

Agenda

Hightstown Borough Council

February 3, 2020

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

Resolution 2020-042 Authorizing a Meeting that Excludes the Public

Contract Negotiations – Hightstown Housing Authority

Approval of the Agenda

Minutes

January 1, 2020 – Reorganization Meeting

Presentations

Housing Authority – 2020 Overview

Environmental Commission – 2020 Overview

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.

Resolutions

2020-043 Payment of Bills

2020-044 Reappointing Kenneth Lewis as Public Works/Water Plant Superintendent and Authorizing the Execution of the Associated Agreement

2020-045 Amending Resolution 2020-31 Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project

2020-046 Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project

2020-047 Support for the Celebration of the 100th Anniversary of Women's Suffrage

Consent Agenda

2020-048 Authorizing Release of Escrow Funds Orlando Chiriboga & Sandra DeLaCruz – 133 William Street, Minor Subdivision

2020-049 Supporting a No Passing Zone on Route 33 From Hickory Corner Road, East Windsor to Summit Street, Hightstown

2020-050 Resolution Adopting a Domestic Violence Policy

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

New Business

Agenda Format

Old Business

Accessory Structure Ordinance (10/07/2019; 10/21/2019; 01/21/2020)

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

Resolution 2020-42

*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 February 3, 2020 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 – Housing Authority

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 May 3, 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 February 3, 2020.

Margaret Riggio
Deputy Borough Clerk

Meeting Minutes
Hightstown Borough Council
January 1, 2020
12:00 noon

The meeting was called to order by Mayor Quattrone at 12:10 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 Cicalese</i>	✓	
<i>Councilmember Jackson</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Debra Sopronyi Borough Clerk/Administrator and Borough Attorney, Fred Raffetto.

Mercer County Freeholder Ann Cannon led the Pledge of Allegiance.

Mayor Quattrone swore Councilmembers-elect Joshua Jackson and Steven Misiura into office.

Reverend Bruce Wood, Pastor First Baptist Church, gave an invocation.

Mayor Quattrone recognized and welcomed Freeholder Ann Cannon, previous Hightstown Borough Mayors Steve Kirson, Scott Caster, Richard Augenbaugh. Previous Councilmembers of Hightstown Borough including but not limited to: Judge Seth Kurs, Tory Watkins, Cappy Stults, Eugene Sarafin and Ryan Rosenberg. Mayor Quattrone also welcomed Planning Board Chair Fred Montferrat, Cultural Arts Commission Chair Ann Marie Miller, and Environmental Commission Chair Keith LePrevost.

APPROVAL OF AGENDA

Councilmember Misiura moved the agenda as presented; Councilmember Cicalese seconded.

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

Agenda approved 6-0.

Mayor Quattrone presented a Proclamation to CCL Label for their commitment and dedication to the Borough of Hightstown. General Manager, Jason Rudolph received the proclamation on behalf of CCL Label.

Mayor Quattrone presented an Outstanding Citizen Award to Pascale Duvert for her years of work on the Hightstown Housing Authority.

Mayor Quattrone presented an Outstanding Citizen Award to Mairead Thompson for her work as a Commissioner on the Parks and Recreation Commission.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Stated that this is his 55th Reorganization meeting. This is democracy at its best. Thank you to Council for serving the community.

Ann Cannon, Mercer County Freeholder – Stated that Hightstown feels like family. It is a slice of America. If the County can be of any assistance, please reach out to her. She is blessed to be here every year.

Adam Welch, - Happy New Year. Thank you to Mayor and Council for all you do. Great things are happening in Hightstown. Looking forward to the 300th Anniversary.

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

RESOLUTIONS

Resolution 2020-01 Electing Council President for 2020

Councilmember Misiura moved Resolution 2020-01 nominating Councilmember Musing as Council President. Councilmember Jackson seconded.

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

Resolution adopted 6-0.

Resolution 2020-01

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

ELECTING COUNCIL PRESIDENT FOR 2020

WHEREAS, there exists a need to fill the position of Council President for 2020; and

WHEREAS, it is the desire of the Borough Council to elect Dimitri Musing to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Steven Misiura is hereby elected as Council President for the year 2020.

CONSENT AGENDA

Councilmember Stults moved Resolutions 2020-02; 2020-03; 2020-04; 2020-05; 2020-06, 2020-07; 2020-08; 2020-09; 2020-10; 2020-11; 2020-12; 2020-13; 2020-14; 2020-15; 2020-16; 2020-17; 2020-18; 2020-19; 2020-20; 2020-21; 2020-22; 2020-23; 2020-24; 2020-25; 2020-26; 2020-27 as a consent agenda; Councilmember Cicalese seconded.

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

Resolutions adopted 6-0.

Resolution 2020-02

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

ADOPTING ROBERT'S RULES OF ORDER

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

Resolution 2020-03

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2020:

A. **Conduct at Meetings.**

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.

3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum for the transaction of business at a meeting.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with relevant State statutes and these regulations, along with Robert's Rules of Order for items not covered by State statute or in these regulations.

B. Addressing the Mayor and Council.

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

1. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
 - a. During the first "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that is on the agenda adopted for the current meeting; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting.
 - b. During the second "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response

may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.

2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer’s warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

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

Resolution 2020-04

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2020**

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

2020 SCHEDULED COUNCIL MEETING DATES

MONDAY	January 6
TUESDAY	January 21
MONDAY	February 3
TUESDAY	February 18
MONDAY	March 2
MONDAY	March 16
MONDAY	April 6
MONDAY	April 20
MONDAY	May 4
MONDAY	May 18
MONDAY	June 1
MONDAY	June 15
MONDAY	July 6
MONDAY	July 20
MONDAY	August 3

MONDAY	August 17
TUESDAY	September 8
MONDAY	September 21
MONDAY	October 5
MONDAY	October 19
MONDAY	November 2
MONDAY	November 16
MONDAY	December 7
MONDAY	December 21

2020 Meetings

Friday, January 1 at 12 Noon	Reorganization Meeting
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Resolution 2020-05

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

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2020.

Resolution 2020-06

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

RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS FOR 2020

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

	<u>Borough Administrator</u>	
Debra L. Sopronyi	1 yr.	December 31, 2020
	<u>Deputy Municipal Clerk</u>	
Margaret Riggio	1 yr.	December 31, 2020
	<u>Joint Insurance Fund Commissioner</u>	
Debra L. Sopronyi	1 yr.	December 31, 2020

Alternate Joint Insurance Fund Commissioner

Margaret Riggio	1 yr.	December 31, 2020
<u>Assessment Search Officer</u>		
Debra L. Sopronyi	1 yr.	December 31, 2020
<u>Public Agency Compliance Officer (P.A.C.O.)</u>		
Debra L. Sopronyi	1 yr.	December 31, 2020
<u>Recycling Coordinator</u>		
Ken Lewis	1 yr.	December 31, 2020
<u>Clean Communities Coordinator</u>		
Ken Lewis	1 yr.	December 31, 2020
<u>Safety Coordinator</u>		
Ken Lewis	1 yr.	December 31, 2020
<u>Public Defender</u>		
Richard Kelly	1 yr.	December 31, 2020
<u>Alternate Public Defender</u>		
Gus Siggelakis	1 yr.	December 31, 2020
John Hartmann	1 yr.	December 31, 2020
Lauren Scardella	1 yr.	December 31, 2020
Joanna Perilli	1 yr.	December 31, 2020
Jose Ortiz	1 yr.	December 31, 2020
<u>Alternate Prosecutors</u>		
#1 – Christopher Koutsouris, Esq.	1 yr.	December 31, 2020
#2 – Lyle Hough, Esq.	1 yr.	December 31, 2020
#3 – Bertha Scott, Esq.	1 yr.	December 31, 2020
#4 – Al Vuocolo, Esq.	1 yr.	December 31, 2020
<u>Zoning Officer</u>		
George Chin	1 yr.	December 31, 2020
<u>Housing Inspectors</u>		
George Chin	1 yr.	December 31, 2020
David Bell	1 yr.	December 31, 2020
<u>Building Inspector</u>		
George Chin	1 yr.	December 31, 2020
<u>Fire Protection Official</u>		
Chad Reed	1 yr.	December 31, 2020
<u>Summer Recreation Director</u>		
Larry Gunnell	1 yr.	December 31, 2020
<u>Borough Historian</u>		
Charles Stults III	1 yr.	December 31, 2020

	<u>Class I Officer</u>	
Chad Reed	1 yr.	December 31, 2020

	<u>Class II Officer</u>	
Martin Moreno	1 yr.	December 31, 2020

	<u>School Crossing Guards</u>	
Donna Reed	1 yr.	December 31, 2020
Roberto Rodriguez	1 yr.	December 21, 2020

Resolution 2020-07

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

ESTABLISHING 2020 SCHEDULE OF HOLIDAYS AND BOROUGH BUSINESS HOURS

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

January 1	New Years' Day (Wednesday)
January 20	Martin Luther King, Jr. Day (Monday)
February 17	Presidents Day (Monday)
April 10	Good Friday (Friday)
May 25	Memorial Day (Monday)
July 3	Independence Day (Friday)
September 7	Labor Day (Monday)
October 12	Columbus Day (Monday)
November 11	Veterans Day (Wednesday)
November 26	Thanksgiving Day (Thursday)
November 27	Day after Thanksgiving (Friday)
December 25	Christmas Day (Friday)
January 1	New Years Day (Friday)

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

Resolution 2020-08

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

APPOINTING COUNCIL LIAISONS

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

SUSAN BLUTH	Cultural Arts Commission Environmental Commission
JOE CICALESSE	Board of Health
JOSHUA JACKSON	Parks and Recreation
STEVE MISIURA	First Aid
DIMITRI MUSING	Historic Preservation Commission Housing Authority
LEE STULTS	Downtown Hightstown
MAYOR QUATTRONE	Fire Department

Resolution 2020-09

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

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

WHEREAS, there exists the need for professional legal services for 2020 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

WHEREAS, the Borough Council wishes to appoint Frederick C. Raffetto, Esq. of the firm Ansell Grimm & Aaron, Inc. of Ocean, New Jersey as Borough Attorney effective January 1, 2020; and

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

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

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

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

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

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

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

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

Resolution 2020-10

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

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

WHEREAS, there exists the need for professional bond counsel and redevelopment legal counsel services for 2020; and

WHEREAS, the Borough Council wishes to appoint Edward J. McManimon III, Esq. of the firm McManimon, Scotland & Baumann, LLC of Roseland, New Jersey as Bond Counsel and Redevelopment Counsel effective January 1, 2020; and

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

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

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

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

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

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

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

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

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

Resolution 2020-11

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

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

WHEREAS, there exists the need for specialized engineering services during 2020; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2020; and

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

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

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

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

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

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

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

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

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

Resolution 2020-12

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

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

WHEREAS, there exists the need for specialized municipal labor counsel services during 2020; and

WHEREAS, the Borough Council wishes to appoint Eric M. Bernstein, Esq. of Warren, New Jersey as Borough Labor Counsel effective January 1, 2020; and

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

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

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

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is

also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

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

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

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

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

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

Resolution 2020-13

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

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

WHEREAS, there exists the need for specialized auditing services for the Borough for the year 2019; and

WHEREAS, it is the desire of Borough Council to appoint Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company of Freehold, New Jersey as Borough Auditor effective January 1, 2020; and

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

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding

of the contract be published in a newspaper of general circulation in the municipality; and

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

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

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

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

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

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

Resolution 2020-14

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

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

WHEREAS, there exists the need for professional Municipal Planning services for 2020; and

WHEREAS, the Borough Council wishes to appoint Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2020; and

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

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "professional services"

without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

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

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

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

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

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

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

Resolution 2020-15

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
GRANT WRITING SERVICES – CGP&H, LLC**

WHEREAS, there exists the need for specialized grant writing services for 2020; and

WHEREAS, the Borough Council wishes to CGP&H, LLC of Cranbury, New Jersey Grant Writer effective January 1, 2020; and

WHEREAS, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

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

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

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

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

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

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

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

Resolution 2020-16

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
SERVICES – ADMINISTRATIVE AGENT OF HIGHTSTOWN BOROUGH
AFFORDABLE HOUSING PROGRAM**

WHEREAS, there exists the need for an Administrative Agent to oversee the Affordable Housing Program in Hightstown Borough for 2020; and

