M0064 MAIN ELECTRIC SUPPLY CO., INC.											
18-00809	06/06/18	MAG PUMP SQUARE									
1 MAG PUMP SQUARE D OPERATING			130.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	06/06/18	07/12/18			N
Vendor Total:			130.00								

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
MARYK005 MARY KENNEDY													
18-00921	06/28/18	COURT SESSION 6/27/18	4 HRS										
1	COURT SESSION 6/27/18	4 HRS	80.00	8-01-20-176-000-114	B Court Assistance	R	06/28/18	07/12/18				6/27/18 4 HRS	N
Vendor Total:			80.00										
M1076 MCMANIMON, SCOTLAND & BAUMANN													
18-00885	06/20/18	REMAINDER OF INVOICE 147795											
1	REMAINDER OF INVOICE 147795		3,000.00	C-08-55-950-001-544	B 2016-14 UV, WELL#2, DET TANK SEC 20 COST R		06/20/18	07/12/18				147795	N
18-00979	07/11/18	INV 155102 AND 155106 6/29/18											
1	INV 155102	6/29/18	1,000.00	C-08-55-950-001-544	B 2016-14 UV, WELL#2, DET TANK SEC 20 COST R		07/11/18	07/12/18				155102	N
2	INV 155106	6/29/18	8,363.50	C-08-55-950-001-544	B 2016-14 UV, WELL#2, DET TANK SEC 20 COST R		07/11/18	07/12/18				155106	N
			9,363.50										
Vendor Total:			12,363.50										
M0180 MCMASTER-CARR													
18-00945	07/03/18	EMERGENCY REPAIR											
1	#2526A34 UNCOATED PIPE &		59.07	8-09-55-501-002-503	B Sewer Plant Maintenance	R	07/03/18	07/12/18					N
2	#4461T1 PLATIC DRUM FAUCET 2		41.40	8-09-55-501-002-503	B Sewer Plant Maintenance	R	07/03/18	07/12/18					N
3	shipping		6.21	8-09-55-501-002-503	B Sewer Plant Maintenance	R	07/10/18	07/12/18				65372903	N
			106.68										
Vendor Total:			106.68										
M0256 MERCER CO IMPROVEMT AUTHORITY													
18-00990	07/11/18	MAY 2018 TIPPING											
1	MAY 2018 TIPPING		19,178.66	8-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	07/11/18	07/12/18				MAY 2018	N
2	MAY 2018 RECYCLING TAX		500.31	8-01-43-496-001-174	B Recycling Tax	R	07/11/18	07/12/18					N
			19,678.97										
Vendor Total:			19,678.97										

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
M0095 MERCER COUNTY CLERK/ELECTION													
18-00972	07/10/18	2018	PRIMARY ELECTION PRINTING										
1	2018	PRIMARY ELECTION PRINTING	2,020.00	8-01-20-120-002-100	B Election Expenses	R	07/10/18	07/12/18				HIGHTSTOWN	2018 N
Vendor Total:			2,020.00										
M0536 MGL PRINTING SOLUTIONS													
18-00787	05/30/18	2018-2019	PARKING PERMITS										
1	2018-2019	PARKING PERMITS	349.00	8-01-25-240-001-116	B Traffic Bureau	R	05/30/18	07/12/18				155093	N
Vendor Total:			349.00										
M0254 MOBILE VISION L-3COMMUNICATION													
18-00543	04/16/18		INK CARTRIDGES										
1		INK CARTRIDGES	98.90	8-01-25-240-001-036	B Office Supplies & Equipment	R	04/16/18	07/12/18					N
Vendor Total:			98.90										
M1111 MONIKA PATEL													
18-00939	07/02/18		MILEAGE 3/19 & 6/8										
1		MILEAGE 3/19 & 6/8	28.50	8-01-20-145-001-045	B MILEAGE	R	07/02/18	07/12/18				3/19 & 6/8 MLG	N
Vendor Total:			28.50										
M0127 MONMOUTH COUNTY													
18-00873	06/13/18	MAY 2018	ROOSEVELT TIPPING										
1	MAY 2018	ROOSEVELT TIPPING	5,016.33	8-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	06/13/18	07/12/18					N
Vendor Total:			5,016.33										
M0079 MORPHOTRAK													
18-00828	06/06/18		MAINTENANCE/SUPPORT AGREEMENT										
1		MAINTENANCE/SUPPORT AGREEMENT	2,633.69	8-01-25-240-001-029	B Maint. Contracts - Other	R	06/06/18	07/12/18					N
Vendor Total:			2,633.69										

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					
M0143 MSM SERVICE CO.														
18-00779 05/30/18 REPLENISHMENT OF FIRST AID KIT														
1 INV. D2267 - DPW/MUNICIPAL	113.83	8-01-26-290-001-032	B Uniforms	R	05/30/18	07/12/18		D2267	N					
18-00810 06/06/18 FIRST AID REFILL														
1 #476H CONFORM GAUZE	2.86	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
2 #478H CONFORM GAUZE	1.92	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
3 #479H CONFORM GAUZE	2.21	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18			N					
4 #981 COHERE TAPE BLU OR WHITE	3.66	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18			N					
5 #982 COHERE TAPE	2.70	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
6 #387 ELASTIC WOVEN TAPE	3.27	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
7 #1435 ANTISEP ANESTH CREAM	6.25	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
8 #1004 TRIPLE ANTIBIOTIC	7.21	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
9 #1014 HYDROCORTISONE	6.15	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
10 #1737 BURN AID	4.43	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18			N					
11 #1409 ITCH RELIEF	5.36	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
12 #001 PLASTIC STRIPS	5.40	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
13 #685 ELASTIC WOVEN STRIPS	8.24	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
14 #0314 HVY WOVEN STRIPS	5.46	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
15 #0393 HVY WOVEN STRIP	4.17	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
16 #0324 HVY WOVEN KNUCKLE BANDAG	7.68	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
17 #0354 HEAVY WOVEN PATCH	6.44	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
18 #741H EYE WASH	3.90	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
19 #395H EYE DROPS	7.20	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
20 #610R LENS CLEAN TWOELETTE	6.95	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
21 #1854 FINGER COTS	1.25	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
22 #1854 ANTI-DIARRHEAL TABLETS	4.52	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
23 #860 BACK RELIEF TABLETS	11.59	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
24 #1122 MAXIUM STRENGTH ACETAMIN	6.42	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18			N					
25 #1252 COLD TABLETS	11.95	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
26 #1202 COUGH DROPS CHERRY	4.53	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
27 #1104 IBUPROFEN TABLETS 200MG	19.91	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
28 #1172 PAIN RELIEVER	7.04	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
29 #1232 PEPT-AWACHE TABLETS	6.18	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
30 DISCOUNT	3.26	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		D2269	N					
31 POLYMER GLOVES (980XL)	60.00	8-09-55-501-002-557	B Plant Safety/Plant Security	R	06/06/18	07/12/18		B7117	N					
	231.59													

