

Agenda

Hightstown Borough Council

August 5, 2019

Hightstown Fire House

7:30 PM – Public Session

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes

June 17, 2019 – Executive Session
 June 17, 2019 – Public Session
 July 1, 2019 – Special Meeting
 July 15, 2019 – Executive Session
 July 15, 2019 – Public Session

Public Hearing

CDBG Grant Application for ADA compliance measures

Engineering Items

Public Comment I

Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.

Ordinances

2019-12 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 5, Entitled “Animal Control”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey

Resolutions

2019-136 Payment of Bills

2019-137 Authorizing a Shared Services Agreement Between Hightstown Borough and Robbinsville Township for Municipal Court Administrator Services

2019-138 Authorizing Change Order #2 and Payment #3 – JTG Construction (Improvements to First Avenue)

2019-139 Authoring Payment to Remington Vernick for Inspections and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project

2019-140 Awarding a Contract for Sanitary Manhole Repairs

- 2019-141** Authorizing Release of Escrow Funds – R. Black Global (Block 30, Lot 2 and Block 21, Lot 2 – 1 Bank Street
- 2019-150** Authorizing Change Order #1 and Payment #3 Final – The Earle Asphalt Company (First Avenue and Forman Street Water Main Extension)

Consent Agenda

- 2019-142** Approval to Submit a Grant Application and Execute Grant Contract with the New Jersey Department of Transportation for the Improvements to Railroad Avenue and Dey Street Project
- 2019-143** Resolution Authoring the Borough of Hightstown to Apply to the New Jersey Department of Community Affairs (NJDCA) For a Small Cities Public Facilities Grant Up To \$400,000 for ADA Improvements to the Former YMCA Building
- 2019-144** Appointing a Fair Housing Officer
- 2019-145** Adopting a Citizen Participation Plan for Small Cities CDBG Grantees
- 2019-146** Approving a Grant Management Plan for CDBG Grantees
- 2019-147** Support Senate Bill S-3827 Assembly Bill A-5450 Clarifying Telecommunications Industry Corporate Tax Responsibilities
- 2019-148** Amending Resolution 2019-25
- 2019-149** Supporting the Drive Sober or Get Pulled Over 2019 Statewide Crackdown

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

FEMA Claim for Borough Hall & PD
Environmental Commission Invoice to JCP&L
Subcommittee to Review Borough Code Chapter 28

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

**Meeting Minutes
Hightstown Borough Council
June 17, 2019
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:02 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 and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2019-117 Authorizing a Meeting that Excludes the Public

Moved by Council President Misiura; Seconded by Councilmember Bluth.

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

Resolution adopted 4-0.

Resolution 2019-117

*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 17, 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
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: September 17, 2019, or when the need for confidentiality no longer exists.

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

Mayor Quattrone called the public meeting to order at 7:31 and again read the Open Public Meetings Statement.

Councilmember Stults arrived during Executive Session and is now present. Councilmember Jackson, CFO, George Lang, and Deputy CFO, Monika Patel arrived after Executive Session and are now present.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Stults requested to add Resolution 2019-127 to the agenda. This will be placed following Resolution 2019-122.

Councilmember Stults moved the agenda as amended; Councilmember Egan seconded.

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

Amended approved as amended 6-0.

APPROVAL OF MINUTES

May 20, 2019 – Public Session

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Tori Watkins, 68 Meadow Drive – Questioned if the items listed under discussion was 1 item or 2 items.

Kevin Brink, Captain Hightstown Fire Company – Questioned the adoption of the Budget. The Fire Department did not get requested amount. Request was submitted in April, Council nor the Administrator asked any questions and no one spoke to the department regarding the request. Why did they not receive an increase as requested?

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

BUDGET 2019

Resolution 2019-118 Self Examination of Budget

Moved by Councilmember Musing; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

Resolution 2019-118

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

SELF-EXAMINATION BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Hightstown has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2019 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Hightstown that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes

- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Resolution 2019-119 Authorizing the Budget to be Read by Title Only

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2019-119

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

**AUTHORIZING THE BUDGET TO
BE READ BY TITLE ONLY**

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

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

WHEREAS, the Borough Council finds that the budget for 2019 shall be read by title only.

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

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain
Ms. Bluth			✓		
Ms. Egan			✓		
Mr. Jackson		✓	✓		
Mr. Misiura			✓		
Mr. Musing			✓		
Mr. Stults	✓		✓		

Public Hearing for the 2019 Budget

Mayor Quattrone opened the Public Hearing for the 2019 Budget and the following individuals spoke:

Kevin Brink, Captain Hightstown Fire Company – Again questioned why the Fire Department did not get requested amount in the proposed budget.

Neil Glackin, 290 Monmouth Street – The Fire Company was asked by the Borough to submit their audit in 2018.

There being no further comments, the Mayor closed the Public Hearing.

Council President Misiura commented regarding the Fire Department Budget Request. He stated that the Fire Department Budget request was discussed. Council had requested information from the Fire Department and to date, have not received what they asked for. The Department received a large increase in 2018. Council needs to look at the budget as a whole. We can certainly revisit the increase next year. He also suggested the Fire Department consider sending a representative to the Budget meetings.

Resolution 2019-120 Adoption of 2019 Budget

Moved by Councilmember Musing; Seconded by Councilmember Bluth.

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

Budget adopted 6-0.

ORDINANCES

Ordinance 2019-09 Final Reading and Public Hearing – Bond Ordinance Providing a Supplemental Appropriation of \$165,000 for Various Improvements to the Water-Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, and Authorizing the Issuance of \$165,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Mayor Quattrone opened the Public Hearing for Ordinance 2019-09. There being no one coming forward, Mayor Quattrone Closed the Public Hearing.

Moved for adoption by Councilmember Stults; Councilmember Stults seconded.

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

Ordinance adopted 6-0.

Ordinance 2019-09

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

**BOND ORDINANCE PROVIDING A SUPPLEMENTAL
APPROPRIATION OF \$165,000 FOR VARIOUS IMPROVEMENTS TO
THE WATER-SEWER UTILITY IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, AND
AUTHORIZING THE ISSUANCE OF \$165,000 BONDS OR NOTES OF
THE BOROUGH TO FINANCE PART OF THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance has heretofore been authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the supplemental amount of \$165,000, such sum being in addition to the \$1,270,000 appropriated therefor by bond ordinance #2017-10 of the Borough, finally adopted August 21, 2017 (the "Original Bond Ordinance"). No down payment is required as the purpose authorized herein is deemed self-liquidating and the bonds and bond anticipation notes authorized herein are deductible from the gross debt of the Borough, as more fully explained in Section 6(e) of this bond ordinance.

Section 2. In order to finance the additional cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$165,000 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 various improvements to the replacing and relining of the water mains and improvements to the sewer system, 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 \$1,435,000, including the \$1,270,000 authorized by the Original Bond Ordinance and the \$165,000 authorized herein.

(c) The estimated cost of the improvement or purpose is \$1,435,000, including the \$1,270,000 appropriated by the Original Bond Ordinance and the \$165,000 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 self-liquidating purpose of a municipal public utility. No part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 40 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$165,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$200,000 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, \$185,000 was estimated for these items of expense in the Original Bond Ordinance and an additional \$15,000 is estimated therefor herein.

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

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

Section 8. The Borough expects to finance this improvement through the New Jersey Environmental Infrastructure

Trust ("NJEIT"). A portion of such financing is expected to be a loan that NJEIT will forgive and treat as a grant upon the issuance by NJEIT of bonds to be used to finance a separate portion of the improvement. The portion of the loan which is forgivable pursuant to the applicable laws and regulations shall upon forgiveness by NJEIT at that point be a deduction from the Borough's debt authorized herein. The amount of the obligations authorized, but not issued hereunder, shall then be reduced to the extent, and in the amount that such loan is forgiven, that such funds are so used.

Section 9. 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 10. 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 11. 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 12. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Ordinance 2019-10 Final Reading and Public Hearing – Bond Ordinance Providing for Architect and Design Costs in Connection with the New Municipal Complex for Administration and the Police Department in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$500,000 therefor and Authorizing the Issuance of \$476,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Mayor Quattrone opened the Public Hearing for Ordinance 2019-09. There being no one coming forward, Mayor Quattrone Closed the Public Hearing.

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

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

Ordinance adopted 6-0.

Ordinance 2019-10

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

**BOND ORDINANCE PROVIDING FOR ARCHITECT AND DESIGN
COSTS IN CONNECTION WITH THE NEW MUNICIPAL COMPLEX
FOR ADMINISTRATION AND THE POLICE DEPARTMENT IN AND
BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, NEW JERSEY, APPROPRIATING \$500,000 THEREFOR
AND AUTHORIZING THE ISSUANCE OF \$476,000 BONDS OR NOTES
OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$500,000, including the sum of \$24,000 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$476,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is for architect and design costs in connection with the new municipal complex for Administration and the Police Department, including all related costs and expenditures incidental thereto.

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

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

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or 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 15 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 \$476,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$500,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

Ordinance 2019-11 First Reading and Introduction – An Ordinance Authorizing the Borough of Hightstown to Acquire Easements for Temporary Construction and Permanent Access Over Certain Real Properties Located within the Borough, In Connection with the Stockton Street and Joseph Street Improvement Project

Moved for Introduction by Councilmember Stults; Seconded by Councilmember Jackson.

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

Ordinance introduced 6-0.

Public Hearing scheduled for July 15, 2019.

ORDINANCE 2019-11

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO
ACQUIRE EASEMENTS FOR TEMPORARY CONSTRUCTION AND
PERMANENT ACCESS OVER CERTAIN REAL PROPERTIES LOCATED
WITHIN THE BOROUGH, IN CONNECTION WITH THE
STOCKTON STREET AND JOSEPH STREET IMPROVEMENT PROJECT.**

WHEREAS, on August 17, 2015, the Borough of Hightstown (the “Borough”) adopted Ordinance No. 2015-15, which represented a Bond Ordinance (the “Bond Ordinance”) and which provided funding for improvements to Stockton Street and Joseph Street (the “project”) in the Borough; and

WHEREAS, the Bond Ordinance appropriated the sum of \$430,000.00 for the project and authorized the issuance of \$430,000.00 in bonds or notes of the Borough to finance part of the cost thereof; and

WHEREAS, the Borough is also receiving federal funds for the project; and

WHEREAS, in order to facilitate the project, it will be necessary for the Borough to acquire easements for temporary construction and permanent access across three (3) properties located within the Borough; and

WHEREAS, the affected properties include the following:

1. 369 Stockton Street (Block 47.01, Lot 1)
Owner(s) of record: Hector Torres & Transito Torres
Area of necessary easement: 40.5 s.f.;
2. 401 Stockton Street (Block 49, Lot 1)
Owner(s) of record: Douglas F. & Colleen Bean Noebels
Area of necessary easement: 122 s.f.;
3. 101 Joseph Street (Block 47, Lot 7)
Owner(s) of record: Gary Evers & Karin Lowery
Area of necessary easement: 2 s.f.; and

WHEREAS, copies of the individual parcel maps depicting the areas of the above-referenced properties which are needed to be acquired, by easement, relating to the project are attached to the within Ordinance and are made a part hereof (copies are on file in the office of the Borough Clerk); and

WHEREAS, pursuant to the New Jersey “Local Lands and Buildings Law,” N.J.S.A. 40A:12-1, et seq., a municipality may acquire any real property, capital improvement, personal property, or any interest or estate whatsoever therein, by purchase, gift, devise, lease, exchange, condemnation, or installment purchase agreement, pursuant to the adoption of an Ordinance;

WHEREAS, the Mayor and Council have determined that it would be in the best interests of the health, safety and welfare of the residents of the Borough, and the general public, to move forward to acquire easements for temporary construction and permanent access upon and across each of the above-referenced properties (as depicted in the attached) in order to facilitate the project.

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

Section 1. That, pursuant to N.J.S.A. 40A:12-1, et seq. the Borough is hereby authorized to acquire easements for temporary construction and permanent access upon and across each of the above-referenced properties (as depicted in the attached) in order to facilitate the project. This authorization includes utilization of the power of condemnation/eminent domain, if necessary, in accordance with N.J.S.A. 20:3-1, et seq., in those circumstances where the easement(s) cannot be acquired through amicable negotiations.

Section 2. That any and all costs and expenses associated with said acquisitions shall be funded by the Bond Ordinance.

Section 3. That the Borough Attorney is hereby authorized and directed to prepare the necessary deeds of easement for each of the above-referenced properties. That the Borough Attorney is also authorized to institute proceedings before the Superior Court of New Jersey in order to acquire the easement(s) through the power of condemnation/eminent domain, in accordance with N.J.S.A. 20:3-1, et seq., in any circumstance where the easement(s) cannot be obtained through amicable negotiations.

Section 4. That all relevant Borough officials are authorized to execute any documents that are necessary in order to effectuate the acquisition of the necessary easements concerning the above properties, either through amicable negotiations or through the power of condemnation/eminent domain, so long as said documents are in a form satisfactory to the Borough Attorney.

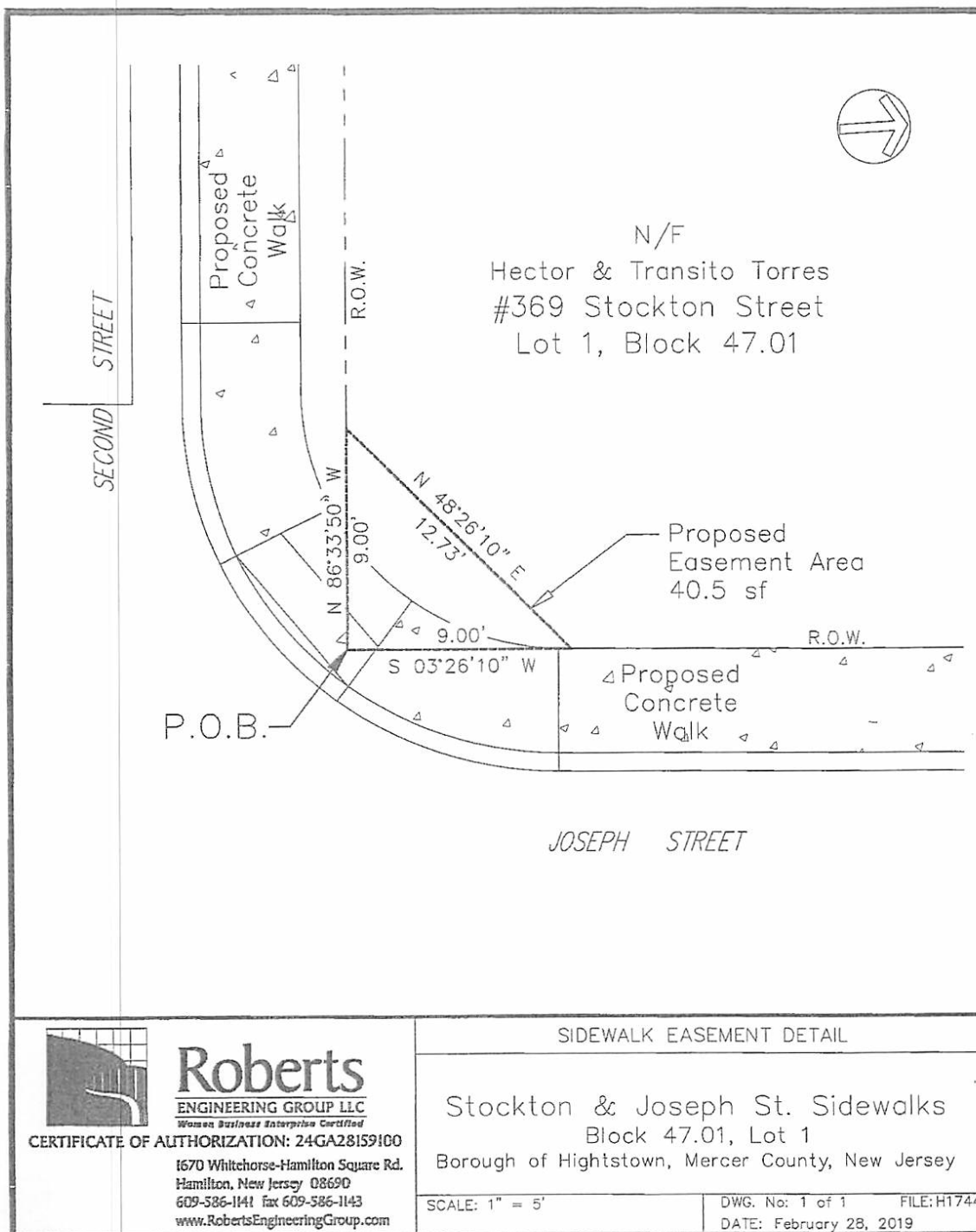
Section 5. That all relevant Borough officials are authorized to undertake all necessary activities in

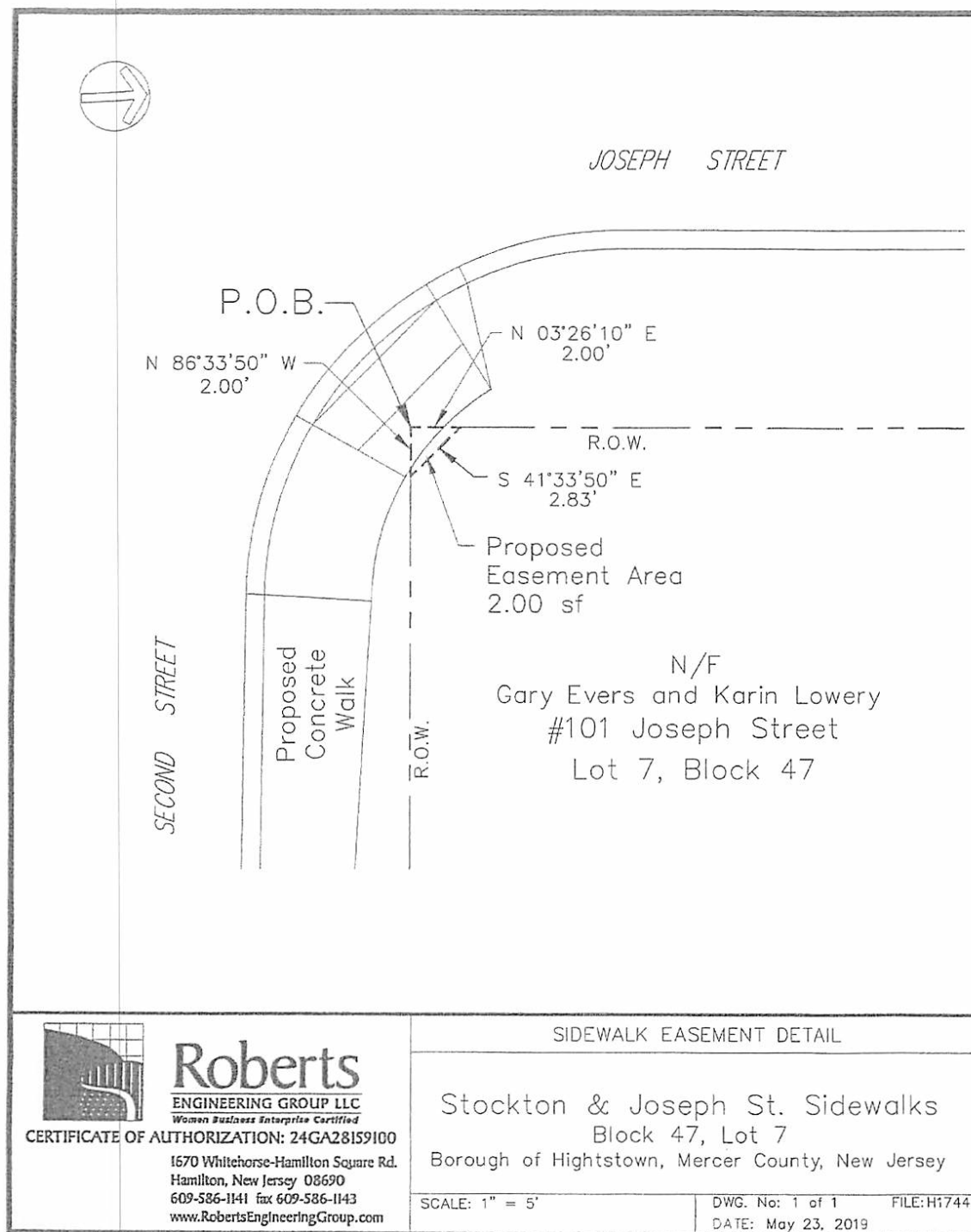
furtherance of the intentions of the within Ordinance.

Section 6. That this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 7. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 8. That, in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.





RESOLUTIONS

Resolution 2019-121 Payment of Bills

Moved by Councilmember Bluth; Seconded by Councilmember Egan.

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

Resolution adopted 6-0.

Resolution 2019-121

*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 \$184,813.58 from the following accounts:

Current		\$88,743.29
W/S Operating		82,323.75
General Capital		600.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		4,640.16
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		7,726.38
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>780.00</u>
Total		<u>\$184,813.58</u>

Resolution 2019-122 Resolution of the Borough of Hightstown, in the County of Mercer, Authorizing and Directing the Borough Planning Board to Determine Whether Certain Property Constitutes an Area in Need of Redevelopment

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

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

Resolution adopted as amended 6-0.

Resolution 2019-122

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

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, AUTHORIZING AND DIRECTING THE BOROUGH PLANNING BOARD
TO DETERMINE WHETHER CERTAIN PROPERTY CONSTITUTES AN AREA IN
NEED OF REDEVELOPMENT**

WHEREAS, pursuant to the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 *et seq.*, by Resolution 2003-19 duly adopted on December 1, 2003, as amended by Resolution 2018-72, adopted on March 19, 2018, the Borough Council (“Borough Council”) of the Borough of Hightstown (the “Borough”) designated the properties known as Tax Block 54, Lots 6-10, 13, 14.01, 16.01 & 23; Block 40, Lots 14-28; Block 33, Lots 1-30 & 32-36; Block 30, Lots 1-13; Block 28, Lots 56 & 57; and Block 21, Lots 1-14, 20 & 26 on the Borough’s official tax map (collectively, the “Redevelopment Area”), as an “area in need of redevelopment”; and

WHEREAS, a revised redevelopment plan (“Redevelopment Plan”) containing development standards for that portion of the Redevelopment Area which is known as Sub-Area I (Bank Street) was adopted by Ordinance Number 2015-04 of the Borough Council on April 20, 2015, which revised those redevelopment plans for the Redevelopment Area previously adopted by the Borough on September 7, 2004, October 2, 2006 and October 6, 2008, and which was subsequently further amended by ordinances adopted March 6, 2017 and April 2, 2018; and

WHEREAS, on March 10, 2017, the Borough and RBG Hightstown, LLC (“RBG”) entered into that certain Amended and Restated Redevelopment Agreement (the “Redevelopment Agreement”), pursuant to which, among other things, RBG agreed to redevelop the portion of the Redevelopment Area consisting of Block 30, Lots 1-7, Block 30, Lots 10-13, and Block 21, Lots 1-13, 20 & 26 on the Borough’s official tax map (collectively, the “Original Project Area”), which constitutes part of Sub-Area I (Bank Street), by constructing thereon a project including approximately 47,500 square feet of retail space, approximately 266 residential units, and associated parking and other infrastructure improvements, consistent with the Concept and Phasing Plan attached as Exhibit 2 to the Redevelopment Agreement (the “Original Project”); and

WHEREAS, RBG subsequently transferred its rights and obligations under the Redevelopment Agreement to the PRC Group (“PRC”),

WHEREAS, PRC has expressed a desire to also redevelop the parcels designated on the Borough’s tax map as Block 8, Lots 12-14, Block 28, 48-55, and Block 30, Lot 14 (collectively, the “Additional Property”), located adjacent to the Original Project Area, to more effectively redevelop the area; and

WHEREAS, the Borough desires to authorize and direct the Borough’s Planning Board (the “Planning Board”) to undertake a preliminary investigation to determine whether the Additional Property meets criteria for designation as an area in need of redevelopment; and

WHEREAS, if the Additional Property is determined to meet the criteria for designation as an area in need of redevelopment and the Township so designates the Additional Property, then the Township shall be authorized to use all the powers provided under the Redevelopment Law for use in a redevelopment area, including the power of eminent domain.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Mayor and Council of Borough of

Hightstown, in the County of Mercer and the State of New Jersey, as follows:

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. The Planning Board is authorized and directed to undertake a preliminary investigation and conduct a public hearing(s) to determine whether the Additional Property meets criteria necessary for designation as an area in need of redevelopment under the Redevelopment Law and, if the Additional Property so qualifies, to recommend whether it should be so designated and should be incorporated into the Redevelopment Plan.

Section 3. In the event the governing body shall designate the Additional Property as a redevelopment area, the Township shall be authorized to use all the powers provided under the Redevelopment Law for use in a redevelopment area, including the power of eminent domain.

Section 4. A copy of this resolution shall be forwarded to the Secretary of the Planning Board for action consistent herewith.

Section 5. This resolution shall take effect immediately.

Resolution 2019-127 Waiving Fees for Certain Parking Permits

Councilmember Musing recused himself and exited the dais at this time.

Discussion ensued regarding Parking Permits for RISE. In the past, 4 permits were issued for Main Street and 4 permits were issued for Stockton Street. Fees were waived for all 8 permits. Council inquired as to why permits were needed for Main Street; can all 8 be issued for Stockton Street? The Borough Administrator was asked to reach out to RISE.

Moved to table by Councilmember Misiura; Seconded by Councilmember Egan.

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

Resolution tabled 5-0.

Resolution 2019-127

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

WAIVING FEES FOR CERTAIN PARKING PERMITS

WHEREAS Rise (formerly known as the Community Action Service Center), a nonprofit agency serving Borough residents, has requested eight 2019-2020 parking permits for use by their staff, including two special permits for use in the Main Street parking lot and six permits for use in the Borough's permit parking area in the Stockton Street parking lot; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk shall issue Rise eight (8) 2019-2020 parking permits as detailed herein and that the fees for these permits shall be waived.

Councilmember Musing returned to the dais at this time.

CONSENT AGENDA

Councilmember Stults moved Resolutions 2019-123; 2019-124; 2019-125 and 2019-126 as a Consent Agenda; Councilmember Bluth seconded.

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

Resolutions adopted 6-0.

Resolution 2019-123

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

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

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

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

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

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

2019-20 Plenary Retail Consumption License

License #1104-33-003-009

Fee: \$2,500.00

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

Resolution 2019-124

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

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

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

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

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

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

2019-20 Plenary Retail Consumption License with Broad Package Privilege

License #1104-32-001-006

Fee: \$2,500.00

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

Resolution 2019-125

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

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

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

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

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

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

2019-2020 Plenary Retail Distribution License

License #1104-44-002-011

Fee: \$2,500.00

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

Resolution 2019-126

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR

**THE 2020 NEW JERSEY DEPARTMENT OF TRANSPORTATION MUNICIPAL AID
GRANT FOR IMPROVEMENTS TO RAILROAD AVENUE, DYE STREET, CENTER
STREET, SUMMIT AVENUE AND ACADEMY STREET**

WHEREAS, the Borough of Hightstown wishes to file an application with the New Jersey Department of Transportation for a Municipal Aid Grant for improvements to Railroad Avenue, Dey Street, Center Street, Summit Street and Academy Street; and

WHEREAS, the Borough Council has authorized the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$4,500, to prepare the application for the FY2020 New Jersey Department of Transportation Municipal Aid Grant application.

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to file an application with the New Jersey Department of Transportation for a Municipal Aid Grant for improvements to Railroad Avenue, Dey Street, Center Street, Summit Street and Academy Street at a cost not to exceed \$4,500.00.

PUBLIC COMMENT PERIOD II

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

Frank Rivera, 110 Broad Street – Regarding the Tree Ordinance, he would like to revisit this with a partnership between Borough Council and residents regarding the responsibility and liability of the trees. There was an email copied to Council from David Zaiser that has had no response from Council as yet.

Nancy Laudenberger, 632 South Main Street – Updated Council regarding RISE activities. Had handouts and t-shirts for Council.

Tory Watkins, 68 Meadow Road – Supportive of walkability in Hightstown. Sidewalks should be put wherever possible. Individuals should not be allowed to veto sidewalks on their property.

Nicole Oorbee, 16 Hagemount Avenue – Feels that residents were blinded by the decision to remove the installation of sidewalks from the Hagemount project at the last meeting. There was never a proposal that removed sidewalks completely from any of the three streets. She is extremely unhappy with Council's decision.

Neil Schloss, 109 Mercer Street – The State is taking applications for alternative treatment centers for medical cannabis. Approval of the town is needed for the application.

George Thornall, 6 Rocky Brook Court – Sidewalks may be needed on Hagemount but not on Rocky Brook Court.

Kevin Brink, Hightstown Fire Company – Asked if Capital Budget has been determined yet.

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

DISCUSSION

Lincoln, Hagemount and Rocky Brook Project

Councilmember Stults stated that he feels he made an error in judgement regarding this project. He feels that

Hagemount does need sidewalks and he would like to reconsider the motion that was made at the last meeting. Discussion ensued. Councilmember Musing stated that sidewalks are in our Master Plan and increase property value. We need to consider the recommendations from our Complete Street Committee. Councilmember Bluth stated that she feels that not all streets need sidewalks; however, in reviewing the grant application, all three streets were included to receive sidewalks. Council President Misiura stated that complete streets include streets, sidewalks and trees. Our Master Plan states that walkability is the most important mode of transportation in the Borough, there should be sidewalks on every street. We also need to ensure that the correct trees are being planted between the sidewalk and the street. Councilmember Bluth moved that the Borough move forward with sidewalks on Lincoln, Hagemount and Rocky Brook; Councilmember Misiura seconded. Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura, Musing and Stults voted yes. Motion approved 6-0.

Municipal Facilities Presentation Date

There is a need for a special meeting for the municipal facilities presentation by the architects. Deputy Clerk, Peggy Riggio, has secured the Firehouse for July 1st. Discussion ensued. It was decided that the special meeting will be held Monday, July 1, 2019 at 7:00 p.m. at the Firehouse, 140 North Main Street.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Egan

Board of Health met last week. No new updates. They do not meet in July and August.

Councilmember Musing

HPC will meet next week.

Councilmember Jackson

Fun Fridays start this Friday in Association Park.

Councilmember Bluth

Cultural Arts meets this week. They will be presenting checks to the three (3) organizations receiving proceeds from Empty Bowls. There will be a special presentation regarding the mural that will be painted on the RISE building. Environmental Commission meets next Tuesday.

Councilmember Stults

Housing Authority meeting has been cancelled. Downtown Hightstown is looking for someone to attend the business meetings for the next few months.