WHEREAS, the Borough Council wishes to appoint Randall Gottesman of CGP&H, LLC of Cranbury, New Jersey Administrative Agent for Affordable Housing effective January 1, 2020; and

WHEREAS, the cost for the proposed services shall not exceed \$5,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2020 budget; and,

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

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

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

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

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

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

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

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

Resolution 2020-17

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2020 -
BOARDS, COMMISSIONS AND COMMITTEES**

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

Planning Board

Steve Misiura	1 yr.	December 31, 2020
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Environmental Commission

Todd Frantz	3 yrs.	December 31, 2022
David Zaiser	3 yrs.	December 31, 2022
Yan Troizier	3 yrs.	December 31, 2022
Tom Muza Alternate #2	2 yrs.	December 31, 2021

Board of Health

Walt Hewitt	3 yrs.	December 31, 2022
Skye Gilmartin	3 yrs.	December 31, 2022
Jennifer Bernal Alternate #2	2 yrs.	December 31, 2021

Cultural Arts Commission

Allison Park – Peddie School	1 yr.	December 31, 2020
Heather Lisk – School Staff	1 yr.	December 31, 2020
Adam Welch (Artist)	3 yrs.	December 31, 2022
Ann Marie Miller (Art Appreciation)	3 yrs.	December 31, 2022
Chanika Svetvilas (Art Appreciation)	3 yrs.	December 31, 2021
Michelle Jordan Alternate #1	1 yr.	December 31, 2020
Sue Howard – Alternate #2	1 yr.	December 31, 2019

**BOROUGH OF HIGHTSTOWN
MAYOR'S APPOINTMENTS**

JANUARY 1, 2020

Police Commissioner

Councilmember Stults	1 yr.	December 31, 2020
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Planning Board

Bill Searing, Class II member	1 yr.	December 31, 2020
Fred Montferrat	4 yrs.	December 31, 2023
Beverly Asselstine	4 yrs.	December 31, 2023
Joanna Jackson	3 yrs.	December 31, 2022
Joseph Balcewicz Alternate #1	2 yrs.	December 31, 2021

Historic Preservation Commission

Philippe Cardoso (Class A)	4 yrs.	December 31, 2023
Dennis Egan (Class A)	Ux. 4 yrs.	December 31, 2020
Amanda Rosenberg Alternate #1	2 yrs.	December 31, 2021
Vacant Alternate #2	Ux. 2 yrs.	December 31, 2020

Parks & Recreation Commission

Tracy MacDonald	5 yrs.	December 31, 2024
Vacant (Alternate #1)	Ux. 5 yrs.	December 31, 2021
Vacant (Alternate #2)	Ux. 5 yrs.	December 31, 2020

Housing Authority

Jeet Gulati	5 yrs.	December 31, 2024
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Resolution 2020-18

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

DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS

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

Resolution 2020-19

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

AUTHORIZING ISSUANCE OF INTERIM CHECKS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that authorization be given to the Chief Finance Officer to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2020, and that these payments will appear on the bill list to be approved by the Mayor and Council at the next regularly scheduled Council meeting.

Resolution 2020-20

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

AUTHORIZING PETTY CASH FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk, the Finance

Office and the Superintendent of the Wastewater Treatment Plant are authorized to be custodians of funds, as follows, for the purpose of petty cash expenditures:

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

Resolution 2020-21

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

AUTHORIZING 2020 TEMPORARY OPERATING BUDGET – CURRENT

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

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

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

; and

WHEREAS, 26.25 percent of the total appropriations in the 2019 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,772,507.96;

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

1. The 2020 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,772,000.00 for Operating and \$896,500.00 for Capital and Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Chief Financial Officer and Borough Auditor.

GENERAL GOVERNMENT

Administration Office

Salaries and Wages	13,000.00
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Other Expenses	1,400.00
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Mayor & Borough Council

Salaries and Wages	7,000.00
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Other Expenses	1,200.00
Municipal Clerk	
Salaries and Wages	35,000.00
Other Expenses	4,500.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	
Salaries and Wages	45,000.00
Other Expenses	8,000.00
Grant Writing and Administration	
Other Expenses	6,000.00
Data Processing / IT	
Salaries and Wages	1,700.00
Other Expenses	15,000.00
Collection of Taxes	
Salaries and Wages	15,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	5,000.00
Other Expenses	5,000.00
Municipal Court	
Salaries and Wages	13,000.00
Other Expenses	25,000.00
Legal Services and Costs	
Other Expenses	70,000.00
Engineering Services & Costs	
Other Expenses	15,000.00
Historic Preservation Commission	
Other Expenses	400.00

LAND USE ADMINISTRATION

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

INSURANCE

Insurance	
Insurance Deductibles	1,000.00
General Liability and Property	40,000.00
Worker's Compensation	50,000.00
Health Benefit Waiver	5,000.00
Employee Group Health	210,000.00

PUBLIC SAFETY FUNCTIONS

Police	
Salaries and Wages	393,100.00
Other Expenses	45,000.00
Emergency Management Services	
Other Expenses	500.00
Fire Department	
Other Expenses	15,000.00

Uniform Fire Safety Act - Fire Official	
Salaries and Wages	3,000.00
Other Expenses	4,000.00
First Aid Organization	
Other Expenses	4,000.00
Municipal Prosecutor	
Other Expenses	4,000.00

PUBLIC WORKS FUNCTIONS

Streets & Roads Maintenance	
Salaries and Wages	65,000.00
Other Expenses	22,000.00
Snow Removal	
Other Expenses	4,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	17,000.00
Other Expenses	25,000.00
Buildings & Grounds	
Salaries and Wages	17,000.00
Other Expenses	48,000.00

PUBLIC WORKS FUNCTIONS(continued)

Recycling	
Salaries and Wages	27,000.00
Other Expenses	25,000.00
Vehicle Maintenance	
Other Expenses	12,000.00

Community Services Act	
Other Expenses - Miscellaneous	10,000.00

HEALTH AND HUMAN SERVICES

Board of Health (Health & Human Services)	
Salaries and Wages	18,000.00
Other Expenses	4,000.00
Environmental Commission	
Other Expenses	1,500.00

PARKS AND RECREATION FUNCTIONS

Maintenance of Parks	
Salaries and Wages	11,000.00
Other Expenses	3,000.00
Parks & Recreation Commission	
Other Expenses	3,000.00
Cultural Arts	
Other Expenses	1,000.00

COMMON OPERATING FUNCTIONS

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

UTILITIES AND BULK PURCHASES

Electricity	
Other Expenses	15,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	12,000.00
Telephone / Telegraph	
Other Expenses	12,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	7,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	24,000.00

LANDFILL/SOLID WASTE

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

CODE ENFORCEMENT

Construction Official	
Salaries and Wages	36,000.00
Other Expenses	3,000.00
Housing Code Enforcement	
Salaries and Wages	13,000.00
Other Expenses	1,200.00

STATUTORY EXPENDITURES

Social Security	50,000.00
Defined Contribution Retirement Plan	2,000.00

SHARED SERVICES AGREEMENTS

Senior Citizens Program Service Center	
Other Expenses	15,000.00
Landfill Disposal Costs(Roosevelt Borough)	10,000.00
East Windsor Dispatch	
Other Expenses	50,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00
Emergency Medical Services	12,000.00
Vehicle Maintenance Services	5,000.00

TOTAL TEMPORARY BUDGET	1,772,000.00
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CAPITAL APPROPRIATIONS

Capital Improvement Fund	30,000.00
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MUNICIPAL DEBT SERVICE

Payment of Bond Principal	650,000.00
Dam Restoration Loan	5,000.00
Interest on Bonds	211,500.00

TOTAL CAPITAL AND DEBT SERVICE **896,500.00**

Resolution 2020-22

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING 2020 TEMPORARY OPERATING BUDGET – WATER/SEWER

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

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

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

; and

WHEREAS, 26.25 percent of the total appropriations in the 2019 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$636,092.10.

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

1. The 2020 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$635,000.00 for Operating and \$420,000.00 for Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Chief Financial Officer and Borough Auditor.

**Borough of Hightstown
2020 Temporary Budget - Water/Sewer**

Appropriations for Water/Sewer Utility

Operating:

Salaries and Wages	215,000.00
Other Expenses	400,000.00

Statutory Expenditures:

Social Security (O.A.S.I.)	20,000.00
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TOTAL TEMPORARY BUDGET - WATER/SEWER	\$635,000.00
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DEBT SERVICE

Bond Principal	180,000.00
Bond Interest	40,000.00
Wastewater and Water supply Loans	200,000.00
TOTAL DEBT SERVICE	\$420,000.00

Resolution 2020-23

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

ADOPTING CASH MANAGEMENT PLAN

WHEREAS, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan (“the Plan”) for the year 2020 which designates the depositories for Borough funds, outlines procedures for the handling thereof, and details other responsibilities with regard to Borough funds; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Cash Management Plan for the year 2020 which is attached hereto and made a part hereof is hereby adopted.

BOROUGH OF HIGHTSTOWN

County of Mercer, New Jersey

Cash Management Plan

FY 2020

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds

deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

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

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Accounts Payable Clerk, the Chief Financial Officer; Deputy Financial Officer, Business Administrator/Municipal Clerk; and/or the Mayor for the following accounts:

1. Current Fund
 - a. Current
 - b. Grant Fund
2. Trust Funds
 - a. Builder's Performance Escrow
Planning and Zoning Board Escrow

Engineering Escrow
 - b. Law Enforcement Trust
 - c. Animal Trust Fund
 - d. Payroll
 - e. Public Defender
 - f. Unemployment Trust
 - g. Other Trusts
3. General Capital
 - a. General Capital & various reserves to include arbitrage funds
4. Water-Sewer Utility
 - a. Operating
 - b. Capital

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Hightstown, Specifically:

1. Municipal Court - Authorized Signatory, Court Clerk and Municipal Judge
 - a. Fines Account
 - b. Bail Accounts
2. Tax Collector - Authorized Signatory, Chief Financial Officer, Tax Collector or Accounts Payable Clerk, Deputy Financial Officer
 - a. Tax Collector (Lien) Trust

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

The Chief Financial Officer, Deputy Financial Officer and Accounts Payable Clerk of the Borough of Hightstown are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to

making any such Deposits or any Permitted Investments, such officials are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

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

BANK OF NEW YORK

MORGAN STANLEY CHASE BANK

TD BANK

BCB BANK

WELLS FARGO BANK

FIRST CONSTITUTION BANK

PROVIDENT BANK

BANK OF PRINCETON

FULTON BANK

GARDEN STATE COMMUNITY BANK

NEW JERSEY ASSET & REBATE MANAGEMENT PROGRAM

NEW JERSEY CASH MANAGEMENT

PNC BANK

SANTANDER BANK

BANK OF AMERICA

SUN NATIONAL BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a

Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

V. DEPOSIT OF FUNDS

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

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

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

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

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

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

Permitted Investments:

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

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

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

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

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

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

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

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

IX. DISBURSEMENT OF FUNDS

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

School Taxes

County Taxes

Interfunds

Purchase of Investments

Debt Service

Salaries and Wages

Postage

Petty Cash Reimbursements

Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

X. PETTY CASH FUND

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

Finance	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

XI. BONDING

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

Chief Financial Officer

Tax Collector

Borough Clerk

Municipal Court Administrator

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

XII. COMPLIANCE

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

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

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

XIII. REPORTING REQUIREMENTS.

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

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

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

XIV. TERM OF PLAN

This Plan shall be in effect from January 1, 2020 to December 31, 2020. Attached to this Plan is a resolution of the governing body of the Borough of Hightstown approving this Plan for such period of time. The Plan may

be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is/are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution 2020-24

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

ESTABLISHING THE RATE OF INTEREST CHARGED ON DELINQUENT TAXES

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

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

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

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

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

Resolution 2020-25

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR BOROUGH ACCOUNTS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the banks designated as

depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2020; and

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer

Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer
Debra L. Sopronyi, Borough Clerk

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

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Monika Patel, Deputy Financial Officer

Debra L. Sopronyi, Borough Clerk

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

Resolution 2020-26

*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, 2020; 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.

