

Agenda

Hightstown Borough Council

November 4, 2019

Hightstown Fire House

7:00 PM – Executive Session

7:30 PM – Public Session

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Executive Session **2019-193** Authorizing a Meeting that Excludes the Public
Contract Negotiations – FOP and Local 32

Approval of the Agenda

Minutes October 21, 2019 – Executive Session
October 21, 2019 – Public Session

Presentations Bicycle Lanes – Mercer County Planning Department

Engineering Items Soil Fill Importation Ordinance
2019-194 Resolution Authorizing an Application for a Loan from the New Jersey Infrastructure Bank Financing Program

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 **Ordinance 2019-18 First Reading and Introduction** An Ordinance Appropriating \$100,000 from the General Capital Fund Balance for Capital Improvements in and by the Borough of Hightstown, in the County of Mercer, New Jersey
Ordinance 2019-19 First Reading and Introduction Bond Ordinance Providing for Various Improvements to the Water and Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$110,000 therefor and Authorizing the Issuance of \$104,700 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Ordinance 2019-20 First Reading and Introduction Bond Ordinance Providing for Various Capital Improvements in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$195,000 therefor and Authorizing the Issuance of \$185,500 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Resolutions	2019-195	Payment of Bills
	2019-196	Authorizing Payment to French & Parrello Associates (Engineer of Record for the Peddie Lake Dam Walking Bridge Replacement)
	2019-197	Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project
	2019-198	Authorizing the Renewal of a Shared Services Agreement with Robbinsville Township for Emergency Medical Services
	2019-199	Authorizing a Renewed Shared Services Agreement with Mercer County for EMS Dispatch Services

Consent Agenda	2019-200	Resolution Calling for Study Commission to Review the Open Public Records Act
	2019-201	Authorizing Depositories and Signatures for Municipal Court Accounts
	2019-202	Authorizing a Transfer of Funds in the 2019 Budget
	2019-203	Requesting Approval for Insertion of a Special Item in the 2019 Budget
	2019-204	Proclaiming December 2, 2019 as Communities of Light Day

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 Best Practices

Subcommittee Reports

Sidewalk and Tree Subcommittee Update
Lot Size Ordinance

Mayor/Council/Administrative Reports

Adjournment

Resolution 2019-193

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on November 4, 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 – FOP and Local 32

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public February 4, 2020, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
October 21, 2019
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:34 p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk’s office.”

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Egan</i>		✓
<i>Councilmember Jackson</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Debra Sopronyi Borough Clerk/Administrator; Monika Patel, Deputy CFO and George Lang, CFO

EXECUTIVE SESSION

Resolution 2019-189 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2019-189
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on October 21, 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 – Professional Services

Contract Negotiations – Robbinsville (Court)

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: January 21, 2020, 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.

Council President Misiura called the public meeting to order at 7:31p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

Fred Raffetto, Borough Attorney, arrived during Executive Session and is now present. Carmela Roberts, Borough Attorney, arrived after Executive Session and is now present.

APPROVAL OF AGENDA

Moved by Councilmember Musing; Seconded by Councilmember Jackson.

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

Agenda approved.

APPROVAL OF MINUTES

October 7, 2019 – Public Session

Moved by Councilmember Bluth; Seconded by Councilmember Musing.

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

Minutes approved 4-0 with 1 abstention.

PRESENTATIONS

Parks and Recreation Commission

Stacey Judge, Chair of the Parks and Rec Commission updated Council about all of the programs from the last year; Open Water Swims, Fun Fridays, Theatre in the Park, Pick up Sports Program, Children's Programs, and the Triathlon. She stated the Fun Fridays were a big success even they the event had been moved from Memorial Park to Association Park. The Triathlon had a lower enrollment this year but still received over \$10,000 in entry fees. Spoke regarding the Dawes Park Improvement Project which we received a Mercer at Play Grant for. Looking to

start a winter recreation program and looking for space to host that. Parks and Rec are always looking for volunteers. Council thanked Parks and Rec for all the work they do for the community.

ENGINEERING ITEMS

Lincoln, Hagemount and Rocky Brook Project

Borough Engineer, Carmela Roberts, reviewed her letter of October 9, 2019. This outlined requested modifications to the project. The major revision to the plan is removing the planned sidewalks on Rocky Brook Court. Ms. Roberts explained that due to existing conditions on Rocky Brook Court, installation of sidewalks is not feasible. Discussion ensued. It was stated that the residents initially objected to sidewalks on Rocky Brook Court. After discussion, Ms. Roberts was instructed to move forward with the modification set forth in her letter dated October 9, 2019. It was also requested that additional trees be added to the project with the saving from the removal of sidewalks from Rocky Brook Court.

Resolution 2019-190 Authorizing Payment #2 – Reivax Contracting (Stockton Street Water Main Replacement)

Moved by Councilmember Bluth; Seconded by Councilmember Stults.

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

Resolution adopted 5-0.

Resolution 2019-190

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

AUTHORIZING PAYMENT #2 – REIVAX CONTRACTING (STOCKTON STREET WATER MAIN REPLACEMENT)

WHEREAS, on April 24, 2019, the Borough Council awarded a contract for the Stockton Street Water Main Replacement to Reivax Contracting of Newark, New Jersey at the price of \$933,750.00; and

WHEREAS, the contractor has submitted payment request #2 for partial payment through October 7, 2019 for mobilization, site clearing, police traffic directors, test holes, 8” HDPE pipe and gate valves on Stockton Street in the total amount of \$96,698.38; and

WHEREAS, the Borough Engineer has recommended approval of payment #2 to Reivax Contracting of Newark, New Jersey for \$96,698.38; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown Payment Request #2 to Reivax Contracting of Newark, New Jersey for \$96,698.38, is hereby approved as detailed herein, and the CFO is authorized to issue same.

PUBLIC COMMENT I

Council President Misiura opened public comment period I and the following individuals spoke:

JP Gibbons, 602 North Main Street – Stated that the Public Comment period should be first on the agenda. Residents should not have to wait 45 minutes to be heard by Council.

Eugene Sarafin, 628 south Main Street – Commended Council for the work they do.

Sandra Johnson, 301 Lincoln Avenue – Stated that as many trees as possible need to be preserved on the Lincoln, Hagemount, Rocky Brook Project.

Christian Urgiles, 305 Lincoln Avenue – Would like trees on his property taken down. The tree roots are damaging his driveway. Plant new trees, the old trees are causing problems.

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

ORDINANCES

Ordinance 2019-15 Final Reading and Public Hearing – An Ordinance of the Borough of Hightstown Re-zoning Certain Properties, Adopting and Updated Zoning Map, and Amending and Supplementing Chapter 28, “Zoning,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Council President Misiura opened the public hearing for Ordinance 2019-15 and the following individuals spoke.

Eugene Sarafin, 628 South Main Street – This ordinance seems complex and it would be nice to have it explained to the public.

Joe Cicalese, 136 Broad Street – Likes the ordinance and would like to see it move forward.

There being no further comments, Council President Misiura closed the public hearing.

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

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

Ordinance adopted 5-0.

ORDINANCE 2019-15

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE OF THE BOROUGH OF HIGHTSTOWN RE-ZONING CERTAIN PROPERTIES, ADOPTING AN UPDATED ZONING MAP, AND AMENDING AND SUPPLEMENTING CHAPTER 28, “ZONING,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Borough of Hightstown (the “Borough”) has previously adopted an Official Zoning Map,

last dated September 2008, which depicts the boundaries of all zoning districts within the Borough; and

WHEREAS, as part of a periodic general reexamination (“reexamination”) of the Borough’s Master Plan, undertaken pursuant to N.J.S.A. 40:55D-89, the Borough’s Planning Board (the “Planning Board”) has recommended that the zoning districts that are currently identified as the “CC-1 Central Commercial District” and “CC-2 Central Commercial District,” along with all of the real properties situated therein, be reclassified to be part of a new zoning district to be known as the “DTC Downtown Core” District; and

WHEREAS, also as part of the reexamination process, the Planning Board has recommended that the zoning regulations governing the new “DTC Downtown Core” District be amended in certain respects from those which previously governed the “CC-1 Central Commercial District” and “CC-2 Central Commercial District”; and

WHEREAS, also as part of the reexamination process, the Planning Board has recommended that the zoning district that is currently identified as the “R-PO Residential Professional Office District,” along with all of the real properties situated therein, be reclassified to be part of a new zoning district to be known as the “DTG Downtown Gateway” District; and

WHEREAS, also as part of the reexamination process, the Planning Board has recommended that the zoning regulations governing the new “DTG Downtown Gateway” District be amended in certain respects from those which previously governed the “R-PO Residential Professional Office District”; and

WHEREAS, the Borough Engineer has prepared an updated Zoning Map which reflects and incorporates the new zoning district classifications; and

WHEREAS, a copy of the updated and amended Zoning Map, as prepared by Roberts Engineering Group, LLC, dated September 2019, is attached hereto as Exhibit “A” and made a part hereof; and

WHEREAS, it is the desire of the Borough Council to adopt the attached updated and amended Zoning Map so that it shall now represent the Official Zoning Map of the Borough pursuant to N.J.S.A. 40:55D-32; and

WHEREAS, the Borough Council also wishes to revise the Borough Code accordingly.

NOW, THEREFORE, BE AND IT IS HEREBY 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 the Borough hereby reclassifies the zoning district which was previously known as the “CC-1 Central Commercial District” to a new zoning district to be known as the “DTC Downtown Core” District, and hereby rezones all of the properties located within the former “CC-1 Central Commercial District” (as shown on the Official Zoning Map dated September 2008) to the newly created “DTC Downtown Core” Zoning District (as shown on the Official Zoning Map dated September 2019).

Section 2. That the Borough hereby reclassifies the zoning district which was previously known as the “CC-2 Central Commercial District” to a new zoning district to be known as the “DTC Downtown Core” District, and hereby rezones all of the properties located within the former “CC-2 Central Commercial District” (as shown on the Official Zoning Map dated September 2008) to the newly created “DTC Downtown Core” Zoning District (as shown on the Official Zoning Map dated September 2019).

Section 3. That the Borough hereby reclassifies the zoning district which was previously known as the “R-PO Residential Professional Office District” to a new zoning district to be known as the “DTG Downtown Gateway” District, and hereby rezones all of the properties located within the former “R-PO Residential Professional Office District” (as shown on the Official Zoning Map dated September 2008) to the newly created “DTG Downtown Gateway” Zoning District (as shown on the Official Zoning Map dated September 2019).

Section 4. That, in accordance with N.J.S.A. 40:55D-32, the Borough Council hereby approves and adopts the amended and updated Zoning Map, which is attached hereto as Exhibit “A,” as prepared by Roberts Engineering Group, LLC and dated September 2019, to represent the Official Zoning Map of the Borough of Hightstown.

Section 5. That the updated Zoning Map, which is attached hereto as Exhibit “A,” shall supersede the prior Zoning Map of the Borough, which was dated September 2008.

Section 6. That Subsection 28-3-2, entitled “Zoning Map,” of Section 28-3, “Districts Established; Zoning Map,” of Chapter 28, “Zoning,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in the following respects (deletions are shown with ~~strikeout~~; additions are shown with underline):

Subsection 28-3-2 Zoning Map.

The boundaries of the districts are hereby established as shown on the Zoning Map, Borough of Hightstown, Mercer County, New Jersey, dated ~~September—2008~~ September 2019, which, with all explanatory matter thereon, is hereby adopted and made a part of this chapter by reference. Such map shall be kept on file in the offices of the Borough Clerk for the use and benefit of the public.

Section 7. That Subsection 28-3-14, previously entitled “CC-2 Central Commercial District,” is hereby eliminated and repealed in its entirety, and subsequent sections shall be renumbered accordingly.

Section 8. That, since the revisions set forth in the within Ordinance were all recommended by the Planning Board as part of a periodic general reexamination of the Borough’s Master Plan pursuant to N.J.S.A. 40:55D-89, the notice provisions set forth in N.J.S.A. 40:55D-62.1 are not applicable to the zoning district classification changes set forth herein.

Section 9. That, following the adoption of this Ordinance, a copy of this Ordinance and the attached updated Zoning Map shall be filed with the Mercer County Planning Board and the Mercer County Clerk’s office in accordance with N.J.S.A. 40:55D-16.

Section 10. 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.

Section 11. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 12. That this Ordinance shall become effective upon final passage and publication in accordance with the law, but not until a copy of this Ordinance and the attached updated Zoning Map have been filed with the Mercer County Planning Board and the Mercer County Clerk’s office pursuant to N.J.S.A. 40:55D-16.

Zoning map attached hereto and part thereof.

Ordinance 2019-16 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 7 Entitled “Traffic”, Section 7-13 Entitled “Parking Prohibited at All Times on Certain Streets” of the Revised General Ordinances of the Borough of Hightstown, New Jersey

Council President opened the public hearing for Ordinance 2019-16 and the following individuals spoke.

Vincent Kubak, 605 North Main Street – He has a dental office on North Main Street and the no parking will impact his business. There is room in for parking between the bike lane and curb to park.

Lindsay Smith – 552 North Main Street – It is off putting that signs and bike lanes were installed before residents were notified. Council needs to reconsider the impact on daily life.

Peter Klapsogeorge, 418 North Main Street – Asked if a traffic study had been done here. He is concerned with the speed of traffic on the road and thinks that the crosswalk on North Main and Wycoffs Mill Road is unsafe. A blinking pedestrian sign is needed there. He is in favor of the bike lanes but they appeared with no warning.

Frank Rivera, 110 Broad Street – Parking is a personal matter and one size does not fit all. He fully supports Dr. Kubak and his business.

JP Gibbons – 602 North Main Street – Stated that the residents received letters after the signs and markings were complete. Has no problem with the bike lanes but has an issue with no parking. Does not support this ordinance.

Steven Wong, 558 North Main Street – Stated that he likes the bike lanes. Commented that the resolution of support spoke about buffered bike lanes; where are they.

Scott Caster, 12 Clover Lane – Stated that he does not like bike lanes, they are not necessary. Asked that Council strongly consider getting rid of this.

Howard Levine, 414 North Main Street – Stated that the no parking signs just appeared without residents being notified. Liked the old town feel of North Main Street. Feels like a highway now without the cars parked. Feels that the cars and trucks go faster now.

Sam Cedar, 222 North Main Street – There is still parking on her section of North Main Street. The neighbors park so close to her driveway she can barely pull out of her driveway. Either take all parking on North Main Street away or keep it.

Matt McDonald, 222 North Main Street – Opposes this ordinance.

Connie Moyer, 553 North Main Street – Does not see the purpose in this ordinance. There has never been parking issues on North Main Street. Having partial bike paths throughout town makes no sense. Why aren't there bike lanes on South Main Street with parking prohibited.

Moved for adoption by Councilmember Musing; Seconded by Councilmember Bluth.

Discussion ensued. Council President Misiura stated that the County got ahead of us by putting up the signs. This is all part of Complete Streets which is part of the master plan. All County roads will have bike lanes. Councilmember Stults stated that he is in favor of the bike lanes. The County moved ahead with the signs and the striping immediately following Council's initial discussion. It would make sense to have parking on one side of North Main Street. Councilmember Musing stated that he was in favor of the bike lanes but not taking away parking. There is room for parking. Council President Misiura stated that the Complete Streets Committee will reach out to the County about amending the ordinance for no parking. Borough Attorney, Fred Raffetto, stated that the County does not need permission for the bike lanes but the no parking is the authority of the Borough. Borough Administrator, Debra Sopronyi, will have Public Works cover the no parking signs.

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

Ordinance defeated 0-5.

Ordinance 2019-16

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7 ENTITLED “TRAFFIC”,
SECTION 7-13 ENTITLED “PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS” OF
THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY**

WHEREAS, the Hightstown Borough Complete Streets Committee has recommended that buffered bike lanes be added to both sides of North Main Street from Monmouth Street north to the Borough line; and

WHEREAS, the addition of said bike lanes would require prohibiting parking on both sides of North Main Street from Monmouth Street to the Borough Line; and

WHEREAS, the Mayor and Council agree that said recommendations would make safer bicycle facilities in Hightstown Borough.

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

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

Section 7-13

PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS

Subsections:

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

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

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

Name of Street	Side	Location
Academy Street	North	Mercer Street to easternmost Post Office driveway
Academy Street	North	Railroad Avenue to 100 feet east
Academy Street	North	For a distance of 170 feet west of Mercer Street
Academy Street	South	Mercer Street to Railroad Avenue

Academy Street	East	From Park Avenue to Stockton Street
Academy Street	East	From Rogers Avenue to Railroad Avenue
Academy Street	East	From Stockton Street to Rogers Avenue
Academy Street	West	From Park Avenue to Grant Avenue
Bank Street	North	From North Main Street to Mechanic Street
Bank Street	North	From the westerly curbline of the driveway entrance of the water plant, a distance of 30 feet east and 30 feet west
Bank Street	South	From North Main Street to Academy Street
Center Street	West	From Stockton Street to Morrison Avenue
Church Street	East	From Rogers Avenue to Stockton Street
Clinton Street	North	From Cole Avenue to Maxwell Avenue
	South	From the westerly curbline of Cole Avenue for a distance of 70 feet east
Cole Avenue	Both	From Franklin Street to Clinton Street
Dutch Neck Road	North	From the southerly curbline of Stockton Street 665 feet southwesterly
Dutch Neck Road	Southeast	From Gilman Place to Stockton Street

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

Monmouth Street	North	From North Main Street to a point opposite the east curblane of Broad Street
Monmouth Street	South	From the east curblane of Manlove Avenue 652.67 feet east
Monmouth Street	South	From Pennsylvania Railroad to Broad Street
North Main Street	East	From the northerly curblane of Franklin Street to a point 80 feet north
North Main Street	West	From a point 239.5 feet north of the north curblane of Stockton Street to a point 242 feet north
North Main Street	North	From the Borough Line to Monmouth Street
North Main Street	South	From Monmouth Street to the Borough Line
Oak Lane	East	From Stockton Street to the north curblane of Lincoln Avenue; thence from Lincoln Avenue for 397 feet north
Oak Lane	West	From the northerly curblane of Stockton Street to a point 450 feet north
Outcalt Avenue	East	For a distance of 50 feet north or south of the First Avenue and Second Avenue intersections
Outcalt Street	West	From Rogers Avenue to Morrison Avenue
Park Avenue	South	From the westerly curblane of Academy Street to a point 50 feet west
Name of Street	Side	Location

Pershing Avenue	West	From Grape Run Road to South Street
Purdy Street	East	From Bank Street to Reed Street
Railroad Avenue	East	From Stockton Street to Academy Street
Railroad Avenue	West	From Stockton Street to Rogers Avenue
Reed Street	North	From Mechanic Street to Rev. Powell Drive
Rev. Powell Drive	East	From Reed Street to Chamberlin Avenue
Rogers Avenue	North	From Stockton Street to Mercer Street
Second Avenue	North	From Outcalt Street to Joseph Street
Second Avenue	North	From Summit Street to Joseph Street
South Main Street	West	From Ward Street to Mercer Street
South Street	North	From Mercer Street to South Main Street
Stockton Street	North	From Mercer Street to South Main Street for 199 feet west
Stockton Street	South	From Main Street to the west curbline of Dutch Neck Road; thence on Dutch Neck Road for 624 feet

Ward Street North	From Mercer Street to South Main Street
Ward Street North	From the easterly curblin of South Main Street to a point 793.25 feet east
Ward Street South	From the southeasterly curblin of Mercer Street to a point 57 feet east
Ward Street South	From the easterly curblin of South Main Street to a point 2,241 feet east
Westerlea West	Leshin Lane to Grape Run Road

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 2019-191 Payment of Bills

Moved by Councilmember Stults; Seconded by Councilmember Jackson

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

Resolution adopted 5-0.

