

Agenda

Hightstown Borough Council

June 3, 2019

Hightstown Fire House

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

Flag Salute

Executive Session

2019-111 Authorizing a Meeting that Excludes the Public

Contract Negotiations – Mills at Hightstown
Municipal Court - Robbinsville

Approval of the Agenda

Minutes

April 26, 2019 – Budget Workshop
May 6, 2019 – Public Session
May 16, 2019 – Executive Session
May 16, 2019 – Budget Workshop

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.

Presentations

Complete Streets Committee Report

Engineering Items

DOT State Aid Grant Recommendation(s)
Lincoln, Hagemount & Rocky Brook Project
Chemical Comparison at AWWTP
2019-106 Awarding a Contract for Stockton Street Water Main Replacement – Reivax Contracting
2019-112 Authorizing Payment #2 – JTG Construction (Improvements to First Avenue)

Ordinances

2019-08 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 7 Entitled “Traffic”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey Regarding Parking

2019-09 First Reading and Introduction – Amend Bond Ordinance for Stockton Water Main

2019-10 First Reading and Introduction – Bond Ordinance for Architectural Services – Municipal Facilities

Resolutions

2019-113 Payment of Bills

2019-114 Appoint Class II Officer – Martin A. Moreno

2019-115 Extending an Agreement for Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street

2019-116 Authorizing Emergency Temporary Appropriations Prior to Adoption to the 2019 Budget

Public Comment II

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

Discussion

Paving of Bank Street

Subcommittee Reports**Mayor/Council/Administrative Reports****Adjournment**

Resolution 2019-111

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on June 3, 2019 at the Hightstown Fire House located at 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Mills at Hightstown
Municipal Court Robbinsville

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: September 3, 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 June 3, 2019.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
April 25, 2019
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:34 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 Egan</i>		✓
<i>Councilmember Jackson</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; Monika Patel, Deputy CFO and George Lang, CFO.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Mayor Quattrone requested that the Sunset and Maple project be added to discussion.

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

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

Agenda approved 4-1.

PUBLIC COMMENT I

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

Keith LePrevost, 213 Greely Street – Stated that police cars should be electric or hybrid as they run idle all day long. He encourages looking at this when replacing the police fleet.

Scott Caster, 12 Clover Lane – Asked that everyone speak louder so they can be heard.

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

DISCUSSION

Sunset Avenue and Maple Avenue

Borough Administrator/Clerk, Debra Sopronyi, stated at the last Council meeting, Council authorized the Borough engineer to speak with the contractor regarding moving forward with additional work on the Sunset and Maple project, staying within the 20% change order. The contractor began marking out for sidewalks. The Administration office started receiving calls from residents stating that they do not want sidewalks. Discussion ensued. It was decided that the master plan states that all infrastructure projects shall include curbs and sidewalks as part of complete streets. Council all agreed to continue with the sidewalks on the south side of sunset.

Budget 2019

George Lang, CFO, explained the Budget at a Glance and reviewed the budget worksheets. He explained that every \$40,000 is a .01 increase/decrease in the budget.

- Council questioned the increase in the Public Works budget. It was explained that many line items in the PW budget cover other departments.
- Council questioned the \$15,000 increase in the Fire Department budget. It was stated that last year, the Fire Department had been asked to submit their annual audit, and a report on how they acquire their funds and their expenses. To date, this has not been received. After discussion, it was agreed that the Fire Department would not be receiving an increase in their budget. The proposed amount would be cut by \$15,000.
- Keith LePrevost, Chair, Environmental Commission spoke to Council regarding the increase in the Environmental Commission budget. They are requesting an increase for Education and training as many things are paid for personally since there isn't enough in the budget. They are also requesting an increase for maintenance of street trees. Mr. LePrevost is suggesting having a professional tree trimmer trim all street trees to maintain shape and structure. After discussion, Council agreed to decrease the Environmental Commission budget by \$7,750.

After further discussion, Council agreed that they need time to look closer at the budget since this is the first time they are seeing the completed proposed budget. They are looking for a recommendation from the CFO as to where the budget can be cut. They also requested Mr. Lang to provide them with a history of the Borough's surplus. It was decided that a third budget meeting is needed. The proposed date for the next budget meeting is May 16, 2019, at 6:30 p.m. at the Historical Society. Deputy Clerk, Peggy Riggio, will work on securing the location and noticing the paper.

ADJOURNMENT

Councilmember Bluth moved to adjourn at 8:30 p.m.; Council President Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio

Deputy Borough Clerk

Meeting Minutes
Hightstown Borough Council
May 6, 2019
7:30 p.m.

The meeting was called to order by Mayor Quattrone at 7:30 p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk’s office.”

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>		✓
<i>Councilmember Egan</i>	✓	
<i>Councilmember Jackson</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; Monika Patel, Deputy CFO and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Council President Misiura asked to remove the First Aid Update from Presentations.

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

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

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

April 11, 2019 – Budget Workshop

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Minutes approved 4-0 with 1 abstention.

April 15, 2019 – Executive Session

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Minutes approved 4-0 with 1 abstention.

April 15, 2019 – Public Session

Moved by Councilmember Egan; Seconded by Councilmember Jackson.

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

Minutes approved 4-0 with 1 abstention.

PUBLIC COMMENT I

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

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

ORDINANCES

Ordinance 2019-06 First Reading and Introduction – An Ordinance to Exceed The Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A:4-45.14)

Moved for introduction by Councilmember Stults; Seconded by Councilmember Musing.

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

Ordinance introduced 5-0.

Public Hearing scheduled for May 20, 2019.

Ordinance 2019-06

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

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

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

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

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2019 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 1.0% increase in the budget for said year, amounting to \$57,224.13 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

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

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2019 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$200,284.45, and that the CY 2019 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

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

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

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

Ordinance 2019-07 First Reading and Introduction – Bond Ordinance Providing a Supplemental Appropriation of \$65,000 for Improvements to Maple Avenue and Sunset Avenue in and by the Borough of Hightstown, In the County of Mercer, New Jersey, and Authorizing the Issuance of \$65,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Moved by Councilmember Musing; Seconded by Councilmember Stults.

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

Ordinance introduced 5-0.

Public Hearing scheduled for May 20, 2019.

Ordinance 2019-07

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

**BOND ORDINANCE PROVIDING A SUPPLEMENTAL
APPROPRIATION OF \$65,000 FOR IMPROVEMENTS TO MAPLE
AVENUE AND SUNSET AVENUE IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, AND
AUTHORIZING THE ISSUANCE OF \$65,000 BONDS OR NOTES OF
THE BOROUGH TO FINANCE PART OF THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance has heretofore been authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the supplemental amount of \$65,000, such sum being in addition to the \$540,000 appropriated therefor by bond ordinance #2017-17 of the Borough, finally adopted November 20, 2017 (the "Original Bond Ordinance"), including the \$275,000 grant from the State of New Jersey Department of Transportation Municipal Aid Program (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvements since the project described in Section 3(a) hereof is being partially funded by the State Grant.

Section 2. In order to finance the additional cost of the improvement or purpose and in anticipation of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$65,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement heretofore authorized and the purpose for the financing of which the bonds are to be issued is improvements to Maple Avenue and Sunset Avenue, including road improvements, consisting of milling and overlay with pavement repairs where necessary, along with the replacement of deteriorated curbs and sidewalks, the addition of sidewalks from Maple Avenue to North Main Street and curb and sidewalk replacements, as well as the new sidewalk to North Main, as described in the Original Bond Ordinance, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is \$330,000, including the \$265,000 authorized by the Original Bond Ordinance and the \$65,000 authorized herein.

(c) The estimated cost of the improvement or purpose is \$605,000, including the \$540,000 appropriated by the Original Bond Ordinance and the \$65,000 appropriated herein.

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

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

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

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

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$65,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$95,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement. Of this amount, \$80,000 was estimated for these items of expense in the Original Bond Ordinance and an additional \$15,000 is estimated therefor herein.

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

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

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the

Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

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

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

RESOLUTIONS

Resolution 2019-094 Payment of Bills

Moved by Councilmember Jackson; Seconded by Councilmember Musing.

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

Resolution adopted 4-0 with 1 abstention.

Resolution 2019-94

*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 \$208,722.27 from the following accounts:

Current		\$56,913.44
W/S Operating		36,293.62
General Capital		58,467.00
Water/Sewer Capital		11,804.50
Grant		0.00
Trust		3,453.27
Housing Trust		0.00
Animal Control		66.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>41,724.44</u>
Total		<u>\$208,722.27</u>

Resolution 019-095 Resolution Amending Resolution 2019-88, Relating to the Borough's Continued use of a Portion of the Property Known and Designated at Block 61.01, Lots 43, 44 & 45, Commonly Known as 415A Mercer Street, Hightstown, New Jersey

Moved by Councilmember Stults; Seconded by Councilmember Egan.

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

Resolution adopted 5-0.

Resolution 2019-95

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

**RESOLUTION AMENDING RESOLUTION 2019-88, RELATING TO THE BOROUGH'S
CONTINUED USE OF A PORTION OF THE PROPERTY
KNOWN AND DESIGNATED AS BLOCK 61.01, LOTS 43, 44 & 45,
COMMONLY KNOWN AS 415A MERCER STREET,
HIGHTSTOWN, NEW JERSEY.**

WHEREAS, on April 15, 2019, the Hightstown Borough Council adopted Resolution 2019-88, which authorized the Borough to enter into and execute a 3rd Amendment to the Lease Agreement (also referenced as the "Lease extension agreement") between the Borough and Hights Realty, LLC (the "Landlord"), regarding the Borough's continued use of a portion of the property known and designated as Block 61.01, Lots 43, 44 and 45 on the Borough's Tax Map (the "Property"), for the operation of the Borough's Police Department and associated functions; and

WHEREAS, subsequent thereto, the Landlord has requested a revision to the terms of the proposed Lease extension agreement; and

WHEREAS, the amendment requested changes the term of the Borough's continued occupancy at the Property from a one-year term with the option to renew for one additional year to a set two-year term, which shall expire on January 31, 2021; and

WHEREAS, the remainder of the Lease extension agreement as initially approved per Resolution 2019-88 remains the same; and

WHEREAS, a copy of the proposed updated Lease extension agreement is attached hereto and made a part hereof; and

WHEREAS, the Mayor and Borough Council are amenable to the proposed revision requested by the Landlord, and thus wish to approve the updated Lease extension agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that Resolution 2019-88 is hereby revised such that the term of the Lease extension agreement shall be for a set two-year period, which shall expire on January 31, 2021.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute and the Borough Clerk to attest the attached updated 3rd Amendment to Lease Agreement on behalf of the Borough.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided to each of the following:

1. Hights Realty, LLC;
2. Robert Brown, Esq.;
3. Frederick C. Raffetto, Esq., Borough Attorney; and
4. Police Chief Frank Gendron.

Resolution 2019-096 Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Association with the Peddie Lake Dam Pedestrian Bridge Project

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2019-96

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

**AUTHORIZING PAYMENT TO REMINGTON VERNICK FOR INSPECTION AND
CONTRACT ADMINISTRATION SERVICES ASSOCIATED WITH THE PEDDIE
LAKE DAM PEDESTRIAN BRIDGE PROJECT**

WHEREAS, on December 18, 2017, the Borough Council awarded a contract for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge to Remington Vernick Engineers, of Haddonfield, New Jersey at a cost not exceed \$184,921.28; and

WHEREAS, the engineer has submitted a payment request for inspection and contract administration services through March 31, 2019, in the total amount of \$3,087.89; 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 to Remington Vernick Engineers of Haddonfield, New Jersey in the amount of \$3,087.89, is hereby approved as detailed herein, and the CFO is authorized to issue same.

Resolution 2019-097 Authorizing Change Order #1 and Payment #1- JTG Construction (Improvements to First Avenue)

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2019-97

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

**AUTHORIZING CHANGE ORDER #1 & PAYMENT #1- JTG CONSTRUCTION
(IMPROVEMENTS TO FIRST AVENUE)**

WHEREAS, on December 3, 2018, the Borough Council awarded a contract for Improvements to First Avenue in Hightstown Borough to JTG Construction of Newark, New Jersey at the price of \$328,356.00; and

WHEREAS, the contractor has submitted change order #1 for changes due to unforeseen existing conditions in the amount of \$12,179.21 and a reduction of \$5,000.00 for a precast sanitary manhole for a total of \$7,179.21 which increases the total contract by 2.19% to \$335,535.21; and

WHEREAS, the contractor has submitted payment #1 in the amount of \$109,567.15 for work related to mobilization, site clearing, project video, traffic control, test holes, manhole installation, sanitary cleanout installation, storm piping, fire hydrant assembly and construction of concrete curb, concrete sidewalk and concrete driveway aprons; and

WHEREAS, the Borough Engineer has recommended approval of Change order #1; and

WHEREAS, the Borough Engineer has recommended approval of payment #1 in the amount of \$109,567.15; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that change order #1 and payment #1 of \$109,567.15 to JTG Construction of Newark, New Jersey is hereby approved as detailed herein.

CONSENT AGENDA

Councilmember Stults moved Resolutions 2019-98, 2019-99, 2019-100, 2019-101, 2019-102 and 2019-103 as a Consent Agenda; Councilmember Egan seconded.

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

Resolutions adopted 5-0.

Resolution 2019-98

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

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

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

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

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

WHEREAS, the Hightstown Borough Mayor and Council wish to proclaim the month of May 2019 as Police Appreciation Month to recognize the Hightstown Borough Police Officers and their service to the residents.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that we hereby proclaim the month of May 2019, as Police Appreciation Month in the Borough of Hightstown and call upon its citizens to honor police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Resolution 2019-99

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

**PROCLAIMING THE MONTH OF MAY AS
BUILDING SAFETY MONTH**

WHEREAS, Hightstown Borough is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

WHEREAS, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a U.S. based organization, that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play, and;

WHEREAS, our nation benefits economically and technologically from using the International Codes® that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the world;

WHEREAS, these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquake; which, according to a FEMA-commissioned study by the National Institute of Building Sciences, provide \$11 in future mitigation benefits for every dollar invested, and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, efficient and livable buildings that are essential to America's prosperity, and;

WHEREAS, "No Code. No Confidence." the theme for Building Safety Month 2019, encourages all Americans to raise awareness of the importance of safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2019 encourages appropriate steps everyone can take to ensure the safety of our built environment, and recognizes that the implementation of safety codes by local and state agencies has saved lives and protected homes and businesses, and,

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that we hereby proclaim the month of May 2019 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Resolution 2019-100

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

**ACCEPTING MEMBERSHIP OF JOSEPH SEIP IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Joseph Seip of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Seip has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Joseph Seip in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2019-101

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

**ACCEPTING MEMBERSHIP OF AUSTIN FRANK IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Austin Frank of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Frank has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Austin Frank in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2019-102

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

**AUTHORIZING DONATION OF SURPLUS PROPERTY
NO LONGER NEEDED FOR PUBLIC USE**

WHEREAS, the Purchasing Agent has determined that there is property no longer needed for public use; and

WHEREAS, the State of New Jersey permits the disposal of surplus property no longer needed for public use pursuant to the Local Public Contract Law 40A:11-36.; and

WHEREAS, the Purchasing Agent finds that this property holds no value and recommends that the old cell phones be donated to the "180 Turning Lives Around" for distribution to domestic abuse victims; and

WHEREAS, the Mayor and Council finds it in the best interest of the community to donate these phones to the "180 Turning Lives Around" program.

NOW THEREFORE BE IT RESOLVED that the Mayor and Borough Council hereby declares the old cell phones to be no longer needed for public use and authorizes the Purchasing Agent to properly dispose of same through the "180 Turning Lives Around" program.

Resolution 2019-103

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

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS
PRIOR TO ADOPTION OF THE 2019 BUDGET**

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2019 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2019 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	456,450.00	872,365.00	1,328,815.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	160,000.00	259,093.00	419,093.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	616,450.00	1,131,458.00	1,747,908.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2019 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane – Asked that Mayor Quattrone remind the public to turn on their cell phones at the end of the meeting.

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

DISCUSSION

Recreational Cannabis Referendum for Ordinance

Borough Administrator/Clerk, Debra Sopronyi, stated that her office has received inquiries from residents concerned with how Hightstown will handle the sale of cannabis if it is legalized by the State. Councilmember Stults suggested a non-binding referendum to give the residents a voice. Ms. Sopronyi stated that the latest information she has received is that the bill to legalize cannabis will be signed into law in June; if not June then during the lame duck period of November – February. Once signed into law, municipalities will have 180

days to opt out of allowing the sale of cannabis within their towns. Borough Attorney, Fred Raffetto, stated that this would be a non-binding question on the ballot to simply gauge the sentiments of the voters. Council would not be bound by the results. Discussion ensued. Council feels that there are too many unanswered questions, and this is too early to discuss. Would like to see what the State does and have more information on how this will affect the Borough. Mayor Quattrone advised Council to do their homework on this subject.

Tree Ordinance Revisions

The Environmental Commission submitted ordinance revisions to Council. There have been no changes made to what was presented to Council in September of 2018. Councilmember Musing stated that there was discussion several meetings ago and Council wanted changes. They did not want another charge to residents to take down trees on their property. There have been no changes made. Discussion ensued. Council are all in favor of protecting trees in the Borough. They are concerned with how the ordinance reads and the implementation. The Shade Tree official should not be in charge of enforcement; this should be a Borough employee. Council does not want to make it harder for residents. Council stated that if the public is educated, they will start doing the right thing on their own. Mayor Quattrone informed the Environmental Commission that they need to go back and work on this ordinance. Consider Public Works and homeowners and focus on education. Focus on a long-term plan instead of an ordinance.

Housing Authority PILOT Agreement

Keith LePrevost, Executive Director, Housing Authority explained that the cooperation agreement between the Housing Authority and the Borough is from 1962. The conversion that the Housing Authority is working on requires a new agreement. There is also a PILOT agreement in place in which the Housing Authority pays 10% shelter rents. (Shelter rent is the amount of rent collected from residents minus the cost of utilities). The Housing Authority pays 100% of utilities for its residents. Historically, the Housing Authority collects about \$500,000 gross resident rent. Utilities paid is roughly \$250,000; shelter rent would equal \$250,000. This translates to a payment of \$25,000 paid to the Borough annually. The Housing Authority has worked on reducing the utility expense. They have spent a substantial amount of money over the last six years improving the heating and hot water systems. Upgraded every apartment to use water saving devices and installed LED lighting fixtures. This produced a 35% decrease in utility cost. They are also working hard to make sure residents are accurately paying for their apartment. Over the last 2-3 years, the Housing Authority has collected approximately \$600,000 per year in rents. Utility expenses are averaging under \$175,000 a year. \$600,000 rent role from residents - \$175,000 utilities is \$425,000 shelter rent - \$42,500 payment to the Borough. The 2018 payment is \$38,000 which is paid to the Borough in October of 2019. They are asking to adjust the shelter rents in the PILOT agreement to 5% to bring the Housing Authority payment back to historic levels of \$25,000 per year. The extra money that the Housing Authority would be saving from the PILOT would go to capital reserves which will be put into the maintaining the quality of the buildings. Reduction of payment would not start until October of 2021.

Discussion ensued. Council stated that there has been no consideration given to the Borough's increase in costs. Taxes have gone up in the Borough and they cannot justify rolling back the payment to historic amounts. More information is needed. A subcommittee meet with the Housing Authority to get more information about the RAD conversation to determine the benefit to the Borough and the percentage of the PILOT program.

Harvest Fair Liaison

Deputy Clerk, Peggy Riggio, attends the monthly meetings for the Harvest Fair. She explained that the Harvest Fair Committee is looking for a liaison to show Council support. Discussion ensued. While there was no volunteers to be liaison, Mayor Quattrone stated that he will attend their next meeting.

SUBCOMMITTEE REPORTS

Councilmember Misiura stated that the Complete Streets Committee would like to give a presentation at the next Council meeting.

Councilmember Stults stated that the Borough Hall Subcommittee has had conference calls with the architect and have reviewed multiple site plans. The Police Department is included in all of the plans.

Councilmember Misiura stated that the new owners of the Rug Mill have closed on the property. There will be a kick off meeting with the PRC Group and Borough Officials and Professionals on May 22nd.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Egan

The Board of Health meets on Wednesday. She attended a Main Street New Jersey conference. If Hightstown becomes a designated Main Street there are various things that we would be eligible for. She will pass the information on to Downtown Hightstown.

Councilmember Musing

HPC met last week. They are working to get the banners hung. They are also talking about historic lighting on Stockton Street.

Councilmember Jackson

Parks and Rec meets Thursday. They will be presenting their youth sports program at the May 20th Council meeting.

Councilmember Stults

Reviewed the April Report from the Police Department. The FOP will be hosting a Fundraiser at 12 Farms on May 30th. Our officers will be the servers for the evening. Downtown Hightstown will be partnering with the Historical Society's Historic Tours. Discount coupons will be given to those attending the tours. Attended the Better Beginnings Gala on Saturday evening. Will get more information regarding the Housing Authority Cooperation Agreement and PILOT at the next Housing Authority meeting on the 15th.

Council President Misiura

The First Aid meets next Wednesday. They have a newly elected captain and are working to increase membership. Planning Board meets next Monday.

Deputy Clerk, Peggy Riggio

Voter registration for the June 4th Primary is due to the County by May 14th. The next budget meeting is Thursday, May 16th, 6:30 p.m. at the Historical Society. Public Pool licenses are due in May.

Borough Administrator/Clerk, Debra Sopronyi

Stated that this week is Clerk's Week. Ask that when looking at historic lighting to take into consideration the cost to replace the light bulbs.

Deputy CFO/Tax Collector, Monika Patel

Stated that Tax/Water/Sewer bills are due May 10th.

Borough Attorney, Fred Raffetto

Meeting with the Housing Authority May 13th to discuss the Cooperation Agreement and PILOT. He will be meeting with the Borough Administrator, the Borough Engineer and the Construction Official this week to discuss issues regarding the Stockton Street Parking Lot. Currently working with Dave Bell, Housing Inspector, regarding some inspection issues.

Mayor Quattrone

The last 2 weeks have been hectic. Sidewalks are going in on Sunset. The project looks nice. Residents on Lincoln, Haegmont and Rocky Brook will be receiving letters regarding a meeting about that project. Joseph Street is getting ready to go to bid.

ADJOURNMENT

Council President Misiura moved to adjourn at 10:02 p.m.; Councilmember Jackson seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
May 16, 2019
7:00 p.m.**

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

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Egan</i>	✓	
<i>Councilmember Jackson</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; Monika Patel, Deputy CFO, George Lang, CFO and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2019-104 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Jackson; Seconded by Councilmember Egan.

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

Resolution adopted 5-0.

Resolution 2019-104

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on May 16, 2019 at the Hightstown Historical Society located at 164 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Housing Authority PILOT

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: August 16, 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 7:30 and again read the Open Public Meetings Statement.

Borough Attorney, Fred Raffetto, left after Executive Session and is no longer present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Jackson; Seconded by Council President Misiura.

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

Agenda approved 5-0.

PUBLIC COMMENT I

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

John Hostetler, Chair Historic Preservation Commission – Stated that the main goal at this moment of HPC is to get the banners hung. They received a quote of \$2,400 to get this done. This will be done with their appropriated budget. They are also preparing to submit two (2) grants. Borough Administrator/Clerk, Debra Sopronyi, stated that the Borough has budgeted to have the banners hung. She asked that he submit the quote that he received so they can move forward.

Scott Caster, 12 Clover Lane – Asked everyone to please speak up so the public can hear what is being said. He is interested in the budget but has not seen it yet.

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

DISCUSSION

George Lang, CFO, talked about previous budgets. He ran scenarios in which no surplus was used and where additional surplus was used. He explained that surplus is used during the year during the temporary budget and used to front expenditures in which we received grants. Surplus is need for cash flow. Mr. Lang went on to review changes that were made since the last meeting. Discussion ensued. Councilmember Egan departed the meeting at this time. Council President requested that Mr. Lang prepare a presentation to educate the

public about what the Borough is up against in regard to the budget. This will be presented at the June 17th meeting. After discussion, Council all agreed to have the budget introduced at the May 20th meeting.

ADJOURNMENT

Councilmember Musing moved to adjourn at 8:57 p.m.; Seconded by Councilmember Bluth. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk



Borough of Hightstown
Streets & Sidewalks Committee

Intersection Analysis and Priorities for Improvement
Report to Borough Council

May 15, 2019

Borough of Hightstown
Streets & Sidewalks Committee
Intersection Analysis and Priorities for Improvement
Report to Borough Council

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Source for the intersection data collection form was the West Windsor Bicycle and Pedestrian Alliance.

Source for some recommendations derived from the 2017 State of New Jersey Complete Streets Design Guide, Chapter 3 Complete Streets Toolbox, subsection on Intersections, produced by the New Jersey Department of Transportation.

Downtown Walk Audit data collection form derived from the New Jersey Department of Transportation Safe Routes to Schools Walking Assessment and the AARP Walk Audit Toolkit.

Executive Summary

In 2018 the Hightstown Borough Council established a Streets and Sidewalks Committee to set priorities for future infrastructure projects. It was recently designated a permanent Borough Committee under the name “Complete Streets Committee.” Membership is drawn from Council, the Planning Board and the Environmental Commission. The rationale was that in the past most infrastructure projects originated from the Borough professionals and staff, were designed to take advantage of various grant programs and were not tied to a larger Community-driven multi-year plan with established priorities under a broader vision for enhancements to the quality of life in Hightstown for our residents.

To achieve this goal, Committee membership was drawn from Council, the Planning Board and the Environmental Commission:

2018	2019
Councilman Steve Misiura, Chair	Council President Steve Misiura, Chair
Councilman Lee Stultz	Dave Zaiser, Environmental Commission
Dave Zaiser, Environmental Commission	Dodie Colavecchio, Planning Board and Historic Preservation Commission
Dodie Colavecchio, Planning Board and Historic Preservation Commission	Beverly Asselstine, Planning Board
Beverly Asselstine, Planning Board	Joe Cicalese, Planning Board and Environmental Commission

The Committee decided to initially focus on two key areas:

1. Downtown and
2. A continuous network of safe intersections and sidewalks from all parts of the Borough to Hightstown High School

The Borough Engineer provided a report of missing sidewalks and street segments in need of repair based on ongoing work to maintain a list of longer term capital projects (see Appendix). From this the Committee prioritized a series of intersections for closer inspection and analysis, including the following:

- Franklin Street (Route 33) and Maxwell Avenue, with recommendations for Maxwell Avenue and Ward Street
- Franklin Street (Route 33) and Broad Street
- North Main Street (County Route 539) and Monmouth Street (County Route 633)
- South Main Street (County Route 539) and Etra Road (County Route 571)
- South Main Street (County Route 539) and Springcrest Drive
- South Main Street (County Route 539) and Leshin Lane
- Mercer Street (State Route 33) and Grape Run Drive
- Stockton Street (County Route 571), Harron Avenue, Oak Lane and Dutchneck Road

- Downtown:
 - Franklin Street (Route 33) and Main Street (County Route 539)
 - Stockton Street (County Route 571) and Main Street (Route 33, County Route 539)
 - Mercer Street (Route 33) and South Main Street (County Route 571)
 - Mercer Street (Route 33) and Rogers Avenue (Truck Route for County Route 571)
 - Ward Street (County Routes 571 and 539) and Mercer Street (Route 33) and Academy Street

This report summarizes the conditions and recommendations for these intersections based on data gathered by members of the Committee in 3Q and 4Q 2018 and a Downtown Walk Audit conducted on November 29, 2018 with representatives from Hightstown Police, Public Works, Council and Planning Board, as well as Mercer County Planning Department, Downtown Hightstown, Inc., RISE and Greater Mercer TMA.

Other activities that have taken place since the Committee began work include the following:

- The Planning Board established a Bike Planning Committee, which led the effort to develop an 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. This plan is intended to include 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 will 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.
- The Borough submitted an application with East Windsor under the Safe Routes to Schools program to install sidewalks on Dutch Neck Road.
- The Borough submitted an application under the Municipal Assistance Program to install sidewalks on Springcrest Drive and Taylor Avenue.
- The Committee spearheaded the launch of 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.

Intersection Analysis

Intersection of Franklin Street (Route 33) and Maxwell Avenue, with recommendations for Maxwell Avenue and Ward Street

Description

The intersection is located between the eastern entrance to Hightstown and the Downtown Hightstown central business district on a main thoroughfare. It is a major intersection and includes one of only three traffic lights in the Borough. Franklin Street is a two lane road running east-west and Maxwell Avenue is a two lane road running north-south. They meet at a slightly off 90 degree angle.

Franklin is a major highway and this intersection marks the transition from 35 mph to 25 mph to the west. There is a traffic signal with a pedestrian button on the SW corner, but no crosswalks or curb cuts on the south, east or west sides of the intersection. A crosswalk and island with a right turn lane exists from the north, but the markings are faded. There are detectable warning surfaces on the ramps. From the south there is a “no turn on red” sign. The only sidewalk is on the NW corner, with ramps at the corner and on the two sides of the island.

The SW corner contains many obstacles, such as telephone poles, electrical box controlling the light and posts marking underground cables. Traffic light poles extend across the intersection from the SW and NE corners.

Analysis

Traffic traveling west on Route 33 has a posted speed limit of 55 mph east of Twin Rivers and no other signage until a warning sign just outside the Borough line indicating the approaching 35 mph speed limit as vehicles enter the Borough. Traffic traveling east experiences different speed limit signage. A 50 mph sign is posted near the old Turnpike entrance and a 55 mph sign is posted at the Shell Station in Twin Rivers. Traffic routinely exceeds the speed limit in both directions and the intersection serves as a starting/stopping place for this behavior.

This intersection is a natural crossing place for residents heading to downtown and for students walking to Hightstown High School. All high school students in this part of the Borough, including those to the north and east of this intersection, are designated “walkers” by the school district. The route to the High School would be to continue south down Maxwell to Ward, where sidewalks exist to South Main and then to Spring Crest.

The right turn lane from the north does not appear to comply with the NJDOT Complete Streets Design Guide. The location does not meet the criteria for this type of treatment and it allows cars to enter Franklin Street at a slow roll at a difficult angle to watch for oncoming traffic, bicycles and pedestrians.

Franklin Street is quite wide at this location and this creates a dangerous situation for pedestrians trying to cross.

Recommendations

The intersection should have crosswalks across all four street segments with high visibility pavement markings (continental stripe) and lighted walk/don't walk signals with pedestrian control buttons. High visibility pedestrian crossing signs should be posted in all directions on approaches to the intersection. Stop lines should be repainted.

NJDOT should be asked to examine speed limits approaching from the east. Corrective action is needed to post consistent mph signs for eastbound and westbound traffic. Also a longer glide path to speed limit reductions approaching the high traffic and residential areas in Twin Rivers and the Borough could help reduce speeding. A 45 mph limit at the eastern border of Twin Rivers could more easily be stepped down to 35 at Milford Road and 25 at the Borough line.

Traffic calming measures should be implemented on the approach from the east, which could include a road diet to slow traffic and replacement of the wide shoulder with bike lanes and sidewalks. Currently the travel lanes are 12+ feet wide, the east bound shoulder is 6 feet wide and the west bound shoulder is 9 and ½ feet wide. With approximately 40 feet of right away, significant improvements could be made to advance complete streets strategies at this important entrance to the Borough. Other treatments like street trees would create additional signals that traffic has entered a town.

Several ideas in the DOT Complete Streets Design Manual could be added to the intersection to help improve safety and accommodate all users. The distance that has to be covered by pedestrians in the crosswalks could be reduced by curb extensions. The right turn lane and island from the north should be eliminated, forcing all traffic to stop on the red light and preventing cars from rolling into a bike lane. A “No Turn on Red” sign should be added on Maxwell on the approach from the north. A larger curb extension on the NW corner could also include a rain garden to absorb surface water and support a street tree. The curb extension on the SW corner would allow the sidewalk from the west to be extended for the final lot to the corner around the obstacles at that location.

Maxwell south of Franklin to Ward Street should be prioritized for new sidewalks to close an important gap in a continuous sidewalk to Hightstown High School. The most appropriate location appears to be on the east side of Maxwell, where a new sidewalk was installed over the culvert in recent years. There may be a need for a retaining wall along one or more properties to address a large drop in elevation. Very few cars are parked on this block, so a road diet may be possible to obtain more room for a sidewalk and bike lane. To complete the pedestrian route to Hightstown High School, a crosswalk and ramps are needed at Maxwell and Ward Street on the eastern side of Maxwell to allow longer sight lines and safer travel to the existing sidewalk on

the south side of Ward. A sidewalk extension is also required to connect the sidewalk to the new crosswalk on the south side.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Signals, page 44
- Curb Ramps, page 45
- Curb Extensions, page 48
- Channelized Right Turn Lane, page 49
- Stormwater Management, page 50

Franklin Street (Route 33) and Maxwell Avenue



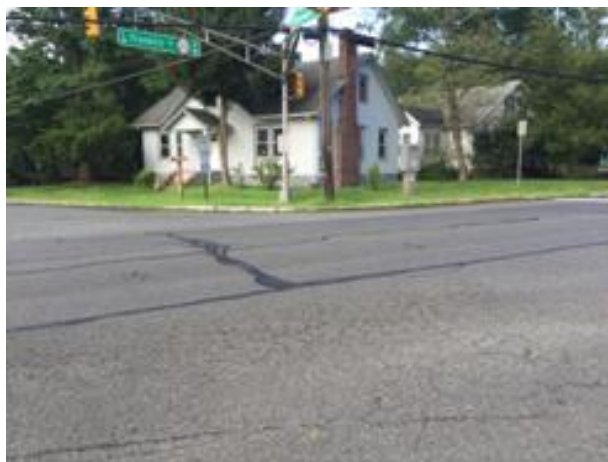
Franklin and Maxwell



NW corner



NE corner



SW corner



SE corner

Defects:



Design of right turn lane



Drainage NW corner



Street damage

Team: Ber Asselstine

Major Road: Major Road Franklin St

Cross Road: Cross Road Maxwell Ave

Page #: _____

Circle the letter indicating which direction is north (four-way intersections only)

Type: _____

Print Sort: _____

Speed Limit: 25

Speed Limit: 25

Speed Limit: 35

Speed Limit: 25

Number	Question	A				B				C				D			
		yes	no	NA	photo #	yes	no	NA	photo #	yes	no	NA	photo #	yes	no	NA	photo #
Start	Incentive to cross? (Crosswalk, curb cut and/or walk signal) Take photo of intersection road signs	X				X				X				X			
IF NO INCENTIVE, ALL questions are NA																	
1	Crosswalk Missing?	X				X				X				X			
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)					X											
3	Crosswalk Road Surface Damaged?					X								X			
4	Curb Cut Missing?	X	2			X	2			X	2			X	2		
5	Curb Cut Slope Dysfunctional? (NA if no Curb Cut)					X											
6	Curb Cut Detectable Warnings Missing? (NA if no Curb Cut)					X											
7	Curb Cut NOT Flush? (NA if no Curb Cut)					X											
8	Sidewalk Missing?	X				X				X				X			
	(NOTE numbers where missing)	1				4				5,6				7,8			
9	Sidewalk Blocked? (NA if no Sidewalk) (NOTE numbers where missing)					X											
10	Sidewalk Narrow (<3 ft)? (NA if no Sidewalk) (NOTE numbers where missing)					X											
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)					X											
12	Walk Signal Missing?	X				X				X				X			
13	Walk Signal Button Missing? (NA if no Walk Signal)																
14	Walk Signal Non-Functional? (NA if no Walk Signal)																

* Drainage + debris build-up

** Utility cuts, man patches

Intersection of Franklin Street (Route 33) and Broad Street

Description

The intersection is located at the eastern entrance to the Downtown Hightstown central business district on a main thoroughfare. It is a T-intersection with Broad Street ending at a stop sign. Franklin Street is a two lane road running east-west and Broad Street is a two lane road running north-south.

Franklin is a major highway and this intersection is in the 25 mph zone. There are existing crosswalks on all three street segments with handicapped ramps with detectable warning surfaces, including two across Franklin Street. There are high visibility crosswalk signs, but no signals to help stop traffic for pedestrians. Crosswalk paint is faded.

From this point westward, bicycle riders are not allowed on the street or sidewalks. There is a sign on the eastbound side of Franklin indicating a bicycle route is to the north down Broad Street.

Analysis

There is heavy traffic in this area. There are also many destinations to attract pedestrians. The library is on the south side of the intersection. There is a commuter bus stop at Memorial Park near the library. Just to the east of the library is an active driveway hidden by the curve of the road and plant material (bushes and trees).

To the north is a shopping center with many take-out restaurants and a convenience store. The only route to access the shopping center from the west is to turn left onto Broad and enter through the side driveway. Cars traveling west can enter through Broad Street or a parking lot entrance to the west of the intersection from Franklin Street.

Traffic on Franklin is heavy heading west and often backed up to this intersection by the traffic light at Main Street. Traffic on Franklin heading east picks up speed after having passed through the traffic light at Main Street. Frequent turns and distractions in the area create a hazardous situation for pedestrians trying to navigate through the traffic across Franklin.

Recommendations

Tree branches currently obscure the crosswalk signs from the western approach. They should be trimmed back.

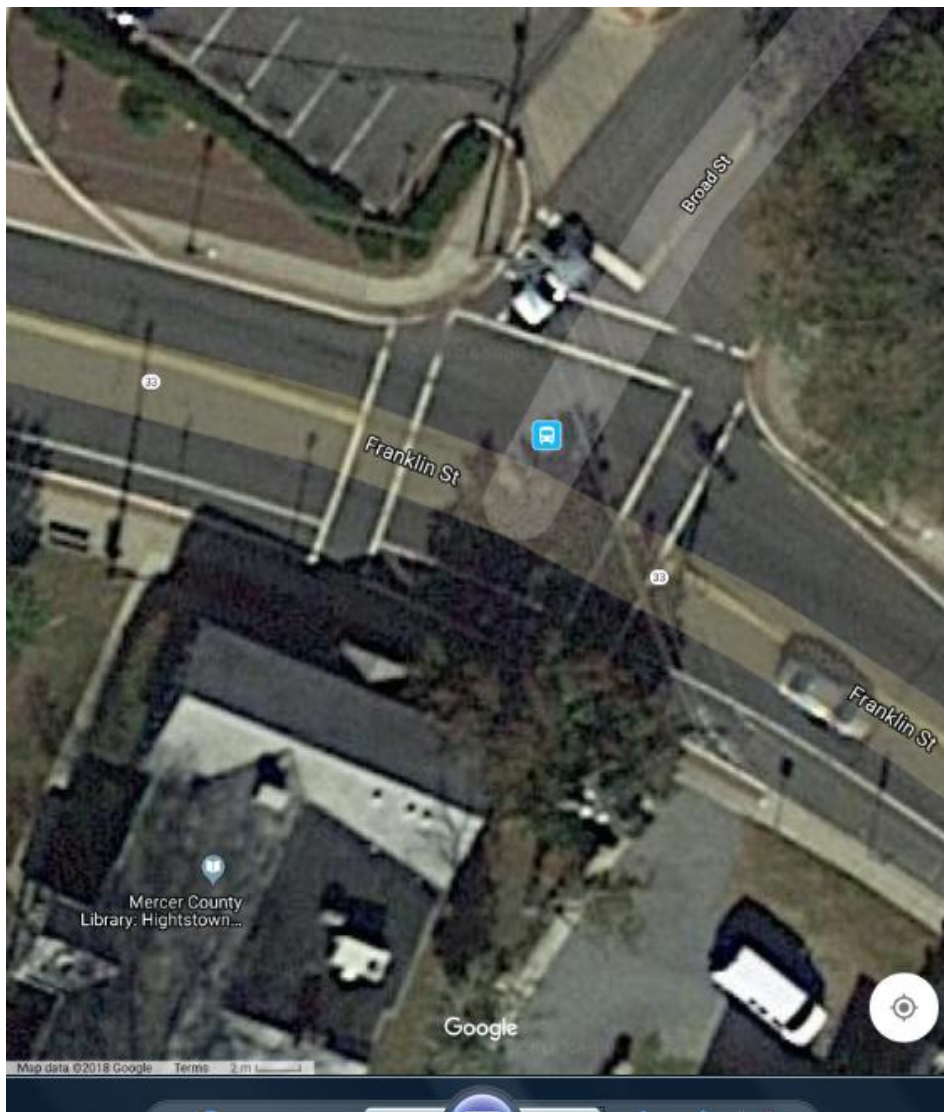
Hawk or RRFB signals should be installed at the two crosswalks across Franklin Street in order to allow pedestrians to stop traffic. Currently it is a challenge to navigate two fast moving lanes of traffic at a bend in the road in order to get the attention of drivers and get them to stop.

Elevated crosswalks would provide additional indications to traffic to slow down. Crosswalks should be repainted with high visibility continental stripes.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Rectangular Rapid Flashing Beacons, page 46
- Pedestrian Hybrid Beacons (HAWK), page 47
- Raised Crossings and Intersections, page 53

Franklin Street (Route 33) and Broad Street



Franklin and Broad



NW corner



NE corner



SW corner



SE corner

Defects



NW corner ramp, drainage

SW ramp and sidewalk

Team: Bev Assolstine

Major Road: Franklin St.

Cross Road: Broad St.

Page #:

Type:

Print Sort:

Circle the letter indicating which direction is north (four-way intersections only)

Speed Limit: 25

Speed Limit: 25

Speed Limit: 25

Speed Limit: 25

Number	Question	A					B					C					D					
		yes	no	NA	start	finish	yes	no	NA	start	finish	yes	no	NA	start	finish	yes	no	NA	start	finish	
Start	Incentive to cross? (Crosswalk, curb cut and/or walk signal) Take photo of intersection road signs	X					X					X										
If NO INCENTIVE, ALL questions are NA																						
1	Crosswalk Missing?		X					X					X									
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)	X					X					X										
3	Crosswalk Road Surface Damaged?	X					X					X										
4	Curb Cut Missing?		X					X					X									
5	Curb Cut Slope Dysfunctional? (NA if no Curb Cut)		X					X					X									
6	Curb Cut Detectable Warnings Missing? (NA if no Curb Cut)		X					X					X									
7	Curb Cut NOT Flush? (NA if no Curb Cut)	X*					X*					X										
8	Sidewalk Missing? (NOTE numbers where missing)		X					X					X									
9	Sidewalk Blocked? (NA if no Sidewalk) (NOTE numbers where missing)		X					X					X									
10	Sidewalk Narrow (<3 ft)? (NA if no Sidewalk) (NOTE numbers where missing)		X					X					X									
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)	X					X					X										
12	Walk Signal Missing?	X					X					X										
13	Walk Signal Button Missing? (NA if no Walk Signal)																					
14	Walk Signal Non-Functional? (NA if no Walk Signal)																					

* Damage at curb cut, rough surface/gravel @ #1 + #2

Intersection of North Main Street (County Route 539) and Monmouth Street (County Route 633)

Description

The intersection is located to the north of the Downtown Hightstown central business district on a main thoroughfare. It is a T-intersection with Monmouth Street ending at a stop sign. North Main Street is a two lane road running north-south and Monmouth Street is a two lane road running east-west.

North Main is a busy county route and this intersection is in the 25 mph zone. Monmouth Street is also a county route and carries heavy traffic through a residential area. There is one existing crosswalk across Monmouth Street with damaged handicapped ramps. The sidewalks are in poor condition. Crosswalk paint is faded.

Monmouth was recently repaved by Mercer County. The stop line at North Main Street was repainted, but work stopped short of the crosswalk. Work in recent years on North Main Street by Mercer County stopped short of the crosswalk as well, leaving it unaddressed despite a county level complete streets policy.

Analysis

There is heavy traffic in this area. Monmouth is used to bypass traffic in the downtown area. There are many people turning right onto North Main and many others turning left off of North Main onto Monmouth. Traffic moves faster than the speed limit. Side lines are blocked by parked cars on North Main Street.

The only crosswalk to safely travel across North Main Street is at the intersection with Franklin Street in downtown.

The signage along Monmouth is old and faded. It's difficult to determine what signs mean, although some may indicate no parking in the block before the intersection.

Recommendations

A new crosswalk should be added across North Main Street from the southeast corner. A curb cut should be installed on the West side of North Main and no parking signs installed for at least two car lengths in the area to give more visibility to pedestrians attempting to cross the road.

High visibility crosswalk signs should be installed, along with high visibility paint markings (continental stripe).

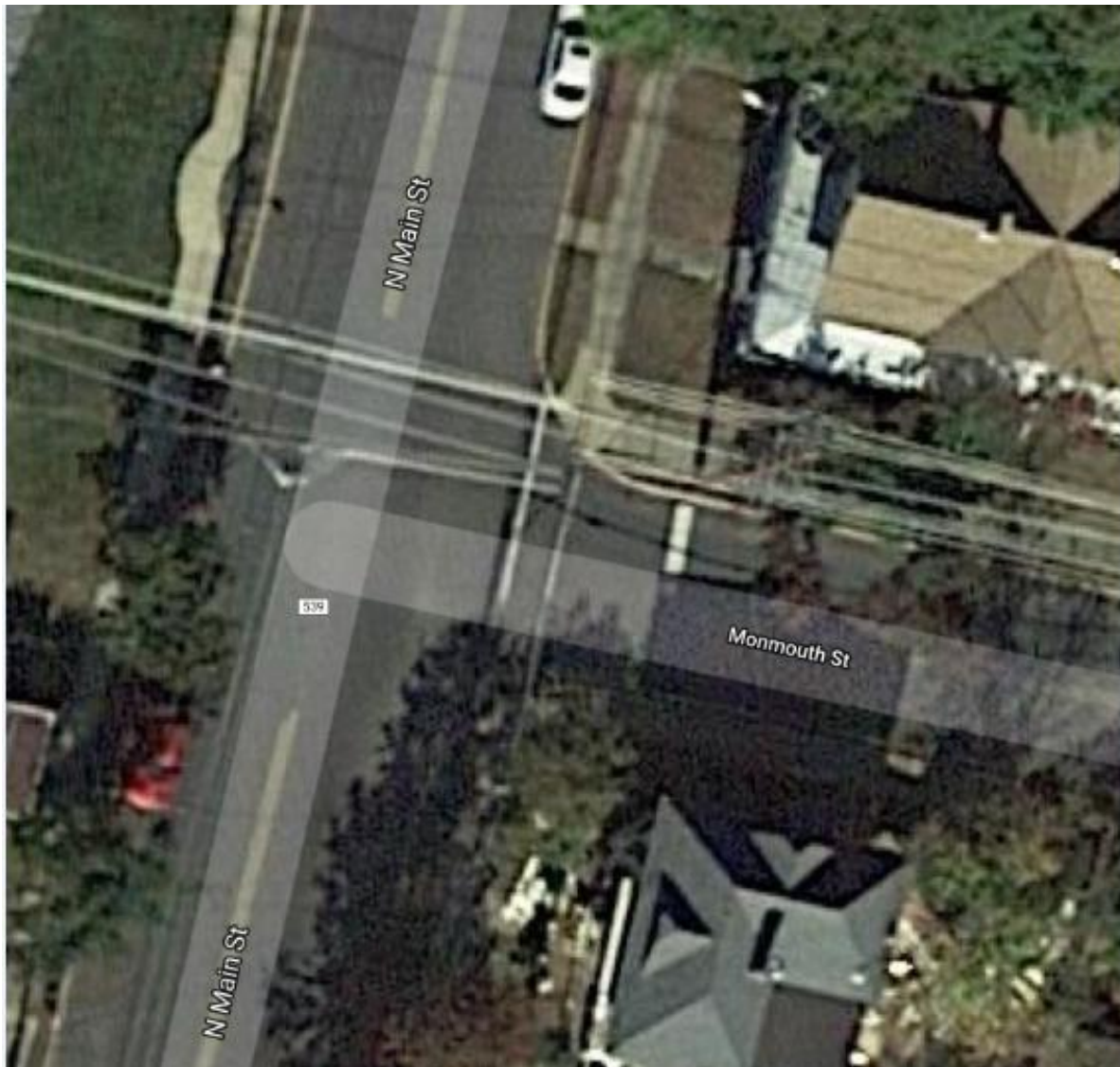
Existing handicap ramps should be brought up to standard.

New signage should be installed on Monmouth, as appropriate, to replace existing faded signs.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Curb Ramps, page 45

North Main Street (County Route 539) and Monmouth Street (County Route 633)



North Main and Monmouth

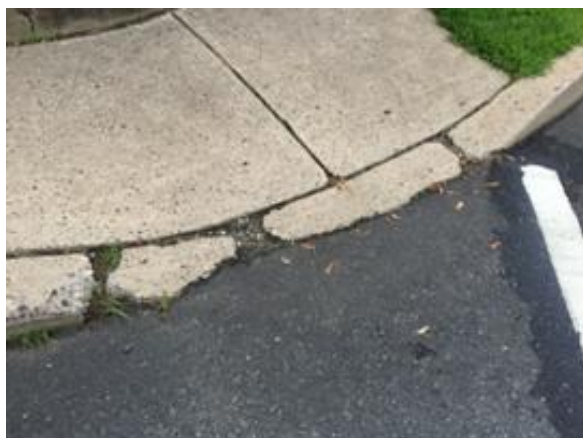


NE corner

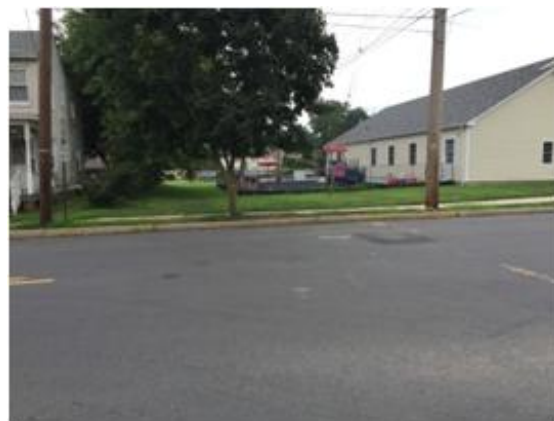


SE corner

Defects



Ramp damage, SE corner



No safe passage to West side of North Main

Team: Ben Asselstine

Major Road: Major Road Northman St.

Cross Road: Cross Road Monmouth St.

Page #: _____

Circle the letter indicating which direction is north (four-way intersections only)

Type: _____

Print Sort: _____

Speed Limit: 25

Speed Limit: 25

Speed Limit: 25

Speed Limit: _____

Number	Question	A			B			C			D		
		answer	photo #		answer	photo #		answer	photo #		answer	photo #	
Start	Incentive to cross? (Crosswalk, curb cut and/or walk signal) Take photo of intersection road signs	X			X			X					
IF NO INCENTIVE, ALL questions are NA													
1	Crosswalk Missing?	X			X			X					
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)				X								
3	Crosswalk Road Surface Damaged?				X								
4	Curb Cut Missing?				X								
5	Curb Cut Slope Dysfunctional? (NA if no Curb Cut)				X								
6	Curb Cut Detectable Warnings Missing? (NA if no Curb Cut)				X								
7	Curb Cut NOT Flush? (NA if no Curb Cut)				X*								
8	Sidewalk Missing? (NOTE numbers where missing)	X			X			X					
9	Sidewalk Blocked? (NA if no Sidewalk) (NOTE numbers where missing)	X			X			X					
10	Sidewalk Narrow (<3 ft)? (NA if no Sidewalk) (NOTE numbers where missing)	X			X			X					
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)	X			X			X					
12	Walk Signal Missing?	X			X			X					
13	Walk Signal Button Missing? (NA if no Walk Signal)												
14	Walk Signal Non-Functional? (NA if no Walk Signal)												

* damage

Intersection of South Main Street (County Route 539) and Etra Road (County Route 571)

Description

The intersection is located between the Hightstown central business district and Hightstown High School. This is a residential area. The Peddie School is located on the northeast corner of the intersection.

South Main Street (County Route 539) runs roughly north-south. Etra Road (County Route 571) intersects South Main Street at an approximately 60 degree angle, extending to the east only, creating a “T” intersection. The single crosswalk at the intersection crossing Etra Road is supported by curb ramps on both ends. Both streets support two-way vehicular traffic. Vehicular traffic must stop on Etra before turning onto South Main Street. There is no stop sign on South Main Street for either direction.

There are curbs and sidewalks in good condition on both roads at this intersection. There are no marked bicycle routes along either road. The crosswalk markings are standard parallel lines, but there are no signs or warning lights. There is no detectable warning surface at the curb ramps.

This is one of five staggered T-intersections between Ward Street and the Borough line along South Main Street. None have crosswalks. They are, from north to south: South Street, Etra Road, Springcrest Drive, Schuyler Avenue and Leshin Lane.

Analysis

There is no marked pedestrian crossing at South Main Street at this intersection. The nearest marked crossing of South Main Street is 3/10 mile to the north at Ward Street, a four-way stop intersection. This forces pedestrians to cross outside of a crosswalk, or select an inefficient route. This is a major route to Hightstown High School and students are in danger from heavy morning traffic as they navigate across South Main Street.

The angle of the intersection of Etra Road with South Main Street results in poor sight lines and makes it difficult for cars attempting to make a left turn onto South Main from Etra.

South Main Street traffic is consistent and frequently faster moving than the 25 MPH speed limit might suggest. There are no traffic calming measures in place on South Main Street from the south prior to this intersection. Traffic coming into Hightstown from the east on Etra Road also tends to exceed the speed limit. However, recent work in that area has added a continental stripe crosswalk and flashing cross-walk beacon at John Plant Drive, as well as right side paint to narrow the lanes and calm traffic as it approaches this heavily used pedestrian and bike area.

Recommendations

There are three primary recommendations:

1. Provide a crosswalk with continental stripes at the north side of this intersection across South Main Street with ramp connecting to the sidewalk on the west side of South Main,

2. Warn traffic heading into the intersection of the pedestrian crossings using high visibility signage and/or warning lights, and
3. Provide bicycle pathways along both routes. Additionally, detectable warning surfaces should be added to the existing curb ramps and included in any new ramps.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Curb Ramps, page 45
- Rectangular Rapid Flashing Beacons, page 46
- Bike Lanes, page 55

South Main Street (County Route 539) and Etra Road (County Route 571)





View of Etra Road at South Main Street



**View looking North along South Main Street
(Etra Road is to the right)**



**View Looking south along South Main
Street (Etra Road is to the left)**

Team: **Zaiser**
Major Road: **Major Road South Main St.**
Cross Road: **Cross Road Etra Rd.**
Page #: _____

Circle the letter indicating which direction is north
(Run-way intersections only)

Type: _____
Print Sort: _____

Speed Limit: **25** Speed Limit: **25** Speed Limit: **25** Speed Limit: _____

Number	Question	A				B				C				D				
		yes	no	NA	photo #	yes	no	NA	photo #	yes	no	NA	photo #	yes	no	NA	photo #	
Start	Initiative to cross? (Crosswalk, curb cut and/or walk signal) Take photo of intersection road signs	X				X				X								
IF NO INITIATIVE, ALL questions are NA																		
1	Crosswalk Missing?	X				X				X								
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)			X		X						X						
3	Crosswalk Road Surface Damaged?	X				X				X								
4	Curb Cut Missing?	X				X				X								
5	Curb Cut Slope (functional)? (NA if no Curb Cut)	X				X				X								
6	Curb Cut Detectable Warnings Missing? (NA if no Curb Cut)	X				X				X								
7	Curb Cut NOT Flush? (NA if no Curb Cut)	X				X				X								
8	Sidewalk Missing? (NOTE numbers where missing)	X				X				X								
9	Sidewalk Blocked? (NA if no Sidewalk) (NOTE numbers where missing)	X				X				X								
10	Sidewalk Narrow (<3 ft)? (NA if no Sidewalk) (NOTE numbers where missing)	X				X				X								
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)	X				X				X								
12	Walk Signal Missing?	X				X				X								
13	Walk Signal Button Missing? (NA if no Walk Signal)	X				X				X								
14	Walk Signal Non-Functional? (NA if no Walk Signal)	X				X				X								

Downtown Hightstown Walk Audit

11/29/18

Intersection: Etra at South Main

Street Segment: _____

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Streets and Intersections			X	
Sidewalks	X			
Driver Behavior			X	
Safety			X	
Comfort and Appeal for Pedestrians			X	
Comfort and Appeal for Bicyclists			X	

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk <u>Not Marked, Faded</u> or Low Visibility (circle)	No crosswalk at S. Main; Etra crosswalk faded
Crosswalk Road Surface Damaged? Road Damaged? (describe)	Road surface in good condition
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	No detectable warnings at curb cuts, no crosswalk or curb cuts at S. Main.
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	All sidewalks in good condition
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	No walk signals
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	No pedestrian crossing signs
Sight Lines Blocked (describe)	Sight lines difficult from Etra to South on South Main.
Buffer Between Traffic and Pedestrians? Bicyclists?	No bicycle paths
Drivers Speeding, Obeying Traffic Signals/Stop Signs, Yielding to Pedestrians, Bicyclists, Distracted/On Cell Phone? (circle)	Traffic tends to exceed speed limit on both roads.

Overall comments or significant challenges:

Bicycle safety: Creation of bicycle lanes on both roadways would greatly improve bicycle safety.

Pedestrian Safety: Crossing at Etra would be improved by addition of detectable warning surfaces, improved crosswalk paint. Creation of a new crosswalk across S. Main would greatly improve pedestrian safety and overall convenience. New crosswalk should be combined with warning signal.

Intersection of South Main Street (County Route 539) and Springcrest Drive

Description

The Intersection of South Main and Springcrest is a non-signalized T-intersection. South Main is a heavily traveled County Road (County Route 539) with a Speed Limit of 25 mph. However traffic generally exceeds this limit. Springcrest is a walking route to Hightstown High School.

There is a marked standard crosswalk with parallel lines and curb cuts across Springcrest. One side is missing the detectable warning. There are sidewalks in the immediate vicinity on both sides of South Main Street but there are no sidewalks on either side of Springcrest. There is no crosswalk signage.

This is one of five staggered T-intersections between Ward Street and the Borough line along South Main Street. None have crosswalks. They are, from north to south: South Street, Etra Road, Springcrest Drive, Schuyler Avenue and Leshin Lane.

Analysis

The nearest marked crosswalk across South Main is at the intersection of Ward Street at a four-way stop. This is 4/10 of a mile away. There is poor lighting and poor sight triangles which make the intersection dangerous to pedestrians especially at night. According to the police chief, the lack of sidewalks on Springcrest would prevent the county from allowing a marked crosswalk to be provided across South Main. Since South Main Street is a county road, all improvements are subject to county approval.

Recommendations

The following are immediate recommendations:

1. Restripe the existing crosswalk with continental type striping for better visibility.
2. Install a street lamp at the intersection.

Longer term recommendations:

1. A sidewalk should be constructed along the entire length of Springcrest in order to provide a safe walking route to the High School. If there is a grant funding program available for this type of work an application should be made. If not, the Borough should undertake this project on its own as part of its capital plan, since it is a local road.
2. Provide curb cuts and detectable warning strips at the sidewalks on South Main Street where the new sidewalk on Springcrest will be provided.
3. Request that the county provide a marked continental stripe crosswalk and signage with blinking warning lights.
4. Request that the county provide a traffic calming device such as a road narrowing or island.

5. Fill in the missing gaps of sidewalk on the east side of Main Street in this vicinity (3 lots between Springcrest and Schuyler and 4 lots between Schuyler and the Peddie Golf Course).

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Curb Ramps, page 45

South Main Street (County Route 539) and Springcrest Drive



NW Corner at Springcrest facing
across South Main



NW Corner at Springcrest looking
South down South Main Street



West side of South Main looking
towards NE Corner of Schuyler



West side of South Main looking towards
SE Corner of Schuyler



Town: _____
 Major Road: Major Road S. MAIN
 Cross Road: Cross Road SPRING CREST
 Page #: _____

Circle the letter indicating which direction is north (four-way intersections only)

Type: _____
 Post Date: _____

Speed Limit: _____

Number	Question	A					B					C					D					
		yes	no	NA	not	lost	yes	no	NA	not	lost	yes	no	NA	not	lost	yes	no	NA	not	lost	
1	Is there a crosswalk? (Crosswalk, curb cut and/or walk sign) Take photo of intersection road signs		X				X					X										
IF NO INCENTIVE, ALL questions are NA																						
1	Crosswalk Missing?	X					X					X										
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)			X			X					X										
3	Crosswalk Road Surface Damaged?			X			X					X										
4	Curb Cut Missing?	X					X					X										
5	Curb Cut Signs Dysfunctional? (NA if no Curb Cut)			X			X					X										
6	Curb Cut Detectable Warnings Missing? (NA if no Curb Cut)			X			X					X										
7	Curb Cut NOT Flashed? (NA if no Curb Cut)			X			?					X										
8	Sidewalk Missing? (NOTE numbers where missing)	X					X					X										
9	Sidewalk Sloped? (NA if no Sidewalk) (NOTE numbers where missing)	X					X					X										
10	Sidewalk Narrow (< 4 ft)? (NA if no Sidewalk) (NOTE numbers where missing)	2					X					X										
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)	X					X					X										
12	Walk Sign Missing?	X					X					X										
13	Walk Sign (Button) Missing? (NA if no Walk Sign)			X				X					X									
14	Walk Sign Non-Functional? (NA if no Walk Sign)			X				X					X									

Intersection of South Main Street (County Route 539) and Leshin Lane

Description

The Intersection of South Main and Leshin Lane is a non-signalized T-intersection. South Main is a heavily traveled County Road (Route 539) with a Speed Limit of 25 mph. However traffic generally exceeds this limit. Leshin Lane is a pedestrian and vehicle route to Hightstown High School.

There is a marked crosswalk with detectable warning and curb cuts across Leshin Lane. There are sidewalks on the west side of the intersection on South Main, but not on the east side in the immediate location. There is no crosswalk signage. Leshin Lane is a major bus exit from the high school in the afternoon.

This is one of five staggered T-intersections between Ward Street and the Borough line along South Main Street. None have crosswalks. They are, from north to south: South Street, Etra Road, Springcrest Drive, Schuyler Avenue and Leshin Lane.

Analysis

The nearest marked crosswalk across South Main is at the intersection of Ward Street at a four-way stop. This is 6/10 of a mile away. According to the police chief, the lack of sidewalks on South Main would prevent the county from allowing a marked crosswalk to be provided across South Main. Since South Main Street is a county road, all improvements are subject to county approval.

Recommendations

Short term recommendation:

1. Restripe existing crosswalk with continental stripping.

Longer term recommendations:

1. Fill in the missing gaps of sidewalk on the east side of Main Street in this vicinity (3 lots between Springcrest and Schuyler and 4 lots between Schuyler and the Peddie Golf Course.
2. Provide curb cuts and detectable warning strips at the new sidewalks on South Main Street across from Leshin Lane.
3. Request that the county provide a marked crosswalk with continental stripes and signage with blinking warning lights.
4. Request that the county provide a traffic calming device such as a road narrowing or island.
5. Consider a bike lane on South Main Street and a bike route on Leshin Lane.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Curb Ramps, page 45
- Bike Lanes, page 55

South Main Street (County Route 539) and Leshin Lane





SW Corner of Leshin Lane,
looking across South Main.



Looking Towards NW Corner of Leshin
Lane from SW Corner



NW Corner of Leshin Lane looking across South Main Street.

Major Road: 5 Main
 Cross Road: Leshin
 Page #: 1

Circle the letter indicating which direction is north (four-way intersections only)

Typ: 4
 Print Sect: 1

Speed Limit: 25

Speed Limit: 25

Speed Limit: 25

Speed Limit: 25

Number	Question	A			B			C			D		
		yes	no	NA	yes	no	NA	yes	no	NA	yes	no	NA
1	Crosswalk Missing? (Crosswalk, curb cut and/or walk signal) Take photo of intersection/road edges	X			X			X					
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)			X	X					X			
3	Crosswalk Road Surface Damaged?			X	X					X			
4	Curb Cut Missing?	X			X			X					
5	Curb Cut Slope Dysfunctional? (NA if no Curb Cut)			X	X					X			
6	Curb Cut Detectable Warning Missing? (NA if no Curb Cut)			X	X					X			
7	Curb Cut No-Off Flush? (NA if no Curb Cut)			X	X					X			
8	Sidewalk Missing? (NOTE numbers where missing)	X			X			X					
9	Sidewalk Sloped? (NA if no Sidewalk) (NOTE numbers where missing)	X			X			X					
10	Sidewalk Narrow (<4 ft)? (NA if no Sidewalk) (NOTE numbers where missing)	X			X			X					
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)	X			X			X					
12	Walk Signal Missing?	X			X			X					
13	Walk Signal Cutoff Missing? (NA if no Walk Signal)			X			X			X			
14	Walk Signal Not Functional? (NA if no Walk Signal)			X			X			X			

Intersection: Mercer Street (State Route 33) and Grape Run Drive

Description

The Intersection of Mercer Street and Grape Run is a non-signalized T-intersection. Mercer Street is a heavily traveled State Highway (Route 33) with a Speed Limit of 35 mph. However traffic generally exceeds this limit. Mercer Street consists of one lane in each direction but it is wide enough for two cars to pass in each direction. There are no lane markings other than the solid double line down the center. Grape Run leads to a residential area and is a primary access route to Hightstown High School, including buses, staff and student drivers. There is a gas station / convenience store on the northeast corner, which drives heavy traffic into and out of the parking lot from both Mercer and Grape Run during times when there is heavy traffic accessing or leaving the high school. The intersection is in a school zone.

There are marked standard crosswalks, curb cuts, detectable warnings and sidewalks at all corners of the intersection. All are in good condition. Crosswalk signage is provided in both directions on Mercer Street. There is no crossing guard at this intersection during school travel times.

Analysis

Due to the heavy volume of traffic, the speed of traffic and the excessive width of Mercer Street, crossing Mercer Street for pedestrians is unsafe even though the crosswalk is relatively well marked. There have been numerous vehicle/pedestrian accidents at this location. In some instances, traffic in one direction will yield while traffic in the other direction does not, thereby stranding the pedestrian in the middle of the street. In other instances, a vehicle may yield and the vehicle behind it will go around the stopped vehicle on the right, creating a blind spot for pedestrians in the crosswalk. There are additional stripes on the road starting at the end of the cemetery adjacent to this intersection and extending to the Borough line to the south. This narrows the lanes in that area, but has no impact on frequent right-side passing at the intersection itself.

The speed limit on Mercer is 45 at the Borough line, heading north. It steps down to 35 mph at Summit Street, which is 1/10 of a mile from the intersection. It steps down again to 25 mph 1/10 of a mile after the intersection, in the middle of a residential block. Since this is a school zone, the speed limit is 25 mph during school travel times.

Since this is a state highway, any improvements are subject to approval by the NJDOT.

Recommendations

The following are immediate recommendations:

- 1) Restripe the crosswalk with continental type striping for better visibility.

- 2) Install pedestrian crossing signage with blinking warning lights on Mercer Street.
- 3) Extend the shoulder striping on Mercer Street, past the intersection to clearly indicate that Mercer Street is one lane in each direction.
- 4) Reduce the Speed Limit to 25 mph all the time, starting at Summit Street. Step down to 35 mph at the Borough line to create a better glide path to slower traffic speeds.

Long Term Recommendations:

Efforts should be made, (possibly through DVRPC grant funding), to improve the overall streetscape along this portion of Mercer Street. The improvements should create a stronger connection to the downtown towards the East and to Summit Street towards the West. As part of this streetscape improvement, traffic calming measures should be taken such as narrowing the street and shortening the length of the crosswalk by incorporating a center island, curb extensions and/or widening the sidewalks to create a pinch point in the road.

Aesthetic improvements are also needed, such as adding trees, decorative street lamps, decorative median and decorative pavers, so that the overall appearance is that of a town center and not a state highway. DOT Complete Street guidelines should be followed.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Rectangular Rapid Flashing Beacons, page 46
- Crossing Islands, page 51-52

Mercer Street (State Route 33) and Grape Run Drive





West side of Mercer Street, facing north



West side of Mercer Street, facing south



East side of Mercer Street, facing south



Grape Run, facing West

Team: _____

Major Road: Major Road Merger St

Cross Road: Cross Road GRATE RUN

Page #: _____

Circle the letter indicating which direction is north (runway intersections only)

7pm

Print Date: _____

Speed Limit: 35 Speed Limit: 25 Speed Limit: 35 Speed Limit: _____

Number	Question	A					B					C					D				
		answer	photo #	yes	no	NA	yes	no	NA	yes	no	NA	yes	no	NA	yes	no	NA			
Start	Incentive to cross? (Crossover, curb cut and/or walk signal) Take photo of intersection road signs	X					X					X									
IF NO INCENTIVE, ALL questions are NA																					
1	Crosswalk Missing?			X					X					X							
2	Crosswalk Faded or Low Visibility? (NA if no Crosswalk)	X					X					X									
3	Crosswalk Road Surface Damaged?			X					X					X							
4	Curb Cut Missing?			X					X					X							
5	Curb Cut Slope Dysfunctional? (NA if no Curb Cut)			X					X					X							
6	Curb Cut Detectable Warnings Missing? (NA if no Curb Cut)			X			X					X									
7	Curb Cut NOT Flare? (NA if no Curb Cut)			X					X					X							
8	Sidewalk Missing? (NOTE numbers where missing)			X					X					X							
9	Sidewalk Racked? (NA if no Sidewalk) (NOTE numbers where missing)			X					X					X							
10	Sidewalk Narrow (<4 ft)? (NA if no Sidewalk) (NOTE numbers where missing)			X					X					X							
11	Sidewalk Surface Damaged? (NA if no Sidewalk) (NOTE numbers where missing)			X					X					X							
12	Walk Signal Missing?	X					X					X									
13	Walk Signal Button Missing? (NA if no Walk Signal)			X					X					X							
14	Walk Signal Non-Functional? (NA if no Walk Signal)			X					X					X							

Intersection of Stockton Street (County Route 571), Harron Avenue and Oak Lane and adjacent Intersection of Harron Avenue and Dutchneck Road

Description

The intersection is located east of the Route 130 corridor, in front of the Walter C. Black Elementary School and the East Windsor Regional School District building. The Rogers Elementary School surrounds the school district building and fronts on Stockton Street to the east and Oak Lane to the north. The speed limit is 25 mph on all streets in this area.

Stockton Street runs east-west. Harron Avenue and Oak Lane intersect Stockton Street at nearly 90-degree angles. Dutchneck Road intersects Harron Avenue just south of the intersection of Stockton Street and Harron Avenue, creating an awkward five point intersection overall. All streets mentioned support two-way vehicular traffic. Stockton Street has the right-of-way and no stop signs at the intersection. All other roads have stop signs at the intersection. There are sidewalks on both sides of Stockton Street. There are sidewalks only on the east sides of Harron Avenue and Oak Lane. Dutchneck Road has no sidewalks.

There are three crosswalks. One continental stripe crosswalk is on the east across Stockton Street. A faded crosswalk warning sign is on Stockton on the approach from the east. Standard crosswalks are across Oak Lane and Harron Avenue at Stockton. Dutchneck Road has no crosswalk.

There is a marked left turn lane on Stockton from the east. There are stop lines painted on Dutchneck at Harron and on Oak Lane at Stockton and on Harron at Stockton. There is a crosshatch pavement marking at Dutchneck, which tries to channel the Stockton traffic onto Dutchneck and the Dutchneck traffic onto Harron. Similarly, there are short stretches of faded double yellow lines down Dutchneck and Oak Lane to guide traffic to stay in lanes.

There are numerous speed limit signs along Stockton Street of various sizes. There are many other types of signs as well that can be distracting. An end of school zone sign is located on the south side of Stockton past the Black School, but before the bus driveway along the Rogers School across the street on the north side of Stockton.

Analysis

Crossing any of these roads at the intersection is not easy. There are no electronic pedestrian “Walk” lights to stop traffic for pedestrian crossing. During the school year, crosswalk guards stop traffic to get kids safely across the streets to Walter C. Black and Grace Rogers elementary schools in the immediate vicinity to the intersection. This school year a new well marked continental crosswalk across Stockton has been added one block to the east at Joseph Street in an

attempt to avoid the larger intersection altogether for children. The crossing guard has now moved to this location.

The intersection of Dutchneck Road and Harron Avenue is poorly designed. Cars routinely cut off access to Harron Avenue for traffic turning right onto Harron from Stockton Street. Visibility is very limited for cars stopped at the end of Dutchneck trying to turn left or right onto Harron. Pedestrians using the crosswalks at the intersection of Stockton Street and Harron Avenue have long distances to cover to get safely through the intersection and have to deal with cars moving at speed turning off Stockton onto either Harron Avenue or Dutchneck road. This whole area needs to be re-worked to address the needs of cars, pedestrians and bicycles.

All streets have 25 mph speed limits, but motorists frequently exceed this speed limit.

Recommendations

Have crosswalks marked out with continental stripes across all streets at the intersection, including the west side of Stockton Street which currently has no crosswalk.

Use of warning lights in the crosswalks will alert motorists and slow / stop the cars for safe pedestrian crossing.

Study the feasibility of adding a roundabout to reduce the width of roadway pedestrians have to cross, slow traffic, but keep it moving in an efficient way.

Change Harron to a one-way street from Morrison north to Stockton, eliminating one of the turn points.

Review signage in the area to ensure consistency and improved visibility for speed limits, school zones and pedestrian warnings.

NJ Complete Streets Design Guide references:

- Crosswalks, pages 42-43
- Curb Ramps, page 45
- Rectangular Rapid Flashing Beacons, page 46
- Roundabout, page 56-57

Stockton Street (County Route 571), Harron Avenue, Oak Lane and Dutchneck Road



Stockton Street crosswalk, facing north



Stockton Street crosswalk, facing south



Harron Avenue at Dutchneck, facing west



Harron Avenue at Dutchneck, facing south



Dutchneck and Stockton, facing west



Harron Avenue, approaching Stockton
(Black School parking lot entrance)



Harron Avenue at Dutchneck, facing south



Stockton, south side bus stop



Stockton, facing east, new crosswalk



Stockton Street, new crosswalk sign



Oak Lane crosswalk, facing east



Oak Lane crosswalk, facing west

Recommendation references from NJ Complete Streets Design Guide



Crosswalk Design

Marked crossings are a critical component of a Complete Street. Crosswalks delineate a clear path for pedestrians, connecting sidewalk segments to create a complete pedestrian network and a more walkable environment. Effective crosswalk striping improves pedestrian safety, enhances visibility of the crossing to motorists, improves motorist awareness and creates an expectation of potential pedestrian activity, and indicates to pedestrians a preferred crossing location.

Striping design can significantly impact the visibility of a crosswalk. Transverse striping, typically a pair of parallel lines oriented perpendicular to the driver, has a very limited visual profile to motorists. Conversely, longitudinal striping (often referred to as "continental" striping) is oriented parallel to motor vehicle travel, which significantly improves the visibility of the crossing to motorists. On low volume and low speed roadways, crosswalk striping alone is often sufficient. However, on higher volume and higher speed roadways, additional pedestrian treatments are recommended to enhance the crossing and supplement crosswalk striping.

Types of Crosswalk Designs



Standard



Ladder



Continental

Standard crosswalk striping, shown at top, often has very poor visibility to motorists, particularly on higher-speed roadways or where the striping has faded. Ladder or Continental striping is preferable in most situations because it significantly improves the visibility of the crossing to motorists and maintains this visibility better as it ages.

SIDEWALKS

ROADWAYS

INTERSECTIONS



Design Guidance

- Crosswalks should typically be marked at all crossings of a signalized intersection. Crosswalk placement should also consider other aspects of the intersection design, such as signal phasing and sight lines.
- At uncontrolled crossings and mid-block locations, a crosswalk alone should not be used on streets with:
 - Vehicle speeds greater than 40 mph
 - Four or more lanes without a raised median or pedestrian refuge island and an average daily traffic (ADT) of 12,000 or greater
 - Four or more lanes with a raised median or pedestrian refuge island and an ADT of 15,000 or greater

On these roadways, additional supplemental design tools should be used to enhance the visibility of the crossing, improve pedestrian safety, and/or slow vehicular traffic.
- On streets with low volumes (ADT less than 3,000), low speeds (less than 20 mph), and few lanes (1 or 2 lanes), crosswalks may not always be necessary at uncontrolled intersections. They should, however, be provided at major pedestrian destinations, such as schools, parks, transit stops, and major public buildings.
- Crosswalks should be marked to create the shortest pedestrian crossing distance, but also consider pedestrians' desire lines. This is particularly an issue at skewed intersections.
- Crosswalk design should reflect the street context. High-visibility striping should be used to enhance pedestrian crossings and is preferable on crossings with significant pedestrian activity, crossings that provide access to major destinations (e.g., walking routes to schools and transit stops), and at mid-block locations.
- Transverse crosswalks must be a minimum of 6 feet wide (measured as the gap between the parallel lines). Crosswalks should be at least as wide as the paths they are connecting. This enables pedestrians moving in opposite directions to comfortably pass each other.
- Stop bars should be placed a minimum of 4 feet from the edge of a crosswalk. A larger buffer is preferred to create a more welcoming pedestrian environment.



Further Guidance

- NCHRP Report 600 *Human Factors Guidelines for Road Systems*



Signage

MUTCD guidance should be followed for signs. Signs should not be placed within the pedestrian zone. For font recommendations, the MUTCD references the Standard Alphabets for Highway Signs and Pavement Markings, which permits a series of six letter types on signs. ADAAG Section 4.30 also provides guidelines for signage. ADAAG specifications are targeted at indoor facilities and might not be applicable to all outdoor spaces. According to ADAAG, "letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10" (ADAAG, U.S. Access Board, 1991). MUTCD requirements for size and stroke meet, and may even exceed, ADAAG specifications. ADAAG Section 4.30 also provides guidelines for character height, raised and brailled characters and pictorial symbol signs, finish and contrast, mounting location and height, and symbols of accessibility.





Signalized Intersections

The allocation of time at a signalized intersection is equally important as the allocation of space. In combination, time and space determine the quality of a street and transportation network, how it operates, and how it meets the mobility, safety, and public space needs of its users and the community. Signal timing should reflect the context and needs of the street. Just as the distribution of space within an intersection geometry and cross-section can make a street feel more or less welcoming to a given mode, the way in which time is distributed by a traffic signal has a similar impact: an inadequate pedestrian crossing time or lack of pedestrian signals can create a barrier to walking and discourage walking; transit priority signaling can improve the performance of a transit service and encourage higher ridership; and excessive delay at an intersection for any mode can create a bottleneck and cause users to violate the signal or take unsafe risks.

The following discussion highlights some key principles, tools, and design considerations for signalized intersections.

Pedestrian Signal Heads

Per MUTCD requirements, signalized intersections should include pedestrian signal heads with countdown timers. These accommodations provide clarity to pedestrians and increase safety by clearly indicating when it is appropriate to cross the intersection and how long they have to do so.

Pedestrian Clearance Time

The pedestrian clearance time is the amount of time a pedestrian has to cross the intersection and should provide adequate time for a pedestrian leaving the curb at the end of the "walk" interval to reach the opposite curb before the traffic signal changes to green for on-coming traffic. The minimum crossing time for the signal timing is a function of the width of the crossing and the pedestrian walk speed. 🚶 For most locations, a **walk speed of 3.5 feet per second** is used (per MUTCD). However, in locations commonly used by pedestrians who walk more slowly or those in wheelchairs, a slower walk speed should be used.



Pedestrian Push Buttons

The use of actuated pedestrian detection, typically through the use of push buttons, is discouraged. In downtowns and business districts, the pedestrian phase should be provided for all crossings during each cycle.

In the case that pedestrian actuation is deemed appropriate, typically where pedestrian volumes are low on suburban and rural streets, the following strategies can be considered to reduce pedestrian delay while limiting impacts to vehicle traffic:

- Provide the pedestrian phase during each cycle when pedestrian volumes are expected to be high, such as commuting times
- Eliminate the need for actuation by reducing the crossing length (and therefore time) through the use of curb extensions
- Reduce the cycle length

For semi-actuated signals, typically used where a high-volume street meets a lower-volume street, the pedestrian interval should always be provided with the higher-volume green phase. For the minor crossing, effort should be made to reduce wait times.



Curb Ramps

ADA guidelines require appropriately designed curb ramps at all pedestrian crossings. Curb ramps are essential to provide easy access to crossings for pedestrians of all ages and abilities, benefiting not only those with mobility or visibility disabilities, but also children, seniors, or those with strollers, carts, bicycles, or delivery dollies. Curb ramps enable a smooth transition from the sidewalk level to street level at intersections and mid-block crossing locations.



Design Guidance

- Curb ramp placement should reflect the desired pedestrian path through an intersection.
- Directional curb ramps (i.e., typically two curb ramps per corner) are preferred over a single curb ramp located at the apex of the corner. The directional curb ramps provide direct access to their associated crossing along the pedestrian's direction of travel, whereas a single diagonal curb ramp attempts to accommodate pedestrians on different travel paths by opening toward the center of the intersection.
- Drainage design should prevent water and debris from accumulating at the bottom of a curb ramp.
- Drainage grates, utility access covers, and other appurtenances should not be placed on curb ramps, landings, or along the pedestrian crossing.
- Curb ramp width should generally be the same as that of the pedestrian zone on the sidewalk approach.
- Curb ramps must be designed to meet ADA requirements, including a:
 - Stable, firm, and slip-resistant surface
 - Detectable warning surface to alert the visually impaired of the transition from the sidewalk to the roadway that extends across the full width of the curb ramp and includes a series of raised, truncated domes in a high contrast color relative to the surrounding sidewalk
 - Maximum sidewalk cross slope of 2 percent
 - Maximum ramp slope of 8.33 percent
 - Maximum running slope of 5 percent along the crosswalk





Rectangular Rapid Flashing Beacons

Rectangular Rapid Flashing Beacons (RRFBs) can be used to enhance a pedestrian crossing. The combination of signage and irregular flash pattern of the amber LED lights increases the visibility of a crossing, and studies show that they improve driver compliance with stopping for pedestrians at a marked crosswalk. A study in St. Petersburg, FL, found an increase in driver yielding behavior from 18 percent for a marked crossing with no beacon, to 81 percent with the installation of two beacons, and 88 percent with the installation of four beacons.



Design Guidance

- RRFBs should be used in conjunction with a marked crosswalk and curb ramps. They may be combined with other pedestrian crossing enhancements, such as curb extensions.
- RRFBs can be used on single-lane or multi-lane roadways. They are often used at unsignalized locations with significant pedestrian activity, such as mid-block crossings near major destinations or trail crossings, or where high traffic volumes, speeds, and/or driver behavior make pedestrian crossings challenging.
- Designers should consider the surrounding context. Existing sign clutter or visual noise, particularly in an urban area, may decrease the visual impact of the RRFB.
- RRFBs can be installed with active or passive actuation.
- On divided roadways, RRFBs can be included in the median or center island to further increase visibility and driver yielding behavior.
- RRFBs are typically freestanding and powered by a solar panel unit. They are therefore easily implementable at trail crossings or other locations without easy access to a traditional power source.



RRFB on Alexander Street in Princeton, NJ



Further Guidance

- MUTCD, FHWA



Pedestrian Hybrid Beacons

A pedestrian hybrid beacon, also known as a high intensity actuated crosswalk (HAWK), is a pedestrian-actuated traffic control device for mid-block pedestrian crossing locations. They enable pedestrians to cross high-speed and high-volume roadways while traffic is stopped. As the name implies, it is essentially a hybrid between a RRFB and a full traffic signal. It provides planners and engineers with an intermediary option for locations that do not meet requirements for a traffic signal warrant, but where traffic conditions exceed the limitations of an RRFB.

A pedestrian hybrid beacon consists of an overhead mast arm with two red lights and one yellow light, as well as pedestrian signal heads. When actuated by a pedestrian, the beacon goes through a sequence of flashing and steady yellow light intervals, followed by a steady red light to stop vehicular traffic, at which point a "walk" signal is indicated to pedestrians. At the conclusion of the "walk" phase, the pedestrian signal switches to a flashing orange hand, and the hybrid beacon switches to alternating flashing red lights. The beacon goes dark at the conclusion of the cycle, and traffic resumes as normal.



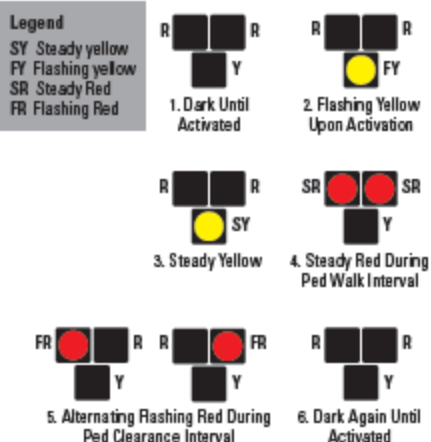
HAWK signal along NJ 27 improves access to the Metropark Train Station in Iselin, NJ



Design Guidance

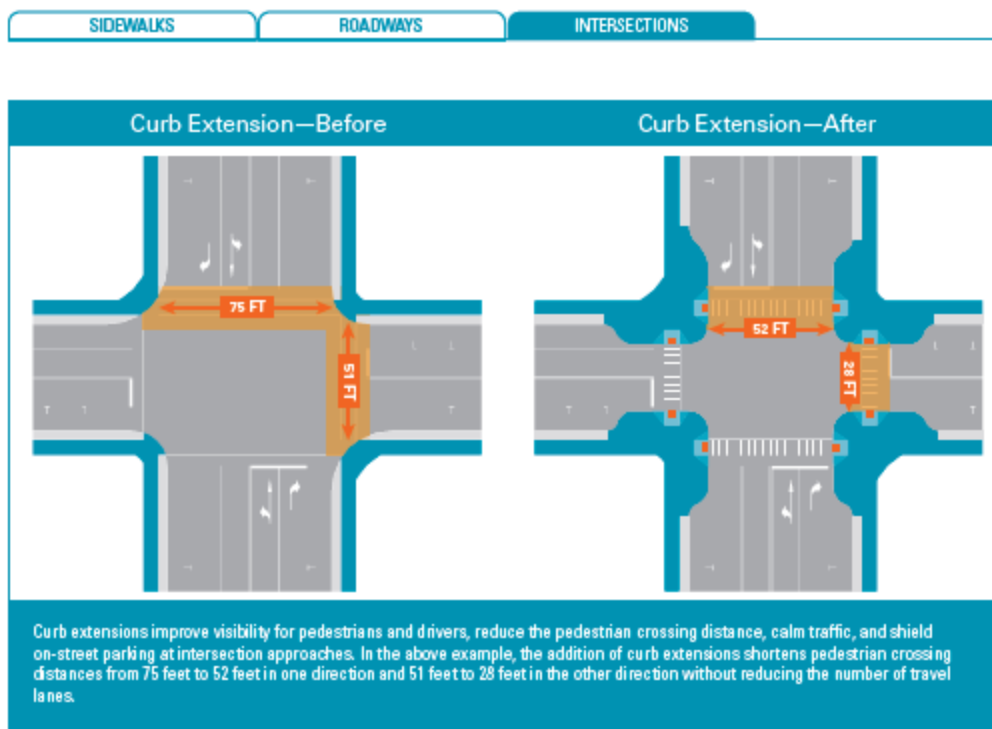
- Pedestrian hybrid beacons should be used in conjunction with a marked crosswalk and curb ramps. They may be combined with other pedestrian crossing enhancements, such as curb extensions.
- Pedestrian hybrid beacons are typically installed at mid-block locations and roadways with heavy traffic volumes, wide cross-sections, or high traffic speeds that create difficult pedestrian crossings. They are a useful tool where gaps in traffic are insufficient to allow pedestrian crossings or where there is excessive pedestrian delay.
- Pedestrian hybrid beacons are often installed near schools, transit stops, or near major pedestrian destinations.

Display Sequence for HAWK Signal



Further Guidance

- MUTCD, FHWA



Design Guidance

- Curb extensions are typically used at intersections or mid-block locations on streets with on-street parking.
- Curb extensions are well-suited for areas with significant pedestrian activity, wide intersections, intersections with high traffic volumes and/or speeds, or near schools or pedestrian routes to other major destinations.
- Curb extensions should not extend into the travel lane or bicycle lane.
- There is no prescribed width for curb extensions, but typically they extend the width of a parked vehicle, approximately 6 feet. The selected width is intended to achieve an effective curb radius that is compatible with the context and the street's desired design speed and design vehicle.
- The minimum length of a curb extension is the width of the crosswalk (minimum of 6 feet). The designer should consider extending the length to 20 feet—the minimum setback for on-street parking near an intersection (per the MUTCD).
- The designer should consider the impact of curb extensions on the effective curb radius and, particularly, potential impacts to larger turning vehicles. A narrower curb extension width may be used, as needed, to reduce the impact.



Channelized Right-Turn Lane

Channelized right-turn lanes, also referred to as slip lanes, facilitate right-turn movements for motorists. They may be necessary to enable right turns when the intersection geometry would otherwise make the turn infeasible, such as an acute angle. Channelized right-turn lanes can also be used to improve the operation of an intersection for motorists, particularly where there is a high volume of right-turn movements.

By widening the intersection and enabling higher turning speeds, channelized right-turn lanes generally create a less inviting environment for bicyclist and pedestrians. They are therefore best suited for contexts that need to prioritize truck movements and auto-centric corridors, and should be avoided in areas with higher levels of bicycle and pedestrian activity. The drawbacks of channelized right-turn islands, however, can be mitigated through proper design, including minimizing curb radii and integrating pedestrian refuge islands into the turn island.



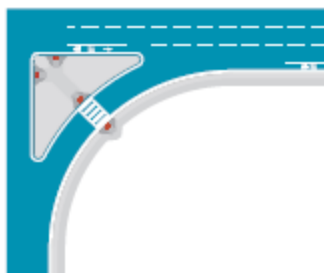
Design Guidance

- Channelized right-turn lanes are most appropriate where:
 - Geometric constraints make right turns difficult, such as an acute angle intersection
 - There is high demand for right-turn movements, particularly by large vehicles
- Channelized right-turn lanes should be avoided in areas with high levels of bicycle and pedestrian activity, such as downtowns, mixed-use areas, and residential neighborhoods
- Design features:
 - Minimize the angle at which the right-turn lane intersects the cross street (e.g., 110 degrees)
 - Minimize the curb radius (depending on the design vehicle) to slow vehicle speeds and improve visibility
 - Minimize the width of the turn lane using edge and gore striping to narrow the perceived roadway width while still accommodating larger vehicles, if necessary
 - Locate the crosswalk one car length back from the curb line
 - Orient the crosswalk perpendicular to the flow of traffic
 - Design the turn island as a pedestrian crossing island
 - Do not provide an acceleration lane coming out of the turn which encourages motorists to take the turn quickly and not stop or yield at the intersection

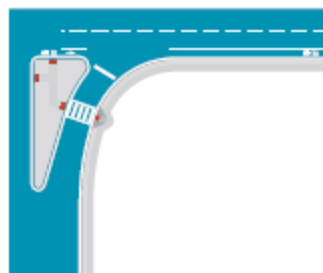
Channelized Right Turns

Where channelized right turns are necessary, they should be designed to slow driver turning speed and improve visibility of pedestrians, bicyclists, and on-coming motor vehicle traffic for the turning driver.

Before



After





Stormwater Management

A variety of sustainable stormwater management techniques help to collect, treat, and slow runoff from impervious roadways, sidewalks, and building surfaces. Urban development generally includes a generous amount of pollution-generating and non-pollution-generating impervious surfaces that change natural drainage patterns. This often results in flooding issues and the need for expensive drainage flow control storage and water quality treatment facilities. Impervious surfaces, such as concrete and asphalt, prevent rainwater from being absorbed at the source. As a result, stormwater flows (including pollutants) enter the pipe network and are discharged into receiving water bodies or become an additional burden to municipal wastewater systems.

Innovative stormwater management techniques can help reduce the impact of development by managing stormwater at the source and mimicking natural or pre-development conditions. These techniques are sustainable, generally less expensive, and can add aesthetic and ancillary social benefits to the built environment. In addition, these techniques can help reduce pollution to rivers and other water bodies, decrease flooding, increase groundwater recharge, and reduce energy consumption. The following are examples of stormwater management techniques that can easily be implemented and should be considered as primary best management practices (BMPs) where technically feasible. They can be used within the public right-of-way or as part of a private development to offset the impacts of impervious development.



Design Guidance

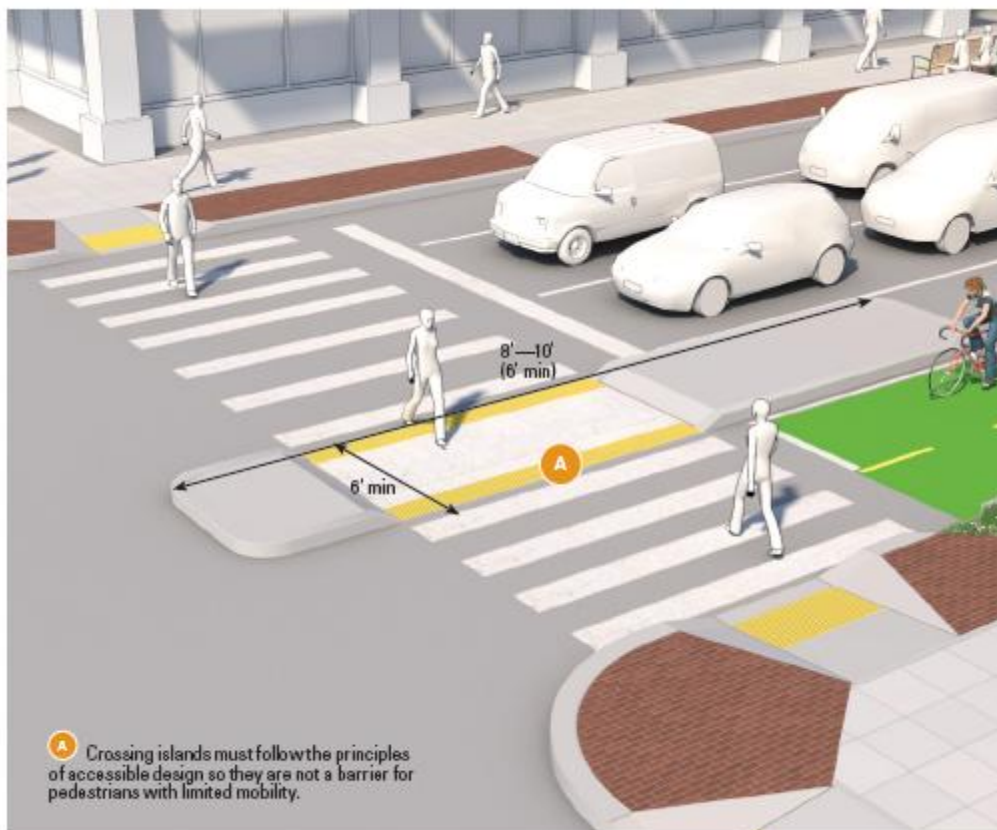
Bioretention Facilities

Bioretention facilities are vegetated retention systems that are designed to manage and treat stormwater by using a conditioned planting soil bed and organic materials that filter runoff stored within shallow depressions or cells. Biofiltration facilities can be flow-through filtration systems with an underground perforated collection pipe that captures and conveys treated runoff to the final discharge point. They also may be designed as pure retention facilities, relying on natural soil infiltration as a primary discharge. Both systems rely on an amended or engineered soil filtration specifically designed to remove particulates and pollutants before proceeding to a self-contained discharge location.



Crossing Islands

Crossing islands, or pedestrian refuge islands, are a means to calm traffic and improve pedestrian safety. They enable pedestrians to make a crossing in two stages—crossing one direction of vehicular travel lanes, pausing at the island, and then completing the crossing. This reduces the exposure time of pedestrians to vehicular traffic.





Medians

Medians separate traffic flows heading in opposite directions. Medians can be used to provide pedestrians refuge while crossing the road. At wide intersections, medians can help people with slower walking speeds cross the street safely. Medians can also serve as traffic-calming devices and green space.

Medians should be raised to separate pedestrian and motorists but must follow the principles of accessible design so they are not a barrier for pedestrians with limited mobility, people in wheelchairs, and people with strollers. Raised medians should be designed with a cut-through at street level or a ramp. Detectable warning surfaces should be placed at the edge

of both ends of the median in order for the street to be recognized by the visually impaired. If the corner includes a pedestrian-actuated control device, one should also be located at the median.

If the median is ramped, the slope of the ramps must not exceed 8.33 percent. Additionally, a level area at least 36 inches wide and 48 inches long is required (60 inches by 60 inches is preferred). If a raised median has a cut-through level with the street, it should be at least 36 inches wide and 48 inches long (60-inch width preferred). The median width should be at least 72 inches for pedestrian safety.



Design Guidance

- Crossing islands are typically in locations where pedestrian crossings feel unsafe because of exposure to vehicular traffic. This often occurs on multi-lane roadways, where pedestrians must cross more than three lanes of traffic, and/or on roadways with high traffic volumes or speeds.
- Crossing islands may be used at intersections or mid-block pedestrian crossings.
- Where intersections require slip lanes to accommodate turning vehicles, either because of geometry or operational issues, the resulting "pork chop" islands should be designed as pedestrian crossing islands.
- Roadways with an existing median space provide an opportunity to retrofit the median as a crossing island.
- Crossing islands must meet ADA requirements for pedestrian access.
- Crossing islands should be a minimum of 6 feet wide, with a preferred width of 8 to 10 feet, and a minimum of 6 feet long.
- Crossing islands should have a "nose" that extends beyond the crossing to protect pedestrians from turning vehicular traffic.
- Impacts to the effective curb radius for turning vehicles and the street design vehicle should be considered.



Raised Crossings and Intersections

Raised crossings prioritize pedestrian movement through an intersection or mid-block crossing. They improve the visibility of pedestrians and force vehicular traffic to slow down as they pass through the crossing. They also increase the rate at which motorists comply with the “stop for pedestrians law.” Raised crossings may be implemented for an individual crossing or expanded to cover an entire intersection to create a wide public space level with the sidewalk.



Design Guidance

- Raised crossings and intersections should be flush with the sidewalk.
- ADA requirements must be followed for pedestrian access.
- Vertical deflection should be gradual, following similar design guidance as a speed hump.
- Raised crossings and intersections calm traffic and are typically applied on minor streets with access to major pedestrian destinations, such as routes to school.



SIDEWALKS

ROADWAYS

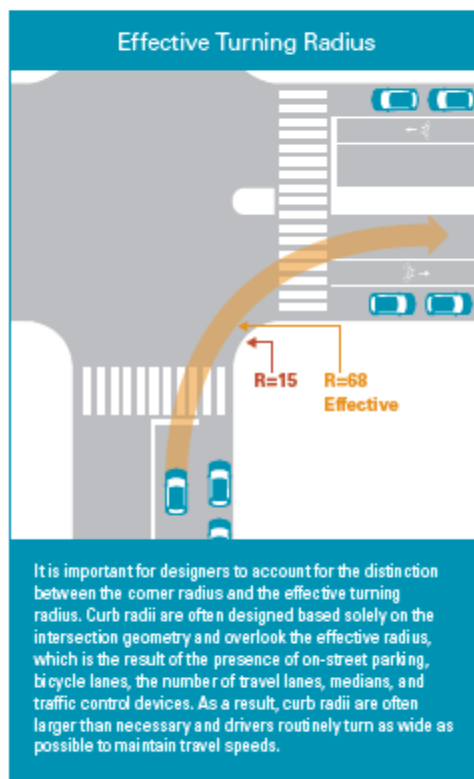
INTERSECTIONS



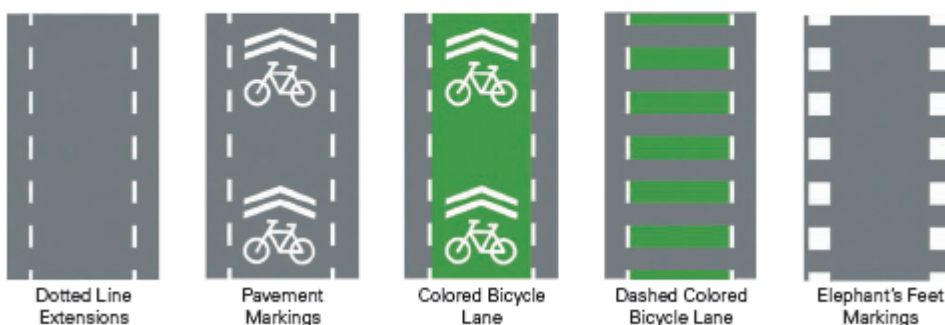
Design Guidance

Design should seek to optimize the curb radii to best fit the context, allowing safe and practical operation by typical vehicles while also minimizing vehicular turning speed and maximizing pedestrian safety and comfort. Key concepts include the following:

- Minimize the actual curb radii in locations with higher densities, where there is more pedestrian activity, or where traffic calming is desired, such as downtown and residential environments
- Maintain an adequate effective curb radius to accommodate larger vehicles, as necessary, such as along bus routes or designated truck routes
- Select the smallest possible desired design vehicle, taking into account traffic volumes and how often larger vehicles are expected to access the street
- Include all roadway elements and geometry in the evaluation of the effective curb, such as the angle of the intersection, curb extensions, the number of receiving lanes, on-street parking, bicycle lanes, medians, the number of travel lanes, and lane width
- Implement a variety of mitigation measures to increase the effective curb radius, helping to balance the needs of pedestrians (desiring a small actual curb radius) with those of larger vehicles (desiring a larger effective curb radius), such as:
 - Integrate other features such as bicycle lanes or on-street parking into street design
 - Utilize an advanced stop bar adjacent to the receiving lanes
 - Prohibit parking at least 20 feet from an intersection to increase the effective turn radius for vehicles and to “daylight” the intersection to improve visibility for pedestrians, bicyclists, and drivers
 - Provide an apron on medians or mountable curbs to better accommodate large vehicles
 - Allow the use of adjacent travel lanes on multi-lane streets and use of the full street width on low volume, local roadways



Bicycle Lane Intersection Markings



Bicycle Lanes and Intersection Markings

Bicycle markings should be extended through intersections and major driveways to enhance the continuity of the bicycle facility, guide bicyclists through the intersection, and mitigate bicyclist stress.

This treatment has several benefits:

- Increases the visibility of bicyclists
- Reduces bicyclist stress by clearly delineating roadway space for bicyclists and guiding them through the intersection in a direct path
- Reinforces that through bicyclists have priority over turning vehicles or vehicles entering the roadway
- Helps bicyclists position themselves within the intersection
- Improves driver awareness of bicycle activity and movement through a high conflict area
- Makes bicyclist movement at intersections more predictable to motorists



Design Guidance

There are several common treatment types for intersection markings. The standard treatment is a white dotted line extension of the bicycle lane, which maintains the continuity of the bicycle lane through the intersection. The MUTCD contains guidance on this treatment in Section 3B.08.

This treatment may be enhanced to improve the visibility of the bicycle facility through various combinations of pavement markings, colored pavement, or higher visibility striping. Several treatment options are illustrated above. The use of colored pavement helps improve the visibility of the bicycle facility and increases awareness of potential conflict areas between bicyclists and motorists.



Further Guidance

- *Urban Bikeway Design Guide*, NACTO



Roundabouts

The modern roundabout has been gaining in popularity in the past decade and offers an alternative to a traditional signal- or stop-controlled intersection design. The modern roundabout differs significantly from its predecessor, the traffic circle. Unlike a traffic circle, the modern roundabout is designed with a much smaller diameter and yield control on all entries, leading to a reduction in vehicular speed and significant safety and operational improvements.

Compared to a traditional four-way intersection, roundabouts reduce the total number of vehicle conflicts points by 75 percent and eliminate conflicts with crossing traffic, which are often associated with more severe crashes. As a result, roundabouts generally have a lower number of crashes and lower injury crash rate for motor vehicle occupants. However, consideration must be given to accommodations for bicyclists and pedestrians, as they are often involved in a relatively higher proportion of injury crashes compared to other intersection designs.

Roundabouts can also improve the operation of the roadway. Since vehicles do not need to come to a complete stop at a roundabout, vehicles typically experience less delay than other intersection designs, particularly at off-peak times. All approaches have equal priority in roundabout design, as all vehicles must yield to traffic when entering the roundabout. Therefore, it is also important to consider the comparative volumes on each approach and the potential undesired delay for the major movements.

In addition to safety and operational improvements, other benefits associated with roundabouts include:

Operation and maintenance costs: Roundabouts do not have as many on-going maintenance costs compared to signalized intersections. Roundabouts typically have a service life of 25 years, compared to 10 years for a signalized intersection.

Traffic calming: By requiring all approaches to yield, a roundabout or series of roundabouts can have a traffic-calming effect on a street network.

Aesthetics: The central island of a roundabout provides opportunities to create signature entries or centerpieces of a community.

Environment: The reduction in vehicle delay and the number and duration of vehicle stops have a positive impact on fuel consumption, carbon dioxide emissions, and noise and air quality impacts.

Spatial Requirements: The spatial advantages and disadvantages of a roundabout vary by the alternative intersection design. While roundabouts generally require more land area than a typical four-way stop-controlled intersection, they can be more space-efficient than intersections with jug-handlers, highway interchanges with large infield areas, or signalized intersections with several turn lanes on multiple approaches.

Roundabouts can be scaled to fit a wide range of contexts and street typologies. Mini-roundabouts and neighborhood traffic circles can be used on local residential streets to provide traffic calming and efficient vehicle flow; urban compact roundabouts can balance efficient vehicle flow with the needs of bicyclists and pedestrians; and multi-lane urban and rural roundabouts can provide safe and efficient operation on higher-volume streets.



Design Guidance

Roundabout design should create conditions that reduce vehicle speed and provide a consistent speed into, through, and out of the roundabout. Lower speeds reduce crash frequency and severity for all roadway users, allow safer and easier merging of traffic, provide more reaction time for drivers, and make the facility more accessible for novice users. The diameter chosen for the roundabout must balance safety with the capacity demand of the intersection. Maximum entry design speeds range from 15 mph for mini-roundabouts to 30 mph for a rural double-lane roundabout.

Design considerations include the following:

- Design entry points that require vehicles to deflect around the central island. Entry points that enable a path tangent to the central island support faster vehicle speeds.
- Provide pedestrian crossings at all approaches. Raised crossing islands with high-visibility striping at each approach create a more comfortable crossing for pedestrians, reduce vehicle speeds, and improve driver awareness of pedestrians as they enter/exit the roundabout. Pedestrian crossings should generally be located one car length from the roundabout entry/exit point, which both minimizes vehicular speed and improves pedestrian visibility at the crossing point.

- Minimize vehicle speed to allow more comfortable navigation of the roundabout by bicyclists. On larger roundabouts or multi-lane roundabouts, deflect bicycle routes to a shared-use path around the perimeter of the roundabout to allow bicyclists to navigate the roundabout as pedestrians. This provides separation from vehicular traffic, creates a more comfortable environment for most bicyclists, and enables them to use the pedestrian crossings.
- Provide truck aprons to accommodate freight traffic and emergency vehicles on roundabouts with a smaller diameter and/or on designated truck routes.
- If the roundabout is on a transit route, ensure that the design comfortably accommodates operation of the transit vehicle without the need to use the truck apron.



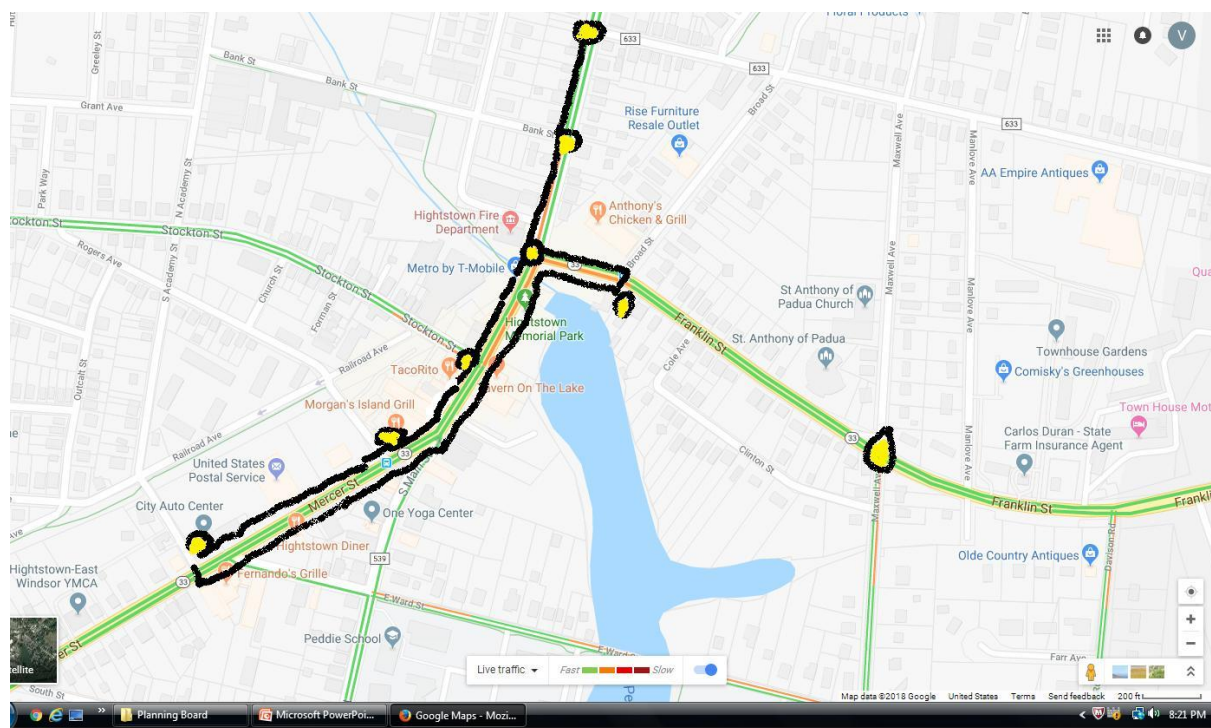
Further Guidance

- FHWA's *Roundabouts: An Informational Guide*



Downtown Walk Audit

Downtown Hightstown Walk Audit Route



Methodology

Participants started at the Borough offices on Bank Street to discuss our objectives for the day, the route and the data collection forms.

At each intersection the group stopped and had a discussion about the existing conditions, issues and potential solutions. Each participant completed a data collection form for each intersection.

At the end of the walk, data collection forms were collected and tabulated. Overall ratings were averaged for participants. All comments noted on individual collections forms were consolidated and key discussion points for each intersection were summarized.

Participants

Streets and Sidewalks Committee

- Steve Misuira, Council President
- Beverly Asselstine, Planning Board
- Joe Cicalese, Planning Board and Environmental Commission

Borough Staff and Professionals

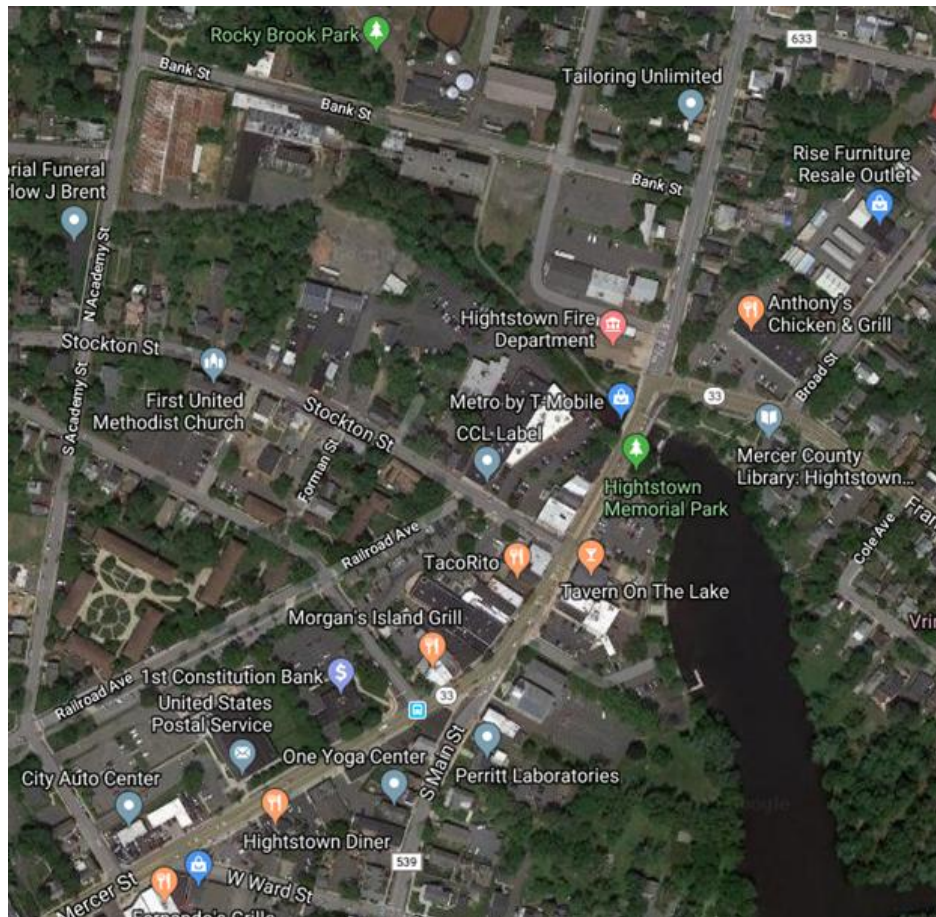
- Ken Lewis, Superintendent of Public Works
- Frank Gendron, Police Chief
- Carmela Roberts, Borough Engineer

Mercer County Planning Department

- Matthew Zochowski, Assistant Planner

Community Organizations

- Brian Clissold, Downtown Hightstown, Inc., also member West Windsor Bicycle and Pedestrian Alliance
- Jack Curry, RISE
- Cheryl Kastrenakes, Executive Director, Greater Mercer TMA
- Ian Henderson, Greater Mercer TMA
- Jerry Foster, Greater Mercer TMA



Downtown Walk Audit principal findings and issues:

- Pedestrians are at risk in the downtown area. Crosswalks are not marked where people frequently cross. Those that are marked are not aligning to complete streets design guidance with the highest visibility paint markings, most current signal designs and frequently don't have additional warning signage for approaching cars.
 - Downtown has the highest concentration of traffic accidents, including those involving pedestrians and injuries.
- The approaches to Downtown Hightstown on State and County routes do not employ enough design and traffic calming techniques to slow traffic before it reaches downtown.
 - North Main and South Main Streets have long stretches without crosswalks and are notable for a series of T-intersections with low visibility and unmarked crossings with high pedestrian usage, particularly students walking to Hightstown High School from all parts of the Borough.
 - Both the State and County have complete streets policies, but road work has been completed without coordination or discussion with the Borough about improvements for bicycle and pedestrian users, including bringing handicapped ramps up to standards, repainting crosswalks at intersections and adding marked crosswalks.
 - Route 33 includes the only road segments in the Borough with speed limits in excess of 25 miles per hour. Mercer and Franklin Streets also have difficult T-intersections, odd intersection angles and few marked crosswalks.
- Some creative engineering and design adjustments are needed to address existing conditions in the downtown area. While some suggestions and ideas are included here, further research and partnership with the New Jersey Department of Transportation and Mercer County is needed.

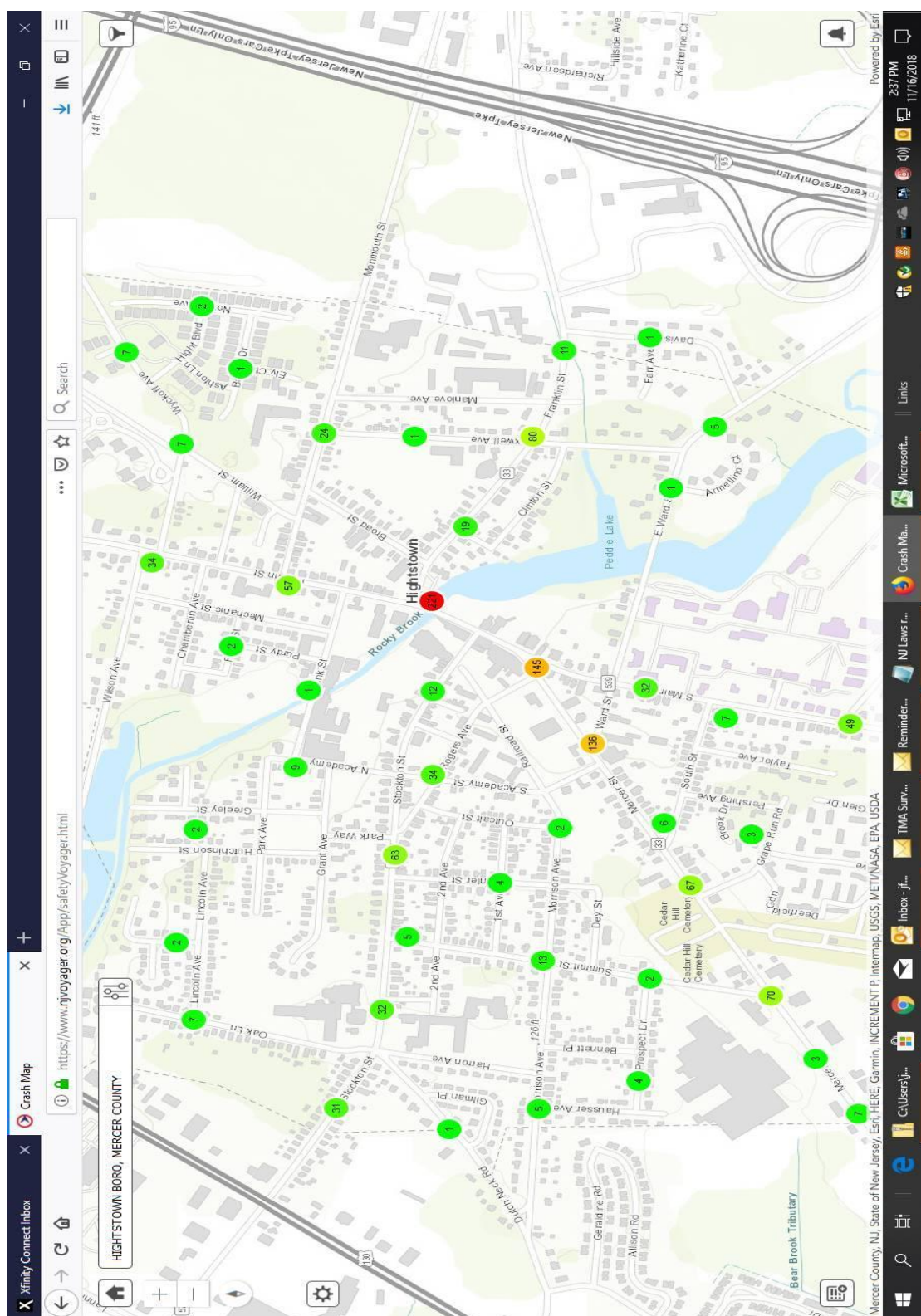
Action Step: At the Walk Audit event the team discussed the NJ DOT Transportation Problem Statement Form and the process for initiating a review of a problem on a NJ state highway. The representative of the Mercer County Planning Department said there is no similar formal process initiation for the county, but a written request would initiate a review. The Committee recommends that these findings be reviewed with Council and steps should be taken to formalize a NJDOT Transportation Problem Statement request and a similar formal letter to Mercer County.

Specific Recommendations

1. Crosswalks on streets approaching downtown
 - a. Add more crosswalks along North Main and South Main Streets with high visibility markings and signage
 - b. Improve visibility, markings and signage for crosswalks on Franklin and Mercer Streets. Expand traffic calming and crosswalks at Franklin and Maxwell.

2. Improvements can be made in accessibility
 - a. North Main and Monmouth Street: crosswalk does not meet current ADA standards
 - b. North Main and Bank Street: crosswalk does not meet current ADA standards
 - c. Upgrade crossing signal at Franklin and Main to latest standard with accessible buttons at all crossings, countdown lights and sound.
 - d. Investigate broken crossing signal at Main and Stockton; replace if needed.
 - e. Repair ramp at crosswalks at the Point and Rogers (damaged, not flush)
3. Investigate opportunities to improve safety at crossings on Route 33
 - a. Franklin and Main: Discuss options with the State, such as a full stop for all traffic to allow for pedestrian crossing and adding a crosswalk on the south side of the intersection with expanded island for pedestrian refuge.
 - b. Main and Stockton: Add crosswalk on north side of intersection.
 - c. South Main, Mercer and Rogers: Assess sight lines and review options, including high visibility paint markings, lighted signal at the Point, permanent removal of parking spaces at the Point and at Rogers (with potential addition of bike corrals and street furniture) and reduction of span across Rogers with an island.
 - i. After the Walk Audit, the Borough Engineer did a feasibility analysis of an island and determined it would not work with the turning radius of truck traffic at that intersection. See Appendix.
 - ii. Upon further review of the options in the New Jersey Complete Streets Design Manual, the team determined a mountable curb extension should also be explored. This would allow trucks to go onto the curb in order to turn when needed, while still providing a high visibility refuge for pedestrians. See page 54.
 - d. Ward, Mercer and Academy: Review options for extending the “feel” of downtown into this area with landscaping, lane narrowing and high visibility crosswalk markings. Review feasibility of adding a crosswalk on Mercer at Ward with a pedestrian island. Consider other measures to slow or stop traffic through this area, including a traffic light.
 - e. Franklin and Broad: Discuss options with the State for traffic calming and improving visibility at this high traffic, poor visibility location.
4. Proceed with the development of a comprehensive mobility plan for the Borough of Hightstown that will more fully address bicycle and pedestrian facilities throughout the community, including safe routes to all schools, enhanced safety in downtown and improved access to parks and other key destinations. This plan should also provide key tools, such as checklists and review documents, that can help ensure implementation of our complete streets policy.

Source: NJDOT Safety Voyager, Crash Records 2002 to 2017



Downtown Hightstown Walk Audit

11/29/18

Intersection: N. Main St. (539, 33) & Bank St. (33) Street Segment: N. Main from Monmouth (633 to Bank)

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	Painted Brick Finish, Faded, Low Visibility across Bank. No markings across Main.
Crosswalk Road Surface Damaged? Road Damaged? (describe)	Some road damaged, worn, but otherwise good condition
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	No ADA warning bumps, diagonal cut, slope too steep
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	No signal
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	No signage
Sight Lines Blocked (describe)	Trees cause low visibility, parked cars are obstruction to cyclists
Buffer Between Traffic and Pedestrians? Bicyclists?	No buffers
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	Speeding along Main Street

Overall comments or significant challenges: Difficult left turn off Main onto Bank

Downtown Hightstown Walk Audit
Intersection: N. Main St. (539) & Monmouth St. (633)

11/29/18

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	No marked crossing for N. Main, low visibility across Monmouth
Crosswalk Road Surface Damaged? Road Damaged? (describe)	
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	No ADA bumps, diagonal cut, slope dysfunctional
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	Surface damaged, old, narrow
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	No walk signal
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	No pedestrian sign, obstructed
Sight Lines Blocked (describe)	Difficult sight lines with parked cars, frequent turns
Buffer Between Traffic and Pedestrians? Bicyclists?	No
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	Speeding

Overall comments or significant challenges: Repaving of Monmouth stopped short of crosswalk. County Planner – County should redo crosswalk when work is done on North Main Street next. Note, North Main was resurfaced a few years ago and crosswalk was not addressed then either.

Downtown Hightstown Walk Audit

11/29/18

Intersection: N. Main St. (539, 33) & Franklin St. (33) Street Segment: N. Main from Bank to Franklin

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	Low visibility markings,
Crosswalk Road Surface Damaged? Road Damaged? (describe)	
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	Button missing, automatic setting causes long waits at firehouse
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	
Sight Lines Blocked (describe)	
Buffer Between Traffic and Pedestrians? Bicyclists?	Need bike lanes!
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	Drivers speeding

Overall comments or significant challenges: Could we expand island as refuge and add crosswalk on south side of intersection? Need traffic calming on Route 33, low visibility at night, state should improve/upgrade signal lamps, no count down for pedestrians, DOT should implement handicapped improvements. Signal does not stop traffic turning right from Main to Franklin unless there is traffic making a left onto Franklin from the north, leaving no opportunity to cross Franklin. Note: previous request for crosswalk at municipal lot was refused by DOT.

Downtown Hightstown Walk Audit
Intersection: Main St. (539, 33) & Stockton St. (571)

11/29/18
Street Segment: Main from Franklin to Stockton

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	2 line crosswalks, low visibility, no signs
Crosswalk Road Surface Damaged? Road Damaged? (describe)	Storm water pooling in ramp area
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	Sound broken on signal, length of time to cross not adjusted appropriately
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	Corner limits motorists visibility
Sight Lines Blocked (describe)	
Buffer Between Traffic and Pedestrians? Bicyclists?	Need bike lanes or share the road signage
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	Excessive car traffic

Overall comments or significant challenges: No crosswalk on north side of intersection, Island height— Note: Island intended to be mountable for emergency vehicles. Many attempts have been made to post signage on island, but trucks illegally coming down Stockton have knocked them over during left turn.

Downtown Hightstown Walk Audit

11/29/18

Intersection: S. Main St. (539, 571), Mercer St. (539, 571, 33) & Rogers Ave (571 Truck Route)

Street Segment: Main from Stockton to Rogers

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	2 line, low visibility markings .
Crosswalk Road Surface Damaged? Road Damaged? (describe)	Road surface damaged
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	Not flush
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	Surface damaged
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	Good place for a signaled crosswalk
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	
Sight Lines Blocked (describe)	Slight curve in road blocks sight lines, particularly at the Point crossing Mercer.
Buffer Between Traffic and Pedestrians? Bicyclists?	Need bike lanes/share the road signs
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	Excessive traffic and speeding

Overall comments or significant challenges: Traffic does not stop for pedestrians. Traffic moving too fast. Poor visibility. Sight lines are a real problem with the road curve. Consider adding an island across Rogers for refuge. The biggest pedestrian issues are at these intersections. Note: Truck route is not the county's responsibility (Rogers Avenue). DOT paint at Rogers faded, but was an attempt to remove parking lane for better visibility.

Downtown Hightstown Walk Audit

11/29/18

Intersection: Mercer St. (539, 571, 33) & Ward (539, 571) & Academy St.

Street Segment: Mercer from Rogers to Academy

Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	Low visibility, Ward Street crossing too wide and odd angle makes sight lines challenging for cars and pedestrians. Academy hard to see.
Crosswalk Road Surface Damaged? Road Damaged? (describe)	
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	Ramp damaged
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	Some damage near Rogers
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	
Sight Lines Blocked (describe)	Hard to see cars turning at Ward
Buffer Between Traffic and Pedestrians? Bicyclists?	
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	People drive too fast into downtown and through these intersections

Overall comments or significant challenges: Add an island at Ward Street where left turn lane is. Straighten Ward to meet Mercer at right angle. Add shade trees to improve streetscape and calm traffic. Note: A large culvert exists under the east side sidewalk, preventing any digging for tree wells. Utilities under west side sidewalk, preventing any digging for tree wells. Potential tree planters.

Downtown Hightstown Walk Audit
Intersection: Franklin St. (33) & Broad St.

11/29/18
Street Segment: Franklin from Main to Broad

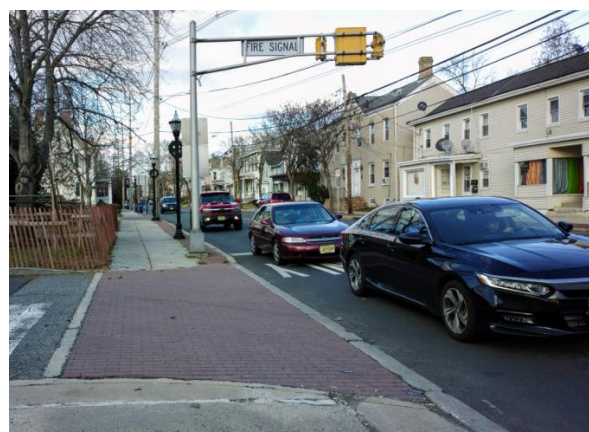
Overall Ratings Place a check mark in one column for each area	Excellent	Good	Fair	Poor
Crossing Street and Intersections				
Sidewalks				
Driver Behavior				
Safety				
Comfort and Appeal for Pedestrians				
Comfort and Appeal for Bicyclists				

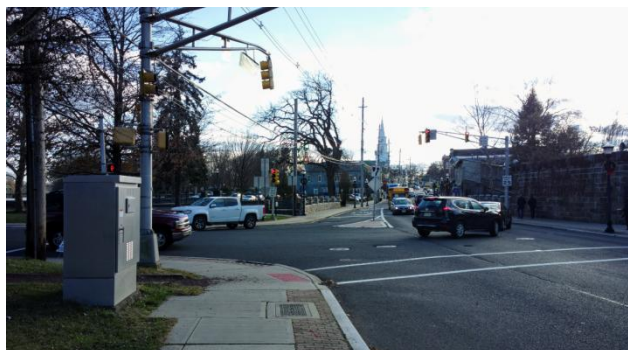
Ratings: Excellent: Very pedestrian/bicycle-friendly and safe
Fair: Somewhat pedestrian/bicycle-friendly and safe

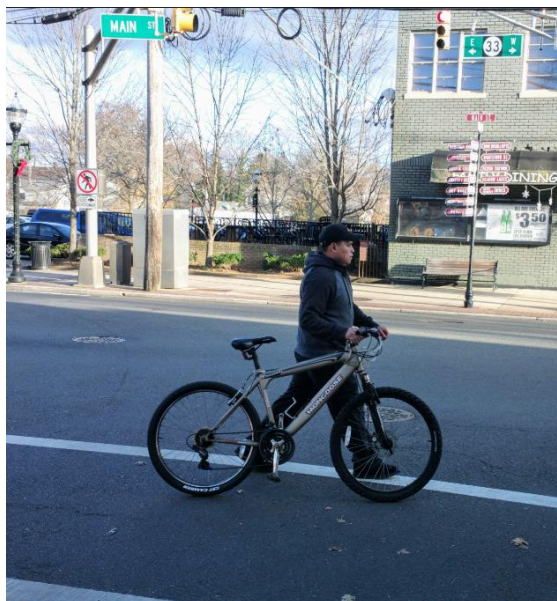
Good: Moderately pedestrian/bicycle-friendly and safe
Poor: Not pedestrian/bicycle-friendly or safe

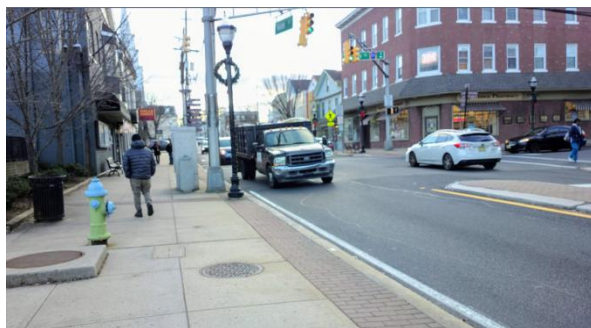
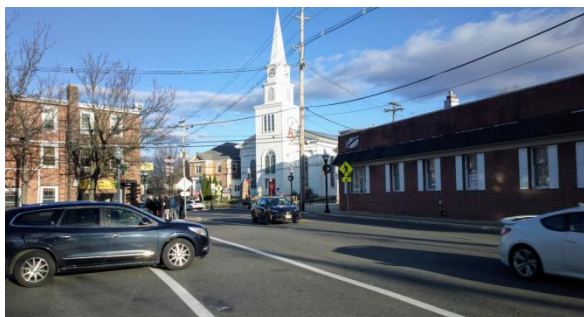
Attribute	Notes
Crosswalk Not Marked, Faded or Low Visibility (circle)	
Crosswalk Road Surface Damaged? Road Damaged? (describe)	
Curb Cut Missing, Slope Dysfunctional, Detectable Warnings Missing, Not Flush? (circle)	
Sidewalk Missing, Blocked, Narrow, Surface Damaged? (circle)	
Walk Signal Missing, Button Missing, Non-Functional, Inaccessible or Obstructed, Wait Time, Length of Time to Cross? (circle)	Need lighted signal
Pedestrian Sign Missing, Obstructed, Low Visibility? (circle)	Sign obstructed by trees.
Sight Lines Blocked (describe)	Low visibility for cars. Slight curve of road.
Buffer Between Traffic and Pedestrians? Bicyclists?	Need bike lanes!
Drivers Speeding, Not Obeying Traffic Signals/Stop Signs, Not Yielding to Pedestrians/Bicyclists, Distracted/On Cell Phone? (circle)	Drivers speed through downtown; complicated intersection with lots of destinations (park, library, bus stop, strip mall stores)

Overall comments or significant challenges: Difficult to see. Busy roads. No safe crossing for kids to library. Try signs in intersection, "flag" program (holder for flags placed at crosswalk, pedestrians wave flag to get driver attention). Note: There were previous attempts to put bollard signs in center of crosswalk at yellow line. Many were run over and damaged.









Appendix



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

November 22, 2017

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

Re: Capital Sidewalk Improvements Program
Borough of Hightstown, Mercer County
Our File No.: H1606

Dear Debra:

Attached with this letter, please find the following:

1. Plan entitled, "Location Plan, Sidewalk Capital Improvements, Borough of Hightstown, Mercer County, New Jersey. Dated November 21, 2017."

As requested by Council at their September 5, 2017 meeting, we have prepared a list for a proposed Capital Improvement Program for sidewalks on Borough owned roads. The following is a listing of roads that do not have a continuous sidewalk on at least one side of the roadway. In general, most of the quantities provided in the list below can be doubled to determine length of sidewalk required should Council determine that sidewalks are to be constructed on both sides of a given roadway.

The roads have been listed in an order that corresponds with the proposed Capital Road Improvements Program prepared by this office. However, Council may reorganize/prioritize sidewalk improvements at their discretion.

Roads that we definitively know do not have enough room to accommodate new sidewalks (due to property limits, environmental constraints, extreme slopes, etc.) are not included in the list below.

Road	Approx. Length Required
1. Lincoln Avenue	1,300-ft.
2. Hagemount Avenue	1,200-ft.
3. Rocky Brook Court	500-ft.
4. Sunset Avenue	1,200-ft.
5. Bennet Place	575-ft.
6. Hausser Avenue	750-ft.
7. Prospect Drive	1,000-ft.
8. Schuyler Avenue	400-ft.
9. Dey Street	600-ft.
10. Dutch Neck Road	1,200-ft.
11. Taylor Avenue	400-ft.
12. Van Renssaler Avenue	200-ft.
13. Maxwell Avenue	1,400-ft.
14. Spring Crest Drive	1,200-ft.
15. Glen Road	200-ft.
16. William Street	500-ft.
17. Chamberlin Avenue	1000-ft.
18. Clinton Street	800-ft.
19. Clover Lane	700-ft.
20. East Ward Street	400-ft.

Capital Sidewalk Program
Borough of Hightstown, Mercer County
Our File No.: H1606
Page 2 of 2

21. Franklin Street	500-ft.
22. Gilman Place	900-ft.
23. Greeley Street	500-ft.
24. Manlove Avenue	800-ft.
25. Meadow Drive	1,700-ft
26. Mechanic Street	250-ft.
27. Mercer Street	1,700-ft.
28. Orchard Avenue	1,300-ft.
29. Wilson Street	1,300-ft.

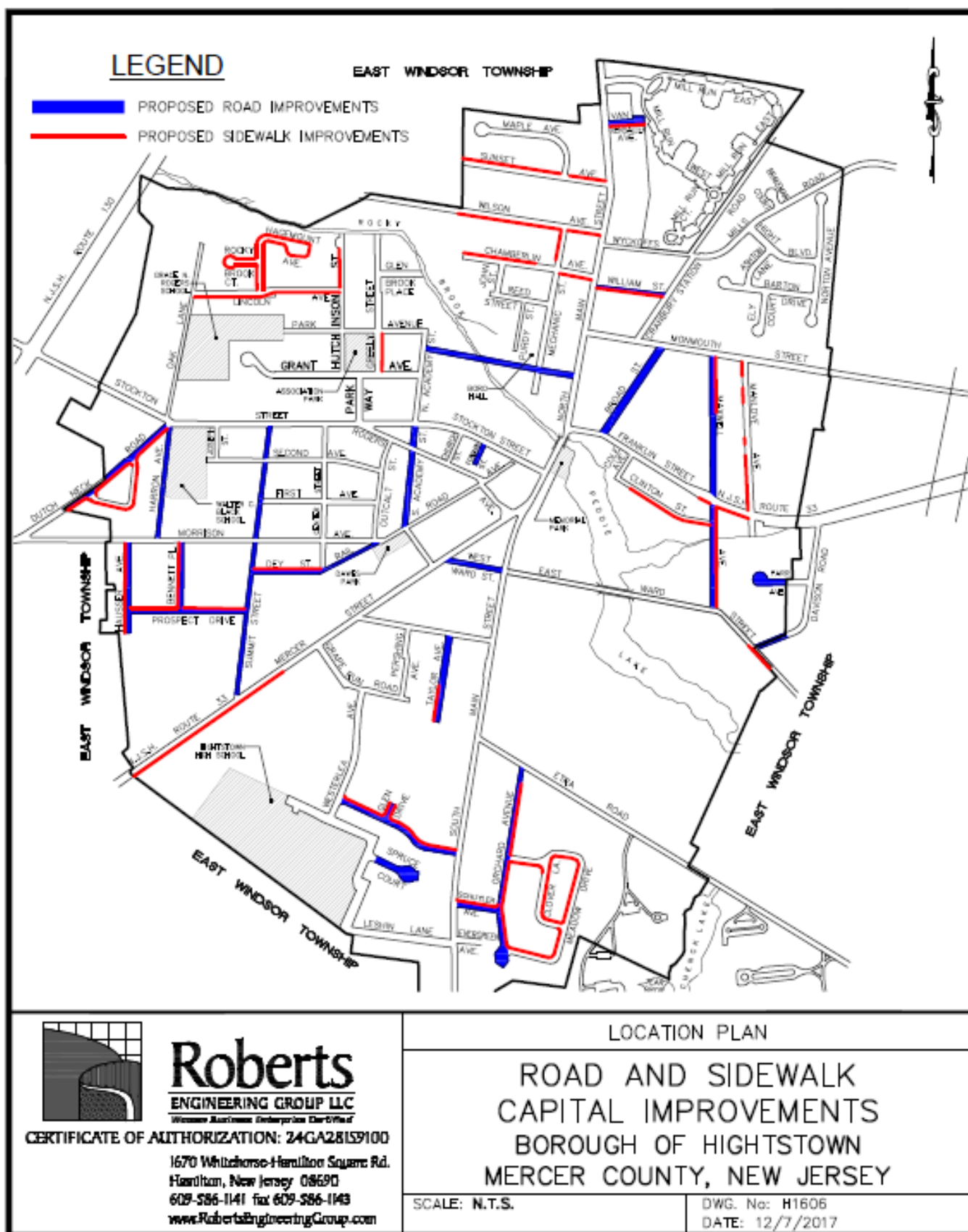
Should you have any questions or concerns, please do not hesitate to contact this office.

Very truly yours,



Carmela Roberts, PE, CME
Borough Engineer

cc: Mayor and Council
Cameron Corini, EIT, Roberts Engineering Group, LLC





Roberts
ENGINEERING GROUP LLC
Woman Business Enterprise Certified

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

MEMORANDUM

TO: Steven Misura, Council Member
Borough of Hightstown

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

RE: Sidewalks
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1504

DATE: April 20, 2018

As requested, the list below is of all the roads where sidewalks have been installed/replaced since 1995:

Street Name	Constructed Year
East Ward Street	2016
Etra Road	2015
Park Avenue/Greeley Street/Glen Brook Place/Hutchinson Street/Grant Avenue/Park Way	2015
Grape Run Road and Pershin Avenue	2013
Summit Street	2012
Mechanic/Chamberlin/Reed/Rev. Williams/Purdy	2011
Leshin Lane	2010
Memorial Park	2010
Stockton Street Historic District and Rogers Avenue	2009
Outcalt Street	2008
Morrison Avenue	2008
Westerlea Avenue	2008
Cole and Clinton Avenue	2007
Wilson Avenue	2006
Oak Lane	2005
Center Street	2004
Meadow Drive	2004
North Main Street and Bank Street	2004
Center Street	2003
Second Avenue	2003
Wyckoffs Mill Road	2003
Church and Forman Street	2002

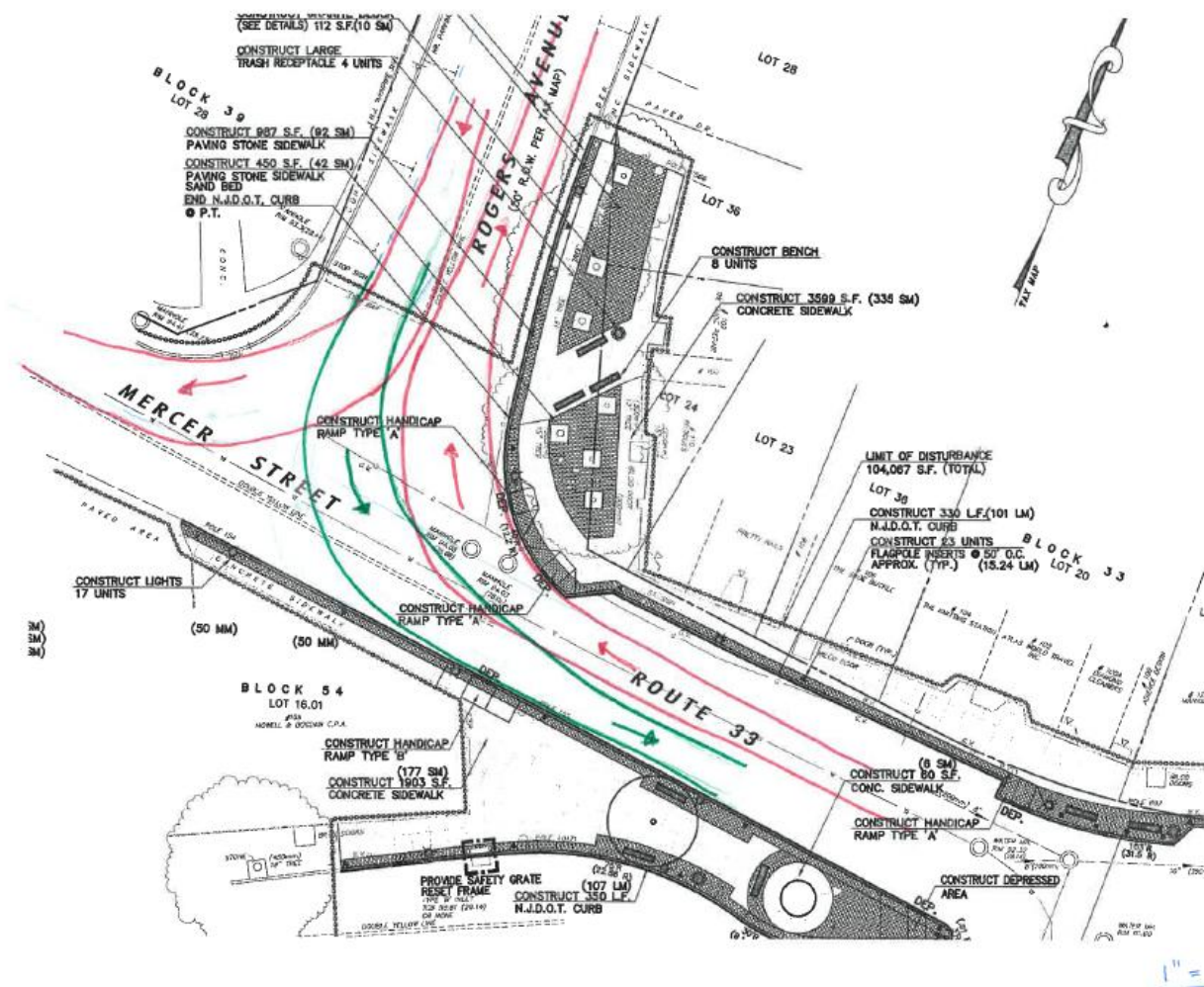
Sidewalks
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1504
 Page 2 of 2

Street Name	Constructed Year
Church Street and Forman Street	2001
Outcalt Street	2001
South Academy Street	2001
South Street	2001
Bank Street	1999
South Academy Street	1999
North Academy Street	1998
Summit Street and Harron Avenue	1996
Manlove Avenue	1995

The list below is of all the roads where sidewalks are being funded and constructed in the near future:

Street Name	Constructed Year Expected
Maple Avenue and Sunset Drive	2018
Stockton Street and Joseph Street	2019
First Avenue	2019
Lincoln Avenue, Rocky Brook Court and Hagemount Avenue	2019

cc:



Committee Priorities for Action, May 2019

TBD, placeholder



State of New Jersey

DEPARTMENT OF TRANSPORTATION

P.O. Box 600

Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

RECEIVED
MAY 13 2019
MUNICIPAL CLERK'S OFFICE

May 13, 2019

Dear Mayor/Freeholder Director/County Executive:

On behalf of Governor Phil Murphy, I am pleased to announce that applications will now be accepted for the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2020 State Aid programs. This change in the solicitation and notification schedule for the programs listed below will help the municipalities and counties be able to access funds for the next round of projects sooner. **The new deadline for grant application submissions is July 19.** Grant awards are expected to be announced in November.

As you may know, the Transportation Trust Fund Reauthorization Act of 2016 increased funding for Local Aid programs to counties and municipalities from \$190 million per year to \$430 million. The reason for the steep increase is that the majority of New Jersey's roadway mileage—about 90 percent—is under local government jurisdiction and is in as much need of repair as the state roadway network. By announcing the solicitations today, we will be able to address these needs sooner.

I recently announced NJDOT's "Commitment to Communities" initiative that creates new programs and combines existing Departmental efforts to assist local governments in spending the significantly increased level of aid that the reauthorized Trust Fund law affords them. The Commitment to Communities initiative includes a new Resource Center that provides one-stop shopping for local government managers by providing hands-on resources for the application process, raising awareness of grant cycles and proactively communicating program information. Our adjustment in the schedule was initiated by comments from you as well as representatives from the construction industry.

The following is a brief description of each grant program:

- **Municipal Aid** - This \$151.25 million program has been a significant resource in funding local transportation projects. All municipalities are eligible. The Department continues to encourage municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities especially now that additional funds are available. NJDOT has set a goal to award up to 10 percent of the Municipal Aid Program funds to projects such as pedestrian safety improvements, bikeways and streetscapes. An additional \$10 million is provided in Urban Aid for a total of \$161.25 million.
- **Transit Village** - This program will award grants totaling \$1 million for traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within a half mile of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force are eligible to apply. The eligible town list can be found at: <http://www.state.nj.us/transportation/business/localaid/transitvillagef.shtml>

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- **Bikeways** - This \$1 million program is intended to fund bicycle projects which create new Bike Path Mileage. It is available to all counties and municipalities. The Department continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding.
- **Safe Streets to Transit** - The intent of this program is to encourage counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of transit by all segments of the population. A total of \$1 million is available for grant awards.

All projects funded through the Transportation Trust Fund must comply with the Americans with Disabilities Act (ADA). ADA guidance, program descriptions and application guidance materials can be found on the NJDOT website at: <http://www.state.nj.us/transportation/business/localaid/stateaid.shtm>

If you choose to apply, please be aware that Municipal Aid regulations require projects receiving this type of aid to award a construction contract within 24 months from the date of grant notification.

I encourage you to submit applications for these Local Aid programs. Each program application will be evaluated independently, affording counties and municipalities the opportunity to receive funding in more than one category.

The enclosed map provides contact information for each Local Aid District Office. I recommend that you consult with your Local Aid District Office to assist in preparing applications for funding. Please keep in mind that a separate application for each project must be completed and submitted on or before July 19, 2019, on-line through the Department's electronic grants administration system, known by its acronym, SAGE, at: <https://njsage.intelligrants.com/Login.aspx?APPTHEME=NJSAGE>

As Commissioner of Transportation, I am committed to maintaining and improving New Jersey's local transportation infrastructure by providing financial assistance, technical expertise and training in surmounting the application process for traditional and non-traditional local transportation initiatives. Our counties and municipalities will be well positioned to design and construct important local projects without the need to impact property taxes. Your success in building projects and spending the additional capital will mean success not only for your constituents, but for the entire state.

Thank you for your continued interest and support of NJDOT, and best wishes for success with your project applications.

Sincerely,



Diane Gutierrez-Scaccetti
Commissioner

Enclosure

c: Municipal Clerk
Municipal Engineer
County Engineer



Roberts
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May 31, 2019

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

Re: NJDOT Application for Municipal Aid Grant FY2020
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1603

Dear Mayor and Council:

The New Jersey Department of Transportation has announced that it will be accepting applications for the Municipal Aid, Transit Village, Bikeway, and Safe Streets to Transit grant programs. Applications must be submitted on or before July 19, 2019. I have reviewed the grant programs and recommend the Borough make application under the Municipal Aid Program this year. In consultation with Public Works Superintendent Ken Lewis and review of comments from the Complete Streets Committee, I am recommending that a grant application be submitted for one of the following projects:

1. Improvements to Hausser Avenue, Bennet Place, and Prospect Drive.
2. Improvements to Schuyler Avenue and Orchard Avenue.
3. Improvements to Railroad Avenue between Center Street and Outcalt Street, and to Dey Street between Summit Street and Center Street.

In general, the roads outlined above require mill and overlay with base repairs as necessary. In addition, deteriorated curbs and sidewalks will be replaced as necessary and new sidewalks added, existing storm drain inlets will be upgraded to meet NJDOT Bicycle Safe Standards and NJDEP Stormwater Regulations, and curb ramps will be reconstructed to meet current ADA standards.

Should Council determine that an application be submitted for Hausser Avenue, Bennet Place and Prospect Drive, it is also recommended that the water main on Hausser be replaced. The water main has had multiple breaks. The water main could be financed through the NJEIT as the Borough is currently doing for the First Avenue Project and lastly, we would recommend sidewalks be installed throughout the neighborhood.

Should Council determine that an application be submitted for Schuyler Avenue and Orchard Avenue, it is recommended that the Borough consider new sidewalks on one side of each roadway. In addition, there have been four water main breaks on Schuyler Avenue, and we recommend the water main be replaced.

Should Council consider an application for Railroad Avenue and Dey Street, the proposed improvements would benefit and provide access to the rear of the existing YMCA building which would aid the future relocation of Borough Hall to the site.

The Complete Streets Committee recommended street and sidewalk improvements on Broad Street, Maxwell Avenue, Manlove Avenue, Franklin Street, and Clinton Avenue. At this time, it is not my recommendation to move forward with this and with consultation with the NJDOT and the Superintendent of Public Works, we believe that these improvements should be addressed in two to three years. The situation with these roads is that Broad Street, Maxwell Avenue and Manlove Avenue were three of the first roads ever improved under

the NJDOT Trust Fund Municipal Aid Grant Program. There are roads within the Borough including those mentioned above, which have not been improved with pavement, curbs and sidewalks for a greater length of time than Broad Street, Maxwell Avenue and Manlove Avenue. Additionally, new sidewalk was installed within the last ten years on Franklin Street as part of the NJDOT Paving Program in which the Borough contributed approximately \$40,000.00 to those improvements. I realize that these sidewalks are narrow and that the intersections are not conducive to ease of use. However, before these improvements are undertaken there is a water main in Franklin Street with all galvanized services which sits below a concrete pavement and which has had multiple breaks. It would be a good plan to have the water main moved out from under the road and installed under the sidewalk. Services could be replaced by drilling beneath the concrete roadway. If that work could get done and the Borough could work with the NJDOT to modify the curb lines and correct the intersection at Manlove Avenue that would be a very good improvement. I have also looked at Manlove and Maxwell Avenues and sidewalks are clearly needed, however, Clinton Avenue contains a very narrow right-of-way of 35 feet. In 2007, we installed curb on both sides of Clinton Avenue and did not install sidewalk. That decision was made at the time in order to allow residents to continue to park on the street. If sidewalk is desired on Clinton Avenue, the Council might want to consider making the road one-way, because installation of sidewalk will not allow enough room to have two lanes of traffic plus a parking lane.

In summary, I recommend that we begin working with the Complete Streets Committee and the NJDOT to move towards sidewalks in the area of the Borough from Broad Street to Maxwell Avenue and to work with the New Jersey Environmental Infrastructure Trust to replace the water main in Franklin Street.

For this application, I recommend Council consider improvements including new sidewalks to the neighborhoods of either Hausser Avenue, Bennet Place, and Prospect Drive or Schuyler Avenue and Orchard Avenue. These two neighborhoods remain incomplete and not improved since the beginning of the Transportation Trust Fund Grant Program. Upon improvements to these two neighborhoods, the Borough would have updated all of its roads at least once since the late 1980s.

I am prepared to move forward with preparation of an application as outlined above and request authorization at your next Council Meeting. Our fee to prepare the application will be at a cost not to exceed \$4,500.00.

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

Very truly yours,



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

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Administrator/Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
Kenneth Lewis, Superintendent of Public Works
Cameron Corini, P.E., Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC

Hightstown Borough Complete Streets Committee

Date: May 27, 2019

From: Beverly Asselstine, Secretary

To: Debra Sopronyi, Borough Administrator

Subject: Complete Streets Committee Comments on Potential Projects for NJDOT State Aid Programs

The Complete Streets Committee met and discussed potential projects for the New Jersey Department of Transportation's Fiscal Year 2020 State Aid programs. We have the following recommendations based on our intersection study, the Downtown Walk Audit and an analysis conducted by the Borough Engineer in 2017:

1. Municipal Aid: We recommend a project that would encompass street and sidewalk improvements on Broad, Maxwell, Manlove, Franklin and Clinton. Please see highlighted segments on the attached Road and Sidewalk Capital Improvement map developed by the Borough Engineer dated 12/7/17.

Rationale:

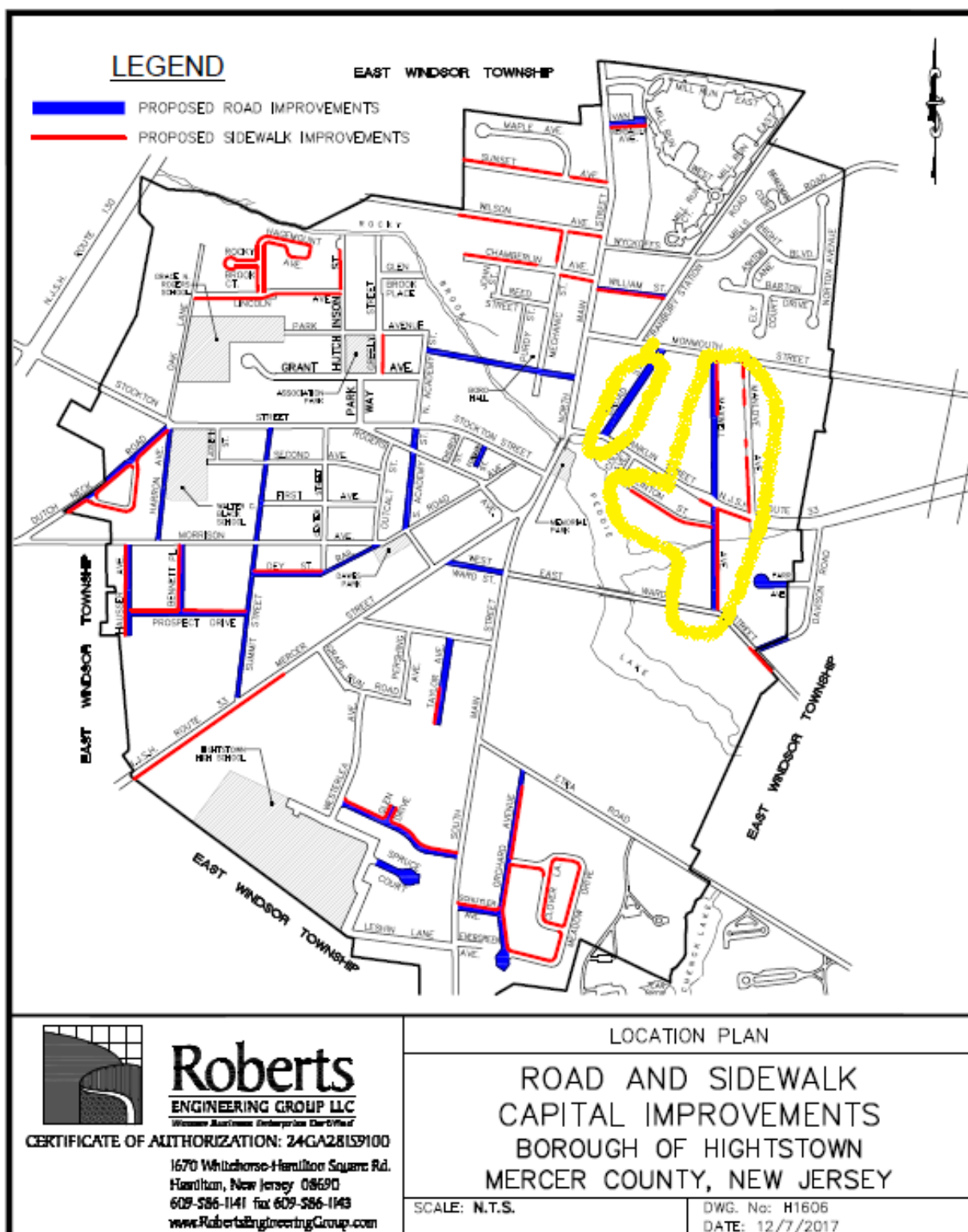
- Significant improvements have been implemented or are planned in the western half of the Borough (e.g., Sunset, Maple, Lincoln, Hagemount, Rocky Brook, Joseph, Dutch Neck and Harron. In addition, this part of town is eligible for additional grant programs under the Safe Routes to School (SRTS) program due to the proximity to the two elementary schools.
 - The Complete Streets Committee is concerned about safety for high school students who are designated as walkers by the school district and must traverse Franklin Street in an area with high traffic, no or limited sidewalks, and problematic crossings. This was a high priority area in our report to Council on intersections and will complement the work scheduled on Springcrest in order to create a continuous route with sidewalks and crosswalks to Hightstown High School from the northeast quadrant of the Borough.
-

- The proposed Downtown Gateway Zoning project is also an important factor in this area. The purpose of the gateway is to expand business development from Downtown Hightstown. In order to be attractive for this purpose, this area must have sidewalks and improved crosswalks.
 - The eastern entrance to the Borough is currently an area of frequent speeding. Sidewalks and streetscape improvements will serve as a traffic calming measure, which will benefit the approach to Downtown.
2. Safe Streets to Transit: We recommend a project that would encompass two intersections in Downtown Hightstown - the intersection of Rogers and Mercer and improvements to the intersection at Broad and Franklin. Both were highlighted in the Downtown Walk Audit and both need improvements for crosswalk safety. Broad and Franklin was also discussed in the Committee's intersection report to Council.

Rationale:

- Both intersections are located near bus stops and are important for pedestrian access.
- Rogers is a truck route through town and the crossing is particularly wide with poor visibility.
- Broad and Franklin also has poor visibility and was the site recently of a serious pedestrian accident.

We welcome the opportunity to work with the Borough Engineer to discuss specific details for these projects. Thank you.



Hightstown Borough
Complete Streets Committee

Date: May 23, 2019

From: Beverly Asselstine, Secretary

To: Debra Sopronyi, Borough Administrator

Subject: Complete Streets Committee Comments on Lincoln, Hagemount, Rocky Brook Project

The Complete Streets Committee met and discussed the options and community feedback for the Lincoln, Hagemount, Rocky Brook Project. We defer to the Environmental Commission on decisions concerning which trees to keep and which to remove. We prefer the design option 3 of 3. We are in favor of the rest of the proposal that calls for sidewalks that are four feet wide and a planting strip between the sidewalks and the curb that is four feet wide.

The 2017 State of New Jersey Complete Streets Design Guide includes recommendations for and guidance on sidewalk width and minimum width for trees. Page 34 states “The pedestrian zone should never be less than 4 feet wide, which is the minimum width required for people using a guide dog, crutches and walkers.” Page 43 states “Most trees need a minimum area of 4 feet by 4 feet.”

Thank you for the opportunity to provide comments.

Borough of Hightstown

Environmental Commission

Memo

To: Hightstown Mayor and Council

From: Environmental Commission

Date: 29 May 2019

Re: Review of Lincoln Avenue Street Improvement Options dated 6 May 2019

Introduction

Below is a review of street repair and upgrade options for Lincoln Avenue, Hagemount Avenue and Rocky Brook Court documented on 4 plans prepared by Borough Engineer, Roberts Engineering Group LLC and additional information provided in a letter to Mayor and Council dated 8 May 2019 and the presentation by Roberts Engineering on 21 May. Focus of the documentation and the primary concern of the effect of the proposed street, curb and sidewalk improvements are the street trees currently located at the east end of Lincoln Avenue. The Environmental Commission's review will address the project as a whole, but will highlight concerns relative to the Lincoln Avenue improvements and their relation to the tree resource in this area.

General

As noted during the presentation on 21 May, the Environment Commission understands that proposed street improvements to Lincoln, Hagemount and Rocky Brook as funded by State grant provide an important opportunity for the Borough to upgrade aging infrastructure. The Commission also believes that for these upgrades to be successful, they must be defined by guiding principles that represent the over-arching mission of the Borough's master plan, specifically:

- 1) **Support Mobility** (pedestrian, bicycle and vehicular). The thrust of this project is the establishment of sidewalks in support of pedestrian mobility, in particular, that helps to reduce carbon emissions and fosters healthy communities. Design options that promote pedestrian mobility should be favored.
- 2) **Mediate Stormwater Runoff**. This project will add a great deal of impervious surface, and unless specifically addressed, will increase run-off in the Borough. As a community all too familiar with the effects of flooding, design options that disconnect runoff from direct access to storm sewers in favor of infiltration options should be of great interest to us. Note that trees, by promoting transpiration, also play an important role in reducing flooding.
- 3) **Effectively Manage the Tree Resource**. The bulk of the Borough's tree resource exists as street trees planted within Borough street rights-of-way along our streets. Managing this resource requires an integrated design approach that balances the preservation of existing trees, the creation of potential tree locations and the addition of new trees with the needs of sidewalks, curbs and streets. Design options that preserve trees in good condition and create opportunities for expanding the tree resource should be of greatest interest.

Recommendations

Among the design options documented on the 4 sheets, one sheet addresses Hagemount, Rocky Brook and the west end of Lincoln. The proposed option for locating the sidewalk documented in this option would result in the removal of two trees on the north side of Lincoln near the west end and the creation of many potential street tree locations. The proposed sidewalk avoids removal of particularly good tree specimens along Rocky Brook and Hagemount. Though we would like to explore options that avoid the two proposed removals on Lincoln, we are generally in favor of the plan.

The remaining 3 sheets document 6 options (A through F) for the cartway and sidewalk configurations at the east end of Lincoln Avenue. Of these Options A and F would seem to best reflect the guiding principles noted above, with Option F being perhaps, the best option. Option A avoids removal of the trees in the best condition (those recommended by the EC to remain), creates on-street parking that will separate pedestrians from street traffic, creates street tree locations on both sides of the street and includes bump outs at the intersection with Hutchinson that will calm traffic and make it safer to cross the street at the crosswalk there.

Option F may be an even better option, because it proposes replacement of the curbing on the north side of Lincoln at the same location as the existing curbing, thereby reducing the potential for root damage to the London Planetrees located there. Parking along the north side of Lincoln is eliminated, however. One improvement to this option would be to expand the west bump out to allow for a new tree location there – an important improvement since the right-of-way width will limit tree locations to the bump outs along the south side of the street in this area. Note that this improvement could also be applied to Option A.

Importantly, we also generally recommend that the project include one street tree for every lot along all of the streets in the project area. The cost for installing these trees as part of the project will be minimal (about 2% of the project cost) and supports general principle 3, Effective Management of the Tree Resource, by renewing the tree resource when it is most economically effective to do so, while creating a separation between pedestrian and vehicular traffic in support of guiding principle 1 and promoting transpiration in support of guiding principle 2.

The Commission understands that the project may include under-paving stormwater detention that will serve to mitigate the increase in impervious surface. Other options in support of guiding principle 2 could (and probably should) be employed. We look forward to helping to identify those opportunities as the details of the project are developed.

End of memo



Roberts

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May 29, 2019

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

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08620
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www.RobertsEngineeringGroup.com

Re: Comparative Analysis (Septic intake/Sludge Disposal)
Comparative Analysis (Chemical Use 2018/2019)
Hightstown Borough, Mercer County, New Jersey
Our File No.: H1652

Dear Debbie;

We have attached two (2) spreadsheets showing a comparative analysis for Septic Intake /Sludge Disposal and Chemical use. These quantities are based on actual usage in 2018 and for 2019 we have projected usage based on actual septic intake through April of this year, to 5.5 million gallons (MG) for 2019. We have advised Superintendent Bill Searing that his current rate of septage intake will exceed the 4.0 MG level required by Council, and we have advised him to reduce septage deliveries accordingly.

Page 2 is a comparative analysis of four (4) chemicals used and the projected usage for 2019 based on the current rate of septage deliveries totaling 5.5 MG per year, and based on the Council required yearly gallonage of 4 MG.

Should you have any questions, please feel free to contact my office.

Very truly yours,

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

cc: Bill Searing, Borough AWWTP Superintendent
Thak Bakhru, P.E., Roberts Engineering Group, LLC



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Hightstown AWWTP Septic Intake and Sludge Disposal Usage Comparative Analysis 2017 - 2019 Borough of Hightstown, Mercer County, New Jersey Our File No.: H1652 May 29, 2019						
Month	Septic and Sludge Usage					
	Septic Intake (Gallons)			Sludge Disposal (wet tons.)		
	2017	2018	2019	2017	2018	2019
January	546,440	219,000	332,800	140	120	60
February	589,420	264,000	264,400	120	60	160
March	707,260	404,500	380,000	120	60	100
April	753,280	466,800	577,400	120	80	120
May	992,410	649,650		180	120	
June	1,063,300	510,400		220	100	
July	817,940	437,800		120	120	
August	847,540	333,200		160	80	
September	765,350	346,800		120	80	
October	876,040	587,250		120	60	
November	715,140	519,300		120	40	
December	512,660	412,600		100	60	
Budget	9,000,000	4,000,000	4,000,000	1600	1600	1000
Total	9,186,780	5,151,300	*5,500,000	1,640	980	*1030

Notes:

*The plant has received 1,554,600 gallons from January to April 2019.
At this rate the projected septic intake in 2019 will be 5.5 million gallons (MG).
Sludge disposal projected will be 1030 wet tons.



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Hightstown AWWTP
Chemical Usage
Comparative Analysis 2017 - 2019
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1652
May 29, 2019

Chemicals	2018 (5.15MG)	*2019 (5.5MG)	*2019 (4 MG)	Budget
Zeta 8849 (Gallons)	3,190	3,340	2,900	3,960
Zeta 1A (Gallons)	950	990	855	950
Aluminum Sulfate (Tons)	68	70	60	105
Sodium Bicarbonate (50 Lb. Bags)	1,530	1,600	1,375	2,608

Notes:

*Chemical used in year 2018 at 5.15 million gallons (MG) Septic Intake.

*Chemical use in year 2019 is projected at 5.5 million gallons (MG) Septic Intake.

*Chemical use in year 2019 is projected at 4 million gallons (MG) Septic Intake.

Resolution 2019-106

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

AWARDING A CONTRACT FOR STOCKTON STREET WATER MAIN REPLACEMENT – REIVAX CONTRACTING

WHEREAS, five (5) bids were received on April 24, 2019 for the Stockton Street Water Main Replacement in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the Stockton Street Water Main Replacement be awarded to the low bidder, Reivax Contracting of Newark, New Jersey at the price of \$933,750.00; and

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

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Reivax Contracting is in order with respect to legal compliance; and,

WHEREAS, this award is contingent upon the adoption of the appropriate bond ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the Stockton Street Water Main Replacement is hereby awarded to Reivax Contracting of Newark, New Jersey in the amount of \$933,750.00, upon approval by the New Jersey Department of Environmental Protection.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 3, 2019.

Debra L. Sopronyi
Borough Clerk



Roberts

ENGINEERING GROUP LLC
Women Business Enterprise Certified

April 29, 2019

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www.RobertsEngineeringGroup.com

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

Re: Stockton Street Water Main Replacement
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1676

Dear Mayor and Council:

Bids were received for the Stockton Street Water Main Replacement project on Wednesday, April 24, 2019. A total of twelve (12) bidders obtained plans and specifications and five (5) contractors submitted bids. The bid results are as follows:

	<u>Base Bid</u>	<u>Alternate A-1</u>	<u>Total Bid</u>
1. Reivax Contracting Newark, New Jersey	\$933,750.00	\$136,950.00	\$1,070,700.00
2. Black Rock Enterprises, LLC Old Bridge, New Jersey	\$956,198.50	\$141,396.25	\$1,097,594.75
3. Earle Asphalt Company Farmingdale, New Jersey	\$1,028,931.03	\$113,882.10	\$1,142,813.13
4. North American Pipeline Freehold, New Jersey	\$1,144,022.50	\$130,773.00	\$1,274,795.50
5. Kmetz, Inc. Old Bridge, New Jersey	\$1,233,605.00	\$207,570.00	\$1,441,175.00

This project is being funded through the New Jersey Environmental Infrastructure Financing Program (NJEIFP). The Engineer's Estimate for the base contract is \$1,209,402.50. The low bidder amount of \$933,750.00 is approximately \$275,650.00 (23%) below the Engineer's Estimate.

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

We have contacted the Contractor's references and received favorable responses. According to the references, Reivax Contracting is responsive, efficient and has experience relevant to this contract.

Please note that this bid included an alternate for milling and paving of Stockton Street, curb to curb, within the project limits as required by Mercer County. However, the Borough has been in contact with the County Engineer to determine whether the County will include the milling and paving under their

Stockton Street Water Main Replacement
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1676
Page 2 of 2

yearly Road Improvements Program. It is our understanding that the County has not yet committed to milling and paving. The Borough Administrator continues to follow up with the County Engineer.

Therefore, it is my recommendation that, subject to the approval of the NJDEP and subject to the approval of the bid documents by the Borough Attorney, a contract be awarded to Reivax Contracting of Newark, NJ for the Stockton Street Water Main Replacement Project for either the base bid \$933,750.00 or the base bid + alternate (which includes paving) for \$1,070,700.00.

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

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

Very truly yours,



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

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

Resolution 2019-112

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

AUTHORIZING PAYMENT #2– JTG CONSTRUCTION (IMPROVEMENTS TO FIRST AVENUE)

WHEREAS, on December 3, 2018, the Borough Council awarded a contract for Improvements to First Avenue in Hightstown Borough to JTG Construction of Newark, New Jersey at the price of \$\$328,356.00; and

WHEREAS, the contractor has submitted payment #2 in the amount of \$166,608.38 for work related to site clearing, traffic control, a concrete channel, tree removal, milling and paving driveway repair, detectable warning surfaces, topsoiling and seeding, curb, sidewalk and driveway; and

WHEREAS, the Borough Engineer has recommended approval of payment #2 in the amount of \$166,608.38; 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 that payment #2 of \$166,608.38 to JTG Construction of Newark, New Jersey is hereby approved as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 3, 2019.

Debra L. Sopronyi
Borough Clerk



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MEMORANDUM

TO: Mayor and Council
 Borough of Hightstown

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

DATE: May 24, 2019

RE: Improvements to First Avenue
 Payment No. 2
 Our File No.: H1747

Attached please find the following in reference to Payment No. 2 which is a partial payment through May 2019 for site clearing, traffic control, a concrete channel, tree removal, milling and paving, driveway repair, detectable warning surfaces, topsoiling and seeding, curb, sidewalk, and driveway.

1. Payment No. 2
2. Invoice No. 2
3. Certified Payrolls

I recommend payment be made to JTG Construction, Inc. in the amount of \$166,608.38

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

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
 Peggy Riggio, RMC, CMR, Borough Deputy Borough Clerk
 Janice Mohr-Kminek, Borough Finance Department
 George Lang, Borough CFO
 Monika Patel, Borough Assistant Finance Officer
 Ken Lewis, Borough Superintendent of Public Works
 Andrea Miguens, JTG Construction, Inc.
 Cameron Corini, PE, Roberts Engineering Group, LLC
 Kelly Pham, Roberts Engineering Group, LLC



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PAYMENT No. 2
IMPROVEMENTS TO FIRST AVENUE
Borough of Hightstown, Mercer County, New Jersey
May 23, 2019
File No.: H1747

Ordinance 2019-08

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7 ENTITLED “TRAFFIC” , OF THE
REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY
REGARDING PARKING**

WHEREAS, the Chief of Police has recommended that certain changes be made to the restricted parking on Academy Street; and

WHEREAS, the New Jersey Department of Transportation has authorized a one-hour time limit on Main Street; and

WHEREAS, the Mayor and Council agree with said recommendations.

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

Section 1. That Chapter 7, entitled “Traffic”, Section 7-11, entitled “Parking Time Limited on Certain Streets”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

7-11-1 Time Limit Parking.

Subsection 7-11-1 Time Limit Parking.

No person shall park a vehicle in excess of the time limit specified upon any of the streets or parts of streets described below. These limits shall not apply on Sundays and public holidays.

Street	Side	Time Limit	Location
Academy Street	North	2 hrs.	From 110 feet east of Railroad Avenue to a point 170 feet west of Mercer Street
Academy Street	West	2 hrs.	From a point 35 feet distant from the southerly curblineline of Grant Avenue to a point 277 feet south
North Main Street	West	1 hr.	Beginning 188 feet from the southerly curblineline of Bank Street to a point 107 feet south
Rogers Avenue	Both	2 hrs.	From Mercer Street to Railroad Avenue

South Main Street	East	1 hr.	From a point 35 feet distant from the northerly curblin of Ward Street to a point 261 feet north
	East	10 min. Between 8:00 a.m. and 6:00 p.m.	Beginning 296 feet north from the northerly curblin of Ward Street to a point 60 feet north
Stockton Street	South	15 minutes	From a point 165 feet distant from the westerly curblin of Main Street to a point 60 feet west

Section 2. That Chapter 7, entitled “Traffic”, Section 7-13, entitled “Parking Prohibited at all Times on Certain Streets”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

Section 7-13

PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS

Subsections:

7-13-1 Parking Prohibited at All Times on Certain Streets.

Subsection 7-13-1 Parking Prohibited at All Times on Certain Streets.

No person shall park a vehicle at any time upon any streets or parts thereof described.

Name of Street	Side	Location
Academy Street	North	Mercer Street to easternmost Post Office driveway
Academy Street	North	Railroad Avenue to 100 feet east
Academy Street	North	For a Distance of 170 Feet West of Mercer Street
Academy Street	South	Mercer Street to Railroad Avenue
Academy Street	East	From Park Avenue to Stockton Street
Academy Street	East	From Rogers Avenue to Railroad Avenue
Academy Street	East	From Stockton Street to Rogers Avenue
Academy Street	West	From Park Avenue to Grant Avenue
Bank Street	North	From North Main Street to Mechanic Street
Bank Street	North	From the westerly curblin of the driveway entrance of the water plant, a distance of 30 feet east and 30 feet west

Bank Street	South	From North Main Street to Academy Street
Center Street	West	From Stockton Street to Morrison Avenue
Church Street	East	From Rogers Avenue to Stockton Street
Clinton Street	North	From Cole Avenue to Maxwell Avenue
	South	From the westerly curblin of Cole Avenue for a distance of 70 feet east
Cole Avenue	Both	From Franklin Street to Clinton Street
Dutch Neck Road	North	From the southerly curblin of Stockton Street 665 feet southwesterly
Dutch Neck Road	Southeast	From Gilman Place to Stockton Street

Name of Street	Side	Location
Etra Road	Both	From South Main Street to the Borough line
First Avenue	North	From Outcalt Street to Joseph Street
Forman Street	West	From the southerly curblin of Stockton Street for 205 feet south
Grape Run Road	North	From Westerlea Avenue to Pershing Avenue
Grape Run Road	South	From the easterly curblin of Westerlea Avenue to a point 120 feet east
Grape Run Road	Both	From Westerlea Avenue to Mercer Street
Hagemount Avenue	West	From Lincoln Avenue to Rocky Brook Court
Harron Avenue	East	From Stockton Street to Morrison Avenue
Hutchinson Street	East	From Grant Avenue to Park Avenue
Joseph Street	East	From Stockton Street to Second Avenue
Leshin Lane	North	From a point 50' west of the western side of the driveway of 16 Leshin Lane to Westerlea Avenue
Leshin Lane	South	From a point 50' west of the western side of the driveway of 17 Leshin Lane to Westerlea Avenue
Monmouth Street	North	From North Main Street to a point opposite the east curblin of Broad Street
Monmouth Street	South	From the east curblin of Manlove Avenue 652.67 feet east
Monmouth Street	South	From Pennsylvania Railroad to Broad Street
North Main Street	East	From the northerly curblin of Franklin Street to a point 80 feet north

North Main Street	West	From a point 239.5 feet north of the north curblane of Stockton Street to a point 242 feet north
Oak Lane	East	From Stockton Street to the north curblane of Lincoln Avenue; thence from Lincoln Avenue for 397 feet north
Oak Lane	West	From the northerly curblane of Stockton Street to a point 450 feet north
Outcalt Avenue	East	For a distance of 50 feet north or south of the First Avenue and Second Avenue intersections
Outcalt Street	West	From Rogers Avenue to Morrison Avenue
Park Avenue	South	From the westerly curblane of Academy Street to a point 50 feet west
Name of Street	Side	Location
Pershing Avenue	West	From Grape Run Road to South Street
Purdy Street	East	From Bank Street to Reed Street
Railroad Avenue	East	From Stockton Street to Academy Street
Railroad Avenue	West	From Stockton Street to Rogers Avenue
Reed Street	North	From Mechanic Street to Rev. Powell Drive
Rev. Powell Drive	East	From Reed Street to Chamberlin Avenue
Rogers Avenue	North	From Stockton Street to Mercer Street
Second Avenue	North	From Outcalt Street to Joseph Street
Second Avenue	North	From Summit Street to Joseph Street
South Main Street	West	From Ward Street to Mercer Street
South Street	North	From Mercer Street to South Main Street
Stockton Street	North	From Mercer Street to South Main Street for 199 feet west
Stockton Street	South	From Main Street to the west curblane of Dutch Neck Road; thence on Dutch Neck Road for 624 feet
Ward Street	North	From Mercer Street to South Main Street
Ward Street	North	From the easterly curblane of South Main Street to a point 793.25 feet east
Ward Street	South	From the southeasterly curblane of Mercer Street to a point 57 feet east
Ward Street	South	From the easterly curblane of South Main Street to a point 2,241 feet east
Westerlea	West	Leshin Lane to Grape Run Road

Section 3. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 4. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 5. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Introduction: May 20, 2019

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2019-09

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

AMENDING BOND ORDINANCE FOR STOCKTON STREET WATER MAIN

**BOND ORDINANCE FORTHCOMING FROM
FINANCE AND BOND COUNSEL**

Ordinance 2019-10

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

BOND ORDINANCE FOR ARCHITECTURAL SERVICES – MUNICIPAL FACILITIES

BOND ORDINANCE FORTHCOMING FROM FINANCE AND BOND COUNSEL

Resolution 2019-113

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 \$138,560.77 from the following accounts:

Current		\$68,331.26
W/S Operating		31,964.73
General Capital		35,004.24
Water/Sewer Capital		826.50
Grant		2,323.10
Trust		110.94
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$138,560.77</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 3, 2019.

Debra L. Sopronyi
Borough Clerk

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

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
A0554 ALL INDUSTRIAL SAFETY PRODUCTS										
19-00477 04/09/19 PR-35-C104L KNIT GLOVES										
1 PR-35-C104L KNIT GLOVES	148.75	9-01-26-290-001-050	B	DPW Work Equipment	R	04/09/19	05/30/19		223829	N
Vendor Total:	148.75									

A0054 AQUA PRO-TECH LABORATORIES										
19-00688 05/15/19 INVOICE #9040099M										
1 ID-9040099-01 SL3A	340.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
2 ID-9040099-02 OIL & GREASE	45.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
3 ID-9040099-02 VO+15	150.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
4 ID-9040099-03 ECOLI	60.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
5 ID-9040099-03 FECAL COLIFORM	45.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
6 ID-9040107-01 HIGHTSTOWN PLANT	455.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
7 ID- 9040107-03 HIGHTTOWN ANNUAL	555.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
8 ID- 9040269-01 AMMONIA	40.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		90400099	N
9 ID-9040269-02 ECOLI	60.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
10 ID- 9040269-02 FECAL COLIFORM	45.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
11 ID- 9040275-01 ICP IRON	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
12 ID-9040275-01 ICP-MS ANTIMONY	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
13 ID-90402751-01ICP-MS ARSENIC	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
14 ID-9040275-01 ICP-MS BARIUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
15 ID:9040275-01 ICP-MS BERYLIUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
16 ID-9040275-01 ICP-MS CADMIUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
17 ID-9040275-01 ICP-MS CHROMIUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
18 ID:9040275-01 ICP-MS COPPER	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
19 ID:9040275 ICP-MS LEAD	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
20 ID:9040275 ICP-MS MOLYBDENUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
21 ID: 9040275-01 ICP-MS- NICKEL	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
22 ID: 9040275-01 ICP-MS-SELENUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
23 ID: 9040275-01 ICP-MS-SILVER	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
24 ID:9040275 ICP-MS THALLIUM	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
25 ID:9040275 ICP-MS ZINC	15.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
26 ID:9040275 MERCURY	45.00	9-09-55-501-002-532	B	Outside Lab Testing	R	05/15/19	05/30/19		9040099M	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
A0054 AQUA PRO-TECH LABORATORIES Continued											
19-00688	05/15/19	INVOICE #9040099M	Continued								
27	ID:9040404	ECOLI	60.00	9-09-55-501-002-532	B Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
28	ID:9040503-01	ECOLI	60.00	9-09-55-501-002-532	B Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
29	ID: 9040503	AMMONIA	40.00	9-09-55-501-002-532	B Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
30	ID:9040806-01	AMMONIA	40.00	9-09-55-501-002-532	B Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
31	ID:9040806	ECOLI	60.00	9-09-55-501-002-532	B Outside Lab Testing	R	05/15/19	05/30/19		9040099M	N
32	HANDLING CHARGE	69.75	9-09-55-501-002-532	B Outside Lab Testing	R	05/15/19	05/30/19			9040099M	N
		2,394.75									
Vendor Total:		2,394.75									
A0025 AT&T MOBILITY											
19-00735	05/28/19	287258726345									
1	287258726345	FIRE MARSHALL	41.24	9-01-25-256-002-094	B Computer Service,Support & Software	R	05/28/19	05/30/19		287258726345	N
2	287258726345	POLICE DEPT	306.42	9-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	05/28/19	05/30/19		287258726345	N
3	287258726345	PUBLIC WORKS	218.16	9-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	05/28/19	05/30/19		287258726345	N
4	287258726345	WATER PLANT	115.22	9-09-55-501-003-545	B Telephone-W/S-VERIZON	R	05/28/19	05/30/19		287258726345	N
5	287258726345	WASTE WATER PLANT	90.94	9-09-55-501-003-545	B Telephone-W/S-VERIZON	R	05/28/19	05/30/19		287258726345	N
		771.98									
Vendor Total:		771.98									
B0065 BROWNELLS, INC											
19-00686	05/15/19	M-LOK RAIL 11 SLOT PICATINNY									
1	M-LOK RAIL 11 SLOT PICATINNY	51.80	9-01-25-240-001-117	B Ammunition & Target Practice	R	05/15/19	05/30/19				N
2	SHIPPING	3.95	9-01-25-240-001-117	B Ammunition & Target Practice	R	05/15/19	05/30/19				N
		55.75									
Vendor Total:		55.75									
CAROL015 CAROL GAYNOR											
19-00727	05/28/19	5/13 & 5/15 ON CALL FEES									
1	5/13 & 5/15 ON CALL FEES	80.00	9-01-20-176-000-114	B Court Assistance	R	05/28/19	05/30/19			5/13&5/15 CALLS	N
Vendor Total:		80.00									

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	
C0067 CENTRAL JERSEY POWER											
19-00656 05/09/19 TRIMMER HEAD/MAXLINE TWIST											
1 INV. 157080	142.82	9-01-28-369-001-199	B	Miscellaneous	R	05/09/19	05/30/19		157080		N
Vendor Total:	142.82										
CGPH0005 CGP&H											
19-00696 05/15/19 INVOICE 35869 DATED 4/30/19											
1 INVOICE 35869 DATED 4/30/19	312.00	9-01-20-136-001-028	B	Grant Writing/Administration	R	05/15/19	05/30/19		35869		N
Vendor Total:	312.00										
COMCA005 COMCAST BUSINESS											
19-00772 05/29/19 930909813 415 MERCER STREET											
1 930909813 415 MERCER STREET	200.70	9-01-20-140-001-060	B	Internet Services and Web Services	R	05/29/19	05/30/19		930909813		N
Vendor Total:	200.70										
CONCE005 CONCENTRA MEDICAL CENTERS											
19-00771 05/29/19 PHYS EXAM-JAMESBURG-JAHN, BERN											
1 PHYS EXAM-JAMESBURG-JAHN, BERN	138.00	9-09-55-501-002-536	B	Employee Physicals/Hepatitis B	R	05/29/19	05/30/19		511614449-JAHN		N
Vendor Total:	138.00										
E0576 EAST WINDSOR REGIONAL SCHOOL											
19-00716 05/20/19 APRIL 2019 FUEL USE											
1 APRIL 2019 FUEL USE - FIRE	239.39	9-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	05/20/19	05/30/19				N
2 APRIL 2019 FUEL USE - POLICE	1,691.34	9-01-31-460-001-145	B	Motor Fuel - Police	R	05/20/19	05/30/19				N
3 APRIL 2019 FUEL USE - 1ST AID	30.46	9-01-31-460-001-148	B	Motor Fuel - Emergency Medical	R	05/20/19	05/30/19				N
4 APRIL 2019 FUEL USE - GARBAGE	1,116.53	9-01-31-460-001-147	B	Motor Fuel - Public Works	R	05/20/19	05/30/19				N
5 APRIL 2019 FUEL USE - STREETS	793.55	9-01-31-460-001-147	B	Motor Fuel - Public Works	R	05/20/19	05/30/19				N
6 APRIL 2019 FUEL USE - PARKS	57.61	9-01-31-460-001-147	B	Motor Fuel - Public Works	R	05/20/19	05/30/19				N
7 APRIL 2019 FUEL USE - WATER	92.35	9-09-55-501-001-512	B	Motor Fuel	R	05/20/19	05/30/19				N
8 APRIL 2019 FUEL USE - SEWER	88.16	9-09-55-501-002-512	B	Motor Fuel	R	05/20/19	05/30/19				N
9 APRIL 2019 FUEL USE - CONSTRUCT	22.85	9-01-31-460-001-151	B	MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	05/20/19	05/30/19				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
E0576 EAST WINDSOR REGIONAL SCHOOL Continued											
19-00716	05/20/19	APRIL 2019 FUEL USE	Continued								
10	APRIL 2019	FUEL FACILITY FEE	250.00	9-01-31-460-001-144	B Upgrades to Fueling Facility	R	05/20/19	05/30/19			N
			4,252.24								
Vendor Total:		4,252.24									
ES2EN010 ES2 ENVIRONMENTAL SYSTEMS &											
19-00625	05/02/19	PRE-CHLORINATION SYSTEM									
1	PRE-CHLORINATION SYSTEM	3,234.00	9-09-55-501-001-503	B	Water Plant Maintenance	R	05/02/19	05/30/19		ES2Q3536	N
Vendor Total:		3,234.00									
Q0176 EUROFINS QC, INC											
19-00715	05/20/19	WATER ANALYSIS									
1	INV. 1975739 -	WATER ANALYSIS	285.00	9-09-55-501-001-532	B Outside Testing/Labs	R	05/20/19	05/30/19		1975739	N
2	INV. 1975935 -	WATER ANALYSIS	195.00	9-09-55-501-001-532	B Outside Testing/Labs	R	05/20/19	05/30/19		1975935	N
			480.00								
Vendor Total:		480.00									
FEDEX015 FEDEX											
19-00741	05/28/19	1410-0149-3 ACCT NUMBER									
1	1410-0149-3	ACCT NUMBER	32.61	9-01-30-421-001-022	B Postage & Express Charges	R	05/28/19	05/30/19		1410-0149-3	N
19-00743	05/28/19	ACCT #1410-0149-3									
1	ACCT #1410-0149-3		32.68	9-01-30-421-001-022	B Postage & Express Charges	R	05/28/19	05/30/19		1410-0149-3	N
Vendor Total:		65.29									
G0181 FRANKLIN-GRIFFITH, LLC											
19-00680	05/15/19	INVOICE #S2064845									
1	PART #245381	TORK C560M	32.83	9-09-55-501-002-503	B Sewer Plant Maintenance	R	05/15/19	05/30/19		S2064845	N
Vendor Total:		32.83									

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
G0337 GALL'S INC.											
19-00397	03/26/19	DYNA MED LATEX GLOVES									
1	DYNA MED LATEX GLOVES	77.94	9-01-25-240-001-112		B Prisoner Expense	R	03/26/19	05/30/19			N
2	DYNA MED LATEX GLOVES	8.95	9-01-25-240-001-112		B Prisoner Expense	R	03/26/19	05/30/19			N
		86.89									
	Vendor Total:	86.89									
S0081 GARY STEVENS											
19-00702	05/17/19	DIGITAL NEWSLETTER/ADA SET-UP									
1	SET UP OF NEWSLETTER/ADA	800.00	9-01-20-125-001-023		B Printing & Stationary	R	05/17/19	05/30/19			N
	Vendor Total:	800.00									
G0185 GRAINGER, INC.											
19-00305	03/07/19	5EFH6 SEALED UPS LEAD BATTERY									
1	5EFH6 SEALED UPS LEAD BATTERY	89.13	9-09-55-501-002-503		B Sewer Plant Maintenance	R	03/07/19	05/30/19			N
	Vendor Total:	89.13									
HAILE005 HAILEY SKOPAS											
19-00729	05/28/19	5/8/19 COURT HELP 4 HRS									
1	5/8/19 COURT HELP 4 HRS	80.00	9-01-20-176-000-114		B Court Assistance	R	05/28/19	05/30/19	5/8/19 4 HRS		N
19-00737	05/28/19	COURT HELP 5/22/19 3.5 HRS									
1	COURT HELP 5/22/19 3.5 HRS	70.00	9-01-20-176-000-114		B Court Assistance	R	05/28/19	05/30/19	5/22/19 3.5 HRS		N
	Vendor Total:	150.00									
H0126 HIGHTS ELECTRIC MOTOR, INC.											
19-00691	05/15/19	ARMSTRONG BEARING ASSEMBLY									
1	ARMSTRONG BEARING ASSEMBLY	268.80	9-09-55-501-002-503		B Sewer Plant Maintenance	R	05/15/19	05/30/19			N
	Vendor Total:	268.80									
H1100 HOME DEPOT CREDIT SERVICES											
19-00589	04/25/19	APRIL 2019 INVOICES									
1	INV. 9033457 - ROOFING SUPPLIE	217.71	9-09-55-501-002-503		B Sewer Plant Maintenance	R	04/25/19	05/30/19	9033457		N

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
H1100 HOME DEPOT CREDIT SERVICES Continued										
19-00589	04/25/19	APRIL 2019 INVOICES	Continued							
2 INV.	9624292	- UNDERLAY	4.45	9-09-55-501-002-503	B Sewer Plant Maintenance	R	04/25/19	05/30/19	9624292	N
3 INV.	8152999	- CARBIDE BLADE	28.25	9-09-55-501-002-503	B Sewer Plant Maintenance	R	04/25/19	05/30/19	8152999	N
4 INV.	5033935	- SCREWS	8.47	9-01-28-369-001-141	B Parks & Playgrd Maintenance	R	04/25/19	05/30/19	5033935	N
5 INV.	4022143	- NIPPLES/VALVE	78.87	9-09-55-501-002-503	B Sewer Plant Maintenance	R	04/25/19	05/30/19	4022143	N
6 INV.	3022262	- MEASURING WHEEL	31.97	9-01-26-290-001-127	B Street Repair & Maintenance	R	04/25/19	05/30/19	3022262	N
7 INV.	3022301	- CONCRETE MIX	114.40	9-01-28-369-001-141	B Parks & Playgrd Maintenance	R	04/25/19	05/30/19	3022301	N
8 INV.	2022476	- CONCRETE MIX	17.60	9-01-28-369-001-141	B Parks & Playgrd Maintenance	R	04/25/19	05/30/19	2022476	N
9 INV.	2211080	- PREEN WEED PVTR	25.94	9-01-28-369-001-140	B Landscape Maintenance	R	04/25/19	05/30/19	2211080	N
10 INV.	8022969	- PREEN WEED PVTR	27.78	9-01-28-369-001-140	B Landscape Maintenance	R	04/25/19	05/30/19	8022969	N
11 INV.	8022969	- ZEP PRO/BLEACH	14.82	9-09-55-501-001-503	B Water Plant Maintenance	R	04/25/19	05/30/19	8022969	N
12 INV.	6035053	- VINYL TUBING	4.93	9-01-26-290-001-128	B Maint.-Downtn Irrigation Sys.	R	04/25/19	05/30/19	6035053	N
			575.19							
19-00642 05/09/19 APRIL/MAY 2019 INVOICES										
1 INV.	5173988	- WEED/TURF	110.94	T-12-56-286-000-876	B PARKS & RECREATION/ TRIATHLON	R	05/09/19	05/30/19	5173988	N
2 INV.	1035656	- SAKRETE	136.50	9-01-28-369-001-141	B Parks & Playgrd Maintenance	R	05/09/19	05/30/19	1035656	N
3 INV.	7052308	- TOOLS	27.93	9-01-28-369-001-141	B Parks & Playgrd Maintenance	R	05/09/19	05/30/19	7052308	N
4 INV.	4036723	- RAKES/SPADES	92.91	9-09-55-501-002-503	B Sewer Plant Maintenance	R	05/09/19	05/30/19	4036723	N
5 INV.	2030169	- SHOVEL/RAKE	45.94	9-01-26-290-001-127	B Street Repair & Maintenance	R	05/09/19	05/30/19	2030169	N
6 INV.	2042863	- GRASS/MOWER	256.44	9-09-55-501-002-503	B Sewer Plant Maintenance	R	05/09/19	05/30/19	2042863	N
			670.66							
Vendor Total:			1,245.85							
H0161 HUNTER TECH.SOLUTIONS INC										
19-00706	05/20/19	ON SITE TECH SUPPORT - PHONES								
1 AWWTP -	10/11/2018		350.00	8-09-55-501-003-545	B Telephone-w/S-VERIZON	R	05/20/19	05/30/19	9816	N
2 FIRE HOUSE	11/16/18		437.50	8-01-25-252-002-029	B Computer Software/Mntc/Equip	R	05/20/19	05/30/19	9927	N
			787.50							
Vendor Total:			787.50							

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	Exc
J0378 J.W. KENNEDY & SON INC WELDING										
	19-00712	05/20/19	CYLINDER RENTAL							
	1 INV.	1686730 - CYLINDER RENTAL	12.00	9-01-26-290-001-050	B DPW Work Equipment	R	05/20/19	05/30/19	1686730	N
	Vendor Total:		12.00							
J0375 J.W. KENNEDY, LLC										
	19-00641	05/09/19	FIRE EXTINGUISHER INSPECTIONS							
	1 INV.	29706 - FIRE EXTINGUISHER	829.44	9-01-26-310-001-024	B Building Maintenance	R	05/09/19	05/30/19	29706	N
	2 INV.	29708 - FIRE EXTINGUISHER	907.20	9-01-26-310-001-024	B Building Maintenance	R	05/09/19	05/30/19	29708	N
	3 INV.	29707 - FIRE EXTINGUISHER	201.65	9-01-26-310-001-024	B Building Maintenance	R	05/09/19	05/30/19	29707	N
			1,938.29							
	Vendor Total:		1,938.29							
J0257 JCP&L										
	19-00734	05/28/19	100012445936 168 BANK STREET							
	1	100012445936 168 BANK STREET	269.56	9-01-25-260-001-074	B Electric	R	05/28/19	05/30/19	100012445936	N
	Vendor Total:		269.56							
J0258 JCP&L (STREET LIGHTING)										
	19-00732	05/28/19	100011415765/100011415724							
	1	100011415765/100011415724	1,677.57	9-01-31-435-001-075	B Street Lighting	R	05/28/19	05/30/19	100011415765	N
	2	100011415765/100011415724	371.44	9-01-31-435-001-075	B Street Lighting	R	05/28/19	05/30/19	100011415724	N
			2,049.01							
	Vendor Total:		2,049.01							
KELLY005 KELLI A. HAND										
	19-00728	05/28/19	5/8/19 COURT HELP 4 HRS							
	1	5/8/19 COURT HELP 4 HRS	80.00	9-01-20-176-000-114	B Court Assistance	R	05/28/19	05/30/19	5/8/19 4 HRS	N
	19-00738	05/28/19	COURT HELP 5/22/19 4 HRS							
	1	COURT HELP 5/22/19 4 HRS	80.00	9-01-20-176-000-114	B Court Assistance	R	05/28/19	05/30/19	5/22/19 4 HRS	N
	Vendor Total:		160.00							

Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
L0037 LINCOLN FINANCIAL GROUP												
19-00733	05/28/19	JUNE LIFE INSURANCE										
1	JUNE LIFE INSURANCE WTP	18.16	9-09-55-501-001-514	B	INSURANCE	R	05/28/19	05/30/19			N	
2	JUNE LIFE INSURANCE AWWTP	54.48	9-09-55-501-002-514	B	Insurance	R	05/28/19	05/30/19		HIGHTSTOWN	N	
3	JUNE LIFE INSURANCE	278.31	9-01-23-210-003-115	B	Medical Ins-Emp	R	05/28/19	05/30/19		HIGHTSTOWN	N	
		350.95			Grp Health							
Vendor Total:		350.95										
MARGA005 MARGARET ECKE												
19-00678	05/15/19	REIMBURSEMENT FOR WORK SHOES										
1	WOMENS CASUAL SHOES	79.95	9-09-55-501-002-507	B	Uniforms & Safety Equipment	R	05/15/19	05/30/19			N	
Vendor Total:		79.95										
M0180 MCMASTER-CARR												
19-00689	05/15/19	PLANT SUPPLY										
1	ITEM #44605K13 90 DEGREE 4"	108.65	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/15/19	05/30/19			N	
2	ITEM #4457K453 14" NIPPLE	51.71	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/15/19	05/30/19			N	
3	SHIPPING	10.34	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/15/19	05/30/19		94554219	N	
		170.70										
Vendor Total:		170.70										
M0256 MERCER CO IMPROVEMT AUTHORITY												
19-00718	05/20/19	APRIL 2019 TIPPING										
1	APRIL 2019 TIPPING	16,215.10	9-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	05/20/19	05/30/19			N	
2	APRIL 2019 RECYCLING TAX	423.00	9-01-43-496-001-174	B	Recycling Tax	R	05/20/19	05/30/19			N	
		16,638.10										
Vendor Total:		16,638.10										
M0181 MERCER SPRING												
19-00711	05/20/19	ALIGNMENT OF PETERBILT SET TOE										
1	ALIGNMENT OF PETERBILT SET TOE	185.00	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	05/20/19	05/30/19		285606	N	
Vendor Total:		185.00										

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
M0065 METTLER-TOLEDO										
19-00496 04/09/19 CALIBRATION & MAINTENANCE										
1 CALIBRATE LOCAL	113.39	9-09-55-501-002-518		B Service Contracts - AWWTP	R	04/09/19	05/30/19			N
2 FULL PREVENTATIVE MAINTENANCE	90.82	9-09-55-501-002-518		B Service Contracts - AWWTP	R	04/09/19	05/30/19			N
	204.21									
Vendor Total:	204.21									
M0536 MGL PRINTING SOLUTIONS										
19-00112 01/28/19 TAXI LICENSE DECALS										
1 TAXI LICENSE DECALS	646.00	8-01-25-240-001-116		B Traffic Bureau	R	01/28/19	05/30/19		160348	N
19-00744 05/28/19 163967 & 164059										
1 163967 W/S DEPOSIT TICKETS	119.00	9-09-55-501-001-522		B Printing & Stationary	R	05/28/19	05/30/19		163967	N
2 163967 SHIPPING	12.00	9-09-55-501-001-522		B Printing & Stationary	R	05/28/19	05/30/19		163967	N
3 164059 TAX BILLS ORIGINAL	100.00	9-01-20-145-001-023		B Tax Bill/Notice Printing	R	05/28/19	05/30/19		164059	N
4 164059 TAX BILLS ADVICE	100.00	9-01-20-145-001-023		B Tax Bill/Notice Printing	R	05/28/19	05/30/19		164059	N
5 164059 TAX BILLS SHIPPING	38.00	9-01-20-145-001-023		B Tax Bill/Notice Printing	R	05/28/19	05/30/19		164059	N
	369.00									
Vendor Total:	1,015.00									
M0127 MONMOUTH COUNTY										
19-00719 05/20/19 APRIL 2019 ROOSEVELT TIPPING										
1 APRIL 2019 ROOSEVELT TIPPING	2,365.13	9-01-43-513-001-171		B Borough of Roosevelt-Tipping Fees	R	05/20/19	05/30/19			N
Vendor Total:	2,365.13									
MUNIC005 MUNICIPAL MAINTENANCE CO.										
19-00690 05/15/19 INVOICE #6603										
1 LABOR- PISTON PUMP REMOVE	1,008.55	9-09-55-501-002-503		B Sewer Plant Maintenance	R	05/15/19	05/30/19		6603	N
Vendor Total:	1,008.55									
NJADV005 NJ Advance Media										
19-00679 05/15/19 LEGAL ADS APRIL 2019										
1 PLANNING BOARD APRIL MEETING	8.12	9-01-21-180-001-021		B Advertisements	R	05/15/19	05/30/19		0009105643	N
2 COUNCIL BUDGET WORKSHOPS	9.28	9-01-20-120-001-021		B Advertisements	R	05/15/19	05/30/19		0009106309	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	Exc1
NJADV005 NJ Advance Media Continued										
19-00679	05/15/19	LEGAL ADS APRIL 2019	Continued							
3	COUNCIL 4/15	MEETING CHANGE	9.86	9-01-20-120-001-021	B Advertisements	R	05/15/19	05/30/19	0009113024	N
4	ORD 2018-23	ADOPT	12.76	8-01-20-120-001-021	B Advertisements	R	05/15/19	05/30/19	0008950302	N
5	RES 2019-01	MEETING CALANDER	25.52	9-01-20-120-001-021	B Advertisements	R	05/15/19	05/30/19	0008990663	N
			65.54							
Vendor Total:		65.54								
00050 ONE CALL CONCEPT INC										
19-00651	05/09/19	APRIL 2019 ONE CALL MESSAGES								
1	APRIL 2019	ONE CALL MESSAGES	50.10	9-09-55-501-001-535	B Hydrants and Line Repair	R	05/09/19	05/30/19	9045087	N
Vendor Total:		50.10								
P0005 PARIS AUTOMOTIVE SUPPLY										
19-00717	05/20/19	APRIL 2019 INVOICES								
1	APRIL 2019	INVOICES	192.00	9-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	05/20/19	05/30/19		N
Vendor Total:		192.00								
P0275 POWER DMS										
19-00683	05/15/19	ANNUAL SUBSCRIPTION FEE								
1	ANNUAL SUBSCRIPTION FEE	2,674.00	9-01-25-240-001-029	B Maint. Contracts - Other		R	05/15/19	05/30/19		N
Vendor Total:		2,674.00								
P0044 PSE&G										
19-00730	05/28/19	MISC GAS BILLS								
1	1ST AVE W.T.	15.46	9-09-55-501-001-505	B Gas Service		R	05/28/19	05/30/19	6503987609	N
2	140 N MAIN STREET	18.81	9-01-31-446-001-143	B Gas/Heat - Fire House		R	05/28/19	05/30/19	6675946706	N
3	168 BANK STREET	40.81	9-01-25-260-001-073	B Natural Gas Heat		R	05/28/19	05/30/19	6550326206	N
4	156 BANK STREET	28.14	9-01-31-446-001-070	B Gas Heat - Borough Hall		R	05/28/19	05/30/19	6687890808	N
5	232 MERCER STREET	15.46	9-01-31-446-001-070	B Gas Heat - Borough Hall		R	05/28/19	05/30/19	7419908206	N
		118.68								
19-00739 05/28/19 MISC GAS ACCOUNTS 1301418404										
1	7341583509	140 N MAIN ST	144.83	9-01-31-446-001-143	B Gas/Heat - Fire House	R	05/28/19	05/30/19	7341583509	N

Vendor # Name												1099
PO #	PO Date	Description	Amount	Contract	PO Type		Stat/Chk	First	Rcvd	Chk/Void	Invoice	Exc1
Item	Description			Charge	Account	Acct Type	Description	Enc Date	Date	Date		
R0077 ROBERTS ENGINEERING GRP LLC Continued												
19-00775	05/29/19	INV 2642 DATED 5/28/19										
1	2642	STOCKTON/JOSEPH ST SDWLK	231.00	C-04-55-876-001-447		B	IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	05/29/19	05/30/19	2642	N
19-00776	05/29/19	INV 2643 FIRST AVE RECONSTRUCT										
1	INV 2643	FIRST AVE RECONSTRUCT	12,077.50	C-04-55-880-001-449		B	FIRST AVENUE SEC 20 2017-09	R	05/29/19	05/30/19	2643	N
19-00777	05/29/19	2644 IMPROVEMENTS MAPLE/SUNSET										
1	2644	IMPROVEMENTS MAPLE/SUNSET	8,606.50	C-04-55-882-000-447		B	MAPLE AVE & SUNSET DR 17-17 SECTION 20	R	05/29/19	05/30/19	2644	N
19-00778	05/29/19	2645 LINCOLN,HAGEMOUNT/ROCKYBR										
1	2645	LINCOLN,HAGEMOUNT/ROCKYBR	4,062.00	C-04-55-885-000-447		B	LINCOLN, HAGEMOUNT, ROCKY BROOK SEC 20	R	05/29/19	05/30/19	2645	N
19-00779	05/29/19	2639 STOCKTON WTR MAIN CLEANNG										
1	2639	STOCKTON WTR MAIN CLEANNG	826.50	C-08-55-951-001-544		B	WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	05/29/19	05/30/19	2639	N
Vendor Total:			36,022.50									
R0114 RUTGERS, THE STATE UNIVERSITY												
19-00516	04/10/19	ELECTED OFFICAL TRAINING										
1	JOSHUA JACKSON		200.00	9-01-20-110-001-042		B	Education & Training	R	04/10/19	05/30/19	J. JACKSON	N
Vendor Total:			200.00									
S0746 SAMZIES UNIFORMS, INC/GALLS												
18-01982	12/31/18	CLOTHING ALLOWANCE - MECCA										
1	CLOTHING ALLOWANCE - MECCA		394.00	8-01-25-240-001-043		B	Uniform Allowance/Leather Gds.	R	12/31/18	05/30/19	112585	N
19-00708	05/20/19	CLOTHING ALLOWANCE										
1	CLOTHING ALLOWANCE		1,191.64	9-01-25-240-001-043		B	Uniform Allowance/Leather Gds.	R	05/20/19	05/30/19	13224446	N
19-00720	05/21/19	2 VESTS (MECCA)(MORENO)										
1	2 VESTS (MECCA)(MORENO)		2,323.10	G-02-41-726-016-399		B	Federal Bulletproof vest	R	05/21/19	05/30/19	MECCA/MORENO	N
Vendor Total:			3,908.74									

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
T0060 TOWNSHIP OF ROBBINSVILLE										
19-00723 05/23/19 2ND QTR COURT SHARED SERVICES										
1 2ND QTR COURT SHARED SERVICES	18,000.00	9-01-26-310-001-025	B	Building Rental	R	05/23/19	05/30/19		2ND QTR COURT	N
Vendor Total:	18,000.00									
T0061 TOWNSHIP OF ROBBINSVILLE DPW										
19-00687 05/15/19 HPD VEHICLE MAINTENANCE										
1 HPD VEHICLE MAINTENANCE	778.13	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
2 HPD VEHICLE MAINTENANCE	70.00	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
3 HPD VEHICLE MAINTENANCE	384.59	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
4 HPD VEHICLE MAINTENANCE	260.66	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
5 HPD VEHICLE MAINTENANCE	90.12	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
6 HPD VEHICLE MAINTENANCE	832.37	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
7 HPD VEHICLE MAINTENANCE	177.47	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
8 HPD VEHICLE MAINTENANCE	306.05	9-01-43-515-001-170	B	Mechanic Services	R	05/15/19	05/30/19			N
	2,899.39									
Vendor Total:	2,899.39									
U0144 UPS										
19-00740 05/28/19 SHIPPER 161-Y33										
1 SHIPPER 161-Y33	19.97	9-01-30-421-001-022	B	Postage & Express Charges	R	05/28/19	05/30/19		161-Y33	N
Vendor Total:	19.97									
U0013 USA BLUE BOOK										
19-00395 03/26/19 PH ELECTRODE AND SUPPLIES										
1 36972 - ORION 3 IN 1 PH	259.05	9-09-55-501-001-506	B	Laboratory Supplies	R	03/26/19	05/30/19			N
2 51402 - 10X14 IN DANGER SIGN	60.72	9-09-55-501-001-503	B	Water Plant Maintenance	R	03/26/19	05/30/19			N
3 330685 - 14X10" WARNING SIGN	21.30	9-09-55-501-001-503	B	Water Plant Maintenance	R	03/26/19	05/30/19			N
4 HYDRANT NOT IN SERVICE BAGS	37.49	9-09-55-501-001-535	B	Hydrants and Line Repair	R	03/26/19	05/30/19			N
5 SHIPPING	23.01	9-09-55-501-001-503	B	Water Plant Maintenance	R	03/26/19	05/30/19			N
	401.57									
19-00592 04/25/19 QUOTE #140560										
1 ITEM #29634 HYDROCHLORIX	10.99	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/25/19	05/30/19			N
2 ITEM #30467 HACH ELECTRODE	37.59	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/25/19	05/30/19			N

Vendor # Name										
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Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
U0013 USA BLUE BOOK Continued										
19-00592	04/25/19	QUOTE #140560	Continued							
3 ITEM #204466		ELECTRODE CLEANIN	36.89	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/25/19	05/30/19		N
4 ITEM #16134		RICCA POTASSIUM	43.96	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/25/19	05/30/19		N
5 ITEM #29473		AMMONOIA	41.95	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/25/19	05/30/19		N
6 ITEM #29464		AMMONIUM HYDROXIDE	21.95	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/25/19	05/30/19		N
7 SHIPPING			22.01	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/25/19	05/30/19		N
			215.34							
19-00692 05/15/19 QUOTE #143124										
1 ITEM #29867		SULFURIC ACID	20.95	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/15/19	05/30/19		N
2 ITEM #77587		FERRIC CHLORIDE	29.09	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/15/19	05/30/19		N
3 ITEM #47875		SULFURIC ACID	24.45	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/15/19	05/30/19		N
4 ITEM #202597		PH TEST PAPER, TO	22.95	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/15/19	05/30/19		N
5 FREIGHT			19.98	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	05/15/19	05/30/19		N
			117.42							
Vendor Total:			734.33							
V0019 VERIZON										
19-00736	05/28/19	PD MODEM & PUMP STATION								
1 PD MODEM			215.76	9-01-31-440-001-089	B Telephone-VERIZON	R	05/28/19	05/30/19	750717188000153	N
2 PUMP STATION			85.78	9-09-55-501-003-545	B Telephone-w/S-VERIZON	R	05/28/19	05/30/19	250717367000169	N
			301.54							
Vendor Total:			301.54							
VERIZ015 VERIZON FIOS										
19-00722	05/23/19	ACCT#155-504-140-0001-53	5/9							
1 ACCT#155-504-140-0001-53	5/9		279.98	9-01-25-240-001-060	B INTERNET AND WEB SERVICES	R	05/23/19	05/30/19	155504140000153	N
Vendor Total:			279.98							
V0022 VERIZON WIRELESS										
19-00731	05/28/19	MDNS								
1 MDNS			200.18	9-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	05/28/19	05/30/19	9829859053	N
Vendor Total:			200.18							

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
W0073 WASTE MANAGEMENT OF NJ, INC.												
19-00259	02/25/19	RECYCLING		B								
5	APRIL RECYCLING	2863405-0502-8	4,547.58	9-01-26-311-001-029	B	Recycling Contract co-mingle-paper/cdbd	R	04/09/19	05/30/19		10-41496-33008	N
Vendor Total:			4,547.58									
W0071 WASTE MGMT OF NEW JERSEY, INC.												
19-00260	02/25/19	SLUDGE BLANKET		B								
5	INV2862518-0502-9/122330133007		9,399.95	9-09-55-501-002-538	B	Sludge Removal/Disposal-Waste Management	R	04/09/19	05/30/19		12-23301-33007	N
19-00261	02/25/19	GRIT & SCREENING BLANKET		B								
3	INV 2862469-0502-5/98654013005		1,394.64	9-09-55-501-002-540	B	Grit/Screening Disposal-Waste Mgmt	R	02/25/19	05/30/19		9-86540-13005	N
Vendor Total:			10,794.59									
W0096 WATER WORKS SUPPLY CO., INC.												
19-00710	05/20/19	WATER REPAIR SUPPLIES										
1	INV. IF95395 - CURB BOX/ROD		351.06	9-09-55-501-001-535	B	Hydrants and Line Repair	R	05/20/19	05/30/19		IF95395	N
2	INV. IF95370 - STATIONARY ROD		153.90	9-09-55-501-001-535	B	Hydrants and Line Repair	R	05/20/19	05/30/19		IF95370	N
			504.96									
Vendor Total:			504.96									
WIREL005 WIRELESS ELECTRONICS, INC.												
19-00682	05/15/19	SERVICE CONTRACT - MAY 2019										
1	SERVICE CONTRACT - MAY 2019		255.00	9-01-25-240-001-029	B	Maint. Contracts - Other	R	05/15/19	05/30/19			N
Vendor Total:			255.00									
Y0025 YOSTEMBSKI, ROBERT												
19-00637	05/09/19	MONTHLY PROSECUTOR FEE										
1	MONTHLY PROSECUTOR FEE		1,200.00	9-01-25-275-001-111	B	Municipal Prosecutor	R	05/09/19	05/30/19			N
Vendor Total:			1,200.00									
Z0106 ZEP SALES & SERVICE												
19-00533	04/17/19	5 GALLON 777										
1	5 GALLON 777		231.70	9-09-55-501-002-535	B	Chemicals Miscellaneous	R	04/17/19	05/30/19			N

Total Purchase Orders:	76	Total P.O. Line Items:	193	Total List Amount:	138,560.77	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	Total
CURRENT FUND	8-01	1,490.26	0.00	1,490.26	0.00	0.00	1,490.26
	8-09	350.00	0.00	350.00	0.00	0.00	350.00
Year Total:		1,840.26	0.00	1,840.26	0.00	0.00	1,840.26
CURRENT FUND	9-01	66,841.00	0.00	66,841.00	0.00	0.00	66,841.00
	9-09	31,614.73	0.00	31,614.73	0.00	0.00	31,614.73
Year Total:		98,455.73	0.00	98,455.73	0.00	0.00	98,455.73
GENERAL CAPITAL	C-04	35,004.24	0.00	35,004.24	0.00	0.00	35,004.24
WATER/SEWER CAPITAL	C-08	826.50	0.00	826.50	0.00	0.00	826.50
Year Total:		35,830.74	0.00	35,830.74	0.00	0.00	35,830.74
	G-02	2,323.10	0.00	2,323.10	0.00	0.00	2,323.10
TRUST OTHER - FUND #12	T-12	110.94	0.00	110.94	0.00	0.00	110.94
Total of All Funds:		138,560.77	0.00	138,560.77	0.00	0.00	138,560.77

Resolution 2019-114

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING A CLASS II SPECIAL OFFICER – MARTIN A. MORENO

WHEREAS, the Mayor and Borough Council recognize that there is a need to hire a Class II Special Officer to assist the Police Department with various duties in accordance with the provisions of N.J.S.A. 40A:14-146.8 et. seq.; and,

WHEREAS, Frank Gendron, Chief of Police, has recommended that Martin A. Moreno, be appointed as a Class II Special Officer for the Borough of Hightstown Police Department; and,

WHEREAS, Martin A. Moreno is qualified to serve as a Class II Special Officer and to carry out all of the duties of a Class II Special Officer; as well, if qualified, carry a Borough issued firearm only during his hours of work for the Borough Police Department; and,

WHEREAS, Martin A. Moreno shall not be eligible to receive pay and/or time off for any leave (vacation, holiday, sick leave, personal days, etc), shall not be eligible for overtime and shall not be eligible for health benefits from the Borough of Hightstown.

WHEREAS, the Borough Council finds it in the best interest of the health, safety and welfare of the residents to appoint Martin A. Moreno as a Class II Special Officer, pending satisfactorily passing psychological and physical testing.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown that Martin A. Moreno is hereby appointed as a Class II Special Officer to assist the Hightstown Police Department, effective June 3, 2019, for the remainder of calendar year 2019, pending satisfactorily passing psychological and physical testing.

BE IT FURTHER RESOLVED that Martin A. Moreno shall not be eligible for the following: (1) pay and/or time off for any leave (vacation, holiday, sick leave, personal days, etc); (2) overtime (whether in pay and/or compensatory time off); and, (3) health/insurance benefits of any kind from the Borough of Hightstown.

CERTIFICATION

I do hereby certify the foregoing to be a true copy of a Resolution adopted by the Borough Council at a meeting held on June 3, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-115

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

EXTENDING AN AGREEMENT FOR ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET

WHEREAS, Resolution 2019-44, appointed the Musial Group as Architect and Contract Administrator for the municipal facilities project located at 230 Mercer Street; and

WHEREAS, Resolution 2019-44 also authorized concept design at a cost not to exceed \$40,000; and

WHEREAS, it is now the desire of Borough Council to authorize the remainder of the project at a total cost not to exceed \$459,895.00 and

WHEREAS, funds for this purpose are contingent upon the adoption of the appropriate bond ordinance and,

WHEREAS, the term of this contract is for the completion of the project located at 230 Mercer Street; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown that the remainder of the Municipal Facilities Project, located at 230 Mercer Street, is hereby extended to include the entire project for a total cost of \$459,895.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 3, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-116

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2019 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2019 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2019 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	THIS RESOLUTION	PREVIOUS TOTAL	CUMULATIVE TOTAL
Current	156,000.00	1,328,815.00	1,484,815.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	125,000.00	419,093.00	544,093.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	281,000.00	1,747,908.00	2,028,908.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2019 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 3, 2019.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown
 Emergency Temporary
 6/3/2019

Current Fund

Group Insurance	
Other Expenses	75,000.00
Planning Board	5,000.00
Salaries and Wages	
Recycling	
Salaries and Wages	10,000.00
Buildings and Grounds	
Other Expenses	10,000.00
Board of Health	
Salaries and Wages	7,500.00
Other Expenses	1,000.00
Celebration of Public Events	
Other Expenses	2,500.00
Robbinsville Shared Service - Vehicle repair	
Other Expenses	5,000.00
East Windsor Shared Service	
Other Expenses	40,000.00
	156,000.00

Water-Sewer Utility Fund

Salaries and Wages	50,000.00
Other Expenses	75,000.00
Total Water-Sewer Utility	125,000.00
	281,000.00