Resolution 2020-27

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

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES

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

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

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

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

MAYOR AND COUNCIL COMMENTS

Councilmember Jackson

Wished everyone a Happy New Year. Thanked everyone for coming. This is a great Council to work with and he is excited for the upcoming projects.

Councilmember Cicalese

Stated that he was just elected and started in November and so far it has been a great experience. He wouldn't want to be anywhere else. Looking forward to 2020.

Councilmember Bluth

Wished everyone a Happy and Healthy New Year. Stated that it's wonderful to see such a large crowd here. She is excited to once again be the liaison to the Environmental Commission and the Cultural Arts Commission. She hopes to see everyone at more commission meetings. Thanked all of our volunteers for all the work that they do.

Councilmember Misiura

Wished everyone a Happy New Year and thanked everyone for coming. It's nice to see the community. He is blessed to live in Hightstown. Thanked his family for their support as he starts his 3rd term. Things take a long time but we are moving forward. He ran again to see projects like the Rug Mill and the new Municipal Building complete. The Peddie Bridge took a long time, but it was worth it. He looks forward to working with this Council.

Councilmember Stults

Wished everyone a Happy New Year and thanked everyone for coming. He is starting his 6th year. This is a great Council that respects one another and does things with class. Congratulated Councilmembers Jackson and Misiura on being sworn in today. Congratulated Councilmember Musing on being voted Council President. Looking forward to the Rug Mill and Municipal Facility. Stated that everyone should appreciate what they have. Life is short.

Council President Musing

Stated that this is the best team around, and he is honored to work with this group of people. 2019 was a great year and we got a lot done. Hoping that 2020 will see many of our projects come to fruition. Our wonderful team includes Council, volunteers, professionals and employees. Hightstown is truly a wonderful place to live. Wished everyone a Happy New Year.

Deputy Clerk, Peggy Riggio

Wished everyone a Happy New Year. Looking forward to working with everyone in 2020.

Borough Administrator/Clerk, Debra Sopronyi

Stated that it is an honor and privilege to work with this Council and serve the public.

Borough Attorney, Fred Raffetto

Wished everyone a Happy New Year. Thanked Council for the opportunity to serve the residents of Hightstown. It is an honor and a privilege.

Mayor Quattrone

Mayor Quattrone thanked his wife Judy for all of her support. He then read his annual address:

“Thank you all for coming on this 1st day of 2020. Last year I talked about what could be done and a lot has been done with the help of Roberts Engineering Group. Just a few highlights: Peddie Lake Dam Pedestrian Bridge was completed with the help of a Federal Grant. Maple and Sunset was completed with the help of a grant in the amount of \$225,000. First Avenue and Forman Street Water Mains, secured a loan from NJEIT. First Avenue Reconstruction, completed with the help of an NJDOT grant for \$275,000. Stockton Street Water Main improvements, secured a loan from NJEIT. Design for Stockton Street and Joseph Street sidewalk improvement completed. Construction anticipated for Spring of 2020. Secured a grant in the amount of \$600,000 for Springcrest Drive, Glen Drive, Taylor Avenue and Spruce Court. Construction anticipated for Spring of 2020. Secured a grant in the amount of \$529,632 for Railroad Avenue and Dey Street. All of this could not have been done without a Council that works together. This being said, I once again ask Council to leave the D & R outside and be Hightstown. Now, looking forward to 2020. The Mill Property is moving along with plans going to the Planning Board. This will be done in 3 phases. The new Borough Hall on Mercer Street is owned by the Borough and plans for layout is in the works. We will continue to work on Shared Services. It is a great way to save money for tax payers. We must continue working on infrastructure. Parks and Rec is running full steam ahead with an array of park events. I can’t say enough about Cultural Arts. Environmental Commission is always trying to keep the town in line with the State. I have charged them with helping educate the public for our recycling problems. The Police Commissioner will be Councilmember Stults. Downtown Hightstown has come a long way with many new and exciting things. All of this could not be done without Hightstown’s team of councilmembers. I truly have the best people to work with, we talk things over and make decisions cooperatively. With these people and their devotion to doing what’s best for this fine town, my job as Mayor is truly a joy. Council, I thank you for your hard work each and every day and I am proud of what we have accomplished and look forward to what the future holds. I would like to thank all of you for attending the 2020 reorganization meeting and I wish you all a healthy and happy new year.”

ADJOURNMENT

Councilmember Jackson moved to adjourn at 1:00 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2020-43

*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 \$1,158.69 from the following accounts:

Current		\$887,545.98
W/S Operating		21,468.15
General Capital		10,930.43
Water/Sewer Capital		235,727.99
Grant		120.00
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>2,566.14</u>
Total		<u>\$1,158,358.69</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 February 3, 2020.

Margaret Riggio
Deputy Borough Clerk

Date: February 3, 2020

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 2/3/2020

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
EAST WINDSOR REGIONAL SCHOOL	1/14/2020	20-00019	1458	\$ 711,743.00
AT&T MOBILITY	1/28/2020	20-00027	30686	\$ 784.80
TELESYSTEM	1/28/2020	20-00016	30687	\$ 1,255.48
COMCAST BUSINESS	1/28/2020	20-00020	30688	\$ 253.38
COMCAST	1/28/2020	20-00028	30689	\$ 195.30
HIGHTS REALTY	1/28/2020	20-00012	30690	\$ 4,234.65
JCP&L	1/28/2020	20-00018	30691	\$ 12,695.29
LINCOLN FINANCIAL	1/28/2020	20-00014	30692	\$ 1,166.88
NJPO	1/28/2020	20-00007	30693	\$ 121.00
PSE&G	1/28/2020	20-00013	30694	\$ 654.27
ROBERTS ENGINEERING	1/28/2020	19-02041	30695	\$ 198.00
STATEWIDE INSURANCE FUND	1/28/2020	20-00021	30696	\$ 67,810.25
VERIZON WIRELESS	1/28/2020	20-00015	30697	\$ 200.20
TOTAL				<u><u>\$801,312.50</u></u>
 <u>WATER AND SEWER MANUAL</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>ESCROW</u>				
ROBERTS ENGINEERING	1/28/2020	19-02042	3094	\$ 412.50
ROBERTS ENGINEERING	1/28/2020	19-02043	3094	\$ 750.00
TOTAL				<u><u>\$ 1,162.50</u></u>
 <u>GRANT</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>GENERAL CAPITAL</u>				
ROBERTS ENGINEERING	1/28/2020	20-00005	6374	\$ 3,585.50
REMINGTON & VERNICK ENGINEERS	1/28/2020	20-00003	6375	\$ 3,165.18
TOTAL				<u><u>\$ 6,750.68</u></u>
 <u>WATER AND SEWER CAPITAL</u>				
ROBERTS ENGINEERING	1/28/2020	20-00005	5914	\$ 19,314.25
REIVAX CONTRACTING	1/28/2020	20-00004	5915	\$ 216,413.74
TOTAL				<u><u>\$ 235,727.99</u></u>
 MANUAL TOTAL				 <u><u>\$1,044,953.67</u></u>

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

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
	Item Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice	Exc
AGFAR005 A.G. FARMS										
	19-01971 12/24/19 LEAF DISPOSAL									
	1 2019 LEAF DISPOSAL	8,000.00	9-01-26-311-001-166	B LEAF DISPOSAL	R	12/24/19	01/29/20		000011	N
	Vendor Total:	8,000.00								
ACTIO010 ACTION UNIFORM CO, LLC										
	19-01538 10/09/19 INITIAL ISSUE OFFICER TOWNSEND									
	1 INITIAL ISSUE OFFICER TOWNSEND	1,386.96	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/09/19	01/29/20		27550	N
	19-01569 10/17/19 CLOTHING ALLOWANCE - LARSEN									
	1 CLOTHING ALLOWANCE - LARSEN	700.98	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/17/19	01/29/20		28328	N
	19-01611 10/23/19 CLOTHING ALLOW - ABBATEMARCO									
	1 CLOTHING ALLOW - ABBATEMARCO	850.00	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/23/19	01/29/20		28360	N
	19-01654 10/29/19 CLOTHING ALLOWANCE - GENDRON									
	1 CLOTHING ALLOWANCE - GENDRON	240.00	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/29/19	01/29/20		27551	N
	19-01664 10/29/19 CLOTHING ALLOWANCE - KRUPA									
	1 CLOTHING ALLOWANCE - KRUPA	214.99	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/29/19	01/29/20		28264	N
	19-01872 12/10/19 CLOTHING ALLOWANCE - BUCK									
	1 CLOTHING ALLOWANCE - BUCK	850.00	9-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	12/10/19	01/29/20		28361	N
	Vendor Total:	4,242.93								
A0107 ANSELL GRIMM & AARON, PC										
	20-00001 01/22/20 DECEMBER 2019 CLIENT 058682									
	1 GENERAL FILE 2019 INV 449284	756.00	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449284	N
	2 ORDINANCES 2019 INV 449285	81.00	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449285	N
	3 ENGINEERING MATTERS INV 449286	108.00	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449286	N
	4 MEETINGS 2019 INV 449287	810.00	9-01-20-155-001-029	B Attendance at Council Meetings	R	01/22/20	01/29/20		449287	N
	5 BORO ADV. CASTORO & CO 449288	67.50	9-01-20-155-001-033	B Litigation	R	01/22/20	01/29/20		449288	N

Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc	
A0107 ANSELL GRIMM & AARON, PC Continued												
20-00001	01/22/20	DECEMBER 2019 CLIENT	058682	Continued								
6	OPRA ISSUES 2019 INV	449289	715.50	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449289	N	
7	REDEVELOPMENT OF BANK STREET		62.00	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449290	N	
8	HOUSING AUTH MATTERS	449291	27.00	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449291	N	
9	HECKTOR & TRANSITO TORRES TO		97.65	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449292	N	
10	DOUGLAS F & COLLEEN BEAN		40.50	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449293	N	
11	GARY EVERS & KARIN LOWERY TO		67.50	9-01-20-155-001-027	B General Matters	R	01/22/20	01/29/20		449294	N	
			2,832.65									
Vendor Total:			2,832.65									
A1012 APPLIED ANALYTICS, INC.												
19-01256	08/22/19	DISSOLVED OXYGEN SENSOR										
1	DISSOLVED OXYGEN SENSOR		350.00	9-09-55-501-002-503	B Sewer Plant Maintenance	R	08/22/19	01/29/20		A20-23254	N	
Vendor Total:			350.00									
B0076 BERGEY'S TRUCK CENTER												
19-02050	12/31/19	LEVEL SENSOR										
1	INV. PM295598R - LEVEL SENSOR		54.87	9-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/31/19	01/29/20		PM295598R	N	
Vendor Total:			54.87									
B0921 BRITTON INDUSTRIES, INC												
19-02007	12/30/19	YARD WASTE DISPOSAL										
1	INV. 0437597	YARD WASTE DISP.	366.28	9-01-26-311-001-168	B Yardwaste	R	12/30/19	01/29/20		0437597	N	
Vendor Total:			366.28									
C0067 CENTRAL JERSEY POWER												
19-02055	12/31/19	CHAIN SAW CHAINS										
1	INV. 166196 - CHAIN SAW CHAINS		109.14	9-01-26-311-001-034	B Equipment Parts & Accessories	R	12/31/19	01/29/20		166196	N	
Vendor Total:			109.14									