Resolution 2019-191

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the

Treasurer in the amount of \$1,144,405.32 from the following accounts:

Current		\$968,162.27
W/S Operating		58,846.71
General Capital		40,042.87
Water/Sewer Capital		64,220.97
Grant		0.00
Trust		0.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>13,132.50</u>
Total		<u>\$1,144,405.32</u>

Resolution 2019-192 Authorizing Payment No. 2 Assuncao Brothers, Inc. (Construction of Peddie Lake Dam Walking Bridge Replacement)

Moved by Councilmember Stults; Seconded by Councilmember Bluth.

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

Resolution adopted 5-0.

Resolution 2019-192
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AUTHORIZING PAYMENT NO. 2 ASSUNCAO BROTHERS, INC. (CONSTRUCTION
OF PEDDIE LAKE DAM WALKING BRIDGE REPLACEMENT)**

WHEREAS, on August 20, 2018, the Borough Council awarded a contract for the construction of the Peddie Lake Dam Walking Bridge Replacement to Assuncao Brothers, Inc. of Edison, New Jersey in the Amount of \$408,575.84; and

WHEREAS, the contractor has submitted a request payment in the amount of \$255,261.71 for partial work performed from June 8, 2019 – September 9, 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 \$255,261.71 to Assuncao Brothers, Inc. of Edison, New Jersey is hereby approved as detailed herein.

PUBLIC COMMENT PERIOD II

Council President Misiura opened the public comment period II and the following individuals spoke:

There being no one coming forward, Council President Misiura closed the public comment period.

DISCUSSION

Ordinance 2019-17 An Ordinance Amending Chapter 20, Entitled “Protection of Trees”, of the “Revised General of the Borough of Hightstown, New Jersey.”

Councilmember Musing stated that he and Councilmember Bluth had met with the Shade Tree Official and the Environmental Commission to come up with a solution. Lines of communication are important and moving forward things like this cannot happen again. The Borough will be reaching out to JCP&L asking for new trees. Councilmember Bluth stated that she does not see any need to amend this ordinance. Council President Misiura stated that JCP&L’s job is to protect the electric grid. The Environmental Commission’s job is to protect the trees. We need to keep the lines of communication open so everyone is on the same page. Will ask JCP&L to consult with the Borough Engineer and the Water Department before new trees are planted.

Tree House Ordinance

Council had concerns regarding liability if they regulated the placement of such accessory structures. Borough Attorney Fred Raffetto stated that there is no additional liability to the Borough as they are covered under tort claims for accessory structures. Discussion ensued. Council agreed that tree houses should not be specified and when amending the ordinance, a “catchall” phrase be used for the accessory structures. Mr. Raffetto will work with George Chin, Construction Official, on revisions to the ordinance.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Jackson

Parks and Rec will be meeting this Thursday.

Councilmember Bluth

Environmental Commission meets tomorrow. It’s nice to see everyone at the meeting. Council does listen to the public. Would like to see the public attend more meetings.

Councilmember Stults

Downtown Business group is selling Hightstown shirts and magnets. The Springlake Business Improvement District will be meeting with our business group at their next meeting. Right now the business group is limited in what they can do because of lack of funding. The BID would help generate funds. Reviewed the monthly police

report. Stated that Sergeant Ben Miller has been nominated as First Responder of the Year for the State of New Jersey.

Council President Misiura

Planning Board met last Monday. They approved an expansion to the Peddie Art Center which will contain performing space. The building will be facing toward the street and will be a nice addition to Hightstown. There was also a subdivision approval. The Harvest Fair was great; best one ever. Thanked the committee for a great job.

Monika Patel, Deputy CFO

Water/Sewer bills are going out this week. The grace period will be extended.

Peggy Riggio, Deputy Clerk

Deadline for vote by mail applications by mail is October 29th. Deadline for vote by mail applications dropped off in person to the County is November 4th, 3:00 p.m. All vote by mail ballots must be post marked by November 5th. Election day is November 5th. Polls are open 6:00 a.m. – 8:00 p.m.

Debra Sopronyi, Administrator/Clerk

The dedication of the Peddie Lake Walking Bridge is October 28th at 6:00 p.m.

Mayor Quattrone

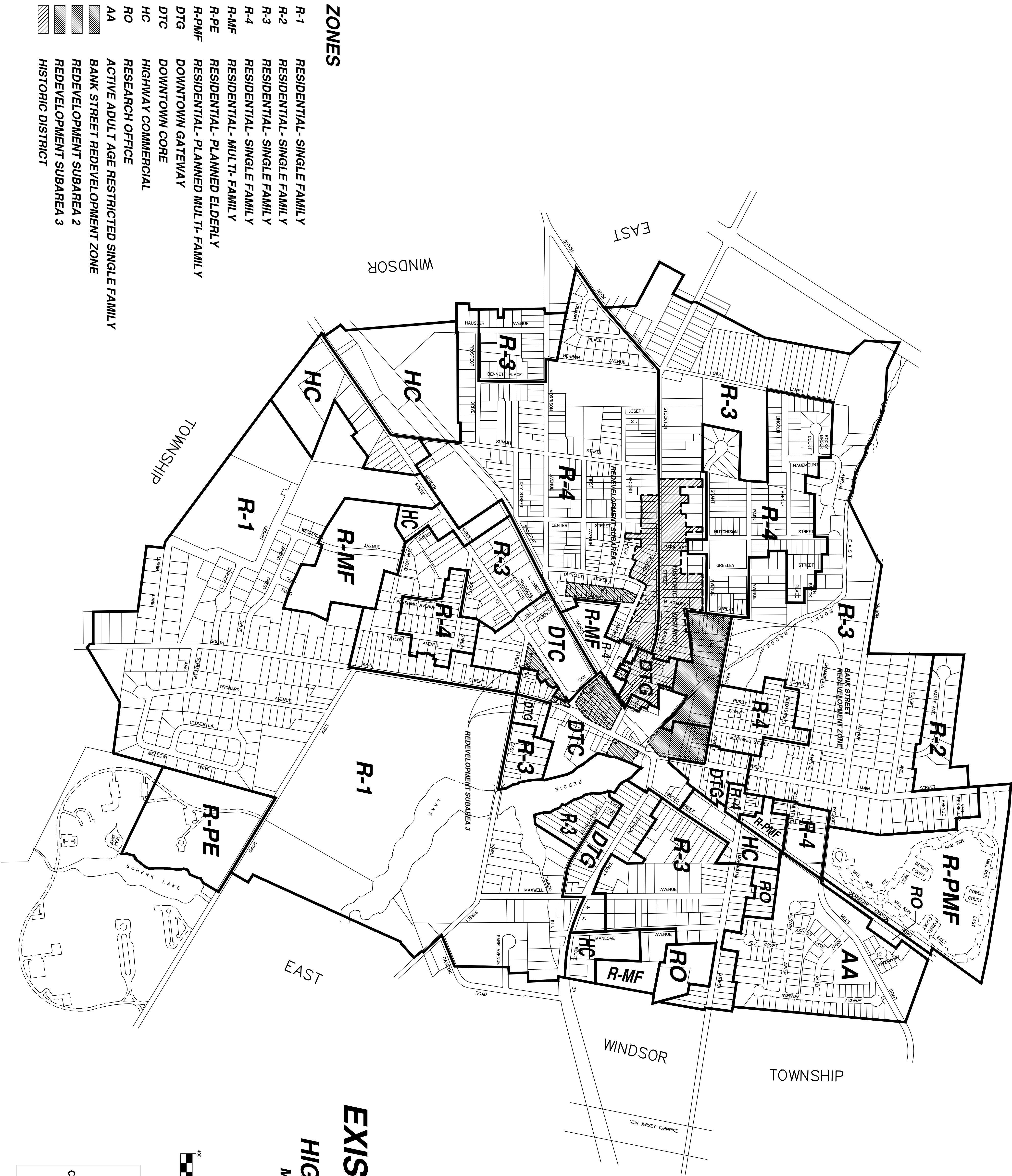
Thanked President Misiura for running the meeting tonight. Very proud of how this Council works together.

ADJOURNMENT

Moved by Councilmember Bluth at 10:04 p.m.; Seconded by Councilmember Musing. All ayes

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

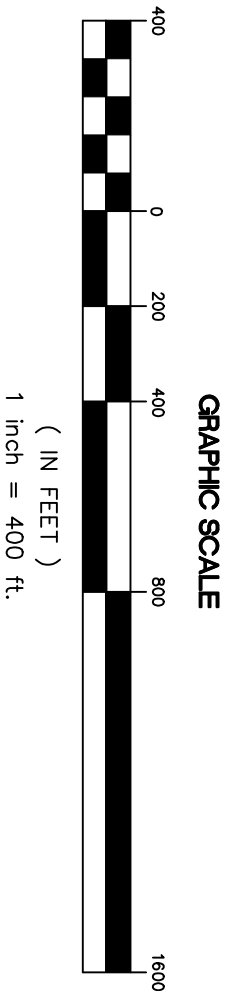
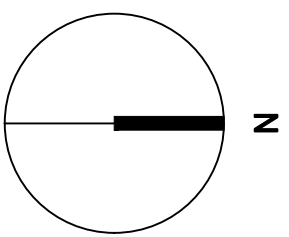


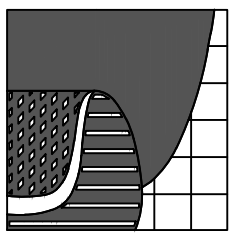
EXISTING ZONING MAP

HIGHTSTOWN BOROUGH

MERCER COUNTY, NEW JERSEY

SEPTEMBER 2019





Robert's
ENGINEERING GROUP LLC
Women Business Enterprise Certified

CERTIFICATE OF AUTHORIZATION: 24GA2819100

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

Ordinance 2019-16

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7 ENTITLED “TRAFFIC”,
SECTION 7-13 ENTITLED “PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS” OF
THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY**

WHEREAS, the Hightstown Borough Complete Streets Committee has recommended that buffered bike lanes be added to both sides of North Main Street from Monmouth Street north to the Borough line; and

WHEREAS, the addition of said bike lanes would require prohibiting parking on ~~both sides of~~ North Main Street from ~~Monmouth Street to~~ the Borough Line; ~~and~~
to Monmouth Street southbound and Monmouth Street to Sunset Avenue northbound; and

WHEREAS, the Mayor and Council agree that said recommendations would make safer bicycle facilities in Hightstown Borough.

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

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

Section 7-13

PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS

Subsections:

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

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

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

Name of Street	Side	Location
Academy Street	North	Mercer Street to easternmost Post Office driveway
Academy Street	North	Railroad Avenue to 100 feet east
Academy Street	North	For a distance of 170 feet west of Mercer Street
Academy Street	South	Mercer Street to Railroad Avenue
Academy Street	East	From Park Avenue to Stockton Street
Academy Street	East	From Rogers Avenue to Railroad Avenue
Academy Street	East	From Stockton Street to Rogers Avenue
Academy Street	West	From Park Avenue to Grant Avenue
Bank Street	North	From North Main Street to Mechanic Street
Bank Street	North	From the westerly curbline of the driveway entrance of the water plant, a distance of 30 feet east and 30 feet west
Bank Street	South	From North Main Street to Academy Street
Center Street	West	From Stockton Street to Morrison Avenue
Church Street	East	From Rogers Avenue to Stockton Street
Clinton Street	North	From Cole Avenue to Maxwell Avenue
Clinton Street	South	From the westerly curbline of Cole Avenue for a distance of 70 feet east
Cole Avenue	Both	From Franklin Street to Clinton Street
Dutch Neck Road	North	From the southerly curbline of Stockton Street 665 feet southwesterly
Dutch Neck Road	Southeast	From Gilman Place to Stockton Street

Name of Street	Side	Location
Etra Road	Both	From South Main Street to the Borough line
First Avenue	North	From Outcalt Street to Joseph Street
Forman Street	West	From the southerly curbline of Stockton Street for 205 feet south
Grape Run Road	North	From Westerlea Avenue to Pershing Avenue
Grape Run Road	South	From the easterly curbline of Westerlea Avenue to a point 120 feet east
Grape Run Road	Both	From Westerlea Avenue to Mercer Street

Hagemount Avenue	West	From Lincoln Avenue to Rocky Brook Court
Harron Avenue	East	From Stockton Street to Morrison Avenue
Hutchinson Street	East	From Grant Avenue to Park Avenue
Joseph Street	East	From Stockton Street to Second Avenue
Leshin Lane	North	From a point 50' west of the western side of the driveway of 16 Leshin Lane to Westerlea Avenue
Leshin Lane	South	From a point 50' west of the western side of the driveway of 17 Leshin Lane to Westerlea Avenue
Monmouth Street	North	From North Main Street to a point opposite the east curbline of Broad Street
Monmouth Street	South	From the east curbline of Manlove Avenue 652.67 feet east
Monmouth Street	South	From Pennsylvania Railroad to Broad Street
North Main Street	East	From the northerly curbline of Franklin Street to a point 80 feet north
North Main Street	West	From a point 239.5 feet north of the north curbline of Stockton Street to a point 242 feet north
<u>North Main Street</u>	<u>North</u>	<u>From the Borough Line to Monmouth Street</u> to Sunset Avenue
<u>North Main Street</u>	<u>South</u>	<u>From Monmouth Street to the Borough Line</u>
Oak Lane	East	From Stockton Street to the north curbline of Lincoln Avenue; thence from Lincoln Avenue for 397 feet north
Oak Lane	West	From the northerly curbline of Stockton Street to a point 450 feet north
Outcalt Avenue	East	For a distance of 50 feet north or south of the First Avenue and Second Avenue intersections
Outcalt Street	West	From Rogers Avenue to Morrison Avenue
Park Avenue	South	From the westerly curbline of Academy Street to a point 50 feet west
Name of Street	Side	Location
Pershing Avenue	West	From Grape Run Road to South Street
Purdy Street	East	From Bank Street to Reed Street
Railroad Avenue	East	From Stockton Street to Academy Street
Railroad Avenue	West	From Stockton Street to Rogers Avenue
Reed Street	North	From Mechanic Street to Rev. Powell Drive
Rev. Powell Drive	East	From Reed Street to Chamberlin Avenue

Rogers Avenue	North	From Stockton Street to Mercer Street
Second Avenue	North	From Outcalt Street to Joseph Street
Second Avenue	North	From Summit Street to Joseph Street
South Main Street	West	From Ward Street to Mercer Street
South Street	North	From Mercer Street to South Main Street
Stockton Street	North	From Mercer Street to South Main Street for 199 feet west
Stockton Street	South	From Main Street to the west curbline of Dutch Neck Road; thence on Dutch Neck Road for 624 feet
Ward Street	North	From Mercer Street to South Main Street
Ward Street	North	From the easterly curbline of South Main Street to a point 793.25 feet east
Ward Street	South	From the southeasterly curbline of Mercer Street to a point 57 feet east
Ward Street	South	From the easterly curbline of South Main Street to a point 2,241 feet east
Westerlea	West	Leshin Lane to Grape Run Road

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

DOWN AND DIRTY: FIGHTING UNWANTED RESIDENTIAL SOIL DUMPING

No one wants tainted soil in their New Jersey backyard. This fill, which is sold or sometimes offered free of charge, may contain contaminants that should not be present on residential property.

The battle to keep such soil – possibly “dirty” dirt – off Garden State land starts most effectively at the municipal level, with regulations that prevent this material from being deposited on residential, construction and development sites.

The New Jersey Department of Environmental Protection encourages municipalities to be proactive by enacting a soil and fill ordinance. Such a mandate gives local government authority on what kind of soil is brought into the municipality and placed on residential and other spaces within its boundaries.

The DEP has prepared a model ordinance for local governments to consider that is based on existing soil/fill ordinances around the state. This model was created as a template only and should be modified and adapted by the implementing municipality as necessary and appropriate to its needs.

If there are any questions on the issue or additional information is needed, contact the DEP’s Bureau of Solid Waste Enforcement at (609) 292-6305.



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SAMPLE LEGISLATION

Chapter XXXXX – SOIL/FILL IMPORTATION

- I. Purpose
- II. Definitions
- III. Permit required for acceptable soil/fill materials
- IV. Permit exemptions
- V. Responsibility for obtaining permit
- VI. Duration of permit
- VII. Permit application requirements
- VIII. Review of application
- IX. Factors to be considered in granting permit
- X. Appeals
- XI. Violations and Penalties
- XII. Permit suspension or revocation

GENERAL REFERENCES

(Town/municipality to reference pertinent ordinances here)

I. Purpose

The purpose of this chapter is to manage the importation and deposition of soil/fill to protect the safety, public health, and general welfare of the community and the environment. The adoption and enforcement of this chapter does not exempt an applicant from other required local, State or Federal approvals or local Soil Conservation District requirements and is meant to act in conjunction with all Soil Conservation District requirements and other applicable requirements with regards to acceptability and placement of soil/fill materials.

This chapter does not apply to soil/fill imported for the purposes of remediation pursuant to the Administrative Requirements for the Remediation of Contaminated Sites (ARRCS, N.J.A.C. 7:26C) and Technical Requirements for Site Remediation (N.J.A.C. 7:26E), operation and/or closure of sanitary landfills (N.J.A.C. 7:26) or dredge repository sites approved by State or Federal agencies.

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II. Definitions

For purposes of this chapter, the terms used herein are defined as follows:

ACCEPTABLE SOIL/FILL

Non-water-soluble, non-decomposable, inert solids such as soil, subsoil, topsoil, sand, clay, loam, gravel, humus, rock, concrete, brick, glass, and/or clay or ceramic products, free of construction/demolition debris, garbage, refuse, or sludge and not containing concentrations of one or more contaminants that exceed the New Jersey Department of Environmental Protection (NJDEP) Residential Direct Contact Soil Remediation Standards or Non-Residential Direct Contact Soil Remediation Standards, whichever is more stringent, as set forth in N.J.A.C. 7:26D, Remediation Standards.

APPLICANT

The property owner requesting a soil importation permit as provided for in this chapter.

CONSTRUCTION/DEMOLITION DEBRIS

Mixed waste building material and rubble resulting from construction, remodeling, repair, and demolition operations on houses, commercial buildings, pavements and other structures that includes, but is not limited to, treated and untreated wood scrap; tree parts, tree stumps and brush; plaster and wallboard; roofing materials; corrugated cardboard and miscellaneous paper; ferrous and nonferrous metal; non-asbestos building insulation; plastic scrap; carpets and padding; and other miscellaneous materials.

