

Agenda

Hightstown Borough Council

January 22, 2019

Hightstown First Aid Squad

6:30 PM – Executive Session

7:30 PM – Public Session

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Executive Session

2019-29 Authorizing a Meeting that Excludes the Public

Contract Negotiations	Robbinsville – Municipal Court
	PRC Group – Mills at Hightstown
Personnel	Affordable Housing Administrator

Flag Salute

Approval of the Agenda

Interviews for Council Vacancies

Democrats

Joseph Cicalese
Joshua Jackson
Glenn Palmer

Republicans

Patricia Egan
James Eufemia
Greg Wriede

Executive Session

Resolution 2019-30 Authorizing a Meeting that Excludes the Public
Personnel – Councilmember Vacancy

Resolution 2019-31 Appointing a Councilmember to Fill the Vacancy until the November General Election (Republican)

Resolution 2019-32 Appointing a Councilmember to Fill the Vacancy of an Unexpired Term Ending December 31, 2019 (Democrat)

Oath of Office

Councilmembers fulfilling Unexpired Terms

Minutes

December 17, 2018 – Executive Session
December 17, 2018 – Public Session
January 1, 2019 – Reorg

Public Comment I	Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.	
Ordinances	2019-01 First Reading and Introduction – Ordinance Amending the Land Use Ordinance of the Borough of Hightstown to Add Affordable Housing Procedural and Eligibility Requirements, to Implement the Third Round of Affordable Housing in Accordance with the Fair Housing Act of 1985	
Resolutions	2019-33	Payment of Bills
	2019-34	Authorizing Payment to Van Cleef Engineering Associates (Construction Administration and Inspection for the Rehabilitation of East Ward Street)
	2019-35	Authorizing Payment #4 Final – Rapid Pump & Meter Service (Secondary Clarifier Improvements)
	2019-36	Authorizing and Approving an Application to the New Jersey Department of Transportation's Office of Local Bicycle and Pedestrian Assistance Program for Technical Assistance in Preparing a Mobility Master Plan
	2019-37	Authorizing a Shared Services Agreement with Hamilton Township for Certain Health Services (STD Clinic)
Consent Agenda	2019-38	Authorizing the Tax Assessor the Ability to Grant Property Tax Exemptions to Disabled Veterans
	2019-39	Authorizing Refund of Water/Sewer Overpayment
	2019-40	Authorizing a Renewed Shared Services Agreement with Mercer County for EMS Dispatch Services
	2019-41	Amending Res 2019-04
	2019-42	Authorizing a Transfer of Funds in the 2019 Budget
	2019-43	Amending the 2019 Temporary Operating Budget – Current Fund
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	Council Liaisons Resolution 2019-08 Architect Appointment Roger Cook Greenway Extension East Windsor/Hightstown Freight Grant	
Subcommittee Reports		
Mayor/Council/Administrative Reports		
Adjournment		

Resolution 2019-29

*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 January 22, 2019 at the Hightstown First Aid Squad located at 168 Bank 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 –	Police & Court Facilities (Robbinsville)
	PRC Group (The Mills at Hightstown)
Personnel –	Affordable Housing Administrator

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: April 22, 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 January 22, 2019.

Debra L. Sopronyi, RMC/CMC
Borough Clerk

Resolution 2019-30

*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 January 22, 2019 at the Hightstown First Aid Squad located at 168 Bank Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Personnel – Councilmember Vacancy

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: April 22, 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 January 22, 2019.

Debra L. Sopronyi, RMC/CMC
Borough Clerk

Resolution 2019-31

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING A COUNCILMEMBER TO FILL A VACANCY UNTIL THE NOVEMBER GENERAL ELECTION

WHEREAS, there exists a vacancy in the office of Councilmember due to the resignation of Connor Montferrat effective December 31, 2018; and

WHEREAS, the Municipal Vacancy Law (N.J.S.A. 40A:16-1 *et seq.*), provides that the Municipal Committee of the party that previously filled the seat shall submit within fifteen (15) days three (3) names for Council's consideration in filling the vacancy; and

WHEREAS, the Republican Municipal Committee submitted the names of three (3) Nominees on January 11, 2019; and

WHEREAS, pursuant to the Municipal Vacancy Law, the Borough Council must, fill the vacancy by the appointment of a successor from the three (3) Nominees put forward from same political party which had nominated the incumbent whose office had become vacant; and

WHEREAS, the Borough Council has publicly interviewed the nominees presented by the Republican Municipal Committee and deliberated to fill the vacancy with a member who would best serve the residents of the Borough; and

WHEREAS, by vote of Borough Council, the Council has decided to appoint _____ to fill the position of Councilmember until the General Election on November 5, 2019 when a successor will be elected by the voters to fulfill the vacant unexpired term of Councilmember ending December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that _____ is hereby appointed to serve in the position of Councilmember to fill the vacancy until the General Election on November 5, 2020 when a successor will be elected by the voters to fulfill the vacant unexpired term of Councilmember Connor Montferrat ending December 31, 2020.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-32

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING A COUNCILMEMBER TO FILL THE VACANCY OF AN UNEXPIRED TERM ENDING DECEMBER 31, 2019

WHEREAS, there exists a vacancy in the office of Councilmember due to the resignation of Denise (Denny) Hansen effective December 31, 2018; and

WHEREAS, the Municipal Vacancy Law (N.J.S.A. 40A:16-1 *et seq.*), provides that the Municipal Committee of the party that previously filled the seat shall submit within fifteen (15) days three (3) names for Council's consideration in filling the vacancy; and

WHEREAS, the Democratic Municipal Committee submitted the names of three (3) Nominees on January 10, 2019; and

WHEREAS, pursuant to the Municipal Vacancy Law, the Borough Council must, fill the vacancy by the appointment of a successor from the three (3) Nominees put forward from same political party which had nominated the incumbent whose office had become vacant; and

WHEREAS, the Borough Council has publicly interviewed the nominees presented by the Democratic Municipal Committee and deliberated to fill the vacancy with a member who would best serve the residents of the Borough; and

WHEREAS, by vote of Borough Council, the Council has decided to appoint _____ to fill the position of Councilmember for the unexpired term ending December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that _____ is hereby appointed to serve in the position of Councilmember to fill the vacancy of the unexpired term ending December 31, 2019.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
December 17, 2018
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:32 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

Resolution 2018-232 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Stults; Seconded by Councilmember Montferrat

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

Resolution adopted 6-0.

Resolution 2018-232

*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 December 17, 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 – Police & Court Facilities (Robbinsville)

Personnel – AWWTP
 Personnel – Architect Municipal Facilities

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: March 17, 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 public meeting to order at 7:41 p.m. and again read the Open Public Meetings Statement.

George Lang, CFO and Monika Patel, Assistant CFO, arrived during executive session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Mayor Quattrone requested to add Resolution 2018-240 and 2018-241 to the consent agenda. Borough Administrator/Clerk, Debra Sopronyi, requested to add a personnel water at the AWWTP to discussion.

Agenda as amended moved by Councilmember Montferrat; Seconded by Councilmember Musing.

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

Agenda approved at amended 6-0.

APPROVAL OF MINUTES

November 27, 2018 – Special Meeting

Moved by Councilmember Musing; seconded by Council President Stults.

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

Minutes approved 4-0 with 2 abstentions.

November 27, 2018 – Executive Session

Moved by Councilmember Misiura; seconded by Council President Stults.

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

Minutes approved 3-0 with 3 abstentions.

December 3, 2018 – Public Session

Moved by Councilmember Montferrat; seconded by Council President Stults.

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Keith LePrevost, 213 Greeley Street – Thanked Council for having a discussion for boards and committee vacancies. He is requesting that Tom Musa be considered for the opening on the Environmental Commission. Tom is already a great volunteer to the commission.

Scott Caster, 12 Clover Lane – Spoke about the imbalance between Hightstown and East Windsor for the East Windsor Regional School District. Hightstown's burden is far larger than East Windsor's burden.

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

ORDINANCES

Ordinance 2018-23 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Subsection 25-10, Entitled “Maintenance and Repair,” of Section 25, “Stormwater Control,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Mayor Quattrone opened the public hearing for Ordinance 2018-23 and the following individuals spoke:

Keith LePrevost, 213 Greeley Street – Thank you for strengthening this ordinance. The Environmental Commission will be coming forward in January about changes to the Stormwater Ordinance.

With no further comments, Mayor Quattrone closed the public hearing.

Moved for adoption by Council President Stults; seconded by Councilmember Montferrat.

Discussion ensued. Councilmember Misiura stated that he is still not happy with the ordinance. It is leaving the cost open ended. He would like to see the property owners self certify and have our Engineer audit them. Fred Raffetto, Borough Attorney, stated that this must be adopted by January 1st to stay in compliance with our stormwater permit. We can adopt how it is presented and discuss further in 2019.

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

Ordinance adopted 6-0.

ORDINANCE 2018-23

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING
SUBSECTION 25-10, ENTITLED “MAINTENANCE AND REPAIR,”
OF SECTION 25, “STORMWATER CONTROL,”
OF THE “REVISED GENERAL ORDINANCES OF THE
BOROUGH OF HIGHTSTOWN, NEW JERSEY.”**

WHEREAS, the Borough of Hightstown (the “Borough”) maintains an MS4 New Jersey Pollutant Discharge Elimination System (NJPDES) Stormwater Permit (the “Stormwater Permit”); and

WHEREAS, the Stormwater Permit must remain in compliance each year; and

WHEREAS, as of January 1, 2018, the New Jersey Department of Environmental Protection (the “NJDEP”) updated and issued new requirements that the Borough must adhere to in order to comply with the Annual Permit Recertification; and

WHEREAS, the Borough is required to develop, update, implement, and enforce a program to ensure adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the Borough; and

WHEREAS, at the recommendation of the Borough Engineer, and in order to remain in compliance with the Stormwater Permit, the Hightstown Borough Council has agreed to modify the existing language of certain provisions currently contained within the Borough Code.

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

Section 1. Subsection 25-10, entitled “Maintenance and Repair,” of Section 25 “Stormwater Control,” of the “Revised General Ordinances of the Borough of Hightstown,” is hereby amended and supplemented in the following respects (additions are shown with underline, deletions are shown with ~~strikeout~~):

**Section 25
STORMWATER CONTROL**

25-10. Maintenance and Repair

A. Applicability

1. Projects subject to review as in Section 1.C of this ordinance shall comply with the requirements of Sections 10.B and 10.C.

B. General Maintenance

1. The design engineer shall prepare a maintenance plan for the stormwater management measures incorporated into the design of a major development.

2. The maintenance plan shall contain specific preventative maintenance tasks and schedules; cost estimates, including estimated cost of sediment, debris, or trash removal; and the name, address, and telephone number of the person or persons responsible for preventative and corrective maintenance (including replacement). Maintenance guidelines for stormwater management measures are available in the New Jersey Stormwater Best Management Practices Manual. If the maintenance plan identifies a person other than the developer (for example, a homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's agreement to assume this responsibility, or of the developer's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation.
3. Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project.
4. If the person responsible for maintenance identified under Section 10.B.2 above is not a public agency, the maintenance plan and any future revisions based on Section 10.B.7 below shall be recorded upon the deed of record for each property on which the maintenance described in the maintenance plan must be undertaken.
5. Preventative and corrective maintenance shall be performed to maintain the function of the stormwater management measure, including repairs or replacement to the structure; removal of sediment, debris, or trash; restoration of eroded areas; snow and ice removal; fence repair or replacement; restoration of vegetation; and repair or replacement of nonvegetated linings.
6. The person responsible for maintenance identified under Section 10.B.2 above shall maintain a detailed log of all preventative and corrective maintenance for the structural stormwater management measures incorporated into the design of the development, including a record of all inspections and copies of all maintenance-related workorders.
7. The person responsible for maintenance identified under Section 10.B.2 above shall evaluate the effectiveness of the maintenance plan at least once per year and adjust the plan and the deed as needed.
8. The person responsible for maintenance identified under Section 10.B.2 above shall retain and make available, upon request by any public entity with administrative, health, environmental, or safety authority over the site, the maintenance plan and the documentation required by Sections 10.B.6 and 10.B.7 above.

9. The requirements of Sections 10.B.3 and 10.B.4 do not apply to stormwater management facilities that are dedicated to and accepted by the Borough.
10. For all stormwater management facilities not dedicated to the Borough, a two year maintenance guarantee for maintenance and repair of the stormwater management facility shall be submitted to the Borough in accordance with N.J.S.A. 40:55D-53. The maintenance guarantee shall be in addition to the submission of performance and maintenance guarantees required for subdivisions and site plans.
11. The owner of a private stormwater facility is required to inspect the facility after each major storm event and perform any maintenance and/or repairs that may be required, in addition to routine mowing and removal and disposal of accumulated debris from the facility. The owner shall file a report with the Borough annually which provides its inspection dates (which shall be performed quarterly), and any action(s) taken to rectify any condition(s) found. The Borough shall inspect the facility once per year at the cost of the property owner, which cost shall be based upon the actual costs incurred by the Borough in performing the inspection. The Borough shall also maintain a log and map to demonstrate compliance with maintenance requirements and shall document any actions taken by the Borough to enforce compliance. If inspection reveals that maintenance has not been maintained by the owner of the stormwater facility, then the Borough Official will issue an order to correct the deficiency within 30 days. If the deficiency is not corrected within 30 days, the Borough will correct the deficiency and recover the cost under the Property Maintenance Section of the Borough Code (Section 14-12). The Borough, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause as approved by the Borough Engineer or his/her designee.

C. Nothing in this section shall preclude the Borough in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D—53.

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 2018-233 Payment of Bills

Moved by Councilmember Musing; Seconded by Council President Stults.

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

Resolution adopted 6-0.

Resolution 2018-233

*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 \$399,153.26 from the following accounts:

W/S Operating		30,523.86
General Capital		70,349.00
Water/Sewer Capital		19,884.75
Grant		0.00
Trust		277.60
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>183.75</u>
Total		<u>\$399,153.26</u>

CONSENT AGENDA

Councilmember Montferrat requested to remove Resolutions 2018-240 and 2018-241 from the consent agenda to be voted on separately.

Councilmember Montferrat moved Resolutions 2018-234; 2018-235; 2018-236; 2018-237; 2018-238 and 2018-239 as a Consent Agenda; Council President Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2018-234

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

**SUPPORTING THE “DRIVE SOBER OR GET PULLED OVER” 2018 STATEWIDE
CRACKDOWN**

Whereas, impaired drivers on our nation’s roads killed 10,874 people in 2017; and

Whereas, 20% of motor vehicle fatalities in New Jersey are alcohol-related; and

Whereas, an enforcement crackdown is planned to combat impaired driving; and

Whereas, the season at the end of the year is traditionally a time of social gatherings which often include alcohol; and

Whereas, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the *Drive Sober or Get Pulled Over Year End Holiday Crackdown*; and

Whereas, the project will involve increased impaired driving enforcement from December 7, 2018 through January 1, 2019; and

Whereas, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown declares it’s support for the *Drive Sober or Get Pulled Over 2018 Year End Holiday Crackdown* from December 7, 2018 through January 1, 2019 and pledges to increase awareness of the dangers of drinking and driving.

Resolution 2018-235

*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	\$5,500.00	Drive Sober or Get Pulled Over Year End Holiday Crackdown	Drive Sober or Get Pulled Over Year End Holiday Crackdown

Resolution 2018-236

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

**AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR
THE 2019 LOCAL FREIGHT IMPACT FUND GRANT FOR IMPROVEMENTS TO
ROGERS AVENUE**

WHEREAS, the Borough of Hightstown wishes to file an application with the New Jersey Department of Transportation for a Local Freight Impact Fund Grant for improvements to Rogers Avenue; and

WHEREAS, the Borough Council has authorized the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$6,500.00, to prepare the application for the FY2019 New Jersey Department of Transportation Local Freight Impact Fund Grant application.

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to file an application with the New Jersey Department of Transportation for a Local Freight Impact Fund Grant for improvements to Rogers Avenue at a cost not to exceed \$6,500.00.

Resolution 2018-237

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

AUTHORIZING TRANSFER OF TAX OVERPAYMENT FROM 2018 TO 2019

WHEREAS, an overpayment of taxes was made for Block 40 Lot 17, 208 Academy Street, in the amount of \$1,068.65; and

WHEREAS, the payer, 11 Ginnie Lane, LLC, 41 Robbins Road South, Millstone, New Jersey, 08510 has requested that the 2018 overpayment of \$1,068.65 be transferred to the 2019 balance; and

WHEREAS, the Tax Collector has requested that said overpayment be transferred to the 2019 balance in the amount of \$1,068.65.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector is hereby authorized to transfer the 2018 overpayment in the amount of \$1,068.65 to the 2018 balance for Block 40, Lot 17, 208 Academy Street, representing the tax overpayment as set forth herein.

Resolution 2018-238

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2018 BUDGET

WHEREAS N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2018 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Legal		
Other Expenses	14,000.00	
Uniform Fire Safety Act		
Salaries and Wages	4,000.00	
Municipal Court		
Salaries and Wage	15,000.00	
Data Processing		
Other Expenses		3,000.00
Financial Administration		
Salaries and Wages		8,000.00
Engineering		
Other Expenses		1,000.00
Board of Health		
Salaries and Wages		3,000.00
Police		
Salaries and Wages		15,000.00
Housing		
Salaries and Wages		3,000.00
TOTALS	\$ 33,000.00	\$ 33,000.00
	Resolution 2018-239	

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
New Jersey Department of Environmental Protection	\$9,199.88	Clean Communities Grant	Clean Communities Grant

Resolution 2018-240 Resolution Confirming Hightstown Fire Company No. 1 Elected Officers for 2019

Moved by Council President Stults; Seconded by Councilmember Hansen.

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

Resolution adopted 6-0.

Resolution 2018-240
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**RESOLUTION CONFIRMING HIGHTSTOWN FIRE COMPANY NO. 1 ELECTED
OFFICERS FOR 2019**

BE IT RESOLVED in accordance with Hightstown Borough Code 2-20.3 the following elected officers are hereby confirmed by the Mayor and Council of the Borough of Hightstown:

Hightstown Engine Company No. 1 – Department

Chief

Scott Jenkins

1 yr.

December 31, 2019

Deputy Chief

Gary Evers

1 yr.

December 31, 2019

Hightstown Engine Company No. 1 – Company

	<u>President</u>	
John Archer	1 yr.	December 31, 2019
	<u>Vice President</u>	
Scott Belgard	1 yr.	December 31, 2019
	<u>Treasurer</u>	
Gary Evers	1 yr.	December 31, 2019
	<u>Secretary</u>	
Charles Sugg	1 yr.	December 31, 2019

Resolution 2018-241 Authorizing a Shared Services Agreement with Robbinsville Township for Municipal Court Facilities

Moved by Councilmember Hansen; Seconded by Council President Stults.

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

Resolution adopted 6-0.

Resolution 2018-241

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE
TOWNSHIP FOR MUNICIPAL COURT FACILITIES**

WHEREAS, there is a need for Municipal Court Facilities; 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, N.J.S.A. 2B:12-1(c) provides that "two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court;" and

WHEREAS, Hightstown and Robbinsville have previously entered into Shared Services Agreement(s) in order to share facilities and equipment relating to their respective municipal court operations (collectively, the "Services") in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, prosecutor and public defender; and

WHEREAS, the Parties wish to continue this arrangement for the Services for the term of January 1, 2019 through December 31, 2019, and continuing thereafter until such time as the new Robbinsville Municipal Court facility has been constructed and is ready for occupancy, in accordance with the terms and conditions set forth in the within

Agreement, effective upon the following: (1) execution of the within Agreement; and (2) approval of the Administrative Office of the Courts (hereinafter, the "AOC") and the Assignment Judge of the Superior Court of New Jersey, Mercer County Vicinage (hereinafter, the "Assignment Judge"), whichever occurs later; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown find that it would be in the best interests of the Parties to continue to collectively provide for the Services under the terms and conditions in the agreement; and

WHEREAS, the term of the prior arrangement between the Parties shall be extended pursuant to the Agreement for an additional 12 (twelve) month period, from January 1, 2019 through December 31, 2019, and continuing thereafter until such time as the new Robbinsville Municipal Court facility has been constructed and is ready for occupancy, at which time the Parties will be required to enter into a new Agreement containing new terms and conditions; and

WHEREAS, the Borough's net cost under this agreement is \$6,000 per month to be paid on the first of each month of the agreement, and such others fees as listed in the agreement; and

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

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

1. The Shared Services Agreement with the Township of Robbinsville for Municipal Court Facilities for an additional 12 (twelve) month period, which shall continue thereafter until such time as the new Robbinsville Municipal Court facility has been constructed and is ready for occupancy, is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2019 budget
4. This agreement is contingent upon and subject to the approval of the AOC and the Assignment Judge.

PUBLIC COMMENT PERIOD II

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

Keith LePrevost, 214 Greely Street – Questioned if the Environmental Commission can roll over the remainder of their 2018 budget into 2019. CFO, George Lang, responded that this cannot be done. All monies must be encumbered in 2018.

Scott Caster, 12 Clover Lane – Stated that Council should consider merging with East Windsor before a new building is built.

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

DISCUSSION

AWWTP Personnel

Borough Clerk/Administrator, Debra Sopronyi, stated that this topic was scheduled to be heard in Executive Session but Mr. Weeks signed the RICE notice waiver to have the matter discussed in public. Ms. Sopronyi went on to inform Council that Mr. Weeks has applied for retirement and his last day with the Borough will be 12/31/2018.

Boards and Committee Appointment 2019

Mayor Quattrone informed Council that he has spoken to all of the individuals whose commissions are expiring asking them to take on another term and they all agreed. There are also suggestions for new appointments on the list that was provided to Council. Discussion ensued. Council agreed to move forward with the reappointments and new appointments at the Reorg meeting on January 1st.

SUBCOMMITTEE REPORTS

Redevelopment Committee

Councilmember Misiura stated that he and Council President Stults will be meeting with the PRC group on January 15th.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Hansen

Stated that she is resigning from her position as Councilmember effective December 31, 2018. She has enjoined being involved and this was a great Council to work with.

Councilmember Bluth

The Cultural Arts Commission will be sponsoring a Holiday Sing-a-long at Memorial Park on December 21st from 7 p.m. – 8 p.m. Wished everyone a Merry Christmas.

Councilmember Montferrat

Had a great Board of Health meeting last week. Environmental Commission meets next week. Councilmember Montferrat went on to state that he is resigning from his position as Councilmember effective December 31, 2018. He will be moving out of Hightstown and will be ineligible to continue serving. He stated that it has been a privilege to serve with this Mayor and Council.

Councilmember Misiura

Thanked Councilmember Hansen and Councilmember Montferrat for their service. Stated that he recently bought a beautiful Christmas tree from the Fire Department. Wished everyone a Merry Christmas.

Council President Stults

Reviewed the November 2018 Police Report. Commented that both Judge Kurs and Officer Buck are back to work. The following from Chief Gendron was read: "On November 24, 2018 Sgt. Stephensen and Off. Doell responded to Fernado's Grill on a report of an unresponsive male. When officers arrived they located 57 yr. male, lying on the

floor unresponsive. Officers began CPR and utilized their AED (defibrillator). Prior to the arrival of EMS, Sgt. Stephensen and Off. Doell were able to restore the victim's pulse and breathing and he was transported to a hospital by EMS. I have attached a copy of the email I received from the victim's wife below."

"Dear Sergeant Stephensen,

On behalf of my children and myself, I would like to express my deepest appreciation to you and your partner for saving my husband's life at Fernando's on Saturday, November 24. I have been told countless times in the past week from friends and medical professionals that if it were not for you and your partner that he would not have survived. You arrived in the nick of time and performed your duty bravely and persevered until he was revived. He is home after spending several days in Princeton Medical and then at Robert Wood Johnson where a defibrillator was implanted. My husband, Phil, has had three prior heart attacks so we assumed that was the case, but it was not. An electric circuit hit scar tissue from his first heart attack at 28 years of age and could not be rerouted. You saved his life by administering the defibrillator. Of course there is no price tag on the appreciation we feel but a delivery of treats is coming your way. Please enjoy and have a very Merry Christmas."

Det. Mecca was recognized by the Mercer County Prosecutors Office for exemplary investigative work in the Neil Schloss cannabis investigation and seizure. Downtown Hightstown is meeting in January to discuss events for 2019. Invitations went out to all Boards and Committees inviting them to participate. Thank Councilmember Hansen and Councilmember Montferrat for their service. It has been a pleasure to work with both of them.

Borough Administrator/Clerk, Debra Sopronyi

Hightstown/East Windsor Drug Alliance funds for 2019 will be \$7,368 for Hightstown and \$14,736 for East Windsor. PSE&G are in the process of replacing gas lines through town. At the moment, Broad Street and Bank Street are completed. Missed everyone a Merry Christmas and Happy New Year.

Deputy Clerk, Peggy Riggio

Informed Council that a total of 34 animals were vaccinated at the free rabies clinic. Announced that there are 2 more rabies clinics in West Windsor and Robbinsville. Information is on the website.

Deputy Tax Collector, Monika Patel

Informed Council that the collection rate at this point is 98.11%.

CFO, George Lang

Getting ready for year end and 2019 Budget.

Borough Attorney, Fred Raffetto

Stated that it has been an honor to work with Councilmember Hansen and Councilmember Montferrat. Thanked both of them for their support.

Councilmember Musing

Thanked Councilmembers Hansen and Montferrat for their service and stated that he will miss them both.

Mayor Quattrone

Stated that losing Councilmembers Hansen and Montferrat is huge loss to Council and the town. He thanked them both for their time and effort. Wished them both the best of luck. Wished everyone a Merry Christmas and Happy New Year.

ADJOURNMENT

Council President Stults moved to adjourn to Executive Session at 8:45; Councilmember Montferrat seconded. All ayes.

Council reconvened into public session at 9:23 p.m. Councilmember Montferrat moved to adjourn at 9:24 p.m.; Councilmember Hansen seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
January 1, 2019
12:00 noon**

The meeting was called to order by Mayor Quattrone at 12:00 noon 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 Misiura</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 George Lang, CFO.

Assemblyman Daniel Benson swore Mayor-elect Lawrence Quattrone into office.

Mayor Quattrone swore Councilmembers-elect Susan Bluth and Dimitri Musing into office.

Mayor Quattrone gave an invocation.

Mayor Quattrone recognized and welcomed Senator Linda Greenstein, Assemblyman Daniel Benson, Freeholder Ann Cannon, Freeholder Andrew Koontz, East Windsor Mayor Janice Mironov, previous Hightstown Borough Mayors Steve Kirson, Scott Caster, Richard Augenbaugh and previous Councilmembers of Hightstown Borough including but not limited to: Connor Montferrat, Denny Hansen, Tory Watkins, Eugene Sarafin and Ryan Rosenberg. Mayor Quattrone also welcomed Planning Board Chair Fred Montferrat and Parks and Recreation Chair Stacey Judge.

Mayor Quattrone presented proclamations to Former Councilmembers Denny Hansen and Connor Montferrat honoring them for their time served on Hightstown Borough Council.

Mayor Quattrone presented the Outstanding Citizen Award to Keith LePrevost for his work with the Environmental Commission and Sustainable Jersey.

Mayor Quattrone presented a Mayor’s Appreciation Award to Cristina Fowler for her dedication to Downtown Hightstown and the Downtown Hightstown Business group.

Mayor Quattrone presented a Mayor’s Appreciation Award to Ann Marie Miller for her dedication to the implementation and continued success of the Cultural Arts Commission.

Mayor Quattrone presented a Mayor’s Appreciation Award to Adam Welch for his dedication to the Cultural Arts Commission and for the contribution of his time and talents for Empty Bowls.

APPROVAL OF AGENDA

Councilmember Misiura moved to amend the agenda removing Resolution 2018-08; Councilmember Musing seconded.

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Stults voted yes to amend the agenda.

Agenda amended 4-0.

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

Roll Call Vote: Councilmembers Bluth, Misiura, Musing and Stults voted yes to amend the agenda.

Agenda approved as amended 4-0.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Thanked Council for all they do. Spoke regarding the democratic process and the two party system.

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

RESOLUTIONS

Resolution 2019-01 Electing Council President for 2019

Councilmember Stults moved Resolution 2019-01 nominating Councilmember Misiura as Council President. Councilmember Musing seconded.

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

Resolution adopted 4-0.

Resolution 2019-01

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

ELECTING COUNCIL PRESIDENT FOR 2019

WHEREAS, there exists a need to fill the position of Council President for 2019; and

WHEREAS, it is the desire of the Borough Council to elect Steven Misiura to fill that position;

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

Misiura is hereby elected as Council President for the year 2019.

CONSENT AGENDA

Council President Misiura moved Resolutions 2019-02; 2019-03; 2019-04; 2019-05, 2019-06; 2019-07; 2019-09; 2019-10; 2019-11; 2019-12; 2019-13; 2019-14; 2019-15; 2019-16; 2019-17; 2019-18, 2019-19, 2019-20; 2019-21; 2019-22; 2019-23; 2019-24; 2019-25; 2019-26; 2019-27 and 2019-28 as a Consent Agenda; Councilmember Stults seconded.

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

Resolutions adopted 4-0.

Resolution 2019-02

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

ADOPTING ROBERT'S RULES OF ORDER

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that, in any question concerning the organization, proceedings or decorum in connection with meetings of the Borough Council, which question is not otherwise covered by Resolution of Council or general law, Robert's Rules of Order shall govern, and that the Borough Attorney shall serve as *ex officio* parliamentarian, and shall be prepared, at the request of any member of Council, to render his opinion on any question of procedure.

Resolution 2019-03

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

ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN BOROUGH COUNCIL MEETINGS

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2019:

A. Conduct at Meetings.

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum for the transaction of business at a meeting.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. 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.
8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with relevant State statutes and these regulations, along with Robert's Rules of Order for items not covered by State statute or in these regulations.