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
C0058 CINTAS CORPORATION #061											
19-02070	12/31/19	UNIFORM ADVANTAGE	12/1-12/27/19								
1	UNIFORM INV	4036846335	67.73	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/31/19	01/29/20		4036846335	N
2	UNIFORM INV	4037421558	67.73	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/31/19	01/29/20		4037421558	N
3	UNIFORM INV	4038012793	66.23	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/31/19	01/29/20		4038012793	N
4	UNIFORM INV	4038504403	64.73	9-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/31/19	01/29/20		4038504403	N
			266.42								
Vendor Total:		266.42									
C0055 CJCOA INC											
20-00006	01/22/20	2020 REGISTRATION	GEORGE CHIN								
1	2020 REGISTRATION	GEORGE CHIN	100.00	0-01-33-195-001-044	B Professional Association Dues	R	01/22/20	01/29/20		2020	N
Vendor Total:		100.00									
CLARK005 CLARKE CATON HINTZ											
19-01957	12/24/19	#76764 - review site plan									
1	#76764 - review site plan		1,289.24	2019-06	P Swig Arts Center Addition	R	12/24/19	01/29/20		#76764	N
19-02040	12/31/19	Professional Services									
1	#77015 - Housing Plan		82.50	9-01-21-180-001-105	B General Planning-Consulting	R	12/31/19	01/29/20		#77015	N
2	#77016-Meeting/Rev Zone Ord.		82.50	9-01-21-180-001-105	B General Planning-Consulting	R	12/31/19	01/29/20		#77016	N
			165.00								
19-02044	12/31/19	#77021-Mtg. Swig Art Ctr.									
1	#77021-Mtg. Swig Art Ctr.		73.15	2019-06	P Swig Arts Center Addition	R	12/31/19	01/29/20		#77021	N
19-02045	12/31/19	#77019-PB Mtg. 11-12-19									
1	#77019-PB Mtg. 11-12-19		41.25	2019-03	P MINOR SUBDIVISION	R	12/31/19	01/29/20		#77019	N
Vendor Total:		1,568.64									
C0938 COLE PARMER											
19-01893	12/13/19	QUOTE #91210064									
1	EW-83058-02 CENTRIFUGE		645.75	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/13/19	01/29/20		2100820	N
2	TARIFF SURCHARGE		16.14	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/13/19	01/29/20		2100820	N

Vendor # Name										
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Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
C0938 COLE PARMER Continued										
19-01893 12/13/19 QUOTE #91210064			Continued							
3 SHIPPING		32.97	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/13/19	01/29/20		2100820	N
		<u>694.86</u>								
Vendor Total:		694.86								
C0222 CONTINENTAL FIRE & SAFETY, INC.										
19-01978 12/27/19 STREAMLIGHT PORTABLE EXT LIGHT										
1 STREAMLIGHT PORTABLE EXT LIGHT		2,920.00	9-01-25-252-002-056	B Fire & Other Safety Equipment	R	12/27/19	01/29/20		35833	N
Vendor Total:		2,920.00								
COREM005 CORE & MAIN LP										
19-01903 12/13/19 RADIO AND METER PROPOSAL										
1 3/4S IPERL 100CF 3-TS SM		2,500.00	9-09-55-501-001-524	B Meter & Meter Parts	R	12/13/19	01/29/20		L740332	N
2 510M S/POINT M2 WIRED SP HR&LD		<u>2,100.00</u>	9-09-55-501-001-524	B Meter & Meter Parts	R	12/13/19	01/29/20		L740332	N
		4,600.00								
Vendor Total:		4,600.00								
D0271 DEPTCOR										
19-01939 12/18/19 WATCH CHILDREN SIGNS										
1 WATCH CHILDREN SIGNS		136.00	9-01-26-290-001-126	B Signs & Posts	R	12/18/19	01/29/20		512070	N
Vendor Total:		136.00								
DRAEG005 DRAEGER, INC.										
19-01548 10/10/19 CERT SOLUTION .10% NJ CERT										
1 CERT SOLUTION .10% NJ		120.00	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	10/10/19	01/29/20		5950872607	N
Vendor Total:		120.00								
E0576 EAST WINDSOR REGIONAL SCHOOL										
19-01946 12/18/19 NOVEMBER 2019 FUEL USAGE										
1 NOVEMBER 2019 FUEL - FIRE		451.58	9-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	12/18/19	01/29/20		NOV 2019	N
2 NOVEMBER 2019 FUEL - POLICE		1,506.04	9-01-31-460-001-145	B Motor Fuel - Police	R	12/18/19	01/29/20		NOV 2019	N
3 NOVEMBER 2019 FUEL - 1ST AID		62.15	9-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	12/18/19	01/29/20		NOV 2019	N

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice		Exc
E0576 EAST WINDSOR REGIONAL SCHOOL Continued										
19-01946 12/18/19 NOVEMBER 2019 FUEL USAGE		Continued								
4 NOVEMBER 2019 FUEL - GARBAGE	948.90	9-01-31-460-001-147	B Motor Fuel - Public Works	R	12/18/19	01/29/20		NOV 2019		N
5 NOVEMBER 2019 FUEL - STREETS	1,181.90	9-01-31-460-001-147	B Motor Fuel - Public Works	R	12/18/19	01/29/20		NOV 2019		N
6 NOVEMBER 2019 FUEL - PARKS	16.33	9-01-31-460-001-147	B Motor Fuel - Public Works	R	12/18/19	01/29/20		NOV 2019		N
7 NOVEMBER 2019 FUEL - WATER	166.13	9-09-55-501-001-512	B Motor Fuel	R	12/18/19	01/29/20		NOV 2019		N
8 NOVEMBER 2019 FUEL - SEWER	129.01	9-09-55-501-002-512	B Motor Fuel	R	12/18/19	01/29/20		NOV 2019		N
9 NOVEMBER 2019 FUEL - CONSTRUCT	20.20	9-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	12/18/19	01/29/20		NOV 2019		N
10 NOVEMBER 2019 FUEL FACILITYU	120.00	9-01-31-460-001-144	B Upgrades to Fueling Facility	R	12/18/19	01/29/20		NOV 2019		N
	4,602.24									
19-02051 12/31/19 DEC 2019 FUEL USE										
1 DEC 2019 FUEL USE - FIRE	414.67	9-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	12/31/19	01/29/20		DEC 2019		N
2 DEC 2019 FUEL USE - POLICE	1,503.65	9-01-31-460-001-145	B Motor Fuel - Police	R	12/31/19	01/29/20		DEC 2019		N
3 DEC 2019 FUEL USE - FIRST AID	74.05	9-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	12/31/19	01/29/20		DEC 2019		N
4 DEC 2019 FUEL USE - GARBAGE	1,304.13	9-01-31-460-001-147	B Motor Fuel - Public Works	R	12/31/19	01/29/20		DEC 2019		N
5 DEC 2019 FUEL USE - STREETS	976.57	9-01-31-460-001-147	B Motor Fuel - Public Works	R	12/31/19	01/29/20		DEC 2019		N
6 DEC 2019 FUEL USE - WATER	129.56	9-09-55-501-001-512	B Motor Fuel	R	12/31/19	01/29/20		DEC 2019		N
7 DEC 2019 FUEL USE - SEWER	151.91	9-09-55-501-002-512	B Motor Fuel	R	12/31/19	01/29/20		DEC 2019		N
8 DEC 2019 FUEL FACILITY FEE	120.00	9-01-31-460-001-144	B Upgrades to Fueling Facility	R	12/31/19	01/29/20		DEC 2019		N
	4,674.54									
Vendor Total:	9,276.78									
E0210 EMERSON PROCESS MANAGEMENT										
19-02001 12/30/19 OFFER #WAS012147										
1 OPENBSISS-70 OPENBSI LICENSE	544.88	9-09-55-501-002-550	B Scada Fees	R	12/30/19	01/29/20		8112300		N
2 OPENBSISS-40 OPENBSI LICENSE	1,338.33	9-09-55-501-002-550	B Scada Fees	R	12/30/19	01/29/20		8112300		N
3 OPENBSISS-110-120/001 OPENBSI	535.76	9-09-55-501-002-550	B Scada Fees	R	12/30/19	01/29/20		8112300		N
	2,418.97									
Vendor Total:	2,418.97									
E0054 ERIC M. BERNSTEIN & ASSOC.,LLC										
19-02069 12/31/19 DEC 2019 LABOR COUNCILINVOICES										
1 FOP LODGE 140 POLICE OFFICERS	1,323.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/31/19	01/29/20		62284		N
2 OPEIU LOCAL 32 BLUE COLLAR	1,755.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/31/19	01/29/20		62285		N
3 OPEIU LOCAL 32 WHITE COLLAR	1,377.00	9-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/31/19	01/29/20		62286		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
GEETA005 GEETANJALI JAIN										
19-02047 12/31/19 CELL PHONE REIMBURSEMENT 2019										
1 CELL PHONE REIMBURSEMENT 2019	150.00	9-01-27-330-001-037	B	Telephone-Cell	R	12/31/19	01/29/20		2019	N
19-02072 12/31/19 MILEAGE REIMB 10/1/19-12/31/19										
1 MILEAGE REIMB 10/1/19-12/31/19	571.07	9-01-27-330-001-045	B	Mileage/Travel	R	12/31/19	01/29/20		12/31/19	N
Vendor Total:	721.07									
M0714 GENSERVE, INC.										
19-02003 12/30/19 B SERVICE FIRE HOUSE GENERATOR										
1 B SERVICE FIRE HOUSE GENERATOR	195.00	9-01-26-310-001-024	B	Building Maintenance	R	12/30/19	01/29/20		0187827	N
19-02057 12/31/19 GENERATOR SERVICE										
1 INV. 0187823 GENERATOR SERVICE	195.00	9-01-26-310-001-040	B	Generator-Municipal Bldg	R	12/31/19	01/29/20		0187823	N
2 INV. 0187824 GENERATOR SERVICE	195.00	9-09-55-501-001-511	B	Generator/Engine Maintenance (B)	R	12/31/19	01/29/20		0187824	N
	390.00									
Vendor Total:	585.00									
G1077 GEORGE S. COYNE CO., INC.										
19-00439 04/01/19 RES 2018-225 CALCIUM HYDRATE			B							
8 INV 327644 DATED 12/17/19	1,103.50	9-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	09/12/19	01/29/20		327644	N
Vendor Total:	1,103.50									
G0038 GOLD TYPE BUSINESS MACHINE										
19-02066 12/31/19 E-TICKET BILLING 4TH QUARTER										
1 E-TICKET BILLING 4TH QUARTER	2,466.20	9-01-25-240-001-130	B	Police E-Ticket	R	12/31/19	01/29/20		0000022392	N
Vendor Total:	2,466.20									
JHARR005 J. HARRIS ACADEMY OF POLICE										
19-01932 12/18/19 TRAINING										
1 TRAINING	95.00	9-01-25-240-001-199	B	Miscellaneous	R	12/18/19	01/29/20		86	N

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
M0127 MONMOUTH COUNTY										
19-02052	12/31/19	DEC 2019 ROOSEVELT TIPPING								
1 DEC 2019 ROOSEVELT TIPPING	2,170.81	9-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	12/31/19	01/29/20		53715	N
Vendor Total:	2,170.81									
NJADV005 NJ Advance Media										
19-02060	12/31/19	LEGAL ADS DECEMBER 2019								
1 ORD BH2019-01 INTRO	28.42	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009419294	N
2 PLANNING BOARD VARIANCE	19.14	9-01-21-180-001-021	B	Advertisements	R	12/31/19	01/29/20		0009423299	N
3 ORD 2019-21 INTRO	27.84	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009432983	N
4 COMPLETE STREETS SPECIAL	10.44	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009433201	N
5 COUNCIL 12/16 MEETING CHANGE	9.86	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009439934	N
6 NOTICE TO BIDDERS	92.86	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009443751	N
7 ORD 2019-21 ADOPT	15.08	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009448818	N
8 ORD BH2019-01 ADOPT	16.82	9-01-20-120-001-021	B	Advertisements	R	12/31/19	01/29/20		0009452612	N
	220.46									
Vendor Total:	220.46									
N0652 NJ STATE POLICE CHIEF ASSN										
19-00475	04/09/19	TRAINING - GENDRON								
1 TRAINING - GENDRON	950.00	9-01-25-240-001-042	B	Education & Training	R	04/09/19	01/29/20		9/16-9/20/19	N
2 TRAINING - GENDRON	1,100.00	9-01-25-240-001-042	B	Education & Training	R	04/09/19	01/29/20		11/18-11/22/19	N
	2,050.00									
Vendor Total:	2,050.00									
N0170 NORCIA CORP.										
19-02022	12/31/19	CLAW BLADES/BOLT/NUT								
1 INV. 78374	1,302.54	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/31/19	01/29/20		78374	N
Vendor Total:	1,302.54									
N0021 NORTHERN TOOL & EQUIPMENT CO.										
19-01896	12/13/19	DEWALT CORDLESS PLANT SUPPLY								
1 ITEM #47928-2053 DEWALT	249.00	9-09-55-501-002-502	B	Vehicle Maintenance	R	12/13/19	01/29/20		44096985	N