CONTAMINATED SOIL/FILL

Any soil/fill containing contaminants exceeding the current requirements for the most stringent concentrations between the Non-residential and Residential Direct Contact Soil Remediation Standards pursuant to N.J.A.C. 7:26D, Remediation Standards.

CONTAMINATED PROPERTY

Any property, including but not limited to structures, sediment, soil and water, that contains a contaminant which is present at such levels or concentration as to require action pursuant to any federal or state statutes or regulations.

FILL

Material placed at a location for the purpose of filling low areas, changing the contours of an area, stabilizing existing grades and/or raising the grade of an area. Fill usually consists of soil, but may also include non-water-soluble, non-decomposable, inert solids, such as rock, gravel, brick, block, concrete, glass, and/or clay or ceramic products or any combination thereof.

PERMIT

The official document issued by the Municipality approving the Soil Importation Application.

PERSON

Includes an individual, firm, corporation, association, society or partnership, or other business entity and their agents or employees.

[ADDITIONAL DEFINITIONS (3) THAT MAY BE INCORPORATED]**DREDGED MATERIAL**

Sediments removed from under a body of water such as, but not limited to, a bay, harbor, lake, stream and river, removed during a dredging operation that are displaced or removed to another location.

REMEDIAL ACTION

As defined in the Technical Requirements for Site Remediation (Technical Requirements) at N.J.A.C. 7:26E-1.8, those actions taken at a contaminated site as may be required by the Department, including, without limitation, removal, treatment measures, containment, transportation, securing, or other engineering or institutional controls, whether to an unrestricted use or otherwise, designed to ensure that any contaminant is remediated in compliance with the applicable remediation standards. A remedial action continues as long as an engineering control or an institutional control is needed to protect the public health and safety and the environment, and until all unrestricted use remediation standards are met.

REMEDICATION

As defined in the Technical Requirements at N.J.A.C. 7:26E-1.8, all necessary actions to investigate and cleanup or respond to any known, suspected, or threatened discharge, including, as necessary, the preliminary assessment, site investigation, remedial investigation and remedial action; provided, however, that

"remediation" or "remediate" shall not include the payment of compensation for damage to, or loss of, natural resources.

III. Permit required for deposit of acceptable soil/fill material

- A. No person shall deposit or place soil/fill material, or cause, allow, or permit soil/fill to be placed on any property in the Township of unless a permit is issued by the Township and any other applicable county, state or federal approval(s) or permit(s).
- B. Unless otherwise exempt under this chapter, no permit shall be issued unless: (1) the applicant submits proof that the soil/fill material has been tested consistent with Municipality's requirements; (2) the soil/fill meets the definition of acceptable soil/fill; and (3) the application otherwise conforms with the standards of this chapter.

(Note: requirement for testing is ultimately at discretion of the governing body.)

IV. Permit Exemptions

A person is not required to obtain a permit under this chapter for the following:

- A. Minor filling associated with landscaping activities at any property where up to ____ cubic yards, per year of acceptable soil/fill material is being deposited.
- B. Fill for septic installation and/or repair certified to be such by a licensed New Jersey engineer; or approved by the local health agency.
- C. Virgin quarry products including, but not limited to, rock, stone, gravel, sand, clay and other mined natural products.
- D. Acceptable soil/fill material being moved from one section of an owner's property to another section of the same property.

V. Responsibility for obtaining permit

The property owner receiving the soil/fill material is responsible for obtaining the permit.

VI. Duration of permit

Each permit issued under the terms of this chapter shall be valid only for the location(s) and soil/fill material described therein and shall be valid for one year from the date of issuance.

VII. Permit Application Requirements

The procedure to apply for a Soil/Fill Importation Permit shall be as follows:

- A. All applications for Soil/Fill Importation Permits shall be filed with (township office/representative) who shall administer the applications and permits.
- B. A fee, in the amount of \$_____ as established by....., shall be remitted at the time of application. The fee shall address the costs associated with the review of the application and for any field monitoring inspections, as applicable.
- C. The application shall include FORM SI-1 ACCEPTABLE SOIL/FILL MATERIAL CERTIFICATION FORM to be completed as follows:

By the soil/fill material supplier

Part 1: The date the form is completed, the soil/fill supplier's name, title, company name, address, telephone number, and email contact information.

Part 2: The site name(s), address(es), and block/lot of the property(ies) supplying the soil/fill material.

Brief history of the source property(ies), including current or past use of the property.

Answers to questions 1 through 3.

A date soil/fill material was subject to analytical testing.

Analytical data shall include documentation consistent with Municipality's requirements.

Certification (signature) from the soil/fill supplier that the soil/fill being imported meets the definition of acceptable soil/fill.

By the person receiving or placing acceptable soil/fill material

Part 3: The date the form is completed, the name, title, company name, address, telephone number, and email contact information.

The address of the location where soil/fill placement will be.

Answers to questions 1 through 5.

Certification (signature) from the person receiving or placing the soil/fill material.

VIII. Review of Application

Within _____ days after receipt of a complete application, the Township shall review the application and either approve, conditionally approve or deny the application.

IX. Factors to be considered in granting permit

(This section, and resulting permit application, should be modified to include/exclude the list or specific factors as applicable for the municipality.)

In addition to the testing requirements otherwise set forth in this chapter, in reviewing a permit application under this chapter, the [governing body] shall be guided by and take into consideration the public health, safety and general welfare together with the general purposes of municipal planning. Particular consideration may include, but is not limited to, the following factors:

1. Soil erosion by water and sand
2. Surface water drainage
3. Soil fertility
4. Lateral support of abutting streets and lands
5. Public health and safety
6. Land values and uses
7. Impact on quality of groundwater and/or surface water
8. Impact on local streets, utilities and services
9. Existing contours and topographic character of the land prior to the placement of any soil/fill and proposed contours which will result after the placement of soil/fill in accordance with the application
10. Such other factors as may bear upon or relate to the coordinated, adjusted and harmonious physical development of the municipality
11. Comments and recommendations of the [municipal engineer]

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X. Appeals

Whenever an application for a permit is denied, the applicant may appeal the denial to the municipal governing body by filing a written notice of appeal with the Township Clerk within _____ days after receiving written notice of the denial of such application. The municipal governing body shall thereafter hold a public hearing within _____ days on the matter in accordance with rules or procedures to be established by the municipal governing authority and may modify, affirm or reverse the decision.

XI. Violations and penalties

Any person who violates any provision of this Chapter shall be liable to a fine of not more than \$_____ or to imprisonment for a term not to exceed _____ days or both such fine and imprisonment, at the direction of the Municipal Court. Every day in which such violation continues after due notice has been served shall constitute a separate violation or offense. Upon order of the Court, the violator shall pay all costs associated with analytical testing, remediation, removal and proper disposal of soil/fill material determined to not to comply with the definition of acceptable soil/fill.

XII. Permit suspension or revocation

The person receiving a permit pursuant to this Chapter shall comply with all conditions set forth in the permit. Submitting false information or noncompliance with a permit may subject the person receiving a permit to a penalty pursuant to section XI above and/or suspension or revocation of such a permit.

FORM SI-1 ACCEPTABLE SOIL/FILL MATERIAL CERTIFICATION FORM

Instructions: The supplier shall make the acceptability determination at the site of soil/fill origin and will complete Parts 1 and 2 of this form. Part 3 will be completed by the person receiving the material to be used as acceptable soil/fill material.

Part 1: Supplier of soil/fill material information

Date: _____

Name (print): _____ Title: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

Part 2: Source of acceptable soil/fill material site information

Source Site Name: _____

Past Site Name(s) if known: _____

Street Address: _____

Block _____ Lot(s) _____

City: _____ State: _____ Zip: _____

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Brief history of the source property, including all property uses:

1. Has the source property ever been known or suspected to be contaminated? _____
2. Do historical operations at the property reflect or suggest the potential for radiological contaminants? _____
3. Are there naturally occurring radiological materials known or suspected at the source property? _____

Date soil/fill material was subject to analytical testing (provide copies): _____

Justification for not providing testing results: _____

Certification

I, the undersigned, certify under penalty of law, that the information provided in Parts 1 and 2 of this form is true and correct to the best of my knowledge and that the soil/fill material meets the definition of acceptable soil/fill as identified in Chapter xxxxx. I also certify, based upon visual inspection, that the soil material does not contain solid waste, any free liquid other than water, obvious signs of staining or discoloration, and that it will not create a public nuisance such as, but not limited to, odors.

Signature: _____

Part 3: Person receiving or placing acceptable soil/fill material

Date: _____

Name (print): _____ Title: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

Physical address of soil/fill placement: _____

Block _____ Lot(s) _____

City: _____ State: _____ Zip: _____

1. Purpose for importing soil/fill:

2. Quantity, in cubic yards, of acceptable soil/fill material to be imported or placed: _____

3. Anticipated date of placement: _____

4. Anticipated date of final grading: _____

5. Anticipated date of securing the deposited fill (seeding, macadam, etc.): _____

Certification

I, the undersigned, certify under penalty of law that the information provided is true and correct to the best of my knowledge, information and belief. I also certify, based upon visual inspection, that the soil material does not contain solid waste, any free liquid other than water, obvious signs of staining or discoloration, and that it will not create a public nuisance such as, but not limited to, odors.

Signature: _____

Resolution 2019-194

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

RESOLUTION AUTHORIZING AN APPLICATION FOR A LOAN FROM THE NEW JERSEY INFRASTRUCTURE BANK FINANCING PROGRAM

WHEREAS, the Borough of Hightstown intends to file an application with the New Jersey Infrastructure Bank for painting and repair of the First Avenue Elevated Water Tank, Leshin Lane Elevated Standpipe and the Cranbury Station Road Elevated Water Tank; and

WHEREAS, the Borough Council has authorized the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$3,000.00, to prepare and submit the required documentation and specifications for the New Jersey Infrastructure Bank.

NOW, THEREFORE BE IT RESOLVED, that Debra Sopronyi is hereby authorized to act as the Authorized Representative to represent the Borough of Hightstown in all matters relating to the project undertaken pursuant to the above referenced New Jersey Infrastructure Bank Loan. The Authorized Representative may be contacted at the Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520, (609) 490-5100.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk



Roberts

ENGINEERING GROUP LLC

Women Business Enterprise Certified

October 30, 2019

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

Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08690

Re: Water Tank Painting and Repairs
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1678

Dear Debbie:

As you know, the Borough intends to make improvements to the Cranbury Station Road Water Tower, First Avenue Water Tower, and Leshin Lane Standpipe. These improvements may qualify for a loan through the NJ Infrastructure Bank (NJIB). As NJIB funding is rank dependent, I recommend that an application be submitted as soon as possible so that the improvements may take place in 2021. Furthermore, I recommend that a single application be filed, and a single construction contract be prepared for all three (3) sites.

The NJIB application is a three-step process that includes a Project Information Worksheet, Letter of Intent, and formal Loan Application. The first two steps can be completed immediately. The third step (Loan Application) requires the submission of plans, specifications, and permit approvals.

Roberts Engineering Group, LLC can prepare the Project Information Worksheet and Letter of Intent for a fee not to exceed \$3,000.00 and will move forward immediately.

Should you require anything in addition, please do not hesitate to contact this office.

Very truly yours,

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

cc: Mayor and Council
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
George Lang, Borough CFO
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC

Ordinance 2019-18

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

**AN ORDINANCE APPROPRIATING \$100,000 FROM THE WATER SEWER CAPITAL FUND BALANCE
FOR CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF HIGHTSTOWN,
IN THE COUNTY OF MERCER, NEW JERSEY**

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

Section 1. The sum of \$100,000.00 is hereby appropriated from Water Sewer Capital Fund Balance for the following capital purpose by the Borough of Hightstown, in the County of Mercer, New Jersey, including all work and materials necessary therefor and incidental thereto:

Improvements to the Hightstown Advanced Waste Water Treatment Plant (AWWTP)

Section 2. The capital budget of the Borough of Hightstown is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

Section 3. This ordinance shall take effect as provided by the law.

Introduced:

Adopted:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2019-19

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

BOND ORDINANCE PROVIDING FOR VARIOUS IMPROVEMENTS TO THE WATER AND SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$110,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$104,700 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 several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$110,000, including the aggregate sum of \$5,300 as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made 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 several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$104,700 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. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation & Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds & Notes</u>	<u>Period of Usefulness</u>
a) Acquisition of a 4-wheel drive utility truck, including all related costs and expenditures incidental thereto.	\$57,500	\$54,700	5 years
b) Acquisition of a lagoon liner, including all related costs and expenditures incidental thereto.	<u>\$52,500</u>	<u>\$50,000</u>	15 years
TOTAL:	<u>\$110,000</u>	<u>\$104,700</u>	

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 improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 9.77 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 \$104,700, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$5,000 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 purposes or improvements.

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 or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements 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.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2019-20

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$195,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$185,500 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

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

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as general improvements. For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$195,000, including the aggregate sum of \$9,500 as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made 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 several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$185,500 pursuant to the Local Bond Law. In anticipation

of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation & Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds & Notes</u>	<u>Period of Usefulness</u>
a) <u>Police Department:</u>			
(i) Acquisition of a sports utility vehicle and a sonic fire wall, including all related costs and expenditures incidental thereto.	\$80,000	\$76,100	5 years
b) <u>Fire Department:</u>			
Acquisition of equipment, including self-contained breathing apparatus bottles, turn out gear, a hose and a ladder, including all related costs and expenditures incidental thereto.	\$54,000	\$51,400	15 years
c) <u>Department of Public Works:</u>			
(i) Acquisition of a trench box, including all related costs and expenditures incidental thereto.	\$5,250	\$5,000	15 years
(ii) Acquisition of a 4-wheel drive utility truck with plow, including all related costs and			

expenditures incidental thereto.

	<u>\$55,750</u>	<u>\$53,000</u>	5 years
TOTAL:	<u>\$61,000</u>	<u>\$58,000</u>	
GRAND TOTAL:	<u>\$195,000</u>	<u>\$185,500</u>	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment for each purpose.

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 improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 7.63 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 \$185,500, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$4,000 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 purposes or improvements.

(e) Any action taken prior to the date of adoption of this bond ordinance in furtherance of the several improvements or purposes described in Section 3, including but not limited to, expenditures of funds appropriated hereby, are hereby ratified, confirmed and approved.

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 or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements 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.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2019-195

*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 \$515,381.51 from the following accounts:

Current		\$84,700.01
W/S Operating		42,017.73
General Capital		263,263.71
Water/Sewer Capital		110,317.38
Grant		3,490.00
Trust		3,921.36
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>7,671.42</u>
Total		<u><u>\$515,381.61</u></u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

Date: November 4, 2019

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 11/4/19

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
HARDROCK HOTEL & CASINO	10/17/2019	19-01590	30245	\$ 149.00
JEFFERY M. BOND	10/17/2019	19-01525	30246	\$ 750.00
FRANK MARCHIONE	10/22/2019	19-01605	30309	\$ 10,000.00
ROBERTO RODRIGUEZ	10/25/2019	19-01615	30310	\$ 115.00
TOTAL				<u><u>\$11,014.00</u></u>

WATER AND SEWER MANUAL

TOTAL	<u><u>\$ -</u></u>
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ESCROW

JEFFERY M. BOND	10/17/2019	19-01525	3077	\$ 1,136.00
TOTAL				<u><u>\$ 1,136.00</u></u>

GENERAL CAPITAL

ASSUNCAO BROTHERS, INC	10/24/2019	19-00851-02	6357	\$ 255,261.71
TOTAL				<u><u>\$ 255,261.71</u></u>

WATER AND SEWER CAPITAL

REIVAX CONTRACTING CORP	10/24/2019	19-01606	5909	\$ 96,698.38
TOTAL				<u><u>\$ 96,698.38</u></u>

MANUAL TOTAL	<u><u>\$ 364,110.09</u></u>
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P.O. Type: All	Include Project Line Items: Yes	Open: N	Paid: N	Void: N
Range: First	to Last	Rcvd: Y	Held: Y	Aprv: N
Format: Detail without Line Item Notes		Bid: Y	State: Y	Other: Y Exempt: Y

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
ACSHU005 A.C. SHULTES, INC										
19-01533	10/09/19	LABOR & EQUIP TO REPACK PUMPS								
1 INV. 41042 - FURNISH MATERIAL	720.00	9-09-55-501-001-503	B	Water Plant Maintenance	R	10/09/19	10/30/19		41042	N
Vendor Total:	720.00									
ACTIO010 ACTION UNIFORM CO, LLC										
19-01289	08/29/19	BODY ARMOR SGT MILLER								
1 BODY ARMOR SGT MILLER	895.00	G-02-41-726-015-399	B	State Body Armor	R	08/29/19	10/30/19		26562	N
2 EXTERNAL MOLLE CARRIER:	320.00	G-02-41-726-015-399	B	State Body Armor	R	08/29/19	10/30/19		26562	N
	1,215.00									
Vendor Total:	1,215.00									
A0164 ALLIED BOILER REPAIR CORP.										
19-01132	08/01/19	ANNUAL CLEANING								
1 ANNUAL CLEANING FOR THE HEAT	619.26	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/01/19	10/30/19		17175	N
Vendor Total:	619.26									
A0107 ANSELL GRIMM & AARON, PC										
19-01602	10/21/19	SEPTEMBER 2019 CLIENT 058682								
1 OPRA ISSUES 2019 INV 445955	1,219.00	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445955	N
2 GENERAL FILE 2019 INV 445832	1,675.66	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445832	N
3 ORDINANCES 2019 INV 445833	661.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445833	N
4 ENGINEERING MATTERS INV 445834	40.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445834	N
5 LABOR MATTERS 2019 INV 445835	54.00	9-01-20-155-001-031	B	Labor,Personnel & Union Council	R	10/21/19	10/30/19		445835	N
6 MEETINGS 2019 INV 445836	972.00	9-01-20-155-001-029	B	Attendance at Council Meetings	R	10/21/19	10/30/19		445836	N
7 BORO V CASTORO & CO LITIGATION	135.00	9-01-20-155-001-033	B	Litigation	R	10/21/19	10/30/19		445837	N
8 REDEVELOPMENT OF BANK ST AREA	52.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445838	N
9 BORO V ATLAS SEPTIC INV 445839	40.50	9-01-20-155-001-033	B	Litigation	R	10/21/19	10/30/19		445839	N
10 JOINT POLICE/MUNICIPAL COURT	162.00	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445840	N
11 HOUSING AUTHORITY (HHA)MATTERS	985.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445841	N
12 HECTOR & TRANSITO TORRES	445.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445842	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
A0107	ANSELL GRIMM & AARON, PC		Continued								
19-01602	10/21/19	SEPTEMBER 2019 CLIENT	058682	Continued							
13	D & C BEAN NOBELS TO BORO	622.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445843	N
14	G EVERS & K LOWERY TO BORO	255.64	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445844	N
15	EASEMENT - BLOCK 33 LOT 30.01	229.50	9-01-20-155-001-027	B	General Matters	R	10/21/19	10/30/19		445845	N
		7,551.30									
Vendor Total:		7,551.30									
A1014	APPROVED FIRE PROTECTION, INC.										
19-01312	09/05/19	ORDER #ST00039832									
1	ANNUAL FIRE EXTINGUISHER	86.40	9-09-55-501-002-557	B	Plant Safety/Plant Security	R	09/05/19	10/30/19		00034969	N
2	SWAP HYDROTEST OF 15LB CO2	150.56	9-09-55-501-002-557	B	Plant Safety/Plant Security	R	09/05/19	10/30/19		00034969	N
3	USED 10LB ABC FIRE EXTINGUISHE	65.00	9-09-55-501-002-557	B	Plant Safety/Plant Security	R	09/05/19	10/30/19		00034970	N
		301.96									
Vendor Total:		301.96									
A0025	AT&T MOBILITY										
19-01603	10/22/19	INV 287258726345X10202019									
1	FIRE INSPECTOR 10/12/19	41.24	9-01-25-256-002-094	B	Computer Service,Support & Software	R	10/22/19	10/30/19		x10202019	N
2	HPD 10/12/19	305.16	9-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	10/22/19	10/30/19		x10202019	N
3	WTP 10/12/19	116.15	9-09-55-501-003-545	B	Telephone-W/S-VERIZON	R	10/22/19	10/30/19		x10202019	N
4	DPW 10/12/19	237.37	9-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	10/22/19	10/30/19		x10202019	N
5	AWWTP 10/12/19	106.59	9-09-55-501-003-545	B	Telephone-W/S-VERIZON	R	10/22/19	10/30/19		x10202019	N
		806.51									
Vendor Total:		806.51									
C0396	CAVANAUGH'S, INC.										
19-01531	10/09/19	MONTHLY PEST SERVICE									
1	INV. 761119 - 417 MERCER ST.	20.00	9-01-26-310-001-024	B	Building Maintenance	R	10/09/19	10/30/19		761119	N
2	INV. 761124 - 156 BANK ST.	20.00	9-01-26-310-001-024	B	Building Maintenance	R	10/09/19	10/30/19		761124	N
		40.00									
Vendor Total:		40.00									