B. Addressing the Mayor and Council.

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
 - a. During the first "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that is on the agenda adopted for the current meeting; said

comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.

- b. During the second “Public Comment” period of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer’s warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

Resolution 2019-04

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2019**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for the remainder of 2019 and for the first meeting in 2020 will be held at **7:30 p.m.**, unless otherwise noted, at the Hightstown Firehouse at 140 North Main Street, Hightstown, on the following dates:

2019 SCHEDULED COUNCIL MEETING DATES

TUESDAY	January 22
MONDAY	February 4
TUESDAY	February 19
MONDAY	March 4
MONDAY	March 18
MONDAY	April 1
MONDAY	April 15
MONDAY	May 6

MONDAY	May 20
MONDAY	June 3
MONDAY	June 17
MONDAY	July 15
MONDAY	August 19
TUESDAY	September 3
MONDAY	September 16
MONDAY	October 7
MONDAY	October 21
MONDAY	November 4
MONDAY	November 18
MONDAY	December 2
MONDAY	December 16

2020 Meetings

WEDNESDAY, January 1 at 12 Noon Reorganization Meeting

Resolution 2019-05

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

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2019.

Resolution 2019-06

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

RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS FOR 2019

BE IT RESOLVED that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

	<u>Deputy Municipal Clerk</u>	
Margaret Riggio	1 yr.	December 31, 2019
	<u>Joint Insurance Fund Commissioner</u>	
Debra L. Sopronyi	1 yr.	December 31, 2019

<u>Alternate Joint Insurance Fund Commissioner</u>		
Margaret Riggio	1 yr.	December 31, 2019
<u>Assessment Search Officer</u>		
Debra L. Sopronyi	1 yr.	December 31, 2019
<u>Public Agency Compliance Officer (P.A.C.O.)</u>		
Debra L. Sopronyi	1 yr.	December 31, 2019
<u>Recycling Coordinator</u>		
Ken Lewis	1 yr.	December 31, 2019
<u>Clean Communities Coordinator</u>		
Ken Lewis	1 yr.	December 31, 2019
<u>Safety Coordinator</u>		
Ken Lewis	1 yr.	December 31, 2019
<u>Public Defender</u>		
Richard Kelly	1 yr.	December 31, 2019
<u>Alternate Public Defender</u>		
Gus Siggelakis	1 yr.	December 31, 2019
<u>Alternate Prosecutors</u>		
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2019
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2019
#3 – Bertha Scott, Esq.	1 yr.	December 31, 2019
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2019
#5 – Lenore Hannah, Esq.	1 yr.	December 31, 2019
#6 – Kim Lackin, Esq.	1 yr.	December 31, 2019
#7 – Jeff Rubin, Esq.	1 yr.	December 31, 201
<u>Zoning Officer</u>		
George Chin	1 yr.	December 31, 2019
<u>Housing Inspectors</u>		
George Chin	1 yr.	December 31, 2019
David Bell	1 yr.	December 31, 2019
<u>Building Inspector</u>		
George Chin	1 yr.	December 31, 2019
<u>Fire Protection Official</u>		
Chad Reed	1 yr.	December 31, 2019
<u>Summer Recreation Director</u>		
Larry Gunnell	1 yr.	December 31, 2019
<u>Borough Historian</u>		
Charles Stults III	1 yr.	December 31, 2019

	<u>Class I Officer</u>	
Chad Reed	1 yr.	December 31, 2019

	<u>Class II Officer</u>	
Joel Townsend	1 yr.	December 31, 2019

	<u>School Crossing Guards</u>	
Carl Jantz	1 yr.	December 31, 2019
Donna Reed	1 yr.	December 31, 2019
Roberto Rodriguez	1 yr.	December 21, 2019
Resolution 2019-07		

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

**ESTABLISHING 2019 SCHEDULE OF HOLIDAYS
AND BOROUGH BUSINESS HOURS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following will be considered the official holidays for the year 2019 and the first week of 2020:

January 1	New Years' Day (Tuesday)
January 21	Martin Luther King, Jr. Day (Monday)
February 18	Presidents Day (Monday)
April 19	Good Friday (Friday)
May 27	Memorial Day (Monday)
July 4	Independence Day (Thursday)
September 2	Labor Day (Monday)
October 14	Columbus Day (Monday)
November 11	Veterans Day (Monday)
November 28	Thanksgiving Day (Thursday)
November 29	Day after Thanksgiving (Friday)
December 25	Christmas Day (Wednesday)
January 1	New Years Day (Wednesday)

BE IT FURTHER RESOLVED that the official business hours for Borough offices will be 8:30 a.m. to 4:30 p.m. Monday through Friday, except as set forth above.

Resolution 2019-09

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
LEGAL SERVICES – FREDERICK C. RAFFETTO, ESQ.**

WHEREAS, there exists the need for professional legal services for 2019 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

WHEREAS, the Borough Council wishes to appoint Frederick C. Raffetto, Esq. of the firm Ansell Grimm & Aaron, Inc. of Ocean, New Jersey as Borough Attorney effective January 1, 2019; and

WHEREAS, the cost for the proposed services shall not exceed \$75,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, or until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, the firm of Ansell Grimm & Aaron, Inc. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Frederick Raffetto, Esq. regarding the above-referenced professional legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Ansell, Grimm & Aaron, Inc. is a firm whose attorneys are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-10

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
BOND COUNSEL AND REDEVELOPMENT LEGAL COUNSEL SERVICES –
EDWARD J. MCMANIMON III, ESQ.**

WHEREAS, there exists the need for professional bond counsel and redevelopment legal counsel services for 2019; and

WHEREAS, the Borough Council wishes to appoint Edward J. McManimon III, Esq. of the firm McManimon, Scotland & Baumann, LLC of Roseland, New Jersey as Bond Counsel and Redevelopment Counsel effective January 1, 2019; and

WHEREAS, the cost for the proposed services shall not exceed \$7,500.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, or until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, the firm of McManimon, Scotland & Baumann, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Edward J. McManimon III, Esq. regarding the above-referenced professional bond counsel and redevelopment counsel services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because McManimon, Scotland & Baumann, LLC is a firm whose attorneys are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-11

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
MUNICIPAL PROSECUTOR SERVICES – ROBERT H. YOSTEMBSKI, ESQ.**

WHEREAS, there exists the need for specialized Municipal Prosecutor services relative to the municipal court during 2019; and

WHEREAS, the Borough Council wishes to appoint Robert H. Yostembski, Esq. of Trenton, New Jersey as Municipal Prosecutor effective January 1, 2019; and

WHEREAS, the cost for the proposed services shall not exceed \$17,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, or until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, Robert H. Yostembski, Esq. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Robert H. Yostembski, Esq. regarding the above-referenced professional Municipal Prosecutor services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Robert H. Yostembski, Esq. is authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-12

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
ENGINEERING SERVICES – CARMELA ROBERTS**

WHEREAS, there exists the need for specialized engineering services during 2019; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2019; and

WHEREAS, the cost for the proposed services shall not exceed \$50,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, or until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, Roberts Engineering Group has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Carmela Roberts regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Roberts Engineering Group is a firm whose engineers are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-13

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER
STATE OF NEW JERSEY

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

WHEREAS, there exists the need for specialized municipal labor counsel services during 2019; and

WHEREAS, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Warren, New Jersey as Borough Labor Counsel effective January 1, 2019; and

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

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, or until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, Eric M. Bernstein, Esq. has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Eric M. Bernstein, Esq. regarding the above-referenced professional municipal labor counsel services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Eric M. Bernstein, Esq. is authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-14

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AUDITOR SERVICES – GERARD STANKIEWICZ, CPA, RMA, PSA (SAMUEL
KLEIN AND COMPANY)**

WHEREAS, there exists the need for specialized auditing services for the Borough for the year 2018; and

WHEREAS, it is the desire of Borough Council to appoint Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company of Freehold, New Jersey as Borough Auditor effective January 1, 2019; and

WHEREAS, the cost for the proposed services shall not exceed \$27,500.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company regarding the above-referenced professional auditor services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company is a firm whose auditors are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure

Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-15

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AFFORDABLE HOUSING LEGAL SERVICES – JOLANTA MAZIARZ, ESQ.**

WHEREAS, there exists the need for specialized affordable housing legal services during 2019; and

WHEREAS, the Borough Council wishes to appoint Jolanta Maziarz, Esq. of Ventura, Miesowicz, Keough & Warner, PC of Summit, New Jersey as the Affordable Housing Attorney effective January 1, 2019; and

WHEREAS, the cost for the proposed services shall not exceed \$10,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, Ventura, Miesowicz, Keough & Warner, PC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Jolanta Maziarz, Esq. regarding the above-referenced professional affordable housing legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Ventura, Miesowicz, Keough & Warner, PC is a firm who is authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-16

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
PLANNING SERVICES – BRIAN M. SLAUGH**

WHEREAS, there exists the need for professional Municipal Planning services for 2019; and

WHEREAS, the Borough Council wishes to appoint Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2019; and

WHEREAS, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$25,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and until a the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

WHEREAS, Clarke Caton Hintz has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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 Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Clarke Caton Hintz, LLC is a

firm whose municipal planners are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2019-17

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2019 -
BOARDS, COMMISSIONS AND COMMITTEES**

BE IT RESOLVED that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

Planning Board

Steve Misiura	1 yr.	December 31, 2019
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Environmental Commission

Gary Grubb	3 yrs.	December 31, 2021
Keith LePrevost	3 yrs.	December 31, 2021
Donna LePrevost Alt. #1	2 yrs.	December 31, 2020
Vacant	Ux. 2 yrs.	December 31, 2019

Housing Authority

Eva Teller	5 yrs.	December 31, 2023
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Board of Health

Dr. John Laudenberg	3 yrs.	December 31, 2021
Elizabeth Morley	3 yrs.	December 31, 2021
Edyth Duffy, Alt #1	2 yrs.	December 31, 2020
Vacant	Ux. 3 yrs.	December 31, 2020

Cultural Arts Commission

Michelle Jordan – Parks & Recreation	1 yr.	December 31, 2019
Vacant – Peddie School	1 yr.	December 31, 2019
Heather Lisk – School Staff	1 yr.	December 31, 2019
Daniel Trent (Artist)	3 yrs.	December 31, 2021
Carlos Fernandez (Art Appreciation)	3 yrs.	December 31, 2021
Cathy Tsao (Artist/Art Appreciation)	3 yrs.	December 31, 2021
Sue Howard – Alt. #2	1 yr.	December 31, 2019
Vacant (Art Appreciation)	Ux. 3 yrs.	December 31, 2019
Vacant (Alt. #1)	1 yr.	December 31, 2019

**BOROUGH OF HIGHTSTOWN
MAYOR'S APPOINTMENTS
JANUARY 1, 2019
Police Commissioner**

Councilmember Stults	1 yr.	December 31, 2019
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Planning Board

Bill Searing, Class II member	1 yr.	December 31, 2019
Raymond Cabot – Alt. #2	2 yrs.	December 31, 2020
Ryan Rosenberg	Ux. 4 yrs.	December 31, 2020

Historic Preservation Commission

Vacant (Class C)	Ux. 4 yrs.	December 31, 2020
Vacant (Alt. #1)	Ux. 2 yrs.	December 31, 2019
Vacant (Alt. #2)	2 yrs.	December 31, 2020

Parks & Recreation Commission

Jordan Adler	5 yrs.	December 31, 2023
Stephanie Span	Ux. 5 yrs.	December 31, 2021
Vacant (Alt. #2)	Ux. 5 yrs.	December 31, 2020

Resolution 2019-18

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

DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of the Hightstown that, in accordance with requirements of the Public Employee's Retirement System and the Policeman's and Fireman's Retirement System, Borough Chief Financial Officer George J. Lang is hereby designated as Certifying Agent for Pension Funds, and shall be responsible for processing and submitting all documents, as required, pertaining to the aforesaid retirement systems.

Resolution 2019-19

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

AUTHORIZING ISSUANCE OF INTERIM CHECKS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that authorization be given to the Chief Finance Officer to issue checks for the purpose of payroll and/or emergency payments between Council

meetings during 2019, and that these payments will appear on the bill list to be approved by the Mayor and Council at the next regularly scheduled Council meeting.

Resolution 2019-20

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

AUTHORIZING PETTY CASH FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk, the Finance Office and the Superintendent of the Wastewater Treatment Plant are authorized to be custodians of funds, as follows, for the purpose of petty cash expenditures:

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

Resolution 2019-21

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

AUTHORIZING 2019 TEMPORARY OPERATING BUDGET – CURRENT

WHEREAS, N.J.S.A. 40A:4-19 provides that:

“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.

The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”

; and

WHEREAS, 26.25 percent of the total appropriations in the 2018 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,758,571.93;

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

1. The 2019 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,758,300.00 for Operating and \$901,660.00 for Capital and Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Chief Financial Officer and Borough Auditor.

GENERAL GOVERNMENT

Administration Office	
Salaries and Wages	13,000.00
Other Expenses	1,400.00
Mayor & Borough Council	
Salaries and Wages	7,000.00
Other Expenses	1,200.00
Municipal Clerk	
Salaries and Wages	35,000.00
Other Expenses	4,500.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	
Salaries and Wages	43,000.00
Other Expenses	8,000.00
Grant Writing and Administration	
Other Expenses	6,000.00
Data Processing / IT	
Salaries and Wages	1,600.00
Other Expenses	15,000.00
Collection of Taxes	
Salaries and Wages	10,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Municipal Court	
Salaries and Wages	35,000.00
Other Expenses	5,000.00
Legal Services and Costs	
Other Expenses	70,000.00
Engineering Services & Costs	
Other Expenses	15,000.00
Historic Preservation Commission	
Other Expenses	400.00

LAND USE ADMINISTRATION

Planning Board	
Salaries and Wages	10,000.00
Other Expenses	15,000.00

INSURANCE

Insurance	
Insurance Deductibles	1,000.00
General Liability and Property	40,000.00

Worker's Compensation	50,000.00
Health Benefit Waiver	5,000.00
Employee Group Health	210,000.00

PUBLIC SAFETY FUNCTIONS

Police

Salaries and Wages	390,000.00
Other Expenses	45,000.00

Emergency Management Services

Other Expenses	500.00
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Fire Department

Other Expenses	10,000.00
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Uniform Fire Safety Act - Fire Official

Salaries and Wages	3,500.00
Other Expenses	4,000.00

First Aid Organization

Other Expenses	4,000.00
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Municipal Prosecutor

Other Expenses	4,000.00
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PUBLIC WORKS FUNCTIONS

Streets & Roads Maintenance

Salaries and Wages	60,000.00
Other Expenses	21,000.00

Snow Removal

Other Expenses	4,000.00
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Sanitation Solid Waste Collection

Salaries and Wages	15,000.00
Other Expenses	16,000.00

Buildings & Grounds

Salaries and Wages	17,000.00
Other Expenses	40,000.00

PUBLIC WORKS FUNCTIONS(continued)

Recycling

Salaries and Wages	27,000.00
Other Expenses	25,000.00

Vehicle Maintenance

Other Expenses	12,000.00
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Community Services Act

Other Expenses - Miscellaneous	10,000.00
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HEALTH AND HUMAN SERVICES

Board of Health (Health & Human Services)

Salaries and Wages	18,000.00
Other Expenses	4,000.00

Environmental Commission

Other Expenses	500.00
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PARKS AND RECREATION FUNCTIONS

Maintenance of Parks	
Salaries and Wages	11,000.00
Other Expenses	3,000.00
Parks & Recreation Commission	
Other Expenses	3,000.00

COMMON OPERATING FUNCTIONS

Postage, Shipping & Express	
Other Expenses	5,000.00
Celebration of Public Events	500.00

UTILITIES AND BULK PURCHASES

Electricity	
Other Expenses	15,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	12,000.00
Telephone / Telegraph	
Other Expenses	12,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	7,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	20,000.00

LANDFILL/SOLID WASTE

Landfill Disposal Costs	
Other Expenses	55,000.00
Recycling Tax	2,000.00

CODE ENFORCEMENT

Construction Official	
Salaries and Wages	31,000.00
Other Expenses	3,000.00
Housing Code Enforcement	
Salaries and Wages	13,000.00
Other Expenses	1,200.00

STATUTORY EXPENDITURES

Social Security	50,000.00
Defined Contribution Retirement Plan	2,000.00
Length of Service Awards	35,000.00

SHARED SERVICES AGREEMENTS

Senior Citizens Program Service Center	
Other Expenses	15,000.00
Landfill Disposal Costs(Roosevelt Borough)	10,000.00
East Windsor Dispatch	
Other Expenses	50,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00

Emergency Medical Services	12,000.00
Vehicle Maintenance Services	5,000.00

TOTAL TEMPORARY BUDGET **1,758,300.00**

CAPITAL APPROPRIATIONS

Capital Improvement Fund	30,000.00
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MUNICIPAL DEBT SERVICE

Payment of Bond Principal	630,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	236,660.00

TOTAL CAPITAL AND DEBT SERVICE **901,660.00**

Resolution 2019-22

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2019 TEMPORARY OPERATING BUDGET – WATER/SEWER

WHEREAS, N.J.S.A. 40A:4-19 provides that:

“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.

The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”

; and

WHEREAS, 26.25 percent of the total appropriations in the 2018 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$617,520.49.

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

1. The 2019 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$615,000.00 for Operating and \$415,000.00 for Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Chief Financial Officer and Borough Auditor.

**Borough of Hightstown
2019 Temporary Budget - Water/Sewer**

Appropriations for Water/Sewer Utility

Operating:

Salaries and Wages	205,000.00
Other Expenses	390,000.00

Statutory Expenditures:

Social Security (O.A.S.I.)	20,000.00
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TOTAL TEMPORARY BUDGET - WATER/SEWER	\$615,000.00
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DEBT SERVICE

Bond Principal	170,000.00
Bond Interest	45,000.00
Wastewater and Water supply Loans	200,000.00
TOTAL DEBT SERVICE	\$415,000.00

Resolution 2019-23

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

ADOPTING CASH MANAGEMENT PLAN

WHEREAS, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan ("the Plan") for the year 2019 which designates the depositories for Borough funds, outlines procedures for the handling thereof, and details other responsibilities with regard to Borough funds; and

WHEREAS, it is the desire of the Mayor and Council to formally adopt the Plan;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Cash Management Plan for the year 2019 which is attached hereto and made a part hereof is hereby adopted.

BOROUGH OF HIGHTSTOWN

County of Mercer, New Jersey

**Cash Management Plan
FY 2019**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits of otherwise invested in Permitted Investments

hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Accounts Payable Clerk, the Chief Financial Officer; Deputy Financial Officer, Business Administrator/Municipal Clerk; and/or the Mayor for the following accounts:
1. Current Fund
 - a. Current
 - b. Grant Fund
 2. Trust Funds
 - a. Builder's Performance Escrow
Planning and Zoning Board Escrow
Engineering Escrow
 - b. Law Enforcement Trust
 - c. Animal Trust Fund
 - d. Payroll
 - e. Public Defender
 - f. Unemployment Trust
 - g. Other Trusts
 3. General Capital
 - a. General Capital & various reserves to include arbitrage funds
 4. Water-Sewer Utility
 - a. Operating
 - b. Capital
- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Hightstown, Specifically:
1. Municipal Court - Authorized Signatory, Court Clerk and Municipal Judge
 - a. Fines Account
 - b. Bail Accounts
 2. Tax Collector - Authorized Signatory, Chief Financial Officer, Tax Collector or Accounts Payable Clerk, Deputy Financial Officer
 - a. Tax Collector (Lien) Trust

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHTSTOWN AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer, Deputy Financial Officer and Accounts Payable Clerk of the Borough of Hightstown are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

BANK OF NEW YORK
MORGAN STANLEY CHASE BANK
TD BANK
BCB BANK
WELLS FARGO BANK
FIRST CONSTITUTION BANK
PROVIDENT BANK
BANK OF PRINCETON
FULTON BANK
GARDEN STATE COMMUNITY BANK
NEW JERSEY ASSET & REBATE MANAGEMENT PROGRAM
NEW JERSEY CASH MANAGEMENT
PNC BANK
SANTANDER BANK
BANK OF AMERICA
SUN NATIONAL BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

V. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The preceding listed brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following

Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - b. the custody of collateral is transferred to a third party;
 - c. the maturity of the agreement is not more than 30 days;
 - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
 - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c. Which has:
 - Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility

with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed in accordance with statutory provisions. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming fiscal year. Upon review of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Salaries and Wages
- Postage
- Petty Cash Reimbursements
- Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

X. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Funds shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Funds Shall be maintained in accordance with N.J.S.A. 40A:5-21. Petty Cash Funds shall be maintained in the following amounts:

Finance	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

XI. BONDING

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer
Tax Collector
Borough Clerk
Municipal Court Administrator

Staff members of the Departments of Finance, Tax Collection and Municipal Court not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

XII. COMPLIANCE

The Cash Management Plan of the Borough of Hightstown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

XIII. REPORTING REQUIREMENTS.

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

Implementation of this section is dependent upon adequate staffing in the Finance Office.

XIV. TERM OF PLAN

This Plan shall be in effect from January 1, 2019 to December 31, 2019. Attached to this Plan is a resolution of the governing body of the Borough of Hightstown approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is/are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution 2019-24

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

ESTABLISHING THE RATE OF INTEREST CHARGED ON DELINQUENT TAXES

WHEREAS, N.J.S.A. 54:4-67 permits the Borough to establish by resolution the rate of interest to be charged for the non-payment of taxes or assessments on any installment which is not made within the tenth (10th) calendar day following the date upon which the same became due and payable; and

WHEREAS, Chapter 75, P.L. 1991, permits the Mayor and Council to establish a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior the end of the calendar year; and

WHEREAS, the Mayor and Council wish to continue the policies currently in effect with respect to delinquent taxes;

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

1. Pursuant to N.J.S.A. 54:4-67, the Mayor and Council hereby reaffirm that the following interest shall be charged for the non-payment of taxes or assessments on any installment which is not made before or within the tenth (10th) calendar day following the date upon which same become payable: Eight (8%) percent annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable and until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayers with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of paragraphs 1 and 2 herein shall remain in effect unless and until superseded by Borough resolution or ordinance.

Resolution 2019-25

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR BOROUGH ACCOUNTS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2019; and

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and that **all notes and drafts** of the Borough of Hightstown be signed in like manner by any two of said same officers:

Lawrence Quattrone, Mayor

Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer
 Monika Patel, Deputy Financial Officer
 Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the **payment of salaries and wages** from the accounts of the Borough of Hightstown:

Lawrence Quattrone, Mayor
 Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer
 Monika Patel, Deputy Financial Officer
 Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Animal Control Account**:

Lawrence Quattrone, Mayor
 Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer
 Monika Patel, Deputy Financial Officer
 Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Water & Sewer Operating Account**:

Lawrence Quattrone, Mayor
 Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer
 Monika Patel, Deputy Financial Officer
 Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Trust Accounts**:

Lawrence Quattrone, Mayor
 Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer
 Monika Patel, Deputy Financial Officer
 Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Unemployment Trust Fund**:

Lawrence Quattrone, Mayor
 Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer
 Monika Patel, Deputy Financial Officer
 Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Public Defender Account**:

Lawrence Quattrone, Mayor
 Janice Mohr-Kminek, Accounts Payable
 George J. Lang, Chief Financial Officer

Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Current Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Capital Funds** of the Borough of Hightstown:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Law Enforcement Trust Account**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Escrow Accounts (Subdivision Site Plan)**:

Lawrence Quattrone, Mayor
Janice Mohr-Kminek, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

BE IT FURTHER RESOLVED, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Tax Collector, and the Municipal Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

Resolution 2019-26

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

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, the governing body may delegate the power to award purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member; and

WHEREAS, in the interest of streamlining Borough operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Qualified Purchasing Agent to approve purchases, contracts and agreements through State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Qualified Purchasing Agent is hereby authorized to approve purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member without further action from Council, provided that funds are available to cover the expenditure. Purchase approvals made by the Qualified Purchasing Agent by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*

Resolution 2019-27

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

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP
FOR AUTOMOTIVE REPAIR SERVICES**

WHEREAS, with the adoption of Resolution 2008-35 on January 7, 2008, the Borough Council approved an Interlocal Service Agreement with Robbinsville Township for the provision of Automotive Repair Services, which has been renewed with the last renewal ending December 31, 2018; and

WHEREAS, the parties desire to enter into a successor Shared Services Agreement to continue the provision of these services to the Borough by Robbinsville for a one-year period, January 1, 2019 through December 31, 2019; and

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

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

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 Mayor is hereby authorized to execute and the Borough Clerk to attest the Shared Services Agreement on behalf of Hightstown.
2. That, in accordance with the aforementioned agreement, Hightstown hereby designates Frank Gendron, Police Chief, or his appointee, to schedule and be responsible for all repairs to police vehicles and Ken Lewis, Superintendent of Public Works, to schedule and be responsible for all repairs to all other Borough-owned vehicles.
3. That, in accordance with the aforementioned agreement, no repair in excess of \$350 shall be made by

Robbinsville unless specifically authorized by the designated Hightstown Borough Representative.

4. That the continuation of this agreement is contingent upon the availability of adequate funding in the Borough's 2019 budget.

Resolution 2019-28

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

**AUTHORIZING AN AGREEMENT WITH NJDOT FOR INSTALLATION OF A FLASHING BEACON
SYSTEM AT ROUTE NJ 33 AND GRAPE RUN ROAD**

WHEREAS, a traffic condition exists at the intersection of Route NJ 33 and Grape Run Rd, in the Borough of Hightstown, in the County of Mercer, which requires the installation of a Flashing Beacon System; and

WHEREAS, it is necessary to expedite the safe movement and conduct of pedestrian and vehicular traffic; and

WHEREAS, the State of New Jersey has indicated its willingness to install a Flashing Beacon System at said intersection; and

WHEREAS, the Borough Council approved a cost sharing agreement through Resolution 2018-230 dated December 2, 2018; and

WHEREAS, the State of New Jersey has proposed a form of Agreement pertaining to operation and maintenance of said Flashing Beacon System.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Clerk of Hightstown Borough, be and are hereby authorized to enter into an Agreement with the State of New Jersey, acting through its Commissioner of Transportation, for the purpose aforesaid, a copy of said Agreement being attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that the Mayor and Clerk of the Borough of Hightstown, be and hereby are authorized to execute said Agreement.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Musing

Thanked everyone for their support during the election. Congratulated Council President Misiura. Wished everyone a Happy New Year.

Councilmember Stults

Wished everyone a Happy New Year. Thanked everyone for their support. Congratulated Council President Misiura. Thanked Cristina Fowler for all she does for Downtown Hightstown. Looking forward to working together with everyone this year. Thanked former Councilmembers Hansen and Montferrat.

Councilmember Bluth

Thanked everyone for coming and wished everyone a Happy New Year. Stated that it is an honor to serve the Borough for another 3 years. She will miss Councilmembers Hansen and Montferrat. Looking ahead to moving forward this year.

Councilmember Misiura

Wished everyone a Happy New Year. Nice to see such a big turnout. Thanked the State and County Representatives and Mayor Mironov for attending. Redevelopment is moving in the right direction. Thanked Council for electing him as the Council President. It has been a pleasure to work with Councilmembers Hansen and Montferrat. It is an honor to serve Hightstown.

Mayor Quattrone

Mayor Quattrone read the following statement *“Good afternoon, Thank you everyone for coming today.*

As we close out 2018, I'd like to share a few of our successes and extend thanks to some important people that have helped our town over the last few years.

First, over the last 4 years, Hightstown was given nearly \$2.8M in grant money and was approved for \$173,000 in debt forgiveness. With this money, we were able to upgrade water and sewer utilities and complete many road improvements throughout the town and there are many more projects in the works.

Public Works has done some amazing things over the last 4 years, covering water main breaks, backups, street repairs, snow removal, and trash pick up to name a few. Their work directly impacts Hightstown beautification and we are grateful for their efforts. Based on historic workload trends, I see a need to increase manpower in this department. Thank you to Mr. Lewis and his team for all you do for Hightstown.

The Construction Office has put out 1,650 building permits for work to be done in Hightstown. Many of them are home improvement and add-ons, a sure sign that things are moving in the right direction.

Our Water Plant is also doing great. Their staff has risen to the challenge after losing Mr. Sean McGuire. All work on Well #2 is completed, the upgrades to the electrical is done, and the cost to run the plan is down.

The Waste Water Treatment Plant has also made some significant changes, specifically by adding a UV disinfectant which lowers the cost of our chemicals and does a better job overall.

Our Police Department has kept crime at an all-time low. Every street in Hightstown is patrolled on all shifts and patrols downtown and at the Housing Authority are conducted daily and we are seeing a huge difference. We are also using 2 message boards recently purchased in order to improve communication with our citizens. At this time, I am honored to reappoint Councilman Lee Stults as the Police Commissioner.

I'd be remised if I didn't extend special thanks to Hightstown's front office staff that works very hard to maintain our day to day operations as well as the quarterly newsletter we put in place in 2017. A special thanks to the front office team for maintaining our responsibility to the OPRA process which allows people to gain information through the Freedom of Information Action.

Finally, thank you to all our volunteers. Without their generous contributions of their time, energy, and expertise, our town wouldn't be what it is today. From the committees and commissions many of them participate in to keeping our downtown beautiful, these people are critical to what Hightstown has become...a wonderful place to live.

Looking ahead into the next 4 years and, most specifically, 2019, this council will select 2 additional members to

replace 2 council seats that are vacating, one Republican and one Democrat. Once again, I ask you not to pick an "R" or a "D", but to pick a "Hightstownian"...one who is willing to work to better this town every chance they can and not worry about party affiliation.

We will continue shared services with the surrounding towns and we will work to save money wherever it can be saved. We will have to find a new home for the Police Department and start work on the new Borough Hall. A pre-construction meeting is set up for the bridge over the dam and work should start in the Spring of 2019. The Mill Property is coming along well under the oversight of a new developer. With the new construction all around town, the number of people coming into the area will help the downtown in many ways.

2019 will, no doubt, be very busy, but we can get it done if we all work together.

In closing, I would like to thank Denny Hansen and Connor Montferrat for a job well done and a great attitude towards Hightstown. I will miss you both.

I would like to wish all a Happy New Year and the best of health in the coming years."

ADJOURNMENT

Councilmember Bluth moved to adjourn at 1:04 p.m.; Council President Misiura seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

ORDINANCE 2019-01

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ORDINANCE AMENDING THE LAND USE ORDINANCE OF THE BOROUGH OF HIGHTSTOWN TO ADD AFFORDABLE HOUSING PROCEDURAL AND ELIGIBILITY REQUIREMENTS, TO IMPLEMENT THE THIRD ROUND OF AFFORDABLE HOUSING IN ACCORDANCE WITH THE FAIR HOUSING ACT OF 1985

WHEREAS, the New Jersey Supreme Court and New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the Fair Housing Act, N.J.S.A. 52:27D-301, et seq. ("FHA") that every municipality in New Jersey has an affirmative obligation to facilitate the provision of low and moderate income housing; and

WHEREAS, the Mayor and Borough Council of the Borough of Hightstown are desirous of ensuring the proper implementation of the Fair Housing Act and associated rules through the adoption of land use regulations by the governing body; and

WHEREAS, the Borough of Hightstown desires to implement policies established by the New Jersey Supreme Court in In re N.J.A.C. 5:96 and 5:97, 221 N.J. 1, 30 (2015) (Mount Laurel IV) to foster affordable housing opportunities for the production of dwellings and their occupancy by low and moderate income households.

WHEREAS, the Mayor and Borough Council of the Borough of Hightstown recognize the need to adopt Affordable Housing Procedural and Eligibility Requirements within the Land Use Ordinance of the Borough of Hightstown to implement the Housing Element and Fair Share Plan; and

WHEREAS, the Planning Board of the Borough of Hightstown has reviewed and recommended the adoption of this ordinance.

NOW THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Hightstown, Mercer County, New Jersey, as follows:

Section 1. Article 28-2, entitled, Definitions and Word Usage, of the Zoning Ordinance of the Borough of Hightstown, shall be amended by adding the following definitions:

ADAPTABLE: Constructed in compliance with the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.

ADMINISTRATIVE AGENT: The entity responsible for the administration of affordable units in accordance with this ordinance, N.J.A.C. 5:93 and N.J.A.C. 5:80-26.1 et seq.

AFFIRMATIVE MARKETING: A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.15.

AFFORDABILITY AVERAGE: The average percentage of median income at which restricted units in an affordable housing development are affordable to low- and moderate-income households.

AFFORDABLE: A sales price or rent within the means of a very low, low- or moderate-income household as defined in N.J.S.A. 52:27D-304; in the case of an ownership unit, that the sales price for the unit conforms to the standards

set forth in *N.J.A.C. 5:80-26.6*, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in *N.J.A.C. 5:80-26.12*, as may be amended and supplemented.

AFFORDABLE DWELLING UNIT: A very low, low or moderate income dwelling unit.

AFFORDABLE DEVELOPMENT: A housing development all or a portion of which consists of income restricted units.

AFFORDABLE HOUSING DEVELOPMENT: A development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100% affordable development.

AFFORDABLE HOUSING PROGRAM: Any mechanism in a municipal Fair Share Plan prepared or implemented to address a municipality's fair share obligation.

AFFORDABLE RENTAL CHARGES: A monthly rent including utilities charged to an eligible very low, low or moderate income family which shall not exceed 30% of their monthly gross income as calculated by *N.J.A.C. 5:93-7.4(f)*.

AFFORDABLE UNIT: A housing unit proposed or created pursuant to the Act and approved for crediting by the Court and/or funded through an affordable housing trust fund.

AGE-RESTRICTED DEVELOPMENT: A residential development consisting housing units designed to meet the needs of, and exclusively for, the residents of an age-restricted segment of the population such that: 1), all the residents of the development wherein the unit is situated are 62 years of age or older; or 2), at least 80 percent of the units are occupied by one person who is 55 years of age or older; or 3), the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as "housing for older persons" as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

ALTERNATIVE LIVING ARRANGEMENT: A structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternative living arrangements include, but are not limited to: transitional facilities for the homeless; Class A, B, C, D and E boarding homes as regulated by the DCA; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

CERTIFIED HOUSEHOLD - A household that has been certified by an Administrative Agent as a very low-income, low-income household or moderate-income household.

DCA: The State of New Jersey Department of Community Affairs

DEFICIENT HOUSING UNIT: A housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load bearing structural systems.

DEVELOPMENT FEE: means money paid by a developer for the improvement of property as permitted in *N.J.A.C. 5:93-8*.

FAIR SHARE PLAN: The plan that describes the mechanisms, strategies and the funding sources, if any, by which the Borough proposes to address its affordable housing obligation as established in the Housing Element, including the draft ordinances necessary to implement that plan, and addresses the requirements of *N.J.A.C. 5:93-5*.

HOUSEHOLD: Persons, whether related or unrelated, living together in a single dwelling unit, with common access to and common use of all living and eating areas and all areas and facilities for the preparation and serving of food within the dwelling unit.

HOUSING ELEMENT or HOUSING PLAN ELEMENT: The portion of the Borough's Master Plan, required by the Municipal Land Use Law in *N.J.S.A. 40:55D-28b(3)* and the Act, that includes the information required by *N.J.A.C. 5:93-5.1* and establishes Hightstown's fair share obligation.

INCLUSIONARY DEVELOPMENT: A development containing both affordable units and market rate units. This term includes, but is not limited to: new construction, the conversion of a non-residential structure to residential use and the creation of new affordable units through the gut rehabilitation or reconstruction of a vacant residential structure.

LOW-INCOME HOUSEHOLD: A household with a total gross annual household income equal to 50 percent or less of the regional median household income by household size.

LOW-INCOME UNIT: A restricted unit that is affordable to a low-income household.

MAJOR SYSTEM: The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement or load bearing structural systems.

MARKET-RATE UNITS: Housing not restricted to low- and moderate-income households that may sell or rent at any price.

MEDIAN INCOME: The median income by household size for the applicable housing region, as updated annually according to a formula approved by the Court.

MODERATE-INCOME HOUSEHOLD: A household with a total gross annual household income in excess of 50 percent but less than 80 percent of the regional median household income by household size.

MODERATE-INCOME UNIT: A restricted unit that is affordable to a moderate-income household.

NON-EXEMPT SALE: Any sale or transfer of ownership other than the transfer of ownership between husband and wife; the transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary and the transfer of ownership by court order.

QUALIFIED PURCHASER OR RENTER: A person who:

- A. Submits an application for certification as a qualified purchaser or renter to the management of the unit;
- B. Whose gross aggregate family income at the time of the proposed purchase or rental of an affordable unit is within very low, low or moderate income levels, as defined herein; and
- C. Who obtains certification as a qualified purchaser or renter of an affordable unit from Hightstown Borough's Administrative Agent as set forth in this section.

RANDOM SELECTION PROCESS: A process by which currently income-eligible households are selected for placement in affordable housing units such that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized affordable unit (e.g., by lottery).

REFERRAL LIST, AFFORDABLE HOUSING: A register of eligible very low, low and moderate income households for which suitable units are not yet available.

REGIONAL ASSET LIMIT: The maximum housing value in each housing region affordable to a four-person household with an income at 80% of the regional median as defined by adopted/approved Regional Income Limits.

REHABILITATION: The repair, renovation, alteration or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, *N.J.A.C. 5:23-6*.

RENT: The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, rent does not include charges for food and services.

RESTRICTED UNIT: A dwelling unit, whether a rental unit or ownership unit, that is subject to the affordability controls of *N.J.A.C. 5:80-26.1*, as may be amended and supplemented, but does not include a market-rate unit financed under the Urban Homeownership Recovery Program (UHORP) or Market Oriented Neighborhood Investment (MONI) program.

UHAC: The Uniform Housing Affordability Controls set forth in *N.J.A.C. 5:80-26-1*, *et seq.*

VERY LOW-INCOME HOUSEHOLD: A household with a total gross annual household income equal to 30% or less of the median household income by household size.

VERY LOW-INCOME UNIT: A restricted unit that is affordable to a very low-income household.

WEATHERIZATION: Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors, and is considered a major system for rehabilitation.

Section 2. Article 28-17, Reserved, of the Zoning Ordinance of the Borough of Hightstown, shall be replaced in its entirety with a new article entitled, Affordable Housing Procedural and Eligibility Requirements, as follows:

28-17 AFFORDABLE HOUSING PROCEDURAL AND ELIGIBILITY REQUIREMENTS

28-17-1 Purpose and General Provisions.

1. The purpose of this Article is to implement the Uniform Housing Affordability Controls (“UHAC”, *N.J.A.C. 5:80-26.1 et seq.*, as they may be amended or superseded), the New Jersey Fair Housing Act (*N.J.S.A. 52:27D-301, et seq.*), extant rules of the NJ Council on Affordable Housing, and the Housing Element and Fair Share Plan of Hightstown Borough. This Article is designed to ensure that affordable housing created under the Fair Housing Act is occupied by low- and moderate-income households for the appropriate period of time. The words, phrases, and terms herein shall be interpreted to have the same meanings and usages as in the Fair Housing Act and related regulations. It is the further purpose of this Article to regulate the development and management of low- and moderate-income housing units constructed in compliance with these regulations.
2. All units, including those funded with Low Income Housing Tax Credits or other subsidy programs, shall include the required bedroom distribution and income distribution, shall be subject to affordability controls, and shall be affirmatively marketed in accordance with UHAC, with the exception that instead of 10% of all rental affordable units being affordable to households earning 35% of less of the regional median household income by household size, 13% of all rental affordable units shall be affordable to households earning 30% or less of the regional median household income by household size, and all other applicable law.
3. All new construction units shall be adaptable in conformance with *N.J.S.A. 52:27D-311a* and *-311b* and all other applicable law.

28-17-2 Affordable Housing Required.

1. Any residential development approved by the Planning Board of the Borough of Hightstown, including those developments consisting in whole or in part of beds counted as a residential dwelling, shall set aside dwelling units for persons of low and moderate income as defined in this Article. Unless otherwise stated or as may be required within specific zoning districts, the minimum set aside shall be 15% of the total number of units if the affordable units will be for rent and 20% of the total number of units if the affordable units will be for

sale. In assisted living residence developments, the set-aside shall be a minimum of 10% of the total number of units. At least half of all affordable units shall be affordable to low or very low income households. Except when part of a larger development of a tract zoned or otherwise permitted to be developed at a residential density of 6 units per acre or more, developments of single-family detached and/or duplex or two-family dwellings shall be exempt from the inclusionary development requirements of this section, but shall pay an affordable housing development fee. Properties shall not be permitted to be subdivided to avoid compliance with the inclusionary development requirements of this section.

2. All developers with sites identified for affordable housing pursuant to the most recent Housing Element and Fair Share Plan adopted by the Planning Board and Borough Council of Hightstown, according to their respective duties, shall provide affordable housing units in accordance with the plan. All development, whether residential, commercial, or industrial shall construct units or pay a development fee in accordance with this Article, except as otherwise exempted.
3. This requirement does not give any developer the right to any such rezoning, variance or other relief, or establish any obligation on the part of the Borough of Hightstown to grant such rezoning, variance or other relief.
4. This Borough-wide mandatory set-aside requirement does not supersede the effects or requirements of any inclusionary overlay zoning districts for any inclusionary multi-family residential development that occurs within the boundaries of those districts.
5. In the event that the inclusionary set-aside percentage (15% or 20%, as the case may be) of the total number of residential units does not result in a full integer, the developer may choose one of two options of addressing the fractional unit:
 - a. The developer shall round the set-aside upward to construct a whole additional affordable unit; or
 - b. If the set-aside includes a fractional unit less than 0.5, the developer may round the set-aside downward and construct the lesser whole number of affordable units, but must also make a payment in lieu of constructing the fractional additional unit ("fractional payment in lieu").
 - c. The fractional payment in lieu amount shall be calculated as the fractional unit multiplied by the payment in lieu amount of \$250,000.00, increased annually by the construction Consumer Price Index.
 - d. For example, if seven total units are developed at an inclusionary site, a 20% set-aside would require 1.4 affordable units. Per the requirements above:
 1. The developer may round up the 0.4 unit to one whole affordable unit and construct a total of two affordable units, in accordance with this section; or
 2. The developer may round the set-aside downward, construct only one affordable unit and pay into the Borough's affordable housing trust fund a fractional in lieu payment equal to the dollar amount established hereinabove multiplied by 0.4 units.

28-17-3 Borough Administrative Agent and Administrative Agent.

1. The Borough Council shall yearly appoint a Borough Administrative Agent to monitor sales and resales of affordable housing units, and the leasing of units to tenants. The Borough Administrative Agent may be the Municipal Housing Liaison, but is not required to be the same person.
2. The Borough Administrative Agent shall monitor the designated Administrative Agent of the developer in the initial sales and rental transactions for low- and moderate-income dwellings in accordance with *N.J.A.C. 5:80-26.14*, as it may be amended or superseded. The developer's Administrative Agent shall have all of responsibilities as put forth in this rule. After the initial sales and rental transactions, the Borough Administrative Agent, the activities of the Administrative Agent for any re-sales or re-rentals. If the Borough Administrative Agent is the Administrative Agent for the municipality, then he or she shall assume all of the duties and responsibilities set forth in *N.J.A.C. 5:80-26.14* following the initial renting, sales and occupancy

of low- and moderate-income dwellings. The affordability controls set forth in this chapter shall be administered and enforced by the Administrative Agent regardless of association. The primary responsibility of the Administrative Agent shall be to ensure that the restricted units are sold or rented, as applicable, only to low- and moderate-income households in accordance with the Fair Housing Act.

3. The Borough Council may establish a reasonable fee to program participants for the administration of the affordability controls program.
4. The Borough Council shall approve the credentials of any person who is an Administrative Agent by resolution prior to such person engaging in such work in the Borough of Hightstown.
5. The Administrative Agent, whether the Borough Administrative Agent, developer's agent, or a delegated agent, shall have the responsibility to income qualify low and moderate-income households, to place income eligible households in low- and moderate-income units upon initial occupancy, to provide for the initial occupancy of low- and moderate-income units with income qualified households, to continue to qualify households for re-occupancy of units as they become vacant during the period of affordability controls, to assist with advertising and outreach to low- and moderate-income households, and to enforce the terms of the deed restriction and mortgage loan. The Administrative Agent shall provide counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements and landlord/tenant law.
6. The Borough Administrative Agent shall coordinate his or her activities with any outside Administrative Agent to ensure the accurate tracking of the progress of affordable housing in the municipality, answer inquiries regarding affordable housing from the public or direct same to the appropriate official or agency, and comply with the affordable housing monitoring and reporting requirements of the state.
7. In order to ensure an orderly transfer of control responsibility from a municipality to an administrative agent, from one administrative agent to another administrative agent, or other transfer, the requirements as set forth in *N.J.A.C. 5:80-26.17* shall apply as are necessary before or during the transition. The Administrative Agent's enforcement responsibility for implementing such practices and procedures shall not be delegated or otherwise transferred to any other party, except to a successor administrative agent and as approved by the Borough Council.
8. By accepting state funds for affordable housing purposes, or by submitting to the jurisdiction of the NJ Council on Affordable Housing or its successor agency, the Borough of Hightstown shall be deemed to have delegated to the Administrative Agent the day-to-day responsibility for implementing practices and procedures designated to ensure effective compliance with the controls set forth in this Article. The governing body of the municipality, however, shall retain the ultimate responsibility for ensuring effective compliance with the requirements as set forth in UHAC and any settlement agreements pertaining to affordable housing matters.
9. The Borough Administrative Agent shall complete and return to the NJ Council on Affordable Housing (COAH), its successor, or court of competent jurisdiction all forms necessary for monitoring requirements related to dwelling units in affordable housing projects and the collection of development fees from residential and non-residential developers, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, barrier free escrow funds, rental income, repayments from affordable housing program loans, and any other funds collected in connection with the Borough of Hightstown's approved housing program, as well as to the expenditure of revenues and implementation of the approved plan.
10. The Borough Administrative Agent shall keep records of the affirmative marketing activities undertaken in accordance with the affirmative marketing plan established by any developer's administrative agent. The records shall include, but not be limited to, the following:
 - a. Electronic reporting of affordable housing activity; any required paper forms;
 - b. Copies of any press releases, brochures, flyers, print advertisements and application forms used in the affirmative marketing program.
 - c. The income and demographic characteristics of each household applying for and occupying income-restricted housing.
 - d. An evaluation of any necessary adjustments required to the affirmative marketing program as communicated by the Administrative Agent.

28-17-4 Submission of Affordable Housing Plan.

1. The developer of low- and moderate-income housing units shall submit to the Borough Administrative Agent a description of the means to be used to insure that the required low- and moderate-income units are sold or rented only to low- and moderate-income households for a period of not less than 30 years, that such units meet bedroom distribution and phasing requirements, and comports with the requirements of this Article pertaining to the provisions, leasing, selling and transferring units among eligible low- and moderate-income households.
2. The Affordable Housing Plan shall indicate how the developer will comply with the procedures of this Article for selecting occupants of low- and moderate-income housing and the required affirmative marketing requirements. The requirements for affirmative marketing are found in §28-17-16. Whenever a developer proposes a third party operator or manager of affordable housing units, the Borough Council shall specifically approve such operator and manager. The Borough Council may delegate this approval to the Borough Administrative Agent.
3. The following information shall promptly be provided to the Borough Administrative Agent by the developer or sponsor of any project containing any affordable units' subject to the requirements of this Article, upon the later of either final municipal land use approval or issuance of a grant contract by a governmental authority:
 - a. The total number of units in the project, and number of restricted units, broken down by bedroom size, identifying which are low- and which are moderate-income dwellings, and including street addresses of restricted dwellings;
 - b. Floor plans of all affordable dwellings, including complete and accurate identification of uses and dimensions of all rooms;
 - c. A project map identifying the locations of low- and moderate-income and market dwellings;
 - d. A list of project principals or partners, together with a list of all other affordable projects in which they have been involved over the previous five years;
 - e. Projected construction schedule;
 - f. Proposed pricing for all units, including any purchaser options and add-on items;
 - g. A list of all public funding sources and copies of grant or loan agreements for those sources;
 - h. Condominium fees or homeowner association and any other maintenance or other fees;
 - i. Estimated real property taxes for sale units;
 - j. Sewer, trash disposal and any other utility assessments;
 - k. Flood insurance requirement, if applicable;
 - l. A description of all HVAC systems;
 - m. Location of any common areas and elevators;
 - n. Proposed form of lease for any rental units;
 - o. The name of the person who will be responsible for official contact with the Borough Administrative Agent for the duration of the project;
 - p. The name and qualifications of the developer's administrative agent, if applicable; and
 - q. The State-approved Planned Real Estate Development public offering statement and/or master deed where available or applicable.
4. The developer shall submit the marketing plan to the Borough Administrative Agent at least 45 days prior to the advertising of the availability of the units. The Borough Administrative Agent will approve or modify the

plan within 30 working days of receipt of the plan or within such time as additionally granted by the developer.

28-17-5 Household Income Limitations.

1. The incomes of low- and moderate-income households occupying affordable housing shall not exceed the income limits as of January 1 of the current year.
2. Median Income Determination. Income limits for all units for which income limits are not already established through a federal program exempted from the Uniform Housing Affordability Controls pursuant to *N.J.A.C. 5:80-26.1* shall be updated by the Borough annually following the publication of determinations of median income by the U.S. Department of Housing and Urban Development (HUD) and calculation by the Affordable Housing Professionals of New Jersey in the absence of such calculation by COAH.
3. Affordable Housing Purchase or Rent. Very low-income housing units shall be reserved for households with a gross household income less than or equal to 30% of the median regional income. Very low-income households shall be considered a subset of low-income units. Of the number of very low-income households, at least 50% shall be for family households. Low-income housing units shall be reserved for households with a gross household income less than or equal to 50% of the median regional income. Moderate-income units shall be reserved for households with a gross household income more than 50% but equal to or less than 80% of the median income.
3. Assisted Living Facilities. Income determination and eligibility for assisted living facilities shall also comply with the New Jersey Housing and Mortgage Finance Agency's Assisted Living Underwriting Guidelines and Financing Policy, dated May 28, 1996, as it may be amended or superseded. The monthly fee for rent, meals, and basic services for the affordable units in the assisted living facility shall not exceed 80% of household income. For the purposes of this section, 62.5% of the fee shall be assumed to be for meals and basic services and 37.5% of the fee for rent.

28-17-6 Household Income Verification.

1. Any Administrative Agent shall secure the information from applicant households necessary and appropriate to determine that restricted dwellings are occupied by properly sized households with appropriate very low, low or moderate income levels. No household may be referred to a restricted dwelling, or may receive a commitment with respect to a restricted dwelling, unless that household has received a signed and dated certification, as set forth in this section, and has executed the certificate in the form provided.
2. Any Administrative Agent shall use a random selection process to select occupants of very low-, low- and moderate-income housing.
3. Any Administrative Agent shall prepare a standard form of certification and shall sign and date one for each household when certified. This certification shall be known as a Certificate of Eligibility and shall be a prerequisite for the purchase or rental of an income-restricted dwelling. An initial certification shall be valid for no more than 180 days unless a valid contract for sale or lease has been executed within that time period. In this event, certifications shall be valid until such time as the contract for sale or lease is ruled invalid and no occupancy has occurred. Certifications may be renewed in writing at the request of a certified household for an additional period of 180 days at the discretion of the Borough Administrative Agent or Administrative Agent.
4. When reviewing an applicant household's income to determine eligibility, any Administrative Agent shall compare the applicant household's total gross annual income to the regional very low-, low- and moderate-income limits then in effect, as approved by the court of competent jurisdiction. For the purposes of this subchapter, income includes, but is not limited to, wages, salaries, tips, commissions, alimony, regularly scheduled overtime, pensions, social security, unemployment compensation, Temporary Assistance for Needy Families (TANF), verified regular child support, disability, net income from business or real estate, and income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds and imputed income from non-income producing assets, such as equity in real estate.

5. Except as otherwise specifically stated in this subchapter, the sources of income considered by the Borough Administrative Agent or Administrative Agent shall be the types of regular income reported to the Internal Revenue Service and which is eligible to be used for mortgage loan approval. Household annual gross income shall be calculated by projecting current gross income over a 12-month period.
6. Assets not earning a verifiable income shall have an annual imputed interest income using a current average annual savings interest rate. Assets not earning income include, but are not limited to, present real estate equity. Applicants owning real estate shall produce documentation of a market value appraisal and outstanding mortgage debt. The difference shall be treated as the monetary value of the asset and the imputed interest added to income. If the applicant household owns a primary residence with no mortgage on the property valued at or above the regional asset limit, a Certificate of Eligibility shall be denied by the Borough Administrative Agent or Administrative Agent, unless the applicant's existing monthly housing costs (including principal, interest, taxes, homeowner and private mortgage insurance, and condominium and homeowner association fees as applicable) exceed 33% of the household's eligible monthly income.
7. Rent from real estate shall be considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance and reasonable property management expenses as reported to the Internal Revenue Service. Other expenses are not deductible. If actual rent is less than fair market rent, the Borough Administrative Agent or Administrative Agent shall impute a fair market rent.
8. Income does not include benefits, payments, rebates or credits received under any of the following:
 - a. Federal or State low income energy assistance programs;
 - b. Food stamps, payments received for foster care, relocation assistance benefits;
 - c. Income of live-in attendants, scholarships, student loans, and personal property, including but not limited to, automobiles; and
 - d. Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements, and part-time income of persons enrolled as full-time students.
 - e. Income, however, does include interest and other earnings from the investment of any of the foregoing benefits, payments, rebates, or credits.
9. Any Administrative Agent shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify the member's income, including income received by adults on behalf of minor children for their benefit. Household members 18 years of age or older who do not receive income must produce documentation of current status. Income verification documentation may include, but is not limited to, the following for each and every member of a household who is 18 years of age or older:
 - a. Four consecutive pay stubs, not more than 120 days old, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure;
 - b. Copies of Federal and State income tax returns for each of the preceding three tax years;
 - c. A letter or appropriate reporting form verifying monthly benefits such as Social Security, unemployment, TANF, disability or pension income (monthly or annually);
 - d. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support;
 - e. Income reports from banks or other financial institutions holding or managing trust funds, money market accounts, certificates of deposit, stocks or bonds; and
 - f. Evidence or reports of income from directly held assets such as real estate or businesses.
 - g. Court ordered payments for alimony or child support to another household, whether or not it is being paid regularly, shall be excluded from income for purposes of determining income eligibility.
10. At the discretion of the Borough Administrative Agent or Administrative Agent, households may also be required to produce documentation of household composition for determining the correct dwelling size and applicable median income guide.

11. Tenant Income Eligibility. In addition to the foregoing requirements, tenant income eligibility shall be in accordance with the median income limits of *N.J.A.C. 5:80-26.13*. Very low-income rental units shall be reserved for households with a gross household income less than or equal to 30% of the regional median household income by household size. Low-income rental units shall be reserved for households with a gross household income less than or equal to 50% of the regional median household income by household size. Moderate-income rental units shall be reserved for households with a gross household income less than 80% of the regional median household income by household size.
12. The Administrative Agent shall certify a household as eligible for a restricted rental unit when the household is a very low-income, low-income household or a moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35% (40% for age-restricted units) of the household's eligible monthly income as determined pursuant to *N.J.A.C. 5:80-26.16*, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:
 - a. The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;
 - b. The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
 - c. The household is currently in substandard or overcrowded living conditions;
 - d. The household documents the existence of assets with which the household proposes to supplement the rent payments; or
 - e. The household documents proposed third-party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the owner of the unit.
13. The applicant shall file documentation sufficient to establish the existence of the circumstances in -2.a through -2.e above with the Administrative Agent, who shall counsel the household on budgeting.

§ 28-17-7 Certificate of Eligibility, Waiting List and Selection

- A. If the household is found to be eligible for low- and moderate-income housing, they shall be issued a Certificate of Eligibility and placed on the affordable housing waiting list, except in the event that such a certificate is withheld or removed in accordance with this section. Eligible persons that live or work within the East Central Housing Region (Region 4) shall have preference over those that live or work in another housing region.
- B. Applicants shall be selected in the order in which their applications are certified and in accordance with the provisions of this section.
- C. Households remaining on a waiting list shall update its application no later than April 30 each year, including the most recent federal income tax return of each member of the proposed household and such other updated income and other information requested on the application.
- D. Households on the waiting list who have not submitted the required information by May 15 each year shall be notified by certified mail, mailed to the address on file that they have until June 30 of that year to provide the information or they shall be removed from the waiting list.
- E. Any household whose income or priority category has changed such that the household has become eligible for a different category of housing or priority list shall be placed on the appropriate list without penalty or favor as of the date of the original application.
- F. Any household whose income has increased to the degree that it is no longer eligible for low or moderate income housing shall be removed from the waiting list.

- G. If the Borough Administrative Agent or Administrative Agent has reason to believe that the information on file is erroneous or incomplete, he or she shall have the right to conduct an investigation and request any additional information deemed necessary to obtain accurate household information. If an applicant does not cooperate in such investigation or refuses to reply with the requested additional information within 30 days of said request, the applicant shall be removed from the list.
- H. All applications shall be notarized and certified complete and accurate. Anyone knowingly submitting incomplete, inaccurate, incorrect or false information may be removed from eligibility for very low-, low- and moderate-income dwellings. All information submitted to the Borough Administrative Agent or Administrative Agent for the purposes of determining applicant eligibility shall be strictly confidential and not considered a public record.
- I. Prior to the time of availability of a very low-, low- and moderate-income dwelling, the Borough Administrative Agent or Administrative Agent shall notify by certified mail the top three households on the waiting list for the type of dwelling available, its location and the estimated date it will be available. If a purchaser or tenant cannot be found from the top three households on the waiting list, notice shall be sent to the fourth, fifth, etc., household until a purchaser or tenant is found. The household shall, within 14 days of mailing, notify the Borough Administrative Agent or Administrative Agent, in writing, of its intent to occupy the dwelling and, if selected, its intent to comply with the requirements of paragraph –I, below, within 15 days. Any household which fails to respond to the notice or chooses to reject a specific dwelling by informing the Administrative Agent in writing, shall retain its priority and shall be notified of available dwellings in the future, except that if a household chooses to reject a dwelling or fails to respond three times, it shall be removed from the list and must reapply and re-qualify if it wishes to be placed on the list at a new qualified priority.
- J. At the time of notice to a household of the availability of an appropriate type of dwelling and if the household notifies the Administrative Agent of its intent to occupy the dwelling and that household is selected for occupancy, each household member shall update the records on file and recertify the accuracy of the information as required herein. Information shall be reviewed and the eligibility status reconfirmed. The household selected shall only at that point proceed to make the legal and financial arrangements to acquire or lease the dwelling.
- K. If a household selected for occupancy is unable to obtain financing, it shall lose its eligibility for that dwelling, after notice, but shall retain its priority status for a similar appropriate dwelling as other dwellings become available and as long as the household remains eligible. When notified of the availability of another dwelling, updating and recertifying data as outlined in Subsection –H above is required.
- L. A certificate of eligibility may be withheld by the Borough Administrative Agent or Administrative Agent as a result of an applicant's inability to demonstrate sufficient present assets for down payment or security deposit purposes.
- M. A certificate of eligibility may be withheld by the Borough Administrative Agent or Administrative Agent as a result of an applicant's inability to verify funds claimed as assets, household composition or other facts represented.
- N. A certificate of eligibility shall be denied by the Borough Administrative Agent or Administrative Agent as a result of any willful and material misstatement of fact made by the applicant in seeking eligibility.