Vendor # Name											
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N0021 NORTHERN TOOL & EQUIPMENT CO. Continued											
19-01896	12/13/19	DEWALT CORDLESS PLANT SUPPLY	Continued								
2	ITEM #33394-2053	DEWALT	129.00	9-09-55-501-002-502	B Vehicle Maintenance	R	12/13/19	01/29/20		43936860	N
			378.00								
19-01999	12/30/19	REPLACEMENT CYLINDER									
1	ITEM #46217	LONG RAM	87.99	9-09-55-501-002-502	B Vehicle Maintenance	R	12/30/19	01/29/20		44057316	N
		Vendor Total:	465.99								
NSILA005 NSI LAB SOLUTIONS, INC.											
19-01894	12/13/19	QUOTE #771									
1	COL- QCK COLIFORM CHECK KIT	155.00	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/13/19	01/29/20			373594	N
2	SHIPPING FEE	60.00	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/13/19	01/29/20			373594	N
3	HAZAMAT FEE	10.00	9-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/13/19	01/29/20			373594	N
		225.00									
		Vendor Total:	225.00								
00019 O'BRIEN CONSULTING SERVICES											
19-01754	11/14/19	HPD COMPUTERS									
1	HPD COMPUTERS	568.70	9-01-25-240-001-033	B Books & Publications	R	11/14/19	01/29/20			21-5103	N
2	HPD COMPUTERS	2,491.50	9-01-25-240-001-029	B Maint. Contracts - Other	R	11/14/19	01/29/20			21-5103	N
3	HPD COMPUTERS	1,245.75	9-01-25-240-001-036	B Office Supplies & Equipment	R	11/14/19	01/29/20			21-5103	N
		4,305.95									
19-02074	12/31/19	SONICWALL NSA 2650 FIPS 140-2									
1	SONICWALL NSA 2650 FIPS 140-2	4,179.75	C-04-55-888-001-444	B 2019-20 POLICE SUV, SONIC FIREWALL	R	12/31/19	01/29/20			20-5119	N
		Vendor Total:	8,485.70								
00050 ONE CALL CONCEPT INC											
19-02056	12/31/19	DEC 2019 ONE CALL MESSAGES									
1	DEC 2019 ONE CALL MESSAGES	29.48	9-09-55-501-001-535	B Hydrants and Line Repair	R	12/31/19	01/29/20			9125085	N
		Vendor Total:	29.48								

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
P0005 PARIS AUTOMOTIVE SUPPLY										
19-02053	12/31/19	DEC 2019 INVOICES								
1 INV. 175839 - IGNITION COIL	114.12	9-09-55-501-001-502	B	Vehicle Maintenance	R	12/31/19	01/29/20		175839	N
2 INV. 176655 - HOSES/FITTINGS	65.56	9-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	12/31/19	01/29/20		176655	N
3 INV 176727 - FUEL FILTER	9.38	9-09-55-501-002-502	B	Vehicle Maintenance	R	12/31/19	01/29/20		176727	N
4 INV. 176899 - FUEL FILTER HSG	5.97	9-09-55-501-002-502	B	Vehicle Maintenance	R	12/31/19	01/29/20		176899	N
5 INV. 177268 - HIGH BEAM	32.25	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/31/19	01/29/20		177268	N
	227.28									
Vendor Total:	227.28									
E8035 PENN VALLEY PUMP										
19-02020	12/31/19	3" PUMP 3DDSX21CNU-MK2 w/4" MK								
1 ITEM #PVB119 GASKET SUCTION CF	57.00	9-09-55-501-002-527	B	Conferences & Meetings	R	12/31/19	01/29/20		14635	N
2 ITEM #PVB756 GASKET DISCHARGE,	57.00	9-09-55-501-002-527	B	Conferences & Meetings	R	12/31/19	01/29/20		14635	N
3 ITEM #PVB695 GASKET, CLACK	9.00	9-09-55-501-002-527	B	Conferences & Meetings	R	12/31/19	01/29/20		14635	N
4 ITEM #PVD752 GASKET, SWAN NECK	9.00	9-09-55-501-002-527	B	Conferences & Meetings	R	12/31/19	01/29/20		14635	N
5 ITEM #PVPLABOR SHOP-	450.00	9-09-55-501-002-527	B	Conferences & Meetings	R	12/31/19	01/29/20		14635	N
	582.00									
Vendor Total:	582.00									
C0099 PETROCHOICE										
19-01964	12/24/19	VALVOLINE MAX LIFE ANTIFREEZE								
1 VALVOLINE MAX LIFE ANTIFREEZE	557.70	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/24/19	01/29/20		11180858	N
2 DRUM FEE	5.00	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/24/19	01/29/20		11180858	N
3 ENVIRONMENTAL FEE	12.50	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/24/19	01/29/20		11180858	N
4 DELIVERY	12.00	9-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/24/19	01/29/20		11180858	N
	587.20									
Vendor Total:	587.20									
P0073 PRIME SOLUTION INC.										
19-01696	11/04/19	ESTIMATE #1130-31								
1 ITEM #03-36-1806 HOUSING, 36"	522.00	9-09-55-501-002-502	B	Vehicle Maintenance	R	11/04/19	01/29/20		SH 7082	N
2 ITEM #10-P0852-120 1.5"	194.10	9-09-55-501-002-502	B	Vehicle Maintenance	R	11/04/19	01/29/20		SH 7082	N
3 ITEM #14-P0014 PE TUBING	200.00	9-09-55-501-002-502	B	Vehicle Maintenance	R	11/04/19	01/29/20		SH 7082	N
4 ITEM 03-P0010 EDGE TRIM	45.72	9-09-55-501-002-502	B	Vehicle Maintenance	R	12/20/19	01/29/20		SH 7082	N

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1
P0073 PRIME SOLUTION INC. Continued										
19-01696 11/04/19 ESTIMATE #1130-31			Continued							
5 SHIPPING		46.19	9-09-55-501-002-502	B Vehicle Maintenance	R	12/20/19	01/29/20		SH 7082	N
		<u>1,008.01</u>								
Vendor Total:		1,008.01								
Q0160 QUICK STOP FIRE PROTECTION										
19-02033 12/31/19 FIRE EXTINGUISHER & INSP S/C										
1 FIRE EXTINGUISHER INSP S/C		60.00	9-01-25-260-001-024	B Building Maintenance	R	12/31/19	01/29/20		9711	N
2 NEW 2.5 LB DCFIRE EXTINGUISHER		79.99	9-01-25-260-001-024	B Building Maintenance	R	12/31/19	01/29/20		9711	N
		<u>139.99</u>								
Vendor Total:		139.99								
S1096 STAPLES BUSINESS ADVANTAGE										
19-01910 12/16/19 HPD OFFICE SUPPLIES										
1 HPD OFFICE SUPPLIES		329.99	9-01-25-240-001-036	B Office Supplies & Equipment	R	12/16/19	01/29/20		3433958877	N
Vendor Total:		329.99								
STATE005 STATEWIDE INSURANCE FUND										
20-00010 01/22/20 DEDUCTIBLE RECOVERY VITALE, C										
1 DEDUCTIBLE RECOVERY VITALE, C		7,068.60	0-01-20-155-001-033	B Litigation	R	01/22/20	01/29/20		KY19K2224431-1	N
Vendor Total:		7,068.60								
R0537 STITCHES N INK										
19-02038 12/31/19 CODE ENFORCEMENT HATS										
1 CODE ENFORCEMENT HATS		109.90	9-01-33-195-002-199	B Miscellaneous	R	12/31/19	01/29/20		12843	N
Vendor Total:		109.90								
STREE005 STREET COP TRAINING										
19-02064 12/31/19 TRAINING										
1 TRAINING		380.00	9-01-25-240-001-042	B Education & Training	R	12/31/19	01/29/20		8792-681-9EEB	N
Vendor Total:		380.00								

W0002	W.B. MASON CO., INC.
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Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void				1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice		Excl
w0073 WASTE MANAGEMENT OF NJ, INC.												
19-00259	02/25/19	RECYCLING	B									
13	DEC 19	RECYCLING 10-41496-33008	4,547.58	9-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	07/18/19	01/29/20		2906741-0502-5	N	
Vendor Total:		4,547.58										
w0071 WASTE MGMT OF NEW JERSEY, INC.												
19-00260	02/25/19	SLUDGE BLANKET	B									
13	INV 2907506-0502-1	11/30-12/30	5,094.27	9-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	11/21/19	01/29/20		2907506-0502-1	N	
Vendor Total:		5,094.27										
Total Purchase Orders: 79 Total P.O. Line Items: 170 Total List Amount: 113,405.02 Total Void Amount: 0.00												

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	0-01	7,179.15	0.00	7,179.15	0.00	0.00	0.00	7,179.15
	0-21	0.00	0.00	0.00	0.00	0.00	1,403.64	1,403.64
Year Total:		7,179.15	0.00	7,179.15	0.00	0.00	1,403.64	8,582.79
CURRENT FUND	9-01	79,054.33	0.00	79,054.33	0.00	0.00	0.00	79,054.33
	9-09	21,468.15	0.00	21,468.15	0.00	0.00	0.00	21,468.15
Year Total:		100,522.48	0.00	100,522.48	0.00	0.00	0.00	100,522.48
GENERAL CAPITAL	C-04	4,179.75	0.00	4,179.75	0.00	0.00	0.00	4,179.75
	G-02	120.00	0.00	120.00	0.00	0.00	0.00	120.00
Total of All Funds:		112,001.38	0.00	112,001.38	0.00	0.00	1,403.64	113,405.02

Project Description	Project No.	Rcvd Total	Held Total	Project Total
MINOR SUBDIVISION	2019-03	41.25	0.00	41.25
Swig Arts Center Addition	2019-06	1,362.39	0.00	1,362.39
Total of All Projects:		<u>1,403.64</u>	<u>0.00</u>	<u>1,403.64</u>

Resolution 2020-44

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

REAPPOINTING KENNETH LEWIS AS PUBLIC WORKS/WATER PLANT SUPERINTENDENT AND AUTHORIZING THE EXECUTION OF THE ASSOCIATED AGREEMENT

WHEREAS, the Mayor and Council of the Borough of Hightstown, County of Mercer, have appointed Kenneth Lewis to serve as Public Works and Water Plant Superintendent; and

WHEREAS, Kenneth Lewis was reappointed as Public Works Superintendent pursuant to resolution 2015-08 on December 21, 2015 with said agreement being effective through December 31, 2019; and

WHEREAS, Kenneth was appointed Water Plant Superintendent pursuant to resolution 2017-169 effective September 22, 2017; and

WHEREAS, it is the desire of the Mayor to reappoint Kenneth Lewis of Roosevelt, NJ to continue to serve as Public Works Superintendent and Water Plant Superintendent for a period of three years from January 1, 2020 to December 31, 2022; and

WHEREAS, specific terms and conditions of employment for the Public Works Superintendent and Water Plant Superintendent have been set forth in the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby provides its advice and consent to the Mayor's reappointment of Kenneth Lewis of Roosevelt, NJ to continue to serve as the Public Works Superintendent and Water Plant Superintendent for the Borough of Hightstown, subject to the provisions specified in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Employment Agreement on behalf of the Borough.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 3, 2020.

Margaret Riggio
Deputy Borough Clerk

Employment Agreement

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as "Agreement") is made and entered into this 1st day of January 2020 by and between KENNETH LEWIS (hereinafter referred to as "Lewis" or "Superintendent") and the BOROUGH OF HIGHTSTOWN, a municipal corporation of the State of New Jersey (hereinafter referred to as "Borough").

1. Title and Duties.

The Borough shall employ Lewis in the following positions, so long as Lewis remains certificated to serve in these positions: (1) Superintendent of Public Works; (2) Water Plant Superintendent (3) Recycling Coordinator; (4) Clean Communities Coordinator; (5) Safety Coordinator and Lewis shall perform such duties as are called for in these positions as established in law, statutes, rules and regulations and Borough ordinances, including, but not limited to Section 2-15.2 of the Borough Code as well as any other duties as assigned to him by the Borough or its designee.

2. Licenses and Qualifications.

Lewis represents that he possesses all licenses and certificates necessary for the positions set forth above, including but not limited to, a public works manager certificate, a copy of which shall be supplied to the Borough Clerk and be on record with the Borough.

