

Agenda

Hightstown Borough Council

March 2, 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 2020-65

Authorizing a Meeting that Excludes the Public

Contract Negotiations – Robbinsville

Personnel – Salaries

Approval of the Agenda

Minutes

January 21, 2020 – Executive Session

January 21, 2020 – Public Session

February 3, 2020 – Executive Session

February 3, 2020 – Public Session

February 18, 2020 – Executive Session

February 18, 2020 – Public Session

Presentations

ICARE

Engineering Items

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

Zoning Map

Resolution 2020-66 – Awarding a Contract for Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court – S & G Paving Construction, Inc.

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

2020-67 Payment of Bills

Consent Agenda

- 2020-68** Recognizing March 15 – March 21, 2020 as National Poison Prevention Week
- 2020-69** Designating Saturday, April 25, 2020 as Arbor Day in the Borough of Hightstown
- 2020-70** Supporting Stigma Free Mercer Campaign
- 2020-71** Requesting the New Jersey Department of Transportation (NJDOT) to Review and Authorize Installation of Flashing Pedestrian Beacon on State Highway Route 33 (Franklin Street) and Broad Street in Hightstown Borough
- 2020-72** Extending a Contract for Zeta Lyte 1A Polyelectrolyte and Zeta Lyte 2800 CH Cationic Polyelectrolyte – Custom Environmental Technology
- 2020-73** Ratifying Memorandum of Agreement with the Hightstown Superior Officers FOP Lodge 140 – Fraternal Order of Police/New Jersey Labor Council for the Years 2019, 2020 and 2021, and Authorizing the Execution of a Collective Bargaining Agreement Relating Thereto
- 2020-74** Ratifying the Memorandum of Agreement with the Hightstown Police Officers FOP Lodge 140 – Fraternal Order of Police/New Jersey Labor Council, for the Years 2019, 2020 and 2021, and Authorizing the Execution of a Collective Bargaining Agreement Relating thereto
- 2020-75** Authorizing Refund of a Water/Sewer Overpayment
- 2020-76** Authorizing Refund of Tax Overpayment
- 2020-77** Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2020 Budget

Public Comment II

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

New Business

Budget Meeting Dates
300th Anniversary of Borough's Founding

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

Resolution 2020-65

*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 March 2, 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 – Robbinsville
Personnel – Salaries

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 June 2, 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 March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
January 21, 2020
7:00 p.m.**

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

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember 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: Debra Sopronyi Borough Clerk/Administrator and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2020-35 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Jackson; Seconded by Council President Musing.

Council President Musing moved to amend Resolution 2020-35 by including “Contract Negotiations – Robbinsville”; Councilmember Bluth seconded.

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

Resolution amendment adopted 5-0.

Mayor Quattrone called for a Roll Call Vote on Amended Resolution 2020-35.

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

Resolution adopted as amended 5-0.

Resolution 2020-35
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

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

January 21, 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:

Personnel – Police Chief, Superintendent of Public Works

Contract Negotiations - Robbinsville

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public April 21, 2020, or when the need for confidentiality no longer exists.

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

Mayor Quattrone called the public meeting to order at 7:37 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call. Kevin McManimon, Esq., Development Attorney for the Brough, entered the meeting at this time and was now present.

APPROVAL OF AGENDA

Moved by Council President Musing; Seconded by Councilmember Cicalese.

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

Agenda approved 5-0.

MINUTES

December 16, 2019 Executive Session minutes were moved by Councilmember Bluth; Seconded by Councilmember Jackson.

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

Minutes approved 5-0.

December 16, 2019 Public Session minutes were moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0.

PUBLIC COMMENT I

Mayor Quattrone opened public comment period I and there being no one coming forward, the public comments period was closed.

RESOLUTIONS

Resolution 2020-36 Payment of Bills

Moved by Councilmember Cicalese; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2020-36

*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 \$17,954.35 from the following accounts:

Current		\$11,473.03
W/S Operating		475.92
General Capital		6,000.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		0.00
Housing Trust		0.00
Animal Control		5.40
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$17,954.35</u>

Resolution 2020-37 Resolution of the Borough of Hightstown, in the County of Mercer, Designating a Conditional Redeveloper for Block 30, Lots 1-7; Block 30, lots 10-13 and Block31, Lots 1-13, 20 & 26 on the Tax Map of the Borough and Authorizing the Execution of an Interim Cost Agreement with Respect Thereto

Moved by Council President Musing; Seconded by Councilmember Misiura.

Mayor Quattrone introduced Mr. McManimon and asked for an explanation of this resolution. Mr. McManimon then proceeded to inform Mayor and Council that this resolution appoints PRC Group as the Conditional Redeveloper for the Rug Mill project and authorizes an escrow account to cover the professional expenses preliminary to application. He noted that next steps will include negotiating a new Redeveloper Agreement with PRC Group. An aggressive timeline on the application going to the Planning Board has been set; the agreement should take about two (2) months.

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

Resolution adopted 5-0.

Resolution 2020-37

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

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, DESIGNATING A CONDITIONAL REDEVELOPER FOR BLOCK 30, LOTS
1-7, BLOCK 30, LOTS 10-13, AND BLOCK 21, LOTS 1-13, 20 & 26 ON THE TAX MAP
OF THE BOROUGH AND AUTHORIZING THE EXECUTION OF AN INTERIM COSTS
AGREEMENT WITH RESPECT THERETO**

WHEREAS, the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., as amended and supplemented (the “**Redevelopment Law**”) provides a process for municipalities to participate in the redevelopment and improvement of areas in need of redevelopment; and

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

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

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

WHEREAS, RBG subsequently sold the Original Project Area to 3PRC, LLC, an affiliate of the PRC Group (“**PRC**”); and

WHEREAS, PRC has expressed a desire to redevelop the Original Project Area in a manner generally consistent with the Redevelopment Agreement, as well as the parcels designated on the Borough’s tax map as Block

8, Lots 12-14, and Block 18, Lots 8-12 (the “**Additional Property**”), located adjacent to or otherwise near the Original Project Area, to more effectively redevelop the Original Project Area; and

WHEREAS, in accordance with the criteria set forth in the Redevelopment Law, the Borough identified and designated the Additional Property as an "area in need of redevelopment" although it has not yet adopted a redevelopment plan for the Additional Property; and

WHEREAS, the Borough determined that in order to coordinate the redevelopment of the Original Project Area in the most timely and efficient manner, it is in the best interests of the Borough to designate PRC as the conditional redeveloper of the Original Project Area, pending the negotiation and execution of, among other agreements, a Redevelopment Agreement between the Borough and PRC; and

WHEREAS, the Borough desires to authorize the execution of an interim costs agreement with PRC (in the form attached hereto as **Exhibit A**, the "**Interim Costs Agreement**") to reimburse the Borough for any and all costs incurred by the Borough prior to the execution of a Redevelopment Agreement with PRC, including the Borough's reasonably incurred out-of-pocket fees, costs and expenses related to the designation of PRC as the conditional redeveloper, the drafting of amendments to the Redevelopment Plan, if any, to be prepared by the Planning Consultant for consideration by the Planning Board, negotiation of the terms and conditions of a redevelopment agreement, financial or tax agreement, if applicable, and other documents related to the redevelopment of the Original Project Area and, if applicable, the Additional Property, including, but not limited to, fees for legal, real estate appraisal, accounting, engineering, planning and financial advisory services, including all such fees, costs and expenses incurred prior to the date of adoption of this resolution (the “**Interim Costs**”); and

WHEREAS, the Borough anticipates that it will amend the conditional redeveloper designation made herein to include the Additional Property upon the adoption of a redevelopment plan for the Additional Property.

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

Section 1. The foregoing recitals are hereby incorporated by reference as if fully set forth herein.

Section 2. PRC is hereby designated as the Conditional Redeveloper of the Original Project Area pending the execution of the Redevelopment Agreement with the Borough.

Section 3. The within designation is hereby made for a limited period of one hundred eighty (180) days, and is contingent upon PRC providing any additional Original Project related information as may be requested by the Borough.

Section 4. The within designation is further contingent upon (i) PRC agreeing to reimburse the Borough for any and all Interim Costs in accordance with the Interim Costs Agreement and (ii) negotiating a formal Redevelopment Agreement between the Borough and PRC.

Section 5. The Mayor of the Borough is hereby authorized and directed to execute the Interim Costs Agreement, with such changes, omissions or amendments as the Mayor deems appropriate in consultation with the Borough's redevelopment counsel and other professionals.

Section 6. This resolution shall take effect immediately.

Resolution 2020-38 Rescinding Resolution 2019-181

Moved by Councilmember Jackson; Seconded by Councilmember Misiura.

The Borough Administrator explained the need for this resolution.

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

Resolution adopted 5-0.

Resolution 2020-38
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESCINDING RESOLUTION 2019-181

WHEREAS, Resolution 2019-181 authorized an agreement for inspection and contract administration services associated with improvements to Stockton Street and Joseph Street to Roberts Engineering Group, LLC of Hamilton, NJ ; and

WHEREAS, the Borough has been notified by NJDOT that the overhead rates for Roberts Engineering Group, LLC have not been certified.

NOW THEREFORE BE IT RESOLVED, the Mayor and Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey hereby rescind resolution 2019-181.

Resolution 2020-39 Authorizing an Agreement for Inspection and Contract Administration Services Associated with Improvements to Stockton and Joseph Street

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

The Borough Administrator explained the need for this resolution.

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

Resolution adopted 5-0.

Resolution 2020-39
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AUTHORIZING AN AGREEMENT FOR INSPECTION AND CONTRACT
ADMINISTRATION SERVICES ASSOCIATED WITH IMPROVEMENTS TO
STOCKTON STREET & JOSEPH STREET
(FEDERAL PROJECT #TAP-0571(300); NJDOT JOB CODE #6504307)**

WHEREAS, Hightstown Borough is making improvements to Stockton Street and Joseph Street; and

WHEREAS, Hightstown Borough advertised for proposals for Inspection and Contract Administration Services through the appropriate fair and open process and seven (7) proposals were received on September 19, 2019; and

WHEREAS, Responses to the requests for proposals were rated based on the following criteria: Qualifications/Experience of Firm in Similar Work, Qualifications/Experience/Ability of Key Personnel, Understanding of Scope of Work and Project Needs, Technical Approach, Experience of Firm with NJDOT and FHWA Procedures, and Presentation of Proposal by the evaluation team; and

WHEREAS, the Borough wishes to appoint Omsum Engineering, LLC of Piscataway, New Jersey to provide engineering inspection and contract administration services for the project; and

WHEREAS, the cost for said services shall not exceed \$72,692.24 without further authorization of the Governing Body; and

WHEREAS, this project is being funded by a Safe Routes to School grant from the New Jersey Department of Transportation and the award of this contract is conditional upon approval by the New Jersey Department of Transportation

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized to execute an agreement Omsum Engineering, LLC of Piscataway, New Jersey to provide engineering inspection and contract administration services for the Stockton Street and Joseph Street project in an amount not to exceed \$57,011.96 subject to approval by the New Jersey Department of Transportation.

Resolution 2020-40 Amending Resolution 2019-181

Moved by Council President Musing; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2020-40

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

AMENDING RESOLUTION 2019-115

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

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

WHEREAS, Resolution 2019-115 authorized the remainder of the project at a total cost not to exceed \$459,895.00; and

WHEREAS, it is now the desire of Borough Council to change the scope of work to include concept designs for a Police sub-station increasing the contract by \$13,000.00; and

WHEREAS, it is necessary to amend the contract amount to not exceed \$472,895.00 without further authorization of the Governing Body; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract amount in Resolution 2019-115 is hereby amended to not exceed \$472,895.00 without further authorization of the Governing Body.

Resolution 2020-41 Authorizing Payment #5 and Change Order #1 – Reivax Contracting (Stockton Street Water Main Replacement)

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2020-41

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

**AUTHORIZING PAYMENT #5 AND CHANGE ORDER #1 – REIVAX
CONTRACTING (STOCKTON STREET WATER MAIN REPLACEMENT)**

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

WHEREAS, the contractor has submitted change order #1 which increases the contract by \$369.96; and

WHEREAS, the contractor has submitted payment request #5 for partial payment through December 19, 2019 for, police traffic directors, test holes, 8” HDPE water main, valves, fittings, hydrant assemblies, 1” polyethylene water services and permanent pavement restoration in the total amount of \$216,413.74; and

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

WHEREAS, the Borough Engineer has recommended approval of payment #5 to Reivax Contracting of Newark, New Jersey for \$216,413.74; 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 #5 to Reivax Contracting of Newark, New Jersey for \$216,413.74, is hereby approved as detailed herein, and the CFO is authorized to issue same.

PUBLIC COMMENT PERIOD II

Mayor Quattrone opened the public comment period II and there being no one coming forward, the public comment was closed.

DISCUSSION

Vacancy on Housing Authority

Mayor Quattrone advised that there is a vacancy on the Housing Authority, and if anyone has a suggested replacement, they should let him know. At that time Mayor Quattrone acknowledged Housing Authority Executive Director, Keith LePrevost.