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
C0067 CENTRAL JERSEY POWER											
19-01581	10/17/19	CHAIN SAW PARTS									
1 INV. 164405 - CHAINS/MODULE		40.64	9-01-28-369-001-139	B	Mower Repairs	R	10/17/19	10/30/19		164405	N
2 INV. 164352 - CHAIN/REEL/PLUG		69.07	9-01-28-369-001-139	B	Mower Repairs	R	10/17/19	10/30/19		164352	N
		109.71									
Vendor Total:		109.71									
CLARK005 CLARKE CATON HINTZ											
19-01489	10/04/19	#76354/9/16-Rev Rev. Site Plan									
1 #76354/9/16-Rev Rev. Site Plan		637.05	2018-04	P	Senior Living Facility	R	10/04/19	10/30/19		#76354	N
19-01490	10/04/19	Various Invoices-Zoning Appeal									
1 #75737/7/12-Rev Zoning Appeal		1,044.24	2019-04	P	Zoning Appeal	R	10/04/19	10/30/19		#75737	N
2 #76055/8/13-rev application		1,075.61	2019-04	P	Zoning Appeal	R	10/04/19	10/30/19		#76055	N
3 #76357/9/16-attend PB hearing		42.15	2019-04	P	Zoning Appeal	R	10/04/19	10/30/19		#76357	N
		2,162.00									
19-01495	10/04/19	Various invoices									
1 #76056/8/13-Site Plan Review		752.50	2019-05	P	Preliminary/Final Site Plan	R	10/04/19	10/30/19		#76056	N
2 #76358/9/16 Rev Site plan app.		588.71	2019-05	P	Preliminary/Final Site Plan	R	10/04/19	10/30/19		#76358	N
		1,341.21									
19-01562	10/17/19	Various Invoices - Planner									
1 #75736/7/12/19/rev application		650.84	2019-03	P	MINOR SUBDIVISION	R	10/17/19	10/30/19		75736	N
2 #76356/9/16-rev revised appl.		882.46	2019-03	P	MINOR SUBDIVISION	R	10/17/19	10/30/19		76356	N
3 #76410/10/11-rev.dwelling plan		134.36	2019-03	P	MINOR SUBDIVISION	R	10/17/19	10/30/19		76410	N
		1,667.66									
Vendor Total:		5,807.92									
C0938 COLE PARMER											
19-00644	05/09/19	TUBING & FREIGHT									
1 PK#06401-35 TUBING #35 RFP-50'		208.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/09/19	10/30/19		1873477	N

Vendor # Name												
PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0938 COLE PARMER Continued												
19-00644	05/09/19	TUBING & FREIGHT		Continued								
2		FREIGHT	17.69	9-09-55-501-002-503		B Sewer Plant Maintenance	R	05/09/19	10/30/19		1873477	N
			225.69									
		Vendor Total:	225.69									
COMCA010 COMCAST												
19-01625	10/23/19	ACCT 930909813 TO 10/15/19										
1	ACCT 930909813 TO 10/15/19		195.30	9-01-20-140-001-060		B Internet Services and Web Services	R	10/23/19	10/30/19		89784569	N
		Vendor Total:	195.30									
COMCA005 COMCAST BUSINESS												
19-01594	10/18/19	8499 05 243 0036659 OFC 1										
1	8499 05 243 0036659 OFC 1		291.85	9-01-20-140-001-060		B Internet Services and Web Services	R	10/18/19	10/30/19		499052430036659	N
		Vendor Total:	291.85									
COMMU005 COMMUNICATION CONSTRUCTION GRP												
18-00292	02/26/18	RES 2018-58 OVERPAYMENT REFUND										
1	RES 2018-58 OVERPAYMENT REFUND		190.00	T-12-50-280-000-225		B COMMUNICATIONS CONSTRUCTION GROUP	R	02/26/18	10/30/19		RES 2018-58	N
		Vendor Total:	190.00									
COREM005 CORE & MAIN LP												
19-01139	08/02/19	SUPPORT AGREEMENT										
1	SUPPORT AGREEMENT INV K943086		9,500.00	9-09-55-501-001-503		B Water Plant Maintenance	R	08/02/19	10/30/19		K943086	N
2	SUPPORT AGREEMENT INV K943086		9,500.00	9-09-55-501-002-503		B Sewer Plant Maintenance	R	08/02/19	10/30/19		K943086	N
			19,000.00									
		Vendor Total:	19,000.00									
C0133 CREATIVE PRODUCT SOURCING, INC												
19-01540	10/09/19	D.A.R.E. SUPPLIES										
1	D.A.R.E. SUPPLIES		46.00	9-01-25-240-001-113		B D.A.R.E.	R	10/09/19	10/30/19		128510	N
2	D.A.R.E. SUPPLIES		33.00	9-01-25-240-001-113		B D.A.R.E.	R	10/09/19	10/30/19		128510	N
3	D.A.R.E. SUPPLIES		435.50	9-01-25-240-001-113		B D.A.R.E.	R	10/09/19	10/30/19		128510	N

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			Exc
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	
C0133 CREATIVE PRODUCT SOURCING, INC Continued											
19-01540	10/09/19	D.A.R.E. SUPPLIES	Continued								
4	D.A.R.E. SUPPLIES	134.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
5	D.A.R.E. SUPPLIES	67.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
6	D.A.R.E. SUPPLIES	33.50	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
7	D.A.R.E. SUPPLIES	25.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
8	D.A.R.E. SUPPLIES	38.88	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
9	D.A.R.E. SUPPLIES	25.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
10	D.A.R.E. SUPPLIES	33.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
11	D.A.R.E. SUPPLIES	36.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
12	D.A.R.E. SUPPLIES	35.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
13	D.A.R.E. SUPPLIES	70.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
14	D.A.R.E. SUPPLIES	29.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
15	D.A.R.E. SUPPLIES	135.00	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
16	D.A.R.E. SUPPLIES	112.98	9-01-25-240-001-113	B	D.A.R.E.	R	10/09/19	10/30/19		128510	N
		1,288.86									
Vendor Total:		1,288.86									
C0087 CUSTOM BANDAG, INC											
19-01641	10/25/19	ELECTRIC 8/2/19-10/7/19									
1	ELECTRIC 8/2/19-10/7/19	1,699.46	9-01-31-430-001-071	B	Electric-Borough Hall	R	10/25/19	10/30/19		8/2/19-10/7/19	N
Vendor Total:		1,699.46									
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN											
19-01626	10/23/19	HEALTH CLINIC SEPT & OCT 2019									
1	HEALTH CLINIC SEPTEMBER 9 2019	350.19	9-01-27-330-001-031	B	Contract-Professional Serv.(B)	R	10/23/19	10/30/19		9/9/19 CLINIC	N
2	HEALTH CLINIC OCTOBER 21, 2019	350.19	9-01-27-330-001-031	B	Contract-Professional Serv.(B)	R	10/23/19	10/30/19		10/21/19 CLINIC	N
		700.38									
Vendor Total:		700.38									
EMERG005 EMERGENCY REPORTING											
19-01349	09/10/19	NFIRS SOFTWARE									
1	NFIRS SOFTWARE YEARLY	831.60	9-01-25-252-002-029	B	Computer Software/Mntc/Equip	R	09/10/19	10/30/19		2019_4997	N
2	YEARLY FFP CAD LINK MAINT FEE	799.00	9-01-25-252-002-029	B	Computer Software/Mntc/Equip	R	09/11/19	10/30/19		2019_4997	N
3	FIRE UPGRADE SETUP FEE	264.00	9-01-25-252-002-029	B	Computer Software/Mntc/Equip	R	09/11/19	10/30/19		2019_7195	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
EMERG005 EMERGENCY REPORTING Continued											
19-01349 09/10/19 NFIRS SOFTWARE			Continued								
4 FIRE UPGRADE (NFIRS ONLY)		610.00	9-01-25-252-002-029	B Computer Software/Mntc/Equip	R	09/11/19	10/30/19		2019_7195	N	
		2,504.60									
Vendor Total:		2,504.60									
E0071 ENFORSYS											
18-01677 11/05/18 NJ UNIFORM FIRE CODE 15 EDITIO											
1 NJ UNIFORM FIRE CODE 15 EDITIO		250.00	8-01-25-256-002-027	B ESP EMERG.SOFTWARE	R	11/05/18	10/30/19		ESP-01835	N	
18-01899 12/12/18 SOFTWARE CONTRACT											
1 SOFTWARE CONTRACT		830.00	8-01-25-256-002-094	B Computer Service,Support & Software	R	12/12/18	10/30/19		ESP1812015	N	
18-01969 12/27/18 QUOTE ESP-01873 12/20/18											
1 QUOTE ESP-01873 12/20/18		300.00	8-01-25-256-002-094	B Computer Service,Support & Software	R	12/27/18	10/30/19		ESP-01873	N	
Vendor Total:		1,380.00									
F1183 FRANK GENDRON											
19-01564 10/17/19 REIMBURSEMENT - GENDRON											
1 REIMBURSEMENT - GENDRON		196.90	9-01-25-240-001-042	B Education & Training	R	10/17/19	10/30/19		437121066216	N	
2 REIMBURSEMENT - GENDRON		10.00	9-01-25-240-001-042	B Education & Training	R	10/17/19	10/30/19		1001315	N	
		206.90									
Vendor Total:		206.90									
G0181 FRANKLIN-GRIFFITH, LLC											
19-01579 10/17/19 METAL HALIDE BULBS											
1 INV. S2091655 - METAL HALIDE		109.17	9-01-31-435-001-075	B Street Lighting	R	10/17/19	10/30/19		S2091655	N	
Vendor Total:		109.17									
G0337 GALL'S INC.											
19-01459 10/01/19 DIAMOND GRIP POWDER FREE GLOVE											
1 DIAMOND GRIP POWDER FREE GLOVE		31.98	9-01-25-240-001-112	B Prisoner Expense	R	10/01/19	10/30/19		013902834	N	

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Vendor # Name											
PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
G0337 GALL'S INC. Continued											
19-01459	10/01/19	DIAMOND GRIP POWDER FREE GLOVE	Continued								
2		DIAMOND GRIP POWDER FREE GLOVE	8.95	9-01-25-240-001-112	B Prisoner Expense	R	10/01/19	10/30/19		013902834	N
			40.93								
Vendor Total:			40.93								
G0171 GEORGE E. CONLEY ELECTRIC											
19-01582	10/17/19	ALARM MONITORING SERVICE									
1	INV. 422-0526-19		384.00	9-09-55-501-001-518	B Maint. Contracts - Plant	R	10/17/19	10/30/19		422-0526-19	N
2	INV. FLV-100923		384.00	9-09-55-501-001-518	B Maint. Contracts - Plant	R	10/17/19	10/30/19		FLV-100923	N
			768.00								
Vendor Total:			768.00								
G1077 GEORGE S. COYNE CO., INC.											
19-00128	01/29/19	RES 2018-224 SODIUM BICARBONAT		B							
11	INV 323689 DATED 10/11/19		2,300.65	9-09-55-501-002-552	B Sodium Bicarbonate	R	09/06/19	10/30/19		323689	N
Vendor Total:			2,300.65								
G0185 GRAINGER, INC.											
19-01574	10/17/19	INVOICE #9317011717									
1	ITEM #35YK56 FLOW SWITCH,		193.43	9-09-55-501-002-502	B Vehicle Maintenance	R	10/17/19	10/30/19		9317011717	N
Vendor Total:			193.43								
HAILE005 HAILEY SKOPAS											
19-01635	10/25/19	COURT SESSIONS OCTOBER 2019									
1	COURT SESSIONS OCTOBER 2, 2019		90.00	9-01-20-176-000-114	B Court Assistance	R	10/25/19	10/30/19		10/2/19	N
2	COURT SESSIONS OCTOBER 16 2019		70.00	9-01-20-176-000-114	B Court Assistance	R	10/25/19	10/30/19		10/16/19	N
			160.00								
Vendor Total:			160.00								

Vendor # Name					
PO #	PO Date	Description	Contract	PO Type	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/chk
					First Rcvd Chk/Void Enc Date Date Invoice
					1099 Excl
H0095	HERR'S PLUMBING				
19-01578	10/17/19	REPAIR AT WATER PLANT			
1 INV.	61032 - REPAIR AT WTP	143.94	9-09-55-501-001-503	B Water Plant Maintenance	R 10/17/19 10/30/19 61032 N
Vendor Total:		143.94			
H0126	HIGHTS ELECTRIC MOTOR, INC.				
19-01607	10/23/19	INVOICE 0953923-IN			
1 US	ELECTRIC PUMP MOTOR BEARING	854.32	9-09-55-501-002-503	B Sewer Plant Maintenance	R 10/23/19 10/30/19 0953923-IN N
Vendor Total:		854.32			
H0125	HIGHTSTOWN DEVELOPMENT ASSOC L				
19-01642	10/25/19	RECYCLING REIMBURSEMENT 2019			
1 RECYCLING	REIMBURSEMENT 2019	30,250.00	9-01-26-325-001-199	B Miscellaneous	R 10/25/19 10/30/19 JAN-NOV 2019 N
Vendor Total:		30,250.00			
H0161	HUNTER TECH.SOLUTIONS INC				
19-01643	10/28/19	WATCHGUARD SUPPORT RENEWAL			
1 WATCHGUARD	SUPPORT RENEWAL	98.57	9-01-25-252-002-029	B Computer Software/Mntc/Equip	R 10/28/19 10/30/19 75045 N
Vendor Total:		98.57			
I0074	IACP NET				
19-01612	10/23/19	SUBSCRIBER DUES			
1 SUBSCRIBER	DUES	525.00	9-01-25-240-001-033	B Books & Publications	R 10/23/19 10/30/19 0071867 N
Vendor Total:		525.00			
J0378	J.W. KENNEDY & SON INC WELDING				
19-01586	10/17/19	CYLINDER RENTAL			
1 INV.	R1225 - CYLINDER RENTAL	12.80	9-01-26-290-001-050	B DPW Work Equipment	R 10/17/19 10/30/19 R1225 N
2 INV.	R1225 - TAX EXEMPT	0.80-	9-01-26-290-001-050	B DPW Work Equipment	R 10/17/19 10/30/19 R1225 N
		12.00			
Vendor Total:		12.00			

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
SIGNA005 James Klepac													
19-01591	10/18/19	SIGNATURE FOR CHECKS & PO'S											
1		SIGNATURE FOR CHECKS AND PO'S		29.95	9-01-20-130-001-027		B Edmunds Software Support	R	10/18/19	10/30/19		15789	N
Vendor Total:				29.95									
J0090 JASPER ENGINES & TRANSMISSIONS													
19-01546	10/09/19	REPLACEMENT TRANSMISSION #102											
1		REPLACEMENT TRANSMISSION #102		2,335.00	9-01-26-311-001-034		B Equipment Parts & Accessories	R	10/09/19	10/30/19		10040066	N
Vendor Total:				2,335.00									
J0258 JCP&L (STREET LIGHTING)													
19-01628	10/23/19	STREET LIGHTS 9/19-10/18/19											
1	100 011 415 724	STREET LIGHT		374.65	9-01-31-435-001-075		B Street Lighting	R	10/23/19	10/30/19		100011415724	N
2	100 011 415 765	STREET LIGHT		1,699.80	9-01-31-435-001-075		B Street Lighting	R	10/23/19	10/30/19		100011415765	N
				2,074.45									
Vendor Total:				2,074.45									
JSHIN005 JSH INTERNATIONAL, LLC													
19-01571	10/17/19	SUPPLY BAE FOR DIGESTER											
1	30	DAY SUPPLY BAE FOR ANEROBIC		685.00	9-09-55-501-002-535		B Chemicals Miscellaneous	R	10/17/19	10/30/19		1196	N
Vendor Total:				685.00									
K0054 K & A EXCAVATING CO., INC.													
19-01565	10/17/19	CONCRETE/ASPHALT RECYCLING											
1		CONCRETE/ASPHALT RECYCLING		684.00	9-01-26-311-001-199		B Miscellaneous	R	10/17/19	10/30/19		56968	N
Vendor Total:				684.00									
K0918 KENNETH A. LEWIS													
19-01580	10/17/19	REIMBURSEMENT - FAIR EXPENSE											
1		REIMBURSEMENT - FAIR EXPENSE		46.43	9-01-26-290-001-199		B Miscellaneous	R	10/17/19	10/30/19		10/12/19 BAGELS N	
Vendor Total:				46.43									