3. Paid Time Off and Other Benefits.

Lewis shall receive paid time off in the form of sick, personal and vacation time as permitted and allowed in Borough ordinances and/or the Borough's Personnel Policy, whichever is applicable. In case of a conflict between the Borough Ordinances and the Borough's Personnel Policies, the Borough's ordinances shall control. Lewis, as Superintendent, shall not be entitled to receive payment of overtime and/or compensatory time in lieu of overtime or any other compensation as all of the positions above are exempt under Federal and State Law, as well as any local law/policy, as to overtime. The position of Superintendent (and all other positions above) is not covered by any collective bargaining agreement and Lewis is not a member of any collective bargaining unit. No benefits found in any collective bargaining agreement shall be applicable to Lewis. Mr. Lewis will be eligible to sell back up to 100% of his annual vacation

allotment and up to 80 hours of unused sick leave. Such payments shall be made at his salary rate for the year in which the time was accrued.

4. Health Insurance.

Lewis shall receive health benefits as provided generally to non-union aligned employees in the Borough. In addition, Lewis shall be covered by all of the provision of Ch. 78, Pl. 2011.

5. Services to be Rendered.

Lewis shall provide, as necessary and required, all of the services for all of the positions set forth above fully, diligently, competently and to the best of the Lewis' ability. Lewis shall not undertake any paid work for any other employer other than the Borough's duties hereunder, except with approval of the Borough Administrator.

6. Salary/Compensation.

Lewis' 2020 salary for all titles with the Borough, with the exception of Water Plant Superintendent shall be paid at an annual rate of \$99,163.00 less all applicable deductions, effective January 1, 2020. Effective January 1, 2021, Lewis' full salary shall be paid at an annual rate of \$102,138.00, less all applicable deductions. Effective January 1, 2022, Lewis' full salary with the Borough shall be paid at an annual rate of \$105,202.00, less all applicable deductions. Salary shall be paid in accordance with the usual practice of the Borough.

Lewis' salary for the title of Water Plant Superintendent shall be paid at an annual rate of \$10,710.00 less all applicable deductions, effective January 1, 2020. Effective January 1, 2021, Lewis' full salary shall be paid at an annual rate of \$11,031.00, less all applicable deductions. Effective January 1, 2022, Lewis' full salary with the Borough shall be paid at an annual rate of \$11,362.00, less all applicable deductions. Salary shall be paid in accordance with the usual practice of the Borough.

Mr., Lewis shall receive a clothing allowance in the amount of \$500.00 per year to be paid as receipts are submitted to validate clothing purchases. The amount to be paid shall not exceed \$500.00 per year.

7. Effect on Employment Relationship.

This Agreement is not intended to and does not affect the employment relationship between Lewis and the Borough except as expressly stated herein. Specifically, this Agreement does not convey and/or grant any greater protection either procedurally or substantively as to discipline. Mr. Lewis shall be tenured in the positions in this contract effective January 1, 2020, providing protection from termination of employment unless the Borough can prove negligence in the performance of his duties as required.

8. Performance Evaluation.

The Borough Administrator shall review and evaluate the performance of Lewis at least once (1x) annually. The Borough Administrator shall provide Lewis with a summary written statement of the findings of the evaluation and provide an adequate opportunity for Lewis to discuss his evaluation.

9. Entire Agreement.

Except as explicitly stated herein, this Agreement shall supersede any and all prior oral and/or written employment agreements and constitutes the entire agreement between the parties with respect to Lewis' employment with the Borough and there are no representations, warranties or agreements, whether expressed or implied, except as set forth herein. This Agreement may not be modified unless in a written instrument signed by both parties.

10. Controlling Law.

All of the terms, conditions and other provisions of this Agreement shall be interpreted and governed by reference to the substantive laws of the State of New Jersey, without giving effect to principles of conflicts of law.

11. Venue.

Any disputes or controversies arising out of this Agreement shall be submitted to the Superior Court of New Jersey, Mercer County.

12. Severability.

In the event any provision of this Agreement is determined to be illegal, invalid or unenforceable as written, the remaining provisions of this Agreement shall nevertheless be

binding upon Lewis and the Borough with the same effect as though the void provision or portion thereof had been severed and deleted.

KENNETH LEWIS

BOROUGH OF HIGHTSTOWN

Kenneth Lewis

Lawrence D Quattrone, Mayor

WITNESS

ATTEST

Dated _____

Dated _____

Resolution 2020-45

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

**AMENDING RESOLUTION 2020-31 AUTHORIZING PAYMENT TO REMINGTON
VERNICK FOR INSPECTION AND CONTRACT ADMINISTRATION SERVICES
ASSOCIATED WITH THE PEDDIE LAKE DAM PEDESTRIAN BRIDGE PROJECT**

WHEREAS, on January 6, 2020 with the adoption of Resolution 2020-31, the Borough Council authorized payment to Remington Vernick in the amount of \$3,165.18 for inspection and contract administration services through November 30, 2019; and

WHEREAS, it has come to the attention of the Borough Clerk that the original invoice amount was for \$3,564.22; and

WHEREAS, it is necessary to amend resolution 2020-31 increasing the authorized payment by \$399.04 for a total amount of \$3,564.22; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Resolution 2020-31 is hereby amended to increase payment by \$399.04 for a total payment of \$3,564.22 as outlined 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 February 3, 2020.

Margaret M. Riggio
Deputy Borough Clerk

2020-31

068

RECEIVED

Invoice

Remington & Vernick Engineers, Inc.
Attention: Finance Department
79 Grove Street
Haddonfield, NJ 08033

PLEASE REFERENCE INVOICE # ON REMITTANCE

MUNICIPAL CLERK'S OFFICE



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

December 10, 2019
 Invoice No: 1104T001 - 13
 Project Manager: Joseph Ragusa
 Project Analyst: Kim Charlesworth

Invoice Total	\$3,564.22
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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 November 30, 2019

Phase	01	Construction Inspection
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Professional Personnel

		Hours	Rate	Amount
Observer Nicet II/III				
Bottura, Ryan	11/9/2019 Ovt	8.00	89.46	715.68
Sidewalk removal on South & North side				
Bottura, Ryan	11/15/2019	8.00	89.46	715.68
Bollard installation, pour under bridge, topsoil, reset pavers				
Bottura, Ryan	11/15/2019 Ovt	.50	89.46	44.73
Observer				
Nauha, Gregory	11/6/2019	8.00	55.38	443.04
Install of Hand Rails				
Nauha, Gregory	11/11/2019	8.00	55.38	443.04
Concrete Inspection				
Nauha, Gregory	11/11/2019 Ovt	1.50	55.38	83.07
Nauha, Gregory	11/12/2019	8.00	55.38	443.04
Concrete Inspection				
Nauha, Gregory	11/12/2019 Ovt	1.00	55.38	55.38
Nauha, Gregory	11/18/2019	1.00	55.38	55.38
Review remaining punchlist items				
Nauha, Gregory	11/19/2019	2.00	55.38	110.76
Drop off pay voucher				
Nauha, Gregory	11/21/2019	1.00	55.38	55.38
Pick Up Pay Voucher				
Totals		47.00		3,165.18
Total Labor				3,165.18
Phase subtotal				\$3,165.18

Phase	RE	Reimbursables
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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	13
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Reimbursable Expenses

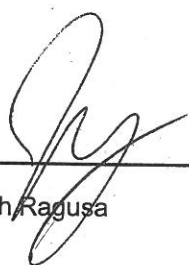
Mileage

399.04

Total Reimbursables**399.04****399.04****Phase subtotal****\$399.04****Total this invoice****\$3,564.22****Billings to Date**

	Current	Prior	Total	Received
Labor	3,165.18	95,813.84	98,979.02	
Expense	399.04	3,732.15	4,131.19	
Totals	3,564.22	99,545.99	103,110.21	83,936.57

Certified by:



 Joseph Ragusa

Resolution 2020-31

*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 November 30, 2019, in the total amount of \$3,165.18; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown Payment Request to Remington Vernick Engineers of Haddonfield, New Jersey in the amount of \$3,165.18, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 6, 2020.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2020-46

*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 December 31, 2019, in the total amount of \$629.94; 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 \$629.94, 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 February 3, 2020.

Margaret M. Riggio
Deputy Borough Clerk

Invoice

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

RECEIVED

JAN 15 2020



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

January 10, 2020

Invoice No: 1104T001 - 14
 Project Manager: Joseph Ragusa
 Project Analyst: **Kim Charlesworth**

Invoice Total	\$629.94
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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 December 31, 2019

Phase 01 Construction Inspection

Professional Personnel

		Hours	Rate	Amount
Observer Nicet II/III				
Bottura, Ryan	12/10/2019	1.00	89.46	89.46
Site visit, punch list				
Observer				
Nauha, Gregory	12/9/2019	8.00	55.38	443.04
Verify Field Measurements w/ Contractor				
Drop off Pay Voucher				
Totals		9.00		532.50
Total Labor				532.50
Phase subtotal				\$532.50

Phase RE Reimbursables

Reimbursable Expenses

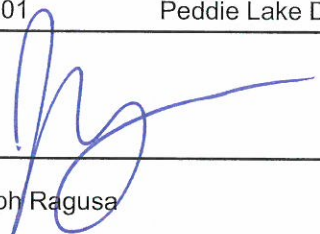
Mileage				97.44
Total Reimbursables				97.44
Phase subtotal				\$97.44
Total this invoice				\$629.94

Billings to Date

	Current	Prior	Total	Received
Labor	532.50	98,979.02	99,511.52	
Expense	97.44	4,131.19	4,228.63	
Totals	629.94	103,110.21	103,740.15	99,545.99

Project	1104T001	Peddie Lake Dam Pedestrian Bridge - CM/C	Invoice	14
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Certified by:



Joseph Ragusa

Resolution 2020-47

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

SUPPORT FOR THE CELEBRATION OF THE 100TH ANNIVERSARY OF WOMEN’S SUFFRAGE

WHEREAS, the year 2020 marks the 100th anniversary of the ratification of the 19th Amendment to the United States Constitution, guaranteeing and protecting women’s right to vote; and

WHEREAS, this centennial offers an opportunity to commemorate a milestone of democracy; that the right of citizens of the United States to vote shall not be denied or abridged by the federal or state governments on account of gender; and

WHEREAS, New Jersey has had a long, storied history in the suffrage movement with New Jersey women playing a crucial role in pursuing the rights of women to vote; and

WHEREAS, in 1776 women property owners were enfranchised under the New Jersey State Constitution, which was unique in the nation at the time. However, in 1807, the New Jersey Legislature eliminated the property requirement for voting rights and limited the ballot to white males; and

WHEREAS, in 1867 New Jersey residents Lucy Stone and Harry Blackwell organized the New Jersey Woman Suffrage Association (NJWSA), devoted to gaining women’s suffrage; and

WHEREAS, in 1909 New Jersey’s first open air suffrage rallies were held in Orange and Newark, led by Dr. Emma O. Gantz and Martha Klatshchken with NJWSA collecting 5,000 signatures for a petition in support of the federal amendment guaranteeing and protecting women’s constitutional right to vote; and

WHEREAS, although the 1912 state referendum on woman’s suffrage was soundly defeated in the New Jersey Legislature a corner was turned for the New Jersey suffrage movement; and

WHEREAS, in 1913 an automobile rally led by “General” Rosalie Jones traveled through New Jersey on the way to Washington, D.C., in a Suffrage Parade of over 8,000 marchers with many New Jersey women including event organizer Alice Paul; and

WHEREAS, in 1915 a second suffrage constitutional referendum was pursued in New Jersey, New York, Pennsylvania, and Massachusetts with active campaigns by many suffrage organizations, including the “Passing of the Torch of Liberty” via tug boats on the Hudson River from New York to New Jersey, but was defeated in all four states October 1915; and

WHEREAS, in 1917 New Jersey suffragists Allison Turnbull Hopkins, Julia Hulburt, Beatrice Reynolds Kinkad, and Minnie D. Abbott picketed in front of the White House as part of the Silent Sentinels and subsequently were arrested and imprisoned; and

WHEREAS, on June 4, 1919 Congress passed the 19th Amendment guaranteeing all American women the right to vote; and

WHEREAS, on February 9, 1920, New Jersey became the 29th state to ratify the 19th Amendment granting women the right to vote; and

WHEREAS, shortly after the ratification of the 19th Amendment Margaret Laird and Jennie Van Ness

were the first two women elected to the New Jersey Assembly in 1921 and in 1925 Rebecca Estelle Bourgeois Winston of Estell Manor was New Jersey's first woman mayor;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Hightstown supports the efforts of New Jersey's Suffrage Centennial NJ Women Vote and strongly encourages local celebrations of this historic milestone; and

BE IT FURTHER RESOLVED, a copy of this resolution will be forwarded to the Governor, Secretary of State and New Jersey League of Municipalities.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 3, 2020.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2020-48

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

AUTHORIZING RELEASE OF ESCROW FUNDS ORLANDO CHIRIBOGA & SANDRA DE LA CRUZ – 133 WILLIAM STREET, MINOR SUBDIVISION

WHEREAS, Orlando Chiriboga and Sandra DeLaCruz deposited escrow funds for a minor subdivision at Block 12, Lots 18, 19, 20 & 21.01 commonly known as 133 William Street; and

WHEREAS, Mr. Chiriboga and Ms. DeLaCruz have requested that the escrow funds on deposit with the Borough for Block 12, Lots 18, 19, 20 & 21.01 be released; and

WHEREAS, Mr. Chiriboga and Ms. DeLaCruz no longer own the property, therefore, will not be moving forward with said project; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is authorized and directed to release the escrow funds on deposit with the Borough for the project at Block 12, Lots 18, 19, 20 & 21.01 to Orlando Chiriboga and Sandra DeLaCruz at 16627 W. Barger Court, Harlingen, Texas, 78552.