Mr. LePrevost advised that long term Commissioner Carole Nelson resigned due to health issues and a replacement is needed; he asked that the Mayor and Council consider honoring Ms. Nelson for her services in the future. Mr. LePrevost advised that the Chair of the Housing Authority will be reaching out to the Mayor regarding the vacancy.

Mayor Quattrone advised that anyone interested in the Commissioner position should file a Citizen Leadership for and resume with the Clerk's office. He then thanked Mr. LePrevost for his comments.

Agenda Listing

Council President Musing requested that the agendas be revised to include "New Business and "Old Business" under discussion. There was discussion and the Clerk/Administrator explained that the agenda would be revised according to her understanding of what they are looking for, and it can be discussed at the next meeting as to whether the listing met the request.

Accessory Structure Ordinance

Mayor Quattrone acknowledged George Chin, Construction/Zoning Official for the Borough. Mr. Chin stepped forward and advised that he believe this ordinance protects property owners against neighbor disputes. He noted that zoning approval would assure zoning regulations are being met and it does not mean the Borough is verifying that the structure, or a tree house meets safety requirements. Mr. Chin recommended that the ordinance be adopted before spring to eliminate any controversial building on private property.

Mr. Raffetto reviewed Council's previous concerns with this ordinance and explained that he has been working with Mr. Chin regarding the requested changes and the definitions that are being used for zoning purposes in this ordinance.

There was discussion regarding using the term "treehouse" and regulating same; and that if something is not listed in the ordinance it is not permitted. Council requested that the ordinance come back for introduction on the next agenda and treehouses, as well as the paragraph referencing same be eliminated from the ordinance; and the term "elevated freestanding accessory structure" be used in the ordinance.

SUBCOMMITTEE REPORTS

There were no Subcommittee reports.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Cicalese

Board of Health met on January 8th and there will be a report on health services given at the net meeting.

Councilmember Jackson

Parks & Rec had their re-org meeting and Stacey Judge is Chair, Jordan Adler is Vice-Chair. They will have a special meeting at the end of January to establish their budget request.

Councilmember Misiura

The Planning Board has met, and Fred Montferrat remained the Chair; Beverly Asselstine is the Vice-Chair.

Councilmember Cicalese

Added that the Complete Streets information and Mobility Grant survey is on the website. Public participation is needed to assure all information can be used in developing a mobility plan.

Councilmember Bluth

The Environmental Commission met last week and the 2019 accomplishments were reviewed; they included tree planting, maintenance, pruning, tagging; and food recycling with Peddie School and Meadow Lakes.

Cultural Arts will sponsor the Empty Bowls in March.

Council President Musing

The Historic Preservation Commission met and John Hostetler is the Chair; all approvals have been received and the banners will be hung soon.

Mayor Quattrone

Noted that the Fire Department Dinner was a nice event and well attended; Scott Jenkins was sworn in as Chief, and Scott Belgard as President.

Borough Administrator/Clerk, Debra Sopronyi

Dog licenses must be paid by January 31st to avoid the \$5.00 late fee that takes effect on February 1st.

ADJOURNMENT

Councilmember Cicalese moved to adjourn at 8:40 p.m. Councilmember Jackson seconded. All ayes.

Respectfully Submitted,

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

**Meeting Minutes
Hightstown Borough Council
February 3, 2020
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:01 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 Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2020-042 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

Roll Call Vote: Councilmembers Bluth, Cicalese and Musing Voted yes.

Resolution adopted 3-0.

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.

Mayor Quattrone called the public meeting to order at 7:30 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Cicalese requested that Resolution 2020-049 be removed from the consent agenda and voted on separately.

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

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

Agenda approved as amended 3-0.

APPROVAL OF MINUTES

January 1, 2020 – Reorganization Meeting

Councilmember Cicalese, requested that Resolution 2020-01 be corrected to read Council President Musing.

Moved as amended by Council President Musing; Seconded by Councilmember Cicalese.

Roll Call Vote: Councilmember Bluth, Cicalese and Musing voted yes.

Minutes approved as amended 3-0.

PRESENTATIONS

Housing Authority 2020 Overview

Keith LePrevost, Executive Director of the Hightstown Housing Authority reviewed the Housing Authority's Annual Report and history. Mr. LePrevost stated that they renovated the rain garden in 2019. The Housing Authority received several awards from environmental agencies because of their stormwater work. At present time, there are 200 residents at the authority. There is currently a 3 – 5 year wait for a unit and there is approximately 200

individuals on the list. Letters are sent twice a year to see if the individuals are still interested. Mr. LePrevost stated that the authority has decided to put the RAD conversion on hold for the time being as it is too expensive to move forward. The authority is always investing in infrastructure. They are currently investigating solar energy. Long time commissioner, Carole Nelson, recently resigned from the authority due to health issues. Mr. LePrevost stated that Council should honor her for her years of service and commitment to the community. Mr. LePrevost stated that the authority has meeting space available for use by the Borough's boards and committees. Please contact the office for accommodations.

Environmental Commission 2020 Overview

Keith LePrevost, Chair of the Environmental Commission, stated that 2019 was a very good year getting a lot accomplished. They are currently working on grants to have over a dozen trees planted. 90 street trees were pruned. The grant for Rocky Brook Park was put on hold. They are hoping to complete that grant this year. They are working with Public Works to come up with stickers and information to educate the public on recycling. They will be trying for 500 points this year for Sustainable Jersey. The sidewalks in Association Park are very dangerous and the Greenway Walking Path has almost disappeared. They are requesting funds in their 2020 capital budget to take care of these two items. The students at the Peddie School would like to come forward to Council with a recycling presentation. Two ordinances will be brought to Council this year; The Tree Ordinance and the Stormwater Ordinance. Goals for 2020 include the planting of 12 new trees; 3 days of tree trimming; working with Hightstown High School on a food waste program; Working with the Harvest Fair Committee on making the Fair Green.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Stated that he thinks the 3 minute limit on public comment is stupid. Thinks the Pledge of Allegiance is stupid. Spoke against President Trump. Thinks that the Housing Authority should be renamed after someone who serviced the authority. Thinks the Environmental Commission is doing a fantastic job.

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

RESOLUTIONS

Resolution 2020-043 Payment of Bills

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 3-0.

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><u>\$1,158,358.69</u></u>

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

Moved by Council President Musing; Seconded by Councilmember Bluth.

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

Resolution adopted 3-0.

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.

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

Resolution 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

Moved by Councilmember Bluth; Seconded by Council President Musing.

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

Resolution adopted 3-0.

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.

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

Moved by Council President Musing; Seconded by Councilmember Bluth.

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

Resolution adopted 3-0.

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.

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

Moved by Councilmember Bluth; Seconded by Council President Musing.

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

Resolution adopted 3-0.

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 Kinkead, 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.

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

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

Councilmember Cicalese stated that this is a great thing. It is traffic calming and will make the road safer for drivers.

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

Resolution adopted 3-0.

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 Route33; 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.

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2020-048 and 2020-050 as a Consent Agenda; Councilmember Cicalese seconded.

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

Resolutions adopted 3-0.

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

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.

Domestic Violence Policy for Public Employers attached hereto

PUBLIC COMMENT PERIOD II

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

Eugene Sarafin, 628 South Main Street – Great presentations by the Housing Authority and the Environmental Commission. The Housing Authority should be renamed after one of the Borough’s distinguished citizens. Happy to see that we are acknowledging the anniversary of women’s suffrage. Believes that the Constitution should be revised every 20 years. Believes that the Senate should be eliminated.

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

DISCUSSION

New Business

Agenda Format

Council had requested that the discussion section of the agenda be broken down into “New Business” and “Old Business” with any old business items listing the dates of previous discussions. Deputy Clerk, Peggy Riggio, asked Council if the format of tonight’s agenda was acceptable. Discussion ensued. It was agreed that the format presented this evening was acceptable moving forward. The Administrator/Clerk would include a list of all open items in the weekly update.

Old Business

Accessory Structure Ordinance

Borough Attorney, Fred Raffetto, worked with Zoning Official, George Chin, to prepare the draft ordinance for accessory structure. They used generic language for freestanding elevated structure including but not limited to treehouses, elevated playhouses and elevated decks. Discussion ensued. Council requested that the paragraph regarding freestanding elevated structures be removed. This ordinance will be on the agenda for introduction February 18, 2020.

SUBCOMMITTEE REPORTS

Complete Streets Committee – Councilmember Cicalese stated that they are still working on the technical assistance grant. There is a survey online for the transportation grant and Mr. Cicalese asks that everyone take the time to fill out the survey.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Cicalese

Board of Health meets next week.

Councilmember Bluth

Cultural Arts Commission – Empty Bowls will be March 21st at the Peddie School. Thanked Mr. LePrevost for his presentation.

Deputy Clerk, Peggy Riggio

Dog & Cat license renewals are now late. There will be a \$5 late fee per license.

Borough Administrator/Clerk, Debra Sopronyi

The ADA railing on the Peddie Lake Bridge and the coating on the concrete will be completed once the weather gets warmer. There is a landscaper in town that has offered to donate his services to complete some landscaping in Memorial Park by the bridge.

Mayor Quattrone

Thanked Mr. LePrevost for his presentation. Suggested that he get the Boys Scouts and Girl Scouts involved in recycling.

ADJOURNMENT

Moved to adjourn by Councilmember Cicalese at 9:03; Seconded by Councilmember Bluth. All Ayes.

Respectfully Submitted,

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.



**Meeting Minutes
Hightstown Borough Council
February 18, 2020
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:35p.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>	✓	

Stults

Also in attendance: Debra Sopronyi Borough Clerk/Administrator; George Lang, CFO; and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2020-51 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Stults; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2020-51

*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 18, 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 – FOP

Robbinsville

PRC Group

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 18, 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.

Mayor Quattrone called the public meeting to order at 7:35 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call which remained the same.

Mayor Quattrone requested that everyone keep Carol Dye, the injured Fireman from the accident yesterday, in their prayers so he may have a speedy recovery.

APPROVAL OF AGENDA

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Agenda approved 5-0.

MINUTES

January 6, 2020 Executive Session minutes were moved by Councilmember Misiura; Seconded by Councilmember Stults.

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

Minutes approved 5-0.

January 6, 2020 Public Session minutes were moved by Councilmember Stults; Seconded by Council President Musing.

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

Minutes approved 4-0, with one abstention.

PRESENTATIONS

Board of Health

Jill Swanson, Health Officer, advised that the staff for the Board of Health are the Health Department staff and they are implementing various mandated programs. The initiatives for 2020 include but are not limited to the preparation for a required state audit; implementing an electronic database for inspections; outreach on vaping and smoking; wearing carbon monoxide monitors during inspections; continue to work with various groups for free screenings; one particular goal is to develop partnerships with three fixed facilities to provide vaccinations to large numbers as part of the emergency plan.

Geetanjali Jain, Community Nurse, advised that they are partnering with RISE for the child clinics; working to get mobile vans in town to provide cancer and vision screenings; and she has expanded the times and locations at which she provides free blood pressure screening which now also includes the Housing Authority.

Mayor and Council thanked the Board of Health for a thorough report.

Cultural Arts Commission

AnnMarie Miller, Chair of the Commission, advised that they will continue their successful programs including Empty Bowls, working with Parks & Recreation regarding the Pianos in the Park program and Fun Fridays; and participation in the Harvest Fair. She noted they have some different art projects in the planning stages; they would like to have a plaque installed at the mural on the RISE building; sponsor an Artists Meet-Up; and involve the arts in the Halloween celebration at the Borough.

Mayor and Council thanked the Cultural Arts Commission for a thorough report.

Parks & Recreation Commission

Stacey Judge, Chair of the Parks & Recreation Commission, noted that they would continue their successful programs; will be moving forward with the improvements to Dawes Park, including the installation of electrical power to the park; Fun Fridays have been scheduled for June 19th, July 17th, August 22nd, and one in September that is to be determined; and they plan to continue the Children's Programs. The Triathlon may be on hold this year due to the increased cost for the timekeeping, but it is still being evaluated as it the big fundraiser for Parks & Recreation. The use of the Wells Fargo lot also has to be settled to allow for access to the lake. The Commission is planning to work with the Brewery for a "Bikes and Brews" event; hold the Open Water Swims; continue the Sports Pick-Up Program hopefully using property owned by the Board of Education; since Halloween is on a Saturday, plans are being investigated to hold a special event at Association Park; a possible group trip is being investigated; and the committee will be joining the National Parks & Recreation Association for eligibility to grants and networking.

Mayor and Council thanked the Cultural Arts Commission for a thorough report.