Vendor # Name												
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc	
M0143 MSM SERVICE CO. Continued												
18-00812	06/06/18	HPD FITST AID SUPPLIES										
1	HPD FITST AID SUPPLIES	52.43	8-01-25-240-001-116	B	Traffic Bureau	R	06/06/18	07/12/18				N
Vendor Total:		397.85										
N0070 NATW												
18-00933	06/29/18	NATIONAL NIGHT OUT										
1	NATIONAL NIGHT OUT	179.00	8-01-25-240-001-119	B	Community Policing	R	06/29/18	07/12/18				N
2	NATIONAL NIGHT OUT	178.00	8-01-25-240-001-119	B	Community Policing	R	06/29/18	07/12/18				N
3	NATIONAL NIGHT OUT	40.00	8-01-25-240-001-119	B	Community Policing	R	06/29/18	07/12/18				N
		397.00										
Vendor Total:		397.00										
NJADV005 NJ Advance Media												
18-00971	07/10/18	LEGAL ADS 6/1 - 6/22/18										
1	COUNCI 6/4 MEETING	9.86	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I04551861-0601		N
2	SALE OF SURPLUS	23.20	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I004553081-0605		N
3	ORD 2018-12 - INTRO	29.58	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I04555851-0608		N
4	BUDGET AMENDMENT	29.58	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I045555954-0611		N
5	BUDGET AMENDMENT - AFFIDAVIT	25.00	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I045555954-0611		N
6	ORD 2018-12 ADOPT	35.96	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I04561931-0622		N
7	ORD 2018-13 INTRO	26.10	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		I04561932-0622		N
		179.28										
Vendor Total:		179.28										
P0557 PACKET MEDIA, LLC												
18-00974	07/10/18	LEGAL NOTICES 6/15/2018										
1	BUDGET AMENDMENT 2018	88.04	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		300413076		N
2	AFFIDAVIDT FEE	15.00	8-01-20-120-001-021	B	Advertisements	R	07/10/18	07/12/18		300413076		N
		103.04										
Vendor Total:		103.04										

July 12, 2018
11:39 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 18
100

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	
C0099 PETROCHOICE											
18-00838	06/07/18	PALLET/DEFORDER#3250149/206250									
1	PALLET/DEFORDER#3250149/206250	999.36	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	06/07/18	07/12/18		3250149/206250	N	
Vendor Total:		999.36									
P0306 PLANT FOOD COMPANY, INC.											
18-00915	06/28/18	INV 55697 DATED 6/13/18									
1	INV 55697 DATED 6/13/18	86.00	T-12-56-286-000-857	B Community Garden Project	R	06/28/18	07/12/18		55697	N	
Vendor Total:		86.00									
POLIC005 POLICE & SHERIFFS PRESS, INC											
18-00931	06/29/18	POLICE ID									
1	POLICE ID	17.49	8-01-25-240-001-036	B Office Supplies & Equipment	R	06/29/18	07/12/18			N	
Vendor Total:		17.49									
P0063 PREMIER MAGNESIA, LLC											
18-00536	04/16/18	MAGNESIUM HYDROXIDE BLANKET	B								
4	INV 564642 THIOGUARD	7,130.70	8-09-55-501-002-541	B Magnesium Hydroxide (Flomag H)	R	06/01/18	07/12/18		564642	N	
Vendor Total:		7,130.70									
P0044 PSE&G											
18-00887	06/20/18	VARIOUS ACCOUNTS MAY - JUNE									
1	140 N MAIN 6675946706	14.28	8-01-31-446-001-143	B Gas/Heat - Fire House	R	06/20/18	07/12/18		6675946706	N	
2	156 BANK 6687890808	23.20	8-01-31-446-001-070	B Gas Heat - Borough Hall	R	06/20/18	07/12/18		6687890808	N	
3	1ST AVE W.TOWER 6503987609	12.38	8-09-55-501-001-505	B Gas Service	R	06/20/18	07/12/18		6503987609	N	
		49.86									
18-00983	07/11/18	ACCT NUMBER 13 014 184 04									
1	140 N MAIN 7341583509	86.36	8-01-31-446-001-143	B Gas/Heat - Fire House	R	07/11/18	07/12/18		7341583509	N	
2	148 N MAIN ST R 7341583606	40.01	8-01-31-446-001-070	B Gas Heat - Borough Hall	R	07/11/18	07/12/18		7341583606	N	
3	BANK ST 7341583703	82.00	8-09-55-501-001-505	B Gas Service	R	07/11/18	07/12/18		7341583703	N	

Vendor # Name											
PO #	PO Date	Description	Amount	Contract	PO Type			First	Rcvd	Chk/Void	1099
Item Description				Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
P0044 PSE&G Continued											
18-00983	07/11/18	ACCT NUMBER 13 014 184 04		Continued							
4 OAK LANE 7341583800			1,248.66	8-09-55-501-002-505	B Gas Service	R	07/11/18	07/12/18		7341583800	N
			1,457.03								
Vendor Total:			1,506.89								
RWTIR005 R.W. TIRE CORP.											
18-00924	06/29/18	WHEEL ALIGNMENT CAR 11									
1 WHEEL ALIGNMENT CAR 11			70.00	8-01-43-515-001-170	B Mechanic Services	R	06/29/18	07/12/18			N
Vendor Total:			70.00								
REPUB005 REPUBLIC SERVICES											
18-00084	01/23/18	ACCT 3-0689-0108950		B							
7 INV 0689-002697895 6/12/18			2,999.79	8-01-26-305-001-029	B Contract-Republic Services, NJ-Dumpsters	R	05/21/18	07/12/18		0689-002697895	N
Vendor Total:			2,999.79								
R0077 ROBERTS ENGINEERING GRP LLC											
18-00916	06/28/18	INV 1855 STOCKTON WATER MAIN									
1 INV 1855 STOCKTON WATER MAIN			8,627.50	C-08-55-951-001-544	B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	06/28/18	07/12/18		1855	N
18-00917	06/28/18	INV 1854 FIRST AVE/FOREMAN									
1 INV 1854 FIRST AVE/FOREMAN			729.00	C-08-55-951-001-554	B WATER MAINS/SEWER IMP 1ST AVE SEC 20	R	06/28/18	07/12/18		1854	N
18-00918	06/28/18	1853 SECONDARY CLARIFIER									
1 1853 SECONDARY CLARIFIER			675.00	C-08-55-952-001-544	B 2017-11 SECONDARY CLARIFIER SEC 20	R	06/28/18	07/12/18		1853	N
18-00919	06/28/18	1856 FIRST AVE RECONSTRUCTION									
1 1856 FIRST AVE RECONSTRUCTION			5,606.75	C-04-55-880-001-449	B FIRST AVENUE SEC 20 2017-09	R	06/28/18	07/12/18		1856	N
18-00920	06/28/18	1857 IMPROVEMENT MAPLE/SUNSET									
1 1857 IMPROVEMENT MAPLE/SUNSET			748.00	C-04-55-882-000-444	B MAPLE AVE & SUNSET DR 2017-17	R	06/28/18	07/12/18		1857	N
18-00981	07/11/18	1849 & 1847									
1 1849 NJ DOT GRANTS			247.50	8-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	07/11/18	07/12/18		1849	N

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
S0208 SIGNIFICANT DIGITS, INC												
18-00457	03/26/18	INV	18H-156-119 SD READER									
1	INV	18H-156-119	SD READER	550.00	8-09-55-501-001-517	B Maint. Contracts - Office	R	03/26/18	07/12/18		18H-156-119	N
Vendor Total:				550.00								
S0098 SOPRONYI, DEBRA L.												
18-00996	07/11/18	MILEAGE REIMB										
1	MILEAGE REIMBURSEMENT FOR		273.73	8-01-20-120-001-045	B CLERK'S OFFICE MILEAGE	R	07/11/18	07/12/18				N
2	TOLLS JAN - JUNE 2018		4.50	8-01-20-120-001-045	B CLERK'S OFFICE MILEAGE	R	07/11/18	07/12/18				N
3	ADDITIUNAL HOTEL FEES		48.07	8-01-20-120-001-042	B Education & Training	R	07/11/18	07/12/18				N
				326.30								
Vendor Total:				326.30								
SPEAR005 SPEARHEAD NETWORKING/TECH SVC												
18-00975	07/10/18	MONTHLY SUPPORT	JULY 2018									
1	TECH SUPPORT		1,319.70	8-01-20-140-001-094	B Computer Service & Support	R	07/10/18	07/12/18			18273	N
2	INTERNET & WEB		1,042.94	8-01-20-140-001-060	B Internet Services and Web Services	R	07/10/18	07/12/18			18273	N
3	TECH SUPPORT/INTERNET/WEB		257.96	8-09-55-501-002-530	B Computer Software/Maint/Equip	R	07/10/18	07/12/18			18273	N
4	TECH SUPPORT/INTERNET/WEB		257.96	8-09-55-501-001-530	B Computer Software/Maint/Equip	R	07/10/18	07/12/18			18273	N
				2,878.56								
Vendor Total:				2,878.56								
S0249 STATE OF NEW JERSEY												
18-00911	06/28/18	2017 UNEMPLOYMENT ASSESSMENT										
1	2017 UNEMPLOYMENT ASSESSMENT		552.05	7-01-23-210-003-115	B Medical Ins-EmpI Grp Health	R	06/28/18	07/12/18			216000721	12/17 N
Vendor Total:				552.05								
S0029 STATE TOXICOLOGY LABORATORY												
18-00581	04/19/18	HPD RANDOM DRUG SCREEN										
1	HPD RANDOM DRUG SCREEN		90.00	8-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	04/19/18	07/12/18				N
Vendor Total:				90.00								

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
U0013 USA BLUE BOOK										
18-00634 05/07/18 QUOTE #963565										
1 ITEM #40134 YSI DO MEMBRANES	360.00	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
2 ITEM #74000 MIDNIGHT GLOVES	174.30	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
3 ITEM #40465 PH 4	101.85	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
4 ITEM #40475 PH 7	101.85	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
5 ITEM #40477 PH 10	101.85	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
6 ITEM #29626 HARDNESS STD	81.90	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
7 ITEM #37530 SOAP LAB	59.52	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
9 ITEM #29867 SULFURIC ACID 5.0	19.49	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18			N
10 SHIPPING	95.53	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	05/07/18	07/12/18		567286	N
11 ITEM 74000 MIDNIGHT GLOVES	174.30	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	06/13/18	07/12/18			N
	921.99									
18-00946 07/03/18 QUOTE #975552										
1 ITEM #68707 TSS STANDARD QC	149.95	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	07/03/18	07/12/18		615042	N
3 ITEM #77585 FERRIC CHLORIDE	27.99	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	07/03/18	07/12/18			N
4 SHIPPING	23.80	8-09-55-501-002-506	B Lab.	Equipment & Supplies	R	07/03/18	07/12/18			N
	201.74									
Vendor Total:	1,123.73									

V0275 V.E. RALPH & SON, INC.										
18-00679 05/11/18 MISC FIRST AID ORDER										
1 PEN LITE, PACK OF 6	23.85	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
2 DYNAREX INFANT	13.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
3 DYNAREX TODDLER	13.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
4 DYNAREX CHILD	15.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
5 DYNAREX LG ADULT	18.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
6 DYNAREX STETHOSCOPE-SINGLEHEAD	10.50	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
7 ALCOHOL PREPD 100)	5.55	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
8 AMMONIA INHALANTS	6.20	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
9 BULK TRIANGULAR/POLYBAG	17.90	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
10 DISPOSABLE CHILDBIRTH KIT	63.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
11 DYNAREX COLD PACK,REGULAR 24CS	56.85	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
12 EPINEPHRINE AUTO INJECTOR .15	850.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
13 EPINEPHRINE AUTO INJECTOR .3MG	850.00	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			N
14 GLUTOSE 15 (3 PK)	47.25	8-01-25-260-001-136	B Medical	Supplies	R	05/11/18	07/12/18			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
V0275	V.E. RALPH & SON, INC.		Continued						
18-00679	05/11/18	MISC FIRST AID ORDER	Continued						
15 STING EAST SWABS	6.90	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
16 SALINE SOLUTION/250 ML	21.56	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
17 SALINE SOLUTION 500 ML	16.17	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
18 STERILE WATER 250 ML	32.34	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
19 STERILE WATER 500 ML	16.17	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
20 SAFE TOUCH NITRILE EXAMGLOVES	39.00	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
21 CONFORM BAND STER 1X7512 BOX	18.30	8-01-25-260-001-136	B Medical Supplies	R	05/11/18	07/12/18			N
	2,140.54								
Vendor Total:		2,140.54							
V0019	VERIZON								
18-00912	06/28/18	201Z029320 & 201X069366							
1 201Z029320	65.98	8-09-55-501-003-545	B Telephone-W/S-VERIZON	R	06/28/18	07/12/18		201Z029320	N
2 201X069366	165.96	8-01-31-440-001-089	B Telephone-VERIZON	R	06/28/18	07/12/18		201X069366	N
	231.94								
Vendor Total:		231.94							
VERIZ015	VERIZON FIOS								
18-00879	06/19/18	155-504-140-0001-53 6/9/18							
1 155-504-140-0001-53 6/9/18	145.07	8-01-25-240-001-060	B INTERNET AND WEB SERVICES	R	06/19/18	07/12/18		155504140000153	N
Vendor Total:		145.07							
V0022	VERIZON WIRELESS								
18-00878	06/19/18	9808813396 DATED 6-10-18							
1 9808813396 DATED 6-10-18	200.24	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	06/19/18	07/12/18		9808813396	N
Vendor Total:		200.24							
V0012	VERMEER NORTH ATLANTIC								
18-00927	06/29/18	CHIPPER BLADE SHARPENING							
1 INV. 10306458 - BLADE SHARPENI	91.98	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	06/29/18	07/12/18		10306458	N
Vendor Total:		91.98							

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
V0290 VITAL COMMUNICATIONS INC.											
18-00529 04/13/18 INV 70991 DATED 4/1/18											
1 INV 70991 DATED 4/1/18	210.00	8-01-20-150-001-029		B Maintenance Contracts	R	04/13/18	07/12/18			70991	N
18-00831 06/07/18 INV 71360 DATED 5/23/18											
1 INV 71360 DATED 5/23/18	210.00	8-01-20-150-001-029		B Maintenance Contracts	R	06/07/18	07/12/18			71360	N
18-00846 06/08/18 inv 71196 dated 4/27/18											
1 inv 71196 dated 4/27/18	210.00	8-01-20-150-001-026		B MAINT CONTRACTS	R	06/08/18	07/12/18			71196	N
18-00909 06/28/18 INV V71607 DATED 6/22/18											
1 INV V71607 DATED 6/22/18	210.00	8-01-20-150-001-026		B MAINT CONTRACTS	R	06/28/18	07/12/18			V71607	N
Vendor Total:	840.00										
W0073 WASTE MANAGEMENT OF NJ, INC.											
18-00205 02/06/18 RECYCLING CONTRACT 2018		B									
6 INV. 2803077-0502-8 6/1/18	4,458.41	8-01-26-311-001-029		B Recycling Contract co-mingle-paper/cdbd	R	05/07/18	07/12/18			2803077-0502-8	N
Vendor Total:	4,458.41										
WASTE005 WASTEQUIP MANUFACTURING CO,LLC											
18-00767 05/30/18 QUOTE #WQ-10076853											
1 MODEL #H-522 CUBIC YARD HEAVY	1,174.00	8-09-55-501-002-503		B Sewer Plant Maintenance	R	05/30/18	07/12/18				N
2 MODEL #HPS004 PAINT AND	74.00	8-09-55-501-002-503		B Sewer Plant Maintenance	R	05/30/18	07/12/18				N
3 FREIGHT	268.00	8-09-55-501-002-503		B Sewer Plant Maintenance	R	05/30/18	07/12/18				N
	1,516.00										
Vendor Total:	1,516.00										
W0099 WATCHUNG SPRING WATER CO., INC											
18-00947 07/03/18 INV #8627478											
1 DISTILLED WATER	54.95	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	07/03/18	07/12/18			8577918	N
2 DISTILLED WATER	33.96	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	07/03/18	07/12/18			8627478	N
3 DISTILLED WATER	39.96	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	07/03/18	07/12/18			8675414	N

Total Purchase Orders: 129 Total P.O. Line Items: 321 Total List Amount: 162,968.08 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	7-01	1,721.17	0.00	1,721.17	0.00	0.00	1,721.17
CURRENT FUND	8-01	83,763.52	0.00	83,763.52	0.00	0.00	83,763.52
	8-09	48,293.20	0.00	48,293.20	0.00	0.00	48,293.20
Year Total:		132,056.72	0.00	132,056.72	0.00	0.00	132,056.72
GENERAL CAPITAL	C-04	6,354.75	0.00	6,354.75	0.00	0.00	6,354.75
WATER/SEWER CAPITAL	C-08	22,395.00	0.00	22,395.00	0.00	0.00	22,395.00
Year Total:		28,749.75	0.00	28,749.75	0.00	0.00	28,749.75
	G-02	179.00	0.00	179.00	0.00	0.00	179.00
TRUST OTHER - FUND #12	T-12	261.44	0.00	261.44	0.00	0.00	261.44
Total of All Funds:		162,968.08	0.00	162,968.08	0.00	0.00	162,968.08