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

- a. Orlando Chiriboga & Sandra DeLaCruz
- b. George Lang, Hightstown Borough CFO
- c. George Chin, Hightstown Borough Construction Official
- d. Sandy Belan, Planning Board Secretary
- e. Carmela Roberts, Borough Engineer

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 3, 2020.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2020-49

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

SUPPORTING A NO PASSING ZONE ON ROUTE 33 FROM HICKORY CORNER ROAD, EAST WINDSOR TO SUMMIT STREET, HIGHTSTOWN

WHEREAS, the New Jersey Department of Transportation (NJDOT) recently completed a traffic investigation on Route 33 in Hightstown; and

WHEREAS, NJDOT recommends a revision to the centerline pavement markings on Route 33 to create a "No Passing Zone" in the vicinity of Hickory Corner Road in East Windsor to Summit Street in Hightstown for safety reasons; and

WHEREAS, this project will create safer driving conditions in this area of Route 33; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Hightstown, County of Mercer, in the State of New Jersey, that it supports the use of a "No Passing Zone" on Route 33 in Hightstown as recommended by NJDOT.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to NJ DOT as requested.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 3, 2020.

Margaret M. Riggio
Deputy Borough Clerk



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

RECEIVED
JAN 17 2020
MUNICIPAL CLERK'S OFFICE

No Passing Zone
Route NJ 33
Borough of Hightstown
Mercer County

January 14, 2020

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

Dear Ms. Sopronyi:

This is in reference to the planned future installation of a Traffic Signal at the intersection of Route NJ 33 and Airport Road in the Township of East Windsor, County of Mercer. The installation of this traffic signal will require a revision to the existing Passing Zone along Route NJ 33 within this area.

Staff of the Bureau of Traffic Engineering (BTE) has completed an investigation. Based upon this investigation, it has been recommended that the centerline markings along Route NJ 33 between Hickory Corner Rd and Summit Street in the Township of East Windsor and the Borough of Hightstown, be revised to reflect a "No Passing Zone".

In order to legally establish the "No Passing Zone", the New Jersey Department of Transportation is required to promulgate a *Traffic Regulation Order* (TRO). An initial step in the TRO process is to receive a **Resolution** of support from the municipal governing body pursuant to N.J.S.A. 39:4-8.4(c). It is therefore requested that a certified adopted **Resolution** of support affixed with the official raised seal of the Borough of Hightstown, be submitted to the attention of Ms. Jaime Oplinger, Executive Manager of this office **within 90 days**. A sample **Resolution** is enclosed for your reference.

Once this office is in receipt of the certified adopted **Resolution** of support from the Borough of Hightstown, a *Traffic Regulation Order* will be promulgated. The centerline markings will then be revised by NJDOT maintenance forces to reflect the "No Passing Zone".

Should you have any questions, please feel free to contact Reid Nellius, Traffic Investigator, at 609-963-2529. Please include a copy of this letter with any further correspondence concerning this matter in order to expedite the process.

"IMPROVING LIVES BY IMPROVING TRANSPORTATION"

New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper

Enclosure

Sincerely,



Charles R. Reilly
Supervisor, Traffic Investigations
Bureau of Traffic Engineering

c. Chief Frank Gendron, Hightstown Borough Police Department
Karen Garcia, Senior Engineer, NJDOT Bureau of Traffic Engineering

Resolution 2020-50

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION ADOPTING A DOMESTIC VIOLENCE POLICY

WHEREAS, on or about October 15, 2019, the New Jersey Civil Service Commission issued a Statewide Domestic Violence Policy (DVP) for Public Employers, which is attached hereto; and

WHEREAS, pursuant to N.J.S.A. 11A:2-6a(b)(1), “The [Civil Service Commission] shall develop a uniform domestic violence policy, which all public employers shall adopt and distribute to their employees, regardless of whether a public employer is subject to the provisions of Title 11A, Civil Service, of the New Jersey Statutes;” and

WHEREAS, the Borough of Hightstown seeks to update its Personnel Policies and Procedures Manual to comply with N.J.S.A. 11A:2-6a(b)(1).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown, in the County of Mercer, that the Borough of Hightstown Policies and Procedures Manual is updated as follows:

1. The Statewide DVP (which is attached hereto) shall be referenced and adopted in the Borough of Hightstown Personnel Policies and Procedures Manual.
2. The Borough of Hightstown Personnel Policies and Procedures Manual shall designate Sandy S. Belan, as Primary Human Resources Officer (HRO) and Mickie J. O’Connor, as the Secondary Human Resources Officer (HRO) for purposes of the DVP for the Borough of Hightstown.
3. The Table of Contents shall be updated to reflect the inclusion Borough’s adoption of the Statewide DVP.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Borough Clerk for distribution to all Borough employees.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 3, 2020.

Margaret M. Riggio
Deputy Borough Clerk

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

Prepared for:
THE BOROUGH OF HIGHTSTOWN

Reviewed by (print name): Debra L. Sopronyi, Borough Administrator/Clerk

Signature: _____ Date: _____

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS
The Borough of Hightstown

TABLE OF CONTENTS

PURPOSE	3
DEFINITIONS	3
PERSONS COVERED BY THIS POLICY	4
RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER	4
DOMESTIC VIOLENCE REPORTING PROCEDURES	5
CONFIDENTIALITY POLICY	6
CONFIDENTIALITY OF EMPLOYEE RECORDS	7
THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT	7
PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN	8
RESOURCES	9
DISTRIBUTION OF POLICY	9
POLICY MODIFICATION AND REVIEW	9
POLICY ENFORCEABILITY	10
POLICY INQUIRIES & EFFECTIVE DATE	10

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS The Borough of Hightstown

PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

Human Resources Officer (HRO) –An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

Temporary Restraining Order (TRO) -A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

The Borough of Hightstown

contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

Workplace-Related Incidents- Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All employees of **The Borough of Hightstown** are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER

The Borough of Hightstown hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

Primary HRO:

Sandy S. Belan, HRO
(609)490-5100 ext. 617

Secondary HRO:

Mickie J. O'Connor, HRO
(609)490-5100 ext. 621

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

The Borough of Hightstown

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

The name and contact information of the designated HRO will be provided to all employees.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS The Borough of Hightstown

- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, **Debra L. Sopronyi, Borough Administrator/Clerk (609)490-5100 ext. 620.**
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team, **Hightstown Police Department at (609)448-1234.**
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section VI).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

The Borough of Hightstown

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS The Borough of Hightstown

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN

The Borough of Hightstown has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

The Borough of Hightstown

encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

RESOURCES

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

DISTRIBUTION OF POLICY

Debra Sopronyi, Borough Administrator/Clerk will be responsible for distributing this policy to employees, volunteers, and other employees identified above.

Debra Sopronyi, Borough Administrator/Clerk will be responsible for updating this policy at least annually to reflect circumstances changes in the organization.

Debra Sopronyi, Borough Administrator/Clerk will be responsible for monitoring The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs for modifications thereto, to public employers.

OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

POLICY MODIFICATION AND REVIEW

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS
The Borough of Hightstown

POLICY ENFORCEABILITY

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

POLICY INQUIRIES & EFFECTIVE DATE

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.

Mercer County Domestic Violence Resources

New Jersey State Police

The New Jersey State Police's Victim Services Unit works to ensure domestic violence victims' needs are met and their rights are upheld to reduce the frequency of violent injuries and deaths as a result of domestic violence incidents. The unit informs victims of their rights, provides information and referrals to area social services providers, provides community awareness and presentations, and provides criminal justice support. Victim Service Unit Contact Information 609-882-2000.

New Jersey Statewide Domestic Violence Hotline

The New Jersey Statewide Domestic Violence Hotline operates 24 hours a day, 7 days a week, for domestic violence victims and other seeking crisis intervention, information, and/or referral services. All calls to the hotline at 800-572-7233 (800-572-SAFE) are confidential.

Womanspace

Womanspace provides services to individuals and families impacted by domestic and sexual violence and is dedicated to improving the quality of life for adults and their families. Programs include crisis intervention, emergency shelter, counseling, court advocacy, and housing services. Contact its crisis line, which operates 24 hours a day, 7 days a week, by calling 609-394-9000. Deaf or hard of hearing consumers are encouraged to call 609-619-1888. Womanspace's main office number is 609-394-0136.

STATE OF NEW JERSEY
DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

APPENDIX

I. RESOURCES AND ADVOCACY INFORMATION

Statewide Domestic Violence Hotline 1-800-572-SAFE (7233).

Guide to Services for Victims of Domestic Violence

**NJ Division on Women
Department of Children and Families
50 East State Street
PO Box 729
Trenton, NJ 08625-0729
Phone: (609) 888-7164**

Web: <https://www.nj.gov/dcf/women/>

New Jersey Coalition to End Domestic Violence

1670 Whitehorse-Hamilton Square Road • Trenton, New Jersey 08690-3541
24HR Helpline: 800-572-7233 / DV Legal Helpline: 844-403-2111 / VP: 609-434-3838
info@njcedv.org Training Institute <https://www.njcedv.org/>

The New Jersey Coalition to End Domestic Violence (NJCEDV) is a statewide coalition of domestic violence service programs and concerned individuals whose purpose and mission is to end domestic violence in New Jersey. NJCEDV performs its work through advocacy for survivors of domestic violence; collaboration with state agencies and its member programs; education and training; and technical assistance for its members and the community.

Futures Without Violence

FUTURES has been providing groundbreaking programs, policies, and campaigns that empower individuals and organizations working to end violence against women and children around the world. <https://www.futureswithoutviolence.org/>

Washington, DC Office
1320 19th St. NW
Suite 401
Washington, D.C. 20036
Phone: (202) 595-7382

Fax: (202) 499-6757

II. LAWS PROTECTING VICTIMS OF DOMESTIC VIOLENCE

The State of New Jersey Policy on Discrimination in the Workplace. Under this policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

<https://www.state.nj.us/csc/about/divisions/eeo/laws.html>

The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) (LAD) makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status. The LAD prohibits unlawful discrimination in employment, housing, places of public accommodation, credit and business contracts. Not all of the foregoing prohibited bases for discrimination are protected in all of these areas of activity. For example, familial status is only protected with respect to housing. The Division has promulgated regulations that explain that a place of public accommodation must make reasonable modifications to its policies, practices or procedures to ensure that people with disabilities have access to public places. The regulations also explain that under the LAD, these reasonable accommodations may include actions such as providing auxiliary aides and making physical changes to ensure paths of travel.