Historic Preservation Commission

John Hostettler, Chair of the Historic Preservation Commission, distributed a paper document to Council that is hereby attached and considered a part of these minutes. He then advised that the banners that have been two years in planning, are being installed this week; the Commissioners will be paying special attention to needed repairs in the Stockton Street Historic District and monuments; they hope to be eligible to apply for a grant to continue the special street lighting poles to Stockton Street; they have developed a Google Drive that will retain the documentation for the Commission; they will be reviewing the Borough ordinance to suggest changes; and they will be working with educating the Stockton Street District property owners.

Mayor and Council thanked the Historic Preservation Commission for a thorough report.

Council President Musing commended all of the volunteers and thanked them for their hard work.

PUBLIC COMMENT I

Mayor Quattrone opened public comment period I and there being no one coming forward, the public comment period was closed.

ORDINANCES

First Reading and Introduction 2020-01 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

Moved for introduction by Councilmember Cicalese; Seconded by Council President Musing.

Borough Attorney Raffetto advised that this ordinance has been amended pursuant to Borough Council’s request at the last meeting; and if it is introduced, it will have to go back to the Planning Board for review as to compliance with the Master Plan before it can be adopted as there have been substantial changes made to what was originally received from the Planning Board.

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

Ordinance introduced 5-0; the Public Hearing and adoption date will be determined once it comes back from the Planning Board.

RESOLUTIONS

Resolution 2020-52 Payment of Bills

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2020-52

*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 \$387,385.48 from the following accounts:

Current		\$211,794.52
W/S Operating		168,630.54
General Capital		4,176.23
Water/Sewer Capital		0.00
Grant		188.40
Trust		113.94
Housing Trust		0.00
Animal Control		541.78
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>1,940.07</u>
February 18, 2020 Total	4	<u>\$387,385.48</u>

Resolution 2020-53 Authorizing an Amendment to the Contract for Calcium Hypochlorite – George S. Coyne Chemical, Co., Inc.

Moved by Council President Musing; Seconded by Councilmember Stults.

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

Resolution adopted 5-0.

Resolution 2020-53

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

**AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR CALCIUM
HYPOCHLORITE – GEORGE S. COYNE CHEMICAL, CO., INC.**

WHEREAS, Resolution 2018-225 awarded a two-year contract for Calcium Hypochlorite to George S. Coyne Chemical Co, Inc. of Croydon, Pennsylvania; and

WHEREAS, this contract was not to exceed \$2,233.84 without further authorization from Council; and,

WHEREAS, it has been found that additional funds in the amount of \$1,500.00 will be necessary to complete the contract through December 31, 2020; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the agreement George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania be amended to not exceed \$3,733.84.

Resolution 2020-54 Appointing a Part-time Tax and Water/Sewer Collector – Angela LoConte

Moved by Councilmember Jackson; Seconded by Councilmember Cicalese.

The Borough Administrator explained the need for this resolution.

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

Resolution adopted 5-0.

Resolution 2020-54

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

**APPOINTING A PART-TIME TAX AND WATER/SEWER COLLECTOR –
ANGELA LOCONTE**

WHEREAS, due to the resignation of Monika Patel from the position of Tax and Water/Sewer Collector there is a need for the appointment of a certified Tax and Water/Sewer Collector for Hightstown Borough; and,

WHEREAS, the Borough Administrator has recommended that the position of Tax and Water/Sewer Collector for Hightstown Borough be appointed as a part-time position with hours to be determined and agreed upon between the Administrator and Collector; and

WHEREAS, the Tax and Water/Sewer Collector shall perform the function and duties specified by New Jersey Law for a Municipal Tax Collector, as set forth in N.J.S.A. 40A:9-141 et. seq., Municipal Water Collector and Municipal Sewer Collector and by the relevant sections of Chapter 2 of the Borough Code of the Borough of Hightstown as to the functions of Municipal Tax and Water/Sewer Collector and to perform other legally permissible and proper duties and functions required to perform the duties of Tax and Water/Sewer Collector; and

WHEREAS, the Borough Council desires to appoint Angela LoConte of Cream Ridge, New Jersey as Part-Time Tax and Water/Sewer Collector for the Borough of Hightstown at a salary of \$20,000.00; and

WHEREAS, Ms. LoConte meets all statutory requirements and qualifications for the position of Municipal Tax Collector as set forth in N.J.S.A. 40A:9-145.2; N.J.S.A. 40A:9-145.3; and, any other relevant statutory provisions; and,

WHEREAS, said appointment is being made for an unexpired term ending December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Angela LoConte is hereby appointed as Part-Time Tax and Water/Sewer Collector for Hightstown Borough effective February 19, 2020.

Resolution 2020-55 Reappointing Frank Gendron as Police Chief and Authorizing the Execution of the Associated Agreement

Moved by Councilmember Stults; Seconded by Council President Musing.

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

Resolution adopted 5-0.

Resolution 2020-55

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

**REAPPOINTING FRANK GENDRON AS POLICE CHIEF AND AUTHORIZING THE
EXECUTION OF THE ASSOCIATED AGREEMENT**

WHEREAS, Section 2-19.4 of the Revised General Ordinances of the Borough of Hightstown, provides for the appointment of a Police Chief to serve at the pleasure of the Mayor and Council; and

WHEREAS, Frank Gendron was appointed as Police Chief pursuant to resolution 2016-99 on May 2, 2016 with said agreement being effective April 18, 2016 through December 31, 2019; and

WHEREAS, it is the desire of the Mayor to reappoint Frank Gendron to continue to serve as Police Chief for a period of four years from January 1, 2020 to December 31, 2023; and

WHEREAS, specific terms and conditions of employment for the Police Chief have been set forth in

the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council reappoint Frank Gendron to continue to serve as the Police Chief 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.

Resolution 2020-56 Authorizing a Contract for Roof Replacements at the Hightstown AWWTP Through Mercer County Cooperative Purchasing System

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

Borough Administrator Sopronyi noted that by going through this contract the Borough is able to replace and/or repair three roofs at the AWWYP with the funding provided.

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

Resolution adopted 5-0.

Resolution 2020-56

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

**AUTHORIZING CONTRACT FOR ROOF REPLACEMENTS AT THE HIGHTSTOWN
AWWTP THROUGH MERCER COUNTY COOPERATIVE PURCHASING SYSTEM**

WHEREAS, there is a need for roof replacements at the Hightstown AWWTP; and

WHEREAS, the Hightstown Borough Council has authorized the replacements of said roof with the adoption of Bond Ordinance 2019-18; and

WHEREAS, the AWWTP Superintendent has found pricing and availability for the roof replacements through the Mercer County Cooperative Contract Purchasing System in the amount of \$67,693.98; and

WHEREAS, the Purchasing Agent has reviewed the findings of the AWWTP Superintendent; and

WHEREAS, it is the recommendation of the Purchasing Agent and AWWTP Superintendent that a contract for roof replacements at the AWWTP be awarded to VMG Group, 288 Cox Street, Roselle, NJ 07203 through the Mercer County Cooperative Contract Purchasing System for an amount not to exceed \$67,693.98; and

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

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to award a contract for roof replacements at the AWWTP to VMG Group, 288 Cox Street, Roselle, NJ 07203 through the Mercer County Cooperative Contract Purchasing System for an amount not to exceed \$67,693.98.

Resolution 2020-57 Awarding a Contract for Sidewalk Repair/Replacement at the Hightstown AWWTP

Moved by Councilmember Cicalese; Seconded by Council President Musing.

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

Resolution adopted 5-0.

Resolution 2020-57

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

**AWARDING A CONTRACT FOR SIDEWALK REPAIR/REPLACEMENT AT THE
HIGHTSTOWN AWWTP**

WHEREAS, Three (3) quotes were received for the repair/replacement of sidewalks at the AWWTP; and,

WHEREAS, the quotes have been reviewed by the Purchasing Agent, and it is her recommendation that the contract for the sidewalk repair/replacement be awarded to the lowest quote submitted by N. Carnevale & Sons, Inc. 529 Brunswick Pike, Lambertville, NJ 08530 in the amount not to exceed \$28,330.00; and,

WHEREAS, funds for this contract will be made available through Bond Ordinance 2019-18.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for sidewalk repair/replacement be awarded to N. Carnevale & Sons, Inc. 529 Brunswick Pike, Lambertville, NJ 08530 in the amount not to exceed \$28,330.00

Resolution 2020-58 Authorizing an Amendment to the Contract for Construction Administration and Inspection Services for Stockton Street Water Main – Roberts Engineering

Moved by Councilmember Jackson; Seconded by Council President Musing.

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

The Borough Administrator explained the need for this resolution. Council requested that it be investigated whether the deduction of these fees can be made from the Contractor's contract.

Resolution adopted 5-0.

Resolution 2020-58

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

**AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR CONSTRUCTION
ADMINISTRATION AND INSPECTION SERVICES FOR STOCKTON STREET
WATER MAIN – ROBERTS ENGINEERING**

WHEREAS, a professional services agreement for Administration and Inspection Services for the

Stockton Street Water Main was awarded to Roberts Engineering of Hamilton, NJ; and

WHEREAS, this contract was not to exceed \$60,000.00 without further authorization from Council; and,

WHEREAS, it has been found that additional funds in the amount of \$8,000.00 will be necessary to complete the project effectively; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract with Roberts Engineering of Hamilton, New Jersey for Administration and Inspection Services Administration and Inspection Services be amended to not exceed \$68,000.00.

Resolution 2020-59 Authorizing Payment No. 10 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

Mayor Quattrone advised that this is payment for a special study assigned to the Architect.

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

Resolution adopted 5-0.

Resolution 2020-59

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

**AUTHORIZING PAYMENT NO. 10 - THE MUSIAL GROUP, P.A.
(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

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

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

WHEREAS, Resolution 2019-115, adopted on June 3, 2019, authorized the remainder of the project at a total cost not to exceed \$459,895.00; and

WHEREAS, Resolution 2020-40, adopted on January 21, 2020, amended the contract to not exceed \$472,895.00 without further authorization of the Governing Body; and

WHEREAS, the architect has submitted payment request No. 10 for professional services for December 22, 2019 – February 12, 2020 in the total amount of \$9,100.00; 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 The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$9,100.00, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CONSENT AGENDA

Councilmember Stults moved Resolutions 2020-60; 2020-61, 2020-62, 2020-63 and 2020-64 as a Consent Agenda; Councilmember Cicalese seconded.

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

Resolutions adopted 5-0.

Resolution 2020-60

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

AUTHORIZING RECEIPT OF BIDS FOR POLYMER CHEMICALS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for Polymer Chemicals for the Waste Water Treatment Plant, and that the Borough is authorized to receive same after proper advertisement.

Resolution 2020-61

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

AUTHORIZING RECEIPT OF BIDS FOR SOLID WASTE DUMPSTER SERVICE

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to prepare specifications and advertise for bids for Solid Waste Dumpster Service and that the Borough is authorized to receive same after proper advertisement.

Resolution 2020-62

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

RESOLUTION CONFIRMING HIGHTSTOWN FIRE COMPANY NO. 1 ELECTED OFFICERS FOR 2020

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

Hightstown Engine Company No. 1 – Department

	<u>Chief</u>	
Scott Jenkins	1 yr.	December 31, 2020

	<u>Deputy Chief</u>	
Donald Derr, II	1 yr.	December 31, 2020

Hightstown Engine Company No. 1 – Company

	<u>President</u>	
Scott Belgard	1 yr.	December 31, 2020

	<u>Vice President</u>	
Jacob Krakowski	1 yr.	December 31, 2020

	<u>Treasurer</u>	
Jakub Zajdel	1 yr.	December 31, 2020

	<u>Secretary</u>	
Charles Sugg	1 yr.	December 31, 2020

Resolution 2020-63

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

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS
PRIOR TO ADOPTION OF THE 2020 BUDGET**

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2020 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2020 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	5,830.00	0.00	5,830.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	0.00	0.00
Capital Outlay – W/S	0.00	0.00	0.00

Debt Service - W/S	0.00	0.00	0.00
TOTAL	5,830.00	0.00	5,830.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2020 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

Resolution 2020-64

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

**RESOLUTION OF INTENT FOR PARTICIPATION IN THE DELAWARE VALLEY
REGIONAL PLANNING COMMISSION'S TRANSPORTATION & COMMUNITY
DEVELOPMENT INITIATIVE (TCDI) GRANT PROGRAM**

WHEREAS, the Borough of Hightstown, Mercer County, NJ supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ understands the grant amount requested must provide a 20% local match of the total project cost while at least 5% must cover administration of the grant through in-kind services; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ fully understands the application requirements including mandatory meetings and attachments; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ fully understands the federal contracting process and rules outlined in Uniform Guidance 2 C.F.R.200 if awarded the planning grant dollars; and

WHEREAS, the Borough of Hightstown, Mercer County, NJ fully understands that non-compliance with the federal procurement rules and DVPRC contracting perimeters will result in the loss of TCDI funds; therefore

WHEREAS, the Borough of Hightstown, Mercer County, NJ hereby authorizes Mayor Lawrence Quattrone, to submit an application to DVRPC for a TCDI planning grant to prepare a Concept Design Study for a Roundabout at the intersection of North Main Street and Franklin Street; and

NOW, THEREFORE BE IT RESOLVED, that the Borough of Hightstown, Mercer County, NJ agrees, if selected for the TCDI grant, to: engage in contracting procedures including the Request for Proposals and budget allocation; sign grant agreement documents; agree to submit reimbursement invoices and progress reports along with necessary supporting documentation; take all necessary action to complete the project associated with the grant agreement within the 24-month timeframe, and submit the final deliverable to DVRPC; and provide proof of adoption or acceptance by the governing body through a resolution that must be submitted no later than December 31, 2022 to DVRPC.