Borough Clerk/Administrator

In response to Mr. Rivera, the email that he is speaking of was not addresses to Council. Council was copied for information purposes. The agreement for the beacon light at Grape Run was received today. Janice Mohr-Kminek is retiring at the end of the month. Her replacement started today. The message boards in town have be set up advertising Fun Friday.

CFO, George Lange

Thanked Council for their support with the Budget.

Borough Attorney

The State is reopening applications for Alternative Treatment Centers. A letter of support from the municipality must accompany the application.

Mayor Quattrone

Need to start looking at what trees should be planted along sidewalks. Public Works is looking at water issues on Broad Street.

ADJOURNMENT

Councilmember Musing moved to adjourn to Executive Session at 8:55; Councilmember Egan seconded. All ayes.

Council reconvened into Public Session at 9:09 p.m.

Councilmember Stults moved to adjourn at 9:09 p.m.; Councilmember Jackson seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
Special Meeting
July 1, 2019
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember 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; CFO, George Lang; Deputy CFO, Monika Patel; Chief of Police, Frank Gendron and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Jackson; Seconded by Councilmember Egan.

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

Agenda approved 6-0.

PRESENTATIONS

Municipal Facilities at 230 Mercer Street

Council President Misiura introduced Noel Musial, Sr., Noel Musial, Jr. and Larry Lane of the Musial Group.

Councilmember Stults explained that the sub-committee has met with the Musial Group several times reviewing concepts of the new Municipal Facility. The Police Department will be housed at 230 Mercer Street along with administration offices. A decision needs to be made for a 1 or 2 story Police Department.

At this point, Larry Lane proceeded with the presentation. The presentation is attached hereto.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – The Council Chambers should not be on the 1st floor with the Clerk on the 2nd Floor. The price tag on this project is ridiculous. We need to look at alternatives. Councilmember Misiura responded stating that a structural analysis determined that the 2nd floor could not handle the load of a meeting room.

J.P. Gibbons, 602 North Main Street – Stated the public input should not be limited to 3 minutes. This is a beautiful vision, but does the Borough need it? This should be put out to referendum to the taxpayers. Business should be on the first floor. The PD building does not need to be attached; if Court were in the building it would make sense. He objects to the cost of the project.

John Archer, 131 Bennett Place – How much money is coming from FEMA and Insurance? CFO, George Lang responded: \$1,800,000 from insurance, Between \$375,000 - \$3,000,000 from FEMA, \$1,000,000 from the sale of the old municipal building.

Barb Harrington, 137 South Street – Has water permeable asphalt been considered for the parking lot?

Eugene Sarafin, 628 South Main Street – The building is beautiful and the idea is wonderful. Brace the 2nd floor to have meeting room upstairs. How many parking spaces are in the lot? How many spaces will be taken by the PD?

J.P. Gibbons, 602 North Main Street – Where did the money come from to acquire the property? Council needs to identify the cost of the building and where the funding is coming from. How will emergency vehicles get to the building?

George Thornhill, 6 Rocky Brook Court – What is the timeframe for completion? When will a decision be made?

Neil Glackin, 290 Monmouth Street – Asked if Court would be moving back. FEMA was in the old building in April. If \$375,000 is the present offer from FEMA are we working to get that increased?

Eugene Sarafin, 628 South Main Street – Can we get a breakdown of the administration costs and police department costs broken out?

Shirly Engroff, 226 Mercer Street – She lives next door to the YMCA building. She was told there would be no driveway next to her home. Now there is a driveway in the plans. What kind of room will there be between a car and her property? There is an oak tree there, what happens to that? Does the public get to vote on what happens here?

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

COUNCIL COMMENTS AND DISCUSSION

Council President Misiura

It is easy to reverse the plans for the 1st and 2nd floor. The architects will price out structural reinforcement costs. A cost breakdown will be added to the website. The architects can look into a privacy, sound barrier for the driveway next door. This is an early schematic design. A decision about a 1 or 2 story addition for the police department needs to be made. The 2 story is less expensive and will provide more parking and green space. There is a benefit to having the Police Department attached to the administration building. He would like to see the 2 story PD.

Councilmember Stults

Thanked the public for coming and for their comments. This is the first phase of the design process. He supports a 2 story PD.

Councilmember Egan

Having the offices on the first floor makes more sense. Would like to see the information on the website. Has there been any consideration to purchasing the house next door?

Councilmember Musing

Thanked everyone for their comments. This project is a long time coming. He is grateful to the Borough employees, Public Works and the Police Department for working in sub optimal conditions. Everyone has suffered. He is not happy about spending this much money but it must be done. Until the State starts consolidating communities, this is what needs to happen. It is up to this Council to move ahead. He is in favor of a 2 story PD.

Councilmember Bluth

Thanked everyone for their comments. This will be tweaked and re-tweaked as we move forward. She is in favor of a 2 story PD.

Councilmember Jackson

Thanked everyone for their comments. All comments will be taken seriously. We need a permanent Municipal Building. He would like to see the offices on the first floor if possible.

Mayor Quattrone

Inquired what type of roof the PD would have.

Council President Misiura moved for approval of a 2 story Police Department; Councilmember Jackson seconded.

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

The architects will be directed to move forward with a 2 story Police Department design. 6-0.

ADJOURNMENT

Councilmember Stults moved to adjourn at 8:22 p.m.; Councilmember Bluth seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
July 15, 2019
6:30 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: Debra Sopronyi Borough Clerk/Administrator; Eric Bernstein, Labor Counsel; and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2019-128 Authorizing a Meeting that Excludes the Public

Councilmember Musing asked that “Housing Authority PILOT” be added to the resolution under negotiations.

Councilmember Stults moved resolution 2019-128 as amended; seconded by Councilmember Bluth.

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

Resolution adopted as amended 6-0.

Resolution 2019-128

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on July 15, 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:

Personnel	Union Grievance (Local 32 Blue Collar) Fire Department
Litigation	Vitale
Contract Negotiations	Robbinsville Court 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: October 15, 2019, or when the need for confidentiality no longer exists.

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

Mayor Quattrone called the public meeting to order at 7:34 and again read the Open Public Meetings Statement.

The Flag Salute was followed by roll call.

George Lang, CFO; and Carmela Roberts, Borough Engineer arrived following executive session and were now present. Eric Bernstein, Esq. had departed the meeting at this time.

APPROVAL OF AGENDA

Moved by Councilmember Musing; Seconded by Councilmember Stults.

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

Agenda approved 6-0.

PRESENTATION – CULTURAL ARTS COMMISSION – MURAL

Ann Marie Miller, Chair of the Cultural Arts Commission (CAC), distributed a printed copy (a copy of which is attached to these minutes and a part thereof) of the draft mural, which is to be painted on the side of the RISE building on Academy Street, to the Governing Body. She then reviewed the special public meeting which was held to get public engagement with the Artist as well as the various interpretations of the drafted design, noting that additional changes are still being made to the design. Ms. Miller was then joined by CAC member Adam Welch, and they noted that the mural will be painted the third week of August; and the Artist is in need of housing during the project; and that this project is being paid by fundraised funds by the CAC, not taxpayers. There was discussion.

Councilmember Stults made a motion to support the CAC mural project on the RISE building and authorize the CAC to proceed with the project, Councilmember Bluth seconded.

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

Motion approved 6-0.

APPROVAL OF MINUTES

June 3, 2019 – Executive Session

Moved by Council President Misiura, Seconded by Councilmember Stults.

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

Minutes approved 3-0; with 3 abstentions.

June 3, 2019 – Public Session

Moved by Councilmember Bluth; Seconded by Councilmember Stults.

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

Minutes approved 4-0; with 2 abstentions.

ENGINEERING ITEMS

Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, and Glen Drive

Carmela Roberts, Borough Engineer, reviewed her letter dated June 21, 2019 in which her fees for the project are estimated at \$95,000.00; and noted that the estimated cost for the project is \$760,000.00. Ms. Roberts reviewed the grant application and what would be done on each street. There was discussion and Council noted that the Engineer will also work with the Complete Streets Committee for the final design.

Resolution 2019-129 Authorizing Change Order #1 and Payment #2 – S. Brothers, Inc. (Improvements to Maple Avenue and Sunset Avenue)

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

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

Resolution Adopted 6-0.

Resolution 2019-129

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

AUTHORIZING CHANGE ORDER #1 AND PAYMENT #2 – S. BROTHERS, INC. (IMPROVEMENTS TO MAPLE AVENUE AND SUNSET AVENUE)

WHEREAS, on August 20, 2018, the Borough Council awarded a contract for the Improvements to

Maple Avenue and Sunset Avenue to S. Brothers, Inc., of South River, New Jersey at the price of \$410,864.25; and

WHEREAS, the contractor has submitted change order #1 for changes in the scope of the project in the amount of \$112,446.35, addition of supplemental items due to unforeseen circumstances in the amount of \$9,680.00 and a reduction of \$39,994.57 to adjust to as-build quantities which increases the total contract by 19.99% to \$492,996.03; and

WHEREAS, the contractor has submitted payment request #2 in the total amount of \$381,201.61; 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 \$381,201.61; 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 change order #1 payment #2 to S. Brothers, Inc. of South River, New Jersey in the amount of \$381,201.61, is hereby approved as detailed herein, and the CFO is authorized to issue same.

PUBLIC COMMENT I

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

Eugene Serafin, 628 S. Main Street – Complimented the implementation of the Complete Streets Committee and noted that they were doing a great job.

Neil Glackin, 290 Monmouth Street – Requested clarification of executive session items.

JP Gibbons, 602 N. Main Street – Inquired as to why resolution 2019-131 was being done now? He also noted that the investigation at the firehouse is dividing the community.

Doug Mair, 536 S. Main Street – Distributed a copy of a letter from Milton Matamoros' Attorney and commented regarding the investigation; stated that these investigations damage the character of those investigated.

Scott Caster, 12 Clover Lane – Noted that his comments were not specific in the minutes just approved and requested that his comments be added to the minutes from this meeting.

In response to Mr. Caster's request, be it noted that Mr. Caster's comments at the June 3, 2019 meeting were regarding the fact that he does not want sidewalks on his street because it brings people who have no business being there to the street; and the decision Council makes regarding Rocky Brook Court will set the plan for future improvements made in the Borough.

Antonia Sullivan, Monroe Township – Noted that she is a previous co-worker of Mr. Matamoros and supports him in the firehouse investigation.

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

ORDINANCES

2019-11 Final Reading and Public Hearing – An Ordinance Authorizing the Borough of Hightstown to Acquire Easements for Temporary Construction and Permanent Access Over Certain Real Properties Located within the Borough, In Connection with the Stockton Street and Joseph Street Improvement Project

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

Eugene Serafin, 628 S. Main Street – Asked that this ordinance please be passed.

JP Gibbons, 602 N. Main Street – Noted that someone at the last meeting objected to sidewalks and inquired as to whether their comments were considered before doing this ordinance. Council noted that the comments from the last meeting had nothing to do with this project, it was related to Rocky Brook Court.

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

Ordinance 2910-11 was moved for adoption by Councilmember Jackson; Seconded by Councilmember Stults.

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

Ordinance Adopted 6-0.

Ordinance 2019-11

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

AN ORDINANCE AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO ACQUIRE EASEMENTS FOR TEMPORARY CONSTRUCTION AND PERMANENT ACCESS OVER CERTAIN REAL PROPERTIES LOCATED WITHIN THE BOROUGH, IN CONNECTION WITH THE STOCKTON STREET AND JOSEPH STREET IMPROVEMENT PROJECT.

WHEREAS, on August 17, 2015, the Borough of Hightstown (the “Borough”) adopted Ordinance No. 2015-15, which represented a Bond Ordinance (the “Bond Ordinance”) and which provided funding for improvements to Stockton Street and Joseph Street (the “project”) in the Borough; and

WHEREAS, the Bond Ordinance appropriated the sum of \$430,000.00 for the project and authorized the issuance of \$430,000.00 in bonds or notes of the Borough to finance part of the cost thereof; and

WHEREAS, the Borough is also receiving federal funds for the project; and

WHEREAS, in order to facilitate the project, it will be necessary for the Borough to acquire easements for temporary construction and permanent access across three (3) properties located within the Borough; and

WHEREAS, the affected properties include the following:

1. 369 Stockton Street (Block 47.01, Lot 1)
Owner(s) of record: Hector Torres & Transito Torres
Area of necessary easement: 40.5 s.f.;
2. 401 Stockton Street (Block 49, Lot 1)

Owner(s) of record: Douglas F. & Colleen Bean Noebels
Area of necessary easement: 122 s.f.;

3. 101 Joseph Street (Block 47, Lot 7)
Owner(s) of record: Gary Evers & Karin Lowery
Area of necessary easement: 2 s.f.; and

WHEREAS, copies of the individual parcel maps depicting the areas of the above-referenced properties which are needed to be acquired, by easement, relating to the project are attached to the within Ordinance and are made a part hereof (copies are on file in the office of the Borough Clerk); and

WHEREAS, pursuant to the New Jersey “Local Lands and Buildings Law,” N.J.S.A. 40A:12-1, et seq., a municipality may acquire any real property, capital improvement, personal property, or any interest or estate whatsoever therein, by purchase, gift, devise, lease, exchange, condemnation, or installment purchase agreement, pursuant to the adoption of an Ordinance;

WHEREAS, the Mayor and Council have determined that it would be in the best interests of the health, safety and welfare of the residents of the Borough, and the general public, to move forward to acquire easements for temporary construction and permanent access upon and across each of the above-referenced properties (as depicted in the attached) in order to facilitate the project.

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

Section 1. That, pursuant to N.J.S.A. 40A:12-1, et seq. the Borough is hereby authorized to acquire easements for temporary construction and permanent access upon and across each of the above-referenced properties (as depicted in the attached) in order to facilitate the project. This authorization includes utilization of the power of condemnation/ eminent domain, if necessary, in accordance with N.J.S.A. 20:3-1, et seq., in those circumstances where the easement(s) cannot be acquired through amicable negotiations.

Section 2. That any and all costs and expenses associated with said acquisitions shall be funded by the Bond Ordinance.

Section 3. That the Borough Attorney is hereby authorized and directed to prepare the necessary deeds of easement for each of the above-referenced properties. That the Borough Attorney is also authorized to institute proceedings before the Superior Court of New Jersey in order to acquire the easement(s) through the power of condemnation/ eminent domain, in accordance with N.J.S.A. 20:3-1, et seq., in any circumstance where the easement(s) cannot be obtained through amicable negotiations.

Section 4. That all relevant Borough officials are authorized to execute any documents that are necessary in order to effectuate the acquisition of the necessary easements concerning the above properties, either through amicable negotiations or through the power of condemnation/ eminent domain, so long as said documents are in a form satisfactory to the Borough Attorney.

Section 5. That all relevant Borough officials are authorized to undertake all necessary activities in furtherance of the intentions of the within Ordinance.

Section 6. That this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 7. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 8. That, 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.

2019-12 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 5, Entitled “Animal Control”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey

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

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

Ordinance Introduced 6-0. Public hearing scheduled for August 5, 2019.

Ordinance 2019-12

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 5, ENTITLED “ANIMAL CONTROL”, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY

WHEREAS, the Hightstown Borough Health Officer desires to amend the schedule of cat licensing in the Borough to coincide with the licensing of dogs; and

WHEREAS, the Mayor and Borough Council find this change would be more efficient for the administration process.

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

Section 1. That Chapter 5, entitled “Animal Control”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

Section 5-1 Dogs

Subsection 5-1.2 License Required; Fees.

- a. Licenses and official metal registration tags shall be required for the following dogs of licensing age:
 1. Any dog owned or kept within the Borough by a resident of the Borough as of January 1 of any calendar year.
 2. Any dog acquired by any person during the course of any calendar year and kept within the Borough for more than ten (10) days after acquisition.
 3. Any dog attaining licensing age during the course of the calendar year.
 4. Any unlicensed dog brought into the Borough by any person and kept within the Borough for more than ten (10) days.
 5. Any dog licensed by another State brought into the Borough by any person and kept within the Borough for more than ninety (90) days.

b. Application for License.

1. Each application for a license under this section shall be signed by the owner or keeper of the dog and shall give the following information:

(a) A general description of the dog sought to be licensed, including breed, sex, age, color and markings, and whether such dog is of a long- or short-haired variety.

(b) The name, street and post office address of the owner and of the person who shall keep or harbor such dog.

(c) Evidence of rabies vaccination in accordance with subsection 5-1.4.

2. No license to own, keep or harbor a dog shall be issued to or in the name of a minor.

c. Annual License; Date of Application. Applications for licenses for dogs which are required to be licensed by the provisions of paragraph a. shall be made prior to January 31 of each calendar year to the Borough Clerk or other official designated by the Mayor and Council. In all other cases, the application for a license shall be made within ten (10) days of the day upon which the dog in question first becomes subject to the provisions of this section.

d. License Record. The information on all applications under this subsection and the registration number issued to each licensed dog shall be preserved for a period of three (3) years by the Borough Clerk. In addition, the Clerk shall forward similar information to the State Department of Health each month on forms furnished by the Department.

e. Fees. The person applying for a license shall pay a fee of ten dollars and eighty cents (\$10.80) for each dog license, shall also pay one dollar and twenty cents (\$1.20) for the registration tag (Pilot Clinic fee) for each dog and an additional fee of three (\$3.00) dollars for any dog of reproductive age which has not had its reproductive capacity permanently altered through sterilization. Any dog owner claiming to be exempt from the payment of the additional fee of three (\$3.00) dollars shall provide a copy of a veterinarian's certificate, or a notarized statement by the owner, of the animal's neutering. The fees of one dollars and twenty cents (\$1.20) and additional fee of three (\$3.00) dollars, when collected, shall be forwarded to the State Treasurer as provided by law. The same fee shall be charged for the annual renewal of each license and registration tag. If application shall not be made within the time limit set forth hereinabove, there shall also be a late charge per license, as follows. If application is made:

1. During February: five (\$5.00) dollars.

2. During March: ten (\$10.00) dollars.

3. After March 31: fifteen (\$15.00) dollars.

f. Expiration Date. Each dog license and registration tag shall expire on ~~January~~ December 31 of the calendar year ~~following the calendar year~~ in which it was issued.

g. Exceptions.

1. Dogs used as guides for blind persons and commonly known as "Seeing Eye" dogs shall be licensed and registered as other dogs, except that the owner or keeper shall not be required to pay any fee.

2. Any dog owned in New Jersey and duly licensed for the current licensing year and bearing the proper registration tag for a New Jersey municipality shall be exempt from the license and the tag provisions of this subsection.

h. Limitation on Number of Dogs. No more than two (2) dogs of licensing age shall be owned by or kept by any one (1) family group. "Family group," as used herein, shall mean all persons occupying one (1) dwelling unit. Any person owning or keeping more than two (2) licensed dogs on the effective date of this section may retain the dogs so long as that person remains the owner or keeper of the dogs.

i. The fee to replace a lost dog registration tag shall be one (\$1.00) dollar. (1991 Code § 57-2; New; Ord. No. 2007-30)

Section 5-2 Cats

Subsection 5-2.3 Licensing Requirements.

a. Cats shall have license number displayed. Any person who shall own, keep or harbor a cat of licensing age shall annually apply for and procure from the Borough Clerk or other official designated by the Mayor and Council thereof to license cats in the municipality in which he/she resides a license and official registration tag with license number or a registration sleeve for each cat so owned, kept or harbored and shall place upon such cat a collar or other device with the license number securely fastened or displayed thereon. Acceptable methods of displaying the license number shall include but are not limited to breakaway or elastic collars. License tags or sleeves are not transferable.

b. Sanitation of Quarters. The quarters where cats are kept shall be kept clean and sanitary under standards generally accepted for the housing, feeding and care of cats by the American Veterinary Medical Association.

c. Time for Applying for License. The owner of any newly acquired cat of licensing age or of any cat which attains licensing age shall make application to the Borough Clerk for a license tag or sleeve for such cat within ten (10) days after such acquisition or age attainment. This requirement will not apply to a nonresident keeping a cat within the Borough for no longer than ninety (90) days.

d. Cats Brought into the Borough.

1. Any person who shall bring or cause to be brought into the Borough any cat licensed in another State for the current year and bearing a registration tag or sleeve and shall keep the same or permit the same to be kept within the Borough for a period of more than ninety (90) days shall immediately apply for a license and registration tag or sleeve for each such cat.

2. Any person who shall bring or cause to be brought into the Borough any unlicensed cat and shall keep the same or permit the same to be kept within the Borough for a period of more than ten (10) days shall immediately apply for a license and registration tag or sleeve for each such cat.

e. Application; Contents; Preservation of Information.

1. The application shall state the breed, sex, age, color and markings of the cat for which license and registration are sought and whether it is of a long- or short-haired variety, also the name, street and post office address of the owner and the person who shall keep or harbor such cat. The information on the application and the registration number issued for the cat shall be preserved for a period of three (3) years by the Borough Clerk or other official designated to license cats in the Borough.

2. Applications for licenses for cats which are required to be licensed by the provisions of this section shall be made prior to ~~July 31~~ January 31 each year to the Borough Clerk or other official designated by the Mayor and Council. In all other cases, the application for license shall be made within ten (10) days of the day upon which the cat in question first becomes subject to the provisions of this section, as set forth more specifically in paragraphs c. and d.

f. License Forms and Tags. License forms and official tags or sleeves shall be furnished by the Borough and shall be numbered serially and shall bear the year of issuance and the name of the Borough.

g. Evidence of Inoculation with Rabies Vaccine or Certification of Exemption; Requirement for License. No Borough Clerk or other official designated by the Mayor and Council to license cats shall grant any such license and official registration tag or sleeve for any cat unless the owner thereof provides evidence that the cat to be licensed and registered has been inoculated with a rabies vaccine of a type approved by and administered in accordance with the recommendations of the United States Department of Agriculture and the United States Department of Human Services or has been certified exempt as provided by subsection 5-2.2. The rabies inoculation shall be administered by a duly licensed veterinarian or by such other veterinarian permitted by law to do the same.

h. License Fee Schedule. A license shall be issued after payment of a fee of fourteen (\$14.00) dollars for each cat not neutered and ten (\$10.00) dollars for each neutered cat. Those family groups which presently possess more than two (2) cats, in accordance with subsection 5-2.3b., shall not be required to pay total annual fees in excess of thirty (\$30.00) dollars for the licensing of all of the cats, exclusive of any delinquent fees which may apply in accordance with this subsection. Person who fail to obtain a license as required within the time period specified in this subsection will be subject to a delinquent fee per license as follows. If application is made:

- (a) During ~~August~~February: Five (\$5.00) dollars.
- (b) During ~~September~~March: Ten (\$10.00) dollars.
- (c) After ~~September 30~~March 31: Fifteen (\$15.00) dollars.

i. Fees; Renewals; Expiration Date of License.

1. Expiration Date. Each cat license and registration tag shall expire on December 31 of the calendar year in which it was issued.

~~12.~~ Licenses from another municipality shall be accepted. The person applying for the license and registration tag and/or sleeve shall pay the fee fixed or authorized. The fee for the renewal of a license and registration tag or sleeve shall be the same as for the original, and the license, registration tag or sleeve and renewal thereof shall expire on December 31 of the calendar in which it was issued.

~~June 30 in the following year.~~

~~23.~~ Only one (1) license and registration tag or sleeve shall be required in the licensing year for any cat in the Borough. Any valid New Jersey license tag or sleeve issued by a New Jersey municipality shall be accepted by the Borough.

j. Loss of License. If a license tag or sleeve has been misplaced or lost, the Borough Clerk may issue a duplicate license and/or registration sleeve for that particular cat at a fee of one (\$1.00) dollar.

k. Proof of Licensing. Proof of licensing shall be produced by any person owning, keeping, maintaining or harboring a cat, upon the request of any Health Official, Police Officer, Animal Control Officer or other authorized person.

l. Interfering with Persons Performing Duties Under This Section. No person shall hinder, molest or interfere with anyone authorized or empowered to perform any duty under this section.

m. Disposition of Fees Collected. License fees and other moneys collected or received under the provisions of this section shall be forwarded to the Treasurer of the Borough and, to the extent permitted by law, shall be placed in a special account separate from any of the other accounts of the Borough and shall be used for the following purposes only: collecting, keeping and disposing of cats liable to seizure; for local prevention and control of rabies; providing antirabies treatment under the direction of the Board of Health for any person known or suspected to have been exposed to rabies; and for administering the provisions of this section. Any unexpected balance remaining in such special account shall be retained until the end of the third fiscal year following and may be used for any of the purposes set forth in this section. At the end of the third fiscal year following and at the end of each fiscal year

thereafter there shall be transferred from such special account to the general funds of the Borough any amount then in such account which is in excess of the total amount paid into the special account during the last two (2) fiscal years next preceding. (1991 Code § 87-14; New; Ord. No. 2004-15; Ord. No. 2007-30)

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

RESOLUTIONS

Resolution 2019-130 Payment of Bills

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2019-130

*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 \$162,888.49 from the following accounts:

Current		\$106,643.16
W/S Operating		52,623.57
General Capital		0.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		1,168.87
Housing Trust		0.00
Animal Control		314.40
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>2,138.49</u>
Total		<u>\$162,888.49</u>

Resolution 2019-127 Waiving Fees for Certain Parking Permits

Councilmember Musing recused himself from this matter.

There was discussion.

Councilmember Bluth moved that resolution 2019-127 be amended to read that two permits will be issued for the Main Street lot, and six (6) permits are to be issued to the Stockton Street lot. The Borough Attorney recommended that the reference to the donation from the Borough should also be removed since the monetary donation no longer exists. Councilmember Bluth added the change from the Attorney to her motion as recommended. Councilmember Misiura seconded.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura, and Stults voted yes. Councilmember Musing ws recused from this matter.

Amendment adopted 5-0.

Resolution 2019-127 as amended:

Moved by Councilmember Jackson; Seconded by Councilmember Stults.

Roll Call Vote: Councilmembers Bluth, Egan, Jackson, Misiura, and Stults voted yes. Councilmember Musing ws recused from this matter.

Resolution adopted as amended, 5-0.

Resolution 2019-127
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

WAIVING FEES FOR CERTAIN PARKING PERMITS

WHEREAS Rise (formerly known as the Community Action Service Center), a nonprofit agency serving Borough residents, has requested eight 2019-2020 parking permits for use by their staff, including two special permits for use in the Main Street parking lot and six permits for use in the Borough's permit parking area in the Stockton Street parking lot; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk shall issue Rise eight (8) 2019-2020 parking permits as detailed herein and that the fees for these permits shall be waived.

Resolution 2019-131 Appointing and Authorizing an Agreement for Consulting Engineer of Record for the Peddie Lake Dam Walking Bridge Replacement

Moved by Council President Misiura; Seconded by Councilmember Stults

The Borough Administrator explained that this contract is needed because the Engineer of Record for the design of the bridge (regarding the dam) has gone out of business. The Borough needs a Consulting Engineer for the design of the bridge project, and French & Parrello Associates is willing to take on the duty because of their familiarity with the dam; a structural Engineer is needed. The Borough needs to assure that the dam is not compromised during the bridge project.

The Borough Engineer explained that given the complexity of the plans for the project this Engineer is essential to the project.

There was discussion regarding funding and the additional cost associated with this Engineer and George Lang, CFO, noted that funds for this agreement are available in the bond ordinance.

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

Resolution adopted, 6-0.

Resolution 2019-131

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR CONSULTING
ENGINEER OF RECORD FOR THE PEDDIE LAKE DAM WALKING BRIDGE
REPLACEMENT**

WHEREAS, there exists the need for professional consulting engineering services for the Peddie Lake Dam Walking Bridge Replacement; and

WHEREAS, the Borough Council wishes to appoint French and Parrello Associates (FPA) of Wall,

New Jersey, to provide said services; and

WHEREAS, the cost for the proposed services shall not exceed \$18,000.00 without further approval by the Borough Council; and,

WHEREAS, the CFO has certified that funds are available for this expenditure; and,

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

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

WHEREAS the term of this contract is for the completion of the Peddie Lake Dam Walking Bridge Replacement project; and

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

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

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

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

Resolution 2019-132 Authorizing Payment to Van Cleef Engineering Associates (Construction Administration and Inspection for the Rehabilitation of East Ward Street)

Moved by Councilmember Stults; Seconded by Councilmember Jackson

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

Resolution adopted, 6-0.

Resolution 2019-132

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

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

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

WHEREAS, the contractor has submitted a request payment in the amount of \$570.00 for the inspection of water valve repair from May 1, 2019 – May 31, 2019; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$570.00 to Van Cleef Engineering of Hamilton, New Jersey is hereby approved as detailed herein.

CONSENT AGENDA

Councilmember Musing moved Resolutions 2019-133, 2019-134 and 2019-135 as a Consent Agenda; Councilmember Bluth seconded.

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

Resolutions 2019-113, 2019-134 and 2019-135 adopted 6-0.

Resolution 2019-133

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

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of 2019 taxes were made for Block 3, Lot 15, 512 North Main Street, in the amount of \$6,000.00 by the homeowner; and

WHEREAS, the homeowners, Jeffery Richter and S.R. Henneborn, 512 North Main Street, Hightstown, NJ has requested that a refund be issued for the overpayment in the amount of \$6,000.00; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$6,000.00.

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

that the Tax Collector and Treasurer are hereby authorized to issue a refund in the amount of \$6,000.00 to Jeffery Richter and S.R. Henneborn, 512 North Main Street, Hightstown, NJ, representing the tax overpayment as set forth herein.

Resolution 2019-134

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

**A RESOLUTION AUTHORIZING A TEMPORARY EXTENSION OF
EXISTING 2018-2019 CAT LICENSES**

WHEREAS, the Borough of Hightstown has established rules requiring the annual licensure of cats for the purpose of rabies control; and

WHEREAS, the Borough has previously issued a number of cat licenses for the licensing year 2018-2019, pursuant to Section 5-2 of the Revised General Ordinances of the Borough of Hightstown (also referenced as the “Borough Code”); and

WHEREAS, the Borough Health Officer has requested that the licensing period for cat licenses be changed from a July – June period to a January – December period; and

WHEREAS, the Borough Council has introduced Ordinance 2019-12 making said change; and

WHEREAS, the Borough wishes to authorize a temporary extension of existing 2018-2019 cat licenses to expire December 31, 2019; and

WHEREAS, it is not required that the current holders of existing 2018-2019 cat licenses submit the required fee, application and associate paperwork as stated in the Borough Code to have their licenses extended to December 31, 2019; and

WHEREAS, all applications, associated paperwork and required fees shall be submitted to the Borough by January 31, 2020 for a 2020 cat licenses as outlined in Ordinance 2019-12.

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

1. That the Borough hereby authorizes a temporary extension of the expiration date for valid 2018-2019 cat licenses until December 31, 2019; at which time the required fee, application and associated paperwork shall be required to be submitted in accordance with Ordinance 2019-12.
2. That a certified copy of this Resolution shall be provided to:
 - a. Health Officer, Jill Swanson
 - b. Police Chief, Frank Gendron

Resolution 2019-135

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**AUTHORIZING A REFUND FOR A THEATER IN THE PARK
REGISTRATION FEE**

WHEREAS, Nevada Carabelli-Doherty of 61 Woodside Avenue, East Windsor, New Jersey paid a Registration Fee in the amount of \$275.00 for her son Andrew to participate in the Theater in the Park Program sponsored by the Cultural Arts Commission; and

WHEREAS, Nevada Carabelli-Doherty withdrew the registration prior to the beginning of the program; and

WHEREAS, the Theater in the Park Program is requesting that the registration fee of \$275.00 be refunded to Nevada Carabelli-Doherty.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Finance Officer is hereby authorized and directed to issue a refund in the amount of \$275.00 to Nevada Carabelli-Doherty of 61 Woodside Avenue, for a registration fee for the Theater in the Park Program as stated herein.

Borough Engineer, Carmela Roberts, departed the meeting at this time.

PUBLIC COMMENT PERIOD II

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

Doug Mair – Commented that the Borough should pay for the ladder truck before buying another fire truck; the bridge is costing more and more with all the Engineers we are paying.

Scott Caster, 12 Clover Lane – Commented that while nobody knows what happens in executive session, the Council should not just go with a Labor Counsel mantra, but be creative.

John Archer, 131 Bennett Place – Inquired as to why resolution 2019-131 was being done now? He also noted that the investigation at the firehouse is dividing the community.

Eugene Serafin, 628 S. Main Street – Complimented the mural; commented there was good conversation about the dam and bridge; requested that an ordinance be adopted which requires Borough inspections at apartment complexes.

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

DISCUSSION

Stockton Street – County paving project

Mayor Quattrone noted that Borough Administrator/Clerk, Debra Sopronyi has reached out to the County regarding the need to pave Stockton Street. Ms. Sopronyi explained that the County will be paving Stockton Street after the water main and Stockton & Joseph Street projects are complete. This reduces the cost to the Borough for the water main project as now the Borough will only have to do a temporary trench pave. She also noted that the County has agreed to put in a crosswalk sign at Joseph & Stockton, as well as assist with the paving of Dutch Neck Road in the Borough. Ms. Sopronyi noted that she believes East Windsor has also

requested assistance with the paving of Dutch Neck Road beginning at the Borough border.

Fire Department – New Fire Truck

Mayor Quattrone advised that the Chief came to him, as their Liaison, and requested the purchase of a fire engine. There was discussion regarding the fact that the Borough is presently still paying for two trucks, the cost of another truck, mutual aid, and capital needs and the bonding capacity of the Borough. It was noted that the ladder, engine and squirt are all pumpers, so alternate use can be accomplished.

Mayor Quattrone advised that he also reached out regarding the ISO rating in the Borough, which is presently a five (5), the highest you can get with a Volunteer Department; and noted that the addition of another truck will not affect the rating either way. This rating determines the insurance rates for homeowners in the community.

After further discussion, Council recommended that the Fire Department keep the current engine running and continue to use it; a new truck will not be purchased at this time. Mayor Quattrone will relay the decision regarding the request to the Fire Department.

SUBCOMMITTEE REPORTS

Council President Misiura

The Planner for which we received the grant for the Complete Streets Program is working on the scope of work to submit to the County.

Councilmember Stults

There was a phone conference with the Architect for Borough Hall to review the comments of the public at the special meeting. The subcommittee is working with them and trying to address cost, driveway and tree issues.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Jackson

This Friday is a Fun Friday in Association Park.

Councilmember Bluth

The Cultural Arts Commission meeting is scheduled for this week.

Councilmember Stults

Reviewed the monthly Police Department report; the PD is partnering with Ralph's to pass out vouchers to children who follow safety rules when bicycling, skate boarding, etc.; the Housing Authority meets on Wednesday; Downtown Hightstown has a new person running their meetings; a business in town purchased Hightstown magnets that are available at the various businesses at \$5.00 each with the income to benefit Downtown Hightstown; the next walking tour is July 27th at 6pm; a coffee café is opening across the street from the Post Office, we wish them success.

Mayor Quattrone

We need to move forward with the capital budget or we will be buying police vehicles at 2020 prices; Downtown Newark reached out to the Borough and met with Ken Lewis and Gary Grubb regarding the flower project

downtown. Following the meeting, they sent a \$500.00 donation to the flowers downtown in appreciation of the information given them regarding the downtown flower program.

ADJOURNMENT

Council President Misiura moved to adjourn back into executive session at 9:15pm, Councilmember Jackson seconded. All ayes.

Council returned to public session at 9:47pm

Councilmember Musing moved to adjourn at 9:47 p.m.; Councilmember Stults seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC/CMC
Borough Administrator/Clerk



Ordinance 2019-12

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 5, ENTITLED “ANIMAL CONTROL”, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY

WHEREAS, the Hightstown Borough Health Officer desires to amend the schedule of cat licensing in the Borough to coincide with the licensing of dogs; and

WHEREAS, the Mayor and Borough Council find this change would be more efficient for the administration process.

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

Section 1. That Chapter 5, entitled “Animal Control”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

Section 5-1 Dogs

Subsection 5-1.2 License Required; Fees.

- a. Licenses and official metal registration tags shall be required for the following dogs of licensing age:
 1. Any dog owned or kept within the Borough by a resident of the Borough as of January 1 of any calendar year.
 2. Any dog acquired by any person during the course of any calendar year and kept within the Borough for more than ten (10) days after acquisition.
 3. Any dog attaining licensing age during the course of the calendar year.
 4. Any unlicensed dog brought into the Borough by any person and kept within the Borough for more than ten (10) days.
 5. Any dog licensed by another State brought into the Borough by any person and kept within the Borough for more than ninety (90) days.
- b. Application for License.
 1. Each application for a license under this section shall be signed by the owner or keeper of the dog and shall give the following information:
 - (a) A general description of the dog sought to be licensed, including breed, sex, age, color and markings, and whether such dog is of a long- or short-haired variety.
 - (b) The name, street and post office address of the owner and of the person who shall keep or harbor such dog.

(c) Evidence of rabies vaccination in accordance with subsection 5-1.4.

2. No license to own, keep or harbor a dog shall be issued to or in the name of a minor.

c. Annual License; Date of Application. Applications for licenses for dogs which are required to be licensed by the provisions of paragraph a. shall be made prior to January 31 of each calendar year to the Borough Clerk or other official designated by the Mayor and Council. In all other cases, the application for a license shall be made within ten (10) days of the day upon which the dog in question first becomes subject to the provisions of this section.

d. License Record. The information on all applications under this subsection and the registration number issued to each licensed dog shall be preserved for a period of three (3) years by the Borough Clerk. In addition, the Clerk shall forward similar information to the State Department of Health each month on forms furnished by the Department.

e. Fees. The person applying for a license shall pay a fee of ten dollars and eighty cents (\$10.80) for each dog license, shall also pay one dollar and twenty cents (\$1.20) for the registration tag (Pilot Clinic fee) for each dog and an additional fee of three (\$3.00) dollars for any dog of reproductive age which has not had its reproductive capacity permanently altered through sterilization. Any dog owner claiming to be exempt from the payment of the additional fee of three (\$3.00) dollars shall provide a copy of a veterinarian's certificate, or a notarized statement by the owner, of the animal's neutering. The fees of one dollars and twenty cents (\$1.20) and additional fee of three (\$3.00) dollars, when collected, shall be forwarded to the State Treasurer as provided by law. The same fee shall be charged for the annual renewal of each license and registration tag. If application shall not be made within the time limit set forth hereinabove, there shall also be a late charge per license, as follows. If application is made:

1. During February: five (\$5.00) dollars.
2. During March: ten (\$10.00) dollars.
3. After March 31: fifteen (\$15.00) dollars.

f. Expiration Date. Each dog license and registration tag shall expire on December 31 of the calendar year in which it was issued.

g. Exceptions.

1. Dogs used as guides for blind persons and commonly known as "Seeing Eye" dogs shall be licensed and registered as other dogs, except that the owner or keeper shall not be required to pay any fee.

2. Any dog owned in New Jersey and duly licensed for the current licensing year and bearing the proper registration tag for a New Jersey municipality shall be exempt from the license and the tag provisions of this subsection.

h. Limitation on Number of Dogs. No more than two (2) dogs of licensing age shall be owned by or kept by any one (1) family group. "Family group," as used herein, shall mean all persons occupying one (1) dwelling unit. Any person owning or keeping more than two (2) licensed dogs on the effective date of this section may retain the dogs so long as that person remains the owner or keeper of the dogs.

i. The fee to replace a lost dog registration tag shall be one (\$1.00) dollar. (1991 Code § 57-2; New; Ord. No. 2007-30)

Section 5-2 Cats

Subsection 5-2.3 Licensing Requirements.

a. Cats shall have license number displayed. Any person who shall own, keep or harbor a cat of licensing age shall annually apply for and procure from the Borough Clerk or other official designated by the Mayor and Council thereof to license cats in the municipality in which he/she resides a license and official registration tag with license number or a registration sleeve for each cat so owned, kept or harbored and shall place upon such cat a collar or other device with the license number securely fastened or displayed thereon. Acceptable methods of displaying the license number shall include but are not limited to breakaway or elastic collars. License tags or sleeves are not transferable.

b. Sanitation of Quarters. The quarters where cats are kept shall be kept clean and sanitary under standards generally accepted for the housing, feeding and care of cats by the American Veterinary Medical Association.

c. Time for Applying for License. The owner of any newly acquired cat of licensing age or of any cat which attains licensing age shall make application to the Borough Clerk for a license tag or sleeve for such cat within ten (10) days after such acquisition or age attainment. This requirement will not apply to a nonresident keeping a cat within the Borough for no longer than ninety (90) days.

d. Cats Brought into the Borough.

1. Any person who shall bring or cause to be brought into the Borough any cat licensed in another State for the current year and bearing a registration tag or sleeve and shall keep the same or permit the same to be kept within the Borough for a period of more than ninety (90) days shall immediately apply for a license and registration tag or sleeve for each such cat.

2. Any person who shall bring or cause to be brought into the Borough any unlicensed cat and shall keep the same or permit the same to be kept within the Borough for a period of more than ten (10) days shall immediately apply for a license and registration tag or sleeve for each such cat.

e. Application; Contents; Preservation of Information.

1. The application shall state the breed, sex, age, color and markings of the cat for which license and registration are sought and whether it is of a long- or short-haired variety, also the name, street and post office address of the owner and the person who shall keep or harbor such cat. The information on the application and the registration number issued for the cat shall be preserved for a period of three (3) years by the Borough Clerk or other official designated to license cats in the Borough.

2. Applications for licenses for cats which are required to be licensed by the provisions of this section shall be made prior to January 31 each year to the Borough Clerk or other official designated by the Mayor and Council. In all other cases, the application for license shall be made within ten (10) days of the day upon which the cat in question first becomes subject to the provisions of this section, as set forth more specifically in paragraphs c. and d.

f. License Forms and Tags. License forms and official tags or sleeves shall be furnished by the Borough and shall be numbered serially and shall bear the year of issuance and the name of the Borough.

g. Evidence of Inoculation with Rabies Vaccine or Certification of Exemption; Requirement for License. No Borough Clerk or other official designated by the Mayor and Council to license cats shall grant any such license and official registration tag or sleeve for any cat unless the owner thereof provides evidence that the cat to be licensed and registered has been inoculated with a rabies vaccine of a type approved by and administered in accordance with the recommendations of the United States Department of Agriculture and the United States Department of Human Services or has been certified exempt as provided by subsection 5-2.2. The rabies inoculation shall be administered by a duly licensed veterinarian or by such other veterinarian permitted by law to do the same.

h. License Fee Schedule. A license shall be issued after payment of a fee of fourteen (\$14.00) dollars for each cat not neutered and ten (\$10.00) dollars for each neutered cat. Those family groups which presently possess more than two (2) cats, in accordance with subsection 5-2.3b., shall not be required to pay total annual fees in excess of

thirty (\$30.00) dollars for the licensing of all of the cats, exclusive of any delinquent fees which may apply in accordance with this subsection. Person who fail to obtain a license as required within the time period specified in this subsection will be subject to a delinquent fee per license as follows. If application is made:

(a) During February: Five (\$5.00) dollars.

(b) During March: Ten (\$10.00) dollars.

(c) After March 31: Fifteen (\$15.00) dollars.

i. Fees; Renewals; Expiration Date of License.

1. Expiration Date. Each cat license and registration tag shall expire on December 31 of the calendar year in which it was issued.

2. Licenses from another municipality shall be accepted. The person applying for the license and registration tag and/or sleeve shall pay the fee fixed or authorized. The fee for the renewal of a license and registration tag or sleeve shall be the same as for the original, and the license, registration tag or sleeve and renewal thereof shall expire on December 31 of the calendar in which it was issued.

3. Only one (1) license and registration tag or sleeve shall be required in the licensing year for any cat in the Borough. Any valid New Jersey license tag or sleeve issued by a New Jersey municipality shall be accepted by the Borough.

j. Loss of License. If a license tag or sleeve has been misplaced or lost, the Borough Clerk may issue a duplicate license and/or registration sleeve for that particular cat at a fee of one (\$1.00) dollar.

k. Proof of Licensing. Proof of licensing shall be produced by any person owning, keeping, maintaining or harboring a cat, upon the request of any Health Official, Police Officer, Animal Control Officer or other authorized person.

l. Interfering with Persons Performing Duties Under This Section. No person shall hinder, molest or interfere with anyone authorized or empowered to perform any duty under this section.

m. Disposition of Fees Collected. License fees and other moneys collected or received under the provisions of this section shall be forwarded to the Treasurer of the Borough and, to the extent permitted by law, shall be placed in a special account separate from any of the other accounts of the Borough and shall be used for the following purposes only: collecting, keeping and disposing of cats liable to seizure; for local prevention and control of rabies; providing antirabies treatment under the direction of the Board of Health for any person known or suspected to have been exposed to rabies; and for administering the provisions of this section. Any unexpected balance remaining in such special account shall be retained until the end of the third fiscal year following and may be used for any of the purposes set forth in this section. At the end of the third fiscal year following and at the end of each fiscal year thereafter there shall be transferred from such special account to the general funds of the Borough any amount then in such account which is in excess of the total amount paid into the special account during the last two (2) fiscal years next preceding. (1991 Code § 87-14; New; Ord. No. 2004-15; Ord. No. 2007-30)

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance

actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Introduction: July 15, 2019

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2019-136

*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 \$486,680.90 from the following accounts:

Water/Sewer Capital		4,128.00
Grant		390.00
Trust		1,668.78
Housing Trust		0.00
Animal Control		29.40
Law Enforcement Trust		24,303.00
Housing Rehab Loans		0.00
Unemployment Trust		2,242.32
Escrow		<u>6,369.35</u>
Total		<u>\$486,680.90</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 August 5, 2019

Debra L. Sopronyi
Borough Clerk

Date: July 21, 2019

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 8/5/19

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
FREEDOMFEST	7/11/2019	19-00964	29806	\$ 630.00
HIGHTS REALTY	7/11/2019	19-00982	29807	\$ 4,234.65
STATE OF NJ PWT	7/11/2019	19-00963	29808	\$ 518.34
STATE OF NJ DEPT OF TREAS	7/15/2019	19-00985	1442	\$ 15,461.93
ROBERTS ENGINEERING	7/15/2019	19-00991	29809	\$ 9,820.25
EAST WINDSOR REGIONAL SCHOOL	7/17/2019	19-00986	1443	\$ 54,864.00
LIBERTY SCIENCE CENTER	7/18/2019	19-01052	29860	\$ 703.00
KELLI A. HAND	7/18/2019	19-01055	29859	\$ 60.00
RICH TELLER ROGAINE BROS & DON	7/18/2019	19-00821	29861	\$ 225.00
RICHTER, JEFFREY - HENNEBORN, S.R.	7/18/2019	19-01054	29862	\$ 6,000.00
WATER PRODUCTIONS	7/18/2019	19-00967	29863	\$ 300.00
KELLI A. HAND	7/18/2019	19-01056	29864	\$ 75.00
ACCURATE LANGUAGE	7/25/2019	19-01100	29865	\$ 1,192.46
ENCHANTMENT AT HIGHTSTOWN	7/25/2019	19-01101	29866	\$ 6,142.47
HOME DEPOT CREDIT SVCS	7/25/2019	19-00844	29868	\$ 525.34
PHILADELPHIA ZOO	7/25/2019	19-01069	29869	\$ 810.00
JENKINSON'S BOARDWALK	8/1/2019	19-00904	29870	\$ 602.50
SIX FLAGS GREAT ADVENTURE	8/1/2019	19-01123	29871	\$ 2,438.54
TOTAL				<u><u>\$104,603.48</u></u>
 <u>TRUST ACCOUNT</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>GENERAL CAPITAL</u>				
ROBERTS ENGINEERING	7/15/2019	19-00991	6334	\$ 21,092.25
TOTAL				<u><u>\$ 21,092.25</u></u>
 <u>WATER AND SEWER CAPITAL</u>				
ROBERTS ENGINEERING	7/15/2019	19-00991	5899	\$ 768.00
TOTAL				<u><u>\$ 768.00</u></u>
 MANUAL TOTAL				 <u><u>\$ 126,463.73</u></u>

P.O. Type: All		Include Project Line Items: Yes		Open: N	Paid: N	Void: N			
Range: First to Last				Rcvd: Y	Held: Y	Aprv: N			
Format: Detail without Line Item Notes				Bid: Y	State: Y	Other: Y	Exempt: Y		
PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void		
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	
18-01757 11/26/18 R1000			RUTGERS, STATE UNIVERSITY NJ						
1 TRAINING - GENDRON	295.00	8-01-25-240-001-042	B Education & Training	R	11/26/18	08/01/19		4827	
19-00032 01/15/19 P0063			PREMIER MAGNESIA, LLC	B					
4 INV 576516 DATED 6/27/19	8,457.70	9-09-55-501-002-541	B Magnesium Hydroxide (Flomag H)	R	04/03/19	08/01/19		576516	
19-00054 01/16/19 A0010			ADVANCE AUTO PARTS/CAPITAL ONE						
1 RVIEW MIRROR KIT - CAR 4	9.39	9-01-26-315-001-131	B Vehicle Maint. - Police	R	01/16/19	08/01/19		637290144887	
19-00057 01/16/19 G1077			GEORGE S. COYNE CO., INC.	B					
8 316205 dated 7/2/19	524.65	9-09-55-501-001-528	B Fluorosilic Acid-	R	01/16/19	08/01/19		316205	
19-00058 01/16/19 G1077			GEORGE S. COYNE CO., INC.	B					
8 INV 316204 DATED 7/2/19	1,655.25	9-09-55-501-001-527	B Calcium Hydroxide - Lime	R	05/28/19	08/01/19		316204	
19-00066 01/18/19 C0088			CUSTOM ENVIRONMENTAL TECH, INC	B					
8 INVOICE 5621 DATED 7/15/19	4,220.70	9-09-55-501-002-544	B Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	01/18/19	08/01/19		5621	
19-00202 02/13/19 C0058			CINTAS CORPORATION #061	B					
24 INV 061135752 DATED 6/7/19	70.73	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/13/19	08/01/19		061135752	
25 INV 061140420 DATED 6/14/19	67.73	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/13/19	08/01/19		061140420	
26 INV 061144986 DATED 6/21/19	66.23	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/13/19	08/01/19		061144986	
27 INV 061149593 DATED 6/28/19	71.72	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/13/19	08/01/19		061149593	
	276.41								
19-00247 02/21/19 M0714			GENSERVE, INC.						
1 B SERVICE PENNSAUKEN	190.00	9-09-55-501-002-511	B Generator/Engine Maintenance Agreemt (B)	R	02/21/19	08/01/19		0164574	
19-00259 02/25/19 W0073			WASTE MANAGEMENT OF NJ, INC.	B					
7 JUNE RECYCLING 10-41496-33008	4,547.58	9-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	02/25/19	08/01/19		3874239-0502-8	
19-00260 02/25/19 W0071			WASTE MGMT OF NEW JERSEY, INC.	B					
7 INV 2873150-0502-8 7/1/19	7,564.90	9-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	06/11/19	08/01/19		2873150-0502-8	

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
Item Description					Acct Type Description					
19-00261	02/25/19	W0071			WASTE MGMT OF NEW JERSEY, INC.	B				
4 INV	2873136-0502-7		1,292.85	9-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	02/25/19	08/01/19		2873136-0502-7
19-00347	03/19/19	G1077			GEORGE S. COYNE CO., INC.	B				
3 INV	315515 DATED 6/24/19		0.00	9-09-55-501-002-539	B Calcium Hypochlorite-GEORGE S COYNE CHEM R	R	03/19/19	08/01/19		315515
4 INV	315515 DATED 6/24/19		837.69	9-09-55-501-002-539	B Calcium Hypochlorite-GEORGE S COYNE CHEM R	R	03/19/19	08/01/19		315515
			837.69							
19-00365	03/20/19	J0019			JCI JONES CHEMICALS, INC.	B				
5 CHLORINE INV	792202 6/24/19		800.00	9-09-55-501-002-526	B Chlorine-Liquid	R	03/20/19	08/01/19		792202
19-00439	04/01/19	G1077			GEORGE S. COYNE CO., INC.	B				
5 INV	315514 DATED 6/24/19		1,103.50	9-09-55-501-002-553	B Calcium Hydroxide (Lime)	R	04/01/19	08/01/19		315514
19-00461	04/08/19	R0537			STITCHES N INK					
1 EMPTY BOWLS POSTERS			300.00	G-02-41-761-000-000	B Mercer County Local Arts Grant	R	04/08/19	08/01/19		POSTERS MT BOWL
19-00464	04/08/19	U0013			USA BLUE BOOK					
1 BANJO FULL PORT 2"	37904		48.95	9-09-55-501-002-535	B Chemicals Miscellaneous	R	04/08/19	08/01/19		883087
2 1" BANJO FULL PORT			118.00	9-09-55-501-002-535	B Chemicals Miscellaneous	R	04/08/19	08/01/19		878914
3 FREIGHT			19.94	9-09-55-501-002-535	B Chemicals Miscellaneous	R	07/22/19	08/01/19		878914
			186.89							
19-00522	04/11/19	A0010			ADVANCE AUTO PARTS/CAPITAL ONE					
1 INV.	6372909544632		9.39	9-01-26-315-001-131	B Vehicle Maint. - Police	R	04/11/19	08/01/19		6372909544632
19-00624	05/02/19	S1096			STAPLES BUSINESS ADVANTAGE					
1 HPD OFFICE SUPPLIES			16.59	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
2 HPD OFFICE SUPPLIES			18.19	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
3 HPD OFFICE SUPPLIES			18.76	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
4 HPD OFFICE SUPPLIES			5.49	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
5 HPD OFFICE SUPPLIES			9.45	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
6 HPD OFFICE SUPPLIES			8.99	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413698266
7 HPD OFFICE SUPPLIES			1.99	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
8 HPD OFFICE SUPPLIES			9.78	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
9 HPD OFFICE SUPPLIES			9.78	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371775
10 HPD OFFICE SUPPLIES			36.19	9-01-25-240-001-036	B Office Supplies & Equipment	R	05/02/19	08/01/19		3413371774
			135.21							

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19-00630	05/03/19	IDEMI005 IDEMIA IDENTITY & SECURITY USA								
1	LIVESCAN SYS	IDNJ-L0918180202C	24,303.00	T-14-56-286-000-827	B RESERVE-LAW ENFORCEMENT TRUST	R	05/03/19	08/01/19		L09181802-02C
19-00649	05/09/19	PEOPL005 PEOPLES PLUMBING LLC								
1	QUARTERLY BACK FLOW		350.00	9-09-55-501-002-518	B Service Contracts - AWWTP	R	05/09/19	08/01/19		
19-00698	05/16/19	ROCKN005 ROCKNESS MUSIC								
1	INV 4117 DATED 4/12/19-7/14/19		350.00	T-12-56-286-000-876	B PARKS & RECREATION/ TRIATHLON	R	05/16/19	08/01/19		7/14/19 INV4117
19-00756	05/29/19	G0186 GRAPHIC CONTROLS LLC								
1	20626356 - BN30755317-001		1,009.00	9-09-55-501-001-503	B Water Plant Maintenance	R	05/29/19	08/01/19		N05731/N08965
2	00084400 18019 - BRISTOL		132.96	9-09-55-501-001-503	B Water Plant Maintenance	R	05/29/19	08/01/19		N05731/N08965
3	00071340 F20000 BRISTOL		255.95	9-09-55-501-001-503	B Water Plant Maintenance	R	05/29/19	08/01/19		N05731/N08965
4	10631092 BN 24001661-001		121.29	9-09-55-501-001-503	B Water Plant Maintenance	R	05/29/19	08/01/19		N05731/N08965
5	30683828 MP 82-32-0322-05		53.39	9-09-55-501-001-503	B Water Plant Maintenance	R	05/29/19	08/01/19		N05731/N08965
6	APPROXIMATE SHIPPING		30.63	9-09-55-501-001-503	B Water Plant Maintenance	R	05/29/19	08/01/19		N05731/N08965
			1,603.22							
19-00805	06/06/19	A1012 APPLIED ANALYTICS, INC.								
1	DISSOLVED OXYGEN SENSOR		350.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	06/06/19	08/01/19		A19-22901
19-00807	06/06/19	U0013 USA BLUE BOOK								
1	ITEM #15377 2" WAHS BACKFLOW		108.95	9-09-55-501-002-503	B Sewer Plant Maintenance	R	06/06/19	08/01/19		928150
2	SHIPPING		19.23	9-09-55-501-002-503	B Sewer Plant Maintenance	R	08/01/19	08/01/19		928150
			128.18							
19-00808	06/06/19	M0027 MERSHON CONCRETE								
1	4' PRECAST STEPS (6) DELIVERED		1,000.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	06/06/19	08/01/19		35698
19-00811	06/06/19	E0157 EAST WINDSOR TOWNSHIP								
1	DISPATCH SERVICES 1/1-6/30		90,508.00	9-01-43-517-001-199	B East Windsor Dispatch-Shared Service	R	06/06/19	08/01/19		1/1-6/30/19
19-00843	06/11/19	S2005 SWAN PUMP & SUPPLY								
1	INV. 125712 - TECHLINE/FITTING		33.93	9-01-26-290-001-128	B Maint.-Downtn Irrigation Sys.	R	06/11/19	08/01/19		125712
2	INV. 125763 - TUBING/TOOL		25.00	9-01-26-290-001-128	B Maint.-Downtn Irrigation Sys.	R	06/11/19	08/01/19		125763
			58.93							
19-00888	06/19/19	W0002 W.B. MASON CO., INC.								
1	CENTRAL SUPPLIES		342.14	9-01-20-125-001-036	B Office Supplies	R	06/19/19	08/01/19		200172984

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19-00888	06/19/19	W0002 W.B. MASON CO., INC.		Continued						
2	JANITORIAL SUPPLIES		52.99	9-01-20-125-001-035	B Paper Products/Janitorial	R	06/19/19	08/01/19		200172984
3	COURT SUPPLIES		58.03	9-01-20-176-000-036	B Office Supplies	R	06/19/19	08/01/19		200172984
4	AWWTP SUPPLIES		30.35	9-09-55-501-002-509	B Office Supplies - Admin.	R	06/19/19	08/01/19		200172984
			483.51							
19-00889	06/20/19	N0058 NATIONAL FIRE PROTECTION ASSOC								
1	LEAD MEMBERSHIP DUES 1 YEAR		1,575.00	9-01-25-256-002-048	B FIRE PREVENTION	R	06/20/19	08/01/19		56934/002
19-00903	06/28/19	V0290 VITAL COMMUNICATIONS INC.								
1	INV V74513 JULY 19 MONTHLY CHG		210.00	9-01-20-150-001-029	B Maintenance Contracts	R	06/28/19	08/01/19		V74513
19-00914	07/01/19	C0087 CUSTOM BANDAG, INC								
1	INV. 80152383 - TIRE REPAIR		21.00	9-01-26-315-001-132	B Vehicle Maint. - Public Works	R	07/01/19	08/01/19		80152383
19-00922	07/01/19	R0039 RR DONNELLEY								
1	SAFETY PAPER - LEGAL		73.50	9-01-27-330-001-036	B Office Supplies- Maint.	R	07/01/19	08/01/19		HIGHTSTOWN
19-00924	07/01/19	T0061 TOWNSHIP OF ROBBINSVILLE DPW								
1	HPD VEHICLE MAINTENANCE		35.00	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
2	HPD VEHICLE MAINTENANCE		160.64	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
3	HPD VEHICLE MAINTENANCE		586.65	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
4	HPD VEHICLE MAINTENANCE		35.00	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
5	HPD VEHICLE MAINTENANCE		175.00	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
6	HPD VEHICLE MAINTENANCE		550.55	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
7	HPD VEHICLE MAINTENANCE		89.77	9-01-43-515-001-170	B Mechanic Services	R	07/01/19	08/01/19		
			1,632.61							
19-00926	07/01/19	B0076 BERGEY'S TRUCK CENTER								
1	INV. PM278849R FILTER ELEMENT		49.51	9-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	07/01/19	08/01/19		PM278849R
19-00927	07/01/19	T0147 TRACTOR SUPPLY COMPANY								
1	TICKET 512270 - HSK TOOL BELT		19.99	9-01-26-290-001-050	B DPW Work Equipment	R	07/01/19	08/01/19		512270
19-00930	07/01/19	Q0176 EUROFINS QC, INC								
1	INV. 1979777 - WATER ANALYSIS		195.00	9-09-55-501-001-532	B Outside Testing/Labs	R	07/01/19	08/01/19		1979777
2	INV. 1980578 - WATER ANALYSIS		290.00	9-09-55-501-001-532	B Outside Testing/Labs	R	07/01/19	08/01/19		1980578
			485.00							

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19-00937	07/02/19	M0261 MERCER COUNTY COMMUNITY COLLEG								
1 FIT TEST	6/20/19	AUSTIN FRANK	20.00	9-01-25-252-002-042	B Education & Training	R	07/02/19	08/01/19		FA3934
19-00943	07/03/19	HEART005 HEARTSMART.COM								
1 CARDIAC SCIENCE			1,517.40	9-01-25-260-001-080	B Medical Equipment	R	07/03/19	08/01/19		174159
19-00947	07/03/19	Q0160 QUICK STOP FIRE PROTECTION								
1 ANNUAL EXTINGUISHER INSP	5/27		394.40	9-01-25-260-001-080	B Medical Equipment	R	07/03/19	08/01/19		9299
19-00948	07/03/19	G0175 GEORGE'S GARAGE & TOWING, INC.								
1 SAFETY CHECK/REPLACE TIRES	6/7		862.02	9-01-25-260-001-034	B Vehicle Repair	R	07/03/19	08/01/19		20580
19-00949	07/03/19	G0175 GEORGE'S GARAGE & TOWING, INC.								
1 TURBOCHARGER INLET PIPE	6/14		548.16	9-01-25-260-001-034	B Vehicle Repair	R	07/03/19	08/01/19		20646
19-00952	07/03/19	S0061 SEA BOX								
1 INV. SI83016 CONTAINER RENTAL			75.00	9-01-26-310-001-025	B Building Rental	R	07/03/19	08/01/19		SI83016
19-00956	07/03/19	S0029 STATE TOXICOLOGY LABORATORY								
1 RANDOM DRUG SCREEN	HPD OFFICER		90.00	9-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	07/03/19	08/01/19		05/31/19
19-00960	07/03/19	M0714 GENSERVE, INC.								
1 INV, 0174810 -WATER PLANT			585.00	9-09-55-501-001-503	B Water Plant Maintenance	R	07/03/19	08/01/19		0174810
19-00965	07/08/19	FIREA005 FIRE APPARATUS REPAIR, INC.								
1 EMERGENCY REPAIR TELESQUIRT			367.00	9-01-25-252-002-121	B Preventive Maintenance	R	07/08/19	08/01/19		14936
19-00968	07/10/19	CGPH0005 CGP&H								
1 LETTER FOR WORKSHOP ATT	6/25		130.00	9-01-20-136-001-028	B Grant Writing/Administration	R	07/10/19	08/01/19		36176
19-00970	07/10/19	CLARK005 CLARKE CATON HINTZ								
1 Review Minor Subdivision			889.96	2019-03	P MINOR SUBDIVISION	R	07/10/19	08/01/19		75538
19-00971	07/10/19	R0077 ROBERTS ENGINEERING GRP LLC								
1 Rev application/issue	PB ltr		1,053.00	2019-03	P MINOR SUBDIVISION	R	07/10/19	08/01/19		2726
19-00972	07/10/19	R0077 ROBERTS ENGINEERING GRP LLC								
1 Review revised plans			712.00	2018-04	P Senior Living Facility	R	07/10/19	08/01/19		2720

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Item Description					Acct Type Description		Enc Date Date	Date	
19-00979	07/11/19	M0127 MONMOUTH COUNTY							
1 JUNE 2019 ROOSEVELT TIPPING			2,556.88	9-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	07/11/19	08/01/19	HIGH150821
19-00981	07/11/19	C0087 CUSTOM BANDAG, INC							
1 ELECTRIC 3/6/19-6/4/19			2,405.26	9-01-31-430-001-071	B Electric-Borough Hall	R	07/11/19	08/01/19	MAR 6-JUNE 4
19-00983	07/11/19	U0144 UPS							
1 TRACKING 1Z161Y334292482048			7.68	9-01-30-421-001-022	B Postage & Express Charges	R	07/11/19	08/01/19	0000161Y33279
19-00984	07/11/19	GEETA005 GEETANJALI JAIN							
1 MILEAGE 4/8/19 - 6/27/19			597.81	9-01-27-330-001-045	B Mileage/Travel	R	07/11/19	08/01/19	07/01/19
19-00988	07/12/19	M0180 MCMASTER-CARR							
1 EMERGENCY REPAIR 7/12/19			147.77	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/12/19	08/01/19	10305343
19-00989	07/12/19	L0210 LARRY GUNNELL							
1 CAMP REFRESHMENTS ALDI 7/10/19			53.64	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	07/12/19	08/01/19	460/006/004/001
19-00992	07/15/19	M1076 MCMANIMON, SCOTLAND & BAUMANN							
1 Rug Mill Pre-Planning Meeting			2,235.70	3PRCLLC	P Pre-Planning Review	R	07/15/19	08/01/19	#162843
19-00993	07/15/19	CLARK005 CLARKE CATON HINTZ							
1 R. Deverin/565 N. Main-tree			73.47	201802	P PRELIMINARY FINAL MINOR SUBDIV	R	07/15/19	08/01/19	75734
19-00994	07/15/19	CLARK005 CLARKE CATON HINTZ							
1 Mileage/tolls Mill Mtg.5/22/19			32.22	3PRCLLC	P Pre-Planning Review	R	07/15/19	08/01/19	75735
19-00995	07/15/19	M0256 MERCER CO IMPROVEMENT AUTH							
1 MAY 2019 TIPPING			18,585.23	9-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	07/15/19	08/01/19	MAY 2019
2 MAY 2019 RECYCLING TAX			484.83	9-01-43-496-001-174	B Recycling Tax	R	07/15/19	08/01/19	MAY 2019 TAX
			19,070.06						
19-00996	07/15/19	E0576 EAST WINDSOR REGIONAL SCHOOL							
1 MAY 2019 FUEL USE - FIRE			478.14	9-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	07/15/19	08/01/19	MAY 2019
2 MAY 2019 FUEL USE - POLICE			1,924.08	9-01-31-460-001-145	B Motor Fuel - Police	R	07/15/19	08/01/19	MAY 2019
3 MAY 2019 FUEL USE - 1ST AID			166.31	9-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	07/15/19	08/01/19	MAY 2019
4 MAY 2019 FUEL USE - GARBAGE			1,332.41	9-01-31-460-001-147	B Motor Fuel - Public Works	R	07/15/19	08/01/19	MAY 2019
5 MAY 2019 FUEL USE - STREETS			1,185.18	9-01-31-460-001-147	B Motor Fuel - Public Works	R	07/15/19	08/01/19	MAY 2019
6 MAY 2019 FUEL USE - PARKS			59.65	9-01-31-460-001-147	B Motor Fuel - Public Works	R	07/15/19	08/01/19	MAY 2019

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19-00996	07/15/19	E0576 EAST WINDSOR REGIONAL SCHOOL		Continued						
7 MAY 2019	FUEL USE - WATER		120.88	9-09-55-501-001-512	B Motor Fuel	R	07/15/19	08/01/19		MAY 2019
8 MAY 2019	FUEL USE - SEWER		188.88	9-09-55-501-002-512	B Motor Fuel	R	07/15/19	08/01/19		MAY 2019
9 MAY 2019	FUEL USE - CONSTRUC		45.84	9-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	07/15/19	08/01/19		MAY 2019
10 MAY 2019	FUEL FACILITY FEE		120.00	9-01-31-460-001-144	B Upgrades to Fueling Facility	R	07/15/19	08/01/19		MAY 2019
			<u>5,621.37</u>							
19-00997	07/15/19	JEMIN005 JEM INDUSTRIAL SERVICES INC.								
1	5 GALLON TURF KING #322		233.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		15-2303
19-00999	07/15/19	B0921 BRITTON INDUSTRIES, INC								
1 INV.	0378420 - YD WST DISP		219.14	9-01-26-311-001-168	B Yardwaste	R	07/15/19	08/01/19		0378420
2 INV.	0381036 - YD WST DISP		282.05	9-01-26-311-001-168	B Yardwaste	R	07/15/19	08/01/19		0381036
3 INV.	0383428 - YD WST DISP		181.04	9-01-26-311-001-168	B Yardwaste	R	07/15/19	08/01/19		0383428
4 INV.	0385691 - YD WST DISP		200.61	9-01-26-311-001-168	B Yardwaste	R	07/15/19	08/01/19		0385691
			<u>882.84</u>							
19-01000	07/15/19	T0130 TRIANGLE COPY/								
1	ICE CREAM VOUCHERS		50.00	9-01-25-240-001-119	B Community Policing	R	07/15/19	08/01/19		22668EW
19-01001	07/15/19	N0234 NJ DIV OF ALCOHOLIC BEV CONTR.								
1	2019-2020 LIQUOR LICENSE RENEW		9.00	9-01-20-120-001-199	B Miscellaneous	R	07/15/19	08/01/19		HIGHTSTOWN
19-01002	07/15/19	M0364 MUNICIPAL CLERK'S ASSOC. OF NJ								
1	DEBRA SOPRONYI, CLERK		100.00	9-01-20-120-001-044	B Professional Assoc. Dues	R	07/15/19	08/01/19		5482
2	MARGARET RIGGIO, DEPUTY CLERK		75.00	9-01-20-120-001-044	B Professional Assoc. Dues	R	07/15/19	08/01/19		5486
			<u>175.00</u>							
19-01003	07/15/19	NJADV005 NJ Advance Media								
1	COMPLETE STREETS COMMITTEE		9.28	9-01-20-120-001-021	B Advertisements	R	07/15/19	08/01/19		0009115292
2	HARVEST FAIR COMMITTEE		8.70	9-01-20-120-001-021	B Advertisements	R	07/15/19	08/01/19		0009115286
			<u>17.98</u>							
19-01004	07/15/19	N0425 NJ DEPT. OF HEALTH & SR SERV.								
1	DOG PILOT JUNE 2019		29.40	T-13-05-265-000-001	B DUE STATE OF NEW JERSEY	R	07/15/19	08/01/19		JUNE 2019
19-01005	07/15/19	D0050 DEPT OF CHILDREN & FAMILIES								
1	MARRIAGE REPORT 2ND QTR 2019		225.00	9-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	07/15/19	08/01/19		2ND QTR 2019

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19-01006	07/15/19	M0714 GENSERVE, INC.								
1 A SERVICE PENNSAUKEN			535.00	9-09-55-501-002-511	B Generator/Engine Maintenance Agreemt (B) R		07/15/19	08/01/19		0174811
19-01007	07/15/19	G0050 GROVE SUPPLY INC								
1 ITEM #6560 4 PVCDDW FEMALE			6.47	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		55011274
2 ITEM #12838 4IN C/S BRASS			12.92	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		55011274
			19.39							
19-01009	07/15/19	A0164 ALLIED BOILER REPAIR CORP.								
1 SERVICE CALL 6/27/19 LABOR			550.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17109
2 REBUILT PILOT ASSEMBLY			175.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17109
3 6/6/19, 6/7/19,6/24/19 LABOR			2,000.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
4 ITEM CODE: SPECIAL- 1-1/2"			1,297.50	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
5 ITEM #BMB112114 1-1/2" X 1-1/4			16.04	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
6 ITEM #IPSBVFP114 1-1/4" IPS			68.88	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
7 ITEM #BNRUN112 RUN 1-1/2"			85.62	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
8 ITEM #ELBOX4 4" ELECTRICAL BOX			2.36	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
9 ITEM #ELECTRICAL ELECTRICAL			96.75	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
10 ITEM #BMT112114 1-1/2" X			15.56	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
11 ITEM #BMB11412 1-1/4" X 1/2"			7.67	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
12 ITEM #BMU12 1/2" BLACK MAL			7.73	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
13 ITEM #IPSBV12 1/2" BALL VALVE			10.23	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
14 ITEM #BMT12 1/2" BLACL MAL TEE			4.07	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
15 ITEM #BMU12 1/2" BLACK MAL			7.73	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
16 ITEM #PP9012 1/2" PROPRESS 90			6.46	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
17 ITEM #RELTD4SEC 4 SECOND			72.80	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		17098
			4,424.40							
19-01010	07/15/19	U0013 USA BLUE BOOK								
1 ITEM #88502 PLUSZAP			23.98	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		955315
2 FREIGHT CHARGES			21.28	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/24/19	08/01/19		955315
			45.26							
19-01011	07/15/19	W0099 WATCHUNG SPRING WATER CO., INC								
1 DISTILLED WATER			59.44	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		9500142
19-01012	07/15/19	M0180 MCMASTER-CARR								
1 ITEM #3881T19 MERV 11 AIR			78.83	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		10538626
2 ITEM #6191K13- 4L200 V-BELT			20.61	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		10538626

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Item Description					Acct Type Description					
19-01012	07/15/19	M0180 MCMaster-CARR		Continued						
3 ITEM #47865K45 1"FXM BALL			96.36	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		10538626
4 SHIPPING			16.31	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/19/19	08/01/19		10538626
			<u>212.11</u>							
19-01013	07/15/19	F1181 FOX WELDING SERVICE								
1 6 ALUM U-SHAPED BRACKETS			210.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		6/20/19
19-01014	07/15/19	J1041 JOSEPH FAZZIO-WALL, LLC								
1 ITEM #840476009660 14" HD			7.59	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		20230991
2 ITEM #643295 1-1/2X 1-1/2			23.15	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		20230991
3 ITEM #640059 1/4X2 ALUM			19.36	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		20230991
			<u>50.10</u>							
19-01015	07/15/19	T1067 TREASURER, STATE OF NJ								
1 INV. 191071900 - ANNUAL			720.00	9-09-55-501-001-520	B Permits & Fees	R	07/15/19	08/01/19		191071900
19-01016	07/15/19	N0021 NORTHERN TOOL & EQUIPMENT CO.								
1 ITEM #47505-4958 10'X10'			179.99	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		42985026
2 CREDIT INVOICE #40988959			79.99	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		40988959
			<u>100.00</u>							
19-01017	07/15/19	J0069 JERSEY ELEVATOR SERVICE								
1 JULY 2019 CONTRACTUAL SERVICE			172.82	9-01-26-310-001-029	B Maintenance Contracts	R	07/15/19	08/01/19		220862
19-01018	07/15/19	G0171 GEORGE E. CONLEY ELECTRIC								
1 CHANGE BALLAST AND BULB			780.00	8-01-31-435-001-075	B Street Lighting	R	07/15/19	08/01/19		24123
19-01021	07/15/19	V0007 VALLEY PHYSICIAN SERVICES, PC								
1 INV. 394134C5622			153.00	9-01-26-290-001-093	B Employee Physicals/Drug Tests	R	07/15/19	08/01/19		394134C5622
19-01022	07/15/19	Q0176 EUROFINS QC, INC								
1 INV. 1982567 - WATER ANALYSIS			195.00	9-09-55-501-001-532	B Outside Testing/Labs	R	07/15/19	08/01/19		1982567
2 INV. 1981963 - WATER ANALYSIS			195.00	9-09-55-501-001-532	B Outside Testing/Labs	R	07/15/19	08/01/19		1981963
			<u>390.00</u>							
19-01023	07/15/19	P0005 PARIS AUTOMOTIVE SUPPLY								
1 JUNE/JULY 2019 INVOICES			62.83	9-09-55-501-002-502	B Vehicle Maintenance	R	07/15/19	08/01/19		163553
2 JUNE/JULY 2019 INVOICES			84.62	9-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	07/15/19	08/01/19		164190

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Item Description					Acct Type Description					
19-01023	07/15/19	P0005 PARIS AUTOMOTIVE SUPPLY		Continued						
3 JUNE/JULY 2019 INVOICES			45.42	9-09-55-501-001-502	B Vehicle Maintenance	R	07/15/19	08/01/19		
4 JUNE/JULY 2019 INVOICES			29.80	9-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	08/01/19	08/01/19		164468
5 JUNE/JULY 2019 INVOICES			16.58	9-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	08/01/19	08/01/19		164627
6 JUNE/JULY 2019 INVOICES			<u>127.89</u>	9-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	08/01/19	08/01/19		165423
			197.90							
19-01024	07/15/19	E8035 PENN VALLEY PUMP								
1 PRESSURE SWITCH			148.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		14167
2 PRESSURE GAUGE			98.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		14167
3 SHOP- RECONDITIONING LABOR			75.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		
4 SHIPPING			<u>13.20</u>	9-09-55-501-002-503	B Sewer Plant Maintenance	R	08/01/19	08/01/19		14167
			334.20							
19-01025	07/15/19	BELZ0005 BELZONA REPAIR TECH, LLC.								
1 ITEM #4111 CODE J03G 1 15KG			450.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		0719-9307
2 ITEM #4911 CODE 375G 1 450KG			213.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		0719-9307
3 SHIPPING & HANDLING			<u>25.00</u>	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/15/19	08/01/19		0719-9307
			688.00							
19-01026	07/15/19	A0054 AQUA PRO-TECH LABORATORIES								
1 ITEM #9060194-01 OIL & GREASE			45.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
2 ITEM #9060194-01 VO+15			150.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
3 ITEM #9060194-02 FECAL			45.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
4 ITEM #9060194-03 AMMONIA			40.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
5 ITEM #9060494-01 AMMONIA			40.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
6 ITEM #9060494-02 FECAL			45.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
7 ITEM #9060802-01 AMMONIA			40.00	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
8 HANDLING CHARGE			<u>12.15</u>	9-09-55-501-002-532	B Outside Lab Testing	R	07/15/19	08/01/19		9060194M
			417.15							
19-01027	07/15/19	M0256 MERCER CO IMPROVEMENT AUTH								
1 JUNE 2019 TIPPING			18,066.59	9-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	07/15/19	08/01/19		JUNE 2019
2 JUNE 2019 RECYCLING TAX			<u>471.30</u>	9-01-43-496-001-174	B Recycling Tax	R	07/15/19	08/01/19		JUNE 2019 TAX
			18,537.89							
19-01029	07/15/19	E0576 EAST WINDSOR REGIONAL SCHOOL								
1 JUNE 2019 FUEL USE - FIRE			328.89	9-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	07/15/19	08/01/19		JUNE 2019
2 JUNE 2019 FUEL USE - POLICE			1,622.71	9-01-31-460-001-145	B Motor Fuel - Police	R	07/15/19	08/01/19		JUNE 2019

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Item Description					Acct Type Description					
19-01029	07/15/19	E0576		EAST WINDSOR REGIONAL SCHOOL	Continued					
3 JUNE 2019 FUEL USE - 1ST AID			195.39	9-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	07/15/19	08/01/19		JUNE 2019
4 JUNE 2019 FUEL USE - GARBAGE			1,090.68	9-01-31-460-001-147	B Motor Fuel - Public Works	R	07/15/19	08/01/19		JUNE 2019
5 JUNE 2019 FUEL USE - STREETS			726.56	9-01-31-460-001-147	B Motor Fuel - Public Works	R	07/15/19	08/01/19		JUNE 2019
6 JUNE 2019 FUEL USE - PARKS			69.22	9-01-31-460-001-147	B Motor Fuel - Public Works	R	07/15/19	08/01/19		JUNE 2019
7 JUNE 2019 FUEL USE - WATER			96.18	9-09-55-501-001-512	B Motor Fuel	R	07/15/19	08/01/19		JUNE 2019
8 JUNE 2019 FUEL USE - SEWER			136.63	9-09-55-501-002-512	B Motor Fuel	R	07/15/19	08/01/19		JUNE 2019
9 JUNE 2019 FUEL USE - CONSTRUCT			26.40	9-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	07/15/19	08/01/19		JUNE 2019
10 JUNE 2019 FUEL FACILIT FEE			120.00	9-01-31-460-001-144	B Upgrades to Fueling Facility	R	07/15/19	08/01/19		JUNE 2019
			4,412.66							
19-01032	07/15/19	F0135		FBI NATIONAL ACADEMY ASSOC.						
1 GENDRON - MECCA			600.00	9-01-25-240-001-042	B Education & Training	R	07/15/19	08/01/19		
19-01033	07/15/19	WIREL005		WIRELESS ELECTRONICS, INC.						
1 SERVICE CONTRACT JULY 2019			255.00	9-01-25-240-001-029	B Maint. Contracts - Other	R	07/15/19	08/01/19		M59111
19-01034	07/15/19	Y0025		YOSTEMBSKI, ROBERT						
1 MONTHLY PROSECUTOR FEES 6-2019			1,200.00	9-01-25-275-001-111	B Municipal Prosecutor	R	07/15/19	08/01/19		JUNE 2019
19-01035	07/15/19	00095		COUNTY OF OCEAN						
1 TRAINING - TOWNSEND			200.00	9-01-25-240-001-042	B Education & Training	R	07/15/19	08/01/19		TOWNSEND 9/13
19-01037	07/15/19	V0012		VERMEER NORTH ATLANTIC						
1 INV. 10322693 - CHIPPER BLADE			136.56	9-01-26-311-001-034	B Equipment Parts & Accessories	R	07/15/19	08/01/19		10322693
19-01038	07/15/19	B0966		ERB'S GARAGE INC						
1 INV. 13108 - BRAKES ON			1,885.95	9-01-26-315-001-132	B Vehicle Maint. - Public Works	R	07/15/19	08/01/19		13108
2 INV. 13109 - TRANSMISSION			1,038.70	9-01-26-315-001-132	B Vehicle Maint. - Public Works	R	07/15/19	08/01/19		13109
			2,924.65							
19-01039	07/15/19	M0714		GENSERVE, INC.						
1 INV. 0174809			475.00	9-01-26-310-001-024	B Building Maintenance	R	07/15/19	08/01/19		0174809
19-01040	07/15/19	C0396		CAVANAUGH'S, INC.						
1 INV. 749039 MONTHLY PEST SERV			20.00	9-01-26-310-001-029	B Maintenance Contracts	R	07/15/19	08/01/19		749039
2 INV. 749040 MONTHLY PEST SERV			20.00	9-01-26-310-001-029	B Maintenance Contracts	R	07/15/19	08/01/19		749040
			40.00							

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Item Description					Acct Type Description		Enc Date Date	Date	
19-01042	07/15/19	W0096 WATER WORKS SUPPLY CO., INC.							
1 INV. IF95801	TOOL RESHARPENING		255.22	9-09-55-501-001-535	B Hydrants and Line Repair	R	07/15/19	08/01/19	IF95801
19-01043	07/15/19	H0163 HUNTER JERSEY PETERBUILT							
1 INV. X205086172			569.03	9-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	07/15/19	08/01/19	X2050861072
19-01044	07/15/19	G0001 GPANJ							
1 REGISTRATION FOR DEBRA			35.00	9-01-20-100-001-041	B Conferences & Meetings	R	07/15/19	08/01/19	MTG 9/12/19
19-01045	07/15/19	CLARK005 CLARKE CATON HINTZ							
1 Rev. amended site plan			266.00	2018-04	P Senior Living Facility	R	07/15/19	08/01/19	#75739
19-01046	07/15/19	E0054 ERIC M. BERNSTEIN & ASSOC.,LLC							
1 NEGOTIATIONS FOP LODGE 140			648.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/15/19	08/01/19	59506
2 OPEIU LOCAL 32 NEGOTIATIONS			81.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/15/19	08/01/19	59507
3 NEGOTIATIONS FOP LODGE 140			189.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/15/19	08/01/19	59508
4 ENG CO NO 1 DISCIPLINARY			135.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/15/19	08/01/19	59509
5 ENG CO NO 1 DISCIPLINARY			2,218.14	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/15/19	08/01/19	59534
6 J MINESTRA			108.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/15/19	08/01/19	59511
			3,379.14						
19-01047	07/15/19	J0257 JCP&L							
1 ELECTRIC 6/8/19 - 7/9/19			30.81	9-01-31-430-001-071	B Electric-Borough Hall	R	07/15/19	08/01/19	100068401122
2 ELECTRIC 6/6/19 - 7/5/19			19.72	9-09-55-501-001-504	B Electricity	R	07/15/19	08/01/19	100059701167
3 ELECTRIC 6/5/19 - 7/3/19			23.86	9-09-55-501-001-504	B Electricity	R	07/15/19	08/01/19	100086395041
4 ELECTRIC 6/5/19 - 7/3/19			53.75	9-01-31-430-001-071	B Electric-Borough Hall	R	07/15/19	08/01/19	100072968868
5 ELECTRIC 6/5/19 - 7/3/19			24.71	9-01-31-430-001-071	B Electric-Borough Hall	R	07/15/19	08/01/19	100100104247
6 ELECTRIC 6/5/19 - 7/3/19			157.75	9-01-31-430-001-071	B Electric-Borough Hall	R	07/15/19	08/01/19	100051508750
7 ELECTRIC 6/5/19 - 7/3/19			135.77	9-01-31-430-001-071	B Electric-Borough Hall	R	07/15/19	08/01/19	100051508677
			446.37						
19-01048	07/15/19	BLOCK005 TELESYSTEM							
1 JULY 1, 2019 INVOICE 13719041			1,166.15	9-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	07/15/19	08/01/19	13719041
19-01049	07/16/19	COMCA005 COMCAST BUSINESS							
1 8499052430034100 413 MERCER ST			166.85	9-01-20-140-001-060	B Internet Services and Web Services	R	07/16/19	08/01/19	499052430034100
19-01050	07/16/19	R0077 ROBERTS ENGINEERING GRP LLC							
1 Site Inspections			1,107.00	2017-03IF	P 111 ORCHARD AVENUE	R	07/16/19	08/01/19	2719

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19-01051	07/17/19	R0537 STITCHES N INK									
1	SIGNS/BANNERS/STICKERS	11669	90.00	G-02-41-761-000-000	B Mercer County Local Arts Grant		R	07/17/19	08/01/19		11669
19-01053	07/18/19	M0053 MES - PENNSYLVANIA									
1	REPAIR AIR PAK INV	IN1340671	270.48	9-01-25-252-002-056	B Fire & Other Safety Equipment		R	07/18/19	08/01/19		IN1340671
19-01057	07/19/19	NEVAD005 NEVADA CARABELLI-DOHERTY									
1	REFUND THEATER IN THE PARK		275.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK		R	07/19/19	08/01/19		2019-135
19-01058	07/19/19	HAILE005 HAILEY SKOPAS									
1	COURT SESSION JULY 10, 2019		75.00	9-01-20-176-000-114	B Court Assistance		R	07/19/19	08/01/19		JULY 10, 2019
2	COURT SESSION JULY 17, 2019		60.00	9-01-20-176-000-114	B Court Assistance		R	07/19/19	08/01/19		JULY 17, 2019
			135.00								
19-01059	07/19/19	OLIVIO05 OLIVIA BARRICK									
1	COURT SESSION JULY 10, 2019		70.00	9-01-20-176-000-114	B Court Assistance		R	07/19/19	08/01/19		JULY 10, 2019
2	COURT SESSION JULY 17, 2019		55.00	9-01-20-176-000-114	B Court Assistance		R	07/19/19	08/01/19		JULY 17, 2019
			125.00								
19-01060	07/19/19	L0037 LINCOLN FINANCIAL GROUP									
1	AUGUST LIFE INSURANCE WTP		18.16	9-09-55-501-001-514	B INSURANCE		R	07/19/19	08/01/19		AUGUST 2019
2	AUGUST LIFE INSURANCE AWWTP		54.48	9-09-55-501-002-514	B Insurance		R	07/19/19	08/01/19		AUGUST 2019
3	AUGUST LIFE INSURANCE		260.15	9-09-55-501-002-514	B Insurance		R	07/19/19	08/01/19		AUGUST 2019
			332.79								
19-01062	07/19/19	JOSHU005 JOSHUA MARCUS GROUP LLC									
1	POLICE PROP		380.00	T-12-56-286-000-864	B NATIONAL NIGHT OUT - POLICE		R	07/19/19	08/01/19		10870
19-01063	07/19/19	L0210 LARRY GUNNELL									
1	REFRESHMENTS ALDI 7/18/19		28.74	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS		R	07/19/19	08/01/19		460/006/003/009
19-01064	07/19/19	T1067 TREASURER, STATE OF NJ									
1	ENVIRONMENTAL REG - NJPDES		450.00	C-08-55-953-000-544	B MAPLE AVE & SUNSET DR 2017-16 SEC 20		R	07/19/19	08/01/19		191080230
19-01065	07/19/19	M0185 MERCER CTY MUNIC. JUDGES ASSOC									
1	HON SETH KURS, J.M.C.		200.00	9-01-20-176-000-044	B Professional Association Dues		R	07/19/19	08/01/19		JAN 15, 2019
19-01066	07/19/19	V0022 VERIZON WIRELESS									
1	MDN ACCT 442014572-00001 7/10		200.20	9-01-31-440-001-079	B Telephone-VERIZON WIRELESS		R	07/19/19	08/01/19		9833807882

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
Item Description					Acct Type Description					
19-01067	07/19/19	RICHA025 RICHARD GRUBB & ASSOCIATES								
1	ARCHAEOLOGICAL MONITORING WORK		2,157.00	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST R		07/19/19	08/01/19		2017-147-02
19-01068	07/19/19	A0107 ANSELL GRIMM & ARRON, PC								
1	GENERAL FILES 2019		607.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441529
2	ORDINANCES 2019		202.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441530
3	ENGINEERING MATTERS 2019		148.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441531
4	LABOR MATTERS 2019		27.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	07/19/19	08/01/19		441532
5	MEETINGS 2019		945.00	9-01-20-155-001-029	B Attendance at Council Meetings	R	07/19/19	08/01/19		441533
6	BORO V CASTORO & CO LITIGATION		108.00	9-01-20-155-001-033	B Litigation	R	07/19/19	08/01/19		441534
7	OPRA ISSUES 2017		40.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441535
8	SHARED SVCS AGREEMENTS		27.00	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441536
9	REDEVELOPMENT BANK ST AREA		52.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441548
10	AFFORDABLE HOUSING MATTERS 19		108.00	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441538
11	BORO V ATLAS SEPTIC		40.50	9-01-20-155-001-033	B Litigation	R	07/19/19	08/01/19		441539
12	MUNICIPAL SVCS AGREEMENT		94.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441540
13	HECTOR & TRANSITO TORRES		162.00	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441541
14	D & C BEAN NOEBELS TO BORO		67.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441542
15	G EVERS & K LOWERY TO BORO		67.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441543
16	EASEMENT BLOCK 33 LOT 30.01		445.50	9-01-20-155-001-027	B General Matters	R	07/19/19	08/01/19		441544
			3,144.00							
19-01070	07/22/19	V0290 VITAL COMMUNICATIONS INC.								
1	INV V74708 AUG 19 MONTHLY CHG		210.00	9-01-20-150-001-029	B Maintenance Contracts	R	07/22/19	08/01/19		V74768
19-01071	07/22/19	M1076 MCMANIMON, SCOTLAND & BAUMANN								
1	BOND ORDINANCE INV 162842		600.00	C-08-55-953-000-544	B MAPLE AVE & SUNSET DR 2017-16 SEC 20	R	07/22/19	08/01/19		162842
19-01072	07/22/19	STATE005 STATEWIDE INSURANCE FUND								
1	INSTALLMENT 4/4 WORKERS COMP		10,813.50	9-01-23-210-003-112	B General Liability-JIF	R	07/22/19	08/01/19		19D33
2	INSTALLMENT 4/4 WORKERS COMP		20,578.00	9-01-23-210-003-113	B Workers Compensation (JIF)	R	07/22/19	08/01/19		19D33
3	INSTALLMENT 4/4 WORKERS COMP		7,083.25	9-09-55-501-001-515	B County Insurance - JIF	R	07/22/19	08/01/19		19D33
4	INSTALLMENT 4/4 WORKERS COMP		28,333.50	9-09-55-501-002-515	B County Insurance - JIF	R	07/22/19	08/01/19		19D33
			66,808.25							
19-01073	07/24/19	C0752 CHAD REED								
1	REIMBURSE UNION/MEMBER DUES		145.00	9-01-25-256-002-044	B Professional Association Dues	R	07/24/19	08/01/19		17493