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
L0037 LINCOLN FINANCIAL GROUP											
19-01601 10/21/19 NOVEMBER LIFE INSURANCE											
1 NOVEMBER LIFE INSURANCE - WTP	18.16	9-09-55-501-001-514	B	INSURANCE	R	10/21/19	10/30/19		NOVEMBER 2019	N	
2 NOVEMBER LIFE INSURANCE-AWWTP	63.56	9-09-55-501-002-514	B	Insurance	R	10/21/19	10/30/19		NOVEMBER 2019	N	
3 NOVEMBER LIFE INSURANCE	260.15	9-01-23-210-003-115	B	Medical Ins-Emp'l Grp Health	R	10/21/19	10/30/19		NOVEMBER 2019	N	
	<u>341.87</u>										
Vendor Total:	341.87										
N0125 MAILFINANCE											
19-01099 07/25/19 LEASE N17111867 5/20-8/19/19											
1 LEASE N17111867 5/20-8/19/19	513.30	9-01-30-421-001-029	B	Meter Rental/Maintance	R	07/25/19	10/30/19		N7829465	N	
19-01640 10/25/19 LEASE N17111867 8/20-11/19/19											
1 LEASE N17111867 8/20-11/19/19	513.30	9-01-30-421-001-029	B	Meter Rental/Maintance	R	10/25/19	10/30/19		N7975471	N	
Vendor Total:	1,026.60										
M0180 MCMASTER-CARR											
19-01584 10/17/19 CART-SMART CASTERS											
1 INV 18243487 CARTSMART CASTERS	60.80	9-01-26-290-001-050	B	DPW Work Equipment	R	10/17/19	10/30/19		18243487	N	
Vendor Total:	60.80										
M0667 MERCER COUNTY CLERK/RECORDING											
19-00920 07/01/19 RECORDING FEES APRIL 2019											
1 ELDRIDGE MORTGAGE	22.00	9-01-20-120-001-199	B	Miscellaneous	R	07/01/19	10/30/19		ACCOUNT #10	N	
Vendor Total:	22.00										
M0536 MGL PRINTING SOLUTIONS											
19-00918 07/01/19 PARKING PERMITS 2019-2020											
1 PARKING PERMITS 2019-2020	352.00	9-01-25-240-001-116	B	Traffic Bureau	R	07/01/19	10/30/19		164585	N	
19-01470 10/01/19 P/O SIGN & RETURN LABELS											
1 P/O SIGN & RETURN LABELS	28.00	9-01-20-125-001-036	B	Office Supplies	R	10/01/19	10/30/19		166803	N	

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
M0536 MGL PRINTING SOLUTIONS Continued										
19-01470 10/01/19 P/O SIGN & RETURN LABELS			Continued							
2 SHIPPING & HANDLING		13.00	9-01-30-421-001-022	B Postage & Express Charges	R	10/01/19	10/30/19		166803	N
		41.00								
19-01493 10/04/19 BILLS FOR TAXES / WATER SEWER										
1 H068-09 WATER/SEWER BILLS		490.00	9-01-20-145-001-023	B Tax Bill/Notice Printing	R	10/04/19	10/30/19		167351	N
2 H068-31 DEL.NOTICE 3-UP BLUE		199.00	9-01-20-145-001-023	B Tax Bill/Notice Printing	R	10/04/19	10/30/19		167351	N
3 H068-11 TAX SALE NOTICES		159.00	9-01-20-145-001-023	B Tax Bill/Notice Printing	R	10/04/19	10/30/19		167351	N
4 SHIPPING AND HANDLING		157.00	9-01-20-145-001-022	B Postage & Express Charges	R	10/04/19	10/30/19		167351	N
		1,005.00								
Vendor Total:		1,398.00								
M0254 MOBILE VISION L-3COMMUNICATION										
19-00892 06/20/19 BLUETOOTH AND VIEWER KIT										
1 BLUETOOTH AND VIEWER KIT		2,275.00	G-02-41-762-001-000	B Statewide JIF Safety Grant	R	06/20/19	10/30/19		0350174-IN	N
2 BLUETOOTH AND VIEWER KIT		0.00	G-02-41-762-001-000	B Statewide JIF Safety Grant	R	06/20/19	10/30/19		0350174-IN	N
		2,275.00								
Vendor Total:		2,275.00								
M0143 MSM SERVICE CO.										
19-01532 10/09/19 FIRST AID KIT REPLENISHMENT										
1 INV. D2563 - FIRST AID KIT		43.40	9-09-55-501-001-507	B Uniforms & Safety Equipment	R	10/09/19	10/30/19		D2563	N
2 INV. D2564 - FIRST AID KIT		93.52	9-01-26-290-001-032	B Uniforms	R	10/09/19	10/30/19		D2564	N
		136.92								
19-01547 10/09/19 HPD FIRST AID SUPPLIES										
1 HPD FIRST AID SUPPLIES		90.87	9-01-25-240-001-116	B Traffic Bureau	R	10/09/19	10/30/19		D2562	N
Vendor Total:		227.79								
NJADV005 NJ Advance Media										
19-01575 10/17/19 LEGAL ADS SEPTEMBER 2019										
1 COUNCIL 9/16 MEETING CHANGE		10.44	9-01-20-120-001-021	B Advertisements	R	10/17/19	10/30/19		0009323032	N
2 PARKS & REC MEETING CHANGE		7.54	9-01-20-120-001-021	B Advertisements	R	10/17/19	10/30/19		0009331556	N
3 ORD 2019-14 INTRO		30.16	9-01-20-120-001-021	B Advertisements	R	10/17/19	10/30/19		0009332063	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
NJADV005 NJ Advance Media Continued											
19-01575	10/17/19	LEGAL ADS SEPTEMBER 2019	Continued								
4	ORD 2019-13	INTRO	31.32	9-01-20-120-001-021	B Advertisements	R	10/17/19	10/30/19		0009332061	N
5	TAX SALE		223.36	9-01-20-120-001-021	B Advertisements	R	10/17/19	10/30/19		0009329730	N
6	BRIDGE COMMITTEE MEETING		8.70	9-01-20-120-001-021	B Advertisements	R	10/17/19	10/30/19		0009327328	N
			311.52								
Vendor Total:			311.52								
OLIVI005 OLIVIA BARRICK											
19-01633	10/25/19	COURT SESSIONS OCTOBER 2019									
1	COURT SESSIONS OCTOBER 2, 2019		90.00	9-01-20-176-000-114	B Court Assistance	R	10/25/19	10/30/19		10/2/19	N
2	COURT SESSIONS OCTOBER 9, 2019		70.00	9-01-20-176-000-114	B Court Assistance	R	10/25/19	10/30/19		10/9/19	N
3	COURT SESSIONS OCTOBER 23 2019		70.00	9-01-20-176-000-114	B Court Assistance	R	10/25/19	10/30/19		10/23/19	N
			230.00								
Vendor Total:			230.00								
00050 ONE CALL CONCEPT INC											
19-01510	10/04/19	SEPT 2019 MARK OUT REQUESTS									
1	INV. 9095085		46.94	9-09-55-501-001-535	B Hydrants and Line Repair	R	10/04/19	10/30/19		9095085	N
Vendor Total:			46.94								
PIETR005 PIETRINA A. BRAND											
19-01636	10/25/19	COURT SESSIONS OCTOBER 2019									
1	COURT SESSIONS OCTOBER 9, 2019		70.00	9-01-20-176-000-114	B Court Assistance	R	10/25/19	10/30/19		10/9/19	N
Vendor Total:			70.00								
POLIC005 POLICE & SHERIFFS PRESS, INC											
19-01610	10/23/19	HPD ID CARDS									
1	HPD ID CARDS		30.00	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/23/19	10/30/19		126073	N
2	HPD ID CARDS		2.55	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/23/19	10/30/19		126073	N
			32.55								
Vendor Total:			32.55								

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
P0063 PREMIER MAGNESIA, LLC											
19-00032 01/15/19 MAGNESIA/THIOGUARD		B									
5 INV 580332 DATED 11/1/19	8,577.90	9-09-55-501-002-541		B Magnesium Hydroxide (Flomag H)	R	07/18/19	10/30/19		580332		N
Vendor Total:	8,577.90										
P0044 PSE&G											
19-01604 10/22/19 GAS CHARGES 9/13/19-10/11/19											
1 66 878 908 08 156 BANK ST	23.66	9-01-31-446-001-070		B Gas Heat - Borough Hall	R	10/22/19	10/30/19		600906213129		N
2 65 039 876 09 1ST AVE W TOWER	15.59	9-09-55-501-001-505		B Gas Service	R	10/22/19	10/30/19		600006280319		N
3 66 759 467 06 140 N MAIN ST	18.83	9-01-31-446-001-143		B Gas/Heat - Fire House	R	10/22/19	10/30/19		603105807634		N
4 65 503 262 06 168 BANK ST	23.67	9-01-25-260-001-073		B Natural Gas Heat	R	10/22/19	10/30/19		601806046909		N
5 74 199 082 06 232 MERCER ST	15.58	9-01-31-446-001-070		B Gas Heat - Borough Hall	R	10/22/19	10/30/19		601306150942		N
	97.33										
Vendor Total:	97.33										
REPUB005 REPUBLIC SERVICES											
19-00148 01/31/19 BLANKET PO - DUMPSTERS		B									
11 ACCT 3-0689-0108950 DATED10/12	3,307.79	9-01-26-305-001-029		B Contract-Republic Services, NJ-Dumpsters	R	07/25/19	10/30/19		0689-003022937		N
Vendor Total:	3,307.79										
RITAR005 RITA R. BICE											
19-01632 10/25/19 COURT SESSIONS OCTOBER 2019											
1 COURT SESSIONS OCTOBER 2, 2019	210.00	9-01-20-176-000-114		B Court Assistance	R	10/25/19	10/30/19		10/2/19		N
2 COURT SESSIONS OCTOBER 9, 2019	190.00	9-01-20-176-000-114		B Court Assistance	R	10/25/19	10/30/19		10/9/19		N
3 COURT SESSIONS OCTOBER 16,2019	170.00	9-01-20-176-000-114		B Court Assistance	R	10/25/19	10/30/19		10/16/19		N
4 COURT SESSIONS OCTOBER 23,2019	190.00	9-01-20-176-000-114		B Court Assistance	R	10/25/19	10/30/19		10/23/19		N
	760.00										
Vendor Total:	760.00										
R0077 ROBERTS ENGINEERING GRP LLC											
19-01563 10/17/19 #3000, 9/21/19											
1 rev app rev/ltr to Plan. Bd	727.50	2019-03		P MINOR SUBDIVISION	R	10/17/19	10/30/19		3000		N

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R0077 ROBERTS ENGINEERING GRP LLC Continued										
19-01638 10/25/19 #2998/9/21/19-Zoning Map										
1 Rev updates w/admin & attorney	132.00	9-01-21-180-001-106	B	Planning Board Engineer-General	R	10/25/19	10/30/19		#2998	N
19-01669 10/29/19 BILLING THROUGH OCT 29, 2019										
1 COUNCIL MEETINGS INV 3057	363.00	9-01-20-165-001-104	B	Attendance at Meetings (B)	R	10/29/19	10/30/19		3057	N
2 MISC REQUESTS INV 3058	438.00	9-01-20-165-001-199	B	MISCELLANEOUS	R	10/29/19	10/30/19		3058	N
3 WALKING BRIDGE INV 3059	2,632.00	C-04-55-868-001-447	B	PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	10/29/19	10/30/19		3059	N
4 MISC ROAD INV 3060	2,901.00	9-01-20-165-001-199	B	MISCELLANEOUS	R	10/29/19	10/30/19		3060	N
5 GENERAL SEWER INV 3061	1,722.50	9-09-55-501-002-508	B	Engineer	R	10/29/19	10/30/19		3061	N
6 STOCKTON WATER MAIN CLEANING	13,619.00	C-08-55-951-001-544	B	WATER MAINS/SEWER STOCKTON/FORMAN SEC 20	R	10/29/19	10/30/19		3062	N
7 WATER PLANT FLOOD MITIGATION	2,742.50	9-09-55-501-001-508	B	Engineer	R	10/29/19	10/30/19		3064	N
9 STOCKTON & JOSEPH SIDEWALKS	486.25	C-04-55-876-001-447	B	IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	10/29/19	10/30/19		3066	N
10 FIRST AVE RECONSTRUCTION	371.75	C-04-55-880-001-449	B	FIRST AVENUE SEC 20 2017-09	R	10/30/19	10/30/19		3067	N
11 IMP TO LINCOLN, HAGEMOUNT &	4,512.00	C-04-55-885-000-447	B	LINCOLN, HAGEMOUNT, ROCKY BROOK SEC 20	R	10/30/19	10/30/19		3068	N
	29,788.00									
Vendor Total:	30,647.50									
R0119 RWJUHH OCCUPATIONAL AND										
19-00912 07/01/19 NEW HIRE PHYSICALS										
1 NEW HIRE PHYSICALS	364.00	9-01-25-240-001-093	B	Medical Exams/Hepatitis B Shot	R	07/01/19	10/30/19		00011581-00	N
Vendor Total:	364.00									
S0363 S & S ARTS & CRAFTS										
19-01592 10/18/19 RECREATION EQUIP DAWES PARK										
1 RECREATION EQUIP DAWES PARK	694.09	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/18/19	10/30/19		IN100200070	N
2 RECREATION EQUIP DAWES PARK	49.50	9-01-28-370-002-021	B	RECREATION SUMMER PROGRAM	R	10/18/19	10/30/19		IN100228201	N
	743.59									
Vendor Total:	743.59									
S0002 SAFETY KLEEN										
18-01812 11/30/18 INVOICE #78251279										
1 PART #52150 20G PARTS WASHER	169.06	8-09-55-501-002-529	B	Sewer Main Repair/Supplies	R	11/30/18	10/30/19		78251279	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
S0002	SAFETY KLEEN	Continued													
19-01589	10/17/19	REF #81185066-1905064654													
1	PROD #52150	24 WEEK SAFETY	180.05	9-09-55-501-002-502		B Vehicle Maintenance	R	10/17/19	10/30/19				81185066		N
Vendor Total:			349.11												
S0746	SAMZIES UNIFORMS, INC/GALLS														
19-00635	05/06/19	CLOTHING ALLOWANCE - CHAD REED													
1	CLOTHING ALLOWANCE - CHAD REED		168.00	9-01-25-256-002-043		B Uniforms	R	05/06/19	10/30/19				113852		N
Vendor Total:			168.00												
S0061	SEA BOX														
19-01621	10/23/19	CONTAINER RENTAL													
1	INV. SI89454 - CONTAINER		75.00	9-01-26-310-001-025		B Building Rental	R	10/23/19	10/30/19				SI89454		N
Vendor Total:			75.00												
W0156	SEARING, WILLIAM														
19-01573	10/17/19	REIMBURSEMENT FOR SUPPLIES													
1	SUPPLIES TO PAINT THE DIGESTER		29.82	9-09-55-501-002-503		B Sewer Plant Maintenance	R	10/17/19	10/30/19				09826204168		N
Vendor Total:			29.82												
SHERW010	SHERWIN WILLIAMS PAINT														
19-01576	10/17/19	EXTERIOR PAINT FOR DIGESTER													
1	A-100 EXTERIOR PAINT FOR		55.92	9-09-55-501-002-503		B Sewer Plant Maintenance	R	10/17/19	10/30/19				2140-5		N
2	EXTERIOR PAINT FOR DIGESTER		55.64	9-09-55-501-002-503		B Sewer Plant Maintenance	R	10/23/19	10/30/19				2140-5		N
3	EXTERIOR PAINT FOR DIGESTER		139.80	9-09-55-501-002-503		B Sewer Plant Maintenance	R	10/23/19	10/30/19				1949-0		N
4	EXTERIOR PAINT FOR DIGESTER		29.39	9-09-55-501-002-503		B Sewer Plant Maintenance	R	10/23/19	10/30/19				1949-0		N
			280.75												
Vendor Total:			280.75												

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
STACEY JUDGE											
19-01412	09/20/19	REIMBURSE TRIATHLON EXPENSES									
1	REIMBURSE TRIATHLON EXPENSES	330.07	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/20/19	10/30/19		9/17/19	N
Vendor Total:		330.07									
STATE TOXICOLOGY LABORATORY											
17-00269	03/01/17	RANDOM DRUG SCREEN									
1	RANDOM DRUG SCREEN	90.00	9-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	03/01/17	10/30/19		1/31/17	N
19-00155	02/04/19	RANDOM DRUG SCREEN									
1	RANDOM DRUG SCREEN	90.00	8-01-25-240-001-093	B	Medical Exams/Hepatitis B Shot	R	02/04/19	10/30/19		11/30/18	N
Vendor Total:		180.00									
STATEWIDE MOVING CO.,INC.											
19-00896	06/24/19	MOVE PIANO TO KREPS 3/18/19									
1	MOVE PIANO TO KREPS 3/18/19	350.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	06/24/19	10/30/19		03181901	N
19-00897	06/24/19	MOVE PIANO KREPS TO DAWES PARK									
1	MOVE PIANO KREPS TO DAWES PARK	350.00	T-12-56-286-000-889	B	RESERVE FOR CULTURAL ARTS DONATIONS	R	06/24/19	10/30/19		06241901	N
Vendor Total:		700.00									
STAVOLA ASPHALT COMPANY											
19-01585	10/17/19	I-5 ASPHALT									
1	INV. 153362 - I-5 ASPHALT	72.69	9-01-26-290-001-127	B	Street Repair & Maintenance	R	10/17/19	10/30/19		153362	N
Vendor Total:		72.69									
STRYKER											
19-00944	07/03/19	INV 2672563M 5/22/19 LABOR									
1	INV 2672563M 5/22/19 LABOR	135.00	9-01-25-260-001-080	B	Medical Equipment	R	07/03/19	10/30/19		2672563M	N
Vendor Total:		135.00									

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
T0048 THOMSON REUTERS - WEST											
19-00863	06/17/19	INV 840446301 DATED 6/4/19									
1	INV 840446301 DATED 6/4/19	462.00	9-01-20-176-000-023	B	Printing and Binding	R	06/17/19	10/30/19		840446301	N
Vendor Total:		462.00									
T0060 TOWNSHIP OF ROBBINSVILLE											
19-01596	10/18/19	POSTAGE USED 4/15/19 - 9/25/19									
1	POSTAGE USED 4/15/19 - 9/25/19	1,779.50	9-01-20-176-000-022	B	Postage and Express Charges	R	10/18/19	10/30/19		11-OCT-19	N
Vendor Total:		1,779.50									
T0061 TOWNSHIP OF ROBBINSVILLE DPW											
19-01617	10/23/19	HPD VEHICLE MAINTENANCE									
1	HPD VEHICLE MAINTENANCE	105.00	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3375	N
2	HPD VEHICLE MAINTENANCE	210.00	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3376	N
3	HPD VEHICLE MAINTENANCE	834.70	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3377	N
4	HPD VEHICLE MAINTENANCE	153.64	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3378	N
5	HPD VEHICLE MAINTENANCE	357.67	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3404	N
6	HPD VEHICLE MAINTENANCE	305.95	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3405	N
7	HPD VEHICLE MAINTENANCE	171.35	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3406	N
8	HPD VEHICLE MAINTENANCE	385.64	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3407	N
9	HPD VEHICLE MAINTENANCE	856.59	9-01-43-515-001-170	B	Mechanic Services	R	10/23/19	10/30/19		3445	N
		3,380.54									
Vendor Total:		3,380.54									
UNITE005 UNITED SITE SERVICES NORTHEAST											
19-01327	09/06/19	TEMP RESTROOM DAWES PARK									
1	DAMAGE WAIVER 7/28-8/9/19	8.35	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	09/06/19	10/30/19		0005668043	N
2	STANDARD TEMP RESTROOM	104.42	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	09/06/19	10/30/19		0005668043	N
		112.77									
19-01328	09/06/19	TEMP RESTROOM NAT'L NIGHT OUT									
1	ENVIRONMENT&ENERGY COMPLIANCE	39.43	T-12-56-286-000-864	B	NATIONAL NIGHT OUT - POLICE	R	09/06/19	10/30/19		0005651647	N
2	STANDARD TEMP RESTROOM 8/6/19	95.00	T-12-56-286-000-864	B	NATIONAL NIGHT OUT - POLICE	R	09/06/19	10/30/19		0005651647	N

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			Exc
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	
UNITE005 UNITED SITE SERVICES NORTHEAST Continued											
19-01328	09/06/19	TEMP RESTROOM NAT'L NIGHT OUT	Continued								
3	WHEELCHAIR ACCESSIBLE TEMP	170.00	T-12-56-286-000-864	B	NATIONAL NIGHT OUT - POLICE	R	09/06/19	10/30/19		0005651647	N
		304.43									
	Vendor Total:	417.20									
U0013 USA BLUE BOOK											
19-01088	07/24/19	QUOTE #158497									
1	ITEM #77196 pH BUFFER 4,7,10	297.00	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	07/24/19	10/30/19		993135	N
2	ITEM #21132 STARTCH INDICATER	12.65	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	07/24/19	10/30/19		993135	N
3	ITEM #200428 SODIUM	29.03	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	07/24/19	10/30/19		993135	N
4	ITEM #32897 AMMONIA ISE POWDER	65.30	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	07/24/19	10/30/19		993135	N
5	ITEM #34448 DPD TOTAL	184.95	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	07/24/19	10/30/19		993135	N
6	SHIPPING	118.64	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	07/24/19	10/30/19		993135	N
		707.57									
19-01187	08/15/19	REBUILD KIT FOR LMI C/2 PUMP									
1	REBUILD KIT FOR #76064 FOR	140.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/15/19	10/30/19		982801	N
2	SHIPPING	18.75	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/15/19	10/30/19		982801	N
		158.75									
19-01287	08/29/19	REBUILD KIT									
1	2" REBUILD KIT FOR BACKFLOW	364.95	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/29/19	10/30/19		994512	N
19-01618	10/23/19	REPLACEMENT WINDSOCK									
1	ITEM #22664 REPLACEMENT FOR	64.95	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/23/19	10/30/19		047682	N
	Vendor Total:	1,296.22									
V0275 V.E. RALPH & SON, INC.											
19-01631	10/24/19	INVOICE 378992 7/3/19									
1	VAC CONNECTOR TUBING 10 PK	24.50	9-01-25-260-001-136	B	Medical Supplies	R	10/24/19	10/30/19		378992	N
2	PEDIATRIC NON REBREATHERMASK	13.20	9-01-25-260-001-136	B	Medical Supplies	R	10/24/19	10/30/19		378992	N

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
V0275 V.E. RALPH & SON, INC. Continued											
19-01631	10/24/19	INVOICE 378992 7/3/19	Continued								
3	ACTISPLINT ROLLED 4.25"X36"	41.70	9-01-25-260-001-136	B	Medical Supplies	R	10/24/19	10/30/19		378992	N
		79.40									
Vendor Total:		79.40									
V0007 VALLEY PHYSICIAN SERVICES, PC											
19-01566	10/17/19	3RD QUARTER 2019 CDL TESTING									
1	3RD QUARTER 2019 CDL TESTING	136.00	9-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	10/17/19	10/30/19		413127C5622	N
Vendor Total:		136.00									
V0019 VERIZON											
19-01629	10/23/19	ACCTS 1-69 & 1-53 BILL10/15/19									
1	ACCT 250-717-367-0001-69	124.40	9-09-55-501-003-545	B	Telephone-W/S-VERIZON	R	10/23/19	10/30/19		250717367000169	N
2	ACCT 750-717-188-0001-53	312.84	9-01-31-440-001-089	B	Telephone-VERIZON	R	10/23/19	10/30/19		75071718800153	N
		437.24									
Vendor Total:		437.24									
V0022 VERIZON WIRELESS											
19-01599	10/21/19	ACCT442014572-00001 9/11-10/10									
1	ACCT442014572-00001 9/11-10/10	200.20	9-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	10/21/19	10/30/19		9839819268	N
Vendor Total:		200.20									
VORTE005 VORTEX OPTICS											
19-01445	09/24/19	SPARC AR RED DOT SCOPE									
1	SPARC AR RED DOT SCOPE	623.96	9-01-25-240-001-117	B	Ammunition & Target Practice	R	09/24/19	10/30/19		448516	N
Vendor Total:		623.96									
W0002 W.B. MASON CO., INC.											
19-01338	09/09/19	OFFICE SUPPLIES SEPTEMBER 2019									
1	CENTRAL SUPPLIES	307.09	9-01-20-125-001-036	B	Office Supplies	R	09/09/19	10/30/19		202802529	N
2	AWWTP SUPPLIES	40.50	9-09-55-501-002-509	B	Office Supplies - Admin.	R	09/09/19	10/30/19		202802529	N

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Item Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date Invoice	Excl
W0002 W.B. MASON CO., INC. Continued										
19-01338	09/09/19	OFFICE SUPPLIES SEPTEMBER 2019	Continued							
3	JANITRIAL SUPPLIES	59.88	9-01-20-125-001-036	B	Office Supplies	R	09/09/19	10/30/19		N
		407.47								
19-01527	10/09/19	OFFICE SUPPLIES OCT 2019								
1	CENTRAL OFFICE SUPPLIES	443.24	9-01-20-125-001-036	B	Office Supplies	R	10/09/19	10/30/19	203938127	N
2	WATER PLANT OFFICE SUPPLIES	163.43	9-09-55-501-001-509	B	Office Supplies/Downtown	R	10/09/19	10/30/19	203938127	N
3	AWWTP OFFICE SUPPLIES	56.12	9-09-55-501-002-509	B	Office Supplies - Admin.	R	10/09/19	10/30/19	203938127	N
4	CENTRAL OFFICE SUPPLIES	99.49	9-01-20-125-001-036	B	Office Supplies	R	10/23/19	10/30/19	202054354	N
5	CENTRAL OFFICE SUPPLIES	99.49	9-01-20-125-001-036	B	Office Supplies	R	10/23/19	10/30/19	CR7181890	N
		662.79								
Vendor Total:		1,070.26								
W0099 WATCHUNG SPRING WATER CO., INC										
18-00080	01/22/18	INV #8328907								
1	DISTILLED WATER	60.94	8-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/22/18	10/30/19	8328907	N
19-00403	03/26/19	INVOICE #9282443								
1	DISTILLED WATER 2/22/19	43.95	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	03/26/19	10/30/19	9282443	N
19-01587	10/17/19	INVOICE #9788101								
1	DP 5 GALLON DISTILLED WATER	54.95	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	10/17/19	10/30/19	9788101	N
2	DELIVERY FEE	6.99	9-09-55-501-002-506	B	Lab. Equipment & Supplies	R	10/17/19	10/30/19	9788101	N
		61.94								
Vendor Total:		166.83								
W0096 WATER WORKS SUPPLY CO., INC.										
19-01600	10/21/19	CURB BOX								
1	5' (SF) 94E BUFFALO CURB BOX	122.50	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/21/19	10/30/19	IF96900	N
2	ENLARGED BASE FOR BUFFALO BOX	18.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/21/19	10/30/19	IF96900	N
3	ENLARGED BASE FOR BUFFALO BOX	18.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/21/19	10/30/19	IF96948	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
w0096 WATER WORKS SUPPLY CO., INC. Continued											
19-01600	10/21/19	CURB BOX	Continued								
4	2 1/2" X 2" NO LEAD HYD	40.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/21/19	10/30/19		IF96964	N
		198.50									
	Vendor Total:	198.50									
w0005 WEB OUTBACK											
19-01416	09/23/19	INV 65742, 66103	TAVERN ON LAKE								
1	PORTABLE RESTROOM W/WEEKLY SVC	160.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/23/19	10/30/19		65742	N
2	PORTABLE RESTROOM W/WEEKLY SVC	160.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/23/19	10/30/19		66103	N
		320.00									
19-01417	09/23/19	INV 66107	ASSOC PARK HANDICAP								
1	INV 66107 ASSOC PARK HANDICAP	160.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/23/19	10/30/19		66107	N
19-01418	09/23/19	INV 66219, 66220	TRIATHLON								
1	PORTABLE RESTROOMS 9/6/19	540.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/23/19	10/30/19		66219	N
2	PORTABLE RESTROOMS 9/6/19	160.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/23/19	10/30/19		66219	N
3	PORTABLE RESTROOM 9/6/19	90.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	09/23/19	10/30/19		66220	N
		790.00									
19-01517	10/07/19	INV 66437	TAVERN ON LAKE								
1	HANDICAP UNIT TAVERN ON LAKE	160.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	10/07/19	10/30/19		66437	N
19-01598	10/21/19	INV 66441	ASSOC PARK HANDICAP								
1	INV 66441 ASSOC PARK HANDICAP	160.00	T-12-56-286-000-876	B	PARKS & RECREATION/ TRIATHLON	R	10/21/19	10/30/19		66441	N
	Vendor Total:	1,590.00									
w0154 WILLIAM N. SEARING, CUSTODIAN											
19-01637	10/25/19	REIMBURSE	PETTY CASH OCT 2019								
1	SHOP RITE LAB 1/24/19	17.38	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/25/19	10/30/19		1/24/19	N
2	POSTAGE LAB 3/7/19	7.85	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/25/19	10/30/19		3/7/19	N
3	DOLLAR TREE MISC PLANT 1/19/19	6.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/25/19	10/30/19		1/19/19	N
4	HOME DEPOT MISC PLANT 7/26/19	5.97	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/25/19	10/30/19		7/26/19	N
5	HOME DEPOT SAND DISCS 9/18/19	2.97	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/25/19	10/30/19		9/18/19	N

Total Purchase Orders:	108	Total P.O. Line Items:	237	Total List Amount:	151,271.52	Total Void Amount:	0.00
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Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	8-01	1,470.00	0.00	1,470.00	0.00	0.00	0.00	1,470.00
	8-09	230.00	0.00	230.00	0.00	0.00	0.00	230.00
Year Total:		1,700.00	0.00	1,700.00	0.00	0.00	0.00	1,700.00
CURRENT FUND	9-01	72,216.01	0.00	72,216.01	0.00	0.00	0.00	72,216.01
	9-09	41,787.73	0.00	41,787.73	0.00	0.00	0.00	41,787.73
	9-21	0.00	0.00	0.00	0.00	0.00	6,535.42	6,535.42
Year Total:		114,003.74	0.00	114,003.74	0.00	0.00	6,535.42	120,539.16
GENERAL CAPITAL	C-04	8,002.00	0.00	8,002.00	0.00	0.00	0.00	8,002.00
WATER/SEWER CAPITAL	C-08	13,619.00	0.00	13,619.00	0.00	0.00	0.00	13,619.00
Year Total:		21,621.00	0.00	21,621.00	0.00	0.00	0.00	21,621.00
	G-02	3,490.00	0.00	3,490.00	0.00	0.00	0.00	3,490.00
TRUST OTHER - FUND #12	T-12	3,921.36	0.00	3,921.36	0.00	0.00	0.00	3,921.36
Total Of All Funds:		144,736.10	0.00	144,736.10	0.00	0.00	6,535.42	151,271.52

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Senior Living Facility	2018-04	637.05	0.00	637.05
MINOR SUBDIVISION	2019-03	2,395.16	0.00	2,395.16
Zoning Appeal	2019-04	2,162.00	0.00	2,162.00
Preliminary/Final Site Plan	2019-05	1,341.21	0.00	1,341.21
Total Of All Projects:		<u>6,535.42</u>	<u>0.00</u>	<u>6,535.42</u>

Resolution 2019-196

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

**AUTHORIZING PAYMENT TO FRENCH AND PARRELLO ASSOCIATES
(ENGINEER OF RECORD FOR THE PEDDIE LAKE DAM WALKING BRIDGE
REPLACEMENT)**

WHEREAS, on July 15, 2019, the Borough Council awarded a contract for the professional consulting engineering services for the Peddie Lake Dam Walking Bridge Replacement to French and Parrello Associates of Wall, New Jersey at a cost not to exceed \$18,000.00; and

WHEREAS, the engineer has submitted a request payment in the amount of \$5,247.50 professional services through October 12, 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 \$5,247.50 to French and Parrello Associates of Wall, New Jersey is hereby approved as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

Invoice

RECEIVED
OCT 29 2019
MUNICIPAL CLERK'S OFFICE



1800 Route 34, Suite 101 • Wall, New Jersey 07719
o: 732.312.9800 f: 732.312.9801

October 18, 2019

Project No: 00010877.003

Invoice No: 117886

Project Manager Christopher Marx

Ms. Debra Sopronyi
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

Project 00010877.003 Peddie Lake Dam Walking Bridge Replacement - Resolution 2019-131
For Professional Engineering services rendered in accordance with the above referenced project.

Professional Services through October 12, 2019

Task 002 Engineering & On-Site Inspection

9-01-20-165-001-105

Professional Personnel

		Hours	Rate	Amount
Senior Project Consultant				
Gizzi, Matthew	8/13/2019	1.00	210.00	210.00
Gizzi, Matthew	8/14/2019	1.00	210.00	210.00
Gizzi, Matthew	8/23/2019	1.00	210.00	210.00
Gizzi, Matthew	8/26/2019	2.00	210.00	420.00
Gizzi, Matthew	8/27/2019	1.00	210.00	210.00
Gizzi, Matthew	8/28/2019	3.00	210.00	630.00
Gizzi, Matthew	9/6/2019	1.00	210.00	210.00
Gizzi, Matthew	9/9/2019	1.50	210.00	315.00
Gizzi, Matthew	9/10/2019	.50	210.00	105.00
Project Manager				
Marx, Christopher	8/12/2019	.50	165.00	82.50
Marx, Christopher	8/13/2019	.50	165.00	82.50
Marx, Christopher	8/21/2019	.50	165.00	82.50
Marx, Christopher	8/27/2019	.50	165.00	82.50
Senior Staff Engineer				
Mueller, Ian	8/26/2019	1.50	115.00	172.50
Mueller, Ian	8/27/2019	2.00	115.00	230.00
Totals		17.50		3,252.50
Total Labor				3,252.50
Total this Task				\$3,252.50

Task 003 Meeting Attendance & Conference Calls

Professional Personnel

		Hours	Rate	Amount
Senior Project Consultant				
Gizzi, Matthew	8/15/2019	3.00	210.00	630.00
Gizzi, Matthew	8/29/2019	3.00	210.00	630.00
Gizzi, Matthew	9/11/2019	3.00	210.00	630.00

Project	00010877.003	Peddie Lake Dam Walking Bridge Replaceme			Invoice	117886
	Gizzi, Matthew	9/26/2019	.50	210.00	105.00	
	Totals		9.50		1,995.00	
	Total Labor					1,995.00
				Total this Task		\$1,995.00
				Total this Invoice		<u>\$5,247.50</u>

Resolution 2019-197

*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 September 30, 2019, in the total amount of \$20,548.27; 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 \$20,548.27, 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 November 4, 2019

Debra L. Sopronyi
Borough Clerk

RECEIVED⁸⁰

OCT 18 2019

Invoice

Remington & Vernick Engineers, Inc.

Attention: Finance Department

79 Grove Street

Haddonfield, NJ 08033

PLEASE REFERENCE INVOICE # ON REMITTANCE

MUNICIPAL CLERK'S OFFICE

**REMINGTON
& VERNICK
ENGINEERS**

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

October 8, 2019

Invoice No: 1104T001 - 11

Project Manager: Joseph Ragusa

Project Analyst: **Stacy dos Santos**

Invoice Total	\$20,548.27
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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 September 30, 2019

Phase 01 Construction Inspection

Professional Personnel

		Hours	Rate	Amount
Observer Nicet II/III				
Bottura, Ryan	9/3/2019	8.00	89.46	715.68
South Abutment Pier rebar and formwork				
Bottura, Ryan	9/4/2019	8.00	89.46	715.68
North side work, core drilling, formwork, excavation				
Bottura, Ryan	9/5/2019	8.00	89.46	715.68
CLSM pour, rebar installation				
Bottura, Ryan	9/6/2019	8.00	89.46	715.68
CLSM pour, clean site				
Bottura, Ryan	9/9/2019	8.00	89.46	715.68
Tree Removal				
Bottura, Ryan	9/10/2019	8.00	89.46	715.68
North footing & South abutment concrete pour				
Bottura, Ryan	9/11/2019	8.00	89.46	715.68
North abutment concrete pour, rebar installation				
Bottura, Ryan	9/12/2019	8.00	89.46	715.68
CLSM pour, north side decorative wall footing pour				
Bottura, Ryan	9/13/2019	7.00	89.46	626.22
No work. Site visit, review plans & specs				
Bottura, Ryan	9/14/2019 Ovt	8.00	89.46	715.68
Form removal, decorative wall footing prep				
Bottura, Ryan	9/16/2019	8.00	89.46	715.68
Decorative wall footing pour, manhole set, back wall work				
Bottura, Ryan	9/17/2019	8.00	89.46	715.68
Pedestrian bridge set				

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	11
Bottura, Ryan	9/18/2019	8.00	89.46	715.68		
Back wall pours, prep for decorative wall work						
Bottura, Ryan	9/19/2019	8.00	89.46	715.68		
Decorative wall block work						
Bottura, Ryan	9/20/2019	8.00	89.46	715.68		
Decorative wall block work						
Bottura, Ryan	9/23/2019	8.00	89.46	715.68		
Step form work and prep						
Bottura, Ryan	9/24/2019	8.00	89.46	715.68		
Step for work and prep						
Bottura, Ryan	9/25/2019	8.00	89.46	715.68		
Pour North & South steps, begin decorative wall cap formwork						
Bottura, Ryan	9/26/2019	8.00	89.46	715.68		
Decorative wall cap formwork, masonry wall						
Bottura, Ryan	9/27/2019	7.00	89.46	626.22		
Site visit, DC-70s						
Bottura, Ryan	9/30/2019	8.00	89.46	715.68		
Decorative wall cap form and pour, strip step forms						
Totals		166.00		14,850.36		
Total Labor						14,850.36
Phase subtotal						\$14,850.36

Phase 02 Construction Administration

Professional Personnel

		Hours	Rate	Amount
Engineering Department Head				
Bisirri, William	9/6/2019	2.00	168.96	337.92
Peddie Lake Dame Bridge Placement Plan Review				
Ragusa, Joseph	9/3/2019	1.00	122.47	122.47
Review of project schedule with inspector.				
Ragusa, Joseph	9/4/2019	2.00	122.47	244.94
Onsite to review forming of bulkhead				
Ragusa, Joseph	9/9/2019	2.00	122.47	244.94
Distribute meeting minutes				
Ragusa, Joseph	9/10/2019	1.00	122.47	122.47
Review erection sequence with contractor				
Ragusa, Joseph	9/12/2019	1.00	122.47	122.47
Onsite progress meeting. Review progress onsite.				
Ragusa, Joseph	9/17/2019	2.00	122.47	244.94
Erection of bridge				
Ragusa, Joseph	9/26/2019	1.00	122.47	122.47
Onsite review of project progress				
Senior Engineering Technician				
Boegly, James	9/16/2019	1.00	53.25	53.25
bridge delivery documents review				
Boegly, James	9/16/2019 Ovt	1.00	53.25	53.25
Boegly, James	9/17/2019	1.50	53.25	79.88
bridge delivery and erection site visit				
Boegly, James	9/17/2019 Ovt	2.00	53.25	106.50

Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice	11
Project Manager				
Marchese, Gregory	9/17/2019	2.00	93.72	187.44
Placing pedestrian bridge over dam.				
Contract Administrator				
Ott, Elisa	9/4/2019	1.00	70.14	70.14
change order/document preparation				
Totals		20.50		2,113.08
Total Labor				2,113.08
			Phase subtotal	\$2,113.08
Phase	03	Meetings		
Professional Personnel				
		Hours	Rate	Amount
Engineering Department Head				
Ragusa, Joseph	9/12/2019	1.00	122.47	122.47
Onsite progress meeting				
Ragusa, Joseph	9/26/2019	2.00	122.47	244.94
Progress Meeting				
Senior Engineering Technician				
Boegly, James	9/3/2019	1.00	53.25	53.25
meeting minute revisions				
Boegly, James	9/5/2019	1.00	53.25	53.25
meeting minute revisions				
Boegly, James	9/9/2019	1.50	53.25	79.88
meeting minute revisions 7 & 8, project logs				
Project Manager				
Marchese, Gregory	9/11/2019	3.00	93.72	281.16
Progress meeting #9				
Totals		9.50		834.95
Total Labor				834.95
			Phase subtotal	\$834.95
Phase	04	Shop Drawings		
Professional Personnel				
		Hours	Rate	Amount
Engineering Department Head				
Bisirri, William	9/11/2019	2.00	168.96	337.92
Bridge Erection Plan Reveiw				
Bisirri, William	9/12/2019	1.00	168.96	168.96
Bridge Erection Plan Reveiw				
Totals		3.00		506.88
Total Labor				506.88
			Phase subtotal	\$506.88
Phase	06	Change Orders		

Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice	11
Professional Personnel				
		Hours	Rate	Amount
Engineering Department Head				
Ragusa, Joseph	9/27/2019	.50	122.47	61.24
Review change of plan and PCO with contractor				
Ragusa, Joseph	9/30/2019	.50	122.47	61.24
Review pricing provided by contractor. Discuss with Borough and NJDOT.				
Senior Engineering Technician				
Chierici, Ethan	9/16/2019	2.00	66.56	133.12
change order				
Contract Administrator				
Ott, Elisa	9/30/2019	.50	70.14	35.07
change order				
Totals		3.50		290.67
Total Labor				290.67
			Phase subtotal	\$290.67

Phase	07	Contract Payments		
Professional Personnel				
		Hours	Rate	Amount
Senior Engineering Technician				
Boegly, James	9/18/2019	1.00	53.25	53.25
payment 2, RFIs, change order				
Boegly, James	9/26/2019	1.00	53.25	53.25
payment 2				
Chierici, Ethan	9/17/2019	1.00	66.56	66.56
change order				
Chierici, Ethan	9/18/2019	1.00	66.56	66.56
change order				
Contract Administrator				
Valentine, Ronald	9/18/2019	2.50	110.58	276.45
process change order/consultation with njdot				
Valentine, Ronald	9/20/2019	2.00	110.58	221.16
process federal documents				
Valentine, Ronald	9/25/2019	.25	110.58	27.65
review change order with engineer				
Valentine, Ronald	9/27/2019	.50	110.58	55.29
consultation with njdot				
Totals		9.25		820.17
Total Labor				820.17
			Phase subtotal	\$820.17

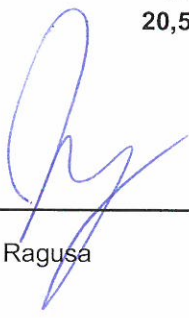
Phase	RE	Reimbursables		
Reimbursable Expenses				
Mileage				1,132.16
Total Reimbursables				1,132.16
			Phase subtotal	\$1,132.16

Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice	11
Total this invoice			<u><u>\$20,548.27</u></u>	

Billings to Date

	Current	Prior	Total	Received
Labor	19,416.11	61,716.31	81,132.42	
Expense	1,132.16	1,671.99	2,804.15	
Totals	20,548.27	63,388.30	83,936.57	55,183.95

Certified by:



 Joseph Ragusa

Resolution 2019-198

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

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

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

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

WHEREAS, Resolution 2018-204 renewed said agreement for the period January 1, 2019 through December 31, 2019 with the option to renew for one additional one-year period; and

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

WHEREAS, the Mayor and Council wish to renew the Shared Services Agreement for Emergency Medical Service for the period January 1, 2020 through December 31, 2020, which constitutes the final year applicable to the current agreement; and

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

WHEREAS funds for this expenditure will be made available in the 2020 budget;

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

1. The extension of the Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period January 1, 2020 through December 31, 2020 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. This agreement is approved subject to the provision of adequate funds in the Borough's 2020 budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF ROBBINSVILLE
AND BOROUGH OF HIGHTSTOWN

THIS SHARED SERVICES AGREEMENT is effective January 1, 2018, between the TOWNSHIP OF ROBBINSVILLE, a municipal corporation of the State of New Jersey, 2298 Route 33, Robbinsville, NJ, hereinafter referred to as "Township of Robbinsville", and BOROUGH OF HIGHTSTOWN, a municipal corporation of the State of New Jersey, 156 Bank Street, Hightstown, NJ, hereinafter referred to as "Hightstown."

Witnesseth that:

Whereas, Hightstown desires to contract with the Township of Robbinsville for the provision of emergency medical ambulance services (hereinafter "EMS Services"); and

Whereas, the Township of Robbinsville is agreeable to providing said EMS Services to Hightstown for a fee and certain specified conditions; and

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

Whereas, the Township of Robbinsville and the Borough of Hightstown have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-5* of the *Uniform Shared Services Consolidation Act*;

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

1. **Term.** This Agreement shall take effect January 1, 2018 and expire December 31, 2018, unless extended by mutual agreement of the parties for up to two (2) additional one (1) year terms.
2. **Scope of Services.** The Township of Robbinsville shall provide the requested EMS Services to Hightstown pursuant to the terms and conditions of the Township of Robbinsville's contract with the provider for Emergency Medical/Ambulance Services.
3. **Fees.** The Township of Robbinsville shall charge Hightstown for said services an annual fee of \$40,000.
4. **Billing and Payment.** The Township of Robbinsville shall provide Hightstown with itemized billings on a quarterly basis for services rendered. Payment shall be due from Hightstown within 30 (thirty) days of the date of billing and all payments shall be made payable to the Township of Robbinsville.

5. **Liability.** (a) The Township of Robbinsville and Hightstown shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.S.J.A. 59:1-1 et seq.*, arising out of or related to performance of any activity under the terms of this Agreement.

(b) During the term of this agreement, Hightstown shall defend and indemnify the Township of Robbinsville, its agents, servants, employees, officers and directors, from and against any demand or claim, or assertion of liability, or any action founded thereon, including reasonable attorney's fees, arising out of, or alleged to have arisen out of the performance by the Township in providing the services contemplated by this agreement and, so long as the actions upon which the demand or claim, or assertion of liability are founded, were performed in the course of carrying out official duties on behalf of Hightstown Borough and were not out of the scope of performing official duties or performed in bad faith, and did not constitute actual fraud, actual malice, willful misconduct, an intentional act or a criminal act.

(c) During the term of this agreement, Hightstown Borough shall add Robbinsville Township to its general liability insurance policies for coverage.

6. **Insurance.** It is recognized and understood that Robbinsville and Hightstown each participate in a Joint Insurance Fund ("JIF"). Final approval of this Agreement by the Parties is subject to each obtaining insurance coverage satisfactory to the respective JIFs. Each municipality agrees to name the other as an additional insured party on any insurance policies that it separately maintains. These policies shall include, without limitation, comprehensive general liability, automobile liability, errors and omissions and worker's compensation, with limits and deductibles as mutually agreed upon. Each municipality shall provide the other with a Certificate of Insurance setting forth the above coverage and naming the other as additional insured promptly upon the execution of this Agreement. In the event that either municipality ceases to participate in a JIF, then such party shall provide alternative insurance comparable to the JIF and subject to the reasonable approval of the other party.
7. **Extension or Termination.** Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to extend the contract for an additional one year term.
8. **Notices.** All notices, statements, or other documents required by this Agreement shall be hand-delivered or mailed to the following designated municipal representatives:

A. The designated municipal representative for Robbinsville is:

Township Clerk
Township of Robbinsville
2298 Route 33
Robbinsville, NJ 08691

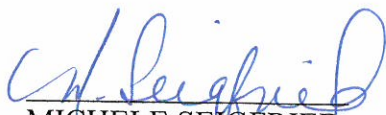
B. The designated municipal representative for Hightstown is:

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

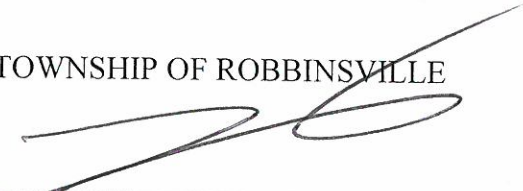
- 9. Choice of Law.** Any dispute arising under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.
- 10. Entire Agreement.** This Agreement sets forth the entire understanding of the Parties and cannot be changed or modified orally.
- 11. Modification.** This Agreement may only be supplemented, amended or revised in writing, which has been duly authorized by the Parties and signed by the proper authorized representatives thereof.
- 12. Severability.** In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable, in any respect, by any court of competent jurisdiction, the rest of this Agreement shall nevertheless remain in full force and effect.
- 13. Filing.** A copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

IN WITNESS WHEREOF, parties of the Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.

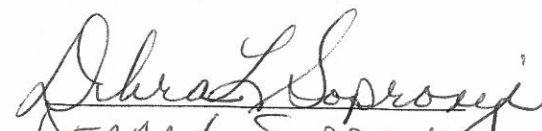
ATTEST: (Affix Seal)


MICHELE SEIGFRIED,
Township Clerk

TOWNSHIP OF ROBBINSVILLE


DAVID FRIED, Mayor

ATTEST: (Affix Seal)


DEBRA L. SOPRONY,
Borough Clerk

HIGHTSTOWN BOROUGH


LAWRENCE A. QUATTRONE
Mayor

Resolution 2019-199

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

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

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

WHEREAS, Hightstown Borough has entered into successor agreements annually since the inception of the original agreement; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Emergency Medical Dispatch Services to the Borough by Mercer County for a one-year period, January 1, 2020 through December 31, 2020; and

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Dispatch Services for the period January 1, 2020 through December 31, 2020; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period January 1, 2020 through December 31, 2020 will be Four Thousand Three Hundred and Thirty Dollars (\$4,330.00) for this 12-month period; and

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

WHEREAS, it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2020 budget.

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

1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
2. This agreement is approved subject to the provision of adequate funds in the Borough's 2020 budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

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

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

WITNESSETH:

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

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

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

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

2. The term of this Agreement shall be one (1) year for the period of January 1, 2020 through December 31, 2020.

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

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

5. Based on the annual assessment the MUNICIPALITY will pay an annual cost for EMS dispatch in the amount of \$4,330.00 to the COUNTY within thirty (30) days of invoicing by the COUNTY.

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

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

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

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

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

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

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

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

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

ATTEST:

COUNTY OF MERCER

 JERLENE H. WORTHY
 CLERK TO THE BOARD
 OF CHOSEN FREEHOLDERS

 BRIAN M. HUGHES
 COUNTY EXECUTIVE

ATTEST:

 LAWRENCE D. QUATTRONE
 MAYOR

Resolution 2019-200

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

RESOLUTION CALLING FOR STUDY COMMISSION TO REVIEW THE OPEN PUBLIC RECORDS ACT

WHEREAS, the Borough of Hightstown strongly believes in and supports open transparent government, and that citizens and residents have the right to be informed about the workings of government in order to best participate in a democracy; and

WHEREAS, on January 8, 2002 then Acting Governor DiFrancesco signed into law the Open Public Records Act (OPRA) which mandates that government records shall be available, with limited exceptions, for public access and simplifying the procedures for requesting such specific records; and

WHEREAS, the intent of the law was to provide the public with easy access to government records with an uncomplicated process for obtaining the records and eliminating bureaucratic red tape; and

WHEREAS, over the course of 18 years OPRA has been a positive light, but it has also been fraught with abuse and misuse, and has become an unanticipated financial cost to the taxpayers of New Jersey; and

WHEREAS, the Borough of Hightstown has labored under a well-intended law that has spiraled out of control, due to the volume and nature of requests, the cost to taxpayers in responding to the requests, and the potential liability in having to pay disproportionate prevailing party attorney's fees should the requests turn into litigated matters, as well as the liability in determining which documents shall be released, with or without redaction, while attempting to maintain individual privacy; and

WHEREAS, it is not only the volume of OPRA requests that challenge our resources, but it is also the cost associated with reviewing, retrieving, and processing the OPRA request(s) by public entity personnel and counsel and possibly defending our action(s) before the Government Records Council or in Superior Court; and

WHEREAS, the Borough of Hightstown received and responded 78 OPRA requests in 2017, 91 OPRA requests in 2018, and to date has received and responded to 73 OPRA requests; and

WHEREAS, due to the often-conflicting case law and Government Record Council decisions, as well as the unique characteristics of OPRA requests, the Borough of Hightstown must often times rely on the municipal attorney to review certain OPRA requests, resulting in additional attorney fees; and

WHEREAS, with limited exceptions OPRA has not been amended to address the clear and apparent advancement in technology that has changed the way government records are created, stored, and/or transmitted; the various interpretive decisions; privacy concerns; abuse for commercial gain; and/or the ever increasing cost to taxpayers; and

WHEREAS, as the current law approaches its twentieth (20th) anniversary it has outgrown its original intended use and has become ripe for comprehensive review and reform.

NOW, THEREFORE BE IT RESOLVED that the governing body of the Borough of Hightstown appeals to the legislature to form a Commission comprised of Mayors, Municipal Clerks, Municipal Managers, Attorneys, Police Chiefs, open government advocates, privacy experts, members of the media, citizens and other

appropriate stakeholders, to review and examine the effects of OPRA on local government and the needs to be fulfilled by the law, and use the Commission's findings to perform a comprehensive reform of OPRA; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to Assemblyman Daniel Benson, Assemblyman Wayne DeAngelo, Senator Linda Greenstein, Assembly Speaker Craig Coughlin, Senate President Stephen Sweeney, Senator Weinberg, Executive Director of the Government Records Council, the Governor of the State of New Jersey, the Municipal Clerks Association of New Jersey and New Jersey State 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 November 4, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-201

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

AUTHORIZING DEPOSITORIES AND SIGNATURES FOR MUNICIPAL COURT ACCOUNTS

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

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

Seth Kurs, Municipal Judge
Carol Gaynor, Municipal Court Administrator
Sarah Graubart, Deputy Court Administrator
Ana Collazo, Deputy Court Administrator

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-202

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2019 BUDGET

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2019 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Municipal Court		
Salaries and Wages	20,000.00	
Municipal Court		
Other Expenses		20,000.00
TOTALS	\$ 20,000.00	\$ 20,000.00

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019

Debra L. Sopronyi
Borough Clerk

Resolution 2019-203

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2019 BUDGET

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

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

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

Source	Amount	Revenue Title	Appropriation Title
County of Mercer	\$50,000	County of Mercer – Mercer at Play	County of Mercer – Mercer at Play

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

Resolution 2019-204

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

PROCLAIMING DECEMBER 2, 2019 AS COMMUNITIES OF LIGHT DAY

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

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

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

WHEREAS, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 71,393 women, 13,717 children and 5,153 men. Additionally, Womanspace has assisted more than 277,877 hotline callers over the last 42 years; and

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

WHEREAS, the Mayor and Council of Hightstown Borough urges that each and every household demonstrate their support of the concept that “peace begins at home” by placing luminaries along their driveways and sidewalks on Monday, December 2, 2019, as a visible symbol of that support; and

WHEREAS, the proceeds from Communities of Light 2019 will be used to fund vital services for victims of domestic violence and sexual assault.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Monday, December 2, 2019 is Community of Light Day and hereby commends Womanspace on its many accomplishments and wish them continued success with Communities of Light in the years to come.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 4, 2019.

Debra L. Sopronyi
Borough Clerk

18th Annual Communities of Light



**Help light up the community with Womanspace for our 18th Annual Communities of Light™
December 2, 2019**

Link up – Illuminate- Light

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

Visit one of the following retail locations to purchase a luminary kit and support Womanspace!

Terhune Orchards (330 Cold Soil Road, Princeton, NJ 08540)
 McCaffrey's Princeton (301 N. Harrison St., Princeton, NJ 08540)
 Weidel Realtors (190 Nassau St., Princeton, NJ 08543)
 Gratitude Yoga (44 Spring St., Princeton, NJ 08542)
 McCaffrey's West Windsor (335 Princeton-Hightstown Road, West Windsor, NJ 08550)
 Princeton Center for Yoga and Health (88 Orchard Road, Princeton Area, Skillman, NJ 08558)
 Pennington Quality Market (25 Route 31 South, Suite X, Pennington, NJ 08534)
 Investors Bank (160 Lawrenceville-Pennington Road, Lawrenceville, NJ 08648)
 Diverse Style Salon (3371 US Hwy 1, Lawrenceville, NJ 08648)
 ERA Central Realty (20 Main St., Robbinsville, NJ 08691)
 Keller William Realty (2355 Route 33, Robbinsville, NJ 08691)
 East Windsor Police Department (80 1 Mile Road, East Windsor, NJ 08520)
 Wilhelmina (4 Church St., Allentown, NJ 08501)
 Greater Eldridge Park Neighborhood Association (contact greatereldridgeprkneighbor@gmail.com)

Best Practices Inventory

Hightstown Borough

Printable Current Answers

001	Core Competencies	Personnel
	The "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9) modifies current law to strengthen protections against employment discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.). Have appropriate municipal officials (including labor counsel as necessary) evaluated whether your municipality is in compliance with this law?	[1.00] Yes
002	Core Competencies	Personnel
	P.L. 2017, c. 183, signed into law on August 7, 2017, amends the Local Budget Law to require municipal and county governing bodies to certify compliance with the following Federal civil rights requirements when submitting their approved budgets with DLGS: that their hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964." Local Finance Notice 2017-27 discusses this requirement in further detail. Has your governing body reviewed your municipality's policies on the use of criminal history when making personnel decisions, to ensure that those policies do not violate Title VII on the basis of either disparate treatment or disparate impact?	[1.00] Yes
003	Core Competencies	Personnel
	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	[1.00] Yes

004	Core Competencies	Personnel
Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether a conflict of interest exists?		[1.00] Yes

005	Core Competencies	Personnel
Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.		[1.00] Yes

006	Core Competencies	Personnel
The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?		[1.00] Yes

007	Core Competencies	Personnel
	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas including, but not limited to: discrimination, harassment, personal days, use of municipal vehicles, and political activity. Has your municipality adopted an employee personnel manual/handbook by resolution or ordinance? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted. If not yes, please type "Did Not Answer Yes" into the comment box.	[1.00] Yes Comment: original 12/13/94. 2/6/17 amended
008	Core Competencies	Personnel
	Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.	[1.00] Yes Comment: 2/6/17 amended
009	Core Competencies	Personnel
	Does your municipality maintain centralized records for all time worked and all employee leave time earned and used?	[1.00] Yes
010	Core Competencies	Personnel
	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?	[1.00] Yes
011	Core Competencies	Budget
	Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?	[1.00] Prospective Comment: Budget request received in December of prior year

Core Competencies

Budget

012

A formal policy regarding municipal budget surplus (i.e. fund balance) is crucial to making informed financial decisions, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy the CFO should analyze and explain at least a five (5) year trend of surplus, describing the factors causing each annual increase or decrease; to develop a realistic and sustainable surplus policy. Has your municipality adopted a written annual goal for the amount of surplus available in support of municipal operations?

[1.00] Yes

013

Core Competencies

Budget

Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC enforcement. The amounts of UCC revenue generated and funds appropriated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Annual Report submitted to the Division of Codes and Standards. Does your municipality's construction code fee schedule comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2017-15, specifically does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office?

[1.00] Yes

014

Core Competencies

Budget

Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?

[1.00] Prospective

015

Core Competencies

Budget

Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?

[1.00] Yes

016

Best Practices

Budget

N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?

[0.50] Yes

017	Best Practices	Budget
Does your current year annual budget appropriate an amount for snow removal based on, at minimum, an average of the municipality's snow removal expenses over the last three (3) years? A Yes answer is permitted where the budget appropriation is below the three-year average, but the balance remaining in a snow removal or storm recovery reserve trust fund would bring the total amount equal to or above the three-year average.		[0.50] Yes
018	Core Competencies	Financial Administration
Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2017 audit been identified in a corrective action plan and not been repeated in the 2018 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2018 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box.		[1.00] Yes Comment: Did Not Answer No. There were no findings in 2017 audit
019	Core Competencies	Financial Administration
Effective for CY2019/SFY2020 and CY2020/SFY2021 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$154,518.75. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2019-01 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?		[1.00] Yes

020	Core Competencies	Financial Administration
	N.J.S.A. 40:5-2 limits to \$70,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$35,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-2?	[1.00] N/A Comment: Less than 70,000

021	Core Competencies	Financial Administration
	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to utilize standard electronic funds transfer (EFT) technologies for payment of claims. Use of EFT technologies such as, but not necessarily limited to, Automated Clearing House (ACH) transactions, wire transfers and e-checks are subject to certain fiscal, operational, and technological control requirements as a condition of use. Has your municipality considered 1) where the use of electronic payment methods could benefit the municipality; and 2) where the adopted regulations may require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?	[1.00] Yes

022	Core Competencies	Financial Administration
	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?	[1.00] Yes

023	Core Competencies	Capital Projects
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?	[1.00] Yes

	Core Competencies	Capital Projects
024		
	Is your municipality appropriating sufficient funding for maintenance, repair, and replacement of environmental and transportation infrastructure?	[1.00] Yes
025		
	Does your municipality evaluate the age and condition of municipally-owned underground infrastructure (e.g. water and sewer mains) to determine whether age or condition necessitate repair or replacement before performing needed repairs or replacement in conjunction with a road resurfacing or road reconstruction project and coordinate with owners of non-municipally owned underground infrastructure to avoid having to redo a recently-completed road project? Only answer N/A if there is no underground infrastructure underneath any municipally-owned roads or your municipality does not own any roads.	[1.00] Yes
026		
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.	[1.00] Yes
027		
		Transparency
	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file annual Financial Disclosure Forms. Have all of your local elected officials filed their Financial Disclosure Form in 2019 that covers the 2018 calendar year?	[1.00] Yes
028		
		Transparency
	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	[1.00] Yes

029	Core Competencies	Transparency
Has your municipality recodified its ordinances within the past five (5) years?		[1.00] Yes
030	Core Competencies	Transparency
Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?		[1.00] Yes
031	Best Practices	Transparency
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?		[0.50] Yes
032	Best Practices	Transparency
Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?		[0.50] Yes
033	Core Competencies	Authorities
Note: The following question does not apply to authorities with more than one member municipality. For those which this question does not apply, please type "N/A" into the comment box. Municipalities should annually evaluate the authority or authorities they created and publicly discuss their findings and conclusion. Findings and conclusions should address whether existing authorities continue to serve the public interest and are more efficient than other potential alternatives in providing services and financing public facilities. Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date(s) under "Comments". Those that answer No should type "Answered No" into the comment box.		[1.00] Yes Comment: 3/18/2019
034	Best Practices	Authorities
Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. Does your municipality have a single fire district or, if your municipality has multiple fire districts, is it reviewing the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district.		[0.50] N/A

	Core Competencies	Procurement
035		
Do your municipality's professional services contracts include a "not to exceed" amount?		[1.00] Yes
036	Best Practices	Procurement
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?		[0.50] N/A Comment: NJ State Health Benefits
037	Best Practices	Procurement
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?		[0.50] N/A Comment: NJ State Health Benefits
038	Core Competencies	Cybersecurity
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?		[1.00] Yes
039	Core Competencies	Cybersecurity
Does your municipality perform daily computer backups to off-network devices for all data files and operating application software?		[1.00] Yes
040	Core Competencies	Cybersecurity
Does your municipality employ defensive software to protect its network and data from cyberattacks, including an email anti-virus filter and a firewall designed to block unauthorized network access?		[1.00] Yes

041	Core Competencies	Cybersecurity
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?		[1.00] Prospective Comment: Provided by JIF
042	Unscored Survey	Shared Services
Has your municipality explored new or expanded shared service opportunities with other local governments (including boards of education) within the past year?		[0.00] Yes
043	Unscored Survey	Shared Services
If no shared services agreement was reached, please set forth under Comment the shared service considered, the local unit with whom it was considered, and the reason(s) why an agreement was not reached. If you did not answer yes to Question 42, please type "NA" into the Comment Box.		Comment: N/A
044	Best Practices	Shared Services
Has your municipality entered to a new or expanded shared services agreement this year with another local government entity?		[1.00] Yes Comment: Municipal Court - Robbinsville
045	Best Practices	Shared Services
Does another government entity handle all public safety and emergency dispatch functions for your municipality or, if your municipality has its own dispatch (whether directly staffed or outsourced to a private entity), has it explored having another government entity perform all dispatch functions? If the answer is Yes, please state in the Comment Box the government entity that provides the entirety your municipality's dispatch functions; or, if your municipality has its own dispatch, when discussions with other entities have occurred, with which entities, whether an agreement resulted and, where no agreement was reached, the reason(s) why. If you did not answer Yes, please type "Did Not Answer Yes" into the Comment Box.		[0.50] Yes Comment: East Windsor Township - Dispatch Services

046	Best Practices	Shared Services
Does your municipality have another government entity fulfilling all local public health functions; or if your municipality has its own health department or board of health, has it explored having another government entity perform all local public health functions? If the answer is Yes, please enter into the Comment Box the government entity that performs your municipality's public health functions; or, if your municipality has its own health department or board of health, when discussions with other entities have occurred, with which entities, whether an agreement resulted and, where no agreement was reached, the reason(s) why. If you did not answer Yes, please type "Did Not Answer Yes" into the Comment Box.		[0.50] Yes Comment: West Windsor Township

047	Core Competencies	Miscellaneous Operations
Municipalities are encouraged to investigate all available grant opportunities; however, certain grants have conditions that pose additional budgetary costs (e.g. match dollars, hiring requirements). For all grants accepted within the past year, has your municipality evaluated whether the grant's benefits exceed the actual and/or potential costs associated with the grant?		[1.00] Yes

048	Best Practices	Miscellaneous Operations
Does your municipality regularly evaluate opportunities for alternate revenue streams to help offset its property tax levy?		[0.50] Yes

049	Unscored Survey	Miscellaneous Operations
Have all professional appointments requiring governing body approval been approved within 30 days after the municipality's annual reorganization meeting?		[0.00] Yes

050(a)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Financial Administration?		[0.00] No

050(b)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Capital Improvements?		[0.00] No

050(c)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Asset Management?		[0.00] No
050(d)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Tax Incentives?		[0.00] No
050(e)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Procurement?		[0.00] No
050(f)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Training and Support for Elected Officials?		[0.00] No
050(g)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Management Training?		[0.00] No
050(h)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Shared Services?		[0.00] No
050(i)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Risk Management?		[0.00] No
050(j)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Ethics?		[0.00] No

050(k)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS in any other area? If you answered Yes, please fill in under Comments what area or areas your municipality would like assistance.		[0.00] No
051	Unscored Survey	Miscellaneous Operations
Has your municipality converted all mechanical parking meters (analog or digital display) to an electronic parking system (e.g. pay-and-display, numbered spaces, license plate)?		[0.00] N/A Comment: No Parking Meters
052	Unscored Survey	Miscellaneous Operations
Have public electric vehicle charging stations been installed on municipal property?		[0.00] No
053	Unscored Survey	Miscellaneous Operations
Has your municipality implemented a web application that allows residents to submit service requests to municipal departments?		[0.00] No
054	Unscored Survey	Miscellaneous Operations
Has your municipality implemented an emergency communication system that encompasses cell phones?		[0.00] Yes
055	Unscored Survey	Miscellaneous Operations
How is residential garbage collected?		[0.00] Municipal pickup
056	Unscored Survey	Miscellaneous Operations
If your residential garbage is collected through a private hauler contracted by the municipality, did your municipality receive at least two bids in its latest procurement?		[0.00] N/A

057	Unscored Survey	Miscellaneous Operations
If your municipality's residential garbage pickup is done through a private hauler contracted directly by residents, does your municipality know the number of hauler services servicing residents? If yes, please state in the Comments how many garbage haulers service your municipality's residents. If you did not answer yes, please type "Did Not Answer Yes" into the Comment Box.		[0.00] N/A Comment: Did Not Answer Yes
058	Best Practices	Miscellaneous Operations
If your municipality provides residential garbage pickup or contracts with a private hauler to do so, is garbage pickup scheduled for no more than once-per-week?		[0.50] Yes
059	Unscored Survey	Miscellaneous Operations
Does your municipality have a revenue-generating residential recycling program?		[0.00] Yes
060	Unscored Survey	Miscellaneous Operations
What is the primary reason your municipality has not established a SALT charitable fund?		[0.00] IRS regulations
061	Unscored Survey	Miscellaneous Operations
P.L. 2017, c.266, enacted in January 2018, permits municipalities to establish by ordinance a list of residents identifying themselves as needing special assistance in an emergency. This list, which can only be used for public safety purposes, is maintained by the municipal clerk and shall be cross-indexed by the name and address of each resident opting in to the list, identifying the special circumstances for each. Please review Local Finance Notice 2018-17 for further information. Has your municipality adopted an ordinance pursuant to P.L. 2017, c.266 to establish a special needs assistance list? If yes, please list in the Comments which type of assistance is predominantly needed. If you did not answer yes, please type "Did Not Answer Yes" into the Comment Box.		[0.00] No Comment: Residents participate in County Program
062	Core Competencies	Ratables/PILOTs
If your municipality's Director's Ratio (defined as the ratio of assessed values to true market values) is less than 85%, your municipality needs to undertake a reassessment/revaluation. Have at least 20% of properties in your municipality been inspected? Please state the percentage of properties inspected in the Comments. If you answered No or NA, type in the Comment Box "Answered No" or "Answered NA"		[1.00] N/A Comment: Answered NA ratio 85.44%

063	Core Competencies	Ratables/PILOTs
Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?		[1.00] Prospective Comment: No current long-term pilots. Will have for future negotiated ones

064	Core Competencies	Ratables/PILOTs
Payments In Lieu of Taxes (PILOTs) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?		[1.00] Yes Comment: No current long-term pilots. Will have for future negotiated ones

065	Best Practices	Planning and Economic Development
Does your municipality actively maintain an inventory of buildings and vacant properties that would benefit from redevelopment? If yes, state how in the Comment Box or, if no, state "Did not answer Yes"		[0.50] Yes Comment: Housing Inspection Department

066	Unscored Survey	Planning and Economic Development
Is your municipality presently considering establishing a land bank entity pursuant to P.L. 2019, c.159 and, if so, which entity (if any) is being considered to operate the land bank?		[0.00] Not considering land bank

067	Unscored Survey	Planning and Economic Development
Does your municipality have a current community and/or economic development plan in place with established metrics, and regularly review and measure progress toward development goals set forth in the plan(s)?		[0.00] No Comment: Will in the future

068	Unscored Survey	Planning and Economic Development	
Does your municipality either employ or contractually retain a licensed professional planner?			[0.00] Yes
069	Unscored Survey	Planning and Economic Development	
Does your municipality either employ an economic development staff person or contractually retain an economic development consultant?			[0.00] No
070(a)	Unscored Survey	Planning and Economic Development	
The Office of Local Planning Services (LPS) in the Department of Community Affairs works with communities to achieve local land use and planning goals. As part of DCA's commitment to provide technical assistance to municipalities, our professional planning staff offers comprehensive planning services at no-cost to eligible local governments. Would your municipality benefit from assistance with respect to its Master Plan?			[0.00] Yes
070(b)	Unscored Survey	Planning and Economic Development	
Would your municipality benefit from LPS assistance with respect to Redevelopment Plans?			[0.00] Yes
070(c)	Unscored Survey	Planning and Economic Development	
Would your municipality benefit from LPS assistance with respect to Land Use Ordinances?			[0.00] Yes
070(d)	Unscored Survey	Planning and Economic Development	
Would your municipality benefit from LPS assistance with respect to Land Use Mapping?			[0.00] Yes

070(e)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Economic Development Plans?	[0.00] Yes
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070(f)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Storm and Natural Disaster Resiliency?	[0.00] Yes
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071	Unscored Survey	Planning and Economic Development
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P.L. 2017, c.253 permits a municipality to authorize its parking authority to serve as a redevelopment entity, subject to Local Finance Board approval. A parking authority so authorized may exercise redevelopment powers within an area in the municipality designated as in need of redevelopment or rehabilitation; however, revenue from fees charged for parking shall be utilized solely for the purposes set forth in N.J.S.A. 40:11A-6. Is your municipality considering seeking Local Finance Board approval to authorize its parking authority to serve as a redevelopment entity?	[0.00] N/A Comment: No Parking Authority
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072	Unscored Survey	Planning and Economic Development
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The New Jersey Redevelopment Authority (NJRA) provides financial and technical resources into urban redevelopment projects in eligible municipalities throughout the State. A list of eligible municipalities can be found at https://www.njra.us/maps . Is NJRA providing redevelopment financing to your municipality? Answer "NA" if your municipality is not on the list of eligible municipalities.	[0.00] N/A
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073	Unscored Survey	Planning and Economic Development
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Have officials from your municipality participated in one or more workshops offered by NJRA's Redevelopment Training Institute (RTI)?	[0.00] No
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074	Unscored Survey	Planning and Economic Development	
If your municipality has one or more opportunity zones, have you been actively marketing your zones to investors and developers? If yes, please state in the Comments whether this has resulted in one or more projects coming before your municipality for approval. If you did not answer Yes, please provide an explanation in the Comment Box.			[0.00] No Comment: No opportunity zones
075	Unscored Survey	Planning and Economic Development	
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?			[0.00] N/A
076	Unscored Survey	Planning and Economic Development	
If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			Comment: No opportunity zones
077	Best Practices	Environment	
Has your municipality changed its master plan and zoning ordinances within the past two years to improve resiliency in the face of extreme weather events? Only answer NA if your municipality has determined, after a review of its master plan and zoning ordinances within the past two years, that no such changes are necessary.			[0.50] N/A
078	Best Practices	Environment	
If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.			[0.50] Yes Comment: Sump Pump Drainage Systems

079	Unscored Survey	Affordable Housing
Does your municipality currently have an affordable housing element and fair share housing plan? If so, please state in the Comments section whether or not the fair share housing plan is on your municipality's website. If you did not answer Yes, please provide an explanation in the Comment Box.		[0.00] Yes Comment: Not on website
080	Unscored Survey	Affordable Housing
If your municipality has an affordable housing element and fair share housing plan, has the element and plan been approved by the Superior Court?		[0.00] No
081	Unscored Survey	Affordable Housing
If you answered "Yes" to either of the above questions, fill in under Comments the number of affordable housing unit obligations for the following periods: Prior Round (1987-1999); Present Need (Rehabilitation Share); and Third Round (Prospective Need 1999-2025), as well as the number of units that have been constructed and are ready for occupancy that count toward the affordable housing obligations in your municipality's affordable housing element and fair share housing plan. If you did not answer yes to either question 80 or 81, please type "NA" into the Comment Box.		Comment: Prior Round – 45 Rehab – 39 3rd Round – 68
082	Unscored Survey	Affordable Housing
Does your municipality collect a non-residential development fee?		[0.00] Yes
083	Unscored Survey	Affordable Housing
Does your municipality have a municipal housing liaison?		[0.00] Yes
084	Unscored Survey	Affordable Housing
Does your municipality have an affordable housing trust fund?		[0.00] Yes

Proposed Ordinance Change for Undersized Vacant Lot

10/31/2019

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)

Comment- As the Borough Ordinance concerning residential districts was revised, small lots which were once legal were now undersized. 'j' was added to minimize the number of residents having to go before the Planning Board for additions and decks.

Most of the vacant lots in Hightstown that are not undersized have either been built on or have proposals to build on them. The remaining vacant lots are undersized and would require going before the Planning Board for a Bulk Variance. This is why they are still vacant. Many developers will walk away when they hear variance. In order to encourage development of the vacant, undersized lots in Hightstown, the following ordinance change is proposed. This will also increase Hightstown's ratable.

k. Owners of undersized vacant lots can avoid appearing before the Planning Board for a Bulk Variance to build a new house if they meet all of the following conditions:

1. The proposed residential use is permitted in the zone in which it is located.
2. The proposed house does not encroach on any setback.
3. The proposed house and accessory structures does not exceed the percentage of lot coverage for all buildings. *Comment- A garage is an accessory structure. In the past, the Planning Board would require a detached garage to blend in with the neighborhood.*
4. The total lot coverage of all proposed structures and all other proposed lot improvements do not exceed the total allowed lot coverage.
5. The proposed house and accessory structure does not exceed the maximum height.
6. The proposed house and accessory structure is approved by the Planning Board Architectural Review Committee.
7. The proposed house and accessory structure is approved by the Hightstown Historic Preservation Commission.
8. All other applicable zone requirements affected by the proposed house and accessory structures are met, except that the existing lot area and lot width deficiencies shall not require variances, provided that all other requirements of this section are met.

Comment- The owner of the property may choose to meet all of the above requirements or they may choose to go before the Planning Board. Choosing to meet the above requirements will save the owner both money and the time it takes to go before the Planning Board. This would be vital if they are trying to get the footings for the foundation in before frost. Hopefully, the money which would be spent on the Bulk Variance would be spent on the house.

There are developers who do not care about Hightstown and will build the cheapest house for the maximum profit. The Planning Board Architectural Review Committee and the Hightstown Historic Preservation Commission approval is required to help avoid houses such as below, where a standard house was placed on a long narrow lot. All of the houses below are in Hightstown.





Comment- The entrances should be on the front of the house. A properly designed house will help bring up the whole neighborhood.