PUBLIC COMMENT PERIOD II

Mayor Quattrone opened the public comment period II and there being no one coming forward, the public comment was closed.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Jackson

Parks & Recreation gave his report; thanks to everyone for the presentations and to all the volunteers.

Councilmember Cicalese

It is great to see all the things that are and will be going on in town; thank you to all the volunteers.

Councilmember Stults

Reviewed the monthly police report; Peddie hosted a BID meeting for Downtown Hightstown, and this appears to be something the businesses may be interested in starting and it is being evaluated. Thank you to all the volunteers.

Councilmember Misiura

The zoning map changes were discussed at the Planning Board to assure compliance with the Master Plan. Thank you to the volunteers, they serve as an extension of government.

Council President Musing

Thank you to the volunteers, and to the boards and committees for the information presented; and thank you to the employees for looking out for the Borough.

Borough Administrator/Clerk, Debra Sopronyi

Dog licenses are now late, and the \$5.00 late fee is now effective. PRC Group has demolished the blue building on Academy Street and immediately began a great clean-up; they have also applied for demo permits for the sheds behind the main building and are awaiting HPC approval so these permits can be issued.

George Lang, CFO

Noted that the Finance/Tax office has new staffing and it appears to be working well; we will determine budget meeting dates at the March 2nd Council meeting.

Mayor Quattrone

Asked everyone to pray for Carl Dye's recovery from his injuries. Noted that it is good to hear news on the redevelopment project moving forward; and commented "someone said Hightstown runs on Dunkin', I say it does not, it runs on good government, volunteers, and transparency". Thank you to all of the Borough's volunteers

ADJOURNMENT

Council President Musing moved to adjourn at 8:45 p.m. Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

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



Hightstown Historic Preservation Commission

Hightstown Historical Preservation Commission



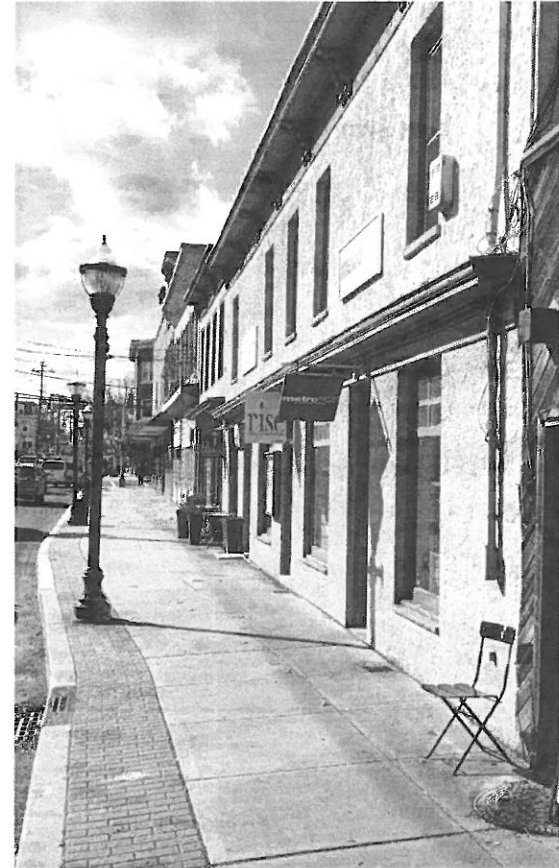
Vision 2020



Topics

- Banner Installation
- Stockton Streetscape Maintenance
- Explore Grant Opportunity
- Consolidation of HPC information & Resources
- Review Ordinance
- 2020 HPC Commission Members

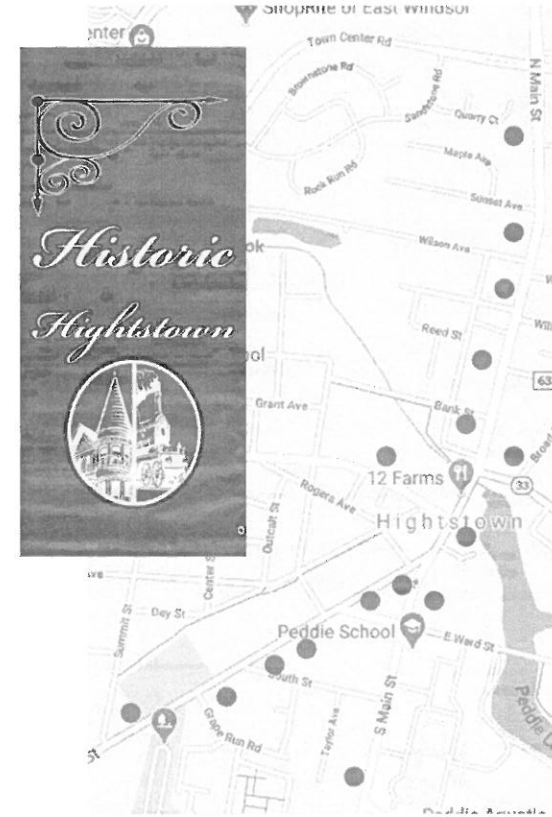
"We shape our buildings; therefore, our buildings shape us."
Winston Churchill





Banner Installation

- 28 Poles have been approved by JCP&L
- Currently, only JCP&L poles are allowed
- 20 Banners are scheduled for install along North Main, Mercer & South Main
- Install date Feb 20th, 21st
- HPC will also explore more locations for banners, for example around the lake and Greenway Walking Bridge, Stockton Street



Master Plan Objective #1.7: Develop a unifying visual theme in the Borough



Stockton Streetscape

- The HPC should act as stewards of the historic district and develop plans for infrastructure upkeep
- The Stockton streetscape was the largest grant project in Hightstown history, a catalyst in the town's recent historic revitalization
- The maintenance and appearance is a critical focus of the HPC
- Repairs are needed in particular spots surrounding civil war monument, poor initial installation areas and recent water line replacement
- HPC will develop a plan and provide guidance for proper repair of historic district streetscape.



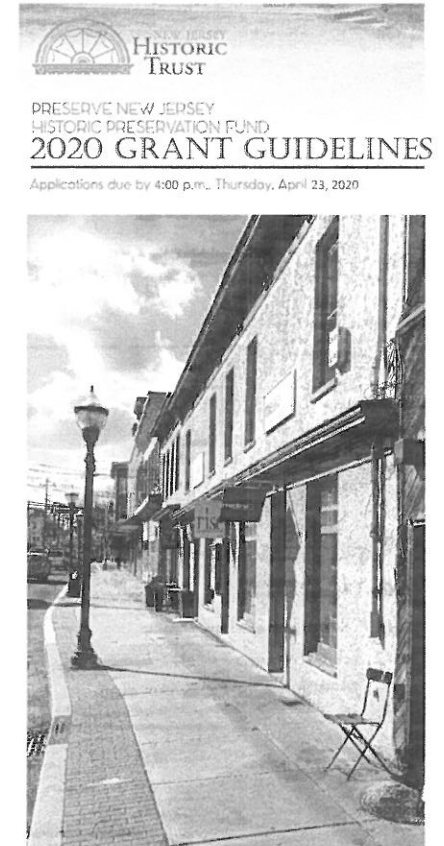
Master Plan Objective #3.1: Maintain and enhance quaint, family oriented residential neighborhoods



Grant Opportunity

- HPC is considering applying for a Historic Site Management (HSM) grant
- HSM grants are used for the preparation of documents for:
 - Maintenance plans, Material conservation analyses (mortar, masonry, etc.)
 - Designs, specifications, cost estimates and other construction documents
 - Idea: Feasibility study for installation of lighting in Stockton Street Historic district to match downtown lighting

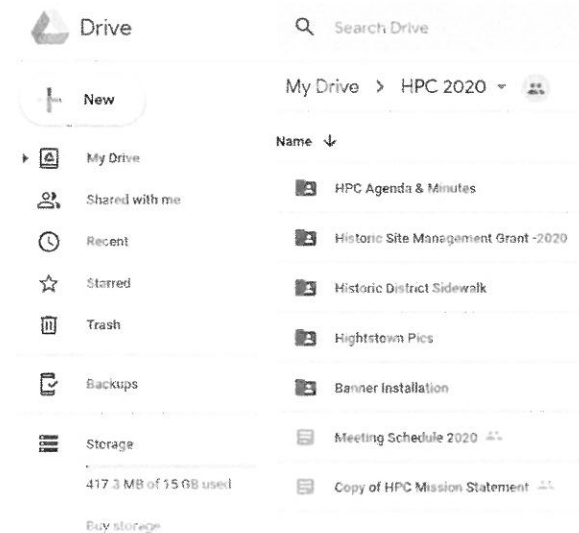
Master Plan Objective #1.7: Develop a unifying visual theme in the Borough





HPC Information Consolidation

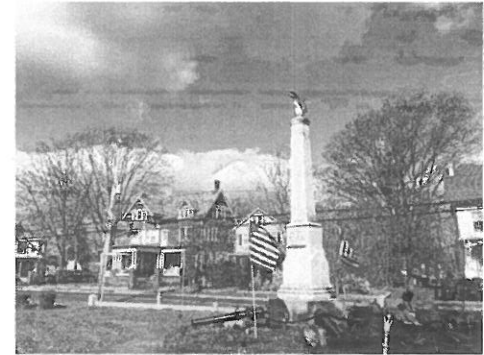
- Created free HPC Google drive (15GB) where all HPC information can be stored
- Critical when HPC changovers occur
- Helps with continuity of projects
- Increases efficiency
- Create boilerplate material for grants, etc
- Start backfilling critical information from previous projects - i.e. Stockton Streetscape renovation





Review Ordinance

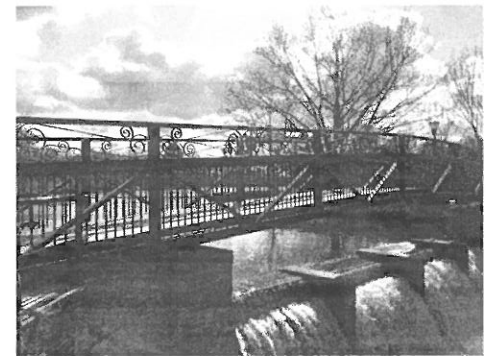
- Review Historic Preservation Ordinance
- State requirements have changed - permits not required for siding/trim and roof replacement
- Effort is needed to educate and urge historic district home owners and borough to seek an HPC opinion prior to workstart
- Idea: More easily accessible information on the HPC borough page that provides guidance for homeowners planning repairs and renovation
 - Page should be inviting, informative and encourage participation of homeowners
 - Improve communication





Requested 2020 Budget

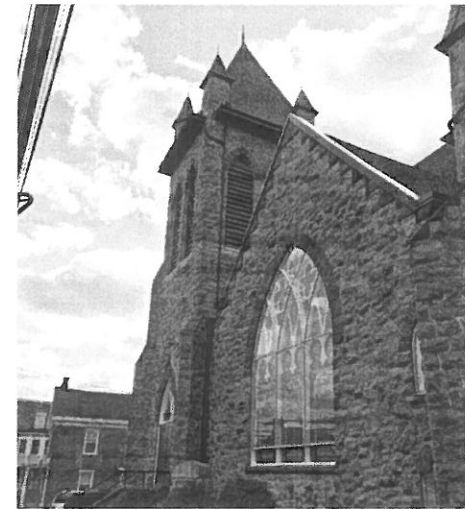
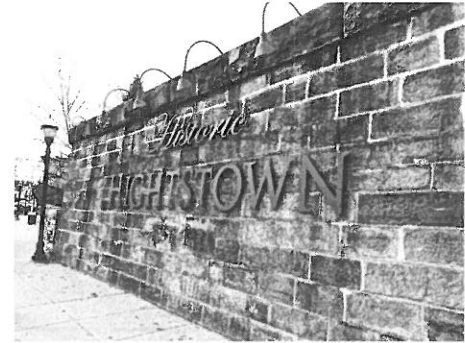
- HPC Requests \$6000
- Items considered for 2020
 - Stockton Street Repair - First priority ~4-5K
 - Extending banners to new locations
 - Digitization of prior HPC grant materials
 - Grant Preparation Fees
 - Public information & education materials for Hightstown residents regarding the historic district





HPC Commision 2020

- John Hostetler Chairman
- Rich Teller Vice Chairman
- Amanda Rosenberg Secretary
- Philippe Cardoso
- Ray Cabot
- Dennis Egan
- Council Liaison : Dimitri Musing





Hightstown Historic Preservation Commission



Email: hpc@hightstownborough.com

<https://www.hightstownborough.com/historic-preservation-commission/>

HPC meetings are held the 3rd Thursday of every month at the Hightstown Borough municipal building at 6:30 pm



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

January 21, 2020

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

Re: Improvements to Spingcrest Drive, Taylor Avenue,
Spruce Court, and Glen Drive
Borough of Hightstown
Our File No.: H1750

Dear Debra:

As you know, the Borough has been awarded a grant in the amount of \$600,000.00 for curb, sidewalk, drainage, and roadway improvements to Springcrest Drive, Taylor Avenue, Spruce Court, and Glen Drive through the NJDOT's Municipal Aid Program. The estimated construction cost for the project was approximately \$760,000.00.