The Application of Title VII and the ADA to Applicants or Employees Who Experience Domestic or Dating Violence, Sexual Assault, or Stalking: Questions and Answers

https://www.eeoc.gov/eeoc/publications/ga_domestic_violence.cfm

New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

<https://nj.gov/labor/>

AD-289 (9/13)

III. RESOURCES

The Department of Children and Families Office of Domestic Violence Services (ODVS) funds 23 domestic violence programs and the New Jersey Coalition to End Domestic Violence. There is at least one DCF-funded domestic violence program in each of New Jersey's 21 counties.

The [Office of Domestic Violence Services](#) funds domestic violence services that serve the needs of victims in every county. Services for survivors, victims, and their families include emergency shelters, 24-hour hotlines, counseling, children's services, and financial, housing and legal advocacy.

The [Office of the Prevention of Violence Against Women](#) funds services that serve the needs of sexual assault victims and sexual violence prevention programs in every county. Services include a 24-hour hotline, crisis counseling, accompaniments by a confidential sexual violence advocate, and financial, housing and legal advocacy.

Through displaced homemaker programs, the [Office of Support, Employment, and Training](#) helps individuals gain or upgrade their skills for today's work force and become economically self-sufficient. Individuals can attend short term educational or training programs.

DOW Services

- Funds, monitors, and evaluates programs for the advancement of women
- Develops new programs to serve women
- Refers women to direct service providers
- Provides information on women's issue to the public
- Provides technical assistance to agencies representing women
- Represents women on boards, commissions, councils, committees, and task forces and provides input and recommendations on issues pertaining to the Division's Mission

The Family and Community Partnerships/Division on Women

Community Program Directory

<https://www.nj.gov/dcf/families/dfcp/DFCPDirectory.pdf>

This FCP/DOW Community Program Directory represents an ongoing commitment by DCF to increase access to resources that are designed to strengthen families, prevent child abuse or neglect, and empower survivors of domestic and sexual violence. The services identified in this Directory are funded by DCF's Family and Community Partnerships, a grant-making and best practices team committed to strengthening New Jersey's families. The directory receives continuous updates online as additional resources for families become available or as changes occur.

Other Programs in New Jersey through the Division on Women Office of Domestic Violence Services :

To find domestic violence resources by county, click on the related link to view [DFCP/DOW's Community Program Directory](#).

For more information, contact DOW at DOW@dcf.state.nj.us or at 609-888-7164.
<http://www.nj.gov/dcf/women/domestic/>

Legal Services

Legal Services of New Jersey and Central Jersey Legal Services

New Jersey Legal Services assists victims who cannot afford legal advice and/or representation. Assistance includes referral, advice, brief assistance, preparation of a letter or routine legal document, extended representation, and technical assistance. The program also offers training to domestic violence legal advocates, programs, attorneys and others.

Legal Services of New Jersey Domestic Violence Representation Project:
(888) LSNJ-LAW (888) 576-5529
Central Jersey Legal Services (908) 354-4340
Website: www.LSNJLawHotline.org

Culturally Specific Services

Bolo Behen (Speak Sister)

Bolo Behen works with different faith-based leaders throughout Hudson County, collaborating with leaders of temples, mosques, Islamic centers, Gurudwaras, and more. Bolo Behen facilitates groups called Community Chai where women can come and express their problems and concerns openly, comfortably, and without fear. People listen to each other's story and offer support. Services are based on a holistic approach that addresses the large range of client needs. Using culturally and linguistically appropriate methods, Bolo Behen builds trust with clients and creates an environment where South Asian women feel safe, respected, and understood.
24/7 Bilingual Hotline: (201) 795-5757

Project S.A.R.A.H (Stop Abusive Relationships at Home)

Project S.A.R.A.H. is a program that works to overcome cultural, legal, and religious barriers confronting victims of domestic violence and sexual abuse. Project S.A.R.A.H. operates within an environment that is sensitive to a victim's cultural and religious needs, serving as a bridge between abuse victims in the Orthodox community and support systems and resources. Project S.A.R.A.H. works closely with rabbis and rebbetzins, kallah teachers and mikvah attendants, camp directors and school administrators, parents, and the general public to keep the community safe for everyone. The program provides therapeutic interventions that enable victims to process the often unspeakable trauma they experienced and restore them toward fully functional and productive lives. Project S.A.R.A.H. connects victims and survivors with a broad array of services, including pro bono legal consultations, evaluations, individual and group therapy, psychiatric services, as well as emotional, financial and vocational support.

Confidential Hotline: (973) 777-7638.

Special Initiatives

Address Confidentiality Program

The New Jersey Address Confidentiality Program (ACP) assists individuals who, as a result of domestic violence, have relocated for their safety. This program limits the access to personal information that would reveal the new location of an ACP participant. ACP provides eligible victims of domestic violence with a substitute address that has no connection to their actual location. This substitute mailing address may be used when creating a new record with state or local government agencies.

New Jersey Address Confidentiality Program (ACP) Hotline 1 (877) 218-9133 Toll Free-Non-Emergency

The New Jersey Address Confidentiality Program Hotline provides services including – but not limited to – access to domestic violence information and referral services, including application procedures, and advocacy.

State of New Jersey

Department of Law and Public Safety

Office of the Attorney General

NJ State Police Victim Services Unit:

The Victim Services Unit will coordinate with State, County, and Municipal agencies to develop and implement domestic violence and sexual violence training programs, and continue to effectively work with road troopers to enhance training on the proper handling of these types of crimes.

<https://www.njsp.org/division/operations/domestic-violence-info.shtml>

New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act (“NJ SAFE Act”), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee’s child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee’s entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

This notice must be conspicuously displayed.



DRAFT

ORDINANCE 2020-XX

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 28, ENTITLED “ZONING,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,” RELATING TO VARIOUS TYPES OF ACCESSORY STRUCTURES.

WHEREAS, the existing zoning and land use regulations of the Borough of Hightstown (the “Borough”) are set forth in Chapter 28, entitled “Zoning,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey;” and

WHEREAS, the Mayor and Council wish to make certain revisions thereto relating to various types of accessory structures.

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. Chapter 28, entitled “Zoning,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in the following limited respects (deletions are shown with ~~strikeout~~, additions are shown with underline):

Chapter 28 ZONING

Section 28-2 DEFINITIONS AND WORD USAGE

[Note to Codifier: The remainder of this Section shall remain unaltered, with the exception of the information shown in underline below, which is to be inserted in alphabetical order.]

Subsection 28-2-2 Definitions.

ARBOR shall mean an accessory shelter that is made by growing plants or vines over a frame.

FREE STANDING ELEVATED STRUCTURE shall mean any type of free standing elevated structure that is constructed or erected on a residential property, including but not limited to tree houses, elevated playhouses and free standing elevated decks.

GAZEBO shall mean an accessory building consisting of a detached, covered, free standing, open-air structure.

PERGOLA shall mean an accessory structure of parallel colonnades supporting an open roof of crossing rafters or trelliswork.

Section 28-3 DISTRICTS ESTABLISHED; ZONING MAP

[Note to Codifier: Subsections 28-3-1 through 28-3-4 shall remain unaltered.]

Subsection 28-3-5 R-1 Residential District.

- a. Permitted Uses. In the R-1 Residential District, the following uses, and no others, shall be permitted:

1. Principal Uses:

[Note to Codifier: This Subsection shall remain unaltered.]

2. Accessory Uses:

- (a) Carports, accessory garages and/or open parking spaces with necessary driveways for vehicles belonging to residents on the premises and their guests.
- (b) Noncommercial solariums and home swimming pools, provided that suitable protective fencing at least four (4') feet high shall surround the pool.
- (c) Home-based occupations as defined in Section 28-10-6 and professional offices, provided that the professional resides on the premises, and further provided that no more than one nonresident employee shall be permitted.
- (d) Signs as provided in subsection 28-3.5b, 12.
- (e) Fences and walls.
- (f) Subject to lot coverage requirements, no more than two (2) storage sheds are permitted on a lot.
- (g) Satellite dishes, subject to the restrictions and requirements set forth in subsection 28-10.18.
- (h) Yard structures to include gazebos, pergolas or arbors, subject to the restrictions and requirements set forth in subsection 28-10-20.

- (i) Free Standing Elevated Structures, subject to the restrictions and requirements set forth in subsection 28-10-21.

3. Conditional Uses.

[Note to Codifier: This Subsection shall remain unaltered.]

b. Other Restrictions.

[Note to Codifier: The remainder of this Subsection shall remain unaltered, with the exception of the information shown in underline below]

9. Height. The maximum height shall be two and one-half (2-1/2) stories, not to exceed thirty-five (35') feet. For accessory structures, except for free standing elevated structures, the maximum height shall be sixteen (16') feet. The height limitations applicable to free standing elevated structures are set forth in subsection 28-10-21.

[Note to Codifier: Sections 28-4 through 28-9 shall remain unaltered.]

Section 28-10

SPECIAL USE REGULATIONS

Subsections:

28-10-00	Special Use Regulations.
28-10-1	Schools.
28-10-2	Places of Worship.
28-10-3	Professional Offices; Private Schools.
28-10-4	Fences, Walls and Small Sheds.
28-10-5	Swimming Pools.
28-10-6	Home-Based Occupations.
28-10-7	Shelters for Victims of Domestic Violence Housing More Than Six (6) Persons But Less Than Sixteen (16) Persons Excluding Staff.
28-10-8	Sight Triangles.
28-10-9	Laundries; Dry-Cleaning Establishments.
28-10-10	Off-Street Parking and Off-Street Loading Facilities.
28-10-11	Motor Vehicle Filling Stations.
28-10-12	Automobile Repair Establishments.
28-10-13	Hotels and Motels.
28-10-14	Shopping Centers.
28-10-15	Portable Toilets.
28-10-16	Portable Storage Units and Dumpsters.
28-10-17	Temporary Trailers.
28-10-18	Satellite Dishes.
28-10-19	Permanently Installed Standby Generators.

28-10-20 Yard Structures.
28-10-21 Free Standing Elevated Structures.

[Note to Codifier: Subsections 28-10-00 through 28-10-19 shall remain unaltered. New Subsections 28-10-20 and 28-10-21 are hereby added as follows (additions are shown with underline)]:

Subsection 28-10-20 Yard Structures.

- a. Yard structures shall include free standing gazebos, pergolas or arbors.
- b. With the exception of arbors, yard structures are permitted only in the rear yard and cannot be closer than 10'-0" to any property line. These location restrictions shall not pertain to arbors.
- c. The maximum size of yard structures is 256 square feet or 20% of the rear yard, whichever is smaller. The maximum height is sixteen (16) feet.
- d. Yard structures with completely covered roofs will be included in the total lot coverage for all buildings. Yard structures with open roofs or lattice will be included in the total lot coverage for all structures and other improvements.

Subsection 28-10-21 Free Standing Elevated Structures.

- a. The maximum size of any free standing elevated structure shall not exceed eighty (80) square feet. The maximum height to the highest element of the free standing elevated structure shall not exceed twelve (12) feet.
- b. The free standing elevated structure shall not be located in the front yard of the lot, nor within fifteen (15) feet of any property line.
- c. Electric, plumbing, lighting and/or gas service is not allowed in or on any free standing elevated structure.
- d. A zoning permit issued for a free standing elevated structure relates solely to the location, size and height of the structure. Said permit does not warrant the construction or integrity of the structure, or the structure's fitness for its intended use. The Borough of Hightstown assumes no responsibility whatsoever for the construction, structural integrity, fitness or use of the free standing elevated structure. As a condition to the issuance of a zoning permit, the applicant shall execute a waiver, indemnification and hold harmless agreement in favor of the Borough of Hightstown (including Borough of Hightstown employees, officials and agents) relating to the construction, structural integrity, maintenance and use of the free standing elevated structure at the applicant's property. The waiver, indemnification and hold harmless agreement shall be in a form that is approved by the Borough Attorney and the Borough's insurance carrier.

- e. A zoning permit issued for a free standing elevated structure shall expire two years after its issuance. Said permit must be renewed bi-annually, or else the free standing elevated structure must be removed. In addition, the free standing elevated structure shall be removed when it is no longer being used.
- f. Since the free standing elevated structure may be visible to neighbors and the general public, it will also be governed by the Hightstown Borough Property Maintenance Code (governing exterior appearance/maintenance only, and not structural integrity).

[Note to Codifier: The remainder of Chapter 28 shall remain unaltered.]

Section 2. 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 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. This Ordinance shall become effective upon final passage and publication in accordance with the law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR