

Hightstown Fire House

7:30 PM – Public Session

Resolutions	2018-196	Payment of Bills
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- 2018-197** Ratifying the Execution of a Settlement Agreement Between the Borough of Hightstown and Affordable Pumping Services, Regarding A Delinquent Grey Water Account
- 2018-198** Authorizing Payment to Van Cleef Engineering associates (Construction Administration and Inspection for the Rehabilitation of East Ward Street)
- 2018-199** Authorizing Payment #5 – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Waste Water Treatment Plant)
- 2018-200** Awarding a Contract for First Avenue and Forman Street Water Main Extension – The Earle Companies

Consent Agenda

- 2018-201** Proclaiming December 3, 2018 as Communities of Light Day
- 2018-202** Authorizing an Application for Mercer at Play Grant
- 2018-203** Authorizing a Shared Services Agreement with Mercer County Regarding Emergency Telecommunications Services
- 2018-204** Authorizing the Renewal of a Shared Services Agreement with Robbinsville Township for Emergency Medical Services
- 2018-205** Requesting Approval for Insertion of a Special Item of Revenue in the 2018 Budget

Public Comment II

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

Discussion

Evaluation of Affordable Housing Administrator Proposals
 Best Practices
 Environmental Commission suggestion of changes to tree ordinance
 Wycoffs Mill Road Truck Traffic

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2018-195

*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 November 5, 2018 at the Hightstown Firehouse located at 140 N. Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Municipal Court and Police Department (Robbinsville)

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: February 5, 2019, 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 November 5, 2018.

Debra L. Sopronyi, RMC/CMC
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
October 15, 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; Debra Sopronyi Borough Clerk/Administrator and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

2018-187 Authorizing a Meeting that Excludes the Public

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Resolution adopted 4-0.

Resolution 2018-187

*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 October 15, 2018 at the Hightstown Firehouse located at 140 N. Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Municipal Court and Police Department (Robbinsville)

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: January 15, 2019, 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 called the public meeting to order at 7:30 p.m. and again read the Open Public Meetings Statement.

George Lang, CFO and Monika Patel, Deputy CFO arrived after executive session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Agenda approved 4-0.

APPROVAL OF MINUTES

October 1, 2018 – Executive Session

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Minutes approved 3-0 with 1 abstention.

October 1, 2018 – Public Session

Moved by Council President Stults; Seconded by Councilmember Bluth.

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

Minutes approved 4-0.

PUBLIC COMMENT I

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

Scott Caster, 12 Clover Lane – Asking Council for tolerance since the numbers for the bridge are being challenged.

Mayor Quattrone received a phone call and excused himself from the meeting at this time. Council President Stults presided over the meeting.

Steve Kirson, 43 Norton Avenue – Began to speak regarding the Peddie Lake Bridge. Council President informed Mr. Kirson that this was not on the agenda and asked that he hold his comments until the second public comment period.

Tory Watkins, 68 Meadow Drive – In regards to Ordinance 2018-21, would like a full scope of the project.

Doug Mair, 536 South Main Street – Regarding meeting decorum, phones should be shut off during the meeting. Mayor Quattrone should not have left to answer a phone call. Expressed concern for the Cultural Arts Commission Mural Ordinance. Do the business owners need to approve of what will be painted onto the building?

Council President responded that this ordinance will just be amending our sign ordinance. There will be another process which will spell out what will be allowed as murals. This process will need work and will be presented to the public at a later date.

Councilmember Bluth stated that Ordinance 2018-22 does specify that the murals would need to be approved by Council.

Borough Administrator/Clerk, Debra Sopronyi, stated that this is a zoning ordinance and after introduction, it will need to go the Planning Board for review. Planning Board has 45 days to return comments to Council.

Councilmember Musing responded to Mr. Mair's comment regarding meeting decorum. For the record, he read #7 of Resolution 2018-36: "Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications."

JP Gibbons, 602 North Main Street – Thanked Council for clarifying tonight's Executive Session. Asked that Council consider removing the 3 minute time limit from the second public comment period. Concurred with the decorum resolution. Mayor Quattrone did the correct thing by leaving to take an emergency phone call.

There being no further comments, Council President Stults closed the public comment period.

Mayor Quattrone returned to the meeting at this time.

ORDINANCES

Ordinance 2018-19 Final Reading and Public Hearing – Refunding Bond Ordinance of the Borough of Hightstown, In the County of Mercer, New Jersey, Providing for the Refunding of All or a Portion of Certain Water/Sewer Utility Bonds of the Borough, Appropriating \$1,080,000 Therefor and Authorizing the Issuance of Not to Exceed \$1,080,000 Water/Sewer Utility Refunding Bonds of the Borough for Finance the Cost Thereof

George Lang, CFO, explained that this is a refinancing of 25 year bonds issued in 2002. Bond Council believes that with the recent successful bond sale, we could receive a more competitive rate which could save the Borough money.

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

JP Gibbons, 602 North Main Street – Requested that Mr. Lang provide projection sheets for this refinance to help the public better understand. He stated that he thinks this is a good idea.

Doug Mair, 536 South Main Street – Asked Mr. Lang for further clarification.

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

Moved for adoption by Council President Stults; Seconded by Councilmember Musing.

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

Ordinance adopted 4-0.

ORDINANCE 2018-19
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**REFUNDING BOND ORDINANCE OF THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF
CERTAIN WATER/SEWER UTILITY BONDS OF THE BOROUGH,
APPROPRIATING \$1,080,000 THEREFOR AND AUTHORIZING THE
ISSUANCE OF NOT TO EXCEED \$1,080,000 WATER/SEWER UTILITY
REFUNDING BONDS OF THE BOROUGH FOR FINANCING 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 Borough of Hightstown, in the County of Mercer, New Jersey (the "*Borough*"), is hereby authorized to currently refund all or a portion of the \$1,000,000 outstanding principal amount of its Water/Sewer Utility Bonds, dated March 1, 2002, originally issued in the aggregate principal amount of \$2,295,000 (the "Water/Sewer Utility Bonds") and maturing on March 1 in each of the years 2019 through 2028, inclusive (the "*Refunded Bonds*"), which Refunded Bonds are subject to redemption on or after March 1, 2011, at the option of the Borough at a redemption price of 100% of the principal amount of the Refunded Bonds to be redeemed.

Section 2. In order to finance the cost of the purpose described in Section 1 hereof and the costs of issuance associated therewith, negotiable refunding bonds (the "*Refunding Bonds*") are hereby authorized to be issued in the aggregate principal amount not to exceed \$1,080,000 pursuant to the Local Bond Law of the State of New Jersey (the "*Local Bond Law*").

Section 3. The Borough desires to provide for the refunding of the principal amount of the Refunded Bonds and the interest thereon in order to provide for savings in debt service as a result of lower interest rates in the bond market.

Section 4. An aggregate amount not to exceed \$30,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-51(b) has been included in the aggregate principal amount of the Refunding Bonds authorized herein.

Section 5. The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Borough 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 is increased by the authorization of the Refunding Bonds provided in this refunding bond ordinance by \$1,080,000, and that an amount representing the principal amount of the Refunded Bonds equal to \$1,000,000 will be deductible from gross debt. The obligations authorized herein will be within all debt limitations prescribed by law.

Section 6. A certified copy of this refunding bond ordinance as adopted on first reading has been filed with the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey prior to final adoption.

Section 7. This refunding bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law, provided that the consent of the Local Finance Board has been endorsed upon a certified copy of this ordinance as finally adopted.

Ordinance 2018-20 First Reading and Introduction – Bond Ordinance Providing for Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$900,000 therefor and Authorizing the Issuance of \$153,500 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Moved for introduction by Council President Stults; Seconded by Councilmember Bluth.

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

Ordinance Introduced 4-0.

Public Hearing scheduled for November 5, 2018.

ORDINANCE 2018-20
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO
LINCOLN AVENUE, HAGEMOUNT AVENUE AND ROCKY BROOK
COURT IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE
COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$900,000
THEREFOR AND AUTHORIZING THE ISSUANCE OF \$153,500 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 \$900,000, including the \$746,500 grant expected to be received from the State of New Jersey Department of Transportation Municipal Aid Program (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the project since the project is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement not covered by the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$153,500 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 improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court, including curb, sidewalk, drainage and roadway improvements, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(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 10 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 \$153,500, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$140,000 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.

Ordinance 2018-21 First Reading and Introduction – Bond Ordinance Providing for Water and Sanitary Sewer Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court for the Water-Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$175,000 therefor and Authorizing the Issuance of \$175,000 Bonds or Notes of the Borough to Finance the Cost Thereof

Moved for introduction by Council Bluth; Seconded by Council President Stults.

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

Ordinance Introduced 4-0.

Public Hearing scheduled for November 5, 2018.

ORDINANCE 2018-21
BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER
STATE OF NEW JERSEY

**BOND ORDINANCE PROVIDING FOR WATER AND SANITARY
SEWER IMPROVEMENTS TO LINCOLN AVENUE, HAGEMOUNT
AVENUE AND ROCKY BROOK COURT FOR THE WATER-SEWER
UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE
COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$175,000
THEREFOR AND AUTHORIZING THE ISSUANCE OF \$175,000 BONDS
OR NOTES OF THE BOROUGH TO FINANCE 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"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$175,000. No down payment is required as the purpose authorized herein is deemed self-liquidating and the bonds and bond anticipation notes authorized herein are deductible from the gross debt of the Borough, as more fully explained in Section 6(e) of this bond ordinance.

Section 2. In order to finance the cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$175,000 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 water and sanitary sewer improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court for the Water-Sewer Utility, including repairs to manholes, pipes and laterals, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(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 unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. 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 or applicable 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 self-liquidating purpose of a municipal public utility. 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 40 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 \$175,000, but that the net debt of the Borough determined as provided in the Local Bond Law is not increased by this bond ordinance. 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.

(e) This bond ordinance authorizes obligations of the Borough solely for purposes described in N.J.S.A. 40A:2-7(h). The obligations authorized herein are to be issued for a purpose that is deemed to be self-liquidating pursuant to N.J.S.A. 40A:2-47(a) and are deductible from the gross debt of the Borough pursuant to N.J.S.A. 40A:2-44(c).

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.

Ordinance 2018-22 First Reading and Introduction – Amending Chapter 29, Entitled “Signs”, Section 29-5, Entitled “Prohibited” of the Revised General Ordinances of the Borough of Hightstown

Moved for introduction by Councilmember Bluth; Seconded by Council President Stults.

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

Ordinance Introduced 4-0.

Ordinance will be forwarded to the Planning Board for their comments. The Planning Board has 45 days to return comments to Council.

ORDINANCE 2018-22

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

**AMENDING CHAPTER 29, ENTITLED “SIGNS”, SECTION 29-5, ENTITLED “PROHIBITED SIGNS”
OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN**

WHEREAS, The Cultural Arts Commission’s goals and purposes are the development of artistic and cultural appreciation and expression and the presentation of cultural/artistic events and programs, and establishment of art installation sites and venues; and

WHEREAS, The Cultural Arts Commission has requested exemption from the restriction regarding murals in the Borough to enhance and promote the artistic culture in the Borough; and

WHEREAS, Any such project shall be approved by the Borough Council prior to execution; 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 29, entitled “Signs”, Section 29-5, entitled “Prohibited Signs” of the *Revised General Ordinances of the Borough of Hightstown* is hereby amended as follows (deletions are crossed out; additions are underlined):

29-5. Prohibited Signs.

Any sign that is not permitted by the provisions of this chapter is hereby prohibited, with the following signs specifically prohibited:

A. A flashing, blinking, twinkling, animated, moving or projected sign of any type or a sign that presents the illusion of movement, with the exception of time-and-temperature displays and barber poles as otherwise permitted or signs which emit smoke, noise or visible vapor.

B. Banners, pennants, streamers, spinners or similar devices constructed of cloth, light fabric, cardboard, plastic, vinyl, or other like material, and lights and searchlights, displayed for the purpose of attracting the attention of pedestrians or motorists, except as permitted for special events not to exceed four times per year for a maximum 2-week period and not exceeding 16 square feet.

C. Any sign so erected, constructed or maintained as to obstruct any fire escape, window, door or other opening used as a means of ingress and egress.

D. Any portable or bench sign, or signs that emit smoke, vapor or noise, except as permitted in Section 29-17.

E. Any sign which, when applying contemporary community standards, has a dominant theme or purpose which is obscene or offensive.

F. Off-premises signs.

G. Signs using red, green, blue or amber illumination in a beam, beacon or flashing form resembling an emergency light or traffic signal.

H. Neon signs.

I. Signs attached to the exterior glass of a building.

J. Permanent marquees extending over the sidewalk beyond the street line.

K. Signs posted or painted on posts, utility poles, tanks, towers, smokestacks, trees, rocks or any natural feature of the environment.

L. Signs posted on Borough property except where specifically authorized by the Borough.

M. Signs installed or painted on sidewalks, curbs and benches, except as permitted in Section 29-18.

N. Signs on abutments, retaining walls and embankments.

O. Murals and signs painted on buildings. Signs painted directly on buildings or which obstruct any windows except those painted as a Cultural Arts Commission project and specifically authorized by the Borough.

P. Roof signs.

Q. Signs which constitute a hazard to pedestrian or the traveling public by obstructing access, obstructing driving vision or by obstructing regulatory or directional signs or signals, or which may confuse or distract the attention of the operator of a motor vehicle, or otherwise constitute a safety hazard.

R. Pylon signs, except as permitted herein.

S. All outside lighted signs operating after 1:00 a.m. with the exception of signs in the commercial zones. Lighted signs are those signs for which the source of light is internal.

T. Illuminated signs where the source of light is directly visible from adjoining properties or streets. Illuminated signs are signs that are lighted by an external source.

U. All temporary signs, except as set forth herein.

V. Any sign using the term "going out of business sale" or terms substantially similar to "going out of business sale" which does not coincide with the permitted time frames for such sales, as set forth in N.J.S.A. 56:8-2.8, whether or not a permit for such sign may have been issued pursuant to this chapter.

W. Signs advertising room or rooms for rent for any property in the Borough of Hightstown for which no license has been issued in accord with Sections 4-1, 13-8, and 13-10 of this Code to qualify that property as a boarding house, rooming house, or rooming unit.

X. Signs advertising an apartment or house for rent for any property in the Borough of Hightstown for which a Rental Certificate of Compliance has not been issued by the Housing Inspector, in accord with Subsection 13-8-1 of this Code.

Y. Signs advertising the rental of any room, apartment or house, unless the sign is located on the property that is being advertised, and the owner of the property has taken all necessary steps to make sure that such advertising is otherwise in accord with the provisions of this Code.
(Ord. No. 2010-06)

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 2018-188 Payment of Bills

Moved by Councilmember Musing; Seconded by Council President Stults.

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

Resolution adopted 3-0 with 1 abstention.

Resolution 2018-188

*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 \$128,175.19 from the following accounts:

Current		\$48,773.82
W/S Operating		55,086.97
General Capital		2,901.50
Water/Sewer Capital		5,015.00
Grant		0.00
Trust		13,264.83
Housing Trust		0.00
Animal Control		4.20
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>3,128.87</u>
Total		<u>\$128,175.19</u>

Resolution 2018-189 Authorizing Payment #2 – Rapid Pump & Meter Service (Secondary Clarifier Improvements)

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Resolution adopted 4-0.

Resolution 2018-189

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

AUTHORIZING PAYMENT #2 – RAPID PUMP & METER SERVICE (SECONDARY CLARIFIER IMPROVEMENTS)

WHEREAS, on December 18, 2017, the Borough Council awarded a contract for the Secondary Clarifier Improvements for the Advanced Waste Water Treatment Plant in Hightstown Borough to Rapid Pump & Meter Service Co., Inc. of Paterson, New Jersey at the price of \$142,430.00; and

WHEREAS, the contractor has submitted payment request #2 for work related to, demolition and removal of the existing chain and flight systems, and furnishing and installation of new chain and flight system and replacement of

punch valves for the project in the total amount of \$47,356.05; and

WHEREAS, the Borough Engineer has recommended approval of payment #2 to Rapid Pump & Meter Service Co. in the amount of \$47,356.05 following receipt of the certified payrolls; and

WHEREAS, the CFO 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 Request #2 to Rapid Pump and Meter Service, Co. of Paterson, New Jersey in the amount of \$47,356.05, following receipt of the certified payrolls is hereby approved as detailed herein, and the CFO is authorized to issue same.

Resolution 2018-190 Resolution Determining the Form and Other Details of Not to Exceed \$1,080,000 Water/Sewer Utility Refunding Bonds of the Borough of Hightstown, in the County of Mercer, New Jersey or Such Other Amount as Determined by the Chief Financial Officer to Accomplish the Refunding on the Terms Required by the Local Finance Board Pursuant to N.J.A.C. 5:30-2.5 and Consistent with the Refunding Provisions of the Internal Revenue Code and Provide for the Sale and Deliver of Such Bonds to an Underwriter or a Bank in the Case of a Direct Loan as Selected by the Chief Financial Officer

Moved by Council President Stults; Seconded by Councilmember Musing.

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

Resolution adopted 4-0.

Resolution 2018-190

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

RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$1,080,000 WATER/SEWER UTILITY REFUNDING BONDS OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY OR SUCH OTHER AMOUNT AS DETERMINED BY THE CHIEF FINANCIAL OFFICER TO ACCOMPLISH THE REFUNDING ON THE TERMS REQUIRED BY THE LOCAL FINANCE BOARD PURSUANT TO N.J.A.C. 5:30-2.5 AND CONSISTENT WITH THE REFUNDING PROVISIONS OF THE INTERNAL REVENUE CODE AND PROVIDE FOR THE SALE AND DELIVERY OF SUCH BONDS TO AN UNDERWRITER OR A BANK IN THE CASE OF A DIRECT LOAN AS SELECTED BY THE CHIEF FINANCIAL OFFICER.

BE IT RESOLVED 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. An amount not to exceed \$1,080,000 Water/Sewer Utility Refunding Bonds (the "Refunding Bonds") of the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") (the specific par amount to be determined as provided herein) and as more fully described in a refunding bond ordinance, finally adopted by the Borough pursuant to the Local Bond Law on October 15, 2018, and entitled, "Refunding Bond Ordinance of the Borough of Hightstown, in the County of Mercer, New Jersey, Providing for the Refunding of All or a Portion of Certain Water/Sewer Utility Bonds of the Borough, Appropriating \$1,080,000 Therefor and Authorizing the Issuance of Not to Exceed \$1,080,000 Water/Sewer Utility Refunding Bonds of the Borough for Financing the Cost Thereof" shall be issued in one series as designated above as "Refunding Bonds" (the "Bonds").

Section 2. The Bonds are hereby authorized to be sold to an underwriter or a bank in the case of a direct loan as selected by the Chief Financial Officer (the "Underwriter or Bank") at a purchase price determined by the parameters set forth below and otherwise consistent with the parameters set by the Local Finance Board in the Department of Community Affairs, State of New Jersey (the "Local Finance Board") pursuant to *N.J.A.C. 5:30-2.5* (the "LFB Refunding Parameters"):

- (a) the principal amount of the aggregate amount of the Bonds does not exceed \$1,080,000;
- (b) the net present value savings is at least three percent;
- (c) the debt service on the Bonds shall be structured such that no annual debt service payment is more than the annual debt service payment on the Refunded Bonds (as defined herein) in the same year;
- (d) the final year of maturity of the Bonds does not exceed the final year of maturity of the Refunded Bonds (as defined herein);
- (e) the debt service savings are substantially level in each year across the life of the refunding;
- (f) the true interest cost of the Bonds does not exceed an interest rate that would enable the Borough to complete the refunding within the LFB Refunding Parameters; and
- (g) the Underwriter's discount, if applicable, does not exceed the amount referenced in Exhibit A attached hereto.

Section 3. The Chief Financial Officer is hereby authorized and directed, without further authorization, to enter into and execute a purchase contract (the "Purchase Contract") on behalf of the Borough with the Underwriter or Bank in the form satisfactory to bond counsel to the Borough and upon terms consistent with the

above parameters. Upon execution of the Purchase Contract, the signature of the Mayor and/or the Chief Financial Officer shall be conclusively presumed to evidence any necessary approvals for the sale of the Bonds. If the Chief Financial Officer, after consultation with the Underwriter or Bank, determines that the above parameters cannot be satisfied in the present market, the Bonds shall not be sold until such time as said parameters may be amended, in whole or in part, or a sale on different terms is otherwise approved by resolution of this Borough Council.

Section 4. (a) The Bonds shall be issued in the par amounts consistent with the parameters set forth in Section 2 hereof and determined by the Chief Financial Officer to be necessary to pay costs of issuance and to provide an escrow fund that, when invested, will be sufficient to provide for the timely payment of the principal and redemption premium, if any, and interest on the following:

(i) all or a portion of the \$1,000,000 outstanding principal amount of its Water/Sewer Utility Bonds, dated March 1, 2002 (the "Water/Sewer Utility Bonds"), originally issued in the aggregate principal amount of \$2,295,000, maturing on March 1 in each of the years 2019 through 2028, inclusive (the "Refunded Bonds"); and

(b) The Bonds shall be dated and shall bear interest at the rates per annum as the Chief Financial Officer shall determine.

(c) The Bonds shall be numbered and have such prefix or prefixes as determined necessary by the Chief Financial Officer and be sold and issued with such serial maturities or with such term bond maturities payable from mandatory sinking fund payments made by the Borough as determined in the Purchase Contract.

(d) The Bonds shall mature in each of the years 2019 to 2028, inclusive, or such other years deemed consistent with the LFB Refunding Parameters and in the principal amounts as may be determined by the Chief Financial Officer and shall bear interest on the dates as may be determined by the Chief Financial Officer.

(e) The Bonds shall have redemption provisions as are set forth in the Purchase Contract.

(f) Unless otherwise directed by the Underwriter or Bank and approved by the Chief Financial Officer, the Bonds will be issued in fully registered form. One certificate shall be issued for the aggregate principal amount of each series of Bonds maturing in each year. Both principal of and interest due on the Bonds will be payable in lawful money of the United States of America. Each certificate will be registered in the name of Cede & Co., as nominee of

October 15, 2018

The Depository Trust Company, New York, New York, which will act as securities depository (the "Securities Depository"). The certificates will be on deposit with the Securities Depository. The Securities Depository will be responsible for maintaining a book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants will be responsible for maintaining records recording the beneficial ownership interests in the Bonds on behalf of individual purchasers. Individual purchases may be made in the principal amount of \$1,000 (or any \$1,000 increments thereof) through book-entries made on the books and the records of the Securities Depository and its participants.

(g) The principal of and the interest due on the Bonds will be paid to the Securities Depository by the Borough on the respective maturity dates and due dates and will be credited on the respective maturity dates and due dates to the participants of the Securities Depository as listed on the records of the Securities Depository as of the 15th next preceding each maturity date (the "Record Dates" for the Bonds). The Bonds shall be executed by the manual or facsimile signatures of the Mayor and the Chief Financial Officer under the official seal of the Borough (or facsimile thereof) affixed, printed, engraved or reproduced thereon and attested by the manual signature of the Clerk.

Section 5. The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Borough to market the Bonds:

REGISTERED REGISTERED

NUMBER W/SUB-__

\$_____

UNITED STATES OF AMERICA

STATE OF NEW JERSEY

COUNTY OF MERCER

BOROUGH OF HIGHTSTOWN

WATER/SEWER UTILITY REFUNDING BOND

PRINCIPAL AMOUNT:

DATED DATE:

MATURITY DATE:

INTEREST PAYMENT DATES:

INITIAL INTEREST PAYMENT DATE:

RATE OF INTEREST PER ANNUM:

CUSIP NUMBER:

BOROUGH OF HIGHTSTOWN, in the County of Mercer, New Jersey (the "Borough") hereby acknowledges itself indebted and for value received promises to pay to Cede & Co., as nominee of The Depository Trust Company, which will act as Securities Depository, on the MATURITY DATE, the PRINCIPAL AMOUNT, and to pay interest on such sum from the DATED DATE of this bond until the MATURITY DATE at the RATE OF INTEREST PER ANNUM semiannually on the INTEREST PAYMENT DATES in each year until maturity, commencing on the INITIAL INTEREST PAYMENT DATE. Interest on this bond will be paid to the Securities Depository by the Borough and will be credited to the participants of the Securities Depository as listed on the records of the Securities Depository as of the 15th day prior to each INTEREST PAYMENT (the "Record Dates" for such payments). Principal of this bond, upon presentation and surrender to the Borough will be paid to the Securities Depository by the Borough and will be credited to the participants of The Depository Trust Company.

This bond is not transferable as to principal or interest. The participants are responsible for maintaining the records regarding the beneficial ownership interest in the bonds on behalf of the individual purchasers except to an authorized nominee of the Securities Depository. The Securities Depository shall be responsible for maintaining the book-entry system for recording the interests of its participants or the transfers of the interests among its participants.

This bond is not subject to optional redemption prior to its stated maturity.

This bond is one of an authorized issue of bonds and is issued pursuant to the Local Bond Law of the State of New Jersey, a refunding bond ordinance of the Borough, finally adopted October 15, 2018, and entitled, "Refunding Bond Ordinance of the Borough of Hightstown, in the County of Mercer, New Jersey, Providing for the Refunding of All or a Portion of Certain Water/Sewer Utility Bonds of the Borough, Appropriating \$1,080,000 Therefor and Authorizing the Issuance of Not to Exceed \$1,080,000 Water/Sewer Utility Refunding Bonds of the Borough for Financing the Cost Thereof" and a resolution of the Borough duly adopted October 15, 2018.

The full faith and credit of the Borough are hereby irrevocably pledged for the punctual payment of the principal of and the interest on this bond according to its terms.

It is hereby certified and recited that all conditions, acts and things required by the constitution or the statutes of the State of New Jersey to exist, to have happened or to have been performed precedent to or in the issuance of this bond exist, have happened and have been performed and that the issue of bonds of which this is one, together with all other indebtedness of the Borough, is within every debt and other limit prescribed by such constitution or statutes.

IN WITNESS WHEREOF, the Borough has caused this bond to be executed in its name by the manual or facsimile signatures of its Mayor and its Chief Financial Officer, its corporate seal to be hereunto imprinted or affixed, this bond and the seal to be attested by the manual or facsimile signature of its Clerk and this bond to be dated the DATED DATE as specified above.

BOROUGH OF HIGHTSTOWN

By _____
Mayor

ATTEST:

By: _____

Clerk

By: _____

Chief Financial Officer

Section 6. The law firm of McManimon, Scotland & Baumann, LLC is authorized to arrange for the printing of the Bonds. The proper officials of the Borough are hereby authorized and directed to execute the Bonds and to deliver them to the Underwriter or Bank upon receipt of payment therefor.

Section 7. The Bonds shall have printed thereon a copy of the written opinion with respect to the Bonds that is to be rendered by the law firm of McManimon, Scotland & Baumann, LLC, complete except for omission of its date. The Clerk is hereby authorized and directed to certify the truth and the correctness of the copy of such opinion by executing on each of the Bonds by facsimile signature a certificate in form satisfactory to that law firm and to file a signed duplicate of such written opinion in the Clerk's office. Alternatively, each Bond may be accompanied by the signed legal opinion or copy thereof.

Section 8. The Bonds are being issued to refund the Refunded Bonds. The Chief Financial Officer shall take all steps necessary to call the Refunded Bonds on the first available call date at the applicable redemption price, deposit the proceeds of the Bonds with a bank for the purpose of defeasing the Refunded Bonds, invest the proceeds of the Bonds for this purpose and assist with the redemption of the Refunded Bonds. The Chief Financial Officer is hereby authorized to enter into an agreement with a bank (the "Escrow Deposit Agreement") to effectuate the purpose of this Section 8.

Section 9. The Borough hereby approves the preparation and the distribution of the Preliminary Official Statement on behalf of the Borough in the form approved or to be approved by the Chief Financial Officer. Such Official Statement may be distributed in preliminary form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission on behalf of the Borough by the Mayor or the Chief Financial Officer. The Preliminary Official Statement shall be prepared in final form in connection with the issuance of the Bonds and the Mayor and/or the Chief Financial Officer of the Borough are authorized to execute any certificates necessary in connection with the distribution of the Official Statement. Final Official Statements shall be delivered to the Underwriter or Bank of the Bonds within the earlier of seven business days following the sale of the Bonds or to accompany the Underwriter's or Bank's confirmations that request payment for the Bonds.

Section 10. The Chief Financial Officer is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with the Securities Depository, as may be necessary in order to provide that the Bonds will be eligible for deposit with the Securities Depository and to satisfy any obligation undertaken in connection therewith.

Section 11. In the event that the Securities Depository may determine to discontinue providing its service with respect to the Bonds or is removed by the Borough and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to Registered Bonds (the "Registered Bonds") in denominations of \$1,000 (or any \$1,000 increments thereof). The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of such Registered Bonds. The Borough shall be obligated to provide for the execution and delivery of the Registered Bonds in certificate form.

Section 12. The Borough hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds, if necessary.

Section 13. Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the following requirements in accordance with paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the Borough shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof:

(a) On or prior to 270 days from the end of each fiscal year, beginning with the fiscal year ending December 31 of the year in which the Bonds mature, to the Municipal Securities Rulemaking Board through the Electronic Municipal Market Access Dataport (the "MSRB") annual financial information with respect to the Borough consisting of the audited financial statements (or unaudited financial statements if audited financial statements are not then available, which audited financial statements will be delivered when and if available) of the Borough and certain financial information and operating data consisting of (i) Borough and overlapping indebtedness including a schedule of outstanding debt issued by the Borough, (ii) property valuation information, and (iii) tax rate, levy and collection data. The audited financial information will be prepared in accordance with modified cash accounting as mandated by State of New Jersey statutory principles in effect from time to time or with generally accepted accounting principles as modified by governmental accounting standards as may be required by New Jersey law and shall be filed electronically and accompanied by identifying information with the National Repository;

(b) in a timely manner not in excess of ten business days after the occurrence of the event, to the MSRB notice of any of the following events with respect to the Bonds (herein "Material Events"):

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, if material;

- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subparagraph (12) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

(c) in a timely manner to the MSRB notice of failure of the Borough to provide required annual financial information on or before the date specified in this resolution.

(d) If all or any part of the Rule ceases to be in effect for any reason, then the information required to be provided under this resolution, insofar as the provisions of the Rule no longer in effect required the provision of such information, shall no longer be required to be provided.

(e) The Chief Financial Officer shall determine, in consultation with Bond Counsel, the application of the Rule or the exemption from the Rule for each issue of obligations of the Borough prior to their offering. Such officer is hereby authorized to enter into additional written contracts or undertakings to implement the Rule and is further

authorized to amend such contracts or undertakings or the undertakings set forth in this resolution, provided such amendment is, in the opinion of nationally recognized bond counsel, in compliance with the Rule.

(f) In the event that the Borough fails to comply with the Rule requirements or the written contracts or undertakings specified in this certificate, the Borough shall not be liable for monetary damages. The sole remedy is hereby specifically limited to specific performance of the Rule requirements or the written contracts or undertakings therefor.

(g) The undertaking may be amended by the Borough from time to time, without the consent of the Bondholders or the beneficial owners of the Bonds, in order to make modifications required in connection with a change in legal requirements or change in law, which in the opinion of nationally recognized bond counsel complies with the Rule.

Section 14. There can be no assurance that there will be a secondary market for the sale or purchase of the Bonds. Such factors as prevailing market conditions, financial condition or market position of firms who may make the secondary market and the financial condition of the Borough may affect the future liquidity of the Bonds.

Section 15. The Mayor, the Chief Financial Officer, the Clerk and other appropriate representatives of the Borough are hereby authorized to take all steps necessary to provide for the issuance of the Bonds and the refunding of the Refunded Bonds, including preparing and executing such agreements and documents on behalf of the Borough, satisfying in full the requirements of notice of redemption of the Refunded Bonds and taking all steps necessary or desirable to implement this resolution, such agreements and documents as may be necessary and appropriate and the transactions contemplated thereby.

Section 16. The Chief Financial Officer is hereby authorized and directed to submit to the Local Finance Board, within ten days of the issuance of the Bonds, the items set forth in section (b) of N.J.A.C. 5:30-2.5.

Section 17. The Mayor and/or Chief Financial Officer are each hereby authorized and directed to pay all costs of issuance in connection with the sale of the Bonds pursuant to a certificate of the Mayor and/or Chief Financial Officer to be executed upon delivery of the Bonds, each such cost in an amount not to exceed the amount

set forth in Exhibit A attached hereto or, if in any greater amount, only upon the prior approval of the Borough in accordance with the customary procedure for approval and payment of bills.

Section 18. This resolution shall take effect immediately.

The foregoing resolution was adopted by the following vote:

Council President Stults introduced and moved the adoption of the following resolution and

Councilmember Musing seconded the motion:

AYES: Bluth, Misiura, Musing and Stults

NAYS: -

ABSENT – Hansen and Montferrat

CONSENT AGENDA

Councilmember Musing moved Resolutions 2018-191; 2018-192; 2018-193 and 2018-194 as a Consent Agenda; Councilmember Bluth seconded.

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

Resolutions adopted 4-0.

Resolution 2018-191

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

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2018 BUDGET

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby

request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2018 as follows:

Source	Amount	Revenue Title	Appropriation Title
U.S. Department of Justice	\$1,713.90	Bulletproof Vest Partnership	Bulletproof Vest Partnership

Resolution 2018-192

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

A RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Hightstown, (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Mercer and State of New Jersey, as follows:

1. Borough of Hightstown hereby appoints Skylands Risk Management, Inc. its local Risk Management Consultant.
2. The Borough Clerk and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2019 in the form attached hereto.

2019 FUND YEAR

STATEWIDE INSURANCE FUND

RISK MANAGEMENT CONSULTANT’S AGREEMENT

THIS AGREEMENT entered into this _____ day of _____ among _____ the Statewide Insurance Fund (“FUND”), a joint insurance fund of the State of New Jersey, Borough of Hightstown (“MEMBER”) and _____

Skylands Risk Management Inc. (“RISK MANAGEMENT CONSULTANT”) through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

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

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:

- (a) assist in evaluating the MEMBER’S exposures and advise on matters relating to the Member’s operation and coverage.
- (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
- (c) explain to the MEMBER, or its representatives, the terms of the member’s commitment and obligations to the FUND.
- (d) explain to the MEMBER, or its representatives the operation of the FUND.
- (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
- (f) review the MEMBER’S assessment and assist in the preparation of the MEMBER’S insurance budget.
- (g) review losses and engineering reports and provide assistance to the MEMBER’S safety committee, if required.
- (h) assist in the claims settlement process, if required, by MEMBER or FUND.
- (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
- (j) comply with the obligations imposed upon Risk Managers in the FUND’S Bylaws.
- (k) act in good faith and fair dealing to the FUND.
- (l) perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
 - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
 - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2019 to January 1, 2020**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

ATTEST:

Member Representative

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

Resolution 2018-193

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

RESOLUTION APPOINTING A FUND COMMISSIONER

WHEREAS, the Borough of Hightstown (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Hightstown that Debra L. Sopronyi is hereby appointed as the Fund Commissioner for the Local Unit for the year 2019; and

BE IT FURTHER RESOLVED that Margaret M. Riggio is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2019; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution 2018-194

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

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR
THE IMPROVEMENTS TO SPRINGCREST DRIVE, GLEN DRIVE, TAYLOR AVENUE,
SPRUCE COURT PROJECT.**

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Hightstown formally approves the grant application for the above stated projects.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2019-Hightstown Borough-00078 to the New Jersey Department of Transportation on behalf of the Borough of Hightstown.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Hightstown and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

PUBLIC COMMENT PERIOD II

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

Keith LePrevost, 213 Greely – Suggested that the Environmental Commission and the Historic Preservation Commission be involved with the planning of the new municipal facility.

Doug Mair, 536 South Main Street – Spoke regarding the expenses for the Peddie Lake Walking Bridge

Kenroy Morgan, 124 Harron Avenue – Spoke regarding making Harron Avenue a one-way street. Mayor Quattrone stated that we are discussing this with Police Chief Gendron.

Scott Caster, 12 Clover Lane – Thanked Council President Stults for answering questions during the public comment period. This shows courtesy and transparency.

JP Gibbons, 602 North Main Street – Resent Borough Employees putting themselves in the middle of political discussions. They are paid by tax payer money. This is bad for the Borough and sets the wrong tone.

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

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

HPC will meet this week.

Councilmember Misiura

Missed the last Planning Board meeting so he does not have an update.

Councilmember Bluth

Cultural Arts Commission will meet this week.

Council President Stults

Housing Authority will meet this week. Downtown Hightstown Businesses met this morning. They have some great ideas for fundraising. Commented that the Harvest Fair was great again this year.

Borough Administrator/Clerk, Debra Sopronyi

Informed the public that PACE Car magnets and pledge forms are available at the Municipal Offices and the Hightstown Library. Architect interviews for the YMCA project will be taking place October 20th – October 30th. Borough Engineer, Carmela Roberts, will be receiving an award from the Engineers Association for one of the many projects she has completed in Hightstown.

Deputy Borough Clerk, Peggy Riggio

Stated that tomorrow is the last day to register to vote. Forms can be brought to the Clerk's Office.

Tax Collector/Deputy CFO, Monika Patel

All 14 liens sold at our recent Tax Sale. Delinquent bills will be mailed this week.

CFO, George Lang

Clarified numbers for the walking bridge

Borough Attorney, Fred Raffetto

Stated that we have a settlement with Applied Pumping Services for their delinquent graywater account. They will be paying \$750 per month until their balance is paid.

Mayor Quattrone

Spoke regarding the pink ribbons downtown for breast cancer awareness. Apologized for having to take a phone call during the meeting. Public Comment Periods are for comments. It is not a question and answer period. Thanked the Harvest Fair committee and all the volunteers for another successful Harvest Fair. Happy to see the Downtown Business group moving in a positive direction.

ADJOURNMENT

Councilmember Misiura moved to adjourn at 8:39 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

ORDINANCE 2018-20

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO LINCOLN AVENUE, HAGEMOUNT AVENUE AND ROCKY BROOK COURT IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$900,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$153,500 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 \$900,000, including the \$746,500 grant expected to be received from the State of New Jersey Department of Transportation Municipal Aid Program (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the project since the project is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement not covered by the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$153,500 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 improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court, including curb, sidewalk, drainage and roadway improvements, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(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 10 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 \$153,500, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$140,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

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

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

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be

direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

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

Introduction: October 15, 2018

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2018-21

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

BOND ORDINANCE PROVIDING FOR WATER AND SANITARY SEWER IMPROVEMENTS TO LINCOLN AVENUE, HAGEMOUNT AVENUE AND ROCKY BROOK COURT FOR THE WATER-SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$175,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$175,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE 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"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$175,000. No down payment is required as the purpose authorized herein is deemed self-liquidating and the bonds and bond anticipation notes authorized herein are deductible from the gross debt of the Borough, as more fully explained in Section 6(e) of this bond ordinance.

Section 2. In order to finance the cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$175,000 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 water and sanitary sewer improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court for the Water-Sewer Utility, including repairs to manholes, pipes and laterals, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(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 unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. 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 or applicable 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 self-liquidating purpose of a municipal public utility. 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 40 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 \$175,000, but that the net debt of the Borough determined as provided in the Local Bond Law is not increased by this bond ordinance. 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.

(e) This bond ordinance authorizes obligations of the Borough solely for purposes described in N.J.S.A. 40A:2-7(h). The obligations authorized herein are to be issued for a purpose that is deemed to be self-liquidating pursuant to N.J.S.A. 40A:2-47(a) and are deductible from the gross debt of the Borough pursuant to N.J.S.A. 40A:2-44(c).

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

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

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on

behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2018-196

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$8,130,410.60 from the following accounts:

Current		\$7,804,696.08
W/S Operating		284,156.65
General Capital		32,384.00
Water/Sewer Capital		2,365.00
Grant		534.42
Trust		5,276.55
Housing Trust		0.00
Animal Control		2.40
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>995.50</u>
Total		<u><u>\$8,130,410.60</u></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 November 5, 2018.

Debra L. Sopronyi
Borough Clerk

Date: November 5, 2017

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
J.P.MORGAN CHASE BANK	18-01301	1409 \$	23,687.50
STATE OF NJ - DEPT OF TREASURY	18-01622	1411 \$	52,168.87
EAST WINDSOR REGIONAL SCHOOL	18-01371	1412 \$	819,867.00
J.P.MORGAN CHASE BANK	18-01416	1413 \$	375,000.00
TREASURER, STATE OF NJ, DCA	18-01479	28570 \$	628.00
STATE OF NJ - DEPT OF TREASURY	18-01623	1414 \$	49,928.42
EAST WINDSOR REGIONAL SCHOOL	18-01535	1415 \$	819,867.00
J.P.MORGAN CHASE BANK	18-01430	1416 \$	5,547,922.68
J.P.MORGAN CHASE BANK	18-01423	1417 \$	29,625.00
TOTAL			<u><u>\$7,718,694.47</u></u>

WATER/SEWER OPERATING ACCOUNT

STATE OF NJ - DEPT OF TREASURY	18-01622	1306 \$	17,589.44
J.P.MORGAN CHASE BANK	18-01416	1307 \$	210,000.00
STATE OF NJ - DEPT OF TREASURY	18-01623	1308 \$	17,097.64
J.P.MORGAN CHASE BANK	18-01423	1309 \$	3,675.00
TOTAL			<u><u>\$ 248,362.08</u></u>

GRANT

DRAEGER, INC	18-00604	1705 \$	120.00
TOTAL			<u><u>\$ 120.00</u></u>

WATER AND SEWER CAPITAL

MERCER COUNTY SOIL CONSERV.	18-01477	5870 \$	985.00
NJ DEPT OF TRANSPORTATION	18-01588	5874 \$	395.00
MERCER COUNTY SOIL CONSERV.	18-01589	5875 \$	985.00
TOTAL			<u><u>\$ 2,365.00</u></u>

MANUAL TOTAL			<u><u>\$7,969,541.55</u></u>
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P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
Range: First to Last Rcvd: Y Held: Y Aprv: N
Format: Detail without Line Item Notes Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name		PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
		Item Description	Amount	Charge Account	Acct Type Description			Enc Date	Date	Date	Invoice	Excl
A0554 ALL INDUSTRIAL SAFETY PRODUCTS												
18-01494 10/10/18 MARKING PAINT AND FACE MASKS												
1	RADNOR N95 PARTICULATE DISP	133.80	8-09-55-501-001-507	B Uniforms & Safety Equipment	R	10/10/18	10/31/18			222022	N	
2	BLUE MARKING SPRAY PAINT	134.10	8-09-55-501-001-535	B Hydrants and Line Repair	R	10/10/18	10/31/18				N	
3	FREIGHT	19.69	8-09-55-501-001-507	B Uniforms & Safety Equipment	R	10/29/18	10/31/18			222022	N	
4	FREIGHT	38.07	8-09-55-501-001-507	B Uniforms & Safety Equipment	R	10/29/18	10/31/18			222024-1	N	
		<u>325.66</u>										
Vendor Total:		325.66										
ALLEG005 ALLEGRA												
18-01480 10/09/18 CONSTRUCTION FORMS												
1	CONSTRUCTION PERMIT NOTICE	220.00	8-01-33-195-001-036	B Office Supplies	R	10/09/18	10/31/18				N	
2	PLUMBING APPROVAL	110.00	8-01-33-195-001-036	B Office Supplies	R	10/09/18	10/31/18				N	
		<u>330.00</u>										
Vendor Total:		330.00										
ANNMA005 ANN MARIE MILLER												
18-01596 10/19/18 CULTURAL ART REIMBURSEMENTS												
1	CULTURAL ART REIMBURSEMENTS	414.42	G-02-41-761-000-000	B Mercer County Local Arts Grant	R	10/19/18	10/31/18			REIMBURSEMENT	N	
Vendor Total:		414.42										
A0107 ANSELL GRIMM & ARRON, PC												
18-01620 10/29/18 SEPTEMBER ATTORNEY FEES												
1	GENERAL FILE 2018	1,728.00	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18			428781	N	
2	ORDINANCES 428782	94.50	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18			428782	N	
3	ENGINEERING MATTERS 428783	94.50	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18			428783	N	
4	MEETINGS 428784	1,255.50	8-01-20-155-001-029	B Attendance at Council Meetings	R	10/29/18	10/31/18			428784	N	
5	GENERAL 428785	27.00	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18			428785	N	
6	LITIGATION 428786	135.00	8-01-20-155-001-033	B Litigation	R	10/29/18	10/31/18			428786	N	
7	AFFORDABLE HOUSING 428788	81.00	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18			428788	N	
8	428789	81.00	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18			428789	N	

Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void				
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
A0107 ANSELL GRIMM & ARRON, PC Continued												
18-01620	10/29/18	SEPTEMBER ATTORNEY FEES	Continued									
9	428790	LITIGATION	851.50	8-01-20-155-001-033	B Litigation	R	10/29/18	10/31/18		428790	N	
10	428791	LITIGATION	851.50	8-01-20-155-001-033	B Litigation	R	10/29/18	10/31/18		428791	N	
11	428792	LITIGATION	337.50	8-01-20-155-001-033	B Litigation	R	10/29/18	10/31/18		428792	N	
12	428793		675.00	8-01-20-155-001-027	B General Matters	R	10/29/18	10/31/18		428793	N	
			<u>6,212.00</u>									
		Vendor Total:	6,212.00									
A1014 APPROVED FIRE PROTECTION, INC.												
18-01253	08/28/18	INVOICE #00021624										
1	ANNUAL FIRE EXTINGUISHER	80.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	08/28/18	10/31/18			00021624	N	
2	SWAP OF 10LB ABC FIRE EXT HYDR	101.40	8-09-55-501-002-503	B Sewer Plant Maintenance	R	08/28/18	10/31/18			00021624	N	
		<u>181.40</u>										
		Vendor Total:	181.40									
A0025 AT&T MOBILITY												
18-01619	10/29/18	287258726345 9/13-10/12/18										
1	287258726345 9/13-10/12/18 PD	437.07	8-01-31-440-001-084	B POLICE PHONES	R	10/29/18	10/31/18			287258726345	N	
2	287258726345 9/13-10/12/18 DPW	127.28	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	10/29/18	10/31/18			287258726345	N	
3	287258726345 9/13-10/12/18 WTP	115.41	8-09-55-501-003-548	B Telephone-	R	10/29/18	10/31/18			287258726345	N	
4	287258726345 9/13-10/12/18 AWW	92.38	8-09-55-501-003-548	B Telephone-	R	10/29/18	10/31/18			287258726345	N	
		<u>772.14</u>										
		Vendor Total:	772.14									
B0011 BEN MILLER												
18-01496	10/10/18	MILLER - REIMBURSEMENT										
1	MILLER - REIMBURSEMENT	192.36	8-01-25-240-001-042	B Education & Training	R	10/10/18	10/31/18				N	
2	MILLER - REIMBURSEMENT	10.00	8-01-25-240-001-042	B Education & Training	R	10/10/18	10/31/18				N	
3	MINUS TAX	18.36	8-01-25-240-001-042	B Education & Training	R	10/31/18	10/31/18				N	
		<u>184.00</u>										
		Vendor Total:	184.00									

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
B0921 BRITTON INDUSTRIES, INC										
18-01501 10/10/18 YARD WASTE DISPOSAL										
1 INV. 0300584 - YD WST DISP	81.76	8-01-26-311-001-168	B	Yardwaste	R	10/10/18	10/31/18		0300584	N
2 INV. 0302024 - YD WST DISP	71.28	8-01-26-311-001-168	B	Yardwaste	R	10/10/18	10/31/18		0302024	N
3 INV. 0303769 - YD WST DISP	165.92	8-01-26-311-001-168	B	Yardwaste	R	10/10/18	10/31/18		0303769	N
4 INV. 0305756 - YD WST DISP	125.79	8-01-26-311-001-168	B	Yardwaste	R	10/10/18	10/31/18		0305756	N
	<u>444.75</u>									
Vendor Total:	444.75									
C0396 CAVANAUGH'S, INC.										
18-01543 10/15/18 MONTHLY PEST SERVICE										
1 INV. 717596 - MONTHLY PEST	20.00	8-01-26-310-001-029	B	Maintenance Contracts	R	10/15/18	10/31/18		717596	N
2 INV. 717603 - MONTHLY PEST	20.00	8-01-26-310-001-029	B	Maintenance Contracts	R	10/15/18	10/31/18		717603	N
	<u>40.00</u>									
Vendor Total:	40.00									
C0752 CHAD REED										
18-01524 10/11/18 REIMBURSEMENT INT'L ARSON INV.										
1 REIMBURSEMENT INT'L ARSON INV.	145.00	8-01-25-256-002-044	B	Professional Association Dues	R	10/11/18	10/31/18		1309283/126112	N
Vendor Total:	145.00									
CIARA005 CIARA FRANCIS										
18-01612 10/29/18 COURT 10/24/18 4.5 HRS										
1 COURT 10/24/18 4.5 HRS	90.00	8-01-20-176-000-114	B	Court Assistance	R	10/29/18	10/31/18		10/24/18	N
Vendor Total:	90.00									
CLARK005 CLARKE CATON HINTZ										
18-01528 10/12/18 #73101, 9/21/18										
1 #73101, tree issue	82.50	201802	P	PRELIMINARY FINAL MINOR SUBDIV	R	10/12/18	10/31/18		#73101	N
18-01529 10/12/18 #73102 and 73103, 9/21/18										
1 #73102-Housing Plan	41.25	8-01-21-180-001-105	B	General Planning-Consulting	R	10/12/18	10/31/18		#73102	N

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
CLARK005 CLARKE CATON HINTZ Continued											
18-01529	10/12/18	#73102 and 73103, 9/21/18	Continued								
2	#73103-Zoning Ord. Amendments	57.75	8-01-21-180-001-105	B	General Planning-Consulting	R	10/12/18	10/31/18		#73103	N
		99.00									
Vendor Total:		181.50									
COMCA005 COMCAST BUSINESS											
18-01581	10/18/18	8499052430034100 10/08/18									
1	8499052430034100 10/08/18	164.85	8-01-20-140-001-060	B	Internet Services and Web Services	R	10/18/18	10/31/18		849905243003410	N
18-01608	10/24/18	930909813									
1	930909813	637.17	8-01-20-140-001-060	B	Internet Services and Web Services	R	10/24/18	10/31/18		930909813	N
18-01610	10/29/18	8499052440157826 11/15/18									
1	8499052440157826 11/15/18	105.84	8-09-55-501-002-545	B	Internet Services	R	10/29/18	10/31/18		499052440157826	N
Vendor Total:		907.86									
C0319 COPS PLUS INC.											
18-00643	05/07/18	CLOTHING ALLOWANCE - GORDY									
1	CLOTHING ALLOWANCE - GORDY	127.49	8-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	05/07/18	10/31/18		ORDER#786344	N
Vendor Total:		127.49									
COUNT005 COUNTY OF HUNTERDON											
18-01601	10/24/18	HCESTC TRAINING WATER RESCUE									
1	HCESTC TRAINING WATER RESCUE	120.00	8-01-25-252-002-042	B	Education & Training	R	10/24/18	10/31/18		18-00610	N
Vendor Total:		120.00									
C0133 CREATIVE PRODUCT SOURCING, INC											
18-01451	10/03/18	D.A.R.E. SUPPLIES									
1	D.A.R.E. SUPPLIES	31.00	8-01-25-240-001-113	B	D.A.R.E.	R	10/03/18	10/31/18			N
2	D.A.R.E. SUPPLIES	752.40	8-01-25-240-001-113	B	D.A.R.E.	R	10/03/18	10/31/18			N
3	D.A.R.E. SUPPLIES	25.00	8-01-25-240-001-113	B	D.A.R.E.	R	10/03/18	10/31/18			N
4	D.A.R.E. SUPPLIES	36.00	8-01-25-240-001-113	B	D.A.R.E.	R	10/03/18	10/31/18			N
5	D.A.R.E. SUPPLIES	25.00	8-01-25-240-001-113	B	D.A.R.E.	R	10/03/18	10/31/18			N

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
C0133 CREATIVE PRODUCT SOURCING, INC Continued										
18-01451	10/03/18	D.A.R.E. SUPPLIES	Continued							
6	D.A.R.E. SUPPLIES	34.00	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
7	D.A.R.E. SUPPLIES	34.00	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
8	D.A.R.E. SUPPLIES	35.00	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
9	D.A.R.E. SUPPLIES	31.00	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
10	D.A.R.E. SUPPLIES	27.00	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
11	D.A.R.E. SUPPLIES	79.20	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
12	D.A.R.E. SUPPLIES	44.50	8-01-25-240-001-113	B D.A.R.E.	R	10/03/18	10/31/18			N
14	FREIGHT	97.92	8-01-25-240-001-113	B D.A.R.E.	R	10/31/18	10/31/18		119021	N
		1,252.02								
Vendor Total:		1,252.02								
C0931 Creston Hydraulics, Inc.										
18-01503	10/10/18	HYDRAULIC HOSES								
1	INV. 357595 - HYDRAULIC HOSES	130.57	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	10/10/18	10/31/18		357595	N
Vendor Total:		130.57								
C0088 CUSTOM ENVIRONMENTAL TECH, INC										
18-00211	02/07/18	ZETA LYTE 1A BLANKET 2018	B							
6	INV 5124 DATED 10/19/18	1,532.85	8-09-55-501-002-554	B ZETA LYTE 1A POLYMER	R	02/07/18	10/31/18		5124	N
18-00212	02/07/18	ZETA LYTE 2685 BLANKET	B							
10	INV 5101 DATED 10/12/18	3,349.50	8-09-55-501-002-544	B Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	10/01/18	10/31/18		5101	N
Vendor Total:		4,882.35								
D0050 DEPT OF CHILDREN & FAMILIES										
18-01571	10/18/18	3RD QTR 2018 MARRIAGE LICENSE								
1	3RD QTR 2018 MARRIAGE LICENSE	250.00	8-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	10/18/18	10/31/18		3RD QTR	N
Vendor Total:		250.00								
E0576 EAST WINDSOR REGIONAL SCHOOL										
18-01506	10/10/18	SEPT. 2018 FUEL USE								
1	SEPT. 2018 FUEL USE - FIRE	633.08	8-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	10/10/18	10/31/18			N

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
FIREA005 FIRE APPARATUS REPAIR, INC.										
18-01552	10/15/18	INVOICE 14248 DATED 10/10/18								
1	INVOICE 14248 DATED 10/10/18	168.00	8-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	10/15/18	10/31/18		14248	N
2	CABLE FROM VENDOR	285.77	8-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	10/15/18	10/31/18		14248	N
		453.77								
18-01602	10/24/18	REPAIR LEAKING TRUCK AIR LINE								
1	REPAIR LEAKING TRUCK AIR LINE	143.36	8-01-25-252-002-056	B Fire & Other Safety Equipment	R	10/24/18	10/31/18		14396	N
	Vendor Total:	597.13								
F0197 FIRST PRIORITY EMERGENCY VEH										
18-01530	10/12/18	INV 16558 DATED 2/27/18								
1	INV 16558 DATED 2/27/18	250.00	8-01-25-260-001-034	B Vehicle Repair	R	10/12/18	10/31/18		16558	N
	Vendor Total:	250.00								
G0181 FRANKLIN-GRIFFITH, LLC										
18-01173	08/09/18	LIGHT REPLACEMENT								
1	QUOTE #S1993661 DATED 6/13/18	1,980.52	T-12-56-286-000-883	B Insurance Reimbursements Pending	R	08/09/18	10/31/18		S2007176.001	N
2	HADCO SP8077-11 A POLE	1,954.55	T-12-56-286-000-883	B Insurance Reimbursements Pending	R	08/09/18	10/31/18			N
3	HADCO SA8077-5A FLOWER POT	606.49	T-12-56-286-000-883	B Insurance Reimbursements Pending	R	08/09/18	10/31/18			N
		4,541.56								
	Vendor Total:	4,541.56								
G1043 GAYLE CORPORATION										
18-01134	08/03/18	LIME PUMP DIAPHRAMS								
1	LIME PUMP DIAPHRAMS	924.00	8-09-55-501-001-503	B Water Plant Maintenance	R	08/03/18	10/31/18		16492	N
2	LIME PUMP DIAPHRAMS FREIGHT	28.62	8-09-55-501-001-503	B Water Plant Maintenance	R	10/10/18	10/31/18			N
		952.62								
	Vendor Total:	952.62								

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
GEETA005 GEETANJALI JAIN											
18-01583	10/18/18	MILEAGE REIMBURSEMENT	7/2-9/28								
1	MILEAGE REIMBURSEMENT	7/2-9/28	486.69	8-01-27-330-001-045	B Mileage/Travel	R	10/18/18	10/31/18		7/2-9/28/18	N
Vendor Total:		486.69									
G0171 GEORGE E. CONLEY ELECTRIC											
18-01463	10/03/18	ALARM AND BATTERY AT WATER TWR									
1	INV. 24032 - REPLACED ALARM	684.50	8-09-55-501-001-503	B	Water Plant Maintenance	R	10/03/18	10/31/18		24032	N
2	INV. 24023 - CHANGED BATTERIES	613.00	8-09-55-501-001-503	B	Water Plant Maintenance	R	10/03/18	10/31/18		24023	N
		1,297.50									
18-01504	10/10/18	LIGHT WIRING - MAIN ST. PL									
1	LIGHT WIRING - MAIN ST. PL	200.00	8-01-31-435-001-075	B	Street Lighting	R	10/10/18	10/31/18		24067	N
18-01544 10/15/18 YEARLY ALARM CONTRACTS											
1	INV. FLV100923 - YEARLY ALARM	384.00	8-01-26-310-001-024	B	Building Maintenance	R	10/15/18	10/31/18		FLV100923	N
2	INV. 42205626-18 YEARLY ALARM	384.00	8-09-55-501-001-503	B	Water Plant Maintenance	R	10/15/18	10/31/18		4220526-18	N
		768.00									
Vendor Total:		2,265.50									
G1077 GEORGE S. COYNE CO., INC.											
18-00162	01/29/18	BLANKET FOR WATER PLANT LIME		B							
11	INV 298433 DATED 9/21/18	1,432.50	8-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	08/30/18	10/31/18		298433	N
18-00163 01/29/18 FLUORIDE BLANKET- WATER PLANT											
9	INV 298434 DATED 9/21/18	798.63	8-09-55-501-001-528	B	Fluorosilic Acid-	R	08/10/18	10/31/18		298434	N
Vendor Total:		2,231.13									
G0038 GOLD TYPE BUSINESS MACHINE											
18-01539	10/15/18	QUARTERLY E-TICKET BILLING									
1	QUARTERLY E-TICKET BILLING	1,985.50	8-01-25-240-001-029	B	Maint. Contracts - Other	R	10/15/18	10/31/18			N
Vendor Total:		1,985.50									

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Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
G0185 GRAINGER, INC.										
18-01460	10/03/18	LIMIT SWITCH & LEVER CONTROL								
1 ITEM #9007AW16 (2EF42) LIMIT		222.38	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/03/18	10/31/18			N
2 ITEM #5B069 LEVER CONTROL		29.45	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/03/18	10/31/18			N
		251.83								
Vendor Total:		251.83								
GRETC005 GRETCHEN GILROY										
18-01663	10/31/18	MILEAGE 8/29-10/31/18								
1 MILEAGE 8/29-10/31/18		205.47	8-01-20-176-000-045	B MILEAGE	R	10/31/18	10/31/18			N
Vendor Total:		205.47								
H 85 HACH CO.										
18-01432	10/01/18	ORDER #315277741								
1 ITEM #PHC10101 PH GEL PROBE		217.56	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/01/18	10/31/18			N
2 SHIPPING & HANDLING		173.28	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/01/18	10/31/18			N
		390.84								
Vendor Total:		390.84								
HARDY005 HARDY DIAGNOSTICS										
18-01169	08/09/18	LAB SUPPLIES								
1 TSB,DS,USP,100ML HDX 250 ML		145.64	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/09/18	10/31/18		1987905	N
2 DEIONIZED WATER, 99 ML HDX,		132.73	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/09/18	10/31/18		1987905	N
3 E COLI SEROVAR, MBL ATCC 11775		54.82	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/09/18	10/31/18		1988714	N
4 P. AERUGINOSA MBL ATCC 27853		40.27	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/09/18	10/31/18		1988714	N
5 KLEBSIELLA VARIICOLA, MBL ATCC		60.60	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/09/18	10/31/18		1988714	N
6 SHIPPING & HANDLING		94.93	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	08/09/18	10/31/18		1988714/1987905	N
		528.99								
Vendor Total:		528.99								
H1100 HOME DEPOT CREDIT SERVICES										
18-01453	10/03/18	SEPTEMBER 2018 RECEIPTS								
1 INV. 8033735 - CABLE TIES		26.05	8-01-28-369-001-141	B Parks & Playgrd Maintenance	R	10/03/18	10/31/18		8033735	N
2 INV. 1034675 - PAINT		15.96	8-01-26-310-001-024	B Building Maintenance	R	10/03/18	10/31/18		1034675	N

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice		Exc
H1100 HOME DEPOT CREDIT SERVICES Continued										
18-01453	10/03/18	SEPTEMBER 2018 RECEIPTS	Continued							
3 INV. 1042129 - FIBER DISCS/PAD	16.44	8-01-26-310-001-024	B Building Maintenance	R	10/03/18	10/31/18		1042129		N
4 INV. 1042155 - ENTRY LEVER	19.97	8-01-26-310-001-024	B Building Maintenance	R	10/03/18	10/31/18		1042155		N
5 INV. 8035142 - LOCK/SEALANT/	32.82	8-01-26-310-001-024	B Building Maintenance	R	10/03/18	10/31/18		8035142		N
6 INV. 8035170 - DIA BLADE/PRIME	18.33	8-01-26-310-001-024	B Building Maintenance	R	10/03/18	10/31/18		8035170		N
7 INV. 8036626 - TOILET SEAT	19.98	8-01-26-310-001-024	B Building Maintenance	R	10/03/18	10/31/18		8036626		N
	149.55									
Vendor Total:	149.55									
I0682 INSTITUTE FOR PROFESSIONAL DEV										
18-01556	10/16/18	10/26/18 BUDGET WORKSHOP-PATEL								
1 10/26/18 BUDGET WORKSHOP-PATEL	125.00	8-01-20-130-001-042	B Education & Training	R	10/16/18	10/31/18		M PATEL 10/26		N
Vendor Total:	125.00									
J0378 J.W. KENNEDY & SON INC WELDING										
18-01545	10/15/18	CYLINDER RENTAL								
1 INV. 1681021 - CYLINDER RENTAL	12.00	8-01-26-290-001-050	B DPW Work Equipment	R	10/15/18	10/31/18		1681021		N
Vendor Total:	12.00									
J0257 JCP&L										
18-01584	10/18/18	FIRST AID ELECTRIC								
1 FIRST AID ELECTRIC	547.97	8-01-25-260-001-074	B Electric	R	10/18/18	10/31/18		100012445936		N
18-01662	10/30/18	MASTER 200000055364								
1 100008438010 125 S MAIN	3.30	8-01-31-430-001-071	B Electric-Borough Hall	R	10/30/18	10/31/18		100008438010		N
2 100008438283 MAIN/STOCKTON TL	26.86	8-01-31-430-001-071	B Electric-Borough Hall	R	10/30/18	10/31/18		100008438283		N
3 100008482018 RT 33/MAXWELL AVE	24.86	8-01-31-430-001-071	B Electric-Borough Hall	R	10/30/18	10/31/18		100008482018		N
4 100010898904 FRANKLIN N MAIN	28.46	8-01-31-430-001-071	B Electric-Borough Hall	R	10/30/18	10/31/18		100010898904		N
5 148 N MAIN 100012487714	549.69	8-01-31-430-001-071	B Electric-Borough Hall	R	10/30/18	10/31/18		100012487714		N
6 FIREHOUSE 100012487862	1,056.88	8-01-31-430-001-072	B Electric-Fire House	R	10/30/18	10/31/18		100012487862		N

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
L0037 LINCOLN FINANCIAL GROUP												
18-01624	10/30/18	NOVEMBER LIFE INSURANCE										
1	NOVEMBER LIFE INSURANCE	239.52	8-01-23-210-003-115	B	Medical Ins-Emp Grp Health	R	10/30/18	10/31/18		NOVEMBER LIFE	N	
2	NOVEMBER LIFE INSURANCE	16.72	8-09-55-501-001-514	B	INSURANCE	R	10/30/18	10/31/18		NOVEMBER LIFE	N	
3	NOVEMBER LIFE INSURANCE	66.88	8-09-55-501-002-514	B	Insurance	R	10/30/18	10/31/18		NOVEMBER LIFE	N	
		323.12										
Vendor Total:		323.12										
LISAL005 LISA LANGLOIS												
18-01531	10/12/18	COURT SESSION 10/10/18 3.5 HRS										
1	COURT SESSION 10/10/18 3.5 HRS	70.00	8-01-20-176-000-114	B	Court Assistance	R	10/12/18	10/31/18		10/10/18 3.5 HR	N	
Vendor Total:		70.00										
N0125 MAILFINANCE												
18-01604	10/24/18	INV N7390170 DATED 10/18/18										
1	INV N7390170 DATED 10/18/18	513.30	8-01-30-421-001-029	B	Meter Rental/Maintance	R	10/24/18	10/31/18		N7390170	N	
Vendor Total:		513.30										
M1076 MCMANIMON, SCOTLAND & BAUMANN												
18-01579	10/18/18	INV 156564 DATED 9/18/18										
1	INV 156564 DATED 9/18/18	300.00	C-04-55-884-001-447	B	POLICE- SECTION 20 2018-18	R	10/18/18	10/31/18		156564	N	
2	INV 156564 DATED 9/18/18	300.00	C-04-55-884-002-447	B	FIRE DEPT.- SECTION 20 2018-18	R	10/18/18	10/31/18		156564	N	
		600.00										
Vendor Total:		600.00										
M0180 MCMASTER-CARR												
18-01577	10/18/18	PLANT SUPPLY										
1	#6191K12 4L 180 (3)	19.74	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/18/18	10/31/18		76762223	N	
2	#5556K55 SLIT INSULATION	30.93	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/18/18	10/31/18		76762223	N	
3	#5556K54 SLIT INSULATION	28.36	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/18/18	10/31/18		76762223	N	
4	#76395A11	35.76	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/18/18	10/31/18		76762223	N	
5	SHIPPING	15.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/23/18	10/31/18		76762223	N	
		129.79										

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Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
M0180 MCMaster-CARR Continued										
18-01599	10/24/18	MISCELLANEOUS PARTS								
1 90%		37.24	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/24/18	10/31/18		77169172	N
2 12 3/4"		30.93	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/24/18	10/31/18			N
3 2"		7.98	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/24/18	10/31/18			N
4 1"		5.88	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/24/18	10/31/18			N
5 1.5"		6.48	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/24/18	10/31/18			N
6 FREIGHT		54.96	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/29/18	10/31/18		77169172	N
		143.47								
Vendor Total:		273.26								
M0256 MERCER CO IMPROVEMT AUTHORITY										
18-01550	10/15/18	SEPTEMBER 2018 TIPPING								
1 SEPTEMBER 2018 TIPPING		13,995.61	8-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	10/15/18	10/31/18			N
2 SEPTEMBER 2018 RECYCLING TAX		365.10	8-01-43-496-001-174	B Recycling Tax	R	10/15/18	10/31/18			N
		14,360.71								
Vendor Total:		14,360.71								
M0536 MGL PRINTING SOLUTIONS										
18-00419	03/22/18	INV 153632 DATED 3/14/18								
1 INV 153632 DATED 3/14/18 (300)		62.00	8-01-20-145-001-033	B Books & Publications	R	03/22/18	10/31/18		153632	N
18-00845	06/08/18	155065/155401 W/S,TAX,CURRENT								
1 155065 W/S BILLS		480.00	8-09-55-501-002-522	B Printing w/s Bills	R	06/08/18	10/31/18		155065	N
2 DEL TAX NOTICE 3 UP. BLUE		199.00	8-01-20-145-001-023	B Tax Bill/Notice Printing	R	06/08/18	10/31/18		155065	N
3 DEL W/S NOTICES 3 UP RED		199.00	8-09-55-501-002-522	B Printing w/s Bills	R	06/08/18	10/31/18		155065	N
4 SHIPPING AND HANDLING		84.00	8-09-55-501-002-522	B Printing w/s Bills	R	06/08/18	10/31/18		155065	N
5 155401 CURRENT DEPOSIT SLIPS		214.00	8-01-20-125-001-036	B Office Supplies	R	06/08/18	10/31/18		155401	N
		1,176.00								
18-00881	06/19/18	TAX BILLS INV 155667 6/13/18								
1 TAX BILLS INV 155667 6/13/18		233.00	8-01-20-145-001-023	B Tax Bill/Notice Printing	R	06/19/18	10/31/18		155667	N
18-01560	10/16/18	INV 155402 PURCHASE ORDERS								
1 INV 155402 PURCHASE ORDERS		545.49	8-01-20-125-001-036	B Office Supplies	R	10/16/18	10/31/18		155402	N
2 INV 155402 PURCHASE ORDERS		199.39	8-09-55-501-001-509	B Office Supplies/Downtown	R	10/16/18	10/31/18		155402	N

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
N1116 NJPO											
18-01561 10/17/18 NJPO Membership Dues - 2019											
1	2019 NJPO Dues - S. Belan	325.00	8-01-21-180-001-044	B	PROFESSIONAL ASSOCIATION DUES	R	10/17/18	10/31/18			N
Vendor Total:		325.00									
00019 O'BRIEN CONSULTING SERVICES											
18-01572 10/18/18 HPD IT UPGRADES											
1	HPD IT UPGRADES	1,654.50	8-01-25-240-001-029	B	Maint. Contracts - Other	R	10/18/18	10/31/18			N
2	HPD IT UPGRADES	774.75	8-01-25-240-001-029	B	Maint. Contracts - Other	R	10/18/18	10/31/18			N
		2,429.25									
Vendor Total:		2,429.25									
P0557 PACKET MEDIA, LLC											
18-01650 10/30/18 LEGAL ADS 10/5/18 & 10/12/18											
1	BIDDERS - FIRST & FORMAN	166.71	8-01-20-120-001-021	B	Advertisements	R	10/30/18	10/31/18		300439398	N
2	2017 AUDIT SYNOPSIS	329.00	8-01-20-120-001-021	B	Advertisements	R	10/30/18	10/31/18		300440862	N
		495.71									
Vendor Total:		495.71									
P0005 PARIS AUTOMOTIVE SUPPLY											
18-01500 10/10/18 SEPT. 2018 INVOICES											
1	INV. 143449 - LED MDL 35	30.21	8-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	10/10/18	10/31/18		143449	N
2	INV. 143781 - HEAT SHRINK TUB	3.98	8-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	10/10/18	10/31/18		143781	N
3	INV. 144099 - BATTERYH	109.38	8-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	10/10/18	10/31/18		144099	N
4	INV. 144181 - CLAMPS	13.59	8-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	10/10/18	10/31/18		144181	N
5	INV. 144325 - BELT	21.59	8-01-28-369-001-139	B	Mower Repairs	R	10/10/18	10/31/18		144325	N
6	INV. 145253 - BATTERY	101.46	8-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	10/10/18	10/31/18		145253	N
		280.21									
Vendor Total:		280.21									
P0073 PRIME SOLUTION INC.											
18-01332 09/07/18 ESTIMATE #1130-24											
1	ESTIMATE #1130-24	168.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	09/07/18	10/31/18			N

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Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
P0073 PRIME SOLUTION INC. Continued										
18-01332 09/07/18 ESTIMATE #1130-24			Continued							
2 SHIPPING		23.31	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/11/18	10/31/18		SH6832	N
		191.31								
Vendor Total:		191.31								
P0044 PSE&G										
18-01585 10/18/18 MISC GAS INVOICES										
1 156 BANK STREET		16.67	8-01-31-446-001-070	B Gas Heat - Borough Hall	R	10/18/18	10/31/18		6687890808	N
2 FIRST AID		19.99	8-01-25-260-001-073	B Natural Gas Heat	R	10/18/18	10/31/18		6550326206	N
3 140 N MAIN STREET		14.70	8-01-31-446-001-143	B Gas/Heat - Fire House	R	10/18/18	10/31/18		6675946706	N
4 1ST AVE W.TOWER		12.03	8-09-55-501-001-505	B Gas Service	R	10/18/18	10/31/18		6503987609	N
		63.39								
18-01607 10/24/18 MISC GAS BILLS 13 014 184 04										
1 7341583509 140 N MAIN ST		63.26	8-01-31-446-001-143	B Gas/Heat - Fire House	R	10/24/18	10/31/18		7341583509	N
2 7341583606 148 N. MAIN #R		38.54	8-01-31-446-001-070	B Gas Heat - Borough Hall	R	10/24/18	10/31/18		7341583606	N
3 7341583703 BANK STREET		49.15	8-09-55-501-001-505	B Gas Service	R	10/24/18	10/31/18		7341583703	N
		150.95								
Vendor Total:		214.34								
P0348 PUMPING SERVICES, INC.										
18-01433 10/01/18 QUOTE #027355										
1 ITEM #7241703 PROPELLER 15HP.		3,685.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/01/18	10/31/18			N
Vendor Total:		3,685.00								
REDAR005 RED ARROW TECHNOLOGIES, LLC										
18-01646 10/30/18 MONTHLY SUPPORT NOVEMBER 2018										
1 TECH SUPPORT		1,319.70	8-01-20-140-001-094	B Computer Service & Support	R	10/30/18	10/31/18		1474	N
2 INTERNET & WEB		1,042.94	8-01-20-140-001-060	B Internet Services and Web Services	R	10/30/18	10/31/18		1474	N
3 TECH SUPPORT/INTERNET/WEB		257.96	8-09-55-501-002-530	B Computer Software/Maint/Equip	R	10/30/18	10/31/18		1474	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
REDAR005 RED ARROW TECHNOLOGIES, LLC Continued											
18-01646	10/30/18	MONTHLY SUPPORT NOVEMBER 2018	Continued								
4	TECHSUPPORT/INTERNET/WEB	257.96	8-09-55-501-001-530	B	Computer Software/Maint/Equip	R	10/30/18	10/31/18		1474	N
		2,878.56									
Vendor Total:		2,878.56									
REPUB005 REPUBLIC SERVICES											
18-00084	01/23/18	ACCT 3-0689-0108950	B								
11	ACCT #3-0689-0108950	10/12/18	3,076.79	8-01-26-305-001-029	B	Contract-Republic Services, NJ-Dumpsters	R	08/28/18	10/31/18	306890108950	N
Vendor Total:		3,076.79									
R0548 RICHARD LEWIS, JR.											
18-01655	10/30/18	UNIFORM REIMBURSEMENT									
1	UNIFORM REIMBURSEMENT	72.42	8-09-55-501-001-507	B	Uniforms & Safety Equipment	R	10/30/18	10/31/18			N
2	UNIFORM REIMBURSEMENT	257.99	8-09-55-501-001-507	B	Uniforms & Safety Equipment	R	10/30/18	10/31/18			N
		330.41									
Vendor Total:		330.41									
R0057 RISE											
18-01419	09/26/18	AD FOR LATINO FESTIVAL									
1	AD FOR LATINO FESTIVAL	300.00	8-01-28-373-002-199	B	MISCELLANEOUS-CULTURAL ARTS	R	09/26/18	10/31/18		LATINO FEST AD	N
Vendor Total:		300.00									
R0077 ROBERTS ENGINEERING GRP LLC											
18-01525	10/12/18	#2052/9/27/18;plot rev & ltr.									
1	plot plan rev & prepare ltr.	342.00	2017-03	P	111 ORCHARD AVENUE	R	10/12/18	10/31/18		#2052	N
18-01526	10/12/18	#2054;9/27/18 Application Rev.									
1	#2054;9/27/18 Application Rev.	165.00	2018-03BON	P	121 MERCER STREET	R	10/12/18	10/31/18		#2054	N
Vendor Total:		507.00									

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
ROCKW005 ROCKWOOD CORPORATION										
18-01597 10/19/18 SHIPPING FROM INVOICE 7964										
1 SHIPPING FROM INVOICE 7964		28.75	8-01-25-240-001-117	B Ammunition & Target Practice	R	10/19/18	10/31/18		7964	N
Vendor Total:		28.75								
R1145 RUTGERS UNIVERSITY										
18-01325 09/07/18 TRAINING - GENDRON										
1 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
2 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
3 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
4 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
5 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
6 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
7 TRAINING - GENDRON		270.00	8-01-25-240-001-042	B Education & Training	R	09/07/18	10/31/18			N
		1,350.00								
Vendor Total:		1,350.00								
S0002 SAFETY KLEEN										
18-01143 08/08/18 PARTS WASHER SERVICE										
1 INV 76929871 - PTS WSHR SRVCE		295.00	8-01-26-290-001-050	B DPW Work Equipment	R	08/08/18	10/31/18		76929871	N
Vendor Total:		295.00								
S0746 SAMZIES UNIFORMS, INC										
18-01360 09/12/18 CLOTHING ALLOWANCE - ESPOSITO										
1 CLOTHING ALLOWANCE - ESPOSITO		333.00	8-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	09/12/18	10/31/18		110058	N
Vendor Total:		333.00								
SCOTT005 SCOTT J. BASEN										
18-01532 10/12/18 COURT SESSION 10/10/18										
1 COURT SESSION 10/10/18		250.00	8-01-20-176-000-047	B Acting Judge	R	10/12/18	10/31/18		10/10/18 COURT	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
SCOTT005	SCOTT J. BASEN	Continued													
18-01613	10/29/18	COURT SESSION	10/24/18												
1	COURT SESSION	10/24/18		250.00	8-01-20-176-000-047		B Acting Judge		R	10/29/18	10/31/18		10/24/18		N
Vendor Total:				500.00											
SHERW010	SHERWIN WILLIAMS PAINT														
18-01537	10/15/18	ATB BUILDING PAINT													
1	GALLON PRO INDUSTRIAL PAINT			412.40	8-09-55-501-002-503		B Sewer Plant Maintenance		R	10/15/18	10/31/18		0634-9		N
2	SPR INT SG EXTRA			38.75	8-09-55-501-002-503		B Sewer Plant Maintenance		R	10/24/18	10/31/18		0634-9		N
				451.15											
18-01564	10/17/18	MINERAL SPIRITS 1-5 GAL	BUCKET												
1	MINERAL SPIRITS.1-5 GAL	BUCKET		87.51	8-09-55-501-002-503		B Sewer Plant Maintenance		R	10/17/18	10/31/18		9077-2		N
2	CREDIT TO ACCOUNT			37.20	8-09-55-501-002-503		B Sewer Plant Maintenance		R	10/17/18	10/31/18		9077-2		N
				50.31											
Vendor Total:				501.46											
SMITH005	SMITH & SHAW, P.A.														
18-01590	10/19/18	COURT 9/26 & 10/3/18													
1	COURT 9/26 & 10/3/18			500.00	8-01-20-176-000-047		B Acting Judge		R	10/19/18	10/31/18		9/26&10/3/18	CT N	
Vendor Total:				500.00											
S0256	STALKER RADAR														
18-01592	10/19/18	MESSAGE TRAILERS & ACCESSORIES													
1	INV 336579 - MESSAGE TRAILERS			26,990.00	C-04-55-884-001-444		B SUV, REPEATER, RADAR, BREATHALYZER, TRAILER		R	10/19/18	10/31/18		336579		N
2	SOLAR PANELS			2,198.00	C-04-55-884-001-444		B SUV, REPEATER, RADAR, BREATHALYZER, TRAILER		R	10/19/18	10/31/18		336579		N
3	TRAILER TONGUE JACKS			198.00	C-04-55-884-001-444		B SUV, REPEATER, RADAR, BREATHALYZER, TRAILER		R	10/19/18	10/31/18		336579		N
4	STALKER TRAFFIC ANALYST APP			998.00	C-04-55-884-001-444		B SUV, REPEATER, RADAR, BREATHALYZER, TRAILER		R	10/19/18	10/31/18		336579		N
5	SHIPPING CHARGES			1,400.00	C-04-55-884-001-444		B SUV, REPEATER, RADAR, BREATHALYZER, TRAILER		R	10/19/18	10/31/18		336579		N
				31,784.00											
Vendor Total:				31,784.00											

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
STATE010 STATEWIDE MOVING CO.,INC.											
18-01427	09/28/18	MOVING LOCAL BABY GRAND PIANO									
1	MOVING LOCAL BABY GRAND PIANO	500.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/28/18	10/31/18			N
2	MOVING LOCAL SPINETTE PIANO	300.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/28/18	10/31/18			N
3	LESS DISCOUNT	100.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/28/18	10/31/18			N
		700.00									
Vendor Total:		700.00									
S2006 SWERP, INC.											
18-01125	08/01/18	CURED IN PLACE LATERAL LINER									
1	CURED IN PLACE LATERAL LINER	4,670.00	8-09-55-501-002-529	B	Sewer Main Repair/Supplies	R	08/01/18	10/31/18		102318-1	N
Vendor Total:		4,670.00									
TAYLO005 TAYLOR COMMUNICATIONS											
18-01443	10/02/18	MAILERS AND WARRANTS									
1	CARBONLESS MAILERS	1,138.48	8-01-20-176-000-023	B	Printing and Binding	R	10/02/18	10/31/18			N
2	WARRANTS 2 PART	233.68	8-01-20-176-000-023	B	Printing and Binding	R	10/02/18	10/31/18			N
		1,372.16									
Vendor Total:		1,372.16									
T0972 TIMBERWOLF TREE SERVICE											
18-01542	10/15/18	TREE REMOVAL - 222 MORRISON									
1	INV. 1619 - EMERGENCY	1,000.00	8-01-26-290-001-129	B	Maint.& Replace-Street Trees	R	10/15/18	10/31/18		1619/1666	N
Vendor Total:		1,000.00									
T0060 TOWNSHIP OF ROBBINSVILLE											
18-01611	10/29/18	FOURTH QUARTER COURT									
1	FOURTH QUARTER COURT	15,000.00	8-01-26-310-001-025	B	Building Rental	R	10/29/18	10/31/18		4TH QTR COURT	N
Vendor Total:		15,000.00									

Vendor # Name										
PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/chk	First Rcvd Enc Date Date	Chk/Void Date Invoice	1099 Excl	
T0147 TRACTOR SUPPLY COMPANY										
18-01603	10/24/18	PADDLE BOAT COVER								
1		PADDLE BOAT COVER	34.99	T-12-56-286-000-876	B PARKS & RECREATION/ TRIATHLON	R	10/24/18 10/31/18	TICKET #79905	N	
Vendor Total:			34.99							
U0007 UNIVAR USA										
18-00188	02/02/18	SODIUM BICARB BLANKET		B						
7	INV HB885665 DATED 10/12/18		2,846.25	8-09-55-501-002-552	B Sodium Bicarbonate	R	02/02/18 10/31/18	HB885665	N	
Vendor Total:			2,846.25							
U0144 UPS										
18-01493	10/10/18	INV161Y33388/SHIPPER 161Y33								
1	INV161Y33388/SHIPPER 161Y33		4.93	8-01-30-421-001-022	B Postage & Express Charges	R	10/10/18 10/31/18	161Y33	N	
Vendor Total:			4.93							
U0013 USA BLUE BOOK										
18-01327	09/07/18	QUOTE #991300								
1	ITEM #16134 POTASSIUM		42.27	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/07/18 10/31/18		N	
2	ITEM #47848 POTASSIUM		34.09	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/07/18 10/31/18		N	
3	ITEM #32489 PHOSVER 3		36.09	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/07/18 10/31/18		N	
4	ITEM #34447 DPD TOTAL C12		64.17	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/07/18 10/31/18		N	
5	FREIGHT		36.26	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/07/18 10/31/18		N	
			212.88							
18-01507	10/10/18	QUOTE #998226								
1	ITEM #1425 RAVEN CORETAKER 16'		144.95	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/10/18 10/31/18	717242--92073	N	
2	ITEM #108-BCVA B-CVA BOTTOM		23.10	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/10/18 10/31/18		N	
3	FREIGHT		19.40	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/10/18 10/31/18		N	
			187.45							
Vendor Total:			400.33							

Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
U0061 USALCO BALTIMORE PLANT, LLC												
18-01587	10/19/18 INV 1321306 DATED 10/16/18											
1	INV 1321306 DATED 10/16/18	4,177.18	8-09-55-501-002-542	B	Aluminum Sulfate	R	10/19/18	10/31/18		1321306	N	
Vendor Total:		4,177.18										
V0007 VALLEY PHYSICIAN SERVICES, PC												
18-01548	10/15/18 3RD QUARTER 2018 CDL TESTING											
1	INV. 334522C5622	119.00	8-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	10/15/18	10/31/18		334522C5622	N	
Vendor Total:		119.00										
VENTU005 VENTURA, MIESOWITZ, KEOUGH &												
18-01527	10/12/18 #21059-August Planning Bd Mtg.											
1	#21059-August Planning Bd Mtg.	450.00	8-01-21-180-001-107	B	Planning Board - Attorney	R	10/12/18	10/31/18		#21059	N	
18-01553	10/15/18 #30502, 10/12/18											
1	#30502-Attend Sept. Meeting	450.00	8-01-21-180-001-107	B	Planning Board - Attorney	R	10/15/18	10/31/18		#21139	N	
18-01554	10/15/18 #21141, 10/12/18											
1	#21141/review application	406.00	2018-03BON	P	121 MERCER STREET	R	10/15/18	10/31/18		21141	N	
Vendor Total:		1,306.00										
V0019 VERIZON												
18-01605	10/24/18 201X069366 & 201Z029320											
1	201X069366	220.76	8-01-31-440-001-089	B	Telephone-VERIZON	R	10/24/18	10/31/18		201X069366	N	
2	201Z029320	85.78	8-09-55-501-003-545	B	Telephone-W/S-VERIZON	R	10/24/18	10/31/18		201Z069320	N	
		306.54										
Vendor Total:		306.54										
V0022 VERIZON WIRELESS												
18-01586	10/18/18 MDN'S											
1	MDN'S	200.24	8-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	10/18/18	10/31/18		9816239343	N	
Vendor Total:		200.24										

November 1, 2018
11:09 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 23
068

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
W0002 W.B. MASON CO., INC.											
18-01511	10/10/18	OFFICE SUPPLIES - OCTOBER									
1		CENTRAL OFFICE SUPPLIES	585.98	8-01-20-125-001-036	B Office Supplies	R	10/10/18	10/31/18			N
2		COURT SUPPLIES	68.20	8-01-20-176-000-036	B Office Supplies	R	10/10/18	10/31/18			N
			654.18								
Vendor Total:			654.18								
WILLI020 WILLIAM E. SITZLER											
18-01591	10/19/18	COURT SESSION 10/17/18									
1		COURT SESSION 10/17/18	250.00	8-01-20-176-000-047	B Acting Judge	R	10/19/18	10/31/18	10/17/18		N
Vendor Total:			250.00								
WILLI005 WILLIAM VAN DELFINO											
18-01568	10/18/18	BICYCLE UNIT									
1		BICYCLE UNIT	599.95	8-01-25-240-001-119	B Community Policing	R	10/18/18	10/31/18			N
Vendor Total:			599.95								
WIREL005 WIRELESS ELECTRONICS, INC.											
18-01540	10/15/18	MONTHLY SERVICE CONTRACT									
1		MONTHLY SERVICE CONTRACT	415.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	10/15/18	10/31/18			N
Vendor Total:			415.00								
W1122 WYCKOFF'S MILL ASSOCIATION											
18-01558	10/16/18	2017 MUNICIPAL REIMBURSEMENT									
1		STREET LIGHTING	2,380.46	7-01-26-325-001-199	B Miscellaneous	R	10/16/18	10/31/18	STREET LIGHTING		N
2		SNOW	1,143.20	7-01-26-325-001-199	B Miscellaneous	R	10/16/18	10/31/18	SNOW REIMBURSE		N
3		RECYCLING REIMBURSEMENT	2,219.52	7-01-26-325-001-199	B Miscellaneous	R	10/16/18	10/31/18	RECYCLING		N
4		LEAF REIMBURSEMENT	960.00	7-01-26-325-001-199	B Miscellaneous	R	10/16/18	10/31/18	LEAF REIMBURSE		N
			6,703.18								
Vendor Total:			6,703.18								

Total Purchase Orders: 115 Total P.O. Line Items: 258 Total List Amount: 160,869.05 Total Void Amount: 0.00

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	7-01	6,703.18	0.00	6,703.18	0.00	0.00	0.00	6,703.18
CURRENT FUND	8-01	79,298.43	0.00	79,298.43	0.00	0.00	0.00	79,298.43
	8-09	35,794.57	0.00	35,794.57	0.00	0.00	0.00	35,794.57
	8-21	0.00	0.00	0.00	0.00	0.00	995.50	995.50
Year Total:		115,093.00	0.00	115,093.00	0.00	0.00	995.50	116,088.50
GENERAL CAPITAL	C-04	32,384.00	0.00	32,384.00	0.00	0.00	0.00	32,384.00
	G-02	414.42	0.00	414.42	0.00	0.00	0.00	414.42
TRUST OTHER - FUND #12	T-12	5,276.55	0.00	5,276.55	0.00	0.00	0.00	5,276.55
ANIMAL CONTROL TRUST FUND #13	T-13	2.40	0.00	2.40	0.00	0.00	0.00	2.40
Year Total:		5,278.95	0.00	5,278.95	0.00	0.00	0.00	5,278.95
Total of All Funds:		159,873.55	0.00	159,873.55	0.00	0.00	995.50	160,869.05

Project Description	Project No.	Rcvd Total	Held Total	Project Total
111 ORCHARD AVENUE	2017-03	342.00	0.00	342.00
121 MERCER STREET	2018-03BON	571.00	0.00	571.00
PRELIMINARY FINAL MINOR SUBDIV	201802	82.50	0.00	82.50
Total of All Projects:		<u>995.50</u>	<u>0.00</u>	<u>995.50</u>

Resolution 2018-197

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION RATIFYING THE EXECUTION OF A SETTLEMENT AGREEMENT BETWEEN THE BOROUGH OF HIGHTSTOWN AND AFFORDABLE PUMPING SERVICES, REGARDING A DELINQUENT GREY WATER ACCOUNT.

WHEREAS, the Hightstown Borough Governing Body previously adopted Resolution 2018-145, which authorized the Borough Attorney to take appropriate actions regarding collections associated with delinquent grey water accounts involving various vendors, including but not limited to the institution of litigation before the Superior Court of New Jersey; and

WHEREAS, following the adoption of said Resolution, the Borough Attorney filed a Complaint against Affordable Pumping Services ("APS") of Bayville, New Jersey, with the Superior Court of New Jersey, Mercer County, Law Division, Special Civil Part; and

WHEREAS, said Complaint is currently pending and bears Docket No. DC-5867-18; and

WHEREAS, following the institution of this litigation, the parties have negotiated an amicable resolution of the matter which provides for full payment by APS of all amounts due and owed to the Borough, with interest, by way of monthly payments in the amount of Seven Hundred Fifty Dollars (\$750.00) per month, as set forth in more detail in the attached Settlement Agreement (the "Agreement"), until the total amount due and owed is paid in full; and

WHEREAS, the Agreement stipulates that the 1st installment payment was due and owed as of October 19, 2018, which payment has already been made by APS; and

WHEREAS, due to the time constraints associated with finalizing the Agreement such that the 1st payment could be made as of October 19, 2018, the Mayor and Borough Clerk executed the Agreement, with the understanding that the Agreement would be submitted to the Borough Council for formal ratification on November 5, 2018; and

WHEREAS, the Borough Council now wishes to approve and ratify the execution of the attached Agreement on behalf of the Borough.

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

1. That the Borough Council hereby approves and ratifies the attached Agreement with APS on behalf of the Borough.
2. That the Borough Attorney, the Borough Administrator, the Tax Collector and all other relevant Borough officials are hereby authorized to perform all necessary actions, and to execute any further documents that are needed, in order to effectuate the intentions of the Agreement, including but not limited to the execution and filing of a Stipulation of Dismissal of the pending litigation with the Court.
3. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Frederick C. Raffetto, Esq., Hightstown Borough Attorney;
 - b. Debra L. Sopronyi, Borough Administrator/Clerk;
 - c. Monika Patel, Borough Tax Collector; and

d. George Lang, Borough Chief Financial Officer.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk

SETTLEMENT AGREEMENT

On this 17TH day of October 2018, the Borough of Hightstown ("Borough"), a municipal corporation of the State of New Jersey, and Affordable Pumping Services, Inc. ("APS"), a for-profit corporation incorporated under the laws of the State of New Jersey, enter into this Settlement Agreement ("Agreement") to fully satisfy any and all claims raised in *Borough of Hightstown v. Affordable Pumping Services, Inc.*, which is pending in the Superior Court of New Jersey, Mercer County, Law Division, Special Civil Part under docket number MER-DC-5867-18.

The Borough and APS (together, "the Parties") agree as follows:

1. APS acknowledges it owes the Borough, as of October 19, 2018, the following amount: \$4,535.19, which consists of \$4,035.04 in principal and \$500.15 in interest. APS further acknowledges that interest continues to accumulate (prorated by any reduction in principal) until the entire balance owed to the Borough, including all accrued interest, is paid.

2. To satisfy its debt, APS agrees to pay the Borough \$750.00 per month on the nineteenth (19th) day of every month, beginning on October 19, 2018 and continuing thereafter until the entire balance in paragraph 1, including interest (which continues to accrue during this payment plan), is paid. Assuming that all payments are made on time, the payment schedule will be as follows:

Payment Date	Amount	Principal Paid	Interest Paid	Total Balance (P+I) Remaining
October 19, 2018	\$750.00	\$249.85	\$500.15	\$3,785.19
November 19, 2018	\$750.00	\$693.22	\$56.78	\$3,091.97
December 19, 2018	\$750.00	\$703.62	\$46.38	\$2,388.35
January 19, 2019	\$750.00	\$714.17	\$35.83	\$1,674.17
February 19, 2019	\$750.00	\$724.89	\$25.11	\$949.29
March 19, 2019	\$750.00	\$735.76	\$14.24	\$213.52
April 19, 2019	\$216.73	\$213.52	\$3.20	\$0.00

Please note the amounts listed above will change if payments are not made on time.

There shall be no prepayment penalty. All payments must be made by certified funds, cashier's check, or money order (no personal or business checks or cash will be accepted) and mailed to the Borough at the following address:

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

Payments shall be credited on the business day after they are deposited with the Borough's financial institution.

3. In the event, APS defaults on this Agreement (by failing to make timely payments as set forth in paragraph 2 or for any other breach of this Agreement), the Borough shall be entitled to file the enclosed Consent Judgment (see Exhibit A) with the Superior Court of New Jersey or take any other legal action it deems necessary to enforce the terms of this Agreement. **APS waives any right to contest the validity of the debt except for the amount owed if the Parties disagree on what payments have been made after the signing of this Agreement.** In any proceeding to enforce this Agreement, APS agrees to pay the Borough's attorney's fees and costs of collection and shall not contest any fee and/or cost award granted by the tribunal.

4. This Agreement is governed by the laws of the State of New Jersey without application of its conflict of laws provisions. APS consents to the personal jurisdiction of any court in the State of New Jersey and waives any argument with respect to venue under the New Jersey Court Rules.

5. This Agreement constitutes the full agreement between the Parties and any prior understandings or commitments, written or verbal, not specifically incorporated into this Agreement are superseded by this Agreement. This Agreement cannot be modified without a writing signed by both Parties.

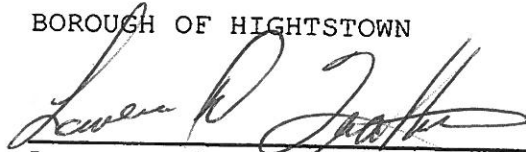
6. This Agreement is entered into by the Parties voluntarily and they have had the opportunity to consult with counsel of their choice.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective officers duly authorized, and have caused this Agreement to be dated as of the day and year written above.

ATTEST:

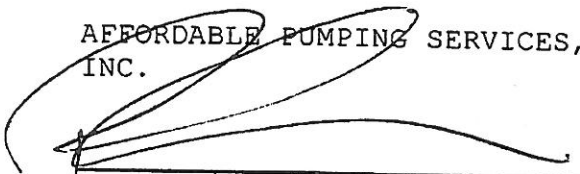

Debra L. Sopronyi
Borough Administrator/Clerk
Borough of Hightstown

BOROUGH OF HIGHTSTOWN


Lawrence Quattrone, Mayor

WITNESS:

Print Name:


AFFORDABLE PUMPING SERVICES,
INC.

Joseph L. Boscia, Jr.
President &
Chief Executive Officer

EXHIBIT A

Frederick C. Raffetto, Esq. (003971991)
 Rahool Patel, Esq. (032942012)
 Ansell Grimm & Aaron, P.C.
 1500 Lawrence Avenue, CN 7807
 Ocean, New Jersey 07712
 Tel.: (732) 922-1000 | Fax: (732) 643-5276
 Attorneys for Plaintiff Borough of Hightstown

BOROUGH OF HIGHTSTOWN,	SUPERIOR COURT OF NEW JERSEY,
Plaintiff,	_____ COUNTY
v.	LAW DIVISION, _____ PART
AFFORDABLE PUMPING SERVICES,	CIVIL ACTION
Defendant.	DOCKET NO.: _____
	CONSENT JUDGMENT

Plaintiff Borough of Hightstown ("Borough") and Defendant Affordable Pumping Services, Inc. ("APS") having previously entered into a Settlement Agreement ("Agreement") to resolve certain debts APS failed to pay the Borough; APS having failed to make timely payment and thereby having breached the Agreement; APS having consented to the entry of Final Judgment in the full amount owed plus interest, minus any payments already made; and for good cause shown,

IT IS on this _____ day of _____ 20__ ORDERED
 as follows:

1. The Borough shall recover \$4,456.51 plus any interest accrued since September 19, 2018 and minus any payments already made.

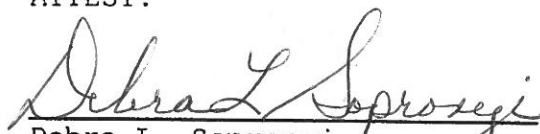
2. The Borough is also entitled to attorney's fees in the amount of \$_____ and costs in the amount of \$_____.

Hon.

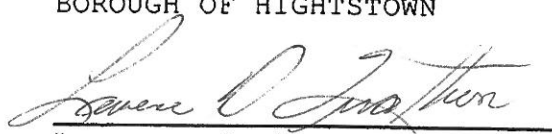
Dated: October __, 2018

WE CONSENT TO THE
ENTRY OF THIS JUDGMENT:

ATTEST:


Debra L. Sopronyi
Borough Administrator/Clerk
Borough of Hightstown

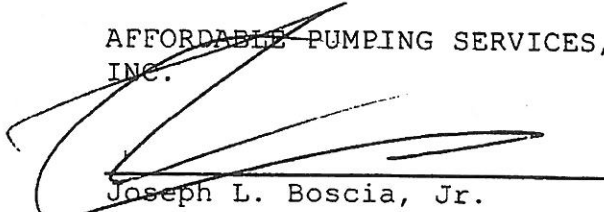
BOROUGH OF HIGHTSTOWN


Lawrence Quattrone, Mayor

WITNESS:

AFFORDABLE PUMPING SERVICES,
INC.

Print Name:


Joseph L. Boscia, Jr.
President &
Chief Executive Officer

Resolution 2018-198

*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 \$456.00 for preparation of Change Order #1 and payment application coordination in accordance with Resolution 2018-74 from September 1, 2018 – September 30, 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 \$456.00 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 November 5, 2018.

Debra L. Sopronyi
Borough Clerk

RECEIVED

OCT 23 2018

MUNICIPAL CLERK'S OFFICE



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

October 11, 2018

Invoice No: 1601HG - 14

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 September 1, 2018 to September 30, 2018

For preparation of Change Order #1 and payment application coordination in accordance with Resolution 2018-74 dated March 19, 2018.

	Hours	Rate	Amount
Senior Project Manager	4.00	114.00	456.00
Total Labor			456.00
BILLING LIMITS	Current	Prior	To-Date
Total Billings	456.00	1,300.00	1,756.00
Limit			4,621.00
Remaining			2,865.00
TOTAL DUE THIS INVOICE			\$456.00

OUTSTANDING INVOICES

Number	Date	Balance
13	9/12/2018	80.00
Total		80.00

TOTAL NOW DUE \$536.00

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 2018-199

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

**AUTHORIZING PAYMENT #5 – 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 #5 in the amount of \$47,963.16 for work related to the installation of the stilling basin and filter grating; and

WHEREAS, the Borough Engineer has recommended approval of payment #5 in the amount of \$47,963.16; 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 \$47,963.16 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 November 5, 2018.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

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

DATE: October 17, 2018

RE: Tertiary Disk Filtration and UV Disinfection
Payment No. 5
Our File No.: H1669

Attached please find Payment No. 5 for work related to installation of the stilling basin as well as the filter grating.

Certified payrolls are attached.

I recommend payment be made to the Quad Construction Company in the amount of \$47,963.16.

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



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

[illegible]

Resolution 2018-200

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

AWARDING A CONTRACT FOR FIRST AVENUE AND FORMAN STREET WATER MAIN EXTENSION – THE EARLE COMPANIES

WHEREAS, four (4) bids were received on October 25, 2018 the First Avenue and Forman Street Water Main Extension in Hightstown Borough; and

WHEREAS, the bids has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the First Avenue and Forman Street Water Main Extension be awarded to the low bidder, The Earle Company of Farmingdale, New Jersey at the price of \$299,113.13; and

WHEREAS, this project is funded by the New Jersey Environmental Infrastructure Trust, the award of this contract is conditional upon approval by the New Jersey Department of Environmental Protection; and,

WHEREAS, the execution of this contract is subject to the review and approval of the Borough Attorney to assure that the bid submitted by The Earle Companies is in order with respect to legal compliance; and,

WHEREAS, the CFO has certified that funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the First Avenue and Forman Street Water Main Extension is hereby awarded to The Earle Companies of Farmingdale, New Jersey in the amount of \$299,113.13, upon approval by the New Jersey Department of Environmental Protection.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

October 31, 2018

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

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

Re: First Avenue and Forman Street Water Main Extension
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1675

Dear Mayor and Council:

Bids were received for the First Avenue and Forman Street Water Main Extension project on Thursday October 25, 2018. A total of nine (9) bidders obtained plans and specifications and four (4) contractors submitted bids. The bid results are as follows:

	<u>Bid</u>
1. The Earle Companies Farmingdale, NJ	\$299,113.13
2. Montana Construction, Inc. Lodi, NJ 07644	\$369,111.00
3. Black Rock Enterprises, LLC Old Bridge, NJ 08857	\$397,600.00
4. P & A Construction Colonia, NJ 07067	\$407,774.00

This project is being funded through the New Jersey Environmental Infrastructure Financing Program (NJEIFP). The Engineer's Estimate for this contract is \$353,445.00. The low bidder amount of \$299,113.13 is approximately \$54,000 (15%) below the Engineer's Estimate.

I have reviewed the bid submitted by The Earle Companies. All conditions set forth in the bid proposal have been satisfied and the Contractor is not on the current list of debarred contractors. The Borough Attorney is reviewing the low bidder's documents.

I have prior positive experience working with this contractor on other projects and their work has been satisfactory. However, please note it appears that The Earle Companies has limited experience with the construction of fusible HDPE water main as required by this contract. However, they have provided the attached letter which indicates that they intend to consult with and have crews certified by McElroy Manufacturing, Inc., who is the manufacturer/supplier for the HDPE pipe being used on this contract. I am satisfied with the contractor's explanation.

First Avenue and Forman Avenue Water Main Extension
Borough of Hightstown
Our File No.: H1675
Page 2 of 2

It should also be noted that the remaining three (3) bidders submitted similar bids related to references and experience with fusible HDPE pipe. Regardless of which bidder was low, the amount of experience with fusible HDPE pipe would have been the same.

Therefore, it is my recommendation that, subject to the approval of the NJDEP and subject to the approval of the bid documents by the Borough Attorney, a contract be awarded to The Earle Companies of Farmingdale, NJ for the First Avenue and Forman Street Water Main Extension Project in the amount of \$299,113.13.

By way of this letter I am returning the original bids to the Clerk.

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

Very truly yours,



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

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
George Lang, Borough CFO
Fred Raffetto, Esq., Borough Attorney
Ken Lewis, Borough Superintendent of Public Works
Larry Blake, Borough Lead Water Operator
Cameron Corini, P.E., Roberts Engineering Group
John Nawrocik, Roberts Engineering Group

P.O. Drawer 556
Farmingdale, NJ 07727



088
Tel: 732-308-1113
Admin Fax: 732-462-9626

Since 1968

EARLE ASPHALT COMPANY

GENERAL CONTRACTORS

October 29, 2018

Via Electronic Mail

Roberts Engineering Group, LLC
1670 Whitehorse Hamilton Square Rd.
Hamilton, NJ 08690
Attn.: Mr. Cameron Corini

RE: First Ave & Foreman St Water Main Extension – Borough of Hightstown

Mr. Corini,

This letter serves to clarify Earle's qualifications for the installation of fused HDPE water mains. Earle's residential division has recently installed fused HDPE water main on multiple projects, including the Enclave at Freehold project for Toll Brothers, the Trinity Hall project for the Trinity Hall School, and at the Seaside Senior Apartments project for Walters Cornerstone. References are available upon request.

In addition to the above-noted experience, our crews will be certified by McElroy, the industry leading fusion equipment manufacturer. We will also have a consultant fusion technician on-site during fusion activities to ensure that the crew is operating with an extensive amount of experience.

Please feel free to contact me with any additional questions or concerns regarding this matter.

Sincerely,

Mike Corsi
Project Manager

"QUALITY, EFFICIENCY, INTEGRITY"

An Equal Opportunity Employer
www.earleco.com

Resolution 2018-201

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

PROCLAIMING DECEMBER 3, 2018 AS COMMUNITIES OF LIGHT DAY

WHEREAS, it is the policy of Hightstown Borough to recognize organizations that have contributed to the overall benefit of the community; and

WHEREAS, Womanspace, founded in 1977, has demonstrated a unique ability to provide comfort, support services, crisis intervention and safety to women who are victims of sexual assault and domestic violence; and

WHEREAS, Womanspace, in the belief that “peace begins at home”, has asked the Mercer County Community to join them in their struggle against violence toward women by participating in their annual Communities of Light project; and

WHEREAS, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 71,393 women, 13,717 children and 5,153 men. Additionally, Womanspace has assisted more than 277,877 hotline callers over the last 40 years; and

WHEREAS, Hightstown Borough applauds the efforts of Womanspace to bring an end to the cycle of interpersonal violence imposed on women, children and men; and

WHEREAS, the Mayor and Council of Hightstown Borough urges that each and every household demonstrate their support of the concept that “peace begins at home” by placing luminaries along their driveways and sidewalks on Monday, December 3, 2018, as a visible symbol of that support; and

WHEREAS, the proceeds from Communities of Light 2018 will be used to fund vital services for victims of domestic violence and sexual assault.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Monday, December 3, 2018 is Community of Light Day and hereby commends Womanspace on its many accomplishments and wish them continued success with Communities of Light in the years to come.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk

17th Annual Communities of Light

Help light up the community with Womanspace for the
17th Annual Communities of Light™ Event
December 3, 2018

Link up – Illuminate- Light



During the winter solstice in December, Communities of Light™ (COL) candles line the streets of central New Jersey – a powerful symbol of hope for men, women and children impacted by domestic violence, sexual assault and human trafficking in our community. Communities of Light raises awareness of the services available to help those victims in Mercer County. The candles come from luminary kits which help spread our important message that Peace Begins at Home.

Communities of Light Retail Locations to Purchase Kits

Please note: kits will be available at retail locations by late October/early November. Please contact retailers for kit availability.

Domain Computer Services, Inc., 1 Corporate Drive, Cranbury, NJ 08512
McCaffrey's Food Market- West Windsor, 335 Princeton Hightstown Rd, West Windsor, NJ 08550
ERA Central Realty Robbinsville, 20 Main St., Robbinsville, NJ 08691
Everson's Karate and Cardio Kickboxing, 2330 Hwy 33, Suite 102, Robbinsville, NJ 08691
Doctor's Express Urgent Care, 2222 Route 33, Suite H, Hamilton, NJ 08690
Flip Body Fit, 2103 Whitehorse Mercerville Road, Hamilton, NJ 08619
Hamilton Horizons Federal Credit Union, 3535 Quakerbridge Road, Ste. 600, Hamilton, NJ 08619

To purchase Luminary Kits on-line, Virtual Luminary Kits or for additional information please visit
<https://womanspace.org/col2018/>

Resolution 2018-202

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

AUTHORIZING AN APPLICATION FOR MERCER AT PLAY GRANT

WHEREAS, the Borough of Hightstown desires to provide additional active recreation facilities for the community; and

WHEREAS, Mercer County created a grant funding program for active recreation called "Mercer at Play" and has allocated a second funding round; and

WHEREAS, the Borough of Hightstown desires to submit a joint application with East Windsor Township to provide additional active recreation facilities for the residents of East Windsor Township and Hightstown Borough, including projects to expand the East Windsor Senior Center, improvements to Anker Park in East Windsor Township, and improvements to Dawes Park in Hightstown Borough; and

WHEREAS, the Borough of Hightstown has identified the necessary match to receive the Mercer at Play grant; and

WHEREAS, the Borough Council believes the projects to be funded with this joint grant application will be beneficial to the residents of the Borough of Hightstown.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, State of New Jersey, that:

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute and file a joint grant application on behalf of Hightstown Borough and East Windsor Township to Mercer County for the Mercer at Play Round 2 grant program.

CERTIFICATION

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

Debra L. Sopronyi, RMC/CMC
Borough Clerk

EAST WINDSOR TOWNSHIP & HIGHTSTOWN BOROUGH

JOINT GRANT APPLICATION

MERCER AT PLAY GRANT

2nd FUNDING ROUND (2016 - 2019)

October 2018

GRANT FUNDING REQUEST SUMMARY

The Township of East Windsor and the Borough of Hightstown have agreed to work cooperatively to expand the recreation opportunities available to residents our municipalities and have authorized a joint application for funding to improve the following recreation facilities:

	GRANT REQUEST	LOCAL MATCH	PROJECT TOTAL
<u>East Windsor Senior Center Expansion</u>			
40 Lanning Boulevard, East Windsor, NJ 08520	\$800,000	\$400,000	\$1,200,000
▪ Building Addition			
<u>Anker Park including Pond Improvements</u>			
200 Hickory Corner Road, East Windsor, NJ 08520	\$150,000	\$75,000	\$225,000
▪ Playground Improvements			
▪ Pond Rehabilitation			
<u>Dawes Park Improvements</u>			
102 Railroad Avenue, Hightstown, NJ 08520	\$50,000	\$25,000	\$75,000
▪ Skate Park Installation			
▪ Basketball Courts Resurfacing			
▪ Seating Improvements			
	\$1,000,000	\$500,000	\$1,500,000

PROJECT DESCRIPTIONS

East Windsor Senior Center Expansion

40 Lanning Boulevard, East Windsor, NJ 08520

The East Windsor Township Senior Center is located on a three (3) acre site and was constructed in 2003. The existing building is a one-story structure with approximately 10,750 square feet of interior space divided into several rooms to accommodate small group meetings and activities, arts and crafts, computer room, a multi-purpose room for larger groups, a library, health screening room, kitchen, dining room, office and restroom facilities.

The Senior Center serves the senior populations of East Windsor Township and Hightstown Borough pursuant to an existing inter-local shared service agreement, and presently has more than 1,400 registered users. The Senior Center is the hub for senior resources and hosts a broad range of wellness, social and educational programs and activities to support independence and encourage community involvement among a growing senior population.

The proposed expansion and renovation of the existing East Windsor Township Senior Center will provide a larger facility to accommodate the significant growth in senior citizen users and enhance

access to the full-range of fitness, social and educational programs and activities available to the communities growing senior populations.

Due to the growing number of participants and existing space limitations, many of the most popular health, fitness and educational programs are only available on a lottery basis. In recognizing the need to expand the existing facility to better serve our senior populations, grant funding is requested to provide a much-needed building expansion and renovation.

The project includes the design and construction of a 3,000 square foot addition to accommodate a larger number of program participants and added activities, together with expanded sanitary facilities, renovation of existing interior spaces, and required upgrades to the electrical, plumbing, heating, cooling and fire safety systems.

Construction costs are estimated at \$200-\$250 per square foot for a ground-level addition to this public facility building. Design, preparation of bid specifications, and construction management services are estimated at 20% of construction costs. Project costs are estimated as follows:

Construction: 3,000 SF at \$250/SF	\$750,000
Utility Upgrades	\$150,000
Design, Bid & Construction Management (20%)	\$150,000
Equipment/Contingency (20%)	\$150,000
TOTAL	\$1,200,000



Anker Park & Pond Improvements

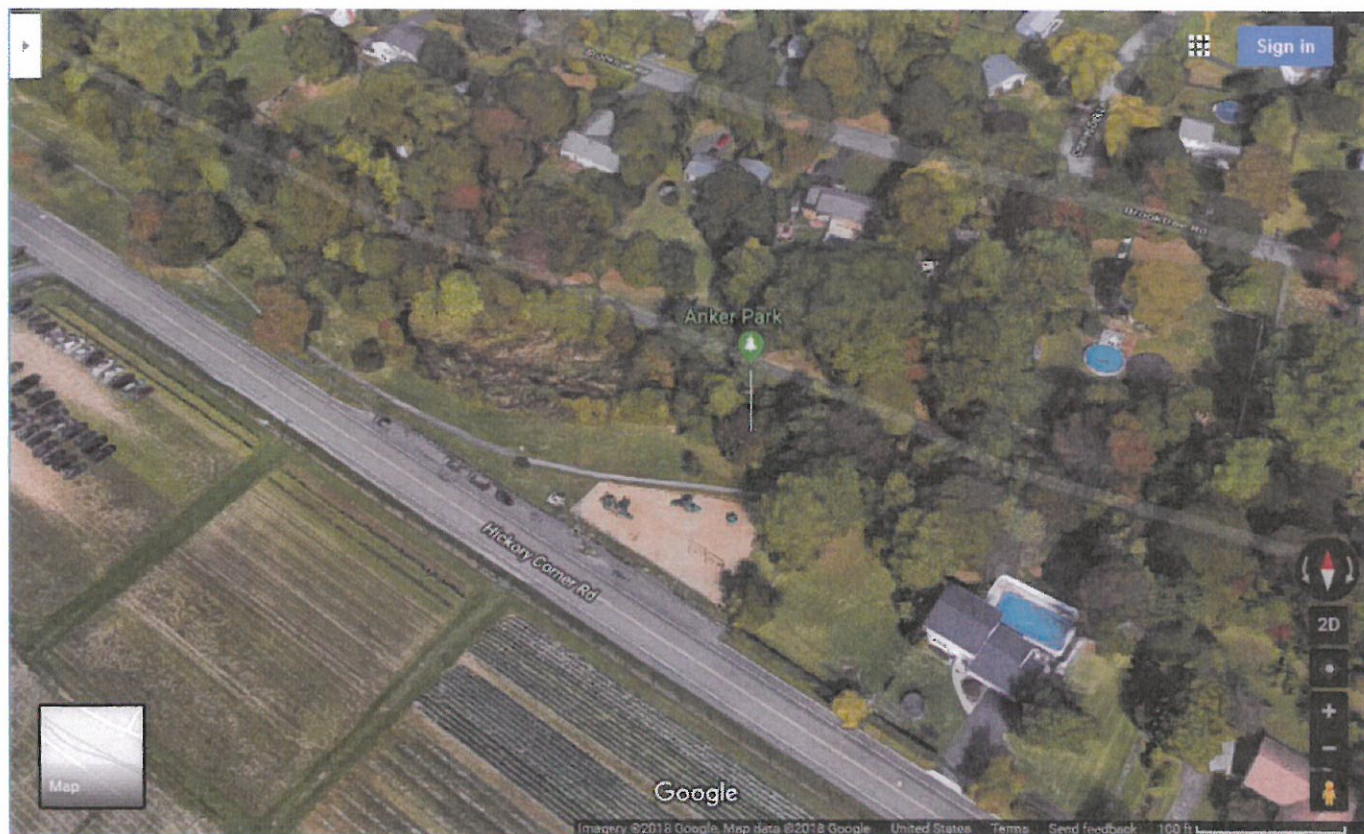
200 Hickory Corner Road, East Windsor, NJ 08520

Proposed improvements to Anker Park and the adjacent pond include: installation of a poured-in-place rubber surface under the existing playground equipment to eliminate the repeated wash-out of the sand/mulch surface; re-grading the park for improved drainage, and rehabilitation of the pond with channel cleaning along the embankment, and removal of accumulated sediment behind the dam.

The pond improvements will restore the appearance and use of the pond in Anker Park by removing the invasive vegetation and sediment that has accumulated behind the existing dam.

Anker Park including pond improvement costs are estimated as follows:

▪ Install new playground surface.....	\$95,000
▪ Re-grading.....	\$30,000
▪ Pond Rehabilitation	\$75,000
▪ Bid & Construction Management, Contingency	\$25,000
TOTAL.....	\$225,000



Dawes Park Improvements

102 Railroad Avenue, Hightstown, NJ 08520

Dawes Park is a 1.4 acre multi-use park located adjacent to the Roger C. Cook Greenway Trail. This park has playground equipment designed for younger children (2-10 years of age). The park includes a small open field for sports play and the only public basketball courts available in any of the Hightstown parks. Dawes Park is also the home base of the Hightstown Summer Enrichment Program (Day Camp).

Proposed improvements include development of the area adjacent to the basketball courts with skatable art elements and hardscaping and resurfacing of the basketball courts. The addition of a new element to the current park offerings would be in keeping with a multi-use park site.

These improvements and adding new play surfaces will increase park usage and encourage older children (11-17 years of age) to engage in park play, thereby adding options within the community for children of all ages and encouraging the use of play as part of a healthy lifestyle.

Dawes Park improvement costs are estimated as follows:

▪ Skate Park Installation	\$45,000
▪ Seating Improvements.....	\$15,000
▪ Basketball Courts Resurfacing	\$15,000
TOTAL	\$75,000



Resolution 2018-203

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH MERCER COUNTY REGARDING EMERGENCY TELECOMMUNICATIONS SERVICES

WHEREAS, in 2008 Hightstown Borough entered into an interlocal agreement with Mercer County for assistance with the dispatch of fire apparatus and provision of operational communications for the fire service community in the Borough, and will be provided at no cost to the Borough; and

WHEREAS, the County of Mercer has offered to continue to assist the Borough of Hightstown as needed in providing emergency telecommunication services January 1, 2018 through December 31, 2023 and

WHEREAS, these services include assistance in the dispatch of fire apparatus and provision of operational communications for the fire service community in the Borough, and will be provided at no cost to the Borough; and

WHEREAS, the County has requested that the Borough enter into a shared services agreement for these services; and

WHEREAS, it is the desire of the Mayor and Borough Council to enter into this agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the attached Shared Services Agreement with the County of Mercer for assistance in the dispatch of fire apparatus and provision of operational communications for the fire service community in the Borough of Hightstown, as needed, is hereby approved, and the Mayor and Borough Clerk are authorized to execute same.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk

SHARED SERVICES AGREEMENT
between
MERCER COUNTY, NEW JERSEY
and
BOROUGH OF HIGHTSTOWN, NEW JERSEY

THIS AGREEMENT is made this _____ day of _____ 2018,
by and between Hightstown Borough, New Jersey (hereinafter referred to as "The Municipality") and the County of Mercer, New Jersey (hereinafter referred to as "County"); and,

WHEREAS, pursuant to the authority of N.J.S.A. 40A:65-1 et. seq., the County and the Municipality have agreed to have the Mercer County Emergency Services Communications Center assist The Municipality in providing telecommunication services for the period of January 2018 thru December 2023 unless the County or Municipality notifies the other, by certified mail, of its intentions to terminate the Agreement with a notice of time at least sixty (60) days prior; and,

WHEREAS, it is understood that the parties are entering into this agreement in an effort to receive, without charge, transferred 9-1-1 calls, to assist in the dispatch of fire apparatus and provide operational communications for the fire service community in the Municipality as needed; and,

WHEREAS, in exchange for receiving the within services without charge, The Municipality agrees to indemnify and hold harmless the County for any liabilities which may arise out of using the services provided by the County's Emergency Services Communications Center; and,

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

ATTEST:

COUNTY OF MERCER

JERLENE H. WORTHY, CLERK
BOARD OF CHOSEN FREEHOLDERS

BRIAN M. HUGHES
MERCER COUNTY EXECUTIVE

ATTEST:

BOROUGH OF HIGHTSTOWN

BOROUGH CLERK

MAYOR

Resolution 2018-204

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

AUTHORIZING THE RENEWAL OF A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES

WHEREAS, Resolution 2018-26 authorized a shared services agreement for Robbinsville Township to provide Emergency Medical Service coverage in Hightstown Borough; and

WHEREAS, said agreement was approved for the period January 1, 2018 through December 31, 2018 with the option to renew for two additional one year periods; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, the Mayor and Council wish to renew the Shared Services Agreement for Emergency Medical Service for the period January 1, 2019 through December 31, 2019; and

WHEREAS, this agreement may be further extended by mutual agreement of the parties for up to one (1) additional one year term; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, will be Forty Thousand Dollars (\$40,000.00) annually; and

WHEREAS funds for this expenditure will be made available in the 2019 budget;

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

1. The extension of the Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period January 1, 2019 through December 31, 2019 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. This agreement is approved subject to the provision of adequate funds in the Borough's 2019 budget.

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk

Resolution 2018-205

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2018 BUDGET

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2018 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey Division of Motor Vehicles Drunk Driving Enforcement Fund	\$4,178.66	Drunk Driving Enforcement Grant	Drunk Driving Enforcement Grant

CERTIFICATION

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

Debra L. Sopronyi
Borough Clerk

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
		Core Competencies	
1	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
2	Yes	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?	
3	Yes	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.	
4	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year?</u>	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
5	N/A	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?	
6	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	
7	Yes	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?	
8	No	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?	FAST Program Issues
9	N/A	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.	
10	Yes	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.	

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
11	No	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question “N/A” if the Director expressly granted an extension in response to a governing body resolution petitioning for same.	First year new auditor
12	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?	
13	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?	
14	Yes	The “Director's Ratio” (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?	89.63%
15	Yes	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality’s annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?	

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
16	No	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.	
17	Yes	Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?	
18	N/A	Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.	

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
19	Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
20	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . <u>Has your municipality filed all current contracts with PERC?</u>	
21	Yes	Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the “Diane B. Allen Equal Pay Act” (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?	
		Additional Best Practices	
22	Yes	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	No agreement reached but ongoing discussion of possible shared service with Robbinsville Police and Court. Also discussed Planning Board Services with Roosevelt and Upper Freehold
23	N/A	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality’s JIF or insurance carrier?	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
24	Yes	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	Yes, but none are taken home
25	Yes	Within the past year, has your municipality’s governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?	
26	Yes	Have the governing body’s findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?	
27	Yes	Has the governing body’s findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")	2/20/2018

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
28	N/A	Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term Exemption Law, N.J.S.A. 40A:20-1 et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq.?	NONE
29	N/A	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?	
30	Prospective	In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.	
31	Prospective	If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.	
32	Yes	Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.	
33	Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?	
34	Yes	Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
35	Prospective	Does your municipality have a current community and/or economic development plan with established metrics?	
36	Prospective	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?	
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?	
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?	
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.	
40	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?	Bond Sale held 2018
41	Yes	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?	
42	Yes	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
43	N/A	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?	
44	Prospective	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?	Will evaluate
45	Yes	Does your municipality have a professional planner on staff?	Professional service contract
46	Yes	The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?	
47	Yes	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?	
48	Prospective	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.	
49	Prospective	Does your municipality own any electric vehicles?	will evaluate
50	Yes	Is your municipality adhering to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?	
51	Yes	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?	
52	Yes	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No".	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
53	Yes	Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or \$5,000, after deducting the employee's required contribution from the premium cost?	
54	Yes	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u>	
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?	
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?	
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
58	Yes	Has your governing body reviewed the municipality’s policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?	
59	Yes	Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?	
60	Yes	Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?	
61	Yes	Employee personnel manuals serve as a valuable tool to convey a municipality’s policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees’ rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of municipal vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	4/21/14, 5/19/14, 5/16/16, 2/6/17
	Opportunity Zones Survey		
	If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:		
	<i>The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-</i>		
	<i>income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities</i>		
	<i>through participation in Qualified Opportunity Funds.</i>		

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
	<i>This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.</i>		
		For more information about Opportunity Zones, click the following link:	https://www.state.nj.us/dca/divisions/lps/opp_zone_s.html
		For an interactive map of New Jersey Opportunity Zones, click the following link:	http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989
62	Select	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?	
63	Select	<i>If "No", would you like help developing a strategy?</i>	
64	Select	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?	
65	Select	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?	
66		<i>If "Yes", who were you specifically approached by (check all that apply)?</i>	
		☐ Local Business Owner	
		☐ Other Business Owner	
		☐ Local Investor	
		☐ Other Investor	
		☐ Local Developer	
		☐ Other Developer	
67		<i>If approached by a developer or business owner, which category would they fall into?</i>	
		☐ Residential developer, real estate development, or property management company	
		☐ Retail	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		☐ Light industrial	
		☐ Heavy industrial	
		☐ Restaurant, entertainment, or hospitality	
		☐ Professional services	
		☐ Information technology	
		☐ Other (please describe in column E)	
68		<i>What information were they seeking from your municipality (if applicable)?</i>	
		☐ Info on zoning, permitting, and approval process	
		☐ Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds	
		☐ Info on vacant land and available properties	
		☐ Info on redevelopment areas	
		☐ Info on existing development activity	
		☐ Other (please describe in column E)	
69	Select	If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?	
70	Select	In terms of real estate and economic development, which area (if any) is your top priority?	
71	Select	Which is more important, development of vacant sites and land or redevelopment of existing structures?	
72	Select	What type of capital improvement does your municipality see as its top priority?	
73		After people, what are your municipality's distinctive assets?	
		☐ Education	
		☐ Tourism	
		☐ Affordable Housing	
		☐ Transit Access	
		☐ Industrial Hub	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		☐ Transportation Hub	
		☐ Business Hub	
		☐ Cultural Center	
		☐ Entertainment Venue	
		☐ Other (please describe in column E)	
74		What are the major challenges to development in your municipality?	
		☐ Lack of employment opportunities	
		☐ Limited range of housing options	
		☐ Lack of developable sites	
		☐ Preserving existing community character	
		☐ Limited access to public services	
		☐ Poor public infrastructure	
		☐ Poor access to transportation	
		☐ Access to essential services reachable within 10 min. by foot or other mode of transport	
		☐ Below average math and language arts proficiency scores	
		☐ Lack of child care facilities	
		☐ Stranded assets	
		☐ Lack of high speed internet connectivity	
		☐ Environmental contamination	
		☐ Lack of interest from developers and investors	
75		What type of economic development is your municipality actively pursuing?	
		☐ Retail	
		☐ Light industrial	
		☐ Heavy industrial	
		☐ Transportation/logistics	
		☐ Tourism	
		☐ Transit	
		☐ Restaurants/entertainment/leisure activity	
		☐ Office space	
		☐ Tech	
		☐ Higher Ed	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		☐ Energy	
		☐ Not pursuing economic development	
		Do you have an up-to-date list of:	
76	Select	<i>Distinctive community assets</i>	
77	Select	<i>Abandoned and blighted properties</i>	
78	Select	<i>Foreclosed properties</i>	
79	Select	<i>Commercial projects planned to begin within 1 year</i>	
80	Select	<i>Municipal projects planned to begin within 1 year</i>	
81	Select	<i>Planned business expansions</i>	
82	Select	<i>The 10 largest private employers in your municipality</i>	
83	Select	<i>Stalled projects due to funding gaps</i>	
84		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.	
	Name	Address (street number, street name, town, zip code)	Description and Developer
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
85	Select	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries):	
		http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989	
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)	

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
	Name	Address (street number, street name, town, zip code)	Description and Developer
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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24			
25			

		Hightstown Borough (Mercer)	
1104		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
	0	Select	
	44	Yes	
	3	No	
	7	N/A	
	7	Prospective	
	61	Total Answered:	
	58	Score (Yes + N/A + Prospective)	
	95%	Score %	
	0%	Percent Withheld	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
		Name & Title	Date
		Debra L. Sopronyi, Business Administrator	
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
		Name	Date
		George J. Lang	
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the Borough of Hightstown in the County of Mercer discussed the CY 2018/SFY 2019 Best Practice Inventory as	
		completed herein at a public meeting on November 5,2018 with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	C-1447, Q-0885
		Name	Date
		Debra L. Sopronyi	

		Hightstown Borough (Mercer)	
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		Red = Repeat Question; Prospective answers not permitted	
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
		Green = Questions where neither "Prospective" nor "Not Applicable" are permitted	
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	
	Score	Aid Withheld	
	46-61	No aid withholding	
	36-45	25% of final aid payment withheld	
	26-35	50% of final aid payment withheld	
	0-25	100% of final aid payment withheld	
	Question	Table of Weblinks	
	8	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-07.pdf	
	13	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf	
	15	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-6R.pdf	
	16	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-26.pdf	
	17	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-15.pdf	
	18	https://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf	
	41	https://www.nj.gov/dca/divisions/dlgs/lfns/18/2018-13.pdf	
	51	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
	58	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-27.pdf	

Memo

To: Hightstown Mayor and Council

From: Environmental Commission

Date: 26 October 2018

Re: Enhanced Tree Protection Ordinance

Introduction

Our trees are an enormous benefit to us: they produce oxygen, intercept airborne contaminants, reduce the overall carbon in our atmosphere, lower summer temperatures by reducing the heat island effect, mitigate runoff, provide an environment for wildlife, and generally support good health for our residents. For these reasons, and many more, the Environmental Commission has pledged as part of the Sustainable Jersey program to increase our tree canopy (the overall area of the tree coverage expressed as a percentage of the overall land area) from 19% to 25%. This 25% target is what the New Jersey Division of Parks and Forestry suggests should be the canopy goal for densely developed suburban areas like Hightstown. To achieve this goal by 2030, we must increase the number of trees in the Borough by almost 1/3 - a goal that we cannot achieve without consideration for all of the trees in the Borough, including those on private land. More than 70% of the trees in the Borough are on private land.

Proposal

We have already undertaken a multi-pronged approach to addressing our tree resource on public land through the replacement of removed trees, dedicated tree planting programs, and support for full street tree renewal as part of all street reconstruction projects. To date more than a dozen trees have been donated by residents and ten more have been pledged to be planted. But even with these measures, in combination with the trees we plant from our budget, we are barely keeping up with the trees we lose naturally each year.

Revised Tree Protection Ordinance

To address the tree resource on private land the Environmental Commission is now proposing enhancements to our Tree Protection Ordinance to require permitting and replacement for trees removed for convenience by private landowners. We believe that this strategy, in concert with our public land policies and the volunteer planting program already undertaken here in the Borough, will support an expanded tree canopy in Hightstown by limiting removals, and increasing the number of replacement trees.

We believe the requirements of the enhanced Tree Protection ordinance will not pose any undue hardship for Borough residents. Similar programs are already underway in nearby municipalities such as East Windsor, Cranbury, Princeton, Millstone, Monroe, Robbinsville, Hopewell, North Brunswick and Manalapan. Costs for tree replacements are very limited: do-it-yourselfers will spend less than \$100 per replacement tree, while the long term rewards are substantial.

We are submitting in concert with this proposal a redlined version of the Protection of Trees ordinance (Chapter 20) that we recommend be reviewed and codified by the Borough's attorney to support the program we are recommending. We recommend that the Council identify a sub-committee, led by Councilperson Montferrat and including key members of the Environmental

Commission and others as designated to work with Council and its attorney to develop the enhanced ordinance for final acceptance in the 4th quarter of 2019.

Summary of Ordinance Revisions

Most of the added clauses and requirements are based upon the Township of Milburn's ordinance, which is very well written. Additional original language was added to coordinate with remaining portions of the Borough's ordinance or to address specific Borough preferences.

Among the enhancements and changes from the current ordinance are:

- Identification and protection of significant (at least 75 years old) and historic trees in the Borough (whether on public or private land).
- Integration of the Community Forestry Management Plan (CFMP) that the EC has already submitted and the State has already approved. The CFMP should already have been written into the ordinance some time ago. (The CFMP is submitted every 5 years and when approved by the State, provides the Borough with tort protection relative to damages that might be caused by trees).
- Permitting for the removal of trees of 8" diameter or more. Smaller trees are not impacted and can be removed by homeowners without permit. Fees for the permit are \$50 for the first tree, and \$20 for additional trees.
- Permitting requirements are very limited. Permit is not required for dead trees, trees damaged by weather or natural causes (so-called dangerous trees), any tree included as part of a Planning Board submission, and any tree on public land or right-of-way.
- Removed trees would be replaced according to a schedule. To support the overall goal of enhancing the tree canopy, large mature trees would be replaced by multiple smaller trees, the larger the removed tree, the greater the number of replacement trees. At no time would more than 4 replacement trees be required. Note that these replacement trees could be planted on public land if the landowner could not find a suitable location on her/his own land.

Attachment: Redlined version of proposed Protection of Trees ordinance (Chapter 20)

Hightstown Borough Revised General Ordinances

Chapter 20

PROTECTION OF TREES

Sections:

20-1	TITLE
<u>20-2</u>	<u>References</u>
20-32	DEFINITIONS
20-3	DUTIES OF ENVIRONMENTAL COMMISSION
20-4	SHADE TREE OFFICIAL
20-5	PERMITS
20-6	REMOVAL, REPLANTING AND REPLACEMENT
20-7	PRUNING <u>AND TREE MAINTENANCE</u>
20-8	ABUSE OR MUTILATION OF PUBLIC TREES
20-9	INTERFERENCE WITH OFFICIALS UNLAWFUL
20-10	PROTECTION DURING CONSTRUCTION OR EXCAVATION
20-11	OBSTRUCTING NUTRIENTS FROM PUBLIC TREES UNLAWFUL
20-12	VIOLATIONS AND PENALTIES

Hightstown Borough Revised General Ordinances

Section 20-1

TITLE

Subsections:

20-1-1 Title

20-1-2 Purpose

20-1-3 References

20-1-1 Title.

~~Subsection 20-1-1 Title.~~

This chapter shall be known and may be cited as the "Tree Regulations of the Borough of Hightstown, County of Mercer, State of New Jersey." (1991 Code § 207-1)

Subsection 20-1-2 Purpose.

- a. Introduction. Indiscriminate, uncontrolled and excess destruction, removal and cutting of trees upon lots and tracts of land within the Borough of Hightstown will cause increased drainage control costs, increased soil erosion and sedimentation, decreased fertility of the soil, degradation of water resources, decreased groundwater recharge, increased buildup of atmospheric carbon dioxide, the establishment of a heat island effect and increased dust and pollution. The singular or cumulative effect of any of the foregoing could adversely impact the character of the Borough of Hightstown, decrease property values, render the land unfit and unsuitable for its most appropriate use, and negatively affect the health, safety and general welfare of Hightstown's residents. Thus, the Borough governing body desires to manage this valuable Borough resource.
- b. Purpose of Forestry Management Plan. Trees are declared to be an important cultural, ecological, scenic and economic resource. Proper management of this resource will ensure its maintenance and result in economic returns. A forestry management program is intended to meet the objectives of preserving, protecting, enhancing and maintaining trees and providing opportunities for the continued use of forest resources which are compatible with the maintenance of the environment. This will be accomplished by ensuring management of forest and trees through the application of sound management practices. To that end, it shall be unlawful to cut down, damage, poison or in any other manner destroy or cause to be destroyed any trees covered by this chapter, except in accordance with the provisions of this chapter.
- c. Enforcement. The creation and enforcement of this plan shall be the duty of the Environmental Commission and The Shade Tree Official.

Subsection 20-3 References.

The following are identified as defining good practice with respect to tree care, management and maintenance.

- a. American National Standards, ANSI A300.
- b. Trees and Development: A Technical Guide to Preservation of Trees During Land Development, Nelda Mathany and James R. Clarke.

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c. Penn State Guide to Tree Preservation During Construction

Hightstown Borough Revised General Ordinances

Section 20-2

DEFINITIONS

Subsections:

20-2-1 Definitions.

Subsection 20-2-1 Definitions.

a. For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular and words in the singular include the plural. The word "shall" is mandatory and not merely directory.

b. As used in this chapter:

Borough shall mean the Borough of Hightstown, County of Mercer, State of New Jersey.

Environmental commission shall mean the body having jurisdiction over public park and/or street trees.

Park shall include all public parks having individual names.

Person shall mean any person, firm, partnership, association, corporation, company or organization of any kind.

Property line shall mean the outer edge of a street right-of-way.

Property owner shall mean the person owning such property as shown by the Tax Map of the Borough.

Public places shall include all other grounds owned by the Borough.

Public trees shall include all shade and ornamental trees now or hereafter growing on any tree lawn or any public areas where otherwise indicated.

Shade tree official shall mean the designated official assigned to carry out the enforcement of this chapter.

Street or highway shall mean the entire width of every public way or right-of-way when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular and pedestrian traffic.

Tree lawn shall mean that part of a street or highway, not covered by sidewalk or other paving, lying between the property line and that portion of the street or highway usually used for vehicular traffic.

Truck thoroughfare shall mean any street on which trucks are not prohibited. (1991 Code § 207-2)

Caliper: a type of diameter measurement used in the nursery industry. The height measurement shall be taken from ground level for field-grown stock and from the soil line for container-grown stock, which should be at or near the top of the root flare. Caliper measurement of the trunk shall be taken six inches above the top of root flare up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper should be measured at 12 inches above the top of root flare. Seldom are tree trunks perfectly round. The most accurate measurement will result from the use of a diameter tape. Caliper measurements taken with manual or electronic slot or pincer type caliper tools should be the average of the smallest and largest measurements.

i. The diameter of a tree shall be measured four (4') feet above the uphill/highest side

Dripline: the circular area surrounding a tree, the radius of which area shall be the distance from the center of the trunk of the tree to the outermost branch of the tree.

Enforcement Officer shall mean the Shade Tree Official or his/her duly authorized representative(s).

The detachment and movement of soil or rock fragments by water, ice, wind and gravity.

Hightstown Borough Revised General Ordinances

Historic Tree: A tree that has been determined to be at least 75 years old and of notable historic interest to The Borough of Hightstown because of its age, type, size or historic association and which has been so designated by The Borough Environmental Commission.

Significant Tree: A tree of at least 75 years old, in good condition, of specimen quality (size, shape and habit) for its species, and located within the Borough on public or private land. A tree identified as a Significant Tree as included on a list maintained by the Environmental Commission

Tree Service Contractor. An insured service-provider, skilled in tree maintenance, under contract with a Borough property owner and authorized to do tree work in the Borough of Hightstown.

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Section 20-3

DUTIES OF ENVIRONMENTAL COMMISSION

Subsections:

20-3-1 Duties of Environmental Commission.

Subsection 20-3-1 Duties of Environmental Commission.

The Environmental commission shall have the authority and responsibility to:

- a. Study the problems and determine the needs of the Borough in connection with its tree planting program.
- b. Recommend to the proper authority the type and kind of trees to be planted upon municipal streets or parts of municipal streets or in parks.
- c. Organize and disseminate news and information regarding the selection, planting and maintenance of trees within the corporate limits, whether the same are on private or public property, and make recommendations from time to time to the Borough Council as to desirable legislation concerning the tree program and activities for the municipality.
- d. Hold regular and special meetings at which the subject of trees insofar as it relates to the municipality may be discussed by the members of the Commission and all others interested in the tree program.
- e. Promulgate the rules and regulations of the Arboricultural Specifications and Standards of Practice governing the planting, maintenance, removal, fertilization, pruning and bracing of trees on the streets or other public sites in the municipality and direct, regulate and control the planting, maintenance and removal of all trees growing now or hereafter in any public area of the Borough.
- f. Formulate, adopt and amend a ~~Master Street Tree Plan~~Community Forestry Management Plan. ~~The Master Street Tree Plan shall specify appropriate species of the trees to be planted on the streets or other public sites of the municipality. From and after the effective date of the Master Street Tree Plan or any amendment thereof, all planting shall conform thereto and offer said Plan for approval to the State.~~
- g. Consider all existing and future utility and environmental factors when recommending a specific species for each of the streets and other public sites of the municipality.
- h. Affix reasonable conditions to the granting of a permit in accordance with the terms of this chapter. (1991 Code § 207-3)

Hightstown Borough Revised General Ordinances

Section 20-4

SHADE TREE OFFICIAL

Subsections:

20-4-1 Appointment; Vacancies.**20-4-2 Duties of Shade Tree Official.****Subsection 20-4-1 Appointment; Vacancies.**

a. The Shade Tree Official shall be appointed from the membership of the Environmental Commission by the Mayor with the concurrence of the Borough Council. Prior to making the appointment, the Mayor shall receive the recommendation of the Environmental Commission.

b. If the position of Shade Tree Official remains vacant for any reason for more than one (1) month, the Environmental Commission may designate a qualified person to perform the duties of the Shade Tree Official on a temporary basis and until such time as an appointment to the position may be made. (1991 Code § 207-4)

Subsection 20-4-2 Duties of Shade Tree Official.

The Shade Tree Official shall have the authority and responsibility to:

a. Regulate the planting, maintenance and removal of trees on streets and other publicly owned property to ensure safety or preserve the aesthetics of such public sites.

b. ~~Inspect~~ Review all work done under a permit issued in accordance with the terms of this chapter.

c. Enforce the provisions of this chapter. (1991 Code § 207-5)

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Section 20-5

PERMITS

Subsections:

- 20-5-1 Permit Required.
- 20-5-2 Application, Permit Review and Approval
- ~~20-5-3~~ ~~20-5-3~~ Issuance of Permit, Fees
- 20-5-4 Trees on Construction Sites
- 20-5-5 Notice to Adjacent Owners
- 20-5-6 Appeals
- 20-5-7 Exceptions
- 20-5-8 Display of Permit

Subsection 20-5-1 Permit Required.

Except as required by other sections, clauses or provisions of this chapter, no person shall plant, spray, fertilize, preserve, prune, remove, cut above or below ground or otherwise disturb any tree on any public street or Borough-owned property without first filing an application and procuring a permit from the Environmental Commission. The person receiving the permit shall abide by the Arboricultural Specifications and Standards of Practice adopted by the Environmental Commission. (1991 Code § 207-6)

Any person desiring to remove any tree or trees of not less than 8 inch caliper and not located on public land, or to place machinery, material or temporary soil deposit or regrade soil within the dripline of any tree within the Borough shall file an application therefor with the Borough on a form to be provided for the purpose. The application shall identify the lot or tract of land upon which the tree or trees are located; shall disclose the name and address of the owner and the Tree Service Contractor; shall set forth the reasons for requesting a permit to cut or remove same; and shall acknowledge who owns the tree or trees and shall indemnify and hold the Township harmless against any and all liability, damages and costs resulting from or arising out of the applicant's cutting or removal of any tree or trees. The applicant shall attach to the application a survey or other document satisfactory to the Enforcement Officer which accurately sets forth the location of the tree or trees and evidence of the ownership thereof.

Subsection 20-5-2 Permit Review and Approval.

The Enforcement Officer shall review the application, which shall upon filing be deemed to constitute consent from the applicant to the Enforcement Officer and/or such person or persons as he/she may in writing designate for entry upon the land for the purpose of review of conditions. In reviewing any such application the Enforcement Officer may in his/her discretion consult the Environmental Commission, the Borough staff, and such tree experts as might be desired. Except as otherwise hereinafter provided in paragraph D. within twenty (20) business days excluding Saturdays, Sundays and legal holidays from the filing of an application hereunder, the Enforcement Officer shall endorse his/her decision upon the application, and in case of partial or complete disapproval, shall set forth the basis for such decision. In addition, where appropriate, the Enforcement Officer shall indicate on such application guidelines and preventive measures to be taken to preserve from injury or destruction trees not sought to

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be cut or removed. Among the conditions which the Enforcement Officer may impose on a permit are the requirement of a performance bond in the amount of the value of the trees to be preserved as appraised by a New Jersey certified tree expert, which bond shall be released upon issuance of a Certificate of Occupancy, and the requirement of replanting trees or shrubs if trees which provide buffer, reduce soil erosion, or serve other purposes consistent with the provisions of Section 11-1, are to be removed. Any application approved, in whole or in part, shall automatically become a permit in accordance with the terms of the endorsement. Any permit not acted upon within three (3) months from the date of such approval shall automatically expire.

Subsection 20-5-3 Fees.

Fees shall not be charged to an applicant with respect to a tract of land having a single or two-family dwelling occupied by the owner thereof located thereon. Except as provided in the previous sentence, each applicant for a permit under this Chapter shall make a nonrefundable deposit with the Enforcement Officer of a fee of fifty dollars (\$50.00) for the first tree removal permit, and a fee of twenty dollars (\$20.00) for each additional tree removal permit. A separate Tree Removal Permit shall be required for each tree. All removed trees must be replaced in accordance with the Table below.

Subsection 20-5-4 Trees on Construction Sites

Upon the filing of any application for the cutting or removal of trees located on any lot or tract for which an application for a Building Permit or subdivision or site plan review is required to be submitted to the Construction Code Official, the Borough Planning Board or the Board of Adjustment, the applicant shall furnish the Enforcement Officer with a copy of the Building Permit application or subdivision plat or site plan therefor, and the Enforcement Officer may withhold his/her endorsement pending receipt of written notice of official action with respect to such Building Permit, subdivision plat or site plan application. Within twenty (20) business days, excluding Saturdays, Sundays and legal holidays, of the receipt of such notice, the Enforcement Officer shall act upon the application as provided in the preceding paragraph C.

Subsection 20-5-5 Notice to Adjacent Owners

The applicant shall give notice to owners of real property within twenty (20') feet of a tree which is proposed to be removed by permit. Such notice shall be given by personal service or certified mail, return receipt requested, at least ten (10) days prior to any proposed cutting or removal of a tree. All required fees and bonds for any application, shall be paid and /or a copy provided to the Borough prior to the issuance of the tree removal permit.

Subsection 20-5-6 Appeals.

Any person aggrieved by the decision of the Enforcement Officer shall have the right to appeal such decision to the Borough Council. Such appeal shall be by written notice stating the reasons upon which the appeal is based, filed with the Borough Clerk within ten (10) days of the decision of the Enforcement Officer.

Subsection 20-5-7 Exceptions.

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A permit is not required and tree replacement is not necessary under the following conditions:

Any tree located on publicly owned land or public rights-of-way and removed by the public agency or its representatives.

Dead or diseased trees upon certification by the Enforcement Officer or other qualified New Jersey Certified Tree Expert.

Partially or completely fallen trees by acts of nature, or which endanger the public safety.

Any tree located within the public right-of-way as shown on a subdivision map approved by the Borough Planning Board or Board of Adjustment.

Any tree located in an area to be occupied by a building, driveway, patio, pool or sports court as shown on a plan approved by the Borough Planning Board or Board of Adjustment in connection with an application for subdivision or site plan approval; or any tree located in an area to be occupied by a building, driveway, patio, pool or sports court as shown on a plan approved by the Borough Planning Board.

Subsection 20-5-8 Display of Permit.

The applicant shall prominently display on the site the tree removal permit issued. Such permit shall be displayed continuously while trees are being removed or replaced or work done as authorized on the permit and for 10 days thereafter. In addition, the person or persons cutting or removing trees, if other than the applicant, shall carry with him/her authorization from the owner or applicant authorizing such person to cut or remove trees.

Subsection 20-5-2 Application:

~~— a. Application for a permit must be made to the Environmental Commission not less than two (2) weeks in advance of the time the work is to be done and shall be accompanied by payment of a fee of five (\$5.00) dollars. Requests for Borough assistance should be indicated on the application.~~

~~— b. An application for planting of a tree shall state:~~

~~— 1. The number of trees to be set out.~~

~~— 2. The location of the tree(s) and grade.~~

~~— 3. The species, cultivar or variety of each tree.~~

~~— 4. The method of planting.~~

~~— 5. Such other information as the Environmental Commission shall find reasonably necessary to a fair determination of whether a permit should be issued.~~

~~— c. An application for maintenance of trees shall state:~~

~~— 1. The number and kinds of trees to be sprayed, fertilized, pruned or otherwise preserved.~~

~~— 2. The kind of treatment to be administered.~~

~~— 3. The composition of the spray material to be applied.~~

~~— 4. Such other information as the Environmental Commission shall find reasonably necessary to a fair determination of whether a permit should be issued.~~

~~— d. An application for a permit to remove a tree shall state:~~

~~— 1. The number and location of trees to be removed.~~

~~— 2. The reason(s) removal is necessary or appropriate.~~

~~— 3. The species, cultivar or variety of the replacement tree(s).~~

~~— 4. The intended location of the replacement tree(s).~~

~~— 5. The method of planting the replacement tree(s).~~

~~— 6. Such other information as the Environmental Commission shall find reasonably necessary to a fair determination of whether a permit should be issued.~~

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~~7. Except as otherwise authorized by the Environmental Commission, no permit for removal of a tree shall be issued unless provision is made for the planting of a replacement tree at the site of removal or at a location approved by the Environmental Commission. (1991 Code § 207-6)~~

~~Subsection 20-5-3 — Issuance of Permit.~~

~~The Environmental Commission shall issue the permit provided for herein if, in its judgment, the proposed work is desirable and the proposed method and workmanship thereof are of a satisfactory nature. Any permit granted shall contain a definite date of expiration, and the work shall be completed in the time allowed on the permit and in the manner as therein described. Any permit shall be void if its terms are violated. (1991 Code § 207-6)~~

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Section 20-6

REMOVAL, REPLANTING AND REPLACEMENT

Subsections:

20-6-1 Planting in Violation of Regulations.

~~20-6-2~~ Removal, Planting and Replacement of Trees~~20-6-32~~ Removal of Trees for Sidewalk or Street Improvements for Street Work.~~20-6-43~~ Removal of Trees for Construction; Replacement.~~20-6-5~~ Removal for Tree Hazard

Subsection 20-6-1 Planting in Violation of Regulations.

Whenever any tree shall be planted in violation of the provisions of this chapter, it shall be lawful for the Shade Tree Official to remove or cause removal of the same, and the exact cost thereof shall be assessed to the person planting the tree as provided by law in the case of special assessments. (1991 Code § 207-7)

~~20-1~~Subsection 20-6-2 Removal, Planting and Replacement of Trees

Replacement Trees. Removed trees not less than 8 inches in diameter must be replaced according to the table below. Replacement is dependent on the diameter measured at a point 4' feet above the ground of the existing tree that would be removed. If in the discretion of the Enforcement Officer due to available space, species of trees and/or required space between plantings a lesser number would be appropriate, the Enforcement Officer may grant a downward adjustment.

<u>Caliper of Removed Tree (inches)</u>	<u>No. of Replacement Trees</u>
<u>>8 to <12</u>	<u>1</u>
<u>12 to <18</u>	<u>2</u>
<u>18 to <24</u>	<u>3</u>
<u>24 and larger</u>	<u>4</u>

Replacement Trees must be not less than 1-3/4" caliper.

In lieu of providing a Replacement Tree, the owner of real property must contribute \$300.00 per replacement tree to the Borough of Hightstown, with such funds to be used for tree replacement by the Environmental Commission.

Subsection 20-6-32 Removal of Trees for Sidewalk or Street Improvements for Street Work

Whenever it is necessary for the Borough to remove a tree or trees from a tree lawn in connection with the paving of a sidewalk or the paving or widening of the portion of a street or highway used for vehicular traffic, the Borough shall replant such trees or replace them. If conditions prevent planting on tree lawns, this requirement will be satisfied if any equivalent number of trees of the same size and species as provided for in the Arboricultural Specifications are planted in another location approved by the Environmental Commission. (1991 Code § 207-7)

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Subsection 20-6-~~43~~ Removal of Trees for Construction; Replacement.

No person or property owner shall remove a tree from the tree lawn for the purpose of construction or for any other reason unless he replaces the removed tree or trees in accordance with the adopted Arboricultural Specifications. Such replacement shall meet the standards of size, species and placement as provided for in a permit issued by the Environmental Commission. The person or property owner shall bear the cost of removal and replacement of all trees removed. (1991 Code § 207-7)

Subsection 20-6-5 Removal for Tree Hazard.

Any tree removal required to address an urgent safety concern may be removed without permit. If the removed tree is 8 inches in diameter or more, the Shade Tree Official shall be notified within the 7 days and shall subsequently identify replacement tree(s) to be planted by the owner of the property from which the tree was removed.

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Section 20-7

PRUNING AND TREE MAINTENANCE**Subsections:****20-7-1 ~~Responsibility of Property Owner or Tenant.~~Responsibilities****20-7-2 Failure to Prune Trees; Notice.****20-7-3 Failure to Comply; Cost Assessed to Owner.****~~Subsection 20-7-1 Responsibility of Property Owner or Tenant.~~**

~~— It shall be the duty of any person owning or occupying real property bordering on any public street to prune any trees on such property in such manner that they do not obstruct or shade the streetlights, obstruct the passage of pedestrians on sidewalks, obstruct vision of traffic signs or obstruct the traveling public's view of the street. The minimum clearance of any overhanging portion of a tree shall be ten (10) feet over sidewalks and twelve (12) feet over all streets, except truck thoroughfares, which shall have a clearance of sixteen (16) feet. (1991 Code § 207-8)~~

20-7-1 Responsibilities

All Borough trees and shrubs located on property owned by the Borough of Hightstown shall be maintained solely by the Department of Public Works.

All Borough trees and shrubs not located on property owned by the Borough of Hightstown, but on properties owned by the Board of Education or by some other public body, may be maintained by the Department of Public Works as is required for the general public welfare.

All trees and shrubs on private property shall be maintained by the owner of the property upon which they are located.

It shall be the duty of any person owning or occupying real property bordering on any public street to prune any trees on such property in such manner that they do not obstruct or shade the streetlights, obstruct the passage of pedestrians on sidewalks, obstruct vision of traffic signs or obstruct the traveling public's view of the street. The minimum clearance of any overhanging portion of a tree shall be ten (10) feet over sidewalks and twelve (12) feet over all streets, except truck thoroughfares, which shall have a clearance of sixteen (16) feet.

Subsection 20-7-2 Failure to Prune Trees; Notice.

Should any person owning real property bordering on any public street fail to prune trees as hereinabove provided, the Environmental Commission shall order such person or persons, within thirty (30) days after receipt of written notice, to so prune such trees. The order required herein shall be served by mailing a copy of the order to the last known address of the owner or occupant of the property. (1991 Code § 207-8)

Subsection 20-7-3 Failure to Comply; Cost Assessed to Owner.

When a person to whom an order is directed shall fail to comply within the specified time, it shall be lawful for the municipality to prune such trees, and the exact cost thereof shall be assessed to the owner as provided by law in the case of special assessments. (1991 Code § 207-8)

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Section 20-8

ABUSE OR MUTILATION OF PUBLIC TREES

Subsections:

20-8-1 Abuse or Mutilation of Public Trees.

Subsection 20-8-1 Abuse or Mutilation of Public Trees.

Unless specifically authorized by the Environmental Commission or the Shade Tree Official, no person shall intentionally damage, cut, carve, transplant or remove any public tree; attach any rope, wire, nails, advertising posters or other contrivance to any such tree; allow any gaseous, liquid or solid substance which is harmful to such trees to come in contact with them; or set fire to or permit any fire to burn when such fire or the heat thereof is likely to injure any portion of any such tree. (1991 Code § 207-9)

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Section 20-9

INTERFERENCE WITH OFFICIALS UNLAWFUL

Subsections:

20-9-1 Interference with Officials Unlawful.

Subsection 20-9-1 Interference with Officials Unlawful.

No person shall hinder, prevent, delay or interfere with the Environmental Commission or the Shade Tree Official in the performance of its or his authority and duties pursuant to this chapter; provided, however, that nothing herein shall be construed as an attempt to prohibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the municipality. (1991 Code § 207-10)

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Section 20-10**PROTECTION DURING CONSTRUCTION OR EXCAVATION****Subsections:****20-10-1 Protection During Construction or Excavation.****Subsection 20-10-1 Protection During Construction or Excavation.**

a. All trees on any public street or other publicly owned property in the immediate vicinity of an excavation or construction of any building, structure or street work shall be guarded with a good, substantial and highly visible fence, frame or box not less than four (4) feet high and eight (8) feet square or at a distance in feet from the trunk equal to the diameter of the trunk in inches [measured six (6) inches from the ground], whichever is greater, and all building material, dirt or other debris shall be kept outside the barrier.

b. No person shall excavate any ditches, tunnels or trenches or lay any drive within a radius of ten (10) feet from any public tree without first obtaining a written permit from the Environmental Commission. (1991 Code § 207-11)

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Section 20-11**OBSTRUCTING NUTRIENTS FROM PUBLIC TREES UNLAWFUL****Subsections:****20-11-1 Obstructing Nutrients from Public Trees Unlawful.****Subsection 20-11-1 Obstructing Nutrients from Public Trees Unlawful.**

No person shall deposit, place, store or maintain upon any public place of the municipality any stone, brick, sand; concrete or other materials which may impede the free passage of water, air and fertilizer to the roots of any tree growing therein, except by written permit of the Environmental Commission. (1991 Code § 207-12)

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Section 20-12

VIOLATIONS AND PENALTIES

Subsections:

20-12-1 Violations and Penalties.

Subsection 20-12-1 Violations and Penalties.

The Environmental Commission or the Shade Tree Official shall cause a Municipal Court complaint to be issued to any person, firm or corporation violating any of the provisions of this chapter. Any person found to have violated a provision of this chapter shall be liable, upon conviction to the penalty as stated in Chapter I, Section 1-5. (1991 Code § 207-13; New)