28-17-8 Unit Standards and Requirements.

- A. In each affordable development, at least 50 percent of the restricted units within each bedroom distribution shall be very low and low-income units, while the remainder may be moderate-income units.
- B. Affordable developments that are not age-restricted shall be structured in conjunction with realistic market demands such that:
 - 1. The combined number of efficiency and one-bedroom units is no greater than 20 percent of the total low- and moderate-income units;

2. At least 30 percent of all low- and moderate-income units are two bedroom units;
 3. At least 20 percent of all low- and moderate-income units are three bedroom units; and
 4. The remainder, if any, may be allocated at the discretion of the developer.
- C. Age-restricted low- and moderate-income units may utilize a modified bedroom distribution. At a minimum, the number of bedrooms shall equal the number of age-restricted low- and moderate-income units within the affordable development. The standard may be met by creating all one-bedroom units or by creating a two-bedroom unit for each efficiency unit.
- D. In determining the initial rents and initial sales prices for compliance with the affordable average requirements for restricted units other than assisted living facilities, the following standards shall be used:
1. An efficiency shall be affordable to a one-person household;
 2. A one-bedroom dwelling shall be affordable to a one and one-half person household;
 3. A two-bedroom dwelling shall be affordable to a three-person household;
 4. A three-bedroom dwelling shall be affordable to a four and one-half person household;
 5. A four-bedroom dwelling shall be affordable to a six-person household.
 6. In referring certified households to specific income-restricted units, to the extent feasible and without causing an undue delay in occupying the dwelling, the Borough Administrative Agent shall strive to:
 - a. Provide an occupant for each unit's bedroom;
 - b. Provide children of different sex with separate bedrooms; and
 - c. Prevent more than two persons from occupying a single bedroom.
- E. Size of Units. The minimum size of affordable housing units, which is necessary to ensure the public health safety and welfare of its occupants, shall be as indicated in the following table.

Minimum Size of Affordable Housing Units.

Type of Unit	Minimum Size (gross square feet)
Efficiency	500
One-bedroom	600
Two-bedroom	750
Three-bedroom	900

- F. Certificates of Occupancy. The following additional requirements for the issuance of certificates of occupancy shall apply to inclusionary developments:
1. The initial issuance of certificates of occupancy for market units shall be linked to the issuance of certificates of occupancy for affordable units. Prior to the issuance of the certificates of occupancy for market units, certificates of occupancy for affordable units shall be required in the following minimum ratios:

Required Percentage of Affordable to Market Units

Percentage of Affordable Housing Units Completed	Allowed Percentage of Market Housing Units Completed
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0%	25%
10%	25% + 1
50%	50%
75%	75%
100%	90%

2. Each unit of affordable housing shall require a certificate of occupancy, which shall become void upon a change of owner or tenant.
 3. No certificate of occupancy shall be issued for a low- and moderate-income unit unless the provisions of *N.J.A.C. 5:93-9.3*, or superseding administrative code, are met.
- G. Unit Type and Household Size. The following housing type shall be used in determining affordability as it relates to household size:

Unit Type and Household Size

Unit Size	Household Size (persons)
Efficiency	1
One-bedroom	1.5
Two-bedroom	3
Three-bedroom	4.5
Four-bedroom	6

- H. Distribution of Low- and Moderate-Income Units. At least 50% of all units within each inclusionary development shall be affordable to low-income households. At least 50% of all rental units shall be affordable to low-income households. Of the total number of affordable housing units, 13% of the total shall be earmarked as very low-income units and shall be counted towards the minimum low-income requirement.
- I. Utilities and Heating Source. Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by the NJ Department of Community Affairs for its Section 8 program. Affordable units shall utilize the same type of heating source as market units within the affordable development.
- J. Appearance and Location. The facade of an affordable housing dwelling shall be indistinguishable from those of market units in terms of the use of exterior materials, windows, doors, reveal, roof pitch, color, or other material. Affordable housing units shall be fully integrated with market rate housing to the greatest extent feasible and shall have access to open space and site amenities comparable to that of market rate units.
- K. Tenure. For inclusionary developments with a single housing type, the affordable housing units shall have the same tenure as the market housing units.

28-17-9 Initial Selling and Renting Determinations.

- A. In establishing rents and sales prices of affordable housing units, the administrative agent shall follow the procedures as set forth in the Uniform Housing Affordability Controls.
- B. Required pricing stratification.

1. The maximum rent for affordable units within each affordable development shall be affordable to households earning no more than 60% of median income and the average rent for low- and moderate-income units shall be affordable to households earning no more than 52% of median income. The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low income and moderate income units, provided that at least 13% of all low- and moderate-income units shall be affordable to households earning no more than 30% of median income.
2. The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than 70% of median income. Each affordable development shall achieve an affordability average of 55% for restricted ownership units. In achieving this affordability average, moderate income ownership units shall be available for at least three different prices for each bedroom type, and low income ownership units shall be available for at least two different prices for each bedroom type.

C. Initial Pricing and Annual Increases of Affordable Dwellings.

1. Owner-occupied dwellings initial pricing. The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the dwelling, including principal and interest (based on a mortgage loan equal to 95% of the purchase price and the Federal Reserve H.15 rate of interest), taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed 28% of the eligible monthly income of the appropriate size household as determined under *N.J.A.C. 5:80-26.4*; provided, however, that the price shall be subject to the affordability average requirement as noted above.
2. Rental dwellings initial pricing. The initial rent for a restricted rental dwelling shall be calculated so as not to exceed 30% of the eligible monthly income of the appropriate household size as determined under *N.J.A.C. 5:80-26.4*, as may be amended and supplemented; provided, however, that the rent shall be subject to the affordability average requirement.
3. Owner-occupied dwellings annual increase. The price of owner-occupied low and moderate income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.
4. Rental dwellings annual increase. The rent of low and moderate income units may be increased annually based on the percentage increase in the Housing Consumer Price Index for the United States. This increase shall not exceed 9% in any one year. Rents for units constructed pursuant to low income housing tax credit regulations shall be indexed pursuant to the regulations governing low income housing tax credits.
5. Utilities. Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by the NJ Department of Community Affairs for its Section 8 program.

D. Price Restrictions for Restricted Ownership Units, Homeowner Association Fees and Resale Prices.

1. The initial purchase price for a restricted ownership dwelling shall be approved by the Borough Administrative Agent.
2. The Borough Administrative Agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the foregoing standards.
3. The method used to determine the condominium association fee amounts and special assessments shall be indistinguishable between the low- and moderate-income homeowners and the market homeowners.

- E. The owners of restricted ownership units may apply to the Borough Administrative Agent to increase the maximum sales price for the dwelling on the basis of eligible capital improvements. Eligible capital improvements shall be those that render the dwelling suitable for a larger household or the addition of a bathroom.

28-17-10 Affordability Controls for Ownership Units.

- A. The affordability control period for a restricted ownership dwelling shall commence on the date the initial certified household takes title to the dwelling.
- B. Each restricted ownership dwelling shall remain subject to the requirements of UHAC until the Borough of Hightstown elects to release the dwelling from such requirements pursuant to action taken in compliance with *N.J.A.C. 5:80-26.5(g)*. Prior to such municipal election, a restricted ownership dwelling shall remain subject to the requirements of *N.J.A.C. 5:80-26.5*, for a period of at least 30 years, and for a period of at least 10 years or the sale and repayment of any loan proceeds for owner-occupied units that were rehabilitated. Where a dwelling unit is entered into an extension of expiring controls program, the time period for the ownership restriction shall be at least 30 years from the date that the existing or prior restriction would have expired.
- C. The affordability control period for a restricted ownership dwelling shall commence on the date the initial certified household takes title to the dwelling.
- D. Each restricted ownership dwelling shall remain in compliance with and subject to the requirements of *N.J.A.C. 5:80-26.5* for control periods, *N.J.A.C. 5:80-26.6* for price restrictions, *N.J.A.C. 5:80-26.7* for buyer income eligibility, *N.J.A.C. 5:80-26.8* for limitations on indebtedness and subordination, *N.J.A.C. 5:80-26.9* for capital improvements, and *N.J.A.C. 5:80-26.10* for maintenance.
- E. Limitations on Indebtedness Secured by Ownership Dwelling; Subordination.
 - 1. Prior to incurring any indebtedness to be secured by a restricted ownership dwelling, the Borough Administrative Agent shall determine in writing that the proposed indebtedness complies with the provisions of this section.
 - 2. With the exception of original purchase money mortgages, during a control period neither an owner nor a lender shall at any time cause or permit the total indebtedness secured by a restricted ownership dwelling to exceed 95% of the maximum allowable resale price of that dwelling, as such price is determined by the Borough Administrative Agent in accordance with *N.J.A.C. 5:80-26.6(b)*.
- F. Capital Improvements to Ownership Units.
 - 1. The owners of restricted ownership units may apply to the Borough Administrative Agent to increase the maximum sales price for the dwelling on the basis of capital improvements made since the purchase of the dwelling. Eligible capital improvements shall be those that render the dwelling suitable for a larger household or that adds an additional bathroom. In no event shall the maximum sales price of an improved housing dwelling exceed the limits of affordability for the larger household.
 - 2. Upon the resale of a restricted ownership dwelling, all items of property that are permanently affixed to the dwelling or were included when the dwelling was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting) shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the Borough Administrative Agent at the time of the signing of the agreement to purchase. The purchase of central air conditioning installed subsequent to the initial sale of the dwelling and not included in the base price may be made a condition of the dwelling resale provided the price, which shall be subject to 10-year, straight-line depreciation, has been approved by the Borough Administrative Agent. Unless otherwise approved by the Borough Administrative Agent, the purchase of any property other than central air conditioning shall not be made a condition of the dwelling resale. The owner and the purchaser must personally certify at the time of closing that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at the time of or as a condition of resale.

G. Notice of Resale, Recapture Covenant and 95/5 Purchase Options.

1. The owner of the property is required to notify the Borough Administrative Agent by certified mail of any intent to sell the property 90 days prior to entering into an agreement for the first non-exempt sale of the Property after the conclusion of the period of affordability controls on restricted units in effect at the time the Property was first restricted as part of the Affordable Housing Program.
2. The municipal construction code official shall inspect the available affordable resale unit for construction and property maintenance code violation(s). The code official shall submit in writing to the owner and the Borough Administrative Agent a listing of the violation(s). The estimated cost of the repairs not completed by the owner prior to resale shall be deducted from the resale price. The cost of repairs not undertaken by the owner will be determined by estimator(s) and/or contractor(s) supplied by the Borough Administrative Agent and charged back to the seller.
3. Upon the first such non-exempt sale of the Property, 95% of the difference between, (i), the actual sale price; and (ii), the regulated maximum sales price that would be applicable were the period of affordability controls on restricted units still in effect, shall be paid at closing to the Borough of Hightstown; or, to the NJ Department of Community Affairs or NJ Housing and Mortgage Finance Agency, when acting as receiving agent for the municipality. Exempt sales shall be as listed in §28-17-13.
4. Such non-exempt sale is subject to the options provided for in *N.J.A.C. 5:80-26.20* (Option to buy 95/5 units), *N.J.A.C. 5:80-26.21* (Municipal Option on 95/5 units), *N.J.A.C. 5:80-26.22* (State Option on 95/5 Units), *N.J.A.C. 5:80-26.23* (Non-Profit Option on 95/5 Units), *N.J.A.C. 5:80-26.24* (Seller Option on 95/5 Units), *N.J.A.C. 5:80-26.25* (Municipal Rejection of Repayment Option on 95/5 Units) and *N.J.A.C. 5:80-26.26* (Continued Application of Options to Create, Rehabilitate or Maintain 95/5 Units) of UHAC.

28-17-11 Affordability Controls on Rental Dwellings.

- A. Each restricted rental dwelling shall remain subject to the requirements of UHAC until the Borough of Hightstown elects to release the dwelling from such requirement pursuant to action taken in compliance with *N.J.A.C. 5:80-26.11(e)*. Prior to such a municipal election, a restricted rental dwelling shall remain subject to the requirements of *N.J.A.C. 5:80-26.11*, for a minimum of 30 years, and for a period of at least 10 years or the sale and repayment of any loan proceeds for renter-occupied units that were rehabilitated.
- B. Each restricted rental dwelling shall remain in compliance with and subject to the requirements of *N.J.A.C. 5:80-26.11* for control periods, *N.J.A.C. 5:80-26.12* for restrictions on rents, and *N.J.A.C. 5:80-26.13* for tenant income eligibility.
- C. Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property, and the deed restriction shall be filed by the developer or seller with the records office of the County of Mercer. A copy of the filed document shall be provided to the Borough Administrative Agent within 30 days of the receipt of a Certificate of Occupancy.
- D. A restricted rental dwelling shall remain subject to the affordability controls of this Article, despite the occurrence of any of the following events:
 1. Sublease or assignment of the lease of the dwelling;
 2. Sale or other voluntary transfer of the ownership of the dwelling; or
 3. The entry and enforcement of any judgment of foreclosure.
- E. Rent Restrictions for Rental Units; Leases.
 1. A written lease shall be required for all restricted rental units, and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental dwelling shall be provided to the Borough Administrative Agent.

2. No additional fees or charges shall be added to the approved rent without the express written approval of the Borough Administrative Agent.
3. Application fees (including the charge for any credit check) shall not exceed 5% of the monthly rent of the applicable restricted dwelling and shall be payable to the Borough Administrative Agent to be applied to the costs of administering the controls applicable to the dwelling as set forth in this Article.

28-17-12 Accessibility Requirements.

The following barrier free accessibility and adaptability requirements shall apply to all new construction:

- A. The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the Barrier Free Sub-code, *N.J.A.C. 5:23-7*.
- B. All restricted townhouse dwellings and all restricted units in other multistory buildings in which a restricted dwelling is attached to at least one other dwelling shall have the following features:
 1. An adaptable toilet and bathing facility on the first floor;
 2. An adaptable kitchen on the first floor;
 3. An interior accessible route of travel on the first floor;
 4. An interior accessible route of travel shall not be required between stories within an individual dwelling;
 5. An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and
 6. An accessible entranceway in accordance with *N.J.S.A. 52:27D-311a*, et seq. and the Barrier Free Sub-code, *N.J.A.C. 5:23-7*, or evidence that the municipality has collected funds from the developer sufficient to make 10% of the adaptable entrances in the development accessible:
 - a. Where a dwelling has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling, an accessible entrance shall be installed.
 - b. To this end, the developer of restricted units shall deposit funds within the affordable housing trust fund of the Borough of Hightstown sufficient to install accessible entrances in 10% of the affordable units that have been constructed with adaptable entrances.
 - c. The funds deposited under sub-paragraph –(b) above shall be used by the Borough for the sole purpose of making the adaptable entrance of any affordable dwelling accessible when requested to do so by a person with a disability who occupies or intends to occupy the dwelling and requires an accessible entrance.
 7. The developer of the restricted units shall submit a design plan and cost estimate for the conversion from an adaptable to an accessible entrance to the Construction Code Official.
 8. Once the Construction Code Official has determined that the design plan to convert the unit entrances from adaptable to accessible meet the requirements of the Barrier Free Subcode, *N.J.A.C. 5:23-7*, and that the cost estimate of such conversion is reasonable, payment shall be made into the municipality's affordable housing trust fund by the Chief Financial Officer who shall ensure that the funds are deposited into the affordable housing trust fund and appropriately earmarked.
 9. Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that physical or environmental conditions of the site render it impracticable to meet the

requirements. Determinations of site impracticability shall be in compliance with the Barrier Free Subcode, *N.J.A.C. 5:23-7*.

28-17-13 Exempt Transactions.

- A. The following transactions shall be deemed "non-sales" for purposes of these regulations and the owner receiving title by virtue of any of the following transactions shall be entitled to a statement of exemption to the owner receiving title by virtue of any of the following transactions:
 - 1. Transfer of ownership of an affordable sales unit between husband and wife;
 - 2. Transfer of ownership of an affordable sales unit between former spouses ordered as a result of a judicial decree of divorce (and not including sales to third parties);
 - 3. Transfer of ownership of an affordable unit between family members as a result of inheritance;
 - 4. Transfer of ownership of an affordable unit through an executor's deed to a Class A beneficiary;
 - 5. Transfer of ownership of an affordable unit through an order of the Superior Court or other court, in a foreclosure proceeding or transfer in lieu of foreclosure after a foreclosure proceeding has commenced.
- B. Except for the income level of the family acquiring title by an exempt transaction, the exempt transfer will not eliminate any restrictions set forth herein including, but not limited to, the unit remaining the prime resident and the requirement for resale to low and moderate income families as applicable and all such restrictions shall remain in effect following the exempt transfer except as stated in subsection -A.5.
- C. Should a mortgagee acquire title pursuant to subsection -A.5 it may re-sell the unit to any family, regardless of income, with the municipality having the right of first refusal. The sales price to the municipality is the amount necessary to cure the foreclosure. This includes all principal and interest due to the mortgagee and other lien holders, repayment of equity to the owner prior to foreclosure and the costs of foreclosure. If the municipality does not purchase the unit, the mortgagee may sell the unit without any of the restrictions set forth in this section. The amount of the sale above that which is necessary to cure the foreclosure will be turned over to the municipality to be used for low and moderate income housing.

28-17-14 Leasing Restriction.

Initial and subsequent owners of affordable housing units shall occupy the dwelling as their principal residence. Rental or subleasing of the affordable housing unit is expressly forbidden.

28-17-15 Effect on Landlord and Tenant Relationship.

- A. Nothing in these rules should be construed to limit the rights and duties of the owner and tenant to maintain the dwelling in accordance with all appropriate New Jersey State or municipal construction and property maintenance codes.
- B. Notwithstanding anything to the contrary in this Article, any member of a household occupying a dwelling under this Article and subject to the regulations of the Borough of Hightstown is subject to eviction for any reasons allowed under applicable New Jersey law. The provisions of this Article are not intended to confer any additional rights or obligations on property owners or tenants other than those mandated by statute or required by the courts of the State of New Jersey or the duly adopted regulations of any of its agencies.

28-17-16 Affirmative Marketing for Affordable Housing.

- A. Purpose. The purpose of this Section is to establish administrative procedures to ensure a wide dissemination of knowledge of affordable housing units as they become available to the low and moderate income

population, and that the selection of tenants or homeowners, as the case may be, meets the requirements of UHAC.

- B. An Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital, or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer or sponsor of affordable housing. An Affirmative Marketing Plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region.
- C. Affirmative Marketing Requirements. Within the overall framework of the municipality's affirmative marketing program, all affordable housing units in Hightstown Borough shall be marketed in accordance with the provisions in this Section unless otherwise provided for in N.J.A.C. 5:80-26-1. An Affirmative Marketing Plan shall be created for each development that contains or will contain low and moderate income units, including those that are part of the Borough's prior round Housing Element and its current Housing Element and those that may be constructed in future developments not yet anticipated. This Affirmative Marketing Plan shall also apply to any rehabilitated units that are vacated and re-rented during the applicable period of controls for rehabilitated rental units when Hightstown is allocated a rehabilitation component.
- D. Plan Preparation. The Borough Administrative Agent or Administrative Agent shall prepare an Affirmative Marketing Plan for each affordable housing program, as applicable, comporting with N.J.A.C. 5:80-26.15, for review and approval by the Borough Administrative Agent. The Borough Administrative Agent of the Borough shall oversee the work of a developer's Administrative Agent provided that the person has been approved by the Borough Administrative Agent. Regardless of the drafting agent, the Affirmative Marketing Plan is intended to be used by developers of affordable housing restricted to low and moderate income households located within the municipality. The Administrative Agent responsible for specific affordable housing programs or developments shall ensure that the affirmative marketing of all affordable units is consistent with these provisions.
- E. Affirmative Marketing Implementation. The Affirmative Marketing Plan includes regulations for qualification of income eligibility, price and rent restrictions, bedroom distribution, affordability control periods, and unit marketing in accordance to N.J.A.C. 5:80-26. All newly created affordable units will comply with the thirty-year affordability control required by UHAC, N.J.A.C. 5:80-26-5 and 5:80-26-11. This plan will be adhered to by all private, non-profit or municipal developers of affordable housing units and will cover the period of deed restriction or affordability controls on each affordable unit. The Affirmative Marketing Plan for each affordable housing development shall meet the following minimum requirements:
 - 1. The Affirmative Marketing Plan shall provide a regional preference for all households that live and/or work in Housing Region 4, comprised of Mercer, Monmouth and Ocean Counties.
 - 2. Although the Borough has the ultimate responsibility for implementing all aspects of Hightstown's affordable housing program, the Administrative Agent designated by the Borough Administrative Agent shall assure that the affirmative marketing of all affordable units is consistent with the Affirmative Marketing Plan for the municipality.
 - 3. The Administrative Agent shall provide a list of counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
 - 4. The affirmative marketing process for available affordable units shall begin at least four months prior to the expected date of occupancy. Advertising and outreach shall take place during the first week of the marketing program and each month thereafter until all of the affordable units have been leased or sold.
 - 5. The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner, unless otherwise determined or agreed to by the Borough of Hightstown.
 - 6. The Affirmative Marketing Plan for each affordable housing development shall describe the media

to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Plan, the Administrative Agent shall consider the use of language translations where appropriate.

7. Applications for affordable housing shall be available in several locations, including, at a minimum, the County Administration Building and/or the County Library for each county within the housing region; the municipal administration building and the municipal library in Hightstown; and the developer's rental office. Applications shall be mailed to prospective applicants upon request.
8. The Borough Administrative Agent shall develop, maintain and update a list of community contact person(s) and/or organizations(s) in the Region 4 Housing Area for the use of the Borough and other Administrative Agents. In addition, the list shall also include Fair Share Housing Center, the New Jersey State Conference of the NAACP, the Latino Action Network, the Trenton, Greater Red Bank, Asbury Park/Neptune, Bayshore, Greater Freehold, Greater Long Branch Branches of the NAACP, Shiloh Baptist Church, and the Supportive Housing Association, which entities shall receive specific notice of all available affordable housing units along with copies of application forms. This list shall be updated periodically. The list shall contain organizations that will aid in the affirmative marketing program with particular emphasis on contacts with outreach to groups and individuals that are least likely to apply for affordable housing within the region. A representative sample of the organizations on the list not otherwise requiring specific notice herein shall be contacted as part of the affirmative marketing effort as approved by the Borough Administrative Agent.
9. The Affirmative Marketing Plan shall be approved by the Borough Administrative Agent prior to implementation.

28-17-17 Violations of Affordable Housing Regulations

- A. Upon the occurrence of a breach of any of the regulations governing the affordable dwelling by an owner, developer or tenant the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, municipal fines, a requirement for household recertification, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.
- B. After providing written notice of a violation to an owner, developer or tenant of a low- or moderate-income dwelling and advising the owner, developer or tenant of the penalties for such violations, the municipality may take the following action against the owner, developer or tenant for any violation that remains uncured for a period of 60 days after service of the written notice:
 1. The municipality may file a court action pursuant to *N.J.S.A. 2A:58-11* alleging a violation, or violations, of the regulations governing the affordable housing unit. If the owner, developer or tenant is found by the court to have violated any provision of the regulations governing affordable housing units the owner, developer or tenant shall be subject to one or more of the following penalties, at the discretion of the court:
 - a. A fine of not more than \$1,000.00 or imprisonment for a period not to exceed 90 days, or both. Each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not as a continuing offense;
 - b. In the case of an owner who has rented his or her low- or moderate-income dwelling in violation of the regulations governing affordable housing units, payment into the Borough of Hightstown's Affordable Housing Trust Fund of the gross amount of rent illegally collected;
 - c. In the case of an owner who has rented his or her low or moderate income unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the court.

2. The municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the Owner's equity or other interest in the dwelling, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a judgment of default of the first purchase money mortgage and shall constitute a lien against the low and moderate income unit.
 3. Such judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the County Sheriff, at which time the low and moderate income unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality, including attorney's fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.
- C. The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien upon the dwelling and any prior liens on the dwelling. The excess, if any, shall be applied to reimburse the Borough for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the Borough in full as aforesaid, the violating owner shall be personally responsible for the deficiency, in addition to any and all costs incurred by the Borough in connection with collecting said deficiency. The remainder, if any, up to a maximum of the amount the owner would be entitled to if he or she were to sell the dwelling as permitted by *N.J.S.A. 5:80-26.1 et seq.*, shall be placed in escrow by the Borough for the owner and shall be held in such escrow for a period of two years or until such time as the owner shall make a claim with the Borough for the same. Failure of the owner to claim said sum within the two-year period shall automatically result in a forfeiture of said remainder to the municipality and paid into the Affordable Housing Trust Fund. Any interest accrued or earned on the remainder while being held in escrow shall belong to and shall be paid to the Hightstown Borough Affordable Housing Fund whether the remainder is paid to the owner or forfeited to the Borough. Any excess funds derived over and above the sum due the owner shall be paid over to the Borough's Affordable Housing Trust Fund.
- D. Foreclosure by the municipality due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as the same apply to the low and moderate income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing dwelling. The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.
- E. If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the low- and moderate-income unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the low- and moderate-income unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess which would have been realized from an actual sale as previously described.
- F. Failure of the very low-, low- and moderate- income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser which may be referred to the owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low- and moderate-income unit as permitted by the regulations governing affordable housing units.
- G. The owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the owner.
- H. Right to Cure. The Borough may, at its option, advance and pay all sums necessary to protect, preserve and retain the dwelling as an affordable dwelling, subject to the terms of this Article. All sums so advanced and

paid by the Borough shall become a lien against said dwelling and shall have a higher priority than any lien except the first purchase money mortgage lien and liens by duly authorized government agencies. Such sums may include but are not limited to insurance premiums, taxes, assessments (public or private) and costs of repair necessary to bring the dwelling up to any and all applicable local, state or federal codes and liens which may be or become prior and senior to any first purchase money mortgage as a lien on the dwelling or any part thereof. If, in the event of a default or nonpayment by the owner of an affordable dwelling, any first mortgagee or other creditor of an owner of an affordable dwelling exercises its contractual or legal remedies available, the owner shall notify the Administrative Agent and the Borough Solicitor of the Borough, in writing, within 10 days of notification by the first mortgagee or creditor and no later than 10 days after service of any summons and complaint, and the Borough shall have the option to purchase, redeem or cure any default upon such terms and conditions as may be agreeable to all parties in interest and/or to acquire the first purchase money mortgage to the dwelling, thereby replacing the first mortgagee as the first mortgagee of the dwelling. The Borough shall have the same priority of lien as was held by the first mortgagee at the time the Borough acquires such first purchase money mortgage and shall have the right of subrogation with respect to any other claim or lien it satisfies or acquires.

I. Provisions for First Purchase Money Mortgagees.

1. The terms and restrictions of this section shall be subordinate only to a first purchase money mortgage lien on any affordable dwelling and in no way shall impair the first mortgagee's ability to exercise the contract remedies available to it in the event of default as set forth in the first purchase money mortgage. The first mortgagee and/or mortgage servicer shall serve written notice upon the Borough within 10 days after the first purchase money mortgage is two months in arrears and again within 10 calendar days of the filing of a complaint seeking foreclosure of the first purchase money mortgage held on an affordable dwelling. However, a judgment of foreclosure upon the property shall in no instance terminate the conditions and requirements of this Article maintaining the dwelling as an affordable, income-restricted residence.
2. The obligation of the first mortgagee and servicer to notify the Borough shall cease automatically and immediately upon the sale of the first purchase money mortgage to the Federal National Mortgage Association or in the secondary mortgage market, unless the rules and regulations or guidelines of the Federal National Mortgage Association are amended so as to not prohibit or exclude placing such obligation upon the holder of the mortgage or its service representative, in which case, an instrument duly evidencing the same shall be recorded with the Register of Deeds, Mercer County, New Jersey, before any such obligation shall exist. Provided that the first mortgagee is obligated to give the Borough the above-mentioned notices, the first mortgagee shall also serve written notice of any proposed foreclosure sale upon the Borough at least 30 days prior to the first scheduled date of such sale. The first mortgagee shall serve notice upon the Borough within 30 days of the sale of the first purchase money mortgage to the Federal National Mortgage Association or in the secondary mortgage market.
3. The Borough of Hightstown or any instrumentality designated by the Borough shall have the right to purchase any mortgage which is in default at any time prior to the entry of a foreclosure judgment or within the redemption period thereafter. Notification of a default and of the institution of a foreclosure action and of a sheriff's sale shall be served, in writing, upon the Borough Clerk and Municipal Attorney. The Borough of Hightstown shall at all times be considered a party in interest and shall have the right to be joined as a party defendant and/or shall have the right to intervene in any foreclosure action seeking foreclosure of a first mortgage and/or shall have the right to redeem and acquire the owner's equity of redemption or to acquire the dwelling from the owner upon such terms and conditions as may be determined by the Borough.
4. Surplus funds. In the event of a foreclosure sale by the holder of the first purchase money mortgage, the owner shall be personally obligated to pay to the Borough any excess funds, but only to the extent that such excess funds exceed the difference between what the owner could have resold his dwelling for under this Article at the time of the foreclosure sale and the amount necessary to redeem and satisfy the first purchase money mortgage debt, including costs of foreclosure and costs of

repairs necessary to bring the dwelling up to any and all applicable local, state or federal codes. For the purposes of this subsection, excess funds shall be the total paid to the sheriff in excess of the amount required to pay and satisfy the first purchase money mortgage, including the costs of foreclosure, even if junior creditors actually receive payment from said surplus funds to the exclusion of the owner. The Borough is hereby given a first priority lien, second only to the first mortgagee for any taxes or public assessments by a duly authorized governmental body up to the full amount of excess funds. This obligation of the owner to pay this full amount to the Borough shall be deemed to be a personal obligation of the owner of record at the time of the foreclosure sale, and the Borough is hereby empowered to enforce this obligation in any appropriate court of law or equity as though the same were a personal contractual obligation of the owner. Neither the first mortgagee nor the purchaser at the foreclosure sale shall be responsible or liable to the Borough for any portion of this excess. The Borough shall deposit any funds received in the Affordable Housing Trust Fund and use it for the purposes as set forth in the Housing Element and Fair Share Plan.

Section 3. Continuation. In all other respects, the Zoning Ordinance of the Borough of Hightstown shall remain unchanged.

Section 4. Severability. If any portion of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Zoning Ordinance as a whole, or any other part thereof.

Section 5. Repealer. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency only.

Section 6. Enactment. This Ordinance shall take effect upon the filing thereof with the Mercer County Planning Board after final passage, adoption, and publication by the Borough Clerk of the Borough of Hightstown in the manner prescribed by law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2019-33

*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 \$339753.31 from the following accounts:

Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>10,006.90</u>
Total		<u>\$339,753.31</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 January 22, 2019.

Debra L. Sopronyi
Borough Clerk

January 9, 2019
11:09 AM

Borough of Hightstown
Bill List By Vendor Name

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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	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
A0068 AIRPOWER INTERNATIONAL, INC.									
18-01941 12/18/18 SERVICE CONTRACT-- AIR TESTS									
1 SERVICE CONTRACT-- AIR TESTS	1,650.00	8-01-25-252-002-123	B Test Air Packs	R	12/18/18	12/31/18			N
Vendor Total:	1,650.00								
AMERI020 AMERICAN AQUATIC TESTING, INC.									
18-01632 10/30/18 INVOICE #9034									
1 7-DAY CHRONIC TOXICITY TEST	1,100.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		9034	N
Vendor Total:	1,100.00								
A0054 AQUA PRO-TECH LABORATORIES									
18-01633 10/30/18 INVOICE #8090095M LAB TESTING									
1 8090095-01 AMMONIA	38.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095M	N
2 8090095-02 OIL & GREASE	45.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095M	N
3 8090095-03 VO+15	150.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095M	N
4 8090095-04 FECAL COLIFORM	50.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095M	N
5 8090467-01 AMMONIA	38.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095M	N
6 8090467-02 FECAL COLIFORM	50.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095M	N
7 8090832-01 AMMONIA	38.00	8-09-55-501-002-532	B Outside Lab Testing	R	10/30/18	12/31/18		8090095	N
	409.00								
18-01806 11/30/18 INVOICE #8100023M									
1 LAB ID 810023-01 PAINT FILTER	112.50	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
2 LAB ID #810041-01 SL3A	340.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
3 LAB ID #810041-02 OIL & GREASE	45.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
4 LAB ID #810041-03 VO + 15	150.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
5 LAB ID #810041-04 ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		810023M	N
6 LAB ID #810041-04 FECAL	50.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
7 LAB ID #8100189-01 ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
8 LAB ID #8100207-01 AMMONIA	75.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
9 LAB ID #8100207-01 COD	75.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N
10 LAB ID #8100207-01 SULFATE	75.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18		8100023M	N

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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
A0054 AQUA PRO-TECH LABORATORIES				Continued											
18-01806 11/30/18 INVOICE #8100023M					Continued										
11	LAB ID#8100207-01	SULFUR	75.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
12	LAB ID #8100207-01	TABLE A	598.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
13	LAB ID #8100207-01	TCLP OIL &	75.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
14	LAB ID #8100244-01	AMMONIA	38.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
15	LAB ID #8100244-02	ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
16	LAB ID #8100244-02	FECAL	50.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
17	LAB ID #8100775-01	AMMONIA	38.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
18	LAB ID #8100775-02	ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
19	LAB ID #8100861-01	AMMONIA	38.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
20	LAB ID #8100861-02	ECOLI	60.00	8-09-55-501-002-532	B Outside Lab Testing	R	11/30/18	12/31/18						8100023M	N
			2,134.50												
18-01948 12/19/18 OUTSIDE LAB TESTING															
1	OUTSIDE LAB TESTING 11/1-11/21		1,037.02	8-09-55-501-002-532	B Outside Lab Testing	R	12/19/18	12/31/18						811028M	N
18-01949 12/19/18 OUTSIDE LAB TESTING 11/21/18															
1	OUTSIDE LAB TESTING 11/21/18		77.25	8-09-55-501-002-532	B Outside Lab Testing	R	12/19/18	12/31/18						8100207	N
Vendor Total:			3,657.77												
A0025 AT&T MOBILITY															
18-01974 12/27/18 CELL PHONES 11/13/18 -12/12/18															
1	CELL PHONES 11/13/18 -12/12/18		318.93	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	12/27/18	12/31/18						287258726345	N
2	CELL PHONES 11/13/18 -12/12/18		216.94	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	12/27/18	12/31/18						287258726345	N
3	CELL PHONES 11/13/18 -12/12/18		117.39	8-09-55-501-003-548	B Telephone-	R	12/27/18	12/31/18						287258726345	N
4	CELL PHONES 11/13/18 -12/12/18		90.16	8-09-55-501-003-545	B Telephone-W/S-VERIZON	R	12/27/18	12/31/18						287258726345	N
			743.42												
Vendor Total:			743.42												
BANK0005 BANK OF AMERICA															
18-02028 01/08/19 4715291206480579 12/31/18															
1	PHONE CASES		59.89	8-09-55-501-002-503	B Sewer Plant Maintenance	R	12/31/18	12/31/18						715291206480579	N
2	PHONE HOLSTERS		59.93	8-09-55-501-001-549	B Miscellaneous	R	12/31/18	12/31/18						715291206480579	N
3	PHONE HOLSTERS		59.93	8-01-26-290-001-199	B Miscellaneous	R	12/31/18	12/31/18						715291206480579	N
4	MOBILE PHONES		82.11	8-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	12/31/18	12/31/18						715291206480579	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	Exc1
BANK0005 BANK OF AMERICA										
Continued										
18-02028 01/08/19 4715291206480579 12/31/18		Continued								
5 MOBILE PHONE CASES	79.96	8-01-25-240-001-036		B Office Supplies & Equipment	R	12/31/18	12/31/18		715291206480579	N
6 CULTURAL ARTS	198.80	8-01-28-373-002-199		B MISCELLANEOUS-CULTURAL ARTS	R	12/31/18	12/31/18		715291206480579	N
7 CULTURAL ARTS	274.47	8-01-28-373-002-199		B MISCELLANEOUS-CULTURAL ARTS	R	12/31/18	12/31/18		715291206480579	N
8 CULTURAL ARTS	85.51	G-02-41-761-000-000		B Mercer County Local Arts Grant	R	12/31/18	12/31/18		715291206480579	N
9 MUZZLE BRACKET	33.85	8-01-25-240-001-117		B Ammunition & Target Practice	R	12/31/18	12/31/18		715291206480579	N
10 TABLET	887.91	8-01-25-256-002-048		B FIRE PREVENTION	R	12/31/18	12/31/18		715291206480579	N
11 HP ORDER	250.55	8-01-25-256-002-048		B FIRE PREVENTION	R	12/31/18	12/31/18		715291206480579	N
12 BROWNELLS	207.95	8-01-25-240-001-117		B Ammunition & Target Practice	R	12/31/18	12/31/18		715291206480579	N
13 CULTURAL ARTS STEEL CHAFERS	129.99	G-02-41-761-000-000		B Mercer County Local Arts Grant	R	12/31/18	12/31/18		715291206480579	N
14 STAPLES PEN	8.84	8-01-20-125-001-036		B Office Supplies	R	12/31/18	12/31/18		715291206480579	N
15 TABLET	511.09	8-01-20-125-001-036		B Office Supplies	R	12/31/18	12/31/18		715291206480579	N
	<u>2,930.78</u>									

Vendor Total: 2,930.78

B0921 BRITTON INDUSTRIES, INC

18-01885 12/12/18 YARD WASTE DISPOSAL										
1 INV. 0317107 - YD WSTE DISP	189.08	8-01-26-311-001-168	B	Yardwaste	R	12/12/18	12/31/18		0317107	N
2 INV. 0320128 - YD WSTE DISP	90.87	8-01-26-311-001-168	B	Yardwaste	R	12/12/18	12/31/18		0320128	N
	279.95									

Vendor Total: 279.95

C0396 CAVANAUGH'S, INC.

18-01921 12/14/18 MONTHLY PEST SERVICE										
1 INV. 723520 - PEST SERVICE	20.00	8-01-26-310-001-029	B	Maintenance Contracts	R	12/14/18	12/31/18		723520	N
2 INV. 7235201 - PEST SERVICE	20.00	8-01-26-310-001-029	B	Maintenance Contracts	R	12/14/18	12/31/18		723521	N
	40.00									

Vendor Total: 40.00

C0067 CENTRAL JERSEY POWER

18-01888 12/12/18 FUEL TANK CAP										
1 INV. 153317 - FUEL TANK CAP	9.20	8-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	12/12/18	12/31/18		153317	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	Exc1						
C0067 CENTRAL JERSEY POWER Continued																	
18-01888	12/12/18	FUEL TANK CAP		Continued													
2 INV. 153435 - EXCHANGE OF FUEL			3.80	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	12/12/18	12/31/18		153435	N						
			13.00														
Vendor Total:			13.00														
CGPH0005 CGP&H																	
18-01959	12/20/18	INVOICE 35167 DATED 11/30/18															
1 INVOICE 35167 DATED 11/30/18			338.00	8-01-20-136-001-029	B GRANT WRITING	R	12/20/18	12/31/18		35167	N						
Vendor Total:			338.00														
C0058 CINTAS CORPORATION #061																	
18-00204	02/05/18	JANUARY INVOICES AS FOLLOWS:		B													
55 INV 061771768 DATED 12/7/18			133.87	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/05/18	12/31/18		061771768	N						
56 INV 161776076 DATED 12/14/18			133.87	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/05/18	12/31/18		061776076	N						
57 INV 061780291 DATED 12/21/18			133.87	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/11/18	12/31/18		061780291	N						
58 INV 061784533 DATED 12/28/18			133.87	8-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/11/18	12/31/18		061784533	N						
			535.48														
18-01803	11/30/18	GLOVES															
1 XL BLACK NITRILE GLOVES			65.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	11/30/18	12/31/18			N						
Vendor Total:			600.48														
CLARK005 CLARKE CATON HINTZ																	
18-02004	01/02/19	#73915/12/14/18-Review Appl.															
1 #73915/12/14/18-Review Appl.			2,303.40	2018-04	P Senior Living Facility	R	12/31/18	12/31/18		#73915	N						
18-02005	01/02/19	#73913/12/14/18 - Zoning															
1 #73913/12/14/18 - Zoning			936.06	8-01-21-180-001-105	B General Planning-Consulting	R	12/31/18	12/31/18		#73913	N						
Vendor Total:			3,239.46														
COMCA005 COMCAST BUSINESS																	
18-02009	01/02/19	8499052440157826 12/23/18															
1 8499052440157826 12/23/18			107.97	8-09-55-501-002-545	B Internet Services	R	12/31/18	12/31/18		499052440157826	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
C0100 CRANBURY CUSTOM LETTERING INC											
18-01776	11/26/18	LETTERING FOR MESSAGE BOARDS									
1		LETTERING FOR MESSAGE BOARDS	65.00	8-01-25-240-001-116	B Traffic Bureau	R	11/26/18	12/31/18			N
Vendor Total:			65.00								
C0087 CUSTOM BANDAG, INC											
18-02007	01/02/19	ELECTRIC 11/2/18-12/3/18									
1		ELECTRIC 11/2/18-12/3/18	1,105.91	8-01-31-430-001-071	B Electric-Borough Hall	R	12/31/18	12/31/18		11/2-12/31/18	N
Vendor Total:			1,105.91								
C0088 CUSTOM ENVIRONMENTAL TECH, INC											
18-00211	02/07/18	ZETA LYTE 1A BLANKET 2018		B							
7		INV 5253 DATED 12/21/18	1,532.85	8-09-55-501-002-554	B ZETA LYTE 1A POLYMER	R	02/07/18	12/31/18		5253	N
Vendor Total:			1,532.85								
E0215 ENCHANTMENT AT HIGHTSTOWN, LLC											
18-01933	12/17/18	STREET LIGHTING REIMBURSEMENT									
1		STREET LIGHTING 2015	881.23	8-01-55-001-000-025	B ACCOUNTS PAYABLE	R	12/17/18	12/31/18		2015 LIGHTS	N
2		STREET LIGHTING 2016	888.73	8-01-55-001-000-025	B ACCOUNTS PAYABLE	R	12/17/18	12/31/18		2016 LIGHTS	N
			1,769.96								
Vendor Total:			1,769.96								
Q0176 EUROFINS QC, INC											
18-01883	12/12/18	WATER ANALYSIS									
1		INV 1958321 - WATER ANALYSIS	179.75	8-09-55-501-001-532	B Outside Testing/Labs	R	12/12/18	12/31/18		1958321	N
2		INV 1958222 - WATER ANALYSIS	108.75	8-09-55-501-001-532	B Outside Testing/Labs	R	12/12/18	12/31/18		1958222	N
3		INV 1958983 - WATER ANALYSIS	77.50	8-09-55-501-001-532	B Outside Testing/Labs	R	12/12/18	12/31/18		1958983	N
4		INV 1959717 - WATER ANALYSIS	108.75	8-09-55-501-001-532	B Outside Testing/Labs	R	12/12/18	12/31/18		1959717	N
5		INV 1959870 - WATER ANALYSIS	50.00	8-09-55-501-001-532	B Outside Testing/Labs	R	12/12/18	12/31/18		1959870	N
			524.75								
18-01994 12/31/18 WATER ANALYSIS											
1		INV. 1960275 - WATER ANALYSIS	714.00	8-09-55-501-001-532	B Outside Testing/Labs	R	12/31/18	12/31/18		1960275	N
2		INV. 1961111 - WATER ANALYSIS	179.75	8-09-55-501-001-532	B Outside Testing/Labs	R	12/31/18	12/31/18		1961111	N

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Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
Q0176 EUROFINS QC, INC Continued											
18-01994	12/31/18	WATER ANALYSIS		Continued							
3 INV.	1961289	- WATER ANALYSIS	108.75	8-09-55-501-001-532	B Outside Testing/Labs	R	12/31/18	12/31/18		1961289	N
4 INV.	1961815	- WATER ANALYSIS	108.75	8-09-55-501-001-532	B Outside Testing/Labs	R	12/31/18	12/31/18		1961815	N
			1,111.25								
Vendor Total:			1,636.00								
FEDEX015 FEDEX											
18-01960	12/20/18	6-330-90121/ACCT#1410-0149-3									
1	6-330-90121/ACCT#1410-0149-3		13.96	8-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	12/20/18	12/31/18		1410-0149-3ACCT	N
Vendor Total:			13.96								
FIREA005 FIRE APPARATUS REPAIR, INC.											
18-01851	12/10/18	INV 14523 DATED 12/10/18									
1 INV	14523 DATED 12/10/18		910.00	8-01-25-252-002-056	B Fire & Other Safety Equipment	R	12/10/18	12/31/18		14523	N
18-01901	12/12/18	INV 14466									
1 INV	14466		92.00	8-01-25-252-002-056	B Fire & Other Safety Equipment	R	12/12/18	12/31/18		14466	N
18-01945	12/19/18	INV 14549 OIL SAMPLE TEST									
1 INV	14549 OIL SAMPLE TEST		86.00	8-01-25-252-002-121	B Preventive Maintenance	R	12/19/18	12/31/18		14549	N
Vendor Total:			1,088.00								
F0909 FLOWTECH, LLC											
18-01656	10/30/18	FLOW METER CALIBRATION									
1	FLOW METER CALIBRATIONS RAW		275.00	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/30/18	12/31/18			N
Vendor Total:			275.00								
G0017 GALLAGHER CODE MANAGEMENT											
18-01865	12/11/18	SEPT TO NOV. CODIFICATION SVCS									
1	SEPT TO NOV. CODIFICATION SVCS		825.00	8-01-20-140-001-060	B Internet Services and Web Services	R	12/11/18	12/31/18			N
Vendor Total:			825.00								

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
GEETA005 GEETANJALI JAIN					
18-02021 01/04/19 MILEAGE 10/1/18-12/31/18					
1 MILEAGE 10/1/18-12/31/18	739.95 8-01-27-330-001-045 B Mileage/Travel	R	12/31/18	12/31/18	10/1/18-12/31 N
Vendor Total:	739.95				
M0714 GENSERVE, INC.					
18-01417 09/24/18 EMERGENCY GENERATOR REPAIRS					
1 EMERGENCY GENERATOR REPAIRS	4,999.00 8-09-55-501-001-511 B Generator/Engine Maintenance (B)	R	09/24/18	12/31/18	N
18-01458 10/03/18 GENERATOR REPAIR - WTP					
1 INV. 01056997-IN	351.00 8-09-55-501-001-503 B Water Plant Maintenance	R	10/03/18	12/31/18	0156997 N
18-01469 10/03/18 INVOICE #0157506					
1 B SERVICE PENNSAUKEN	190.00 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		10/03/18	12/31/18	0157506 N
18-01547 10/15/18 CONTRACTUAL GENERATOR SERVICE					
1 INV. 0157783-IN	130.00 8-09-55-501-001-511 B Generator/Engine Maintenance (B)	R	10/15/18	12/31/18	0157783 N
18-01925 12/14/18 INVOICE #0161034-IN					
1 TRAVEL TIME- PENNSAUKEN	438.75 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
2 REGULAR TIME- PENNSAUKEN	380.25 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
3 TRAVEL TIME- PENNSAUKEN	117.00 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
4 ITEM #47715K24 CHECK VALVE	76.58 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
5 ITEM #47865K24 3/4 BALL VALVE	26.72 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
6 ITEM #44615K455 3/4" X 3	3.08 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
7 ITEM #4457K229 3/4 X 16"	17.52 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
8 ITEM #44605K115 3/4 90	4.98 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
9 ITEM #54765K23 5' FUEL HOSE	44.40 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/14/18	12/31/18	0161034 N
	1,109.28				
18-02023 12/31/18 INV 0154219-IN					
1 INV 0154219-IN A SERVICE	535.00 8-09-55-501-002-511 B Generator/Engine Maintenance Agreemt (B) R		12/31/18	12/31/18	INV 0154219-IN N
Vendor Total:	7,314.28				

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	Item	Description	Amount	Charge	Account	Acct Type Description		Enc Date	Date	Date Invoice	Excl
G1077 GEORGE S. COYNE CO., INC.											
18-00088	01/23/18	LIME HI-CALC BLANKET			B						
11 INV	304300	DATED 12/31/18	1,103.50	8-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	08/10/18	12/31/18	304300	N
18-00162 01/29/18 BLANKET FOR WATER PLANT LIME											
13 INV	303081		1,910.00	8-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	11/27/18	12/31/18	303081	N
18-00163 01/29/18 FLUORIDE BLANKET- WATER PLANT											
11 INV	303082	DATED 12/6/18	798.63	8-09-55-501-001-528	B	Fluorosilic Acid-	R	08/10/18	12/31/18	303082	N
Vendor Total:			3,812.13								
G0115 GILMARTIN, ROBERT D.											
18-01914	12/14/18	SEPT TO DEC 2018 BOE									
1 SEPT TO DEC 2018	BOH REC SECY		387.04	8-01-27-330-001-039	B	Recording Secty.	R	12/14/18	12/31/18	SEPT TO DEC BOH	N
Vendor Total:			387.04								
G0185 GRAINGER, INC.											
18-01946	12/19/18	CHECK VALVES RAW PUMP WET WELL									
1 CHECK VALVES RAW PUMP WET WELL			27.64	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	12/19/18	12/31/18		N
Vendor Total:			27.64								
GRET005 GRETCHEN GILROY											
18-02006	01/02/19	MILEAGE 11/2-12/31/18									
1 MILEAGE 11/2-12/31/18			183.34	8-01-20-176-000-045	B	MILEAGE	R	12/31/18	12/31/18	11/2-12/31 MLG	N
Vendor Total:			183.34								
H0081 H. KENDALL WALTON											
18-01952	12/19/18	2 PAIR WORK BOOTS									
1 2 PAIR WORK BOOTS			93.94	8-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/19/18	12/31/18		N
Vendor Total:			93.94								

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Item Description		Amount	Charge Account	Acct Type Description							
H 85 HACH CO.											
18-01950	12/19/18	QUOTE81842 HYDROXYLAMINE HYDRO									
1	QUOTE81842	HYDROXYLAMINE	16.81	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/19/18	12/31/18		11269909	N
Vendor Total:		16.81									
HAMIL005 HALDEMAN FORD/SUBARU											
18-01892	12/12/18	CAR 10 - ENGINE REPLACEMENT									
1	CAR 10 -	ENGINE REPLACEMENT	7,411.11	8-01-26-315-001-131	B Vehicle Maint. - Police	R	12/12/18	12/31/18			N
2	CAR 10 -	REBATE/COUPON	1,000.00	8-01-26-315-001-131	B Vehicle Maint. - Police	R	12/12/18	12/31/18			N
		6,411.11									
Vendor Total:		6,411.11									
H0276 HARTER EQUIPMENT, INC.											
18-01998	12/31/18	REPAIR JD310SE									
1	INV. S72090 -	PRESSURE RELIEV	469.77	8-01-26-290-001-039	B General Machinery Parts	R	12/31/18	12/31/18		S72090	N
Vendor Total:		469.77									
H0126 HIGHTS ELECTRIC MOTOR, INC.											
18-01993	12/31/18	INVOICE #74811 & #74810									
1	ITT B&G SUMP PUMP	INV #74811	144.72	8-09-55-501-002-502	B Vehicle Maintenance	R	12/31/18	12/31/18		74811	N
2	1 1/2" FLOW TECH	CHECK VALVES	43.02	8-09-55-501-002-502	B Vehicle Maintenance	R	12/31/18	12/31/18		74810	N
		187.74									
Vendor Total:		187.74									
H1100 HOME DEPOT CREDIT SERVICES											
18-01764	11/26/18	NOVEMBER 2018 INVOICES									
1	INV. 3050851 -	LOCK KEY/STEEL	155.51	8-01-25-240-001-116	B Traffic Bureau	R	11/26/18	12/31/18		3050851	N
2	INV. 6033353 -	RAT TRAPS	19.29	8-09-55-501-001-503	B Water Plant Maintenance	R	11/26/18	12/31/18		6033353	N
3	INV. 2024049 -	SCREWDRIVER SET	72.08	8-09-55-501-001-503	B Water Plant Maintenance	R	11/26/18	12/31/18		2024049	N
4	INV. 7163361 -	CREDIT	22.16	8-09-55-501-001-503	B Water Plant Maintenance	R	11/26/18	12/31/18		7163361	N
5	INV. 7024821 -	EDD END/BITS	30.11	8-09-55-501-001-503	B Water Plant Maintenance	R	11/26/18	12/31/18		7024821	N
6	INV. 7034685 -	BITS	22.94	8-09-55-501-001-503	B Water Plant Maintenance	R	11/26/18	12/31/18		7034685	N
7	INV. 5044061 -	TARP	7.98	8-01-26-310-001-024	B Building Maintenance	R	11/26/18	12/31/18		5044061	N
8	INV. 1025596 -	RAKE/SHOVEL/	113.40	8-01-28-369-001-140	B Landscape Maintenance	R	11/26/18	12/31/18		1025596	N

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Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1	
J0010 JAMMER DOORS											
18-01882	12/12/18	OVERHEAD DOOR REPAIR - DOOR #3									
1 INV. 2409-29523	314.30	8-01-26-310-001-024	B	Building Maintenance	R	12/12/18	12/31/18		2409-29523	N	
Vendor Total:		314.30									
J0035 JANINE M. KRUPA											
18-02016	12/31/18	KRUPA CLOTHING ALLOWANCE									
1 KRUPA CLOTHING ALLOWANCE	35.00	8-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	12/31/18	12/31/18			N	
Vendor Total:		35.00									
J0257 JCP&L											
18-01942	12/18/18	MASTER 200000055315	12/17/18								
1 MAXWELL AVE	20.40	8-09-55-501-002-504	B	Electricity	R	12/18/18	12/31/18		100008482778	N	
2 WESTERLEA AVE	21.11	8-09-55-501-001-504	B	Electricity	R	12/18/18	12/31/18		100009294701	N	
3 SPRINGCREST DR	16.65	8-09-55-501-002-504	B	Electricity	R	12/18/18	12/31/18		100009296102	N	
4 BANK STREET	4,971.92	8-09-55-501-001-504	B	Electricity	R	12/18/18	12/31/18		100012445746	N	
5 OAK LANE	6,542.33	8-09-55-501-002-504	B	Electricity	R	12/18/18	12/31/18		100012529309	N	
6 OAK LANE CREDIT ON ACCOUNT	0.06	8-09-55-501-002-504	B	Electricity	R	12/18/18	12/31/18		100012529309	N	
		11,572.35									
18-01943	12/18/18	MASTER 200000055364	11/26/18								
1 125 S MAIN	3.44	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/18/18	12/31/18		100008438010	N	
2 MAIN & STOCKTON	27.27	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/18/18	12/31/18		100008438283	N	
3 ROUTE 33 AND MAXWELL AVE	25.49	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/18/18	12/31/18		100008482018	N	
4 FRANKLIN & N MAIN TL	30.28	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/18/18	12/31/18		100010898904	N	
5 148 N MAIN ST	549.03	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/18/18	12/31/18		100012487714	N	
6 FIREHOUSE	754.87	8-01-31-430-001-072	B	Electric-Fire House	R	12/18/18	12/31/18		100012487862	N	
7 EQUIP OUTLET 174 OAK LANE	70.03	8-09-55-501-002-504	B	Electricity	R	12/18/18	12/31/18		100012529457	N	
		1,460.41									
18-02008	01/02/19	MASTER 200000055364	12/27/18								
1 100008438010 125 S MAIN	13.71	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/31/18	12/31/18		100008438010	N	
2 100008438283	28.65	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/31/18	12/31/18		100008438283	N	
3 100008482018	26.69	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/31/18	12/31/18		100008482018	N	
4 100010898904	29.39	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/31/18	12/31/18		100010898904	N	
5 100012487714	626.13	8-01-31-430-001-071	B	Electric-Borough Hall	R	12/31/18	12/31/18		100012487714	N	

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Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
L0027 LINCOLN FINANCIAL											
18-01970	12/27/18	LOSAP 2017 RES 2019-209									
1 LOSAP 2017 RES 2019-209	21,900.00	8-01-43-500-001-399	B	Miscellaneous-O/E LOSAP	R	12/27/18	12/31/18		2017 LOSAP	N	
Vendor Total:		21,900.00									
LISAL005 LISA LANGLOIS											
18-01935	12/17/18	COURT SESSION 12/12/18 4 HRS									
1 COURT SESSION 12/12/18 4 HRS	80.00	8-01-20-176-000-114	B	Court Assistance	R	12/17/18	12/31/18		12/12/18 4 HRS	N	
Vendor Total:		80.00									
M1076 MCMANIMON, SCOTLAND & BAUMANN											
18-01964	12/27/18	INV 157033									
1 INV 157033	1,500.00	C-04-55-864-004-447	B	MILLING PAVING SOFT COSTS 2012-13	R	12/27/18	12/31/18		157033	N	
2 INV 157033	500.00	C-04-55-870-004-447	B	PUBLIC SAFETY EQUIP SECTION 20 SOFT	R	12/27/18	12/31/18		157033	N	
3 INV 157033	500.00	C-04-55-871-001-447	B	ROAD IMP PARK, GREELEY GLEN BROOK SEC 20	R	12/27/18	12/31/18		157033	N	
4 INV 157033	1,000.00	C-04-55-872-001-447	B	Section 20 Costs	R	12/27/18	12/31/18		157033	N	
5 INV 157033	1,500.00	C-04-55-874-001-447	B	ROAD PARK WAY, GRANT, HUTCH 15-07 SEC 20	R	12/27/18	12/31/18		157033	N	
6 INV 157033	2,000.00	C-04-55-875-001-447	B	ACQ OF AERIAL LADDER TRUCK 15-11 SEC 20	R	12/27/18	12/31/18		157033	N	
7 INV 157033	1,300.00	C-04-55-877-001-447	B	ACQ/AUTOMATED GARBAGE TRUCK 15-20 SEC 20	R	12/27/18	12/31/18		157033	N	
8 INV 157033	555.31	C-04-55-878-001-447	B	POLICE VEHICLES, DISPATCH, RADIO EQ SEC20	R	12/27/18	12/31/18		157033	N	
9 INV 157033	1,000.00	C-04-55-879-001-447	B	REHAB OF EAST WARD ST SEC 20 2016-12	R	12/27/18	12/31/18		157033	N	
10 INV 157033	700.00	C-04-55-881-003-447	B	FIRE DEPT EQP/TURNOUT GEAR SEC 20 17-12	R	12/27/18	12/31/18		157033	N	
11 INV 157033	284.74	C-04-55-881-004-447	B	MUNICIPAL COURT FILE CAB SEC 20 17-12	R	12/27/18	12/31/18		157033	N	
12 INV 157033	100.00	C-08-55-943-001-544	B	Water Main Extension Sec 20 2009-15	R	12/27/18	12/31/18		157033	N	
13 INV 157033	500.00	C-08-55-945-003-544	B	Sewer Projects 2011-03 Sec 20	R	12/27/18	12/31/18		157033	N	
14 INV 157033	400.00	C-08-55-947-002-544	B	MITIGATION WATER PLANT SOFT COSTS 12-14	R	12/27/18	12/31/18		157033	N	
15 INV 157033	913.00	C-08-55-949-001-545	B	2014-12 SECTION 20 COSTS	R	12/27/18	12/31/18		157033	N	
		12,753.05									
Vendor Total:		12,753.05									
M0180 MCMASTER-CARR											
18-01657	10/30/18	PLANT SUPPLY									
1 ITEM #5556K14 1.5" PIPE	64.80	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/30/18	12/31/18			N	
2 ITEM #555K13 1 3/8"	30.60	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/30/18	12/31/18			N	
3 ITEM #2400K62 6" CLEANOUT PLUG	51.80	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/30/18	12/31/18		77712591	N	

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Item Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
M0180 MCMaster-CARR Continued											
18-01657	10/30/18	PLANT SUPPLY	Continued								
4	ITEM #2605K33	RUBBER CORK	8.26	8-09-55-501-002-503	B Sewer Plant Maintenance	R	10/30/18	12/31/18			N
6	SHIPPING		14.76	8-09-55-501-002-503	B Sewer Plant Maintenance	R	11/07/18	12/31/18		77712591	N
			170.22								
Vendor Total:			170.22								
M0256 MERCER CO IMPROVEMT AUTHORITY											
18-01917	12/14/18	OCTOBER 2018 TIPPING									
1	OCTOBER 2018 TIPPING		17,405.80	8-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	12/14/18	12/31/18			N
2	OCTOBER 2018 RECYCLING TAX		365.10	8-01-43-496-001-174	B Recycling Tax	R	12/14/18	12/31/18		OCT 2018	N
			17,770.90								
18-01918	12/14/18	NOVEMBER 2018 TIPPING									
1	NOVEMBER 2018 TIPPING		18,251.78	8-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	12/14/18	12/31/18			N
2	NOVEMBER 2018 RECYCLING TAX		476.13	8-01-43-496-001-174	B Recycling Tax	R	12/14/18	12/31/18		NOV 2018	N
			18,727.91								
Vendor Total:			36,498.81								
M0053 MES - PENNSYLVANIA											
18-01594	10/19/18	QUOTE QT1208858 CYLINDERS									
1	SNAP CHANGE CYLINDER, CARBON		28,014.75	C-04-55-884-002-444	B FIRE: BREATHING APP, CONTAINMENT STATION	R	10/19/18	12/31/18			N
18-01979	12/28/18	FIT TEST INV. IN1294784									
1	FIT TEST INV. IN1294784		500.00	8-01-25-252-002-032	B Uniform Repairs & Accessories	R	12/28/18	12/31/18		INV IN1294784	N
Vendor Total:			28,514.75								
M0254 MOBILE VISION L-3COMMUNICATION											
18-01498	10/10/18	EXTENDED MAINTENANCE AGREEMENT									
1	EXTENDED MAINTENANCE AGREEMENT		1,720.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	10/10/18	12/31/18			N
2	EXTENDED MAINTENANCE AGREEMENT		120.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	10/10/18	12/31/18			N
3	EXTENDED MAINTENANCE AGREEMENT		775.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	10/10/18	12/31/18			N
4	EXTENDED MAINTENANCE AGREEMENT		200.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	10/10/18	12/31/18			N
			2,815.00								

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date Invoice	Exc1
M0254 MOBILE VISION L-3COMMUNICATION Continued								
18-01927 12/14/18 EXTENDED MAINTENANCE AGREEMENT								
1 EXTENDED MAINTENANCE AGREEMENT	490.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	12/14/18	12/31/18		N
2 EXTENDED MAINTENANCE AGREEMENT	897.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	12/14/18	12/31/18		N
	1,387.00							
Vendor Total:	4,202.00							
MORTO005 MORTON SALT, INC.								
18-01747 11/19/18 100 TONS OF SALT								
1 100 TONS OF SALT	5,220.15	T-12-56-286-000-850	B Snow Removal-Chem, Salt & Sand	R	11/19/18	12/31/18	5401730001	N
Vendor Total:	5,220.15							
NATIO035 NATIONAL POOLS & SPAS								
18-01852 12/10/18 RES 2018-46 ESCROW RELEASE								
1 RES 2018-46 ESCROW RELEASE	95.25	NAT12-05	P BACK YARD SETBACK - POOL	R	12/10/18	12/31/18	RES 2018-46	N
Vendor Total:	95.25							
NJADV005 NJ Advance Media								
18-02018 12/31/18 LEGAL ADS SEPT/OCT/NOV 2018								
1 BOH 9/12/18 MEETING CHANGE	8.70	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
2 ORD 2018-18 INTRO	66.90	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
3 ORD 2018-15 ADOPT	15.66	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
4 BOND SALE NOTICE	412.38	C-04-55-881-002-447	B DPW VEHICLES & EQUIP SEC 20 2017-12	R	12/31/18	12/31/18	0002257700	N
5 ORD 2018-08	108.52	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
6 ORD 2018-16 INTRO	27.84	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
7 NOTICE OF DECISION 2018-01 APP	67.86	8-01-21-180-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
8 TAX SALE 2018	67.86	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
9 COUNCIL 10/1/18 MEETING CHANGE	10.44	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002257700	N
10 NOTICE TO BIDDERS	76.56	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
11 NOTICE TO BIDDERS	60.90	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
12 ORD 2018-19	33.64	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
13 AUDIT SYNOPSIS 2017	226.84	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
14 MEETING NOTICE	9.86	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
15 ORD 2018-19 INTRO	32.48	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
16 ORD 2018-20INTRO	32.48	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date Invoice	Excl
NJADV005 NJ Advance Media Continued								
18-02018 12/31/18 LEGAL ADS SEPT/OCT/NOV 2018	Continued							
17 ORD 2018-21 INTRO	31.90	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
18 MEETING NOTICE 11/5	9.86	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002304704	N
19 NOTICE TO BIDDERS	55.68	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002304704	N
20 ORD 2018-20 ADOPT	26.68	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002304704	N
21 ORD 2018-21 ADOPT	26.10	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002304704	N
22 MEETING NOTICE	10.44	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002304704	N
23 ORD 2018-22	24.36	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002304704	N
24 TAX SALE 2018	135.72	8-01-20-120-001-021	B Advertisements	R	12/31/18	12/31/18	0002286594	N
	1,579.66							
Vendor Total:	1,579.66							
N0999 NJ INT.ASSOC.ARSON INVESTIGAT.								
18-01797 11/27/18 2019 AGM CONFERENCE 3/6,7&8/19								
1 2019 AGM CONFERENCE 3/6,7&8/19	525.00	8-01-25-256-002-042	B Education & Training	R	11/27/18	12/31/18	3/6,7,8/19 AGM	N
Vendor Total:	525.00							
M1131 NJ MOTOR VEHICLE COMMISSION								
18-01981 12/31/18 RENEWAL FOR 2019								
1 RENEWAL OF ACCOUNT #OL021760	150.00	8-01-20-100-001-093	B Employee Physicals	R	12/31/18	12/31/18	OL021760	N
Vendor Total:	150.00							
N0170 NORCIA CORP.								
18-01923 12/14/18 HYDRAULIC PUMP REPAIR								
1 HYDRAULIC PUMP REPAIR	531.19	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/14/18	12/31/18	76851	N
Vendor Total:	531.19							
O0019 O'BRIEN CONSULTING SERVICES								
18-00825 06/06/18 MONTHLY IT RATE								
1 MONTHLY IT RATE	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	06/06/18	12/31/18		N
18-01148 08/08/18 MONTHLY IT SERVICES JULY '18								
1 MONTHLY IT SERVICES JULY '18	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	08/08/18	12/31/18		N

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00019 O'BRIEN CONSULTING SERVICES Continued												
	18-01317	09/07/18	MONTHLY IT SERVICE RATE									
	1	MONTHLY IT SERVICES AUG 2018	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	09/07/18	12/31/18				N
	18-01508	10/10/18	MONTHLY IT RATE SEPT 2018									
	1	MONTHLY IT RATE SEPT 2018	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	10/10/18	12/31/18				N
	18-01679	11/07/18	MONTHLY IT SERVICE OCT. 2018									
	1	MONTHLY IT SERVICE OCT. 2018	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	11/07/18	12/31/18				N
	18-01837	12/07/18	MONTHLY IT SVC - NOV 2018									
	1	MONTHLY IT SVC - NOV 2018	900.00	8-01-25-240-001-029	B Maint. Contracts - Other	R	12/07/18	12/31/18				N
	18-01983	12/31/18	18 CHANNEL CCTV POWER SUPPLY									
	1	18 CHANNEL CCTV POWER SUPPLY	118.75	8-01-25-240-001-036	B Office Supplies & Equipment	R	12/31/18	12/31/18				N
	Vendor Total:		5,518.75									
OLSEN005 OLSEN'S LAWN AND LANDSCAPE,LLC												
	18-01847	12/07/18	WEED SPRAYS BOROUGH PROPERTIES									
	1	INV. 19062 - SPRAY WEEDS -	150.00	8-09-55-501-001-503	B Water Plant Maintenance	R	12/07/18	12/31/18			19062	N
	2	INV. 19062 - SPRAY WEEDS -	200.00	8-01-26-310-001-024	B Building Maintenance	R	12/07/18	12/31/18			19062	N
			350.00									
	Vendor Total:		350.00									
P0005 PARIS AUTOMOTIVE SUPPLY												
	18-01919	12/14/18	NOVEMBER 2018 BILLING									
	1	NOVEMBER 2018 BILLING	509.53	8-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	12/14/18	12/31/18				N
	2	NOVEMBER 2018 BILLING	113.81	8-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/14/18	12/31/18				N
			623.34									
	Vendor Total:		623.34									

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		Item Description	Amount	Charge Account	Acct Type	Description		Enc Date	Date	Date	Invoice	Excl
PITTS005 PITTSBURG TANK & TOWER MTNC												
18-01615 10/29/18 INSPECTION 3 WATER TANKS												
		1 INSPECTION 3 WATER TANKS	4,250.00	8-09-55-501-001-533	B Well	Inspection	R	10/29/18	12/31/18		15167	N
		Vendor Total:	4,250.00									
PREFE005 PREFERRED CONSTRUCTION MGMT CO												
18-01801 11/27/18 COST UPDATES TO BLDG-HUR IRENE												
		1 COST UPDATES FOR BORO HALL	1,800.00	8-01-20-155-001-030	B Property	Acquisition	R	11/27/18	12/31/18		7593	N
		Vendor Total:	1,800.00									
P0073 PRIME SOLUTION INC.												
18-01965 12/27/18 SHIPPING MISSED 18-01849												
		1 SHIPPING MISSED 18-01849	78.06	8-09-55-501-002-503	B Sewer Plant	Maintenance	R	12/27/18	12/31/18		SH 6892	N
		Vendor Total:	78.06									
P0016 PRINCETON ONE THIRTY SUPPLY												
18-01811 11/30/18 CASE PAPER TOWELS												
		1 CASE PAPER TOWELS	222.30	8-09-55-501-002-523	B Paper Products/Janitorial		R	11/30/18	12/31/18			N
		Vendor Total:	222.30									
P0044 PSE&G												
18-01958 12/20/18 MISC ACCOUNTS												
		1 MISC ACCOUNTS 6675946706	15.97	8-01-31-446-001-143	B Gas/Heat -	Fire House	R	12/20/18	12/31/18		6675946706	N
		2 MISC ACCOUNTS 6687890808	140.61	8-01-31-446-001-070	B Gas Heat -	Borough Hall	R	12/20/18	12/31/18		6687890808	N
		3 MISC ACCOUNTS 6503987609	14.93	8-09-55-501-001-505	B Gas Service		R	12/20/18	12/31/18		6503987609	N
		4 MISC ACCOUNTS 6550326206	406.89	8-01-25-260-001-073	B Natural Gas Heat		R	12/20/18	12/31/18		6550326206	N
		5 MISC ACCOUNTS 7419908206	720.15	8-01-31-446-001-070	B Gas Heat -	Borough Hall	R	12/20/18	12/31/18		7419908206	N
			1,298.55									
18-01963 12/21/18 1301418404 12/14/18												
		1 7341583509	868.45	8-01-31-446-001-143	B Gas/Heat -	Fire House	R	12/21/18	12/31/18		7341583509	N
		2 7341583606	1,339.00	8-01-31-446-001-070	B Gas Heat -	Borough Hall	R	12/21/18	12/31/18		7341583606	N
		3 7341583703	392.55	8-09-55-501-001-505	B Gas Service		R	12/21/18	12/31/18		7341583703	N

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P0044	PSE&G	Continued										
18-01963	12/21/18	1301418404 12/14/18		Continued								
4	7341583800		3,710.60	8-09-55-501-002-505		B Gas Service	R	12/21/18	12/31/18		7341583800	N
			6,310.60									
Vendor Total:			7,609.15									
REDBA005	RED BANK TITLE AGENCY											
17-02000	12/21/17	132 A-F WILLIAM ST/315-51130										
1	132 A-F WILLIAM ST/315-51130		175.00	7-01-20-155-001-027		B General Matters	R	12/21/17	12/31/18		FILE #315-51130	N
Vendor Total:			175.00									
REHAB005	REHABCO, INC											
18-01855	12/10/18	INV DATED 12/7/18										
1	INV DATED 12/7/18		1,800.00	8-01-21-180-001-108		B COAH Planning	R	12/10/18	12/31/18		12/7/18 INVOICE	N
Vendor Total:			1,800.00									
R0077	ROBERTS ENGINEERING GRP LLC											
18-02003	01/02/19	#2219/11/29/18-Rev Application										
1	#2219/11/29/18-Rev Application		5,143.50	2018-04		P Senior Living Facility	R	12/31/18	12/31/18		#2219	N
Vendor Total:			5,143.50									
S0161	SAFE-T											
18-01790	11/27/18	NY FRAME AND INSERT SHIELD										
1	NY FRAME AND INSERT SHIELD		69.00	8-01-25-256-002-043		B Uniforms	R	11/27/18	12/31/18			N
Vendor Total:			69.00									
S0746	SAMZIES UNIFORMS, INC											
18-00799	06/01/18	PTL GORDY VEST & CARRIER										
1	BODY ARMOR VEST&CARRIER- GORDY		1,161.55	G-02-41-726-015-399		B State Body Armor	R	06/01/18	12/31/18		111123	N
18-01576	10/18/18	CLOTHING ALLOWANCE - JIMENEZ										
1	CLOTHING ALLOWANCE - JIMENEZ		849.75	8-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	10/18/18	12/31/18		110936	N

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Item Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
S0746 SAMZIES UNIFORMS, INC Continued											
18-01833	12/07/18	CLOTHING ALLOWANCE - GENDRON									
1 CLOTHING ALLOWANCE - GENDRON		328.15	8-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	12/07/18	12/31/18		111037	N
18-01835	12/07/18	CLOTHING ALLOWANCE - TOWNSEND									
1 CLOTHING ALLOWANCE - TOWNSEND		500.00	8-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	12/07/18	12/31/18		111036	N
Vendor Total:		2,839.45									
SHERW010 SHERWIN WILLIAMS PAINT											
18-01816	11/30/18	5 GALLON PRO INDUSTRIAL PAINT									
1 GALLON PRO INDUSTRIAL PAINT		426.00	8-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/30/18	12/31/18		2426-8	N
Vendor Total:		426.00									
S0098 SOPRONYI, DEBRA L.											
18-01989	12/31/18	OFFICE SUPPLIES REIMBURSEMENT									
1 REIMBURSEMENT FOR SUPPLIES		29.92	8-01-20-125-001-036	B	Office Supplies	R	12/31/18	12/31/18			N
Vendor Total:		29.92									
S1096 STAPLES BUSINESS ADVANTAGE											
18-01928	12/14/18	HPD OFFICE SUPPLIES									
1 HPD OFFICE SUPPLIES		11.52	8-01-25-240-001-036	B	Office Supplies & Equipment	R	12/14/18	12/31/18			N
2 HPD OFFICE SUPPLIES		20.09	8-01-25-240-001-036	B	Office Supplies & Equipment	R	12/14/18	12/31/18			N
3 HPD OFFICE SUPPLIES		16.81	8-01-25-240-001-036	B	Office Supplies & Equipment	R	12/14/18	12/31/18			N
4 HPD OFFICE SUPPLIES		24.45	8-01-25-240-001-036	B	Office Supplies & Equipment	R	12/14/18	12/31/18			N
5 HPD OFFICE SUPPLIES		37.96	8-01-25-240-001-036	B	Office Supplies & Equipment	R	12/14/18	12/31/18			N
6 HPD OFFICE SUPPLIES		79.99	8-01-25-240-001-036	B	Office Supplies & Equipment	R	12/14/18	12/31/18			N
		190.82									
Vendor Total:		190.82									
I1200 TELEDYNE ISCO, INC											
18-01832	12/07/18	#00040382-1									
1 ITEM #695804054 (ISCO 4700		180.70	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/07/18	12/31/18			N

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Item Description	Amount	Charge	Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice	Excl
T01IC TREASURER STATE OF NEW JERSEY										
18-02033 12/31/18 RECYCLING COMPLIANCE MON FEES										
1 RECYC. COMPLIANCE MONITORING	1,015.00	8-01-26-305-001-131		B License, Fees and Permits	R	12/31/18	12/31/18		182334540	N
Vendor Total:	1,015.00									
T0141 TREAT'S GARAGE										
18-01940 12/17/18 TOW CAR 12 TO CUSTOM BANDAG										
1 TOW CAR 12 TO CUSTOM BANDAG	100.00	8-01-26-315-001-131		B Vehicle Maint. - Police	R	12/17/18	12/31/18			N
Vendor Total:	100.00									
U0007 UNIVAR USA										
18-00188 02/02/18 SODIUM BICARB BLANKET			B							
9 INV HB891142 DATED 12/28/18	1,897.50	8-09-55-501-002-552		B Sodium Bicarbonate	R	11/27/18	12/31/18		HB891142	N
Vendor Total:	1,897.50									
U0144 UPS										
18-01794 11/27/18 161y33458 DATED 11/10/18										
1 161y33458 DATED 11/10/18	10.16	8-01-30-421-001-022		B Postage & Express Charges	R	11/27/18	12/31/18		161Y33	N
Vendor Total:	10.16									
U0013 USA BLUE BOOK										
18-00217 02/08/18 QUOTE #946661										
1 ITEM #8817 4 FUNCTION VALVE	88.00	8-09-55-501-002-503		B Sewer Plant Maintenance	R	02/08/18	12/31/18			N
2 FREIGHT	20.86	8-09-55-501-002-503		B Sewer Plant Maintenance	R	02/08/18	12/31/18			N
	108.86									
18-01634 10/30/18 QUOTE #102630										
1 ITEM #40465 pH 4.00 BUFFER RED	33.95	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			N
2 ITEM #40477 pH 10.00 BUFFER	33.95	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			N
3 ITEM #47848 POTASSIUM	35.45	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			N
4 ITEM #32489 HACH PHOSVER 3	37.50	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			N
5 ITEM #200428 SODIUM THIOSULFAT	29.03	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			N
6 ITEM #32897 HACH AMMONIA ISA	32.65	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			N
7 ITEM #10244 PIPET TIPS FOR	165.00	8-09-55-501-002-506		B Lab. Equipment & Supplies	R	10/30/18	12/31/18			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
V0290 VITAL COMMUNICATIONS INC.									
18-01823 12/03/18 INV 72921 DATED 11/21/18									
1 INV 72921 DATED 11/21/18	210.00	8-01-20-150-001-029	B Maintenance Contracts	R	12/03/18	12/31/18		v72921	N
Vendor Total:	210.00								
W0002 W.B. MASON CO., INC.									
18-00274 02/15/18 OFFICE SUPPLIES									
1 OFFICE SUPPLIES	484.49	8-01-20-125-001-036	B Office Supplies	R	02/15/18	12/31/18			N
2 JANITORIAL SUPPLIES	54.60	8-01-20-125-001-035	B Paper Products/Janitorial	R	02/15/18	12/31/18			N
	539.09								
18-01032 07/19/18 JULY'S OFFICE SUPPLY ORDER									
1 ITEM #UNV16123 FILE FOLDERS	14.18	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
2 ITEM #SAF3266BL MESH DESK	48.74	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
3 ITEM #DURMN1500824 BATTERIES	20.18	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
4 ITEM #AVE30600 ADDRESS LABELS	4.24	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
5 ITEM #SAN38201EA SHARPIES	6.92	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
6 ITEM #UNV14213 HANGING FILE	9.90	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
7 ITEM #UNV15001 TAPE DISPENSERS	1.16	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
8 ITEM #AVE27251 DURABLE BINDER	3.66	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
9 ITEM #PAP660415 CORRECTION	9.78	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
10 ITEM #WBM20030 FLAG SHIP PAPER	60.70	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
11 ITEM #HEWC9513FN TRI COLOR INK	47.99	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
12 ITEM #CNM3500B001AA CANON	183.98	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
13 ITEM #WBM0030 FLAG SHIP PAPER	60.70	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
14 ITEM #FEL21106 DESKTOP COPY	11.79	8-09-55-501-002-509	B Office Supplies - Admin.	R	07/19/18	12/31/18			N
15 ITEM #SW179392 HEAVY DUTY 1/2"	11.55	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
16 ITEM #VER44082 MICRO SD READER	20.00	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
17 ITEM #MMM6603SSAN STICKY NOTE	17.92	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
18 ITEM #BOSSTCR211538 STAPLES	6.13	8-01-20-125-001-036	B Office Supplies	R	07/19/18	12/31/18			N
	539.52								
18-01129 08/01/18 HPD OFFICE SUPPLIES									
1 HPD OFFICE SUPPLIES	4.50	8-01-25-240-001-036	B Office Supplies & Equipment	R	08/01/18	12/31/18			N
2 HPD OFFICE SUPPLIES	16.02	8-01-25-240-001-036	B Office Supplies & Equipment	R	08/01/18	12/31/18			N
3 HPD OFFICE SUPPLIES	0.92	8-01-25-240-001-036	B Office Supplies & Equipment	R	08/01/18	12/31/18			N
4 HPD OFFICE SUPPLIES	3.97	8-01-25-240-001-036	B Office Supplies & Equipment	R	08/01/18	12/31/18			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
w0071 WASTE MGMT OF NEW JERSEY, INC.											
18-01967	12/27/18	SLUDGE 2835605-0502-8									
1	SLUDGE 2835605-0502-8		2,570.99	8-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	12/27/18	12/31/18		12-23301-33007	N
18-01968	12/27/18	GRIT SCREENING 2835582-0502-9									
1	GRIT SCREENING 2835582-0502-9		2,657.70	8-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	12/27/18	12/31/18		9-86540-13005	N
Vendor Total:			5,228.69								
w0099 WATCHUNG SPRING WATER CO., INC											
18-01804	11/30/18	INVOICE #9011122									
1	DISTILLED WATER		18.98	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	11/30/18	12/31/18		9011122	N
18-01951	12/19/18	INV 9103490									
1	INV 9103490		48.95	8-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/19/18	12/31/18		9103490	N
Vendor Total:			67.93								
w0096 WATER WORKS SUPPLY CO., INC.											
18-01996	12/31/18	CURB BOX AND STATIONARY ROD									
1	INV. IF94087		295.38	8-09-55-501-001-535	B Hydrants and Line Repair	R	12/31/18	12/31/18		IF94087	N
Vendor Total:			295.38								
WILLI025 WILLIAM J. HAWKINS											
18-01666	11/01/18	REIMBURSEMENT FOR BOOTS									
1	REIMBURSEMENT FOR BOOTS		149.28	8-01-26-290-001-032	B Uniforms	R	11/01/18	12/31/18			N
Vendor Total:			149.28								
WIREL005 WIRELESS ELECTRONICS, INC.											
18-01569	10/18/18	MOBILE RADIO & EQUIPMENT									
1	MOBILE RADIO & EQUIPMENT		360.00	8-01-25-240-001-116	B Traffic Bureau	R	10/18/18	12/31/18			N
2	MOBILE RADIO & EQUIPMENT		154.88	8-01-25-240-001-116	B Traffic Bureau	R	10/18/18	12/31/18			N
3	MOBILE RADIO & EQUIPMENT		753.75	8-01-25-240-001-114	B Detective Bureau	R	10/18/18	12/31/18			N
4	MOBILE RADIO & EQUIPMENT		40.00	8-01-25-240-001-114	B Detective Bureau	R	10/18/18	12/31/18			N
5	MOBILE RADIO & EQUIPMENT		753.75	8-01-25-240-001-115	B ID Bureau	R	10/18/18	12/31/18			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											
Y0025	YOSTEMBSKI, ROBERT																				
18-01819	11/30/18	MONTHLY PROSECUTOR FEE																			
1	MONTHLY PROSECUTOR FEE	1,200.00	8-01-25-275-001-111	B	Municipal Prosecutor	R	11/30/18	12/31/18												N	
Vendor Total:		1,200.00																			

Total Purchase Orders:	147	Total P.O. Line Items:	379	Total List Amount:	258,759.09	Total Void Amount:	0.00
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Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	7-01 ✓	175.00	0.00	175.00	0.00	0.00	0.00	175.00
CURRENT FUND	8-01 ✓	135,510.37	0.00	135,510.37	0.00	0.00	0.00	135,510.37
	8-09 ✓	67,640.19	0.00	67,640.19	0.00	0.00	0.00	67,640.19
	8-21 ✓	0.00	0.00	0.00	0.00	0.00	7,542.15	7,542.15
Year Total:		203,150.56	0.00	203,150.56	0.00	0.00	7,542.15	210,692.71
GENERAL CAPITAL	C-04	39,381.18	0.00	39,381.18	0.00	0.00	0.00	39,381.18
WATER/SEWER CAPITAL	C-08	1,913.00	0.00	1,913.00	0.00	0.00	0.00	1,913.00
Year Total:		41,294.18	0.00	41,294.18	0.00	0.00	0.00	41,294.18
	G-02	1,377.05	0.00	1,377.05	0.00	0.00	0.00	1,377.05
TRUST OTHER - FUND #12	T-12 ✓	5,220.15	0.00	5,220.15	0.00	0.00	0.00	5,220.15
Total of All Funds:		251,216.94	0.00	251,216.94	0.00	0.00	7,542.15	258,759.09

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Senior Living Facility	2018-04	7,446.90	0.00	7,446.90
BACK YARD SETBACK - POOL	NAT12-05	95.25	0.00	95.25
Total Of All Projects:		<u>7,542.15</u>	<u>0.00</u>	<u>7,542.15</u>

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										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	Invoice	
										Excl
A0080 ASCAP										
19-00015	01/14/19	ACCT NO. 500587257	12/20/18							
1	ACCT NO. 500587257	12/20/18	357.00	9-01-30-420-001-197	B ASCAP	R	01/14/19	01/17/19	500587257	N
Vendor Total:		357.00								
C0752 CHAD REED										
19-00010	01/14/19	REIMBURSE FIRE INVEST CERT 19								
1	REIMBURSE FIRE INVEST CERT 19	91.00	9-01-25-256-002-044	B Professional Association Dues	R	01/14/19	01/17/19	19 FIRE INVEST	N	
Vendor Total:		91.00								
C0055 CJCOA INC										
19-00008	01/14/19	2019 REGISTRATION GEORGE CHIN								
1	2019 REGISTRATION GEORGE CHIN	100.00	9-01-33-195-001-044	B Professional Association Dues	R	01/14/19	01/17/19	CHIN &SUCH 2019	N	
Vendor Total:		100.00								
COMCA005 COMCAST BUSINESS										
19-00014	01/14/19	8499052430036659	1/1/19							
1	8499052430036659	1/1/19	231.85	9-01-20-140-001-060	B Internet Services and Web Services	R	01/14/19	01/17/19	499052430036659	N
Vendor Total:		231.85								
19-00031	01/15/19	8499052430034100	1/08/19							
1	8499052430034100	1/08/19	166.85	9-01-20-140-001-060	B Internet Services and Web Services	R	01/15/19	01/17/19	499052430034100	N
Vendor Total:		398.70								
C0100 CRANBURY CUSTOM LETTERING INC										
18-02017	12/31/18	HPD DECALS FOR MESSAGE TRAILER								
1	HPD DECALS FOR MESSAGE TRAILER	72.00	8-01-26-315-001-131	B Vehicle Maint. - Police	R	12/31/18	01/17/19			N
Vendor Total:		72.00								

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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
HAILE005 HAILEY SKOPAS										
	19-00061	01/16/19	COURT SESSION 1/9/19 5:30-9:30							
	1	COURT SESSION 1/9/19 5:30-9:30	80.00	9-01-20-176-000-111	B Interpretor/Outside Help	R	01/16/19	01/17/19	1/9/19 4 HRS	N
		Vendor Total:	80.00							
H0048 HIGHTS REALTY LLC										
	19-00001	01/14/19	JANUARY RENT HPD							
	1	JANUARY RENT HPD	4,033.00	9-01-26-310-001-025	B Building Rental	R	01/14/19	01/17/19	JAN RENT HPD	N
		Vendor Total:	4,033.00							
I0079 IDVILLE PHOTO IDENTIFICATION										
	18-01954	12/19/18	PRINTER RIBBON QUOTE 2592322							
	1	PRINTER RIBBON QUOTE 2592322	115.35	8-01-20-125-001-036	B Office Supplies	R	12/19/18	01/17/19		N
	2	SHIPPING	10.50	8-01-20-125-001-036	B Office Supplies	R	12/19/18	01/17/19		N
			125.85							
		Vendor Total:	125.85							
J0257 JCP&L										
	19-00033	01/15/19	VARIOUS ACCOUNTS DECEMBER							
	1	100086395041 0 STOCKTON STREET	61.34	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100086395041	N
	2	100068401122 114 ROGERS AVE R	32.21	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100068401122	N
	3	100059701167 WYCKOFFS MILL WT	32.18	8-09-55-501-001-504	B Electricity	R	01/15/19	01/17/19	100059701167	N
	4	100077953188 BANK STREET PARK	3.15	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100077953188	N
	5	100081608240 B LT 0 N MAIN ST	138.89	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100081608240	N
	6	100100104247 MAIN ST	42.08	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100100104247	N
	7	100029000310 156 BANK ST	631.87	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100029000310	N
	8	100131110379 230 MERCER ST	78.08	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100131110379	N
	9	100051508677 MAIN STREET	321.34	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100051508677	N
	10	100079096689 GRANT ST PARK	3.89	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100079096689	N
	11	10007968868 ROGERS/MERCER ST	135.32	8-01-31-430-001-071	B Electric-Borough Hall	R	01/15/19	01/17/19	100072968868	N
			1,480.35							
		Vendor Total:	1,480.35							

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Vendor # Name												
PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
J0258 JCP&L (STREET LIGHTING)												
19-00034	01/15/19	100051508750 100051508750										
1	100051508750	STOCKTON STREET	270.95	8-01-31-435-001-075		B Street Lighting	R	01/15/19	01/17/19		100051508750	N
Vendor Total:			270.95									
K0918 KENNETH A. LEWIS												
19-00056	01/16/19	REIMBURSE CLEANING SUPPLIES										
1	REIMBURSE CLEANING SUPPLIES		17.83	9-01-26-310-001-024		B Building Maintenance	R	01/16/19	01/17/19			N
Vendor Total:			17.83									
L0205 LANGUAGE LINE SERVICES												
18-02027	01/08/19	#9020510354 INV 4469865 12/31										
1	#9020510354	INV 4469865 12/31	14.50	8-01-25-240-001-111		B Interpretor	R	12/31/18	01/17/19		4469865	N
2	#9020510354	INV 4469865 12/31	99.00	8-01-20-176-000-111		B Interpretor/Outside Help	R	12/31/18	01/17/19		4469865	N
3	OTHER CHARGE		0.21	8-01-25-240-001-111		B Interpretor	R	01/15/19	01/17/19		9020510354	N
			113.71									
19-00016	01/15/19	INV 4429012/ACCT 9020510354										
1	POLICE		23.30	8-01-25-240-001-111		B Interpretor	R	01/15/19	01/17/19		9020510354	N
2	COURT		24.00	8-01-20-176-000-111		B Interpretor/Outside Help	R	01/15/19	01/17/19		9020510354	N
			47.30									
Vendor Total:			161.01									
LAWRE010 LAWRENCE JONES												
18-02014	12/31/18	WRENCHES SOLD TO DPW										
1	WRENCHES SOLD TO DPW		300.00	8-01-26-290-001-050		B DPW Work Equipment	R	12/31/18	01/17/19			N
Vendor Total:			300.00									
L0037 LINCOLN FINANCIAL GROUP												
19-00009	01/14/19	JANUARY LIFE INSURANCE										
1	JANUARY LIFE INSURANCE		296.47	9-01-23-210-003-115		B Medical Ins-Emp Grp Health	R	01/14/19	01/17/19		HIGHTSTOWN LIFE N	N
2	JANUARY LIFE INSURANCE		18.16	9-09-55-501-001-514		B INSURANCE	R	01/14/19	01/17/19		HIGHTSTOWN LIFE N	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	
L0037 LINCOLN FINANCIAL GROUP Continued											
19-00009	01/14/19	JANUARY LIFE INSURANCE	Continued								
3 JANUARY LIFE INSURANCE		63.56	9-09-55-501-002-514	B Insurance	R	01/14/19	01/17/19		HIGHTSTOWN LIFE N		
		378.19									
Vendor Total:		378.19									
M0256 MERCER CO IMPROVEMT AUTHORITY											
18-02030	12/31/18	DEC 2018 TIPPING									
1 DEC 2018 TIPPING		13,272.21	8-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	12/31/18	01/17/19			N	
2 DEC 2018 RECYCLING TAX		346.23	8-01-43-496-001-174	B Recycling Tax	R	12/31/18	01/17/19		DEC 2018	N	
		13,618.44									
Vendor Total:		13,618.44									
M0053 MES - PENNSYLVANIA											
18-02002	12/31/18	QUOTE QT1228955									
1 QUOTE QT1228955 SEEK CAMERA		657.50	8-01-25-256-002-036	B Office Supplies	R	12/31/18	01/17/19		QT1228955	N	
Vendor Total:		657.50									
M0127 MONMOUTH COUNTY											
18-02031	12/31/18	DEC 2018 ROOSEVELT TIPPING									
1 DEC 2018 ROOSEVELT TIPPING		2,023.76	8-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	12/31/18	01/17/19		DEC 2018	N	
Vendor Total:		2,023.76									
R0077 ROBERTS ENGINEERING GRP LLC											
13-01450	08/08/13	PEDDIE LAKE WALKING BRIDGE	B								
10 INV 2280 WALKING BRIDGE		429.00	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	08/08/13	01/17/19		2280	N	
18-02045 01/11/19 #2296, 1/7/19											
1 Plan rev, traffic consult. rpt		2,464.75	2018-04	P Senior Living Facility	R	12/31/18	01/17/19		2296	N	
19-00019 01/15/19 2277,2278,2279,2281,2293,2294											
1 2277 COUNCIL MEETINGS 18		264.00	8-01-20-165-001-104	B Attendance at Meetings (B)	R	01/15/19	01/17/19		2277	N	
2 2278 MISCELLANEOUS REQUESTS		1,783.50	8-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	01/15/19	01/17/19		2278	N	
3 2279 PEDDIE LAKE DAM		297.00	8-01-20-165-001-105	B Peddie Lake Dam-Inspection	R	01/15/19	01/17/19		2279	N	

Vendor Total: 36,501.50

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	
BLOCK005 TELESYSTEM												
19-00003	01/14/19	JANUARY 15 INVOICE										
1	JANUARY 15 INVOICE 77943	1,137.46	9-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	01/14/19	01/17/19		77943190115	N	
Vendor Total:		1,137.46										
TOLIC TREASURER STATE OF NEW JERSEY												
19-00048	01/16/19	WATER ALLOCATION PERMIT FEE										
1	INV. 182245620	7,235.00	9-09-55-501-001-520	B	Permits & Fees	R	01/16/19	01/17/19		182245620	N	
Vendor Total:		7,235.00										
W0073 WASTE MANAGEMENT OF NJ, INC.												
18-00205	02/06/18	RECYCLING CONTRACT 2018		B								
13	inv 2842108-0502-4	4,458.41	8-01-26-311-001-029	B	Recycling Contract co-mingle-paper/cdbd	R	12/18/18	01/17/19		2842108-0502-4	N	
Vendor Total:		4,458.41										
W0071 WASTE MGMT OF NEW JERSEY, INC.												
19-00029	01/15/19	SLUDGE 12-23301-33007 DECEMBER										
1	SLUDGE 12-23301-33007 DECEMBER	4,044.24	8-09-55-501-002-538	B	Sludge Removal/Disposal-Waste Management	R	01/15/19	01/17/19		2842191-0502-0	N	
Vendor Total:		4,044.24										
W0100 WITMER PUBLIC SAFETY GROUP INC												
18-01975	12/27/18	INV 1849589										
1	INV 1849589	35.00	8-01-25-252-002-042	B	Education & Training	R	12/27/18	01/17/19		1849589	N	
2	FREIGHT CHARGE	10.00	8-01-25-252-002-042	B	Education & Training	R	01/17/19	01/17/19			N	
		45.00										
Vendor Total:		45.00										
Total Purchase Orders: 42 Total P.O. Line Items: 71 Total List Amount: 80,994.22 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	8-01	32,139.23	0.00	32,139.23	0.00	0.00	0.00	32,139.23
	8-09	16,779.92	0.00	16,779.92	0.00	0.00	0.00	16,779.92
Year Total:		48,919.15	0.00	48,919.15	0.00	0.00	0.00	48,919.15
CURRENT FUND	9-01	6,895.85	0.00	6,895.85	0.00	0.00	0.00	6,895.85
	9-09	7,316.72	0.00	7,316.72	0.00	0.00	0.00	7,316.72
	9-21	0.00	0.00	0.00	0.00	0.00	2,464.75	2,464.75
Year Total:		14,212.57	0.00	14,212.57	0.00	0.00	2,464.75	16,677.32
GENERAL CAPITAL	C-04	11,646.75	0.00	11,646.75	0.00	0.00	0.00	11,646.75
WATER/SEWER CAPITAL	C-08	3,751.00	0.00	3,751.00	0.00	0.00	0.00	3,751.00
Year Total:		15,397.75	0.00	15,397.75	0.00	0.00	0.00	15,397.75
Total of All Funds:		78,529.47	0.00	78,529.47	0.00	0.00	2,464.75	80,994.22

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Senior Living Facility	2018-04	2,464.75	0.00	2,464.75
Total Of All Projects:		<u>2,464.75</u>	<u>0.00</u>	<u>2,464.75</u>

Resolution 2019-34

*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 \$377.00 for the inspection of the reconstruction of the ADA ramp and the intersection of Armerlino and East Ward Streets from November 1, 2018 – November 20, 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 \$377.00 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 January 22, 2019.

Debra L. Sopronyi
Borough Clerk



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

RECEIVED

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

DEC 26 2018
MUNICIPAL CLERK'S OFFICE

December 11, 2018
Invoice No: 1601HG - 16

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 November 1, 2018 to November 30, 2018

For the inspection of the reconstruction of the ADA ramp and the intersection of Amerlino and East Ward Streets.

	Hours	Rate	Amount
Senior Project Manager	.50	114.00	57.00
Senior Construction Observer	4.00	80.00	320.00
Total Labor			377.00
BILLING LIMITS	Current	Prior	To-Date
Total Billings	377.00	22,124.00	22,501.00
Limit			22,750.00
Remaining			249.00
TOTAL DUE THIS INVOICE			\$377.00

OUTSTANDING INVOICES

Number	Date	Balance
15	11/14/2018	114.00
Total		114.00
TOTAL NOW DUE		\$491.00

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 2019-35

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

AUTHORIZING PAYMENT #4 FINAL – 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, through a change order previously approved by Council, the final cost of the contract has been increased to \$167,450.07; and

WHEREAS, the contractor has submitted payment request #4 Final in the amount of \$27,868.67 and

WHEREAS, the Borough Engineer has recommended approval of payment #4 Final to Rapid Pump & Meter Service Co. in the amount of \$27,868.67; and

WHEREAS, the Borough Attorney has reviewed the close-out documents to the contract and found them to be acceptable; 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 #4 Final to Rapid Pump and Meter Service, Co. of Paterson, New Jersey in the amount of \$27,868.67, is hereby approved as detailed herein, and the CFO is authorized to issue 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 January 22, 2019.

Debra L. Sopronyi
Borough Clerk



Roberts

ENGINEERING GROUP LLC

Women Business Enterprise Certified

December 21, 2018

1670 Whitcrose-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: Secondary Clarifier Upgrade
Borough of Hightstown, Mercer County
Our File No.: H1672

Dear Mayor and Council:

Enclosed please find Payment No. 4 and Final which releases retainage. Punch list items are completed. The project may be accepted and closed out. The original contract amount bid for this project was \$142,430.00 and was increased by a change order from the Contractor to a price of \$167,450.07 due to unforeseen existing conditions as previously approved by Mayor and Council.

The Borough Attorney has reviewed the following closeout documents and found them to be in order:

1. Maintenance Bond
2. Contractor's Affidavit and Release
3. Acknowledgment of Contractor
4. Consent of Surety to Final Payment
5. Contractor's Release

I recommend final payment be made to Rapid Pump & Meter Service Co., Inc. in the amount of \$27,868.67 and the project closed out. Certified payrolls have previously been forwarded to the Borough.

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

Very truly yours,

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

cc: Debra Sopronyi, RMC/CMC, QPA, CMR, Borough Administrator/Clerk
George Lang, Borough CFO
Janice Mohr-Kmineck, Borough Treasurer
Frederick C. Raffetto, Esq., Borough Attorney
Steve Kulcsar, Rapid Pump & Meter Services Co., Inc.
Cameron Corini, PE, Roberts Engineering Group, LLC
Thak Bakhru, PE, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC



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

PAYMENT No. 4 (Final Payment)
Secondary Clarifier Improvements
Borough of Hightstown, Mercer County, New Jersey
 December 4, 2018
 File No.: H1672

[illegible]

Resolution 2019-36

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

**AUTHORIZING AND APPROVING AN APPLICATION TO THE NEW JERSEY
DEPARTMENT OF TRANSPORTATION'S OFFICE OF LOCAL BICYCLE AND
PEDESTRIAN ASSISTANCE PROGRAM FOR TECHNICAL ASSISTANCE IN
PREPARING A MOBILITY MASTER PLAN**

WHEREAS, the Borough of Hightstown seeks to create a connected network of safe pedestrian routes and bicycle facilities by developing a Mobility Master Plan; and

WHEREAS, the adoption of a Mobility Master Plan would also aid the Borough in addressing circulation goals in accordance with its Complete Streets Policy; and

WHEREAS, past efforts to improve pedestrian and bicycle safety have demonstrated that a Mobility Master Plan is necessary to provide a comprehensive view of how various modes of transportation fit into the Borough's overall circulation network; and

WHEREAS, the Borough of Hightstown commits to providing public participation opportunities during the preparation of the Mobility Master Plan; and

WHEREAS, Borough of Hightstown pledges to make a good faith effort to implement the recommendations contained in the Mobility Master Plan once completed.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Hightstown formally approves the application to the New Jersey Department of Transportation's Office of Local Bicycle and Pedestrian Assistance Program for technical assistance in preparing the Mobility Master Plan; and

BE IT FURTHER RESOLVED, that the Mayor and Borough Council and Clerk are hereby authorized to submit the application for technical assistance to the New Jersey Department of Transportation; and

BE IT FURTHER RESOLVED, that if the application is approved the Mayor and Borough Council and Clerk are hereby authorized to sign the grant agreement on behalf of 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.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown

Application for Local Bicycle and Pedestrian Planning Assistance

For a Mobility Master Plan

January 2019

Prepared by the Hightstown Planning Board and Borough Council

Introduction

The Borough of Hightstown is in need of a Mobility Master Plan to serve as a guide in creating a connected network of safe pedestrian routes and bicycle facilities throughout the community. Such a plan would aid the Borough in addressing circulation goals in accordance with its Complete Streets policy and Master Plan. Past efforts to implement measures to improve pedestrian and bicycle safety have shown that a broader Mobility Plan is necessary to provide a comprehensive and holistic view of how vehicles, pedestrians and bicycles are envisioned to fit into the Hightstown circulation network.

Community Background

Hightstown Borough is located in Mercer County, New Jersey and has a population of approximately 5,384 according to 2017 US Census data. The community was settled in the mid-1700's and experienced a period of growth and prosperity during the 19th century as a transportation hub on the Camden and Amboy Railroad. The Borough has many historic homes dating to this period, including those in the Stockton Street Historic District which received National Register designation in 2005. Hightstown has a lively central business district with numerous restaurants and small business located along Mercer and Stockton Streets adjacent to the picturesque Peddie Lake. There are four municipal parks, eight churches and a branch of the Mercer County Library located in the Borough which provide ideal destinations for pedestrians and bicyclists of all ages.

Because of the surrounding road configuration, Hightstown is considered a crossroads community. Although only 1.2 square miles in size, it is bisected by County Routes 571, 539 and 633 and State Route 33. It is bordered on the west by State Highway 130 and to the east by the New Jersey Turnpike. Exit 8 of the Turnpike is heavily used and delivers a high volume of traffic to Hightstown's doorstep. Traffic on roads adjacent to the Exit is substantial and often exceeds the posted 25 MPH speed limit. Many of the drivers are commuters passing through to other destinations and perceive little reason to stop, or even slow down in Hightstown. This causes major congestion and traffic accidents in local neighborhoods, particularly those in the downtown and along Routes 33 and 571. Data from the NJ DOT Voyager web-site shows the intersection of Franklin and Mercer Streets (State Route 33) had the highest total of accidents and also the most accidents with injuries and fatalities between 2002 and 2017. Other downtown intersections including Mercer Street and Rogers Avenue and Mercer Street and Ward Street also had high numbers of crashes (See Maps included in the Appendix of this application).

In addition to automobiles, trucks are also a major issue on Routes 33 and 571. They are noisy, overbearing in size and produce more exhaust and pollution than other motor vehicles. Only a small percentage of the truck traffic originates in Hightstown. Much of it should be able to utilize

the east-west Hightstown By-Pass (State Route 133) which opened in 1999. While the By-Pass was initially conceived to divert traffic around Hightstown, construction of new housing developments to the south encouraged pass-through traffic to continue through town. The opening of the New Jersey Turnpike exit bridge provided more convenient access directly to Route 133, which has helped divert more through traffic around Hightstown. However, a recent trend of developing massive distribution centers surrounding the Borough is increasing the amount of large truck traffic coming through town.

Hightstown is home to three of the six schools in the East Windsor Regional School District. This includes two elementary schools - the Walter C. Black School and the Grace N. Rogers School and Hightstown High School. The entire Borough is within walking distance of the high school located on Leshin Lane, however, pedestrian and bicycle access are hampered by major safety issues along adjacent roads and intersections. These include heavy traffic and lack of sidewalks and crosswalks. The Black and Rogers Elementary Schools are both located off Stockton Street (Route 571) across from each other and near a dangerous five-point intersection. Students who live as close as 50 feet to that intersection are bused to the schools, because of the lack of sidewalks along narrow heavily trafficked roadways.

Hightstown is also home to the Peddie School, a private coeducational boarding school serving students in the ninth through twelfth grades. The school has a current enrollment of approximately 550 students and includes 57 buildings on a 280-acre campus. It has benefited from a large endowment including numerous gifts from former alumnus Walter Annenberg. In 1993 he gave \$100 million to Peddie which was earmarked for financial aid to enable students from diverse backgrounds to attend the school. Since the majority of students and staff live on the campus, they have unique pedestrian and bicycle needs which will need to be considered when the Mobility Master Plan is developed.

Hightstown is served by Coach USA with three bus stops along Route 571 and Route 33 providing convenient commuter access to New York City. A private company, Michael's Transportation, services local commuters, with stops at several locations throughout the Borough. Another bus route provides service to Mercer County Community College from several stops within the Borough. Hightstown also has licensed taxis service for local trips within Hightstown, East Windsor and other areas within Mercer County. There are taxi stands on Stockton Street (Route 571) near Main Street and on Broad Street near Franklin Street (Route 33).

Planning Framework

The Master Plan for the Borough of Hightstown was approved in 1998. Many goals and objectives address the need to focus on pedestrian accessibility and the importance of improving safety and reducing the impact of traffic in order to improve the quality of life and revitalize the downtown area. A key theme throughout the document is to facilitate walking and bicycle use throughout the community, but particularly to and from downtown and recreational facilities:

“...regional through traffic has bisected the Borough, separating neighborhoods from neighborhoods and residential communities from business districts. Linkages must be re-established between the various areas of town. The Borough is small enough to be easily accessible from anywhere in town. Distance does not make it essential for local residents to use their cars. In fact, demographic data shows that Hightstown residents own fewer cars per household than their contemporaries in neighboring towns. However, existing traffic on local streets make using a car a preferred and often safer option. If links can be established for alternative modes of transportation, and existing traffic volumes can be reduced, then the services throughout the Borough will be more available once again to local residents.”

Circulation Element, Master Plan for the Borough of Hightstown, 1998

In 2014 the Borough undertook a Master Plan Reexamination report that encompassed an assessment of all Borough planning policies as they have evolved since 1998. It included a complete review of all goals and objectives in the original 1998 Master Plan and the 2002 and 2005 re-examination reports in order to identify progress and refine as needed. This was a more thorough examination than required by law which demonstrated the commitment of Borough officials to achieving a more livable and vibrant community. The most relevant goals and objectives relating to pedestrian and bicycle planning are summarized below:

Goal #1: Protect and perfect an historic town center image for the Borough.

Objective #1.8: Promote the priority of pedestrian movement throughout the Borough and create pedestrian links between the residential neighborhoods and the central downtown business district. Streetscape improvement projects have made existing sidewalks more attractive and, in some cases, wider. The Route 133 Bypass has steadily reduced traffic through the area. However, traffic in town continues to make it difficult for people to cross streets safely. The Borough should pursue Local Technical Assistance funding from the New Jersey Department of Transportation ... to develop a Bicycle and Pedestrian Plan to identify and prioritize opportunities for traffic calming throughout the Borough. The Borough should also prepare an updated Greenways Plan to illustrate ways to enhance pedestrian and bicycle movement within an expanded system of greenways. The results of these studies should be incorporated through a Master Plan Amendment into an updated Circulation Element of the Master Plan. Due to current conditions, streets without sidewalks need traffic calming appointments such as speed limit signage, speed tables, striped lane designation, or other means.

Goal #2: Revitalize the central downtown business district and improve the economic viability of the Borough.

Objective #2.2: Improve the streetscape to make the central downtown business district inviting, appealing and pedestrian friendly. Efforts to improve the streetscape must expand beyond simply cosmetic changes. It should include traffic calming techniques, allowances for bicyclists...

Objective #2.10: Promote the redesign of vehicular circulation patterns wherever necessary to enhance the environment of the central downtown business district and maximize the pedestrian

experience. Traffic patterns through town were improved when the State approved the Borough's request to remove one lane of traffic on Main Street between Franklin and Stockton Streets. Also, the Route 133 By-Pass has removed a lot of commuter traffic from downtown, reducing congestion. The challenge now is to increase *desirable* traffic, the kind that will support local businesses, while managing the cars so the downtown becomes truly pedestrian and bicycle friendly. The Borough should develop a plan for implementing appropriate traffic calming techniques that complement the streetscape improvements.

Objective #2.12: Maximize the ease with which community residents can walk to the central downtown business district from Hightstown's residential neighborhoods. The Borough has received several grants to underwrite sidewalk improvements. These projects have installed sidewalks and curbing where it didn't exist and handicap ramps where they were needed. Where sidewalks do not exist, traffic calming devices would encourage pedestrian use. The pedestrian experience can be improved further by introducing such things as lamp posts, benches, street trees, hanging pots and decorative banners.

Goal #3: Preserve and enhance the existing residential character of the Borough.

Objective #3.15: Give pedestrian movement priority over any other form of transportation. This objective has only been partially addressed with the streetscape improvement projects. More needs to be done, including designing and installing effective traffic calming techniques throughout the Borough. The Borough should develop a comprehensive traffic calming master plan, prioritizing recommended improvements, incorporate it into the Circulation Element of the Master Plan and then pursue grants to construct the recommendations.

Goal #5: Protect the natural resources and improve recreational opportunities within the Borough.

Objective #5.2: Redevelop and maintain the abandoned railroad right-of-way; redesigning it and integrating it into the natural open space system of the Borough. Many of the Borough's sleeper stones / railway blocks have been relocated and saved, but the railroad right-of-way itself remains under-utilized. The Borough should pursue grants to develop plans for converting the right-of-way into an active open /green space, since its location would create a convenient link through town. The open / green space could be extended further by constructing pedestrian bridges where the railroad bridges that traversed Stockton and North Main Streets once stood ...

Objective #5.3: Provide controlled public access to the Borough's natural resources, balancing the public's opportunities to enjoy the resources with necessary safe guards to protect and preserve the resources for future generations. The greenways through the Borough, both along Rocky Brook, Peddie Lake and the abandoned railroad right-of-way, continue to be important assets for the Borough though more should be done to integrate connections throughout the Greenway; and create/expand the use of rear entrances to businesses from the Greenway and

parking. The Borough should pursue grants to design and build more pedestrian and bicycle projects which where possible connect to routes through East Windsor. ...A pedestrian bridge should be built at the south east end of Peddie lake connecting the greenway of the north side of the lake to the Peddie campus.

Progress to Date

The following is a summary of the steps taken in the past related to developing a comprehensive Mobility Master Plan:

- 2001 to 2007 – Implementation of three phases of a Downtown Revitalization project, which included a new traffic pattern through town along Route 33, improved pedestrian experience with wider sidewalks, enhanced crosswalks, new streetscape furniture and municipal parking lot redesign.
- 2005 – Stockton Street Historic District established on the National Register of Historic Places and the New Jersey Register of Historic Places.
- 2008 – Downtown Hightstown, Inc. was founded, as an all-volunteer group of business owners and stakeholders dedicated to supporting businesses in their efforts to enhance the image, reputation and appeal of Hightstown to residents, visitors, customers and other businesses.
- 2008 to 2018 - Hightstown Sprint Triathlon, 2018 marked the 11th annual race, which attracts serious competing athletes from throughout the region as well as local enthusiasts.
- 2009 Hightstown Walkability Study completed by a coalition of volunteers from Hightstown's Parks & Recreation Commission, Downtown Hightstown, Inc. and the West Windsor Bicycle and Pedestrian Alliance.
- 2013 - Route 33 corridor study completed by the Delaware Valley Regional Planning Commission in partnership with East Windsor.
- 2014 - School Travel Plan completed for Black and Rogers Elementary Schools by Greater Mercer TMA.
- 2014 - First Complete Streets Resolution passed by the Borough. An enhanced resolution was passed in 2017.
- 2014 – Hightstown established a Cultural Arts Commission to pursue artistic and cultural activities in the Borough.
- 2014 - Main Street Designation Associate Tier from Main Street New Jersey, Department of Community Affairs.
- 2015 – Vision Plan for Downtown and Lakeside Improvements adopted, which expanded on objectives for downtown in the 2014 Master Plan to make downtown Hightstown a vibrant destination.
- 2015 – Hightstown designated a Preserve America Community
- 2017 – Downtown Hightstown Design Manual published.
- 2018 - Borough established a Streets and Sidewalks Committee to set priorities for infrastructure projects.
- 2018 - Planning Board established a Bike Planning Committee.
- 2018 – Enhanced bicycle regulations to improve safety in downtown.

- 2018 – Hightstown achieves Silver Certification Status with Sustainable Jersey.
- 2018 – Downtown Hightstown Walk Audit conducted with representatives from Hightstown Police, Public Works, Council and Planning Board, as well as Mercer County Planning Department, Downtown Hightstown, Inc., RISE (Community Action Program) and Greater Mercer TMA.
- 2018 – Launched the Hightstown Pace Car Program, where residents sign a pledge to obey traffic laws and display a magnet on their car to raise awareness of pedestrian and bike safety issues on our roadways.
- 2018 – Initial approvals by our Planning Board of Phase I of a mixed-use development under the Borough's Main Street Redevelopment Plan that will ultimately include 262 residential units, office and retail space adjacent to downtown.
- 2019- Borough Council and Planning Board develop application for technical assistance to the New Jersey Department of Transportation's Office of Local Bicycle and Pedestrian Assistance Program for the creation of a comprehensive Mobility Plan.

Scope of Work

Hightstown is seeking technical assistance from the New Jersey Department of Transportation's Office of Local Bicycle and Pedestrian Assistance Program for the creation of a Mobility Master Plan, including a network map and typical design cross-sections that can be used to support the installation of appropriate pedestrian and bicycle facilities in accordance with Complete Streets when municipal capital improvement projects are undertaken. The Plan should be consistent with the standards established in the State of New Jersey Complete Streets Design Guide and those in the Mercer County Master Plan Transportation Element, since most major roadways through the Borough are under the jurisdiction of the State or County. Transportation planning in Hightstown has been historically challenging because of the multiple jurisdictions involved. The Plan should address the following issues:

- The need to have an integrated multi-jurisdictional approach to creating a safer bicycle and pedestrian experience due to the impact of state and county roads on traffic circulation in Hightstown Borough.
- The need to address specific bicycle and pedestrian safety issues presented in the downtown area, where streets are narrow and bicycle riding is currently banned on sidewalks due to a pedestrian death after being struck by a bicycle on the sidewalk.
- The need to develop safer routes for students walking and riding bicycles to the Walter C. Black and the Grace N. Rogers Elementary Schools and Hightstown High School.
- The need to coordinate the needs of multiple bicycle constituencies, including children and families, commuters traveling through Hightstown to work destinations outside the Borough, students and staff at the Peddie School and recreational bicyclists.
- The need to integrate the Mobility Master Plan with a recently completed bicycle plan for East Windsor and to coordinate with plans in other municipalities throughout Mercer County.

Specifically, the Borough is seeking technical assistance to complete the following tasks for the Mobility Master Plan:

- Review existing data such as existing planning documents and studies, the as-built environment, ordinances and other appropriate data.
- Review and analyze accident statistics between vehicles and pedestrians and bicyclists
- Review existing bicycle plans for neighboring East Windsor Township and other municipalities in Mercer County.
- Review and analyze pedestrian, bicycle and vehicle counts, as appropriate.
- Lead community design charrettes to identify community goals for walkability and bicycling in Hightstown and solicit feedback on potential accommodations.
- Create a plan for a pedestrian and bicycle network to major destinations in Hightstown, including schools, churches, shopping, parks, municipal facilities, the downtown area and links to adjacent communities and regional pathway systems, including those designated in East Windsor and plans for a county-wide bike network for Mercer County. The plan shall designate the appropriate bicycle treatment for each segment of the network spine and identify potential ordinance changes that are required to accommodate such a treatment. The plan should include treatments for State and County Roads and intersections, as well as designate Safe Routes to Schools.
- Create a menu of viable bicycle treatments for other roadways which are feeders to the main bicycle network spine. This menu of treatments shall be responsive to current design guidelines, address the conflict between competing goals, roadway users and meet the Hightstown community needs.
- Prioritize the installation of the proposed bicycle routes in the Borough and identify constraints (narrow rights of way, environmental, historic, parking, etc.) within existing planning, zoning and parking ordinances that must be addressed to implement the proposed improvements. The prioritization may consider the highest value connectors and the fewest constraints and drawbacks.
- Identify intersections and street segments for priority improvements in pedestrian safety, including sidewalks, intersection redesigns and traffic calming measures.
- Create rules and procedures that will facilitate the implementation of our complete streets policy, including checklists for developers to insure appropriate accommodations for bicyclists and pedestrians on roadways in Hightstown.

Borough & Public Participation Commitment

Community Advisory Board

The Borough of Hightstown is committed to providing opportunities for public participation throughout the process of developing the Mobility Master Plan. To this end the Borough will establish a Community Advisory Board to provide input. The following organizations will be asked to participate:

- Downtown Hightstown, Inc.
- RISE, community action agency (Jack Curry, Community Outreach Coordinator)
- East Windsor Regional School District
- Peddie School
- Springpoint Meadow Lakes
- Greater Mercer TMA
- Mercer County

In addition, the following Borough departments, commissions and boards will be asked to provide input into the plan:

- Police Department
- Public Works
- Construction Office
- Borough Engineer
- Environmental Commission
- Board of Health
- Parks & Recreation Commission

The Community Advisory Board will meet monthly during the plan development phase to review plan progress and provide feedback. In addition, at least two public meetings will be held to present an overview of the plan once it is developed and modifications will be made if necessary, based on public comment received at the meetings. The Board will continue to meet periodically once the Mobility Master Plan is adopted to ensure that the recommendations contained in the Plan are implemented.

The members of the Hightstown Borough Council and Planning Board are committed to assisting with the following tasks:

- Community outreach – scheduling, advertising and hosting design charrettes; soliciting community feedback via multiple social media outlets
- Data collection by municipal staff and professionals
- Local outreach to the East Windsor Regional School District, Peddie School, Downtown Hightstown Inc., and other local institutions.
- Presentation of the Mobility Plan to the Planning Board for adoption as a part of the Hightstown Borough Master Plan Circulation Element.

- Integration of new rules and checklists into the Borough code and administrative procedures as part of our implementation of our Complete Streets policy.
- Follow up with NJ DOT one year after completion of the Mobility Master Plan to document the status of recommendations outline in the plan.

Borough Contact Person:

Beverly Asselstine, Member Hightstown Planning Board
609-203-1367
baamjc@aol.com

**Local Bicycle/Pedestrian Planning
Assistance Program
PROGRAM GUIDELINES**

LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM

LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM

Background

The New Jersey Bicycle and Pedestrian Transportation Master Plan has established a vision for New Jersey as a place where people choose to walk or bicycle with confidence and a sense of security...where both activities are a routine part of the transportation and recreation systems. The Department has taken steps to fulfill this vision through the adoption of a Complete Streets Policy through which the Department commits to the planning, design construction, maintenance and operation of facilities that will provide for the safe access and mobility of pedestrians, bicyclists and transit users of all ages and abilities.

In order to implement this policy and make New Jersey a better place to bicycle and walk, it is essential that infrastructure improvements be undertaken that address the safety, mobility and access needs of non-motorized transportation modes. The benefits of such improvements are maximized if they evolve from a rational planning process, in fulfillment of a local vision that complements the one expressed in the NJ Bicycle and Pedestrian Master Plan; a process that reflects a conscious and concerted effort to create livable communities and complete streets where the needs of vulnerable roadway users such as pedestrians and bicyclists are central.

To assist in fulfilling this vision, and to facilitate the implementation of capital projects that fulfill the safety and access needs of pedestrians and bicyclists; the Department has created the **Local Bicycle/Pedestrian Planning Assistance Program (LBPPAP)**. Under this program, the Department has retained the services of several consultants with expertise in local bicycle and pedestrian planning. The services of these consultants are provided at no cost to counties and municipalities that demonstrate a need and desire to undertake planning activities that will lead to capital improvements to benefit the non-motorized transportation modes.

Municipalities (or counties) that determine they are interested in participating in this program should develop an application in accordance with the information provided below and submit the package to:

Elise Bremer-Nei, AICP/PP
Office of Bicycle & Pedestrian Programs
New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 600
Trenton, NJ 08625-0300

LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM

Application Package Checklist

Local governments that wish to be considered for inclusion in this program must submit an application package. Applications will be accepted at any time throughout the year. The application should demonstrate a strong interest in and/or need to provide improved or enhanced accommodations for pedestrian or bicycle travel in the community and evidence of a sincere commitment to implement the recommendations that evolve from the planning effort. The application package for the LBPPAP must include:

- ☐ A cover letter on the letterhead of the applicant, county or municipality, expressing interest in the program, signed by an appropriate representative of the county or municipality.
- ☐ A description of the proposed planning effort to be undertaken, prioritizing the efforts. This should include justification in terms of the needs, problems, populations served or opportunities being addressed.
- ☐ Additional information, if available, including sketches, maps which define the proposed study area, etc.,
- ☐ Supporting data, statistics and mapping demonstrating significant safety issues in the county or municipality that may be addressed in the study.
- ☐ A description of how the municipality intends to participate in the study. This can include financial participation, though financial participation is not required.
- ☐ A **resolution of support** from the governing body (if available at the time of the submittal) or an indication that a resolution of support will be forthcoming. The resolution must include a commitment to make a good faith effort to implement the recommendations (actual or implied) of the planning study. *Note: A task order with the Department's consultant, commissioning the work, will not be issued without receipt of a resolution of support from the local governing body.*
- ☐ The identity of the contact person and/or staff person who will participate in the study on behalf of the county or municipality.
- ☐ The identity of any local citizen groups or task forces or other entities with an interest in bicycling or walking who support the planning effort and may be available to participate in the study.
- ☐ An agreement to follow up with NJDOT one year after study completion in order to document the status of improvements based on study recommendations.

LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM

Evaluation Process/Selection Criteria

Since applications are accepted at any time, the Department does not, strictly speaking, review and evaluate applications on a competitive basis. The program is competitive only in that there may be more applicants than resources available to accommodate them. As such, we cannot guarantee that technical assistance will be available at any particular time. The evaluation process is intended to determine whether an application is to be accepted (or not) into the program. Applications will be evaluated in terms of the following selection criteria:

- Clarity of the presentation of the planning issues to be addressed
- Inclusion of supporting data, statistics and mapping to back up narrative provided
- Evidence of commitment of local staff/resources (mapping, providing data, setting up meetings, providing meeting space, etc.)
- Evidence that a significant pedestrian or bicycle safety issue is to be addressed
- Evidence that the planning effort includes consideration of improving non-motorized access to transit stops and stations
- Evidence that the planning effort is to be directed to the needs of special populations such as senior citizens, transportation disadvantaged, school children, etc.
- Evidence that the planning effort is to be directed towards the enhancement, vitality or economic viability of downtown or central business district (CBD) areas through the improvement of bicycle and pedestrian access and safety
- Documentation that the applicant municipality or county has an existing Complete Streets Policy or a commitment of their intention to adopt one
- Documentation of local support (A resolution of support from the governing body is required. Other documentation could include letters of support from public safety officials, the school board, etc.)
- Documentation of support/involvement of the county (if a municipal application)
- Documentation of support by the Transportation Management Association (TMA) and/or the Metropolitan Planning Organization (MPO)
- Documentation that other activities or projects have been undertaken to support bicycling or walking in the county or municipality, including Safe Routes to School programs

Other Considerations

Planning efforts to be undertaken through this program are to be locally driven. It is essential that applicants understand that this assistance is to be provided under a partnership arrangement, and that applicants must commit staff and/or financial resources to these efforts.

All studies undertaken must have a strong public outreach aspect, including continuing involvement by both the official representatives of the county or municipality as well as participation by local citizens.

LOCAL BICYCLE/PEDESTRIAN PLANNING ASSISTANCE PROGRAM

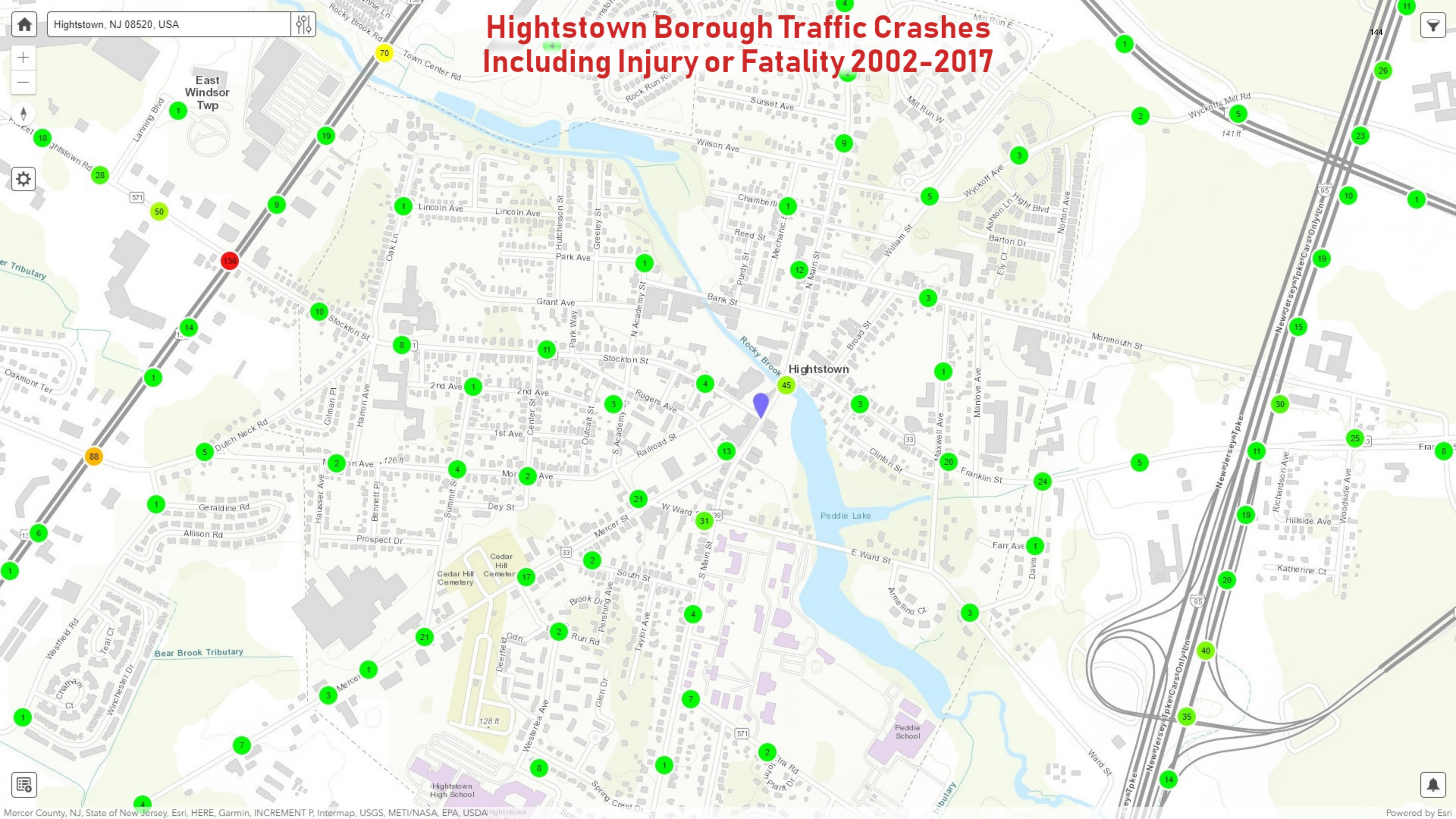
It is anticipated that study recommendations will be consistent with state of the practice guidelines for bicycle and pedestrian accommodations.

Communities participating in the program will be contacted periodically after the completion of the planning effort to provide information on progress made toward implementing study recommendations resulting outcomes. Specifically, we will be asking whether there has been an increase in safety due to the changes made, whether a Complete Streets policy has been adopted, as well as whether or not the community has seen an increase in bicyclists and pedestrians. Also, we will assist in determining whether the community is eligible for inclusion in the Bike Friendly Communities Program with the League of American Bicyclists. An important part of the process will be the identification of the contact person within the local government who will sign the Local Technical Assistance Scope Approval form. This person will not only agree to the goals and objectives of the study, but will also agree to serve as our liaison for the aforementioned progress reports.

Eligible Planning Activities

Examples of planning activities that may be eligible for this technical assistance program include but are not limited to:

- Evaluation of bicycle and/or pedestrian safety issues and the development of potential solutions
- Comprehensive bicycle and/or pedestrian plans or circulation elements
- Bicycle and/or pedestrian circulation studies focusing on key corridors or activity centers in the county or municipality, e.g. downtowns, key attractors (parks and other community facilities) shopping centers, etc.
- Planning location or feasibility assessments for shared use path projects including rail-trails and rail with trail
- Complete Streets policy development and implementation plan assistance
- Sidewalk inventories
- Walkability audits
- Inventories or audits of bicycle compatible roadways and designated bicycle facilities
- Bicycle suitability mapping
- Deficiency analyses, in terms of bicycle and/or pedestrian travel along selected routes to schools, transit facilities, downtown areas, etc., along with recommendations for mitigating those deficiencies
- Residential neighborhood traffic calming
- Safe Routes to School travel plans



Resolution 2019-37

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICES AGREEMENT WITH HAMILTON TOWNSHIP FOR CERTAIN HEALTH SERVICES (STD CLINIC)

WHEREAS, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain clinic services relative to sexually transmitted diseases (STDs); and

WHEREAS, the Township of Hamilton is agreeable to providing clinic services relative to STDs to the Borough of Hightstown for the period January 1, 2019 through December 31, 2019 for a fee of \$50.00 per patient; and

WHEREAS, it is the desire of the Borough Council to enter into a shared services agreement with the Township of Hamilton for provision of these services; and

WHEREAS, such agreements are authorized pursuant to *N.J.S.A. 40A:65-1 et seq*; and

WHEREAS, funds for this purpose shall be provided for in the 2019 budget.

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

1. A shared services agreement between the Borough of Hightstown and the Township of Hamilton for the provision of professional health clinic services for sexually transmitted diseases for the period January 1, 2019 through December 31, 2019 is hereby authorized and accepted.
2. The Mayor and Clerk are authorized and directed to execute said agreement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

*Hamilton Township Resolution No. 18-371
Hightstown Borough Resolution No.*

**SHARED SERVICES AGREEMENT FOR HEALTH SERVICES
TOWNSHIP OF HAMILTON & THE BOROUGH OF HIGHTSTOWN**

January 1, 2019 to December 31, 2019

This Agreement made this **18th** day of **December, 2018**, by and between the **Township of Hamilton**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 2090 Greenwood Avenue, P.O. Box 00150, Trenton, New Jersey 08650-0150; and the **Borough of Hightstown**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 148 North Main Street, Hightstown, New Jersey 08520-3296;

Witnesseth that:

Whereas, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain health services for its residents; and

Whereas, the Borough of Hightstown desires to contract with the Township of Hamilton for provision of those health services; and

Whereas, the Township of Hamilton is agreeable to providing health services to the Borough of Hightstown for a fee and upon certain specified conditions; and

Whereas, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq.*, permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

Whereas, the Township of Hamilton and the Borough of Hightstown have authorized and approved this Agreement by Resolution duly adopted pursuant to N.J.S.A. 40A:65-1, et seq., of the *Uniform Shared Services and Consolidation Act*;

Now, Therefore, in consideration of the mutual agreements and covenants herein contained, the parties agree as follows:

1. **Scope of Services:** The Township of Hamilton agrees to provide to the Borough of Hightstown, for the benefit of the residents of the Borough of Hightstown, certain health services.
2. **Fees:** The fees payable by the Borough of Hightstown to the Township of Hamilton for the performance of the services described in Paragraph One shall be as set forth in **Schedule A** annexed hereto.
3. **Billing and Payment:** The Township of Hamilton will issue quarterly bills for services rendered to the Borough of Hightstown. The bills will be issued by the fifteenth (15th) day of the succeeding quarter and will be payable within thirty (30) days of issuance. The first quarter will run from January 1st – March 31st; the second quarter will run from April 1st – June 30th; the third quarter will run from July 1st – September 30th; and the fourth quarter will run from October 1st – December 31st.
4. **Liability:** The Township of Hamilton and the Borough of Hightstown shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act*, N.J.S.A. 59:1-1 et seq., arising out of or related to performance of any activity under the terms of this Agreement.
5. **Effective Date/Termination:** This Agreement shall be for twelve (12) months effective January 1, 2019 and ending December 31, 2019.
6. Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to continue services and negotiate a new contract for 2020.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the respective dates indicated below:

TOWNSHIP OF HAMILTON

BOROUGH OF HIGHTSTOWN

Kelly A. Yaede, Mayor

Lawrence D. Quattrone, Mayor

ATTEST:

ATTEST:

Eileen A. Gore, RMC, CMC, MMC
Municipal Clerk

Debra Sopronyi, RMC/CMC, QPA, CMR
Borough Clerk

Dated:

Dated:

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HAMILTON TOWNSHIP HEALTH SERVICES

FEE SCHEDULE - 2019

(Fees found in Section 215-6(10) of the Hamilton Township Code)

AVAILABLE SERVICES:

1. **Exposure Control Plan:** Tailored to fit particular specifications, job descriptions, etc.

BBP Plan	\$300.00
TB Plan	\$300.00
Both Plans	\$500.00

2. **Bloodborne Pathogen/TB Training:**

- a. Includes all topics mandated by the PEOSHA regulations.
- b. Presented by a *Public Health Nurse* and *HIV Counselor/Health Educator*

Initial Training Session	\$500.00 for up to 30 employees \$ 10.00 per each additional employee over 30
Initial TB Training Only	\$250.00 for up to 30 employees \$ 10.00 per each additional employee over 30
Yearly Re-Training	\$300.00 for up to 30 employees \$ 10.00 per each additional employee over 30

3. **Hepatitis B Vaccine:**

- a. Administered with a physician's standing orders by a Public Health Nurse.
- b. Includes Hepatitis B Vaccine, following CDC guidelines.

Hepatitis B Vaccine	\$70.00/vaccination
Twinrix (Hepatitis A and Hepatitis B)	\$100.00/vaccination

4. **Mantoux Tuberculin Testing (PPD):**

- a. Administered with a physician's standing orders by a Public Health Nurse.
- b. Interpreted in 48 to 72 hours by a Public Health Nurse.

PPD Administration	\$25.00/employee
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5. **Sexually Transmitted Disease (S.T.D.) Clinic Services:**

- a. Services are available on Tuesdays, 9 a.m. to 12 p.m. at the Hamilton Township Division of Health.
- b. Services are conducted by a Public Health Nurse and S.T.D./HIV Counselor(s).

Contracted S.T.D. Clinic Visits	\$50.00 per patient as per contract.
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6. **Pneumonia/Flu:**

Non-township residents, Private Sector & Businesses	\$200.00
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7. **Blood Lead Investigations:**

Investigation and follow-up	\$60.00/hour
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8. **Child Health Conferences:**

Assessment, Counseling, Examination and Immunizations	\$75.00 per patient as per contract
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9. **Health Education Services:**

Assessment, Planning and Implementation	\$200.00/hour
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For further information, contact:

Jeffrey J. Plunkett, Health Officer (609) 890-5562

**Giovanna Guarraggi, R.N., MSN, APN-BC, Administrative Director of Nursing
(609) 890-3883**

Jill Belviso, PHN, R.N., BSN (609) 890-3837

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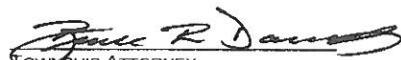
SCHEDULE A

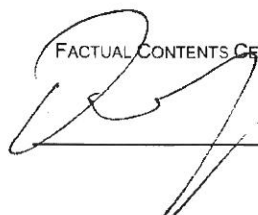
**TOWNSHIP OF HAMILTON
COUNTY OF MERCER, NEW JERSEY**

RESOLUTION

No. 18 371

APPROVED AS TO FORM AND LEGALITY


TOWNSHIP ATTORNEY

FACTUAL CONTENTS CERTIFIED TO BY

TITLE

RESOLUTION AUTHORIZING AND APPROVING 2019 SHARED SERVICES CONTRACT FOR HEALTH SERVICES BETWEEN THE TOWNSHIP OF HAMILTON AND THE BOROUGH OF HIGHTSTOWN

Whereas the Borough of Hightstown desires to contract with the Township of Hamilton for provision of certain professional health clinic services for the period January 1, 2019 to December 31, 2019; and

Whereas the Township of Hamilton has agreed to provide certain health services to the Borough of Hightstown for a fee; and

Whereas such agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq.; and

Whereas this contract is in the best interest of the Township of Hamilton;

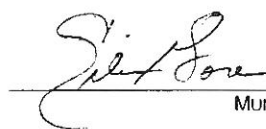
Now, Therefore, Be It Resolved by the Council of the Township of Hamilton, in the County of Mercer and State of New Jersey, that the shared services contract between the Township of Hamilton and the Borough of Hightstown for the provision of certain professional health clinic services is authorized and accepted and that the proper officials of the Township of Hamilton are authorized to execute said contract;

Be It Further Resolved that the contract shall take effect upon the adoption of the appropriate resolution by the Borough of Hightstown and the execution of the contract by the parties in accordance with N.J.S.A. 40A:65-1 et seq.

ADOPTED BY COUNCIL ON December 18, 2018

DATE


PRESIDENT


MUNICIPAL CLERK

RECORD OF VOTE						
COUNCIL	AYE	NAY	N.V.	A.B.	RES.	SEC.
ILEANA SCHIRMER	✓					✓
RALPH V. MASTRANGELO	✓					
RICHARD L. TIGHE, JR.		✓				
JEFFREY S. MARTIN	✓				✓	
ANTHONY P. CARABELLI, JR.	✓					
X - Indicates Vote A.B. - Absent N.V. - Not Voting RES. - Moved SEC. - Seconded						

18 371

Resolution 2019-38

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

AUTHORIZING THE TAX ASSESSOR THE ABILITY TO GRANT PROPERTY TAX EXEMPTIONS TO DISABLED VETERANS

WHEREAS, the legislature in adopting N.J.S.A. 54:4-3.30-3.33 has granted full property tax exemption for veterans suffering from service connected disabilities as declared by the United State Department of Veterans Administration; and

WHEREAS, such exemption shall be approved and granted by the Tax Assessor upon the filing of the claim **demonstrating** the right to the exemption; and

WHEREAS, the Statute does not specify the effective date for granting of a disabled veteran tax exemption but rather states that the municipal governing body shall, by resolution, establish a policy for the granting of property tax exemptions under this Statute;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown, County of Mercer, and the State of New Jersey, that the Tax Assessor shall be authorized to grant property tax exemption to Veterans suffering from service connected disabilities as declared by the United States Department of Veteran's Administration upon the filling of a claim demonstrating the right to an exemption; such property tax exemption shall be effective as of the date the application is received in the Tax Assessor's office.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-39

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

AUTHORIZING REFUND OF WATER/SEWER OVERPAYMENT

WHEREAS, a water/sewer overpayment was made for Block 2.01, Lot 1, C0095, 140 Mill Run East, in the amount of \$204.30 due to duplicate payment; and

WHEREAS, the owner, Kevin Kappock, 17 Feathertree Court, Howell, New Jersey 07731, has requested that a refund be issued for the overpayment in the amount of \$204.30; and

WHEREAS, the Collector has requested that said overpayment be refunded in the amount of \$204.30.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Collector and CFO are hereby authorized to issue a refund in the amount of \$204.20 to Kevin Kappock, 17 Feathertree Court, Howell, New Jersey 07731, representing the water/sewer overpayment as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-40

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

AUTHORIZING A RENEWED SHARED SERVICES AGREEMENT WITH MERCER COUNTY FOR EMS DISPATCH SERVICES

WHEREAS, with the adoption of Resolution 2014-126 on June 2, 2014, the Borough Council approved a Shared Services Agreement with Mercer County for Emergency Medical Dispatch Services for the period of July 1, 2014 to December 31, 2016; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Emergency Medical Dispatch Services to the Borough by Mercer County for a one-year period, January 1, 2019 through December 31, 2019; and

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Dispatch Services for the period January 1, 2019 through December 31, 2019; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period January 1, 2019 through December 31, 2019 will be Four Thousand Four Hundred and Fifty Thousand Dollars (\$4,450.00) for this 12-month period; and

WHEREAS, additional terms of said Services shall be established in a shared services agreement signed by Mercer County and Hightstown Borough; and

WHEREAS, it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2019 budget.

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

1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
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 January 22, 2019

Debra L. Sopronyi
Borough Clerk

**SHARED SERVICES AGREEMENT
BETWEEN
THE COUNTY OF MERCER AND THE BOROUGH OF HIGHTSTOWN
FOR THE PROVISION OF EMS DISPATCH SERVICES**

THIS AGREEMENT, made this ____ day of _____, 2019, by and between the County of Mercer, a body politic of the State of New Jersey, with principal offices located at 640 South Broad Street, Trenton, Mercer County, New Jersey (hereinafter referred to as “COUNTY”), and the Borough of Hightstown, a municipal corporation of the State of New Jersey, with principal offices located at 156 Bank Street, Hightstown, Mercer County, New Jersey (hereinafter referred to as “MUNICIPALITY”).

WITNESSETH:

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., permits local units of this State to enter into a contract with any other local unit for the joint provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the COUNTY is interested in providing EMS dispatch services to the MUNICIPALITY, and the MUNICIPALITY is interested in having said services available to its residents;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the COUNTY and the MUNICIPALITY hereby agree as follows:

1. The COUNTY agrees to provide EMS dispatch services to the
MUNICIPALITY.

2. The term of this Agreement shall be one (1) year for the period of January 1, 2019 through December 31, 2019.

3. The MUNICIPALITY shall be assessed an annual assessment representing the cost of the calls made to, and received by the COUNTY for EMS dispatch services.

4. There shall be an adjustment to the annual assessment in January of the subsequent calendar year to reflect actual calls in the prior year.

5. Based on the annual assessment the MUNICIPALITY will pay an annual cost for EMS dispatch in the amount of \$4,450.00 to the COUNTY within thirty (30) days of invoicing by the COUNTY.

6. Each party shall indemnify, defend and hold harmless the other party, its agents, officers and employees, and their successors and assigns, from and against all liability for any claims, suits, demands, actions or causes of action of any kind and nature arising out of or in connection with the provision of the parties' respective responsibilities under this Agreement, to the extent permitted by law.

7. This Agreement may be terminated at any time by either party, with or without cause; however, unless otherwise agreed to by the parties, a termination shall not become effective for a minimum of ninety (90) days following the receipt of the notice of termination by the non-terminating party.

8. All notices, statements or other documents required by the Agreement shall be hand-delivered or mailed to the following designated representatives:

A. The designated representative for the COUNTY is:
Andrew A. Mair, Administrator
County of Mercer
640 S. Broad Street
Trenton, NJ 08650

B. The designated representative for the MUNICIPALITY is:
 Debra Sopronyi, Clerk/Administrator
 Borough of Hightstown
 156 Bank Street
 Hightstown, NJ 08520

9. Any dispute arising under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

10. This Agreement may only be supplemented, amended or revised in writing, which has been duly authorized by the parties and signed by the proper authorized representatives thereof.

11. A copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

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 TO THE BOARD
 OF CHOSEN FREEHOLDERS

 BRIAN M. HUGHES
 COUNTY EXECUTIVE

ATTEST:

 LAWRENCE QUATTRONE, MAYOR

Resolution 2019-41

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

AMENDING RESOLUTION 2019-04

WHEREAS, resolution 2019-04 which approved the 2019 Borough Council schedule was adopted on January 1, 2019; and

WHEREAS, the Borough Council finds that the meeting schedule for the year 2019 must be amended.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that resolution 2019-04 is hereby amended as follows: Borough Council meetings for the remainder of 2019 and for the first meeting in 2020 will be held at **7:30 p.m.**, unless otherwise noted, at the Hightstown Firehouse at 140 North Main Street, Hightstown, on the following dates:

2019 SCHEDULED COUNCIL MEETING DATES

MONDAY	February 4
TUESDAY	February 19
MONDAY	March 4
MONDAY	March 18
MONDAY	April 1
MONDAY	April 15
MONDAY	May 6
MONDAY	May 20
MONDAY	June 3
MONDAY	June 17
MONDAY	July 15
MONDAY	August 5
TUESDAY	September 3
MONDAY	September 16
MONDAY	October 7
MONDAY	October 21
MONDAY	November 4
MONDAY	November 18
MONDAY	December 2
MONDAY	December 16

2020 Meetings

WEDNESDAY, January 1 at 12 Noon

Reorganization Meeting

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-42

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A TRANSFER OF FUNDS IN THE 2019 BUDGET

Whereas, N.J.S.A. 40A:4-59 provides that the governing body may authorize a transfer of funds in the budget during the first three months of the following year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2018 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Legal Services and Costs		
Other Expenses	\$ 14,000.00	\$ -
Grant Writing		
Other Expenses	-	3,000.00
Engineer		
Other Expenses		2,000.00
Solid Waste		
Other Expenses	-	3,000.00
Street Lighting		
Other Expenses		3,000.00
Natural Gas		
Other Expenses		3,000.00
TOTALS	\$ 14,000.00	\$ 14,000.00

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019

Debra L. Sopronyi
Borough Clerk

Resolution 2019-43

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

AMENDING THE 2019 TEMPORARY OPERATING BUDGET – CURRENT FUND

WHEREAS, the Borough Council adopted the 2019 temporary current fund budget on January 1, 2019; and

WHEREAS it is necessary to amend the budget in order to provide funding for certain expenditures; and,

WHEREAS said amendment will neither increase nor decrease the total appropriations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey that the 2019 Temporary Operating Budget – Current Fund is amended as follows:

		From:	To:
Legal Services and Costs	Other Expense	20,000.00	
Police	Salaries and Wages	20,000.00	
Building Improvements/Design			40,000.00
CURRENT TOTAL		40,000.00	40,000.00

BE IT FURTHER RESOLVED that Certified copies of this Resolution shall be forwarded to the Chief Financial Officer and Borough Auditor.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 22, 2019.

Debra L. Sopronyi
Borough Clerk