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Item Description					Acct Type Description					
19-01079	07/24/19	M0714 GENSERVE, INC.								
1 B SERVICE PENNSAUKEN			190.00	9-09-55-501-002-511	B Generator/Engine Maintenance Agreemt (B)	R	07/24/19	08/01/19		0166704
19-01080	07/24/19	N0275 NJ LEAGUE OF MUNICIPALITIES								
1 NJ MUNICIPALITIES MAGAZINE			25.00	9-01-20-110-001-199	B Miscellaneous	R	07/24/19	08/01/19		19M-2373
19-01081	07/24/19	M0095 MERCER COUNTY CLERK/ELECTION								
1 2019 PRIMARY ELECTION			3,000.00	9-01-20-120-002-100	B Election Expenses	R	07/24/19	08/01/19		2019 PRIMARY
2 2019 PRIMARY ELECTION			140.00	9-01-20-125-001-023	B Printing & Stationary	R	07/24/19	08/01/19		2019 PRIMARY
			<u>3,140.00</u>							
19-01083	07/24/19	NJADV005 NJ Advance Media								
1 BUDGET SUMMARY			136.36	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009196527
2 ORD 2019-08 ADOPT			13.92	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009195516
3 ORD 2019-09 INTRO			34.80	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009195517
4 ORD 2019-10 INTRO			35.96	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009195523
5 COUNCIL 06/17 MEETING CHANGE			9.28	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009205711
6 WALKING BRIDGE MEETING			9.86	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009209208
7 ORD 2019-09 ADOPT			36.54	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009215538
8 ORD 2019-10 ADOPT			38.86	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009215554
9 COUNCIL SPECIAL MEETING			11.02	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009216427
10 CULTURAL ARTS SPECIAL MEETING			11.60	9-01-20-120-001-021	B Advertisements	R	07/24/19	08/01/19		0009219358
			<u>338.20</u>							
19-01086	07/24/19	H0126 HIGHTS ELECTRIC MOTOR, INC.								
1 ITEM #MEM-B305 MARATHON			142.17	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/24/19	08/01/19		0953559
2 ITEM #MEM-B307 MARATHON			180.92	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/24/19	08/01/19		0953559
			<u>323.09</u>							
19-01091	07/24/19	U0013 USA BLUE BOOK								
1 ITEM #67311 STOP/SLOW TRAFFIC			65.90	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/24/19	08/01/19		960779
2 ITEM #67311 SHIPPING			18.32	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/31/19	08/01/19		960779
			<u>84.22</u>							
19-01092	07/24/19	SHERW010 SHERWIN WILLIAMS PAINT								
1 SALES #6509-47807 SCRAPERS			14.98	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/24/19	08/01/19		3370-5
2 15% DISCOUNT			2.25	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/25/19	08/01/19		3370-5
			<u>12.73</u>							

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Item Description					Acct Type Description					
19-01093	07/25/19	S0244 N.J. STATE DEPT OF LABOR								
1 2ND QTR UNEMPLOYMENT	6/30/19		2,242.32	T-16-56-286-000-833	B RESERVE-UNEMPLOYMENT TRUST	R	07/25/19	08/01/19		2ND QTR 2019
19-01094	07/25/19	S0249 STATE OF NEW JERSEY								
1 2018 UNEMPLOYMENT ASSESSMENT			509.90	8-01-23-210-003-115	B Medical Ins-Emp'l Grp Health	R	07/25/19	08/01/19		YR END 12/2018
19-01095	07/25/19	V0019 VERIZON								
1 SVCS & EQUIP	7/16 - 8/15/19		85.78	9-09-55-501-003-545	B Telephone-W/S-VERIZON	R	07/25/19	08/01/19		250717367000169
2 SVCS & EQUIP	7/16 - 8/15/19		215.76	9-01-31-440-001-089	B Telephone-VERIZON	R	07/25/19	08/01/19		750717188000153
			301.54							
19-01096	07/25/19	J0258 JCP&L (STREET LIGHTING)								
1 JUNE 19 TO JULY 18, 2019			1,699.82	9-01-31-435-001-075	B Street Lighting	R	07/25/19	08/01/19		100011415765
2 JUNE 19 TO JULY 18, 2019			374.65	9-01-31-435-001-075	B Street Lighting	R	07/25/19	08/01/19		100011415724
			2,074.47							
19-01097	07/25/19	P0044 PSE&G								
1 6/14 - 7/16/19 GAS CHARGES			24.44	9-01-31-446-001-070	B Gas Heat - Borough Hall	R	07/25/19	08/01/19		66 878 908 08
2 6/14 - 7/16/19 GAS CHARGES			15.46	9-09-55-501-001-505	B Gas Service	R	07/25/19	08/01/19		65 039 876 09
3 6/14 - 7/16/19 GAS CHARGES			23.64	9-01-31-446-001-143	B Gas/Heat - Fire House	R	07/25/19	08/01/19		66 759 467 06
4 6/14 - 7/16/19 GAS CHARGES			15.46	9-01-31-446-001-070	B Gas Heat - Borough Hall	R	07/25/19	08/01/19		74 199 082 06
			79.00							
19-01098	07/25/19	P0044 PSE&G								
1 168 BANK ST	6/15/19-7/16/19		23.64	9-01-25-260-001-073	B Natural Gas Heat	R	07/25/19	08/01/19		65 503 262 06
19-01103	07/25/19	P0044 PSE&G								
1 6/14-7/16/19 140 N MAIN ST			79.22	9-01-31-446-001-143	B Gas/Heat - Fire House	R	07/25/19	08/01/19		7341583509
2 6/14-7/16/19 148 N MAIN ST #R			42.42	9-01-31-446-001-070	B Gas Heat - Borough Hall	R	07/25/19	08/01/19		7341583606
3 6/14-7/16/19 BANK ST			33.44	9-09-55-501-001-505	B Gas Service	R	07/25/19	08/01/19		7341583703
4 6/14-7/16/19 OAK LN			824.63	9-09-55-501-002-505	B Gas Service	R	07/25/19	08/01/19		7341583800
			979.71							
19-01117	07/29/19	A0025 AT&T MOBILITY								
1 ACCT 287258726345	7/12/19		41.24	9-01-25-256-002-094	B Computer Service,Support & Software	R	07/29/19	08/01/19		287258726345X
2 ACCT 287258726345	7/12/19		306.89	9-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	07/29/19	08/01/19		287258726345X
3 ACCT 287258726345	7/12/19		116.05	9-09-55-501-003-545	B Telephone-W/S-VERIZON	R	07/29/19	08/01/19		287258726345X
4 ACCT 287258726345	7/12/19		235.81	9-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	07/29/19	08/01/19		287258726345X

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Item Description					Acct Type Description					
19-01117	07/29/19	A0025 AT&T MOBILITY		Continued						
5 ACCT 287258726345	7/12/19		90.38	9-09-55-501-003-545	B Telephone-W/S-VERIZON	R	07/29/19	08/01/19		287258726345X
			790.37							
19-01118	07/29/19	RBIAN005 RBIANCA CONN								
1 COURT SESSION 7/24/19 DAY			140.00	9-01-20-176-000-114	B Court Assistance	R	07/29/19	08/01/19		JULY 24, 2019
2 COURT SESSION 7/24/19 EVENING			75.00	9-01-20-176-000-114	B Court Assistance	R	07/29/19	08/01/19		JULY 24, 2019
			215.00							
19-01119	07/29/19	HAILE005 HAILEY SKOPAS								
1 COURT SESSION 7/24/19 EVENING			70.00	9-01-20-176-000-114	B Court Assistance	R	07/29/19	08/01/19		JULY 24, 2019
2 COURT SESSION 6/26/19 REIMBURS			10.00	9-01-20-176-000-114	B Court Assistance	R	07/29/19	08/01/19		JUNE 26, 2019
			80.00							
19-01120	07/29/19	OLIVIO05 OLIVIA BARRICK								
1 COURT SESSION 7/24/19 EVENING			65.00	9-01-20-176-000-114	B Court Assistance	R	07/29/19	08/01/19		JULY 24, 2019
19-01121	07/30/19	J0257 JCP&L								
1 168 BANK ST 100 012 445 936			333.19	9-01-25-260-001-074	B Electric	R	07/30/19	08/01/19		100012445936
19-01122	07/30/19	COMCA005 COMCAST BUSINESS								
1 OAK LN 8499 05 244 0157826			107.97	9-09-55-501-002-545	B Internet Services	R	07/30/19	08/01/19		499052440157826
19-01124	07/30/19	R0077 ROBERTS ENGINEERING GRP LLC								
1 2799 COUNCIL MEETINGS 2019			264.00	9-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	07/30/19	08/01/19		2799
2 2800 MISC REQUESTS 2019			562.50	9-01-20-165-001-104	B Attendance at Meetings (B)	R	07/30/19	08/01/19		2800
3 2801 WALKING BRIDGE			4,662.50	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	07/30/19	08/01/19		2801
4 2802 GENERAL SEWER 2019			6,331.00	9-09-55-501-002-508	B Engineer	R	07/30/19	08/01/19		2802
5 2803 STOCKTON STREET			2,310.00	C-08-55-951-001-544	B WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	07/30/19	08/01/19		2803
6 2804 WATER ASSET MANAGEMENT			2,310.00	9-09-55-501-001-508	B Engineer	R	07/30/19	08/01/19		2804
7 2805 STOCKTON ST PARKING LOT			2,367.50	9-01-20-165-001-028	B General Engineering	R	07/30/19	08/01/19		2805
8 2806 STOCKTON & JOSEPH ST			251.00	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	07/30/19	08/01/19		2806
9 2807 FIRST AVE RECONSTRUCTION			1,677.50	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	07/30/19	08/01/19		2807
10 2808 IMPROVEMENTS TO LINCOLN,			1,002.50	C-04-55-885-000-447	B LINCOLN, HAGEMOUNT, ROCKY BROOK SEC 20	R	07/30/19	08/01/19		2808
11 2813 IMPROVEMENTS TO MAPLE AVE			3,179.00	C-04-55-882-000-447	B MAPLE AVE & SUNSET DR 17-17 SECTION 20	R	07/30/19	08/01/19		2813
12 2814 NJDOT GRANTS 2019			2,256.50	9-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	07/30/19	08/01/19		2814
			27,174.00							

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
19-01125 07/30/19 J0257 JCP&L								
1 125 S MAIN 100008438010	13.70	9-01-31-430-001-071	B Electric-Borough Hall	R	07/30/19	08/01/19		100008438010
2 MAIN & STOCKTON 100008438283	25.66	9-01-31-430-001-071	B Electric-Borough Hall	R	07/30/19	08/01/19		100008438283
3 RT33 & MAXWELL 100008482018	24.01	9-01-31-430-001-071	B Electric-Borough Hall	R	07/30/19	08/01/19		100008482018
4 FRANKLIN & N MAIN 100010898904	27.70	9-01-31-430-001-071	B Electric-Borough Hall	R	07/30/19	08/01/19		100010898904
5 148 N MAIN ST 100012487714	513.57	9-01-31-430-001-071	B Electric-Borough Hall	R	07/30/19	08/01/19		100012487714
6 148 N MAIN FIREHS 100012487862	933.41	9-01-31-430-001-072	B Electric-Fire House	R	07/30/19	08/01/19		100012487862
7 BORO HALL EQUIP 100012529457	25.26	9-01-31-430-001-072	B Electric-Fire House	R	07/30/19	08/01/19		100012529457
	1,563.31							
19-01126 07/30/19 PIETR005 PIETRINA A. BRAND								
1 COURT SESSION 7/24/19	70.00	9-01-20-176-000-114	B Court Assistance	R	07/30/19	08/01/19		JULY 24, 2019
19-01127 07/31/19 M0180 MCMASTER-CARR								
1 ITEM #7448K53 SEALED LARGE	24.44	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/31/19	08/01/19		11061691
2 ITEM #7448K53 SHIPPING	6.66	9-09-55-501-002-503	B Sewer Plant Maintenance	R	07/31/19	08/01/19		11061691
	31.10							
19-01129 07/31/19 R0537 STITCHES N INK								
1 T-SHIRTS INVOICE 11855	481.40	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	07/31/19	08/01/19		11855
2 LAWN SIGNS INVOICE 11870	100.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	07/31/19	08/01/19		11870
	581.40							
19-01130 08/01/19 COMCA010 COMCAST								
1 415 MERCER ACCT 930909813 7/15	192.56	9-01-20-140-001-060	B Internet Services and Web Services	R	08/01/19	08/01/19		85207406
2 415 MERCER 930909813 12/31/18	180.12	8-09-55-501-002-545	B Internet Services	R	08/01/19	08/01/19		85207406
	372.68							
Total Purchase Orders: 148	Total P.O. Line Items: 329	Total List Amount: 360,217.17	Total Void Amount: 0.00					

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	8-01	1,584.90	0.00	1,584.90	0.00	0.00	0.00	1,584.90
	8-09	180.12	0.00	180.12	0.00	0.00	0.00	180.12
Year Total:		1,765.02	0.00	1,765.02	0.00	0.00	0.00	1,765.02
CURRENT FUND	9-01	219,676.68	0.00	219,676.68	0.00	0.00	0.00	219,676.68
	9-09	87,483.12	0.00	87,483.12	0.00	0.00	0.00	87,483.12
	9-21	0.00	0.00	0.00	0.00	0.00	6,369.35	6,369.35
Year Total:		307,159.80	0.00	307,159.80	0.00	0.00	6,369.35	313,529.15
GENERAL CAPITAL	C-04	12,929.50	0.00	12,929.50	0.00	0.00	0.00	12,929.50
WATER/SEWER CAPITAL	C-08	3,360.00	0.00	3,360.00	0.00	0.00	0.00	3,360.00
Year Total:		16,289.50	0.00	16,289.50	0.00	0.00	0.00	16,289.50
	G-02	390.00	0.00	390.00	0.00	0.00	0.00	390.00
TRUST OTHER - FUND #12	T-12	1,668.78	0.00	1,668.78	0.00	0.00	0.00	1,668.78
ANIMAL CONTROL TRUST FUND #13	T-13	29.40	0.00	29.40	0.00	0.00	0.00	29.40
LAW ENFORCEMENT TRUST FUND-#14	T-14	24,303.00	0.00	24,303.00	0.00	0.00	0.00	24,303.00
UNEMPLOYMENT TRUST FUND #16	T-16	2,242.32	0.00	2,242.32	0.00	0.00	0.00	2,242.32
Year Total:		28,243.50	0.00	28,243.50	0.00	0.00	0.00	28,243.50
Total of All Funds:		353,847.82	0.00	353,847.82	0.00	0.00	6,369.35	360,217.17

Project Description	Project No.	Rcvd Total	Held Total	Project Total
111 ORCHARD AVENUE	2017-03IF	1,107.00	0.00	1,107.00
Senior Living Facility	2018-04	978.00	0.00	978.00
PRELIMINARY FINAL MINOR SUBDIV	201802	73.47	0.00	73.47
MINOR SUBDIVISION	2019-03	1,942.96	0.00	1,942.96
Pre-Planning Review	3PRCLLC	2,267.92	0.00	2,267.92
Total of All Projects:		<u>6,369.35</u>	<u>0.00</u>	<u>6,369.35</u>

Resolution 2019-137

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN HIGHTSTOWN BOROUGH AND ROBBINSVILLE TOWNSHIP FOR MUNICIPAL COURT ADMINISTRATOR SERVICES

WHEREAS, Hightstown is in need of a Municipal Court Administrator and a Deputy Municipal Court Administrator in order to effectively administer, manage and oversee the operations of the Hightstown Borough Municipal Court (the “services”), in accordance with all statutory requirements and pursuant to the direction and oversight of the Assignment Judge of Mercer County; and

WHEREAS, Robbinsville currently employs two (2) individuals who serve in the positions of Municipal Court Administrator and Deputy Municipal Court Administrator, respectively (the “Robbinsville employees”), for the Robbinsville Township Municipal Court; and

WHEREAS, the Robbinsville employees possess specialized skills, knowledge and expertise in the area of Municipal Court administration, and these individuals are each duly certified by the State of New Jersey; and

WHEREAS, the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

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

WHEREAS, Robbinsville is willing to provide the services to Hightstown, through the use of the Robbinsville employees, pursuant to the terms and conditions set forth in the attached Shared Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Hightstown Borough Council hereby authorizes the Mayor to execute, and the Clerk to attest, the attached Shared Services Agreement with Robbinsville Township relating to the above.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

SHARED SERVICES AGREEMENT

This **AGREEMENT** made this _____, 2019, by and between

BOROUGH OF HIGHTSTOWN
156 Bank Street
Hightstown, New Jersey 08520
(hereinafter referred to as "Hightstown")

AND

ROBBINSVILLE TOWNSHIP
2298 NJ-33
Robbinsville Twp., New Jersey 08691
(hereinafter referred to as "Robbinsville")

WHEREAS, Hightstown and Robbinsville (hereinafter collectively referred to as the "Parties") wish to encourage inter-municipal cooperation; and

WHEREAS, Hightstown is in need of a Municipal Court Administrator and a Deputy Municipal Court Administrator in order to effectively administer, manage and oversee the operations of the Hightstown Borough Municipal Court (the "services"), in accordance with all statutory requirements and pursuant to the direction and oversight of the Assignment Judge of Mercer County; and

WHEREAS, Robbinsville currently employs two (2) individuals who serve in the positions of Municipal Court Administrator and Deputy Municipal Court Administrator, respectively (the "Robbinsville employees"), for the Robbinsville Township Municipal Court; and

WHEREAS, the Robbinsville employees possess specialized skills, knowledge and expertise in the area of Municipal Court administration, and these individuals are each duly certified by the State of New Jersey; and

WHEREAS, the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1 et seq., authorizes local units of this State to enter into a contract with any other local unit or

units for the joint provision within their several jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, Robbinsville is willing to provide the services to Hightstown, through the use of the Robbinsville employees, pursuant to the terms and conditions of the within Agreement; and

WHEREAS, the Parties have each duly authorized their proper officials to enter into and execute this Agreement.

NOW, THEREFORE, BE AND IT IS HEREBY AGREED, by and between the Parties as follows:

1. Robbinsville shall provide the services to Hightstown, through the use of the Robbinsville employees, in order to administer, manage and oversee all operations of the Hightstown Municipal Court, in accordance with all statutory requirements and subject to the direction and oversight of the Assignment Judge of Mercer County.

2. The Robbinsville employees shall have the powers and perform the duties of Municipal Court Administrator and Deputy Municipal Court Administrator, respectively, in the same manner as if they were employed by Hightstown. These powers and duties shall include, but not be limited to, those set forth in N.J.S.A 2B:12-13, *et seq.*

3. The Robbinsville employees shall maintain their full-time status as employees of Robbinsville and shall not be considered employees of Hightstown. Robbinsville shall be responsible for direct salary compensation to the Robbinsville employees and continue to pay all indirect expenses relating to salary compensation, including but not limited to payroll taxes, pension, worker's compensation, healthcare coverage, etc., for the Robbinsville employees.

4. The services referenced herein shall be provided to Hightstown by Robbinsville, through the Robbinsville employees, at the following rates: \$34.19 per hour for the Municipal Court Administrator, and \$29.42 per hour for the Deputy Municipal Court Administrator.

5. Payment shall be made by Hightstown to Robbinsville for the services on a monthly basis, in accordance with invoices provided by Robbinsville to Hightstown which detail(s) the number of hours performed by the Robbinsville employees for Hightstown during the prior month. Payment by Hightstown to Robbinsville shall be made within thirty (30) days of receipt of each invoice.

6. Each party hereby agrees to release, indemnify, defend and hold harmless the other party, its agents, officers and employees, from and against any and all claims, demands, losses, expenses, attorney's fees, cause of action, judgments, lawsuits, proceedings, damages, and liability which may be asserted or claimed and which relate in any way to, or arise in any way from, any acts or omissions of the other party, its agents, officers and employees, resulting from this Agreement, except for instances involving gross negligence or willful misconduct.

7. This Agreement is being entered into pursuant to the provisions of the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, *et seq.* It is understood that by this Shared Services arrangement the Robbinsville employees are not being appointed by Hightstown, but rather, their services as Municipal Court Administrator and Deputy Municipal Court Administrator are controlled by this Agreement.

8. The effective commencement date of this Agreement is June 17, 2019, and this Agreement shall be retroactive to that date. The term of this Agreement shall continue from June 17, 2019 until such time as Hightstown appoints a new Municipal Court Administrator and said individual commences services to Hightstown. At that point, upon reasonable notice by Hightstown to Robbinsville, the Robbinsville employees shall cease providing the services to Hightstown. Robbinsville shall thereafter provide a final invoice to Hightstown for that portion of the final month that services were provided to Hightstown.

9. This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey.

10. Any dispute regarding the terms of this Agreement shall be venued in New Jersey Superior Court, Mercer County.

11. The rights, duties and obligations of this Agreement may not be assigned without either Party's prior written consent and it is agreed that a failure or delay in the enforcement of any of the provisions of this Agreement by either Party shall not constitute a waiver of those provisions.

12. The Parties acknowledge and agree that they are associated for only the purposes set forth in the Agreement and each is a public entity separate and distinct from the other.

13. This Agreement sets forth the entire agreement between the Parties concerning the subject matter hereof and shall only be modified or amended by an instrument in writing signed by both Parties.

14. This Agreement shall be binding upon the Parties and their legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and to be duly attested, and to have their respective corporate seals affixed hereunto, and have caused this Agreement to be dated as of the day and year first written above.

ATTEST:

THE BOROUGH OF HIGHTSTOWN

By: _____
Debra L. Sopronyi, Borough Clerk

Lawrence D. Quattrone, Mayor

ATTEST:

ROBBINSVILLE TOWNSHIP

By: _____
Michele Seigfried, MMC, RMC, CMR

Dave Fried, Mayor

Resolution 2019-138

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

AUTHORIZING CHANGE ORDER #2 & PAYMENT #3– 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 #2 supplemental pay item for removal of a large tree in the amount of \$2,800.00, extra hot mix asphalt surface course in the amount of \$3,407.00 and a reduction of \$44,601.03 to adjust to as-build quantities which decreases the total contract by \$38,394.03, (-9.51%) to \$297,141.18; and

WHEREAS, the contractor has submitted payment #3 in the amount of \$10,220.83 partial payment through June 2019 for pavement striping and installation of signage; and

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

WHEREAS, the Borough Engineer has recommended approval of payment #3 in the amount of \$10,220.83; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that change order #2 and payment #3 of \$10,220.83 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 August 5, 2019.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

MEMORANDUM

TO: Mayor and Council
 Borough of Hightstown

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

DATE: July 15, 2019

RE: Improvements to First Avenue
 Payment No. 3
 Our File No.: H1747

Attached please find the following in reference to Payment No. 3 which is a partial payment through June 2019 for pavement striping and installation of signage.

1. Change Order No. 2
2. Payment No. 3
3. Invoice No. 3
4. Certified Payrolls

Please note that Change Order No. 2 is enclosed with this payment recommendation. This change order adds a new supplemental pay item for removal of a large tree. In addition, the change order adjusts the contract to as-built quantities. Change Order No. 2 reduces the contract by \$38,394.03 (-9.51%) to a final contract price of \$297,141.18.

At this time, the only outstanding contract items are tree plantings which will be completed in the 2019 Fall planting season. Except for minor punch list improvements, all other work is complete.

I recommend payment be made to JTG Construction, Inc. in the amount of \$10,220.83.

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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**Improvements to First Avenue
Borough of Hightstown, Mercer County
CHANGE ORDER NUMBER 2**

Project	Improvements to First Avenue
Municipality	Borough of Hightstown
County	Mercer County
Contractor	JTG Construction

In accordance with the project Specification, the following are changes in the contract.

Location and Reason for Change (Attach additional sheets if required) -

Addition of supplemental item S-7 for removal of large tree.

Adjust to asbuilt quantities.

EXTRA

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
32	Hot Mix Asphalt Surface Course 9.5M64	34.07 TON	\$100.00	\$3,407.00
				<u>\$3,407.00</u>

SUPPLEMENTAL

S-7	Tree Removal - 36" - 42" Dia.	1.00 EA	\$2,800.00	\$2,800.00
				<u>\$2,800.00</u>

REDUCTION

11	Traffic Flagger	80.00 HOUR	\$1.00	\$80.00
14	Tree Removal - 12" - 18" Dia., If & Where Directed	3.00 EA	\$1,000.00	\$3,000.00
17	PVC Sanitary Cleanout, 0' - 5' Depth	4.00 EA	\$500.00	\$2,000.00
20	8" PVC Storm Sewer	40.00 LF	\$50.00	\$2,000.00
22	4" x 4" Wet Tap and Valve	1.00 EA	\$6,000.00	\$6,000.00
23	6" x 8" x 18" Concrete Vertical Curb, 4000 PSI	11.00 LF	\$28.00	\$308.00
24	Concrete Sidewalk, 4" Thick, 4000 PSI	122.33 SY	\$70.00	\$8,563.10
26	Reinforced Concrete Driveway Apron	40.44 SY	\$81.00	\$3,275.64
27	Bituminous Driveway Repair	47.33 Sy	\$40.00	\$1,893.20
28	Stone Driveway Repair	29.00 SY	\$25.00	\$725.00
30	Pavement Base Repairs	66.67 SY	\$50.00	\$3,333.50
31	Tack Coat	133.00 GAL	\$15.00	\$1,995.00
33	Dense Graded Aggregate, If & Where Directed	75.00 CY	\$35.00	\$2,625.00
34	1 1/2" Clean Stone, If & Where Directed	75.00 CY	\$35.00	\$2,625.00
35	24" Wide White Long Life Thermoplastic Stopbar Striping	2.00 SF	\$5.00	\$10.00
36	8" Wide White Long Life Thermoplastic Crosswalk Striping	46.00 SF	\$5.00	\$230.00
43	Fuel Price Adjustment	0.98 LS	\$3,000.00	\$2,937.59
44	Asphalt Price Adjustment	1.00 LS	\$3,000.00	\$3,000.00
				<u>\$44,601.03</u>

Amount of Original Contract \$328,356.00

Adjusted Amount Based on Change
Order 1 and 2

\$297,141.18

Extra	\$3,407.00
Supplemental	\$2,800.00
Reduction	\$44,601.03
Total Change	-\$38,394.03

% Change in Contract -9.51 %

[(+) Increase or (-) Decrease]

Curt Roberts
.....
(Engineer)

7.12.19
.....
(Date)

.....
(Local Aid) (Date)

.....
(Presiding Officer)

.....
(Date)

[Signature]
.....
(Contractor)

7/9/19
.....
(Date)

1

**Improvements to First Avenue
Borough of Hightstown, Mercer County
CHANGE ORDER NUMBER 2**

Project	Improvements to First Avenue
Municipality	Borough of Hightstown
County	Mercer County
Contractor	JTG Construction

In accordance with the project Specification, the following are changes in the contract.

Location and Reason for Change (Attach additional sheets if required) -

Addition of supplemental item S-7 for removal of large tree.

Adjust to asbuilt quantities.

EXTRA

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
32	Hot Mix Asphalt Surface Course 9.5M64	34.07 TON	\$100.00	\$3,407.00
				<u>\$3,407.00</u>

SUPPLEMENTAL

S-7	Tree Removal - 36" - 42" Dia.	1.00 EA	\$2,800.00	\$2,800.00
				<u>\$2,800.00</u>

REDUCTION

11	Traffic Flagger	80.00 HOUR	\$1.00	\$80.00
14	Tree Removal - 12" - 18" Dia., If & Where Directed	3.00 EA	\$1,000.00	\$3,000.00
17	PVC Sanitary Cleanout, 0' - 5' Depth	4.00 EA	\$500.00	\$2,000.00
20	8" PVC Storm Sewer	40.00 LF	\$50.00	\$2,000.00
22	4" x 4" Wet Tap and Valve	1.00 EA	\$6,000.00	\$6,000.00
23	6" x 8" x 18" Concrete Vertical Curb, 4000 PSI	11.00 LF	\$28.00	\$308.00
24	Concrete Sidewalk, 4" Thick, 4000 PSI	122.33 SY	\$70.00	\$8,563.10
26	Reinforced Concrete Driveway Apron	40.44 SY	\$81.00	\$3,275.64
27	Bituminous Driveway Repair	47.33 Sy	\$40.00	\$1,893.20
28	Stone Driveway Repair	29.00 SY	\$25.00	\$725.00
30	Pavement Base Repairs	66.67 SY	\$50.00	\$3,333.50
31	Tack Coat	133.00 GAL	\$15.00	\$1,995.00
33	Dense Graded Aggregate, If & Where Directed	75.00 CY	\$35.00	\$2,625.00
34	1 1/2" Clean Stone, If & Where Directed	75.00 CY	\$35.00	\$2,625.00
35	24" Wide White Long Life Thermoplastic Stopbar Striping	2.00 SF	\$5.00	\$10.00
36	8" Wide White Long Life Thermoplastic Crosswalk Striping	46.00 SF	\$5.00	\$230.00
43	Fuel Price Adjustment	0.98 LS	\$3,000.00	\$2,937.59
44	Asphalt Price Adjustment	1.00 LS	\$3,000.00	\$3,000.00
				<u>\$44,601.03</u>

Amount of Original Contract \$328,356.00

Adjusted Amount Based on Change
Order 1 and 2

\$297,141.18

Extra \$3,407.00
Supplemental \$2,800.00
Reduction \$44,601.03
Total Change -\$38,394.03

% Change in Contract -9.51 %

[(+) Increase or (-) Decrease]

Cheryl Roberts
(Engineer)

7-12-19
(Date)

.....
(Local Aid)

.....
(Date)

.....
(Presiding Officer)

.....
(Date)

Cheryl Roberts
(Contractor)

7/9/19
(Date)

1

**Improvements to First Avenue
Borough of Hightstown, Mercer County
CHANGE ORDER NUMBER 2**

Project	Improvements to First Avenue
Municipality	Borough of Hightstown
County	Mercer County
Contractor	JTG Construction

In accordance with the project Specification, the following are changes in the contract.

Location and Reason for Change (Attach additional sheets if required) -

Addition of supplemental item S-7 for removal of large tree.

Adjust to asbuilt quantities.