Resolution 2018-140

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

**AUTHORIZING PAYMENT #4 – QUAD CONSTRUCTION COMPANY
(ULTRAVIOLET DISINFECTION FOR THE HIGHTSTOWN BOROUGH
ADVANCED WASTE WATER TREATMENT PLANT)**

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

WHEREAS, the contractor has submitted payment #4 in the amount of \$103,459.58 for work related to installation and startup of the new UV disinfection units, modifications to the chlorination chamber, and various items related to Change Order No. 2; and

WHEREAS, the Borough Engineer has recommended approval of payment #4 in the amount of \$103,459.58; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown payment #4 in the amount of \$103,459.58 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 July 16, 2018.

Debra L. Sopronyi
Borough Clerk



MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

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

DATE: July 3, 2018

RE: Tertiary Disk Filtration and UV Disinfection
Payment No. 4
Our File No.: H1669

Attached please find Payment No. 4 for work related to installation and startup of the new UV disinfection units, modifications to the chlorination chamber, and various items related to Change Order No. 2 as outlined in my June 12, 2018 letter to Council.

Certified payrolls have previously been provided.

I recommend payment be made to the Quad Construction Company in the amount of \$103,459.58.

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

Enclosures

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Peggy Riggio, Borough Deputy Borough Clerk
Janice Mohr-Kminek, Finance
George Lang, Borough CFO
Carl Zeroski, Quad Construction Company
Thak Bakhru, PE, Roberts Engineering Group, LLC
Cameron Corini, PE, Roberts Engineering Group, LLC



June 28, 2018
Our File No.: H1669

[illegible]

Resolution 2018-141

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

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

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

WHEREAS, the contractor has submitted a request payment in the amount of \$200.00 for construction administration and inspection services from April 1, 2018 – April 30, 2018; and

WHEREAS, the contractor has submitted a request payment in the amount of \$1,153.00 for construction administration and inspection services from May 1, 2018 – May 31, 2018; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$1,353.00 to Van Cleef Engineering of Hamilton, 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 July 16, 2018.

Debra L. Sopronyi
Borough Clerk



32 Brower Lane, PO Box 5877 • Hillsborough, NJ 08844 • 908.359.8291 • Fax: 908.359.1580 • www.vcea.org

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

RECEIVED
JUN 04 2018
MUNICIPAL CLERK'S OFFICE

May 18, 2018
Invoice No: 1601HG - 9

Project Manager James Bash

PROJECT NAME:

Rehabilitation of East Ward Avenue
Hightstown Borough, Mercer County, NJ

Resolution 2016-78

Professional Services from April 1, 2018 to April 30, 2018

For construction inspection of the current conditions on site to develop a punchlist for the contractor in accordance with contract dated March 21, 2016.

	Hours	Rate	Amount	
Senior Construction Observer	2.50	80.00	200.00	
Total Labor				200.00
BILLING LIMITS	Current	Prior	To-Date	
Total Billings	200.00	20,388.00	20,588.00	
Limit			22,750.00	
Remaining			2,162.00	
TOTAL DUE THIS INVOICE				\$200.00

Please refer to our Invoice Number when remitting. Thank you.
TERMS: Due Upon Receipt

VCEA now accepts credit card payments through PayPal.
Please visit our website at www.vcea.org to pay this invoice through PayPal.
If you have any questions please call us at 908-359-8291



RECEIVED

JUN 29 2018

32 Brower Lane, PO Box 5877 • Hillsborough, NJ 08844 • 908.359.8291 • Fax: 908.359.1580 • www.vcea.org MUNICIPAL CLERK'S OFFICE

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

June 8, 2018

Invoice No: 1601HG - 10

Project Manager James Bash

PROJECT NAME:

Rehabilitation of East Ward Avenue
Hightstown Borough, Mercer County, NJ

Resolution 2016-78 and 2018-74

Professional Services from May 1, 2018 to May 31, 2018

1.] For site inspection for punchlist items in accordance with contract dated March 2, 2016 and Resolution 2016-78 dated March 21, 2016.

	Hours	Rate	Amount
Senior Construction Observer	8.00	80.00	640.00
Total Labor			640.00

BILLING LIMITS	Current	Prior	To-Date
Total Billings	640.00	20,588.00	21,228.00
Limit			22,750.00
Remaining			1,522.00

2.] For coordination with borough, contractor and police department, as well as the preparation of punchlist for project in accordance with Resolution 2018-74 dated March 19, 2018.

	Hours	Rate	Amount
Senior Project Manager	4.50	114.00	513.00
Total Labor			513.00

BILLING LIMITS	Current	Prior	To-Date
Total Billings	513.00	0.00	513.00
Limit			4,621.00
Remaining			4,108.00

TOTAL DUE THIS INVOICE **\$1,153.00**

Please refer to our Invoice Number when remitting. Thank you.
TERMS: Due Upon Receipt

VCEA now accepts credit card payments through PayPal.
Please visit our website at www.vcea.org to pay this invoice through PayPal.
If you have any questions please call us at 908-359-8291

Project	1601HG	Rehabilitation of East Ward Avenue	Invoice	10
---------	--------	------------------------------------	---------	----

OUTSTANDING INVOICES

Number	Date	Balance
9	5/18/2018	200.00
Total		200.00

TOTAL NOW DUE	\$1,353.00
----------------------	-------------------

Please refer to our Invoice Number when remitting. Thank you.
TERMS: Due Upon Receipt

VCEA now accepts credit card payments through PayPal.
Please visit our website at www.vcea.org to pay this invoice through PayPal.
If you have any questions please call us at 908-359-8291

Resolution 2018-142

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

WAIVING FEES FOR CERTAIN PARKING PERMITS

WHEREAS Rise (formerly known as the Community Action Service Center), a nonprofit agency serving Borough residents, has requested eight 2018-2019 parking permits for use by their staff, including four special permits for use in the Main Street parking lot and four permits for use in the Borough's permit parking area near Wells Fargo Bank; and

WHEREAS, Rise has requested that the fees for these permits be waived; and

WHEREAS, because Rise is an agency that receives financial support from, and serves residents of the Borough, the Mayor and Council wish to authorize issuance of said permits at no fee.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk shall issue Rise eight (8) 2018-2019 parking permits as detailed herein and that the fees for these permits shall be waived.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 17, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-143

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

AUTHORIZING REFUND OF A POOL FILING PERMIT FEE

WHEREAS, On June 13, 2018, William A. Nilson, 6 Leshin Lane, Hightstown, NJ, purchased a pool filing permit for \$15.00; and

WHEREAS, Mr. Nilson's account is a water only meter, therefore, a sewer credit cannot be applied; and

WHEREAS, the Collector has requested that said fee paid for the pool filing permit be refunded in the amount of \$15.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Collector and CFO are hereby authorized to issue a refund in the amount of \$15.00 to William A. Nilson, 6 Leshin Lane, Hightstown, NJ 08520, representing the pool filing permit 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 July 16, 2018.

Debra L. Sopronyi
Borough Clerk

Resolution 2018-144

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

RESOLUTION AUTHORIZING THE BOROUGH ADMINISTRATOR TO EXECUTE THE DOCUMENTS FOR THE PURCHASE OF REAL PROPERTY (BLOCK 60/LOT 16)

WHEREAS, the Hightstown Borough Governing Body previously adopted Ordinance No. 2018-12, the purpose for which 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; and

WHEREAS, the purpose of this acquisition is for use as Municipal Facilities; and

WHEREAS, a closing on said property will require a Borough Official's signature to validate the transfer of said property's ownership; and

WHEREAS, the Mayor and Borough Council wish to authorize the Borough Administrator/Clerk to execute the required documents for the transfer of said property ownership to the Borough of Hightstown.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the Borough Administrator/Clerk is hereby authorized to execute, any documents which are necessary in order to transfer ownership of said referenced property to the Borough of Hightstown; and that all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Resolution.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk



The Borough of Hightstown- Environmental Commission

**156 Bank Street
Hightstown, NJ 08520**

May, 2018

Analysis of the 2018 Diversity Survey

In May of 2018 the Borough of Hightstown undertook a survey and analysis of all the boards and commissions. The survey was designed to determine how representative our boards and commissions are in respect to the overall population. We received an acceptable response, with representatives from all boards and commissions responding. We have compared the data from our survey to the 2010 Census. The Census data with the survey results are attached as an addendum to this report.

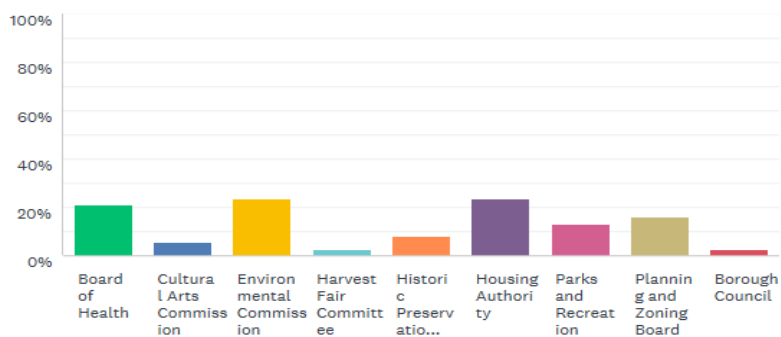
Conclusions that can be drawn: The Boards and commissions in Hightstown are very well represented in all categories tested, except for representation by the Hispanic population. The Census data show 41% of the population in 2010 as Hispanic. Our survey results show less than 8% of our Boards and Commission are Hispanic. Questions remain whether the percentage of Hispanics in the Census is accurate and is that number consistent today. Also, only 62% of the surveyed members responded, leaving a questionable result.

General Recommendations: Boards and Commissions should be a fair and equal representation of the citizens in the community. Available positions should be widely advertised in the community to draw applicants from all areas. If the Council feels we are underrepresented by a specific group of people, direct marketing should be done through local organizations, churches and social groups to gain volunteers.

Question #1

Board or Commission Served

Answered: 38 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Board of Health	21.05%	8
▼ Cultural Arts Commission	5.26%	2
▼ Environmental Commission	23.68%	9
▼ Harvest Fair Committee	2.63%	1
▼ Historic Preservation Commission	7.89%	3
▼ Housing Authority	23.68%	9
▼ Parks and Recreation	13.16%	5
▼ Planning and Zoning Board	15.79%	6
▼ Borough Council	2.63%	1
Total Respondents: 38		

Question #2

The gender question was to determine the opportunities to both sexes on our boards and commissions. The results show a fairly equal balance of men and women represented.

Gender

Answered: 36 Skipped: 2



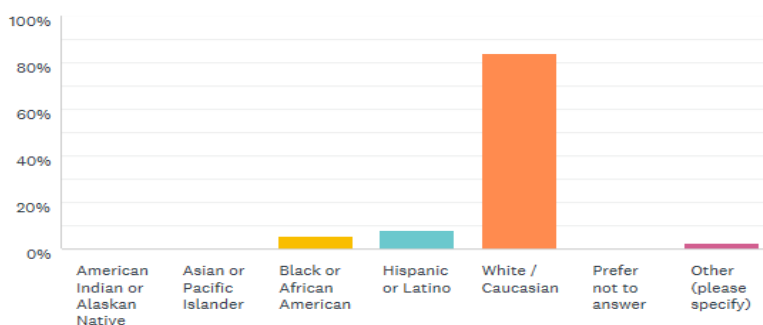
ANSWER CHOICES	RESPONSES	
Male	44.44%	16
Female	55.56%	20
TOTAL		36

Question #3

The question of ethnicity is a bit more difficult today as our culture continue to blend and we receive immigrants from larger areas of the world. We only tested for larger groups, with the option to respond “other”.

What is your ethnicity? (Please select all that apply.)

Answered: 38 Skipped: 0



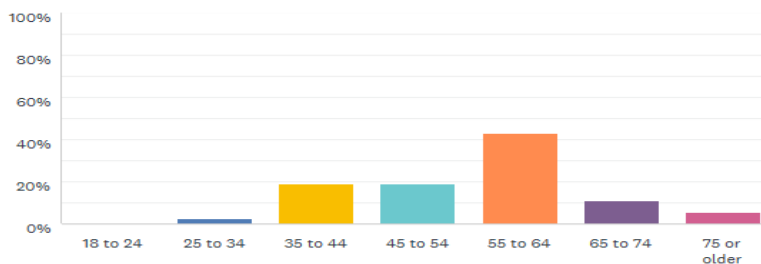
ANSWER CHOICES	RESPONSES	
American Indian or Alaskan Native	0.00%	0
Asian or Pacific Islander	0.00%	0
Black or African American	5.26%	2
Hispanic or Latino	7.89%	3
White / Caucasian	84.21%	32
Prefer not to answer	0.00%	0
Other (please specify)	2.63%	1
Total Respondents: 38		

Question #4

The Borough's Boards and Commissions are fairly well represented by all age groups.

What is your age?

Answered: 37 Skipped: 1



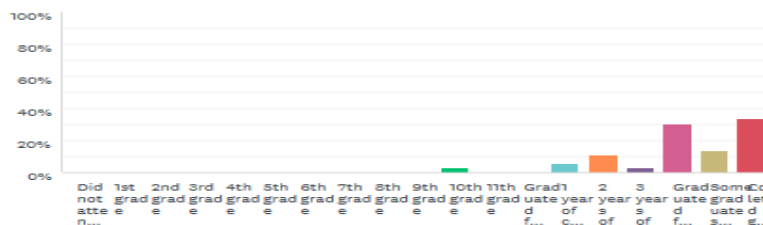
ANSWER CHOICES	RESPONSES	
▼ 18 to 24	0.00%	0
▼ 25 to 34	2.70%	1
▼ 35 to 44	18.92%	7
▼ 45 to 54	18.92%	7
▼ 55 to 64	43.24%	16
▼ 65 to 74	10.81%	4
▼ 75 or older	5.41%	2
TOTAL		37

Question #5

The Borough's Boards and Commissions are very well represented by a variety of education levels, with an emphasis on a higher educated group.

What is the highest level of education you have completed?

Answered: 36 Skipped: 2



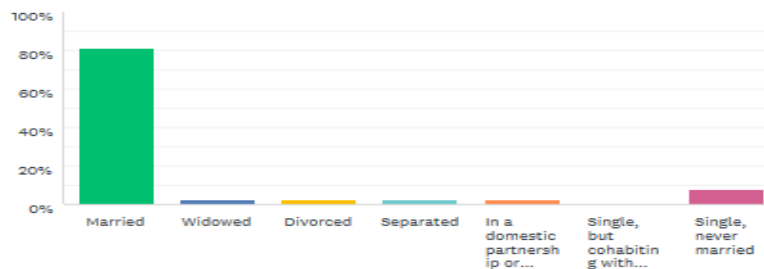
ANSWER CHOICES	RESPONSES	
▼ Did not attend school	0.00%	0
▼ 1st grade	0.00%	0
▼ 2nd grade	0.00%	0
▼ 3rd grade	0.00%	0
▼ 4th grade	0.00%	0
▼ 5th grade	0.00%	0
▼ 6th grade	0.00%	0
▼ 7th grade	0.00%	0
▼ 8th grade	0.00%	0
▼ 9th grade	0.00%	0
▼ 10th grade	2.78%	1
▼ 11th grade	0.00%	0
▼ Graduated from high school	0.00%	0
▼ 1 year of college	5.56%	2
▼ 2 years of college	11.11%	4
▼ 3 years of college	2.78%	1
▼ Graduated from college	30.56%	11
▼ Some graduate school	13.89%	5
▼ Completed graduate school	33.33%	12
TOTAL		36

Question #6

Household composition:

Which of the following best describes your current Household status?

Answered: 37 Skipped: 1



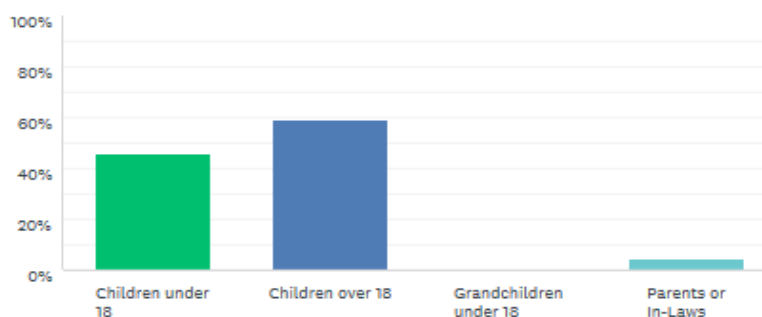
ANSWER CHOICES	RESPONSES
▼ Married	81.08% 30
▼ Widowed	2.70% 1
▼ Divorced	2.70% 1
▼ Separated	2.70% 1
▼ In a domestic partnership or civil union	2.70% 1
▼ Single, but cohabitating with a significant other	0.00% 0
▼ Single, never married	8.11% 3
TOTAL	37

Question #7

The question of “Care Giving Status” was flawed. We should have included the status of “Empty Nest”. Empirically we looked at our boards and commissions and a sizable portion could qualify for this status. We feel this is why this question was skipped by 16 respondents.

Care Giving Status- Living in your home

Answered: 22 Skipped: 16



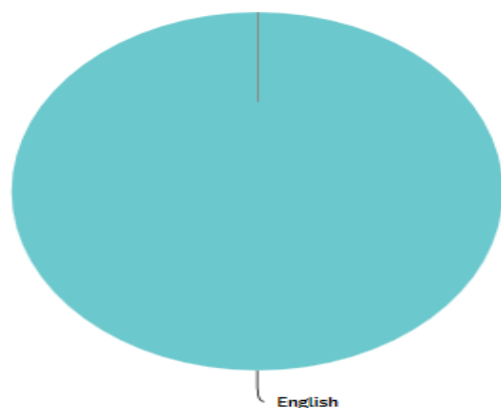
ANSWER CHOICES	RESPONSES
▼ Children under 18	45.45% 10
▼ Children over 18	59.09% 13
▼ Grandchildren under 18	0.00% 0
▼ Parents or In-Laws	4.55% 1
Total Respondents: 22	

Question #8

Language was tested and found to be 100% English speakers.

In what language do you read most often?

Answered: 38 Skipped: 0



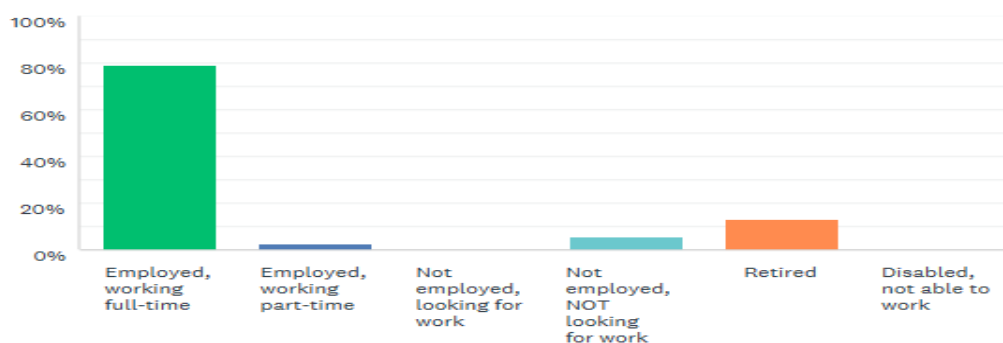
ANSWER CHOICES	RESPONSES
Arabic	0.00% 0
Armenian	0.00% 0
Chinese	0.00% 0
English	100.00% 38

Question #9

Our final question was on Employment.

Which of the following categories best describes your employment status?

Answered: 38 Skipped: 0



ANSWER CHOICES	RESPONSES
Employed, working full-time	78.95% 30
Employed, working part-time	2.63% 1
Not employed, looking for work	0.00% 0
Not employed, NOT looking for work	5.26% 2
Retired	13.16% 5
Disabled, not able to work	0.00% 0
TOTAL	38

See Appendix 1 for Census Data.

Appendix 1, Census Data:
 Borough of Hightstown, 2018 Diversity
 Survey
 US Census- Including Estimates
 Hightstown Borough, New Jersey

Fact	Note		Comparison to our Survey
Population estimates, July 1, 2016, (V2016)		5,503	
Population estimates base, April 1, 2010, (V2016)		5,509	38 Respondents out of 61 surveys
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)		-0.10%	
Population, Census, April 1, 2010		5,494	
Persons under 5 years, percent		9.40%	0
Persons under 18 years, percent		24.20%	
Persons 65 years and over, percent		13.30%	10.8
Female persons, percent		52.30%	56
White alone, percent	(a)	72.30%	84.1
Black or African American alone, percent	(a)	4.90%	5.26
American Indian and Alaska Native alone, percent	(a)	0.00%	0
Asian alone, percent	(a)	4.10%	0
Native Hawaiian and Other Pacific Islander alone, percent	(a)	0.00%	0
Two or More Races, percent		1.80%	0
Hispanic or Latino, percent	(b)	41.70%	7.89
White alone, not Hispanic or Latino, percent		47.90%	84.2
Veterans, 2012-2016		121	
Foreign born persons, percent, 2012-2016		27.90%	
Housing units, July 1, 2016, (V2016)	X		
Owner-occupied housing unit rate, 2012-2016		57.60%	
Median value of owner-occupied housing units, 2012- 2016		\$267,600	
Median selected monthly owner costs -with a mortgage, 2012-2016		\$2,334	
Median selected monthly owner costs -without a mortgage, 2012-2016		\$1,014	
Median gross rent, 2012-2016		\$1,328	
Households, 2012-2016		1,817	
Persons per household, 2012-2016		2.99	
Living in same house 1 year ago, percent of persons age 1 year+, 2012-2016		92.40%	
Language other than English spoken at home, percent of persons age 5 years+, 2012-2016		41.70%	0

High school graduate or higher, percent of persons age 25 years+, 2012-2016	76.40%	97.2	2
Bachelor's degree or higher, percent of persons age 25 years+, 2012-2016	37.10%	77.7	8
With a disability, under age 65 years, percent, 2012-2016	5.10%		
Persons without health insurance, under age 65 years, percent	20.90%		
In civilian labor force, total, percent of population age 16 years+, 2012-2016	74.20%		
In civilian labor force, female, percent of population age 16 years+, 2012-2016	67.40%		
Total accommodation and food services sales, 2012 (\$1,000)	(c)	D	
Total health care and social assistance receipts/revenue, 2012 (\$1,000)	(c)	D	
Total manufacturers shipments, 2012 (\$1,000)	(c)	D	
Total merchant wholesaler sales, 2012 (\$1,000)	(c)	D	
Total retail sales, 2012 (\$1,000)	(c)	33,272	
Total retail sales per capita, 2012	(c)	\$5,996	
Mean travel time to work (minutes), workers age 16 years+, 2012-2016		23.5	
Median household income (in 2016 dollars), 2012-2016		\$68,271	
Per capita income in past 12 months (in 2016 dollars), 2012-2016		\$32,809	
Persons in poverty, percent		10.50%	
All firms, 2012		659	
Men-owned firms, 2012		432	
Women-owned firms, 2012		171	
Minority-owned firms, 2012		183	
Nonminority-owned firms, 2012		461	
Veteran-owned firms, 2012		47	
Nonveteran-owned firms, 2012		597	
Population per square mile, 2010		4,536.70	
Land area in square miles, 2010		1.21	
FIPS Code		"3431620"	