EXTRA

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
32	Hot Mix Asphalt Surface Course 9.5M64	34.07 TON	\$100.00	\$3,407.00
				<u>\$3,407.00</u>

SUPPLEMENTAL

S-7	Tree Removal - 36" - 42" Dia.	1.00 EA	\$2,800.00	\$2,800.00
				<u>\$2,800.00</u>

REDUCTION

11	Traffic Flagger	80.00 HOUR	\$1.00	\$80.00
14	Tree Removal - 12" - 18" Dia., If & Where Directed	3.00 EA	\$1,000.00	\$3,000.00
17	PVC Sanitary Cleanout, 0' - 5' Depth	4.00 EA	\$500.00	\$2,000.00
20	8" PVC Storm Sewer	40.00 LF	\$50.00	\$2,000.00
22	4" x 4" Wet Tap and Valve	1.00 EA	\$6,000.00	\$6,000.00
23	6" x 8" x 18" Concrete Vertical Curb, 4000 PSI	11.00 LF	\$28.00	\$308.00
24	Concrete Sidewalk, 4" Thick, 4000 PSI	122.33 SY	\$70.00	\$8,563.10
26	Reinforced Concrete Driveway Apron	40.44 SY	\$81.00	\$3,275.64
27	Bituminous Driveway Repair	47.33 Sy	\$40.00	\$1,893.20
28	Stone Driveway Repair	29.00 SY	\$25.00	\$725.00
30	Pavement Base Repairs	66.67 SY	\$50.00	\$3,333.50
31	Tack Coat	133.00 GAL	\$15.00	\$1,995.00
33	Dense Graded Aggregate, If & Where Directed	75.00 CY	\$35.00	\$2,625.00
34	1 1/2" Clean Stone, If & Where Directed	75.00 CY	\$35.00	\$2,625.00
35	24" Wide White Long Life Thermoplastic Stopbar Striping	2.00 SF	\$5.00	\$10.00
36	8" Wide White Long Life Thermoplastic Crosswalk Striping	46.00 SF	\$5.00	\$230.00
43	Fuel Price Adjustment	0.98 LS	\$3,000.00	\$2,937.59
44	Asphalt Price Adjustment	1.00 LS	\$3,000.00	\$3,000.00
				<u>\$44,601.03</u>

Amount of Original Contract \$328,356.00

Adjusted Amount Based on Change

Order 1 and 2 \$297,141.18

Extra	\$3,407.00
Supplemental	\$2,800.00
Reduction	\$44,601.03
Total Change	- \$38,394.03

% Change in Contract -9.51 %

[(+) Increase or (-) Decrease]

Carol Roberts
.....
(Engineer)

7-12-19
.....
(Date)

.....
(Local Aid)

.....
(Date)

.....
(Presiding Officer)

.....
(Date)

[Signature]
.....
(Contractor)

7/9/19
.....
(Date)



PAYMENT No. 3
IMPROVEMENTS TO FIRST AVENUE
Borough of Hightstown, Mercer County, New Jersey
July 3, 2019
File No.: H1747

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	1.00	LS	1.00	0.00	\$16,300.00	\$16,300.00
2	Site Clearing	1.00	LS	1.00	0.00	\$16,300.00	\$16,300.00
3	Project Video	1.00	LS	1.00	0.00	\$1,500.00	\$1,500.00
4	Drums	10.00	EA	10.00	0.00	\$50.00	\$500.00
5	Traffic Cone	25.00	EA	25.00	0.00	\$10.00	\$250.00
6	Breakaway Barricade	10.00	EA	10.00	0.00	\$50.00	\$500.00
7	Construction Sign 'B' (60" x 30")	4.00	EA	4.00	0.00	\$250.00	\$1,000.00
8	Construction Sign 'C' (72" x 60")	2.00	EA	2.00	0.00	\$350.00	\$700.00
9	Construction Sign 'D' (30" x 24")	4.00	EA	4.00	0.00	\$100.00	\$400.00
10	Construction Sign 'E' (30"x24")	4.00	EA	4.00	0.00	\$100.00	\$400.00
11	Traffic Flagger	80.00	HOURL	0.00	0.00	\$1.00	\$0.00
12	Inlet Protection	3.00	EA	3.00	0.00	\$50.00	\$150.00
13	Test Holes	30.00	CY	42.73	0.00	\$100.00	\$4,273.00
14	Tree Removal - 12" - 18" Dia., If & Where Directed	3.00	EA	0.00	0.00	\$1,000.00	\$0.00
15	Precast Sanitary Manhole, 4' Diameter	2.00	EA	1.00	0.00	\$5,000.00	\$5,000.00
16	Manhole Frame and Cover	1.00	EA	1.00	0.00	\$800.00	\$800.00
17	PVC Sanitary Cleanout, 0' - 5' Depth	18.00	EA	14.00	0.00	\$500.00	\$7,000.00
18	Construct Type 'A' Inlet with Bicycle Safe Grate	1.00	EA	1.00	0.00	\$2,500.00	\$2,500.00
19	Construct Type 'B' Inlet with Bicycle Safe Grate and Type 'N' Eco Curb Piece	2.00	EA	2.00	0.00	\$3,000.00	\$6,000.00
20	8" PVC Storm Sewer	335.00	LF	295.00	0.00	\$50.00	\$14,750.00
21	Fire Hydrant Assembly, Complete	1.00	EA	1.00	0.00	\$8,000.00	\$8,000.00
22	4" x 4" Wet Tap and Valve	1.00	EA	0.00	0.00	\$6,000.00	\$0.00
23	6" x 8" x 18" Concrete Vertical Curb, 4000 PSI	1,920.00	LF	1,909.00	0.00	\$28.00	\$53,452.00
24	Concrete Sidewalk, 4" Thick, 4000 PSI	783.00	SY	660.67	0.00	\$70.00	\$46,246.90
25	Detectable Warning Surface	9.00	SY	9.00	0.00	\$250.00	\$2,250.00
26	Reinforced Concrete Driveway Apron	271.00	SY	230.56	0.00	\$81.00	\$18,675.36
27	Bituminous Driveway Repair	85.00	SY	37.67	0.00	\$40.00	\$1,506.80
28	Stone Driveway Repair	49.00	SY	20.00	0.00	\$25.00	\$500.00
29	Pavement Milling, 2" Thick	2,400.00	SY	2,400.00	0.00	\$8.00	\$19,200.00
30	Pavement Base Repairs	100.00	SY	33.33	0.00	\$50.00	\$1,666.50
31	Tack Coat	233.00	GAL	100.00	0.00	\$15.00	\$1,500.00
32	Hot Mix Asphalt Surface Course 9.5M64	350.00	TON	384.07	34.07	\$100.00	\$38,407.00
33	Dense Graded Aggregate, If & Where Directed	75.00	CY	0.00	0.00	\$35.00	\$0.00
34	1 1/2" Clean Stone, If & Where Directed	75.00	CY	0.00	0.00	\$35.00	\$0.00
35	24" Wide White Long Life Thermoplastic Stopbar Striping	82.00	SF	80.00	80.00	\$5.00	\$400.00
36	8" Wide White Long Life Thermoplastic Crosswalk Striping	202.00	SF	156.00	156.00	\$5.00	\$780.00
37	4" Wide Double Yellow Long Life Epoxy Striping	120.00	LF	120.00	120.00	\$4.00	\$480.00
38	R1-1 'Stop' Regulatory Sign	2.00	EA	2.00	2.00	\$250.00	\$500.00
39	R7 'No Parking' Regulatory Sign	10.00	EA	10.00	10.00	\$200.00	\$2,000.00
40	Tree Planting, If & Where Directed	7.00	EA	0.00	0.00	\$700.00	\$0.00
41	Topsoiling, 5" Thick	655.00	SY	655.00	0.00	\$5.00	\$3,275.00
42	Fertilizing and Seeding, Type A-3	655.00	SY	655.00	0.00	\$2.00	\$1,310.00
43	Fuel Price Adjustment	1.00	LS	0.02	0.02	\$3,000.00	\$62.41
44	Asphalt Price Adjustment	1.00	LS	0.00	0.00	\$3,000.00	\$0.00
S-1	Water Tower Overflow Channel	1.00	LS	1.00	0.00	\$4,659.50	\$4,659.50
S-2	8" DIP Storm Pipe	45.00	LF	45.00	0.00	\$60.00	\$2,700.00
S-3	Type 'E' Inlet Frame and Grate	1.00	EA	1.00	0.00	\$400.00	\$400.00
S-4	Precast Manhole Return	1.00	EA	1.00	0.00	\$1,204.26	\$1,204.26
S-5	8" PVC Storm Pipe Delivery	98.00	LF	98.00	0.00	\$7.75	\$759.50
S-6	Remove and Replace Galvanized Water Service	1.00	EA	1.00	0.00	\$1,182.95	\$1,182.95
S-7	Tree Removal - 36" - 42" Dia.	1.00	EA	1.00	1.00	\$2,800.00	\$2,800.00

TOTAL WORK COMPLETED		\$292,241.18
LESS: RETAINAGE	2%	\$5,844.82
SUBTOTAL		\$286,396.36
LESS: PREVIOUS PAYMENTS		\$276,175.53
TOTAL AMOUNT DUE		\$10,220.83
AMOUNT OF ORIGINAL CONTRACT		\$328,356.00
AMOUNT OF CONTRACT ADJUSTED BY CHANGE ORDER Nos. 1 and 2 (-9.51%)		\$297,141.18

Resolution 2019-139

*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 June 30, 2019, in the total amount of \$18,543.57; 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 \$18,543.57, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

Invoice

Remington & Vernick Engineers, Inc.
Attention: Finance Department
79 Grove Street
Haddonfield, NJ 08033
PLEASE REFERENCE INVOICE # ON REMITTANCE



Hightstown Borough
 Attn: Ms. Debra Sopronyi, RMC/QPA/CMR
 Administrator/Borough Clerk
 156 Bank Street
 Hightstown, NJ 08520

July 08, 2019
 Invoice No: 1104T001 - 8
 Project Manager: Joseph Ragusa
 Project Analyst: **Stacy dos Santos**

Invoice Total \$18,543.57

Project Description:
 Inspection and Contract Administration - Peddie Lake Dam Pedestrian Bridge.

Client Ref No.:
 NJDOT #6504305
 FHWA #TAP-C00S(917)
 Resolution 2017-219

Professional Services through June 30, 2019

Phase 01 Construction Inspection

Professional Personnel

		Hours	Rate	Amount
Project Manager/Engineer				
Lettieri, Michael	6/4/2019	8.00	95.85	766.80
Construction Inspection of Peddie Lake Dam Walking Bridge project. silt fence installation.				
Lettieri, Michael	6/5/2019	8.00	95.85	766.80
Construction Inspection of Peddie Lake Dam Walking Bridge project.				
Lettieri, Michael	6/7/2019	8.00	95.85	766.80
Construction Inspection of Peddie Lake Dam Walking Bridge project.				
Lettieri, Michael	6/12/2019	8.00	95.85	766.80
Construction Inspection of Peddie Lake Dam Walking Bridge project.				
Lettieri, Michael	6/17/2019	8.00	95.85	766.80
Constuction inspection of Peddie Lake Dam work, south foundation excavation & CLSM.				
Lettieri, Michael	6/26/2019	6.00	95.85	575.10
Constuction inspection of Peddie Lake Dam work, grading.				
Lettieri, Michael	6/27/2019	8.00	95.85	766.80
Constuction inspection of Peddie Lake Dam work, grading.				
Senior Engineering Technician				
Chierici, Ethan	6/6/2019	5.00	66.56	332.80
Review Submittals, Notice of Work to Businesses				
Chierici, Ethan	6/11/2019	5.00	66.56	332.80
Contact local businesses and site visit				
Chierici, Ethan	6/13/2019	2.00	66.56	133.12
Site cancellation				
Chierici, Ethan	6/14/2019	8.00	66.56	532.48
Archelological dig and demolition inspection				

For invoice inquiries please call 856.795.9595 and ask for the name of the Project Analyst in bold print located in the upper right hand corner of this invoice. Thank you.

Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice	8
Chierici, Ethan	6/19/2019	8.00 66.56	532.48	
Foundation forms and rebar				
Chierici, Ethan	6/20/2019	8.00 66.56	532.48	
rebar and concrete footing pour				
Chierici, Ethan	6/21/2019	8.00 66.56	532.48	
rebar and forms wall				
Chierici, Ethan	6/24/2019	8.00 66.56	532.48	
site inspection				
Chierici, Ethan	6/25/2019	8.00 66.56	532.48	
site inspection				
Project Manager				
Marchese, Gregory	6/20/2019	3.00 93.72	281.16	
Placing footage for pedestrian bridge.				
Marchese, Gregory	6/21/2019	3.00 93.72	281.16	
Placing footage for pedestrian bridge. Biweekly progress meeting.				
Marchese, Gregory	6/25/2019	1.50 93.72	140.58	
Meeting with Bill, Mike, Don, Joe about project status and schedule.				
Totals		121.50	9,872.40	
Total Labor				9,872.40
Phase subtotal				\$9,872.40

Phase 02 Construction Administration

Professional Personnel

		Hours	Rate	Amount
Engineering Department Head				
Ragusa, Joseph	6/7/2019	2.00	122.47	244.94
Review progress meeting with RE. Coordinate reimbursement package requirements with RE / Town / DOT				
Ragusa, Joseph	6/25/2019	1.00	122.47	122.47
Review project with RE				
Ragusa, Joseph	6/28/2019	1.00	122.47	122.47
Review correspondence				
Project Manager/Engineer				
Lettieri, Michael	6/6/2019	6.00	95.85	575.10
Peddie Lake Dam construction management, rebar and concrete submittal review.				
Lettieri, Michael	6/10/2019	8.00	95.85	766.80
Peddie lake dam construction management, review of footing excavation with design engineer and prepared PM #4 minutes.				
Lettieri, Michael	6/11/2019	8.00	95.85	766.80
Peddie Lake Dam construction management, prepared estimate #1 and business notices.				
Lettieri, Michael	6/18/2019	4.00	95.85	383.40
Constuction administration of Peddie Lake Dam.				
Lettieri, Michael	6/19/2019	4.00	95.85	383.40
Constuction administration of Peddie Lake Dam.				
Lettieri, Michael	6/20/2019	4.00	95.85	383.40
Constuction administration of Peddie Lake Dam.				
Lettieri, Michael	6/21/2019	4.00	95.85	383.40
Progress Meeting #5 and agenda preparation.				

Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice		8
Lettieri, Michael	6/24/2019	4.00	95.85	383.40	
Constuction administration of Peddie Lake Dam.					
Lettieri, Michael	6/25/2019	4.00	95.85	383.40	
Constuction administration of Peddie Lake Dam.					
Lettieri, Michael	6/26/2019	2.00	95.85	191.70	
Preparation of progress meeting #5 meeting minutes.					
Lettieri, Michael	6/28/2019	4.00	95.85	383.40	
Prepared Peddie Lake Dam letters and meeting minutes.					
Westen, K. Charles	6/11/2019	3.00	128.52	385.56	
Review of design plans and discussion with field engineer regarding construction of the pedestrian bridge abutments based on observed field conditions.					
Westen, K. Charles	6/12/2019	1.00	128.52	128.52	
Discussion with field engineer regarding construction of the pedestrian bridge abutments based on observed field conditions.					
Senior Engineering Technician					
Boegly, James	6/5/2019	2.00	53.25	106.50	
project logs, payment 1 documentation request					
Chierici, Ethan	6/26/2019	2.00	66.56	133.12	
quantity and report review					
Contract Administrator					
Ott, Elisa	6/11/2019	1.50	70.14	105.21	
resident notifications					
Totals		65.50		6,332.99	
Total Labor					6,332.99
Phase subtotal					\$6,332.99

Phase	03	Meetings			
Professional Personnel					
			Hours	Rate	Amount
Engineering Department Head					
Bisirri, William	6/26/2019	2.00	168.96		337.92
Peddie Lake Dam job meeting and preparation					
Ragusa, Joseph	6/26/2019	2.00	122.47		244.94
Onsite meeting & review with NJDOT.					
Project Manager/Engineer					
Lettieri, Michael	6/6/2019	2.00	95.85		191.70
Attended Progress Meeting #4.					
Totals		6.00			774.56
Total Labor					774.56
				Phase subtotal	\$774.56

Phase	07	Contract Payments			
Professional Personnel					
			Hours	Rate	Amount
Contract Administrator					
Valentine, Ronald	6/7/2019	2.00	110.58		221.16
review invoices/consultation with njdot					
Valentine, Ronald	6/10/2019	2.00	110.58		221.16

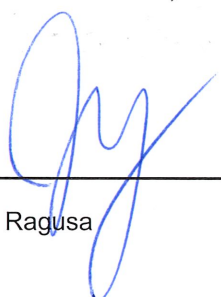
Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice	8
process federal invoice and associated documents				
Valentine, Ronald	6/20/2019	1.75	110.58	193.52
consultation with njdot/engineer				
Valentine, Ronald	6/26/2019	3.00	110.58	331.74
consultation with engineer/njdot				
Valentine, Ronald	6/28/2019	1.00	110.58	110.58
process state aid documents				
Totals		9.75		1,078.16
Total Labor				1,078.16
Phase subtotal				\$1,078.16

Phase	RE	Reimbursables		
Reimbursable Expenses				
Mileage			485.46	
Total Reimbursables			485.46	485.46
Phase subtotal				\$485.46
Total this invoice				<u>\$18,543.57</u>

Billings to Date

	Current	Prior	Total	Received
Labor	18,058.11	21,082.96	39,141.07	
Expense	485.46	231.42	716.88	
Totals	18,543.57	21,314.38	39,857.95	15,262.27

Certified by:



 Joseph Ragusa

Resolution 2019-140

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

AWARDING A CONTRACT FOR SANITARY MANHOLE REPAIRS

WHEREAS, Three (3) proposal were received for Sanitary Manhole Repairs in the Borough; and,

WHEREAS, the proposals have been reviewed by the Borough Engineer, and it is her recommendation that the contract for the Sanitary Manhole Repairs be awarded to the lowest proposal submitted by Pioneer General Contract of Bradley Beach, New Jersey in the amount \$22,600.00; and,

WHEREAS, the Finance Officer has certified the availability of funds for this expenditure.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the Sanitary Manhole Repairs be awarded to Pioneer General Contract of Bradley Beach, New Jersey in the amount \$22,600.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk



Roberts

ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

July 29, 2019

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

Re: Sanitary Manhole Repairs
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1652

Dear Debra:

Proposals were received for Sanitary Manhole Repairs.

A total of five (5) bidders were contacted and three (3) contractors submitted proposals. The results are as follows:

	<u>Bid</u>
1. Pioneer General Contracting Co., Inc. Bradley Beach, New Jersey	\$22,600.00
2. Earle Asphalt Company Farmingdale, New Jersey	\$24,913.13
3. Black Rock Enterprises, LLC Old Bridge, New Jersey	\$50,2000.00

It is our opinion that the prices provided by Pioneer General Contracting Co., Inc. are reasonable, given the small quantities requested and locations of the work on a State Highway and County Road. We have prior positive experience working with the contractor on other projects and found their work to be acceptable. Therefore, it is my recommendation that a contract be awarded to Pioneer General Contracting Co., Inc. of Bradley Beach, New Jersey for Sanitary Manhole Repairs in the amount of \$22,600.00.

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: Peggy Riggio, RMC, CMR, Deputy Borough Clerk
George Lang, Borough CFO
Frederick Raffetto, Esq., Borough Attorney
Ken Lewis, Borough Superintendent of Public Works
Cameron Corini, P.E., Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC

Request for Quote (RFQ)
 Manhole Repairs
 Borough of Hightstown
 Our File No.: H1652

PROPOSAL (CONTINUED)

The undersigned bidder submitting this proposal or bid certifies and affirms that such bid is genuine and not collusive; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other persons shall refrain from bidding, and has not in any manner, directly or indirectly, sought by said bidder or any other bidder or fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the OWNER or any person interested in the proposed contract; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof; and, that no member of the OWNER'S Officials or Employees of said OWNER is interested directly or indirectly in the bid or in any portion of the bid, nor in the Contract or in part of the Contract which may be awarded the undersigned on the basis of such bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Pioneer General Contracting Co Inc.
 (Name of Contractor)

Signed this 17th day of July, 2019

Pioneer General Contracting Co Inc.
 Bidder

By [Signature]
 (Signature of Individual, Partner,
 or Officer Signing the Proposal)

(SEAL)

(Seal is required if Bidder is a Corporation)

Prec.

Title

Address

PO Box 67
Bradley Beach
NJ 07720

Phone

732-807-3158

Fax

732-807-3159

Request for Quote (RFQ)
 Manhole Repairs
 Borough of Hightstown
 Our File No.: H1652

**PROPOSAL
 MANHOLE REPAIRS
 BOROUGH OF HIGHTSTOWN**

Item No.	Description	Unit Price	Total Price
1.	Mobilization	\$ <u>3000</u> -	\$ <u>3000</u> -
	PRICE PER LS: <u>three thousand</u> - Dollars and <u>no</u> Cents		
2.	Traffic Control	\$ <u>8000</u> -	\$ <u>8000</u> -
	PRICE PER LS: <u>eight thousand</u> - Dollars and <u>no</u> Cents		
3.	3 EA Manhole Frame and Cover -- State Roadway	\$ <u>2500</u> -	\$ <u>7500</u> -
	PRICE PER EA: <u>two thousand five hundred dollars</u> Dollars and <u>no</u> Cents		
4.	1 EA Manhole Frame and Cover - County Road	\$ <u>2500</u> -	\$ <u>2500</u> -
	PRICE PER EA: <u>two thousand five hundred dollars</u> Dollars and <u>no</u> Cents		
5.	8 SY Final Pavement Restoration	\$ <u>200</u> -	\$ <u>1600</u> -
	PRICE PER SY: <u>two hundred</u> - Dollars and <u>no</u> Cents		

TOTAL AMOUNT BID
 Item Nos. 1 through 5:

\$ 22600 -

twenty two thousand, six hundred dollars and
no cents -

Request for Quote (RFQ)
 Manhole Repairs
 Borough of Hightstown
 Our File No.: H1652

**PROPOSAL
 MANHOLE REPAIRS
 BOROUGH OF HIGHTSTOWN**

Item No.	Description	Unit Price	Total Price
1.	Mobilization	\$ <u>2,450.00</u>	\$ <u>2,450.00</u>
	PRICE PER LS: Two thousand four hundred fifty	Dollars and <u>zero</u>	Cents
2.	Traffic Control	\$ <u>4,163.13</u>	\$ <u>4,163.13</u>
	PRICE PER LS: Four thousand one hundred sixty three	Dollars and <u>thirteen</u>	Cents
3.	3 EA Manhole Frame and Cover – State Roadway	\$ <u>4,500.00</u>	\$ <u>13,500.00</u>
	PRICE PER EA: Four thousand five hundred	Dollars and <u>zero</u>	Cents
4.	1 EA Manhole Frame and Cover – County Road	\$ <u>4,000.00</u>	\$ <u>4,000.00</u>
	PRICE PER EA: Four thousand	Dollars and <u>zero</u>	Cents
5.	8 SY Final Pavement Restoration	\$ <u>100.00</u>	\$ <u>800.00</u>
	PRICE PER SY: One hundred	Dollars and <u>zero</u>	Cents

TOTAL AMOUNT BID

\$ 24,913.13

Item Nos. 1 through 5:

Twenty four thousand nine hundred thirteen Dollars and thirteen Cents

Resolution 2019-141

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

AUTHORIZING RELEASE OF ESCROW FUNDS – R. BLACK GLOBAL (BLOCK 30; LOT 2/BLOCK 21; LOT 2 – 1 BANK STREET)

WHEREAS, R. Black Global deposited escrow funds for a project at Block 30, Lot 2 and Block 21, Lot 2 commonly known as 1 Bank Street; and

WHEREAS, R. Black Global has requested that the escrow funds on deposit with the Borough for Block 30, Lot 2 and Block 21, Lot 2 be released; and

WHEREAS, The Borough has determined that there are no outstanding invoices for this project; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Finance Officer is authorized and directed to release the escrow funds on deposit with the Borough for the project at Block 30, Lot 2 and Block 21, Lot 2 to R. Black Global, 900 Broadway, Suite 202, New York, NY 10003

A certified copy of this Resolution shall be provided to the following:

- a. R. Black Global
- b. Hightstown Borough Finance Officer
- c. George Chin, Hightstown Borough Construction Official
- d. Sandy Belan, Planning Board Secretary

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-150

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

AUTHORIZING CHANGE ORDER #1 AND PAYMENT #3 FINAL – THE EARLE ASPHALT COMPANY (FIRST AVENUE AND FORMAN STREET WATER MAIN EXTENSION)

WHEREAS, on November 5, 2018, the Borough Council awarded a contract for the First Avenue and Forman Street Water Main Extension to Earle Asphalt Company of Farmingdale, New Jersey at the price of \$299,113.13; and

WHEREAS, the contractor has submitted change order #1 adjusting the contract to as-built quantities which reduces the final contract cost by \$24,127.78 (-8.1%) to \$274,985.35. In addition, the contract time has be extended by 45 days due to poor weather during construction; and

WHEREAS, the contractor has submitted payment request #3 Final in the amount of 50,110.89; and

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

WHEREAS, the Borough Engineer has recommended approval of payment #3 Final to Earle Asphalt Company in the amount of \$50,110.89; 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 Change Order #1 Payment Request #3 Final to Earle Asphalt Company of Farmingdale, New Jersey in the amount of \$113, 483.68, is hereby approved as detailed herein, and the Finance Officer is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

103

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

July 30, 2019

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

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

Dear Mayor and Council:

Enclosed with this letter, please find the following documents:

1. Payment No. 3 and Final
2. Change Order No. 1 and Final
3. Maintenance Bond
4. Environmental Maintenance Bond
5. Contractor's Affidavit and Release
6. Acknowledgement of Contractor
7. Consent of Surety to Final Payment
8. Contractor's Release

Change Order No. 1 and Final adjusts the contract to as-built quantities which reduces the final contract cost by \$24,127.78 (-8.1%) to \$274,985.35. In addition, the contract time has been extended by 45 days due to poor weather during construction as well as during the punch list work. The change order also includes a number of supplemental pay items due to unforeseen existing conditions related to the new water main alignment and water service connections.

Please have the Mayor sign Page 2 of each change order and return to this office for final submission to the NJDEP.

The Borough Attorney has reviewed the enclosed closeout documents and found them to be in order.

I recommend final payment be made to Earle Asphalt Company in the amount of \$50,110.89. Certified payrolls have previously been forwarded to the Borough.

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

Very truly yours,

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

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Administrator/ Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
Mickey O'Connor, Accounts Payable Clerk
George Lang, Borough CFO
Monika Patel, Borough Assistant Financial Officer
Ken Lewis, Borough Superintendent of Public Works
Mike Corsi, Earle Asphalt
Cameron Corini, PE, Roberts Engineering Group, LLC



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

PAYMENT No. 3 and FINAL
First Avenue and Forman Street Water Main Extension
Borough of Hightstown, Mercer County, New Jersey
July 9, 2019
File No.: H1675

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	1.00	LS	1.00	0.00	\$15,000.00	\$15,000.00
2	Site Clearing	1.00	LS	1.00	0.00	\$1,500.13	\$1,500.13
3	Project Video & Photographs	1.00	LS	1.00	0.00	\$250.00	\$250.00
4	Traffic Control, Forman Street and Church Street	1.00	LS	1.00	0.00	\$1,020.00	\$1,020.00
5	Traffic Control, First Avenue	1.00	LS	1.00	0.00	\$1,020.00	\$1,020.00
6	Police Traffic Directors	80.00	HOURL	82.94	20.40	\$102.60	\$8,509.64
7	Soil Erosion and Sediment Control	1.00	LS	1.00	0.00	\$1,500.00	\$1,500.00
8	Test Holes, If & Where Directed	30.00	CY	26.00	0.00	\$100.00	\$2,600.00
9	8" HDPE Water Main	635.00	LF	618.00	0.00	\$120.00	\$74,160.00
10	6" HDPE Water Main	325.00	LF	320.00	0.00	\$110.00	\$35,200.00
11	4" HDPE Water Main	42.00	LF	0.00	0.00	\$95.00	\$0.00
12	10" x 8" Wet Tap and Valve, If & Where Directed	1.00	EA	0.00	0.00	\$7,200.00	\$0.00
13	8" x 8" Wet Tap and Valve	2.00	EA	1.00	0.00	\$6,000.00	\$6,000.00
14	6" x 6" Wet Tap and Valve	1.00	EA	3.00	0.00	\$5,000.00	\$15,000.00
15	10" Insertion Valve, If & Where Directed	1.00	EA	0.00	0.00	\$5,000.00	\$0.00
16	6" Insertion Valve	1.00	EA	1.00	1.00	\$3,500.00	\$3,500.00
17	10" Gate Valve	1.00	EA	0.00	0.00	\$4,500.00	\$0.00
18	8" Gate Valve	3.00	EA	0.00	0.00	\$2,750.00	\$0.00
19	6" Gate Valve	2.00	EA	1.00	0.00	\$2,000.00	\$2,000.00
20	2" Gate Valve	1.00	EA	0.00	0.00	\$300.00	\$0.00
21	8" x 6" HDPE Reducer	1.00	EA	3.00	0.00	\$1,500.00	\$4,500.00
22	4" x 2" HDPE Reducer	1.00	EA	0.00	0.00	\$750.00	\$0.00
23	10" x 10" x 8" D.I. Tee	1.00	EA	0.00	0.00	\$1,500.00	\$0.00
24	8" x 8" x 8" D.I. Tee	1.00	EA	0.00	0.00	\$1,500.00	\$0.00
25	6" x 6" HDPE Tee	1.00	EA	1.00	0.00	\$1,500.00	\$1,500.00
26	4" Cap	4.00	EA	3.00	3.00	\$1,200.00	\$3,600.00
27	Connect to Existing Water Main	1.00	EA	1.00	0.00	\$1,500.00	\$1,500.00
28	Fire Hydrant Assembly	1.00	EA	2.00	0.00	\$7,500.00	\$15,000.00
29	1" Type 'K' Copper Water Service	290.00	LF	298.00	0.00	\$135.00	\$40,230.00

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

1. ISSUING OFFICE Borough of Hightstown	2. PROJECT NO. 1104001-010	3. CONTRACT NO. 1	4. MODIFICATION NO. 1 and FINAL
5. TO (CONTRACTOR) Earle Asphalt Company		6. PROJECT LOCATION AND DESCRIPTION First Avenue and Forman Street Water Main Extension	
7. A proposal is required for making the hereinafter described change in accordance with specification and drawing revisions cited herein or listed in attachment hereto. Submit your proposal in space indicated on page 2, attach detailed breakdown of prime and sub-contract costs (See the clause of this contract entitled, "Changes". DO NOT start work under this proposed change until you receive a copy signed by the Contracting Officer or a directive to proceed). <u>7.24.19</u> Date <u>Carmela Roberts, P.E., Borough Engineer</u> Type Name and Title  Signature			
8. DESCRIPTION OF CHANGE: <i>Pursuant to the clause of this contract covering changes, the contractor shall furnish all labor and material, and all work necessary to accomplish the following described work:</i> Adjust to as-built quantities. Minor changes were made to the water main layout as a result of unforeseen existing conditions. These changes resulted in changed quantities for water mains and required fittings. In addition, the Borough chose to remove final paving (curb to curb) from the contract. Therefore, the Contractor was required to restore trenches only. In addition, the contract was extended by 45 calendar days to complete punch list items. All work was completed within the allotted contract time, however, punch list items were delayed due to poor weather. As a result of the above, the contract price is revised as follows:			

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
DEDUCTS				
8	Test Holes, If & Where Directed	4 CY	\$100.00	\$400.00
9	8" HDPE Water Main	17 LF	\$120.00	\$2,040.00
10	6" HDPE Water Main	5 LF	\$110.00	\$550.00
11	4" HDPE Water Main	42 LF	\$95.00	\$3,990.00
12	10" x 8" Wet Tap and Valve, If & Where Directed	1 EA	\$7,200.00	\$7,200.00
13	8" x 8" Wet Tap and Valve	1 EA	\$6,000.00	\$6,000.00
15	10" Insertion Valve, If & Where Directed	1 EA	\$5,000.00	\$5,000.00
17	10" Gate Valve	1 EA	\$4,500.00	\$4,500.00
18	8" Gate Valve	3 EA	\$2,750.00	\$8,250.00
19	6" Gate Valve	1 EA	\$2,000.00	\$2,000.00
20	2" Gate Valve	1 EA	\$300.00	\$300.00
22	4" x 2" HDPE Reducer	1 EA	\$750.00	\$750.00
23	10" x 10" x 8" D.I. Tee	1 EA	\$1,500.00	\$1,500.00
24	8" x 8" x 8" D.I. Tee	1 EA	\$1,500.00	\$1,500.00
26	4" Cap	1 EA	\$1,200.00	\$1,200.00
31	Select Fill, If & Where Directed	50 CY	\$20.00	\$1,000.00
32	1-1/2" Clean Stone, If & Where Directed	50 CY	\$10.00	\$500.00
33	Concrete Curb, 4000 PSI, If & Where Directed	3 LF	\$50.00	\$150.00
34	Concrete Sidewalk, 4000 PSI, 4" Thick, If & Where Directed	11 SY	\$85.00	\$935.00
35	Final Pavement Restoration, County Road	40 SY	\$35.00	\$1,400.00
36	Final Pavement Restoration, Foreman Street and Church Street	350 SY	\$35.00	\$12,250.00
	Final Pavement Restoration, First Avenue			
37	Topsoiling, 5" Thick	300 SY	\$35.00	\$10,500.00
38	Fertilizer, Seed, and Mulch	48 SY	\$13.50	\$648.00
39	Fuel Price Adjustment	25 SY	\$11.00	\$275.00
40	Asphalt Price Adjustment	1 LS	\$2,500.00	\$2,500.00
41		1 LS	\$5,000.00	\$5,000.00
			TOTAL DEDUCT	\$80,338.00
EXTRAS				
	Police Traffic Directors			
6	6" x 6" Wet Tap and Valve	2.94 HOUR	\$102.60	\$301.64
14	8" x 6" HDPE Reducer	2 EA	\$5,000.00	\$10,000.00
21	Fire Hydrant Assembly	2 EA	\$1,500.00	\$3,000.00
28	1" Type 'K' Copper Water Service	1 EA	\$7,500.00	\$7,500.00
29		8 LF	\$135.00	\$1,080.00
			TOTAL EXTRA	\$21,881.64
SUPP.				
S-1	4" Gate Valve	1 EA	\$1,000.00	\$1,000.00
S-2	6"x4" HDPE Tee	1 EA	\$1,500.00	\$1,500.00
S-3	Replace DIP Fittings with HDPE Fittings	1 LS	\$3,798.91	\$3,798.91
S-4	HDPE Hydrant Piping	2 EA	\$2,006.50	\$4,013.00
S-5	6" HDPE 45° Bend	2 EA	\$1,143.48	\$2,286.96
S-6	Deteriorated Service Line	1 LS	\$1,177.37	\$1,177.37
S-7	4" Insertion Valve	1 EA	\$9,806.95	\$9,806.95
S-8	Cutout 4" Tee	1 EA	\$4,098.37	\$4,098.37
S-9	Failed 2" Service	1 LS	\$1,912.86	\$1,912.86
S-10	2" Meter Pit	1 LS	\$1,510.09	\$1,510.09
S-11	Tree Stump Removal	1 LS	\$696.74	\$696.74
S-12	Retire Service	1 LS	\$2,527.33	\$2,527.33
			TOTAL SUPPLEMENTAL	\$34,328.58

TOTAL COST OF THIS MODIFICATION \$24,127.78 (Deduct)

The contract time is hereby: ☒ increase ☐ decrease ☐ or remains the same ☐ by 45 calendar days as a result of this modification.

The foregoing modification is hereby accepted:

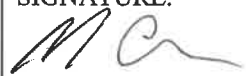
	
CONTRACTOR	ENGINEER
BY: <u>MIKE COPSI</u>	BY: <u>CARMELA ROBERTS PE</u>
DATE: <u>7/17/19</u>	DATE: <u>7/24/2019</u>

APPROVAL:

STATE OF NEW JERSEY

DATE

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

9. ISSUING OFFICE Borough of Hightstown	10. PROJECT NO. 1104001-010	11. CONTRACT NO. 1	12. MODIFICATION NO. 1 and FINAL
13. CONTRACTOR'S PROPOSAL – Change in Contract Price and Extension of Time (Detailed breakdown, attach additional sheets as necessary)			
(Proposed) Please refer to attached memos and invoices from contractor detailing supplemental line items			
NET INCREASE <u>\$ 0.00</u>		NET DECREASE <u>\$ 24,127.78</u>	
		CALENDER DAYS INCREASE <u>45</u> DAYS	
DATE: <u>7/17/19</u>	TYPE NAME AND TITLE: Mike Corsi, Project Manager, Earle Asphalt Company		SIGNATURE: 

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

14. ISSUING OFFICE & PROJECT NO. Borough of Hightstown, 1104001-010	15. CONTRACT NO. 1	16. MODIFICATION NO. 1 and FINAL
17. ORIGINAL CONTRACT BID PRICE \$ 299,113.13 TOTAL OF PREVIOUS CHANGE ORDERS \$ 0.00 TOTAL CONTRACT COST INCLUDING CHANGE ORDERS ... \$ 274,985.35		
18. NECESSITY FOR CHANGE AND REASON FOR OMISSION FROM PLANS AND SPECIFICATIONS: Deducts and Extras were primarily the result of unforeseen existing conditions and as-built requirements. In addition, the Borough removed the paving restoration (curb to curb) from the contract and required only trench restoration. The Borough was able to obtain better pricing from another Contractor to complete the milling and paving operations. Supplemental Pay Item S-1 and S-2 for a 4" Gate Valve and a 6"x4" HDPE Tee at the Housing Authority. The Contractor was unable to obtain the 2-inch gate valve as shown in the bid documents. This required an alternative layout at the service to account for a different fitting layout and larger valve. Supplemental Pay Item S-3 for Replacing DIP Fittings with HDPE fittings was required due limitations found during construction. The plans call for HDPE fittings. However, the Contractor requested the use of DIP fittings to allow for simpler construction which the Borough approved. During construction, and after the DIP fittings were installed, the Borough requested that all fittings be replaced with HDPE as shown in bid documents. The Contractor already completed the DIP work and therefore required the change order. Supplemental Pay item S-4 for HDPE Hydrant Piping was requested by the Borough. The bid documents call for DIP at the hydrants. However, the Borough requested these pipes be fusible HDPE during construction in order to be consistent with the rest of the project. Supplemental Pay Item S-5 for 6" HDPE 45° Bends was requested by the Borough during construction. The plans call for a 90° bend on Forman Street. The Borough requested 45° to limit losses through the fitting. Supplemental Pay Item S-6 for Deteriorated Service Line was for the replacement of a approximately 5-ft. of galvanized water service (behind the curb stop) at #110 First Avenue. The existing service started to leak while the new curb stop was being installed which required the repair by the Contractor. Supplemental Pay Item S-7 for a 4-inch Insertion Valve at Outcalt Street. The existing 4-inch valves worked during the design phase, however, they appear to have failed prior to construction which would not allow for the new water main connection. Therefore, a new insertion valve was required to isolate the existing main. Supplemental Pay Item S-8 for a new 4" Tee and cutout at an existing main at Outcalt Street. The alternative would have been for a new wet tap which was rejected because a wet tap would create losses in the pipe. The tee would not create as much head loss through the fitting as a wet tap. Supplemental Pay Item S-9 for failed 2-inch Service Line. The plans required a new water service line at the Hightstown Housing Authority (near Forman Street). However, during construction existing utilities were found at the site that were not anticipated, which limited the installation of a new water service line. The Borough and the Housing Authority chose not to move forward with the new service line. Supplemental Pay Item S-10 for a 2-inch Meter Pit was for the replacement of a meter pit found on First Avenue. The meter pit was in line with the new curb stop and in poor condition. The Borough requested that the Contractor remove the existing pit and relocate it behind the curb in order to limit future utility conflicts. Supplemental Pay Item S-11 for Tree Stump Removal at Forman Street. The Borough originally anticipated removing an existing tree stump prior to construction. However, the Borough was unable to due so because of poor weather. Therefore, the Contractor was requested to remove the stump during construction. Supplemental Pay Item S-12 for Retiring of an Existing Water Service. The Borough found an existing water service at Rogers Avenue that fed some homes on Forman Street. The Borough requested that the Contractor retire the existing line as the homes were now being service by new services installed by Earle on Forman Street.		

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE**19. OTHER IMPACTS RESULTANT OF THIS CHANGE:**

None.

20. RESUME OF NEGOTIATIONS OR RECOMMENDATIONS (Loanee's Representative) :

Negotiations between Earle Asphalt and Roberts Engineering Group were conducted throughout the duration of construction. See attached documentation.

DATE:

7.24.19

**TYPE NAME AND TITLE OF LOANEE'S
REPRESENTATIVE:**

Carmela Roberts, P.E. Borough Engineer

SIGNATURE:

Resolution 2019-142

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

**APPROVAL TO SUBMIT A GRANT APPLICATION
AND EXECUTE GRANT CONTRACT WITH THE NEW
JERSEY DEPARTMENT OF TRANSPORTATION FOR
THE IMPROVEMENTS TO RAILROAD AVENUE AND
DEY STREET PROJECT.**

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

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2020-Improvements to Railroad Avenue and Dey Street-00086 to the New Jersey Department of Transportation on behalf of the Borough of Hightstown.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

Borough Clerk

Mayor

Resolution 2019-143

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

**RESOLUTION AUTHORIZING THE BOROUGH OF HIGHTSTOWN
TO APPLY TO THE NEW JERSEY DEPARTMENT OF
COMMUNITY AFFAIRS (NJDC) FOR A SMALL CITIES PUBLIC
FACILITIES GRANT OF UP TO \$400,000 FOR ADA
IMPROVEMENTS TO THE FORMER YMCA BUILDING;**

WHEREAS, the Borough of Hightstown will apply for a Small Cities Community Development Public Facilities Block Grant from the New Jersey Department of Community Affairs (NJDC) for approximately \$400,000 for ADA improvements to the former YMCA Building located at 230 Mercer Street;

NOW, THEREFORE, BE IT RESOLVED

1. That the Borough of Hightstown does hereby authorize the application for such a grant; and,
2. Recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of the grant agreement; and, also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Borough of Hightstown and the New Jersey Department of Community Affairs, including the provision of a local match share in the ratio of at least two local dollars for every ten state dollars.

NOW THEREFORE, BE IT RESOLVED that the persons whose names, titles and signatures appear below are authorized to sign the application and that they or their successors in said titles are authorized to sign the agreement and any other documents in connection therewith.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-144

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

APPOINTING A FAIR HOUSING OFFICER

WHEREAS, the Borough of Hightstown is applying for a Small Cities Community Development Block Grant from the New Jersey Department of Community Affairs (hereafter NJDCA); and

WHEREAS, the Small Cities Public Facilities grant of up to \$400,000 will be used to make ADA improvements to the former YMCA building located at 230 Mercer Street; and

WHEREAS, the Borough of Hightstown must make efforts to affirmatively further fair housing; and

WHEREAS, the Borough of Hightstown has reviewed various actions that would be acceptable to the NJDCA and the U.S. Department of Housing and Urban Development (hereafter USHUD) and

WHEREAS, the Borough of Hightstown has made assurances that:

- (1) It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issued thereto; and
- (2) It will comply with the Civil Rights Act of 1964, and the regulations issued thereto; and
- (3) It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
- (4) It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that, David Bell, shall be designated as the Fair Housing Officer for the Borough of Hightstown; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall contact the USHUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his/her appointment as Fair Housing Officer and request Fair Housing Information; and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Borough of Hightstown; and

BE IT FURTHER RESOLVED that the Borough of Hightstown will publish in the local newspaper of record and post at the municipal building (or county administration building) a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing advisory services.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-145

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

ADOPTING A CITIZEN PARTICIPATION PLAN FOR SMALL CITIES CDBG GRANTEES

WHEREAS, the Borough of Hightstown, will enter into a Grant Agreement with the New Jersey Department of Community Affairs for the administration of a Small Cities Community Development Block Grant; and

WHEREAS, that Grant Agreement requires the Borough of Hightstown to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Borough of Hightstown has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

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

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the Borough of Hightstown; and

The Borough of Hightstown will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 1, 2019.

Debra L. Sopronyi
Borough Clerk

SMALL CITIES PROGRAM

CITIZEN PARTICIPATION PLAN

I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

- (A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate-income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;
- (C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped;
- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
- (F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

Timetable For Public Hearings

A.Application Design Phase

Step 1 -Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)

Step 2 -First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

B.Implementation Phase (At least 50% of project completed)

Step 1 -[Notice of Second Public Hearing](#) published in accordance with A, Step 1 above at least seven days prior to Step 2.

Step 2 -Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

Note

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

Citizen Participation Plan

Sample Resolution

(Municipality)

(County)

State Of New Jersey

R E S O L U T I O N

WHEREAS, (municipality) has entered into a Grant Agreement # _____ with the New Jersey Department of Community Affairs; and

WHEREAS, that Grant Agreement requires the (municipality) to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the (municipality) has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the (type of municipality) Committee of the (municipality), County of _____ and State of New Jersey, that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the (municipality); and

The (municipality) will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

This is to certify that the foregoing Resolution was duly adopted at a Regular Meeting of the (municipality) committee which was held on (dated) _____.

ATTEST:

(Municipal Clerk)

Sample Display Advertisement
Citizen Participation -- Performance Hearing Requirement
Small Cities Community Development Program

Instructions to Newspaper

1. Display Ad - Non-Legal Section
2. Publish at least seven days prior to the hearing date
3. Send 1 Proof of Publication to: (Local contact and address)

 (Municipality)

 (County)

State Of New Jersey

PUBLIC NOTICE

The (applicant), New Jersey will hold a public hearing on (date) at (time) in the (specific building location) in (municipality), New Jersey.

The purpose of the hearing is to review the performance of and receive citizen comments and recommendations concerning the Small Cities Community Development Block Grant, awarded in (Year Awarded) for Type of Grant (Public Facilities, Economic Development, etc.).

The (name of applicant) received a grant in the amount of \$ for (describe purpose -- e.g., rehabilitation of housing, reconstruction of streets -- and location).

All citizens are encouraged to offer comments at the public hearing or by writing to (municipality/county, mailing address, ATTN: contact person). Within ten days following the public hearing, written comments may also be sent to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 811, Trenton, New Jersey, 08625-0811, ATTN: Administrator.

Resolution 2019-146

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

APPROVING A GRANT MANAGEMENT PLAN FOR CDBG GRANTEES

WHEREAS, the Borough of Hightstown will apply to the New Jersey Department of Community Affairs (NJDCA) for a Small Cities Public Facilities grant of up to \$400,000 to make ADA Improvements to the former YMCA Building located at 230 Mercer Street; and

WHEREAS, any Grant Agreement between the Borough of Hightstown and the NJDCA will require the Borough to comply with all federal requirements with regard to grant management; and

WHEREAS, the Borough of Hightstown has reviewed the proposed Grant Management Plan prepared for its Small Cities CDBG grantee application;

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

Pending the execution of said Grant Agreement, the proposed Borough of Hightstown Grant Management Plan shall be approved by the Borough of Hightstown.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

The Hightstown Public Facilities Program is required to comply with all Small Cities Procedures as identified both in the Small Cities Community Development Block Grant Handbook, as well as in the Small Cities contract between the New Jersey Department of Community Affairs (NJDCa) and the Borough of Hightstown. Further, the Borough has agreed to comply with any changes made during the term of the contract by the NJDCa.

The Borough has designated Debra Sopronyi, Administrator/Borough Clerk, to be the Small Cities Program Director with overall responsibility for verifying that all contractual activities are being carried out according to schedule. The Borough has designated CGP&H, specifically, Patrice Loehle, as Project Coordinator with overall responsibility for the day to day administration of the grant and liaison with the Small Cities Program staff. Fiscal management will be the responsibility of George Lang, Chief Financial Officer. The following outlines the activities to be undertaken and the qualifications of the individuals responsible for their completion. A summary of the grant management team's names and phone numbers is also included as well as a project schedule.

Program Director (Debra Sopronyi, Administrator/Borough Clerk) will oversee program administration. Her responsibilities will include: ensure that all project activities are consistent with the grant agreement and related regulations governing the Small Cities Program, supervise the activities of the Project Coordinator, approve contractor requests for payment, keep the governing body informed on the status of all project activities and bring any necessary decision-making to their attention and oversee all grant-related activities.

Ms. Sopronyi has been employed in Local Government for over 20 years and has previous experience with CDGB Grants in towns in which she was been employed; she holds certifications as Municipal Clerk (RMC) and Qualified Purchasing Agent (QPA) with the State of New Jersey. She has been employed with the Borough for the last ten years as RMC and QPA and added the title of Administrator in 2017.

Program Coordinator (Patrice Loehle, PP, CGP&H) will serve as Program Coordinator. Her responsibilities will include: verify all contract activities from grant agreement execution to final close-out, prepare Program Progress and Financial Status Reports, Semi-Annual Contractor Reports and Final Performance Report for submittal to DCA, maintain all administrative and fiscal files, prepare record keeping files and maintain equal opportunity files, attend all monitoring visits as requested, serve as Labor Standards Compliance Officer including review weekly payrolls, conduct field interviews and follow up in situations of non-compliance and provide other services as needed or required by Small Cities regulations.

Ms. Loehle has administered multiple Small Cities Public Facilities Programs in municipalities throughout New Jersey, including Mercer County. She has also administered both CDBG and Small Cities programs for more than 20 years.

Fiscal Manager (George Lang, CFO) will submit all invoices for payment to the Borough Council for approval, issue all checks in accordance with the invoices and maintain adequate Financial Records.

Mr. Lang has over 35 years' experience with New Jersey municipal governments as a Municipal Auditor and Chief Financial Officer. He is a Certified Public Accountant, Registered Municipal Accountant and Certified Municipal Finance Officer.

Consultants (David Gerkens and Patrice Loehle, CGP&H, LLC) will provide technical services, advisement with all compliance documents including Grant Management Plan, Citizen Participation Plan, Statement of Fair Housing Needs and Civil Rights Documentation. They will also provide technical services and personnel for administering the program, Environmental Review implementation, and, provide technical advisement needed throughout the course of the project.

David Gerkens is a NJ licensed professional planner and Vice President at CGP&H. Patrice Loehle, is a NJ licensed professional planner and Senior Planner/Grant Administrator for CGP&H.

Contact Information

Debra L. Sopronyi, RMC/QPA/CMR, Administrator/Borough Clerk, Hightstown Borough, 156 Bank Street, Hightstown, NJ 08520 Phone: (609)-490-5100; Fax: (609)-371-0267
Email: clerk@hightstownborough.com

Patrice Loehle, PP, Senior Planner, CGP&H, 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512; Phone: (609) 664-2786 x.13; Fax: (609) 664-2786
Email: patrice@cgph.net

George Lang, Chief Financial Officer, Hightstown Borough, 156 Bank Street, Hightstown, NJ 08520 Phone: (609)-490-5100; Fax: (609)-371-0267
Email: cfo@hightstownborough.com

David Gerkens and Patrice Loehle, Consultants, CGP&H, 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512: Phone: (609) 664-2786 x.23; Fax: (609) 664-2786
Email: dave@cgph.net

Resolution 2019-146

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

APPROVING A GRANT MANAGEMENT PLAN FOR CDBG GRANTEES

WHEREAS, the Borough of Hightstown will apply to the New Jersey Department of Community Affairs (NJDCa) for a Small Cities Public Facilities grant of up to \$400,000 to make ADA Improvements to the former YMCA Building located at 230 Mercer Street; and

WHEREAS, any Grant Agreement between the Borough of Hightstown and the NJDCa will require the Borough to comply with all federal requirements with regard to grant management; and

WHEREAS, the Borough of Hightstown has reviewed the proposed Grant Management Plan prepared for its Small Cities CDBG grantee application;

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

Pending the execution of said Grant Agreement, the proposed Borough of Hightstown Grant Management Plan shall be approved by the Borough of Hightstown.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-147

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

SUPPORT SENATE BILL S-3827 ASSEMBLY BILL A-5450 CLARIFYING TELECOMMUNICATIONS INDUSTRY CORPORATE TAX RESPONSIBILITIES

WHEREAS, the A-5450/S-3827 seeks to clarify telecommunications industry corporate tax responsibilities and shield taxpayers from the costs of endless tax court litigation; and

WHEREAS, a misinterpretation of P.L. 1997, c.162 (C.54:10A-3 et al.) has resulted in municipalities facing the cost of litigating Verizon's tax appeals filed for every tax year subsequent to 2009, up to and including the current year; and

WHEREAS, tax court litigation in one municipality took ten years to ensure that Verizon would pay its 2008 business personal property taxes (BPPT), and further litigation will be needed to secure BPPT payments for each subsequent year in which the exemption was claimed; and

WHEREAS, every municipality faces the same prospect of costly annual tax court filings and appeals, adding to taxpayer burden; and

WHEREAS, A-5450/S-3827 would clarify the intent to permanently apply the business personal property tax on local exchange telephone companies that were subject to the BPPT tax as of April 1, 1997.

NOW, THEREFORE, BE IT RESOLVED BY The Borough Council of the Borough of Hightstown:

1. That it does hereby support A-5450/S-3827, which will clarify the telecommunications industry corporate tax responsibilities.

2. That a copy of this resolution be sent to our District 14 representatives, the members of the Assembly Appropriations Committee and the New Jersey League of Municipalities.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-148

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

AMENDING RESOLUTION 2019-25

WHEREAS, resolution 2019-25 authorized officers of the Borough of Hightstown to sign for the payment of money from the accounts that the Borough of Hightstown; and

WHEREAS, it is necessary to amend resolution 2019-25 by removing the name of Janice Mohr-Kminek as a designated officers who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown; and

WHEREAS, it is necessary to further amend resolution 2019-25 by adding the name of Michael J. O'Connor as a designated officers who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that resolution 2019-25 shall be amended by removing Janice Mohr-Kminek, Accounts Payable, as an officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and add Michael J. O'Connor, Account Payable, as an officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-149

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

SUPPORTING THE DRIVE SOBER OR GET PULLED OVER 2019 STATEWIDE CRACKDOWN

Whereas, approximately one-third of all fatal traffic crashes in the United States involve impaired drivers; and

Whereas, impaired driving crashes killed 10,874 people in the United States in 2017; and

Whereas, impaired driving crashes cost the United States almost \$44 Billion a year; and

Whereas, during the past five years New Jersey's roadways experienced 36,778 crashes and 679 fatalities involving impaired drivers; and

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

Whereas, the summer season and the Labor Day holiday in particular are traditionally times of social gatherings which include alcohol; and

Whereas, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the *Drive Sober or Get Pulled Over 2019 Statewide Crackdown*; and

Whereas, the project will involve increased impaired driving enforcement from August 16 through September 2, 2019; and

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

Therefore, be is resolved that the Borough of Hightstown declares it's support for the *Drive Sober or Get Pulled Over 2019 Statewide Crackdown* from August 16 through September 2, 2019 and pledges to increase awareness of the dangers of drinking and driving.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 5, 2019.

Debra L. Sopronyi
Borough Clerk



The Borough of Hightstown

Clerk's Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext. 772

Fax – (609) 371-0267

FROM THE DESK OF

DEBRA L. SOPRONYI, RMC/CMC, QPA
BOROUGH ADMINISTRATOR/CLERK

TO: Mayor & Council

DATE: July 31, 2019

RE: FEMA Claim – Borough Hall

As you are aware, I have spent hundreds of hours getting our FEMA claim for the Borough Hall re-opened and settled with FEMA. The investigation on the claim has ended, and unfortunately, we do not meet the over 50% rule for "replacement". The rule is that the repair cost must be at least 51% of the replacement cost for the building to qualify for replacement reimbursement.

FEMA performed a lengthy evaluation of the property, using estimates given by the Borough that were brought current from 2011, as well as visiting the site to inspect the building and prepare estimates themselves. The first estimate sent by FEMA did not address the seismic safe requirement for the Police Department and I reached out to them to bring this to their attention; FEMA then responded that the facility's use and classification prior to the event was as a police station and emergency preparedness center and there would be no change of use proposed and as such, no upgrades in seismic design is warranted or required. They cited Section 1613 of the NJ International Building Code (IBC) as designating the location of the facility as having a Maximum Considered Earthquake (MCE) rating of 20 and places the area within the "B" earthquake zone reflecting a significantly low risk of seismic activity as illustrated by the United States Geological Survey (USGS) and FEMA.

They also noted in their determination that only those facility components that were directly damaged by the event are subject to code upgrades by FEMA; if there are tertiary costs associated with code upgrades to components not damaged by the event and are triggered by repair work, the costs are not eligible under FEMA, therefore code upgrades are not covered.

Flood plain mitigation costs, when applicable, make up part of the construction cost, but are not included in the 50% calculation; and since the building is no longer in the 100-year floodplain (current floodplain maps show the facility within the 500-year floodplain) floodplain mitigation is not required or covered.

The formula and figures for this determination are attached hereto; note that only the base costs are used in the formula, however even if the total repair cost (which is not what is eligible to be used by FEMA) was used the percentage would be at 36%, still not the 51% required for replacement cost.

As the Borough does not qualify for "replacement cost" and we are not returning to the same facility to get "repair cost", FEMA will be paying the Borough \$375,000.00 which is 75% of our insurance deductible in the matter. We are not eligible for 100% because the Borough did not have flood insurance at the time of the event; note that this would apply to the claim no matter how it was paid.

Enclosed with this memo is a letter which I must sign and return to FEMA for the funds to be permitted to be used for our new facility at 230 Mercer Street. This letter is requesting permission for the funds to be transferred to an alternative project. Once this letter is submitted, FEMA will issue the check to the Borough; we have covered proof of meeting our deductible with the documents previously submitted for the purchase of 230 Mercer Street.

I am asking that the Borough Council approve the transference of these funds to the new project; once approved I will get the letter to FEMA and the claim will be closed. A resolution is not needed, just action of the Governing Body.

DR-4021-NJ

PW 2813 Hightstown Borough Hall/ Police Station

Application of the FEMA 50% Rule for Replacement

Eligible construction costs from Cost Estimate/ CEF:

Part A:	Base Costs	\$553,317.00
Part B:	Gen Conditions	\$59,482.00
Part C:	Design + Constr. Contingencies	\$104,176.00
Part D:	GC Overhead/ Profit	\$148,551.00
Part E:	Costr. Escalation Allowance	\$249,271.00
Part F:	Plan Review	\$0.00
Part G:	Applicant's Reserve	\$49,883.00
Part H:	Proj. Mgm't. Fees	\$184,687.00
Total Eligible Repair Cost		\$1,349,367.00

Cost of Replacement

Administration Building:	\$2,563,670.00
Garage	\$1,194,622.00
Total Reconstruction Cost	\$3,758,292.00

50% Rule:

$$\$553,317.00 \div \$3,758,292.00 = 14.72\%$$

Project does not meet the threshold for replacement.



Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520
(609) 490-5100 Fax: (609) 371-0267

Website: www.hightstownborough.com

August 1, 2019

Mr. Ryan Bryski
Public Assistance Unit
NJ Office of Emergency Management

RE: Hightstown Borough
Improved Project
DR-4021_PW-2813
CAT E - Public Buildings & Equipment
Borough Hall / Police Department

Dear Mr. Bryski:

The Borough of Hightstown hereby requests an Improved Project for this Hurricane Irene (DR-4021) Project Worksheet (PW) #2813 for damages to the Borough Hall / Police Department as a result of flooding.

Due to the location of the damaged facility, and the likelihood of future flooding, the Borough is relocating the function of the damaged facility. In order to do so, the Borough has purchased a facility to accommodate the original function of the damaged facility. The Borough is requesting to apply the obligated funds on this PW toward that purchase.

Should you have any questions or concerns, please contact me via email at clerk@hightstownborough.com and copy to deputyclerk@hightstownborough.com.

Sincerely,

Debra L. Sopronyi, RMC/CMC, QPA, CMR
Borough Administrator/Clerk

c: Mayor & Council



The Borough of Hightstown

Clerk's Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext. 772

Fax – (609) 371-0267

FROM THE DESK OF
DEBRA L. SOPRONYI, RMC/CMC, QPA
BOROUGH ADMINISTRATOR/CLERK

TO: Mayor & Council
DATE: July 31, 2019
RE: Tree Removal by JCP&L

Attached to this memo you will find Resolution 2018-185 adopted by the Borough Council on October 1, 2018. This resolution supported the new aggressive tree trimming program implemented by JCP&L in order to eliminate the possibility of power outages due to weather events. The adoption of this resolution put Hightstown higher on the list for this trimming project. I confidently believe that this tree trimming assisted the Borough in the last storm; while our neighboring communities had power outages in the thousands, the Borough residents were minimally affected (10 residents lost power in the Borough). Those that were affected, had trees on their own property that damaged wires, or were on a grid from one of the unfortunate neighboring municipalities.

Also attached are e-mails between Jim Markey (our JCP&L Representative) and David Zaiser (Borough Shade Tree Official). Please be advised that Mr. Markey came to my office to discuss the matter and I informed him that he is to work with Ken Lewis, DPW Superintendent, on the project. During his visit, Mr. Markey noted that the information Mr. Zaiser was requesting was confidential and protected by the BPU; therefore, he could not provide the documents requested. Mr. Lewis has confirmed that JCP&L reviewed the removal of the trees in question and he was aware that they were going to be removed. He also noted that upon their removal, the tree stumps showed signs of disease and at least one is hollow. He also commented that the trees removed on South Main Street were near the Peddie School, who is pleased that they were removed due to their hazardous condition for which they had safety concerns.

I would like to note that JCP&L kept DPW abreast of their progress, and specifically noted any trees that were being totally removed. They also reached out to the residents whose property bordered the Borough trees being removed, to advise them of the removal and why; we did not receive any reports from residents who were distraught with the evaluation of the trees by JCP&L, and most were grateful for the proactive project.

Resolution 2018-185

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

SUPPORT FOR THE JCP&L RELIABILITY PLUS

WHEREAS, The Borough of Hightstown recognizes that reliable electric service plays a crucial role in the daily lives of Borough residents; and

WHEREAS, The Borough of Hightstown recognizes that reliable electric service also is critical to the local businesses within our community, and drives commerce in our Borough and across the region; and

WHEREAS, The Borough of Hightstown supports efforts to enhance our energy infrastructure to continue to provide families and businesses the reliable source of energy they need; and

WHEREAS, The Borough of Hightstown supports efforts to enhance the reliability and resiliency of the electric distribution system against severe weather and reduce the number of customers affected by outages and shorten the duration of outages; and

WHEREAS, The Borough of Hightstown has been informed that Jersey Central Power and Light Company's (JCP&L) Reliability Plus includes approximately \$400 million in targeted investments above and beyond its regular annual investments to enhance JCP&L's service reliability and resiliency; and

WHEREAS, The Borough of Hightstown has been informed that the JCP&L plan includes nearly 4,000 enhancements that will help the reliability and resiliency of overhead and underground distribution lines, as well as new equipment to reduce the number of customers affected by outages and shorten the duration of outages; and

WHEREAS, The Borough of Hightstown has been informed that the JCP&L plan also outlines additional vegetation management to reduce the potential for tree damage, which is the primary cause of outages during severe storms in JCP&L's service area; and

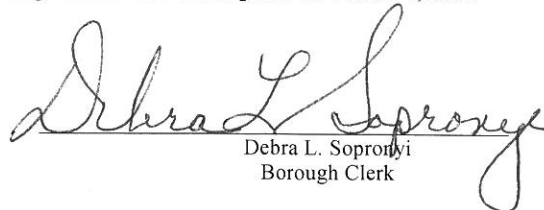
WHEREAS, The Borough of Hightstown has been informed that JCP&L expects the plan's economic benefit to customers and businesses from enhanced reliability and resiliency will be \$1.9 billion over the estimated life of the equipment installed through the program; and

WHEREAS, The Borough of Hightstown has been informed that JCP&L estimates the initial increase on the monthly bill for an average residential customer would be about 25 cents.

NOW, THEREFORE, BE IT RESOLVED that Mayor and Council of The Borough of Hightstown hereby finds and declares: That JCP&L's Reliability Plus will benefit residents and businesses in The Borough of Hightstown and throughout Mercer County by making JCP&L's electric distribution system during storm and non-storm events more resistant to outages and enabling the system to recover more quickly when outages do occur and increase the distribution system's resiliency, operational flexibility, safety and security. JCP&L's Reliability Plus should be approved by the New Jersey Board of Public Utilities.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 1, 2018.


Debra L. Sopronyi
Borough Clerk

Debra Sopronyi

From: Markey, James J <jmarkey@firstenergycorp.com>
Sent: Wednesday, June 19, 2019 10:31 AM
To: Debra Sopronyi
Subject: FW: JCP&L Reliability Plus Tree work

Deb,
 I will give you a call to discuss.
 Best,
 Jim

From: David Zaiser <trees@hightstownborough.com>
Sent: Tuesday, June 18, 2019 8:31 PM
To: Markey, James J <jmarkey@firstenergycorp.com>
Cc: Vender, Raymond A <rvender@firstenergycorp.com>; publicworks@hightstownboro.com
Subject: [EXTERNAL] Re: JCP&L Reliability Plus Tree work

Hi Jim:

I appreciate your coming out to Hightstown to meet this morning.

I spoke to Mr. Vender not long after we met. In our conversation I asked that you (JCP&L) supply some pieces of information. He said that he would speak to you about supplying:

1. The new pruning criteria being used in this most recent campaign.
2. A map of Hightstown showing the locations of the Zone 1 and Zone 2 areas you mentioned as the target areas for the new pruning standard.
3. A formal assessment of the status of the trees on South Street. There are several good assessment tools out there for determining whether a tree is dangerous. Please submit a formal assessment. The description supplied is not acceptable. Also, there is no evidence of any uprooting. Do you have photographic evidence of the other conditions? Finally, while I appreciate your informing the adjacent homeowner, the homeowner does not have the authority to approve a removal on Borough property.

Lastly, I've been contacted by a representative of Aspen Tree Service. I am not comfortable speaking with your vendor until I feel confident we have been made fully aware of plans and policies. Once we have these in hand we can more effectively manage the tree resource.

David Zaiser

From: Markey, James J <jmarkey@firstenergycorp.com>
Sent: Tuesday, June 18, 2019 3:14:16 PM
To: David Zaiser
Cc: Vender, Raymond A; publicworks@hightstownboro.com
Subject: JCP&L Reliability Plus Tree work

Dave,

Thank you for taking the time to meet with me and review concerns. I understand you also spoke with Ray Vender, our Forestry Supervisor and that he provided:

1. In front of 316/318 Morrison Ave- 2 Oak trees are designated to be removed, one in decline and both with a significant overhang of primary wires, reviewed w/ DPW (trees in twp row) and discussed with both residents.
2. 238 S. Main St- 2 tree removals- trees in decline, uprooting, poor site conditions, included bark/codominant tree. Peddie School rep @ 239 S. Main st house signed/granted permission.

Aspen Tree would like to schedule the work and coordinate w/ DPW and Police. Please reach out to them as time permits so we can move this ahead.

I understand you also inquired about mapping or paperwork associated with this. We consider this type of information proprietary and therefore cannot share it, but we will continue to keep you apprised.

Thanks again and if you would like to speak with me further, please call me at 732-742-0382 cell.
Best regards,
Jim Markey

To view outage and electric infrastructure information in your community please reference the links provided below.



<http://outages.firstenergycorp.com/nj.html>

[Click to view outage and electric infrastructure information in your community](#)

Jim Markey
Area Manager JCP&L
732-723-6652 office
732-742-0382 cell
Customer Service: 1-800-662-3115 Outage Reporting: 1-888-544-4877

The information contained in this message is intended only for the personal and confidential use of the recipient(s) named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately, and delete the original message.

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Debra Sopronyi

From: Markey, James J [mailto:jmarkey@firstenergycorp.com]
Sent: Tuesday, July 30, 2019 11:18 AM
To: Debra Sopronyi
Subject: FW: Hightstown Tree removals- Notice of Claim

Deb,
 For your reference, below is what was provided pursuant to our meeting in June.
 Best,
 jim

From: Markey, James J
Sent: Friday, June 21, 2019 2:36 PM
To: trees@hightstownborough.com
Cc: publicworks@hightstownborough.com; 'Sopronyi, Debra (Hightstown Borough)' <clerk@hightstownborough.com>; Vender, Raymond A <rvender@firstenergycorp.com>
Subject: FW: JCP&L Reliability Plus tree work

David,

I again appreciate you taking time to meet and speak with me regarding JCP&L's vegetation management in Hightstown. To address your questions, I have the following to offer.

1. Pruning criteria used in the Reliability Plus program(overhangs). *As discussed, the NJBPU has directed JCP&L to permission customers and municipalities and remove overhangs associated with certain less reliable primary lines. This may include more than the overhang if it endangers the integrity of the tree. JCP&L's certified arborists adhere to ANSI A300 standards for vegetation management.*
2. Map of zone 2 where this work applies. *(see below)*
3. A formal assessment of the status of the trees on South Street.
With the type and volume of work we perform annually, JCP&L uses certified arborists to evaluate and make assessments. (My reference to uprooting was meant to refer to poor sight condition/between street and curb).

In doing this work it is our intention to communicate with municipalities and customers as we have. Going forward JCP&L will continue to schedule and coordinate this work with Hightstown's municipal employees (copied on this email) as we have in the past.

I thank you again and if you have any questions, please give me a call at 732-723-6652.
 Regards,
 Jim Markey

Roads that have zone 2 (3 phase wire) in Hightstown are highlighted in yellow on map below. They are Oak Ln, Morrison ave, Summit st, Soth st, Main st, Spring crest dr, Westerlea ave, Grape Run rd, Taylor ave, Etra rd, a spot on Ward and Maxwell ave.



The information contained in this message is intended only for the personal and confidential use of the recipient(s) named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review,

Borough of Hightstown
Environmental Commission
 156 Bank Street
 Hightstown, NJ 08520

28 July 2019

James Markey
 Area Manager
 JCP&L
 1345 Englishtown Rd.
 Old Bridge, NJ 08857

RE: Violation of Tree Protection Ordinance
 Borough of Hightstown, New Jersey

Dear Mr. Markey:

This correspondence serves as notice of the illegal removal (by your agent, Davey Tree Service) of two oak trees formerly located within the right-of-way of South Street near the intersection with South Main Street adjacent to the property known as 238 South Main Street within the Borough of Hightstown, New Jersey. These trees were not interfering with overhead utility cables (none exist along this side of South Street) and as such were exempt from the permit for tree work and removal allowed by the State for New Jersey utility companies and their agents engaged to clear utility line easements. Additionally, no permit was issued through the Borough for these removals. Their removal was therefore accomplished illegally.

The Borough is submitting a claim for the loss of the two removed oak trees. Each measured at the flush cut to be of a diameter between 33 and 36 inches, or an estimated 30 inches in diameter at breast height. The value of the loss of these trees is calculated using a generally accepted formula that accounts for the size and quality of the tree. We used a cost of \$200 for an oak tree of 2 inch diameter, which develops a base value of \$64.5/square inch based upon its cross-sectional area of 3.1 sq. The total value of \$36,474 for each tree was determined using the following formula:

Base Value X Cross Sectional Area X Species Class X Condition Class X Location Class =

\$64.5 /sq. in. X 706.86 sq.in. X 1.00 X 1.00 X 0.80 = \$36,474 X 2 trees = \$72,948

Please contact me immediately to determine how you will address this claim.

Sincerely,



David M. Zaiser
 Shade Tree Official
 Borough of Hightstown

Section 2-32

ENVIRONMENTAL COMMISSION

Subsections:

- 2-32.1** **Established.**
- 2-32.2** **Established; Legislative Authority.**
- 2-32.3** **Appointment; Terms of Office.**
- 2-32.4** **Power and Duties.**
- 2-32.5** **Acquisitions.**
- 2-32.6** **Records to Be Kept; Annual Report.**
- 2-32.7** **Appropriations.**

Subsection 2-32.1 Established.

An Environmental Commission shall be established as provided in this section. (Ord. No. 19-1994)

Subsection 2-32.2 Established; Legislative Authority.

The Borough of Hightstown Environmental Commission is hereby established pursuant to N.J.S.A. 40:56A, as amended by P.L. 1972, c. 35. (1991 Code § 13-1)

Subsection 2-32.3 Appointment; Terms of Office.

a. The Commission shall consist of seven (7) members appointed by the Mayor, subject to consent of the Council, one (1) of whom shall also be a member of the Planning Board and all of whom shall be residents of the Borough. The members shall serve without compensation except as hereinafter provided. The members shall designate one (1) of their members to serve as Chairperson and presiding officer of the Commission. The terms of office of the first Commissioners shall be one (1), two (2) or three (3) years, to be designated by the Mayor in making his appointments, and their successors shall be appointed for terms of three (3) years and until the appointment and qualification of their successors.

b. There shall be two (2) alternate members appointed by the Mayor, subject to consent of the Council, designated as Alternate No. 1 and Alternate No. 2. The terms of the alternate members shall be for two (2) years, except that the terms of the alternate members first appointed shall be two (2) years for Alternate No. 1 and one (1) year for Alternate No. 2, so that the terms of not more than one (1) alternate member shall expire in any one year. An alternate member may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote first.

c. The Mayor and Council may remove any member of the Commission for being absent for four (4) consecutive meetings, unless a valid excuse has been submitted. A vacancy on the Commission occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. (1991 Code § 13-2; Ord. No. 2003-23)

Subsection 2-32.4 Power and Duties.

The Commission is established for the protection, development or use of natural resources, including water resources, located within the territorial limits of the Borough of Hightstown. The Commission shall have power to conduct research into the use and possible use of the open land areas of the Borough and may coordinate the activities of unofficial bodies organized for similar purposes and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which, in its judgment, it deems necessary for its purposes. It shall keep an inventory of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, in order to obtain information on the proper use of such areas and may from time to time recommend to the Planning Board plans and programs for inclusion in the Master Plan and the development and use of such areas. (1991 Code § 13-3)

Subsection 2-32.5 Acquisitions.

The Environmental Commission may, subject to the approval of the Mayor and Council, acquire property, both real and personal, in the name of the Borough by gift, purchase, grant, bequest, devise or lease for any of its purposes and shall administer the same for such purposes subject to the terms of the conveyance or gift. Such an acquisition may be to acquire the fee or any lesser interest, development, right, easement (including conservation easement), covenant or other contractual right (including a conveyance on conditions or with limitations or reversions), as may be necessary to acquire, maintain, improve, protect, limit the future use of or otherwise conserve and properly utilize open spaces and other land and water areas in the Borough. (1991 Code § 13-4)

Subsection 2-32.6 Records to Be Kept; Annual Report.

The Environmental Commission shall keep records of its meetings and activities and make an annual report to the Mayor and Council. (1991 Code § 13-5)

Subsection 2-32.7 Appropriations.

The Commission may appoint such clerks and other employees as it may require, provided that the same shall be within the limits of funds appropriated to it by the Mayor and Council. (1991 Code § 13-6)

Chapter 20

PROTECTION OF TREES

Sections:

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

Hightstown Borough Revised General Ordinances

Section 20-1

TITLE

Subsections:

20-1-1 Title.

Subsection 20-1-1 Title.

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

Section 20-2

DEFINITIONS

Subsections:

20-2-1 Definitions.

Subsection 20-2-1 Definitions.

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

b. As used in this chapter:

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

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

Park shall include all public parks having individual names.

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

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

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

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

Hightstown Borough Revised General Ordinances

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

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

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

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

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

Section 20-3

DUTIES OF ENVIRONMENTAL COMMISSION

Subsections:

20-3-1 Duties of Environmental Commission.

Subsection 20-3-1 Duties of Environmental Commission.

The Environmental commission shall have the authority and responsibility to:

- a. Study the problems and determine the needs of the Borough in connection with its tree planting program.
- b. Recommend to the proper authority the type and kind of trees to be planted upon municipal streets or parts of municipal streets or in parks.
- c. Organize and disseminate news and information regarding the selection, planting and maintenance of trees within the corporate limits, whether the same are on private or public property, and make recommendations from time to time to the Borough Council as to desirable legislation concerning the tree program and activities for the municipality.
- d. Hold regular and special meetings at which the subject of trees insofar as it relates to the municipality may be discussed by the members of the Commission and all others interested in the tree program.
- e. Promulgate the rules and regulations of the Arboricultural Specifications and Standards of Practice governing the planting, maintenance, removal, fertilization, pruning and bracing of trees on the streets or other public sites in the municipality and direct, regulate and control the planting, maintenance and removal of all trees growing now or hereafter in any public area of the Borough.

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f. Formulate, adopt and amend a Master Street-Tree Plan. The Master Street-Tree Plan shall specify appropriate species of the trees to be planted on the streets or other public sites of the municipality. From and after the effective date of the Master Street-Tree Plan or any amendment thereof, all planting shall conform thereto.

g. Consider all existing and future utility and environmental factors when recommending a specific species for each of the streets and other public sites of the municipality.

h. Affix reasonable conditions to the granting of a permit in accordance with the terms of this chapter. (1991 Code § 207-3)

Section 20-4

SHADE TREE OFFICIAL

Subsections:

20-4-1 Appointment; Vacancies.

20-4-2 Duties of Shade Tree Official.

Subsection 20-4-1 Appointment; Vacancies.

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

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

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

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

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

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

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

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Section 20-5

PERMITS

Subsections:

20-5-1	Permit Required.
20-5-2	Application.
20-5-3	Issuance of Permit.

Subsection 20-5-1 Permit Required.

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

Subsection 20-5-2 Application.

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

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

1. The number of trees to be set out.
2. The location of the tree(s) and grade.
3. The species, cultivar or variety of each tree.
4. The method of planting.

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

c. An application for maintenance of trees shall state:

1. The number and kinds of trees to be sprayed, fertilized, pruned or otherwise preserved.
2. The kind of treatment to be administered.
3. The composition of the spray material to be applied.

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

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- d. An application for a permit to remove a tree shall state:
1. The number and location of trees to be removed.
 2. The reason(s) removal is necessary or appropriate.
 3. The species, cultivar or variety of the replacement tree(s).
 4. The intended location of the replacement tree(s).
 5. The method of planting the replacement tree(s).
 6. Such other information as the Environmental Commission shall find reasonably necessary to a fair determination of whether a permit should be issued.
 7. Except as otherwise authorized by the Environmental Commission, no permit for removal of a tree shall be issued unless provision is made for the planting of a replacement tree at the site of removal or at a location approved by the Environmental Commission. (1991 Code § 207-6)

Subsection 20-5-3 Issuance of Permit.

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

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Section 20-6**REMOVAL, REPLANTING AND REPLACEMENT****Subsections:**

- 20-6-1 Planting in Violation of Regulations.**
- 20-6-2 Removal of Trees for Sidewalk or Street Improvements.**
- 20-6-3 Removal of Trees for Construction; Replacement.**

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

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

Subsection 20-6-2 Removal of Trees for Sidewalk or Street Improvements.

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

Subsection 20-6-3 Removal of Trees for Construction; Replacement.

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

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Section 20-7**PRUNING****Subsections:**

- 20-7-1 Responsibility of Property Owner or Tenant.**
- 20-7-2 Failure to Prune Trees; Notice.**
- 20-7-3 Failure to Comply; Cost Assessed to Owner.**

Subsection 20-7-1 Responsibility of Property Owner or Tenant.

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

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

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

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

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

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Section 20-8

ABUSE OR MUTILATION OF PUBLIC TREES

Subsections:

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

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

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

Section 20-9

INTERFERENCE WITH OFFICIALS UNLAWFUL

Subsections:

20-9-1 Interference with Officials Unlawful.

Subsection 20-9-1 Interference with Officials Unlawful.

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

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Section 20-10

PROTECTION DURING CONSTRUCTION OR EXCAVATION

Subsections:

20-10-1 Protection During Construction or Excavation.

Subsection 20-10-1 Protection During Construction or Excavation.

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

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

Section 20-11

OBSTRUCTING NUTRIENTS FROM PUBLIC TREES UNLAWFUL

Subsections:

20-11-1 Obstructing Nutrients from Public Trees Unlawful.

Subsection 20-11-1 Obstructing Nutrients from Public Trees Unlawful.

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

Section 20-12

VIOLATIONS AND PENALTIES

Subsections:

20-12-1 Violations and Penalties.

Subsection 20-12-1 Violations and Penalties.

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



Borough of Hightstown

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Website: www.hightstownborough.com

July 26, 2019

To: Hightstown Borough Mayor & Council

From: Debra Sopronyi, Borough Administrator/Clerk
George Chin, Construction/Zoning Official

Re: Site Plan Reviews

George Chin and Debra Sopronyi met and discussed the issues presently affecting the redevelopment and property improvements being conducted within the Borough. The high cost of appearing before the Planning Board is discouraging redevelopment, new businesses and new construction in Hightstown. Projects that would add to Hightstown's ratable are being lost when the words 'Planning Board' are mentioned. During this discussion, the Borough ordinance for site plan review, as well as ordinances from other municipalities were reviewed.

Most of the vacant lots in Hightstown are not being developed because they are undersized and thus require a variance from the Planning Board. 111 Orchard Avenue is a recent example. A bulk variance was required since the lot did not meet the required depth. As of today, the owner has spent over \$20,000.00 in professional fees and escrow due to the required variance. Engineering inspection fees are still ongoing. Besides the monetary cost, variances also impose a time cost. A project is delayed while the process is undertaken. Time is taken preparing the required drawings and documents, waiting for the professional comments, revising the drawings and documents, waiting for the professional comments on the resubmission and then waiting for the next planning board meeting. This delay is in months, not weeks. In the meantime, bank loan closings may be delayed or the offer withdrawn, interest rates may go up or if a loan is already obtained, they are paying interest on the loan. Meanwhile, they are incurring Planning Board review costs.

As a comparison, 128 Maxwell Avenue is a current example of a project which did not require any variances. The owner only had to file for a zoning permit for a new house. The Environmental Commission gave their recommendations and the zoning permit was issued. He was not burdened with site plan, landscape plan, performance bond and maintenance bond requirements. It should be noted that the reason this lot sat vacant for so long is that it is adjacent to the Agway lot contaminated from an oil spill.

The owners of the Church Street project and the Second Avenue subdivision have said that they will never again go before the Planning Board. Many businesses interested in locating in Hightstown, and familiar with the planning board process, walk away when told they have to go to the Planning Board. It is people who do not know what is involved, who go before the Planning Board. They are then shocked at what it cost. Large corporations are able to handle the cost; but it is a strain on the small mom and pop businesses. They normally do not budget enough and there is no set limit on the cost. Plus, if a second Planning Board meeting is required, the applicant has to bring back all of his professionals and also pay for the Borough's professional.

What can be done to encourage development in Hightstown? An ordinance can be written that will allow undersized lots requiring bulk variance to be developed without having to appear before the Planning Board. Something similar is currently in the Ordinance for additions under Nonconforming Building and Uses.

Subsection 28-28-2 Continuation; Enlargement; Rebuilding; Change of Use.

j. Additions to existing single-family dwellings and/or decks constructed on existing buildings which would extend into the required front, side or rear yards shall be permitted if the following conditions are met:

1. The existing and proposed residential use is permitted in the zone in which it is located.
2. The total lot coverage, off-street parking, garage and building height requirements of the applicable zone are met.
3. The existing residential structure does not reduce any required setback by more than fifty (50%) percent and the proposed setback of any addition does not increase any yard setback deficiency of the existing dwelling.
4. The length (front yard to rear yard) of the proposed violation of any side yard does not exceed thirty-five (35') feet.
5. All other applicable zone requirements affected by this proposed addition are met, except that existing lot area and lot width deficiencies shall not require variances, provided that all other requirements of this section are met. (1991 Code § 233-64; Ord. No. 1996-15 § 1; Ord. No. 2011-07)

What this Ordinance does is to allow residents to add onto their house without having to apply for a variance, if the house or addition encroaches on a setback line. Hightstown has many small lots and as stricter zoning ordinances were approved these lots became non-conforming as the required setbacks increased. Hightstown is the only town that has an Ordinance like this. What are the effects of this Ordinance? Residents are adding additions, decks and porches without the cost and hassle of applying for a variance. They can add rooms which do not have to have a bump in the wall since the addition had to be jogged in due to the setback. On the exterior, the addition can blend into the house instead of having a jog in the wall. The exterior can now be balanced, for instance if they needed to add a dormer for symmetry. Hightstown benefits by an increased ratable.

The ordinance for undersized lots can permit construction without having to go before the Planning Board if all of the setbacks for the zone and the percentage of lot coverage are maintained. To help protect the neighborhood, form based zoning can be used as a condition of not having to go before the Planning Board. The Applicant has the choice of either blending in the proposed house to surrounding houses and avoid going before the Planning Board or else go before the Planning Board with their design.

This is a better solution than revising the minimum lot size to promote development. If the minimum lot size was reduced, it may encourage developers to subdivide properties.

There was also discussion regarding the fees being paid by Applicants through their escrow accounts and ways to reduce such costs through process and revisions to the ordinances which dictate the requirements for the applications.

The Construction/Zoning Official has begun a process that when an application arrives, it is discussed with the Applicant and the Construction/Zoning Official sets up meetings with the Environmental Commission, Historical Preservation Commission, and Architectural Review Committee of the Planning Board, for their input on the proposed project. This process was started in the hopes that it would reduce the cost to the Applicant by limiting the number of appearances before the Planning Board. The 565 North Main Street subdivision and the 386 Mercer Street office/residence both had to reappear before the Planning Board with revised design. This produced better designs, but the applicant had the additional cost of paying for all of his consultant and Borough's professionals for the second meeting.

While this process is not normal, there is no reason why the design issues could not have been resolved before the submittal. Applicants who have gone through this process welcome the feedback, as it helps point them in the right direction. The goal is to get all of the committee's approvals before submittal so that the applicant can state this at the meeting and hopefully approval is obtained in one meeting.

Another reason for the fear of the Planning Board is uncertainty. The Applicant for the Sunset Avenue subdivision stated that it costed \$25,000.00 to go before the Planning Board and that it was denied. This is an expensive gamble when you do not know what the end result would be. It would help the Applicants if they could meet with a Planning Board subcommittee to discuss their projects. The subcommittee would discuss issues with the proposal. If the Applicant knew what the possible objections were and how it could be resolved, the Applicant may be more willing to spend the money. The subcommittee did meet with one developer and he decided to not pursue it. The current Planning Board Attorney does not like the subcommittee to meet with the Applicant for fear that if the Applicant did go before the Planning Board and it is denied they could claim that they were misled by the subcommittee. It was stressed to the developer before he met with the subcommittee that their feedback does not guarantee approval. This could be solved by having the Applicant sign a form stating that meeting with the subcommittee does not guarantee approval or denial. The subcommittee may help prevent a good viable business from walking away from Hightstown.

Another issue concerns site plan review.

Subsection 28-23-1 Site Plan Approval Required.

In addition to all other powers granted to the Planning Board, in all cases where a building other than a single-family house is to be erected, moved, altered, enlarged or rebuilt or where there is a change in use to any use other than single-family residential, the site plan for the same shall be approved by the Planning Board according to the following standards and submission requirements, except that no site plan approval shall be required when the proposal consists only of the erection, alteration or replacement of a sign or other alteration which does not affect building coverage or result in the need for additional parking. No building permit shall be issued for any use requiring site plan approval unless such approval is granted by the Planning Board. (1991 Code § 233-49; Ord. No. 2000-29)

The current Borough Ordinance site plan requirements discourage any business development or investment. Again, many businesses have fled when they hear that they have to get site plan approval. The site plan requirements have the same issues as undersized lots. When there is an escrow, there is no limit on what the cost of the site plan will be. This is a problem for mom and pop businesses, the one most likely to invest in Hightstown. The time delay is also another turn off. All of the problems and issues with filing for a variance occur with filing for site plan approval.

One solution is to revise the Ordinance to what action requires site plan approval. If there is a change of use and the parking requirement is met, why is there a need for site plan approval? Similarly, if a building is enlarged and it meets the percentage of lot coverage and parking requirements, why should they have to get site plan approval? The committees could still give their recommendations. The site plan requirements could be at the discretion of the Zoning Official. If the Ordinance is revised, it should also state that if any of the work creates an issue, then the issue must be corrected or else the owner has to file to get site plan approval. This will encourage the owner to remedy the situation.

Another problem with site plan, is that the requirements for an applicant to be deemed complete does not appear to take into account the size of the business that is applying for site plan in Hightstown. They are mom and pop businesses, not the big corporation with a large budget. The requirements may be appropriate for other towns, but in Hightstown it may end the project due to costs.

An example of a requirement that is too expensive for the small developer concerns a rain garden for a residence in a subdivision. The Environmental Commission was delighted that a rain garden was going to be used to handle the rain runoff from the house and garage. They determined the proper size for

The Applicant is proposing a Rain Garden to the rear of the proposed dwelling on Lot-B. This stormwater facility shall be designed in accordance with the NJDEP BMP Manual including soil testing to prove permeability of the existing soils, overflow structures for storms larger than the two-year storm event and a Maintenance Manual. Without proper design, permeability of the underlying soils and overflow provisions, the Rain Garden would not function properly and would become a nuisance for the homeowner and neighbors.

Hiring a professional to perform a soil test, installing overflow structures and building the rain garden to NJDEP BMP Manual standards all increases the expense of the rain garden and the project. Are these requirements appropriate for a residential rain garden? Why go to the additional expense of putting in a rain garden if you are still going to be required to install stormwater drainage? Unfortunately, the rain garden was removed and the site plan had to be revised. As you are aware, the Environmental Commission strongly supports the use of rain garden for stormwater management and will be happy to work with the Applicants in developing same.

It would be helpful to the Applicants if they knew what comments were requirements and what comments were only recommendations.

While these issues are ones that come to mind immediately, during our discussion other items that should be considered are:

- Zoning Official Authority (the proper authority should be given to the Zoning Official to issue zoning permits without the Applicant going to the Planning Board, under certain circumstances).
- Exemptions for Planning Board approval should be in the ordinance and the authority for issuing permits and approvals be at the Zoning Official level that qualify for such exemptions.
- The Ordinance should be revised to allow construction on undersized lots, without variances, if certain conditions are met.
- A shortened site plan review should be available if the Applicant needs only to address matters such as (to name a few) parking requirements, exterior lighting, and drainage. It should be specified in the ordinance exactly what is susceptible to site plan review and minimize the review (thereby reducing the cost for the review) if the property is zoned properly for the use, even if it is a change of use. The ordinance can be written so that if there are issues with the project, after the shortened review, the Applicant would have to go to the Planning Board for a more thorough review and/or Planning Board approval.
- Those meeting the requirements for exemption, or a shortened plan review, should not be required to provide community, environmental, and traffic impact studies.
- That a subcommittee be developed to review applications prior to their presentation to the Planning Board to assist Applicants in submitting an application that meets all requirements in the ordinance so the cost associated with more than one review by our professionals is not necessary, thus reducing cost substantially to the Developer. This subcommittee should include the Architectural Review Committee and one member each from the Environmental Commission and Historic Preservation Commission, the Zoning/Construction Official.

Therefore, we are making a recommendation to the Mayor and Borough Council that a subcommittee be developed to review Chapter 26, of the Hightstown Borough Code to make the application process more “Developer Friendly” and cost effective for the Applicant. It is our recommendation that the subcommittee include two members each of the Borough Council and the Planning Board as well as the Zoning/Construction Official (a five member subcommittee). The purpose of this subcommittee should be to evaluate the Borough ordinance and make recommendations of revisions to the Borough Council and Planning Board.