In addition to the necessary roadway improvements, I have looked into needed water and sanitary sewer improvements. The water system is satisfactory and requires no improvements. We have determined that the sanitary sewer pump station at Spring Crest Drive can be decommissioned by installing new sewer mains to connect to the system in Westerlea Drive. The pump station needs upgrades which are expected to cost approximately \$90,000.00. Decommissioning and re-laying a gravity piping system is expected to cost approximately \$240,000.00. An additional \$30,000.00 would be required to make minor sanitary improvements at Spruce Court and Taylor Avenue. At this time, we are estimating the total construction cost to be \$1,030,000.00, composed of \$760,000.00 for road improvements and \$270,000.00 for sanitary improvements and decommissioning of the pump station.

Our fees for surveying, engineering design including decommissioning of the pump station, permitting and services necessary to recommend award of a contract are estimated at a price not to exceed \$67,000.00. This is 6.5% of the combined construction cost of the roadway and utility improvements. Additionally, construction inspection and administration costs would be in the amount of \$77,000.00, which is 7.5% of the combined construction cost.

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

Very truly yours,

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

cc: Mayor and Council
Peggy Riggio, RMC/CMR, Deputy Borough Clerk
George Lang, Borough CFO
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

**SEWER IMPROVEMENTS TO
SPRINGCREST DRIVE, TAYLOR AVENUE, SPRUCE COURT, AND GLEN DRIVE**

SITUATED IN

BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY

Our File No.: H1750

January 17, 2020

ITEM	DESCRIPTION	UNITS	QUANTITY	PRICE	TOTAL
1	4' Dia. Precast Sanitary Manhole	UNIT	5.0	\$5,000.00	\$25,000.00
2	Remove and Replace Manhole Covers	UNIT	7.0	\$650.00	\$4,550.00
3	Connect to Exist. Manhole	UNIT	2.0	\$1,000.00	\$2,000.00
4	8" PVC Sanitary Main	LF	1,100.0	\$110.00	\$121,000.00
5	6" PVC Sanitary Lateral	UNIT	20.0	\$2,000.00	\$40,000.00
6	Asbestos Pipe Disposal	LF	1,100.0	\$35.00	\$38,500.00
7	Pump Station Decommissioning	LS	1.0	\$35,000.00	\$35,000.00
TOTAL ESTIMATED BASE BID					\$266,050.00

Carmela Roberts, P.E.
N.J. License No. 34419



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

October 30, 2019

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

Re: Improvements to Springcrest Drive, Taylor Avenue
Spruce Court and Glen Drive
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1750

Dear Debra:

Attached to this letter please find a notification dated March 25, 2019 from the NJDOT notifying the Borough that it had been awarded \$600,000.00 in a Municipal Aid Grant. Also attached, please find my letter to Council dated June 21, 2019 informing them that the grant is approximately \$160,000.00 less than the estimated construction cost. As a follow up to the recent budget hearing held by Council, I am providing this letter to reiterate the additional funding that the Borough will need to obtain for this project, in addition to the costs for design and construction engineering.

As we discussed, we expect there will be additional costs for water improvements and sanitary sewer improvements. Please accept this letter as a request to have the sewer mains on Springcrest Drive, Taylor Avenue and Spruce Court televised so that we can evaluate the condition and determine the costs of needed improvements at this time before budget dollars are put into place.

I will also work with Ken Lewis and the Water Department to determine if there are any needs required for the water system.

Once I have these additional costs obtained, I will provide an updated letter to Council which will detail the costs that are in addition to the grant amount.

If you have any questions, please feel free to contact me.

Very truly yours,

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

cc: Mayor and Council
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
George Lang, Borough CFO
Ken Lewis, Superintendent of Public Works
Bill Searing, AWWTP Superintendent
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

June 21, 2019

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

Re: Improvements to Springcrest Drive, Taylor Avenue
Spruce Court and Glen Drive
Borough of Hightstown, Mercer County
Our File No.: H1603

Dear Mayor and Council:

Enclosed with this letter, please find a copy of a letter received from the NJDOT dated March 25, 2019 notifying the Borough that it has been awarded funding through the Municipal Aid Program for Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, and Glen Drive in the amount of \$600,000.00.

You may recall that the requested funding amount was for approximately \$760,000.00. The awarded allotment is \$160,000.00 less than the estimated construction cost. This cost does not include the costs for sanitary sewer repairs and water main replacement.

In reviewing with the Borough Water Department, there does not appear to be a need for any improvements to the water distribution system. However, we must review the sanitary collection system to determine if any improvements are needed there.

Design and inspection costs will not be eligible under the allotment and therefore were not included in the application made to the NJDOT. The anticipated costs for survey, design, permitting, bidding, and construction administration/inspection are as follows:

<u>Roadway Improvements</u>	
Survey, Design, Permitting, and Bidding =	\$45,000.00
<u>Construction Administration and Inspection =</u>	<u>\$50,000.00</u>
TOTAL =	\$95,000.00

Please note that the above costs are subject to change should sewer main improvements be necessary.

Please review the above figures and advise as to how the Council would like to move forward. Should you have any questions please feel free to contact me.

Very truly yours,

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

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Administrator/Borough Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
George Lang, Borough CFO
Cameron Corini, PE, Roberts Engineering Group, LLC



RECEIVED

MUNICIPAL CLERK'S OFFICE

State of New Jersey

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

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

SHEILA Y. OLIVER
Lt. Governor

March 25, 2019

The Honorable Lawrence Quattrone
Mayor, Hightstown
156 Bank Street
Hightstown, NJ 08520

Dear Mayor Quattrone:

I am pleased to inform you that Hightstown has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2019 Municipal Aid Program for the Improvements To Springcrest Drive, Glen Drive, Taylor Avenue, And Spruce Street. Project in the amount of \$600,000.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 681 applications requesting more than \$377.9 million. There is \$161.25 million available in funds from the Transportation Trust Fund (TTF) supported by the State gas tax.

As part of the Department's Commitment to Community, NJDOT provides statewide assistance for local governments for improvements to and preservation of the local transportation network, this network makes up about 90 percent of New Jersey's roadways. The successful completion of your project will help achieve this goal and provide your constituents and everyone that uses local roads a transportation system that provides the mobility they deserve.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington - 973-601-6700
District 2 - Newark - 973-877-1500

District 3 - Trenton - 609-530-5271
District 4 - Cherry Hill - 856-486-6618

Again, thank you for your support of this program and good luck with your project.

Sincerely,

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk, Municipal Engineer



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

February 11, 2020

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

Re: Zoning Map
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1756

Dear Debbie:

Attached to this letter please find a new Zoning Map ready for adoption by Borough Council. The map has been revised in accordance with the recommendations of the Planning Board in its 2014 Master Plan Re-examination, as well as from comments obtained during the Planning Board Meeting of February 10, 2020.

Generally, the Zoning Map is a reflection of the 2014A Proposed Map included within the 2014 Master Plan and extends the Downtown Core and Downtown Gateway Zones, expands the RMF Zone on the Northern side of the Borough, and includes the expanded Bank Street Redevelopment Zone Areas.

Should you have questions, please feel free to contact me.

Very truly yours,

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

cc: Mayor and Council
 Peggy Riggio, RMC, CMR, Deputy Borough Clerk
 Fred Rafetto, Esq., Borough Attorney
 Sandy Belan, Planning Board Secretary



Roberts
ENGINEERING GROUP LLC
 Women Business Enterprise Certified

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

February 11, 2020

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

Re: Zoning Map
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1756

Dear Debbie:

Attached to this letter please find a new Zoning Map ready for adoption by Borough Council. The map has been revised in accordance with the recommendations of the Planning Board in its 2014 Master Plan Re-examination, as well as from comments obtained during the Planning Board Meeting of February 10, 2020.

Generally, the Zoning Map is a reflection of the 2014A Proposed Map included within the 2014 Master Plan and extends the Downtown Core and Downtown Gateway Zones, expands the RMF Zone on the Northern side of the Borough, and includes the expanded Bank Street Redevelopment Zone Areas.

Should you have questions, please feel free to contact me.

Very truly yours,

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

cc: Mayor and Council
 Peggy Riggio, RMC, CMR, Deputy Borough Clerk
 Fred Rafetto, Esq., Borough Attorney
 Sandy Belan, Planning Board Secretary

R-1	RESIDENTIAL- SINGLE FAMILY
R-2	RESIDENTIAL- SINGLE FAMILY
R-3	RESIDENTIAL- SINGLE FAMILY
R-4	RESIDENTIAL- SINGLE FAMILY
R-MF	RESIDENTIAL- MULTI- FAMILY
R-PE	RESIDENTIAL- PLANNED ELDERLY
R-PMF	RESIDENTIAL- PLANNED MULTI- FAMILY
DTG	DOWNTOWN GATEWAY
DTC	DOWNTOWN CORE
HC	HIGHWAY COMMERCIAL
RO	RESEARCH OFFICE
AA	ACTIVE ADULT AGE RESTRICTED SINGLE FAMILY
	BANK STREET REDEVELOPMENT ZONE
	REDEVELOPMENT SUBAREA 2
	REDEVELOPMENT SUBAREA 3
	HISTORIC DISTRICT

GRAPHIC SCALE

(IN FEET)
1 inch = 400 ft.





Borough of Hightstown Planning Board

156 Bank Street, Hightstown, New Jersey 08520
609-490-5100, extension 617
Website: www.hightstownborough.com

TO Borough Council

FROM: Sandy Belan, Planning Board Secretary *JB*

SUBJECT: Planning Board - Revised Zoning Map February 2020

DATE: February 12, 2020

At their meeting on February 10, 2020, the Planning Board referred the following to the Borough Council for their consideration.

- 1) Zoning Map – Consensus of the Planning Board proposed Zoning Map February 2020 with the following recommendations below: (which are incorporated in Carmela Roberts letter and map dated February 11, 2020 - attached):
 - a) Two vacant subdivided Lots 9.01 and 10.02, Block 29 – Clinton Street will remain R-3 Zone
 - b) Four lots on South Main Street (Block 28 – Lots 42.01, 43, 44 and 45) will be DTG Zone
 - c) Expand RMF Zone to extend to the Borough Border by Manlove Avenue
 - d) Add two Redevelopment Zones (First Aid Squad, property 158 Academy St., Block 8, Lot 12, Department of Public Works)



The Borough of Hightstown
Code Enforcement Office
 156 Bank Street
 Hightstown, NJ 08520
 (609) 490-5100 Ext. 617

South Main Street DTG Amendment
 February 26, 2020

I am proposing an amendment to the zoning map. The original zoning map dated 2014-A (see Map #1) had the two houses on South Main Street, next to West Ward Street in the R-3 Residential Zone. Then to expand the commercial zone, the two houses were placed in the DTG Zone in the map dated February 2020 (see Map #2). The DTG Zone was expanded to the two houses to the north on South Main Street on the map with the date of Feb. 12, 2020 (see Map #3).

When this map is expanded so that it is easier to see, the house at 121 East Ward Street is also included in the DTG zone (see Map #4 and Map #5). I do not believe that this was the intention of the Planning Board. The Master Plan wanted to expand the commercial use on South Main Street, not East Ward Street. This could potentially create commercial traffic on East Ward Street.

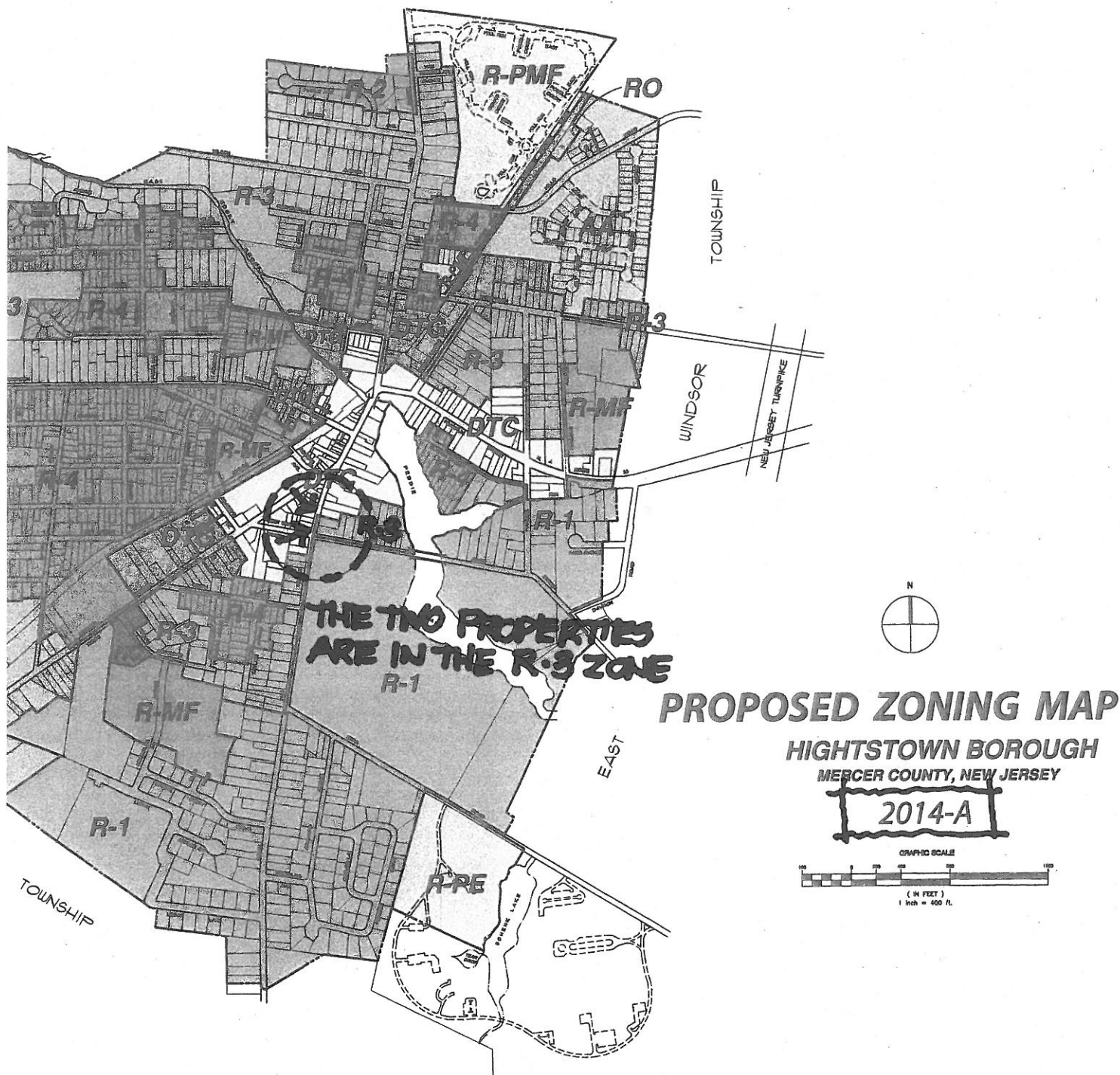
The house that should be removed from the DTG zone is:
 121 East Ward Street, Blk 28 Lot 42.02

The four houses on South Main Street that should be in the DTG zone are:
 169 South Main Street, Blk 28 Lot 42.01
 157 South Main Street, Blk 28 Lot 43
 153 South Main Street, Blk 28 Lot 44
 149 South Main Street, Blk 28 Lot 45

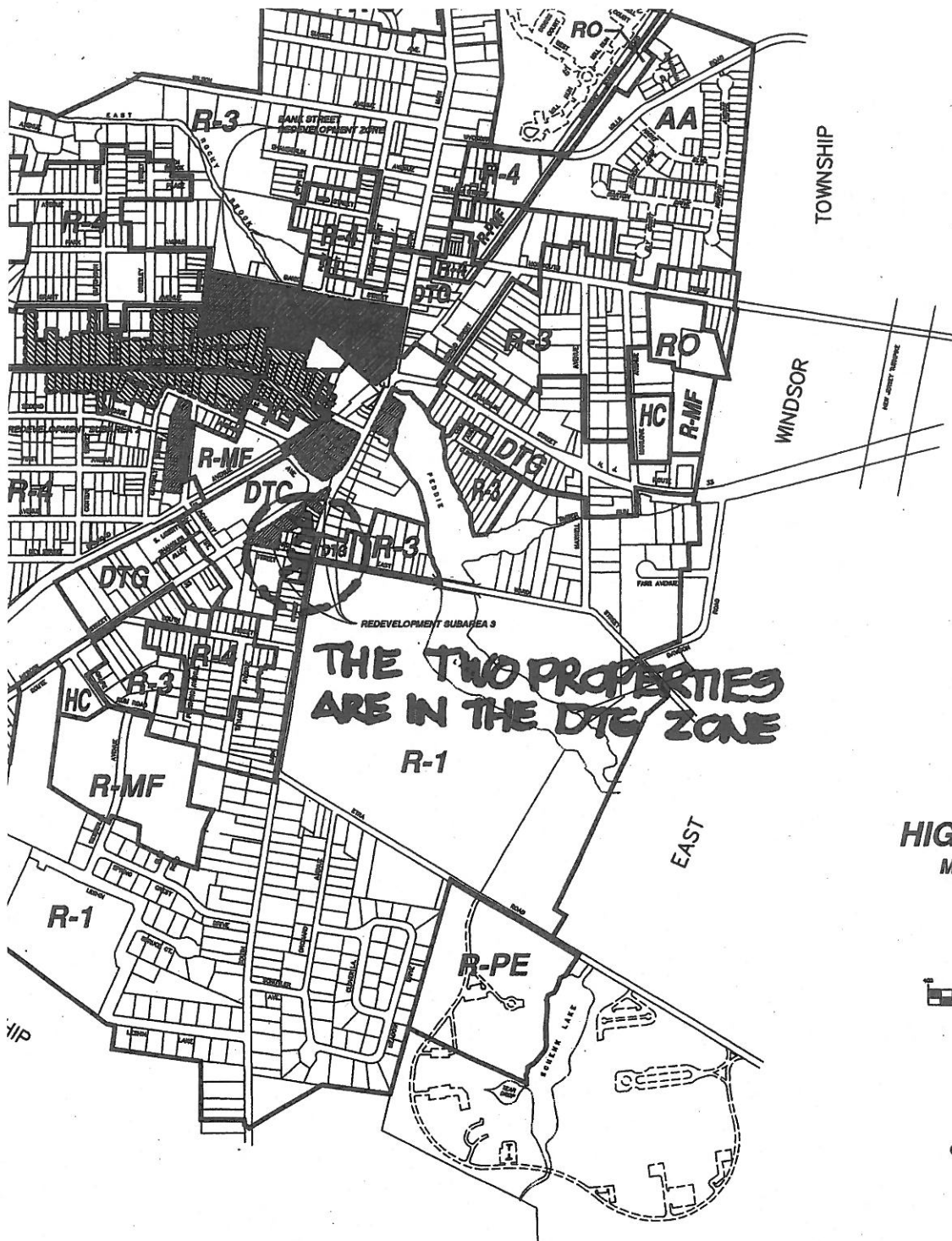
Very truly yours,

George Chin
 Zoning Official

Enc.

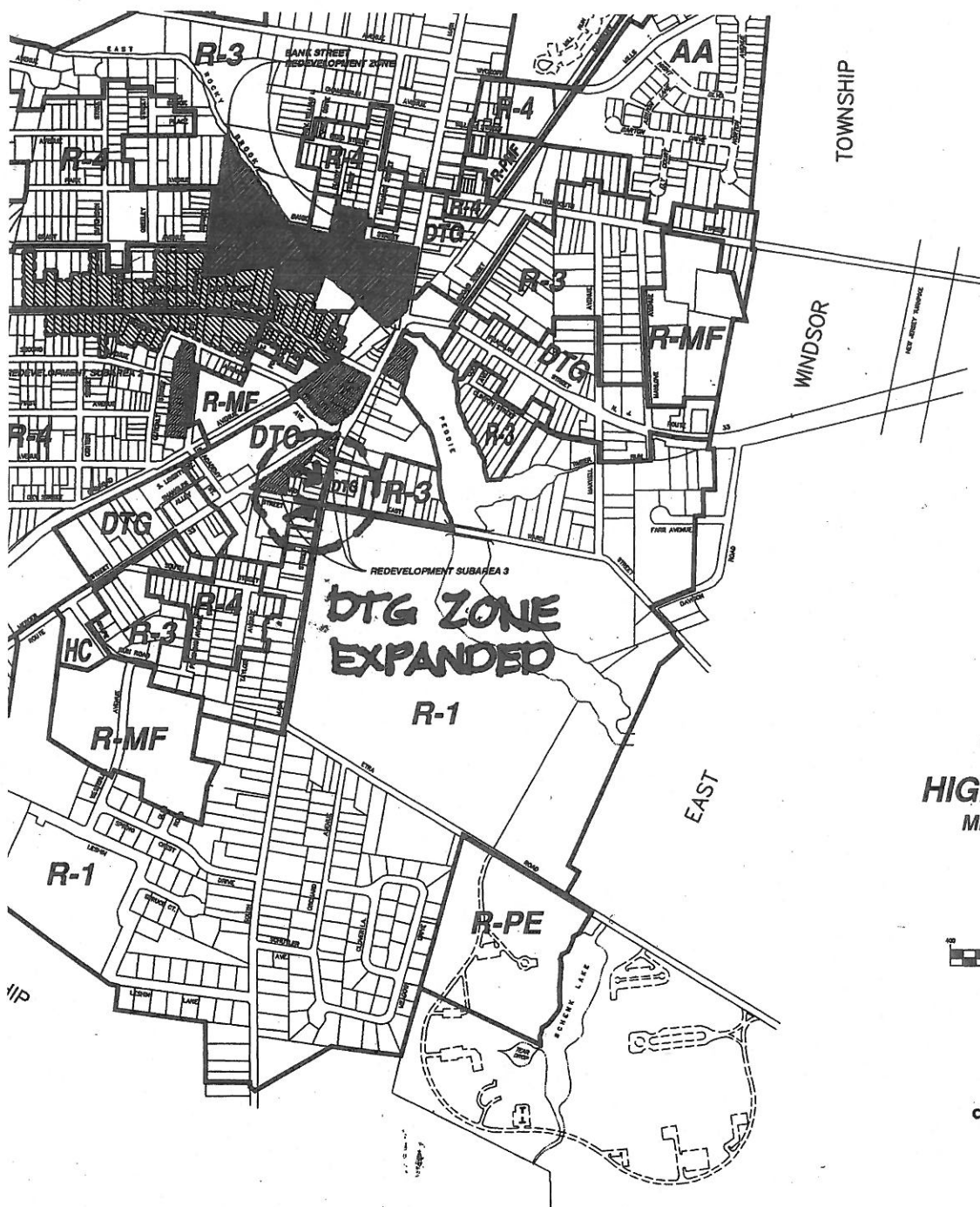


MAP #1



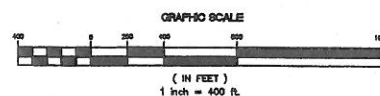
PER 2014 MASTER PLAN RE-EXAMINATION

MAP #2



ZONING MAP
HIGHTSTOWN BOROUGH
 MERCER COUNTY, NEW JERSEY

FEBRUARY 2020



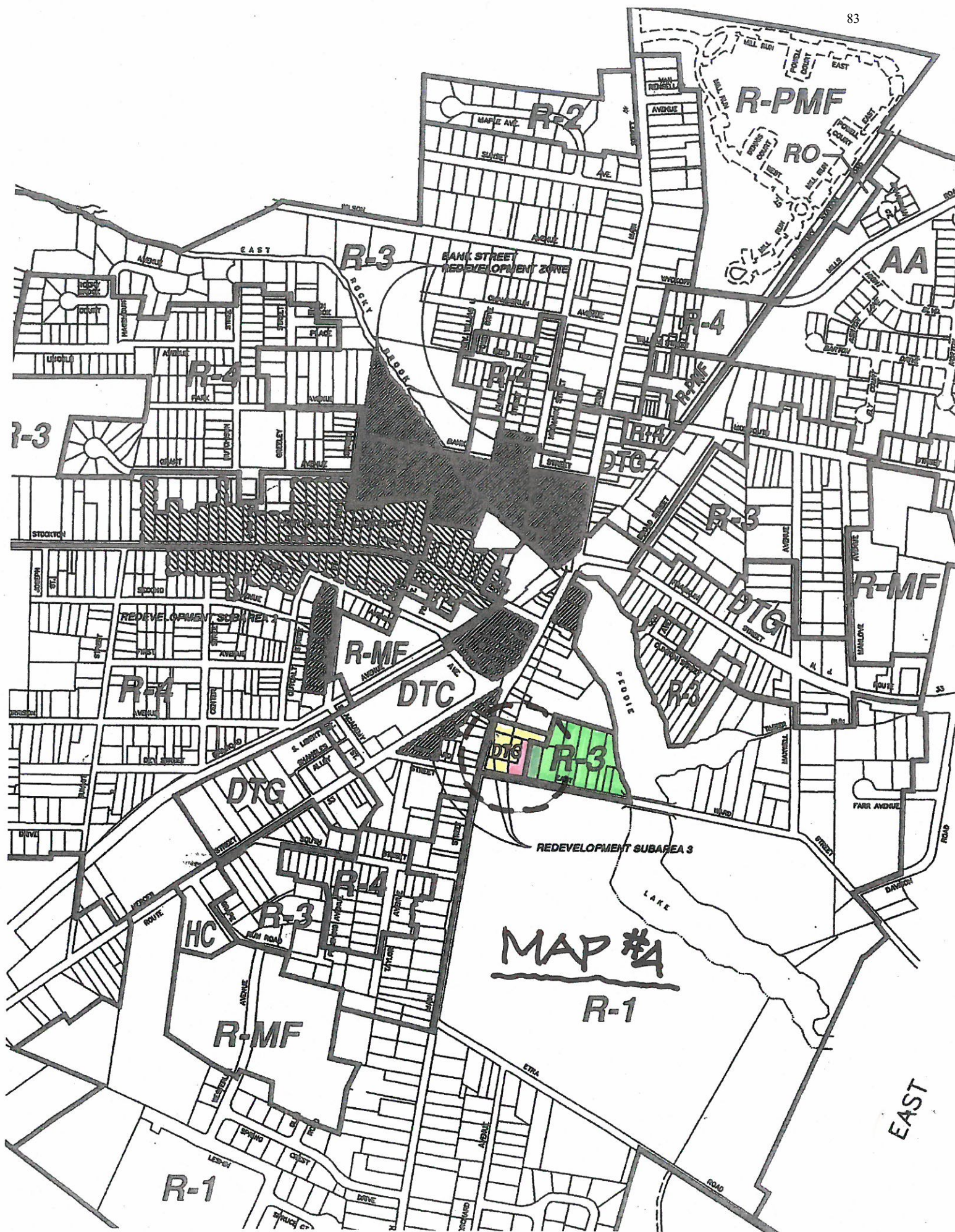
Roberts
 ENGINEERING GROUP LLC

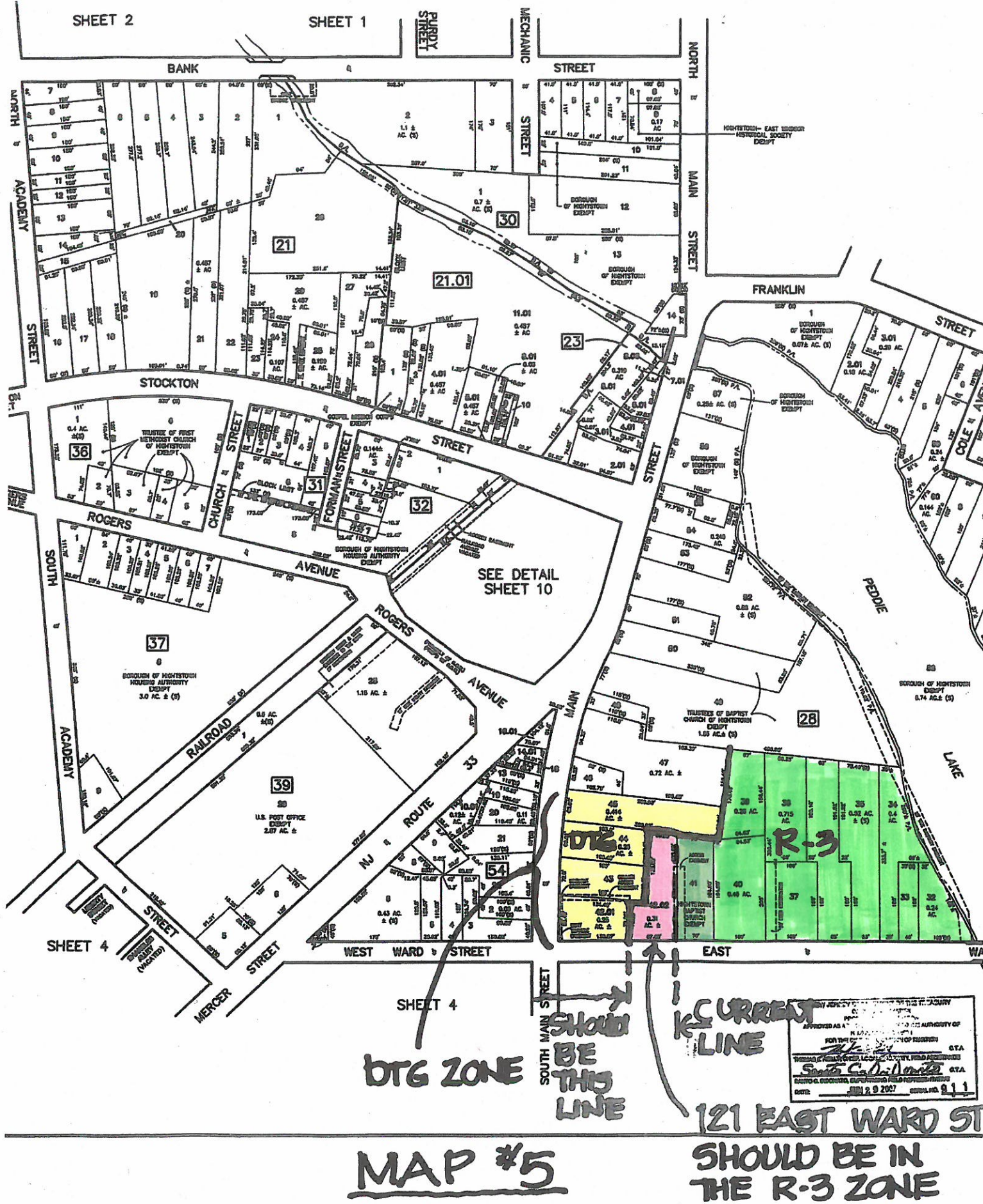
Utmost Diligence • Absolute Integrity
 CERTIFICATE OF AUTHORIZATION: 24GA28439100

1670 Whitehorse-Hamilton Square Rd.
 Hamilton, New Jersey 08502
 609-536-1141 Fax 609-536-1143
www.RobertsEngineeringGroup.com

Feb 12, 2020

MAP #3



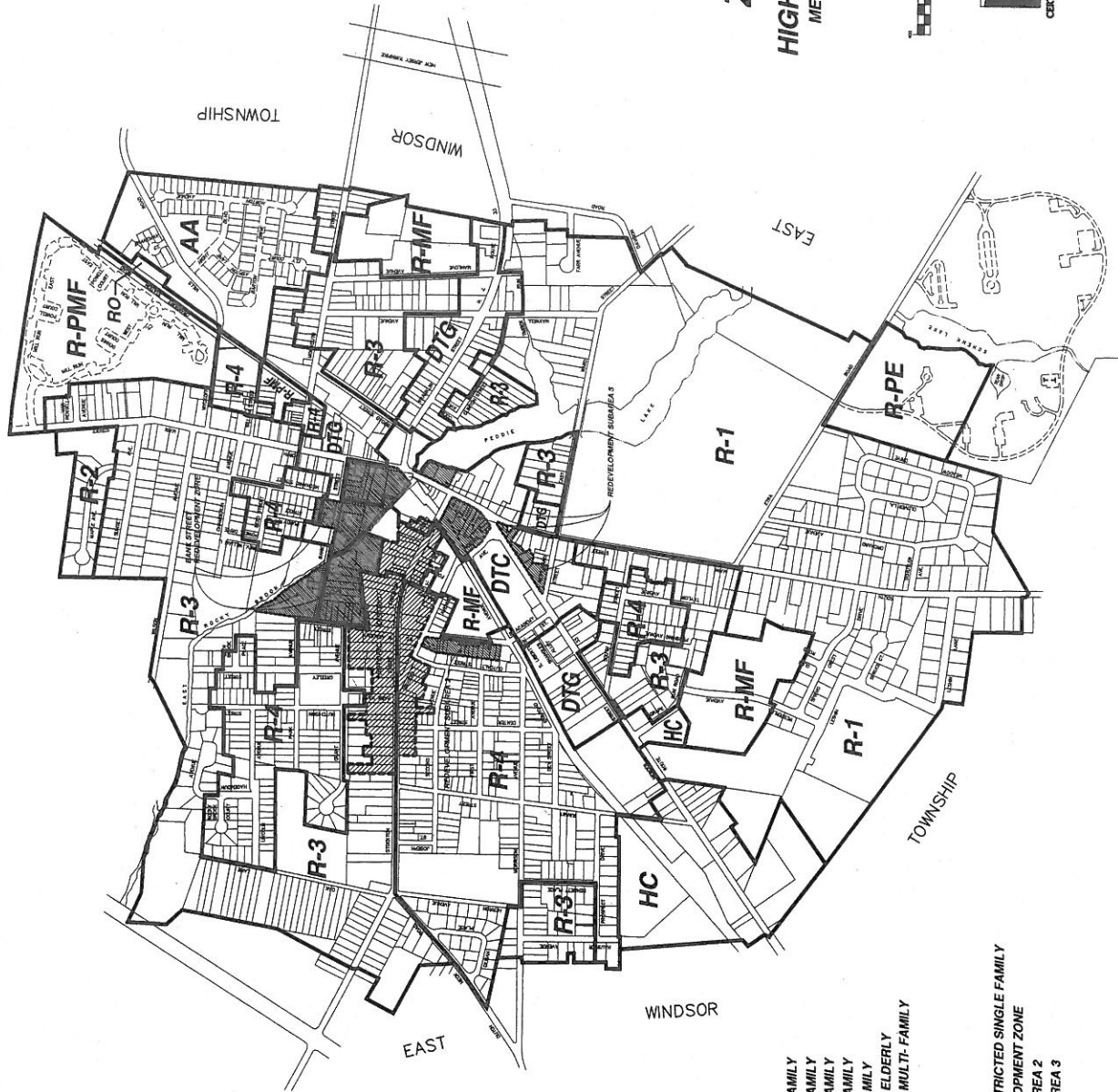


ZONING MAP HIGHTSTOWN BOROUGH MERCER COUNTY, NEW JERSEY

FEBRUARY 2020



Roberts
ENGINEERING GROUP LLC
CERTIFICATE OF AUTHORIZATION: 24CA385500
1870 Whitehouse-Healds Square Rd.
Freehold, New Jersey 08050
609-884-1441 fax 609-884-1443
www.RobertsEngineering.com



ZONES

- R-1 RESIDENTIAL- SINGLE FAMILY
- R-2 RESIDENTIAL- SINGLE FAMILY
- R-3 RESIDENTIAL- SINGLE FAMILY
- R-4 RESIDENTIAL- SINGLE FAMILY
- R-MF RESIDENTIAL- MULTI- FAMILY
- R-PE RESIDENTIAL- PLANNED ELDERLY
- R-PMF RESIDENTIAL- PLANNED MULTI- FAMILY
- DTG DOWNTOWN GATEWAY
- DTC DOWNTOWN CORE
- HC HIGHWAY COMMERCIAL
- RO RESEARCH OFFICE
- AA ACTIVE ADULT AGE RESTRICTED SINGLE FAMILY
- BANK STREET REDEVELOPMENT ZONE
- REDEVELOPMENT SUBAREA 2
- REDEVELOPMENT SUBAREA 3
- HISTORIC DISTRICT

Feb. 12, 2020

Resolution 2020-66

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

**AWARDING A CONTRACT FOR IMPROVEMENTS TO LINCOLN AVENUE,
HAGEMOUNT AVENUE AND ROCKY BROOK COURT – S & G PAVING
CONSTRUCTION, INC.**

WHEREAS, eight (8) bids were received on February 7, 2020, for Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court be awarded to the low bidder, S & G Paving Construction, Inc., of Monroe, New Jersey at the price of \$764,028.15; and

WHEREAS, this project is partially funded by the New Jersey Department of Transportation Municipal Aid Grant program, the award of this contract is conditional upon approval by the New Jersey Department of Transportation; and

WHEREAS, the execution of this contract is subject to the review and approval of the Borough Attorney to assure that the bid submitted by S & G Paving Construction, Inc. is in order with respect to legal compliance; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court be awarded to the low bidder, S & G Paving Construction, Inc., of Monroe, New Jersey at the price of \$764,028.15.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk



Roberts

ENGINEERING GROUP LLC

Women Business Enterprise Certified

February 19, 2020

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

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

Re: Improvements to Lincoln Avenue,
Hagemount Avenue, and Rocky Brook Court
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1749

Dear Mayor and Council:

Bids were received for the Improvements to Lincoln Avenue, Hagemount Avenue, and Rocky Brook Court project on Friday, February 7, 2020. A total of 14 bidders obtained plans and specifications and eight (8) contractors submitted bids. The bid results are as follows:

	<u>Bid</u>
1. S & G Paving Construction, Inc. Monroe, NJ 08831	\$764,028.15
2. Carroccia Co. Contractors Green Brook, NJ 08812	\$841,653.00
3. Black Rock Enterprises, LLC Old Bridge, NJ 08857	\$853,356.67
4. S. Brothers General Contractors South River, NJ 08882	\$856,012.71
5. Crossroads Paving Company Newark, NJ 07105	\$870,680.50
6. Reivax Contracting Corp. Bridgewater, NJ 08807	\$915,881.00
7. The Earle Companies Farmingdale, NJ 07727	\$1,048,913.13
8. Think Pavers Hardscaping, LLC Mount Royal, NJ 08061	\$1,155,931.00

This project is being funded through a grant from the New Jersey Department of Transportation (NJDOT) in the amount of \$746,500.00. The Engineer's Estimate for this contract is \$934,614.50. The low bidder amount of \$764,028.15 is \$170,586.35 (18%) below the Engineer's Estimate.

I have reviewed the bid submitted by S & G Paving Construction, Inc. All conditions set forth in the bid proposal have been satisfied and the Contractor is not on the current list of debarred contractors.

Improvements to Lincoln Avenue,
Hagemount Avenue, and Rocky Brook Court
Borough of Hightstown
Our File No.: H1749
Page 2 of 2

We have contacted the Contractor's references and received favorable responses. According to the references, S & G Construction, Inc. is responsive, efficient and experienced.

Therefore, it is my recommendation that, subject to the approval of the NJDOT and subject to the approval of the bid documents by the Borough Attorney, a contract be awarded to S & G Paving Construction, Inc. of Monroe, New Jersey for the Improvements to Lincoln Avenue, Hagemount Avenue, and Rocky Brook Court Project in the amount of \$764,028.15.

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

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

Very truly yours,



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

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

Summary of Bids Our File No.: H1749				Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, NJ 08690 Phone: (609) 586-1141		S & G Paving Construction, Inc. 224C Forsgate Drive Monroe, New Jersey 08831 Phone: (732) 521-1936 Fax: (732) 521-3104		Carroccia Co. Contractors 336 Route 22 Green Brook, New Jersey 08812 Phone: (732) 968-1010 Fax: (732) 968-1135		Black Rock Enterprises, LLC 136 Englishtown Road Old Bridge, New Jersey 08857 Phone: (732) 967-6400 Fax: (732) 967-6402		S. Brothers General Contractors P.O. Box 317 South River, New Jersey 08882 Phone: (732) 446-3390 Fax: (732) 446-0076		Crossroads Paving Company 386 South Street, Suite 169 Newark, New Jersey 07105 Phone: (973) 902-6002 Fax: (973) 860-4848	
	Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	1	\$30,000.00	\$30,000.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$14,000.00	\$14,000.00	\$6,300.00	\$6,300.00	\$25,000.00	\$25,000.00
2	Clearing Site	LS	1	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$14,000.00	\$14,000.00	\$38,340.00	\$38,340.00	\$15,000.00	\$15,000.00
3	Project Video	LS	1	\$750.00	\$750.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$2,100.00	\$2,100.00
4	Traffic Director, Flagger	HOURL	80	\$70.00	\$5,600.00	\$25.00	\$2,000.00	\$80.00	\$6,400.00	\$1.00	\$80.00	\$1.00	\$80.00	\$125.00	\$10,000.00
5	Traffic Cones	UNIT	25	\$10.00	\$250.00	\$0.01	\$0.25	\$1.00	\$25.00	\$0.01	\$0.25	\$1.00	\$25.00	\$1.00	\$25.00
6	Drums	UNIT	10	\$15.00	\$150.00	\$0.01	\$0.10	\$1.00	\$10.00	\$0.01	\$0.10	\$1.00	\$10.00	\$1.00	\$10.00
7	Breakway Barricade	UNIT	7	\$25.00	\$175.00	\$0.01	\$0.07	\$1.00	\$7.00	\$0.01	\$0.07	\$1.00	\$7.00	\$1.00	\$7.00
8	Construction Sign 'B' (60"x30")	UNIT	3	\$100.00	\$300.00	\$0.01	\$0.03	\$10.00	\$30.00	\$500.00	\$1,500.00	\$50.00	\$150.00	\$165.00	\$495.00
9	Construction Sign 'C' (72"x60")	UNIT	2	\$150.00	\$300.00	\$950.00	\$1,900.00	\$10.00	\$20.00	\$850.00	\$1,700.00	\$700.00	\$1,400.00	\$500.00	\$1,000.00
10	Construction Sign 'D' (36"x12")	UNIT	1	\$50.00	\$50.00	\$450.00	\$450.00	\$10.00	\$10.00	\$300.00	\$300.00	\$150.00	\$150.00	\$100.00	\$100.00
11	Inlet Filter, Type 2	UNIT	20	\$200.00	\$4,000.00	\$50.00	\$1,000.00	\$80.00	\$1,600.00	\$100.00	\$2,000.00	\$1.00	\$20.00	\$50.00	\$1,000.00
12	Silt Fence	LF	300	\$5.00	\$1,500.00	\$1.00	\$300.00	\$6.00	\$1,800.00	\$4.00	\$1,200.00	\$0.01	\$3.00	\$5.00	\$1,500.00
13	Excavation, Test Pit	CY	30	\$100.00	\$3,000.00	\$25.00	\$750.00	\$30.00	\$900.00	\$100.00	\$3,000.00	\$200.00	\$6,000.00	\$125.00	\$3,750.00
14	Tree & Stump Removal - 6" and Less	UNIT	1	\$250.00	\$250.00	\$500.00	\$500.00	\$640.00	\$640.00	\$300.00	\$300.00	\$400.00	\$400.00	\$200.00	\$200.00
15	Tree & Stump Removal - 7"-12"	UNIT	1	\$500.00	\$500.00	\$750.00	\$750.00	\$640.00	\$640.00	\$425.00	\$425.00	\$1,000.00	\$1,000.00	\$460.00	\$460.00
16	Tree & Stump Removal - 13"-18"	UNIT	1	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$1,620.00	\$1,620.00	\$800.00	\$800.00	\$1,300.00	\$1,300.00	\$800.00	\$800.00
17	Tree & Stump Removal - 19"-24"	UNIT	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,620.00	\$1,620.00	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$1,500.00	\$1,500.00
18	Tree & Stump Removal - 25"-30"	UNIT	2	\$1,500.00	\$3,000.00	\$2,000.00	\$4,000.00	\$3,120.00	\$6,240.00	\$2,700.00	\$5,400.00	\$1,900.00	\$3,800.00	\$2,500.00	\$5,000.00
19	Tree & Stump Removal - 31"-36"	UNIT	1	\$1,750.00	\$1,750.00	\$2,500.00	\$2,500.00	\$3,120.00	\$3,120.00	\$3,750.00	\$3,750.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
20	Tree & Stump Removal - 37"-42"	UNIT	2	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$4,440.00	\$8,880.00	\$4,750.00	\$9,500.00	\$2,200.00	\$4,400.00	\$3,300.00	\$6,600.00
21	6" PVC Sanitary Lateral	LF	466	\$85.00	\$39,610.00	\$50.00	\$23,300.00	\$100.00	\$46,600.00	\$50.00	\$23,300.00	\$104.00	\$48,464.00	\$90.00	\$41,940.00
22	PVC Cleanout, Sanitary	UNIT	20	\$200.00	\$4,000.00	\$500.00	\$10,000.00	\$150.00	\$3,000.00	\$875.00	\$17,500.00	\$600.00	\$12,000.00	\$370.00	\$7,400.00
23	Sanitary Manhole Frame and Cover	UNIT	13	\$450.00	\$5,850.00	\$750.00	\$9,750.00	\$600.00	\$7,800.00	\$750.00	\$9,750.00	\$750.00	\$9,750.00	\$600.00	\$7,800.00
24	6" Insertion Valve	UNIT	2	\$8,000.00	\$16,000.00	\$900.00	\$1,800.00	\$12,000.00	\$24,000.00	\$10,000.00	\$20,000.00	\$13,200.00	\$26,400.00	\$8,700.00	\$17,400.00
25	Fire Hydrant Assembly, Complete	UNIT	2	\$8,000.00	\$16,000.00	\$4,500.00	\$9,000.00	\$5,500.00	\$11,000.00	\$6,500.00	\$13,000.00	\$8,000.00	\$16,000.00	\$9,000.00	\$18,000.00
26	1" Type 'K' Copper Water Service	LF	30	\$100.00	\$3,000.00	\$90.00	\$2,700.00	\$150.00	\$4,500.00	\$50.00	\$1,500.00	\$80.00	\$2,400.00	\$80.00	\$2,400.00
27	Curb Valve and Box	UNIT	1	\$200.00	\$200.00	\$1,250.00	\$1,250.00	\$750.00	\$750.00	\$1,275.00	\$1,275.00	\$250.00	\$250.00	\$400.00	\$400.00
28	Type 'A' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$3,500.00	\$3,500.00	\$2,250.00	\$2,250.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,800.00	\$3,800.00	\$2,800.00	\$2,800.00
29	Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	UNIT	2	\$4,000.00	\$8,000.00	\$2,500.00	\$5,000.00	\$2,800.00	\$5,600.00	\$4,000.00	\$8,000.00	\$4,000.00	\$8,000.00	\$2,600.00	\$5,200.00
30	Doghouse Type 'E' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$4,000.00	\$4,000.00	\$2,850.00	\$2,850.00	\$3,200.00	\$3,200.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$3,900.00	\$3,900.00
31	4" Dia. Storm Doghouse Manhole with Frame and Cover	UNIT	1	\$5,000.00	\$5,000.00	\$2,850.00	\$2,850.00	\$6,000.00	\$6,000.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$3,250.00	\$3,250.00
32	Modified Type 'A' Inlet with Frame and Cover	UNIT	1	\$4,000.00	\$4,000.00	\$2,400.00	\$2,400.00	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
33	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 4" Type 'N' Eco Curb Piece	UNIT	1	\$5,000.00	\$5,000.00	\$2,850.00	\$2,850.00	\$2,800.00	\$2,800.00	\$5,500.00	\$5,500.00	\$5,000.00	\$5,000.00	\$4,300.00	\$4,300.00
34	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	UNIT	3	\$5,250.00	\$15,750.00	\$2,850.00	\$8,550.00	\$2,800.00	\$8,400.00	\$5,500.00	\$16,500.00	\$5,000.00	\$15,000.00	\$4,100.00	\$12,300.00
35	Modified Type 'E' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$3,200.00	\$3,200.00	\$4,800.00	\$4,800.00	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00
36	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 6" Type 'N' Eco Curb Piece	UNIT	1	\$1,000.00	\$1,000.00	\$950.00	\$950.00	\$1,100.00	\$1,100.00	\$1,200.00	\$1,200.00	\$850.00	\$850.00	\$1,200.00	\$1,200.00
37	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 8" Type 'N' Eco Curb Piece	UNIT	4	\$1,100.00	\$4,400.00	\$950.00	\$3,800.00	\$1,100.00	\$4,400.00	\$1,200.00	\$4,800.00	\$850.00	\$3,400.00	\$1,200.00	\$4,800.00
38	Lawn Inlet	UNIT	6	\$350.00	\$2,100.00	\$1,250.00	\$7,500.00	\$500.00	\$3,000.00	\$2,000.00	\$12,000.00	\$760.00	\$4,560.00	\$1,500.00	\$9,000.00
39	Remove and Replace Storm Manhole Frame and Cover	UNIT	1	\$450.00	\$450.00	\$750.00	\$750.00	\$700.00	\$700.00	\$2,000.00	\$2,000.00	\$680.00	\$680.00	\$600.00	\$600.00
40	Connect to Existing Manhole	UNIT	1	\$100.00	\$100.00	\$650.00	\$650.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00	\$250.00	\$250.00	\$1,500.00	\$1,500.00
41	12" Reinforced Concrete Pipe	LF	150	\$125.00	\$18,750.00	\$55.00	\$8,250.00	\$100.00	\$15,000.00	\$70.00	\$10,500.00	\$80.00	\$12,000.00	\$80.00	\$12,000.00
42	8" Ductile Iron Pipe	LF	424	\$110.00	\$46,640.00	\$75.00	\$31,800.00	\$85.00	\$36,040.00	\$75.00	\$31,800.00	\$95.00	\$40,280.00	\$80.00	\$33,920.00
43	6" Perforated HDPE Underdrain	LF	1,086	\$65.00	\$70,590.00	\$45.00	\$48,870.00	\$35.00	\$38,010.00	\$40.00	\$43,440.00	\$38.00	\$41,268.00	\$45.00	\$48,870.00
44	4" HDPE Storm Pipe	LF	207	\$50.00	\$10,350.00	\$42.00	\$8,694.00	\$35.00	\$7,245.00	\$35.00	\$7,245.00	\$30.00	\$6,210.00	\$50.00	\$10,350.00
45	PVC Cleanout, Storm	UNIT	28	\$200.00	\$5,600.00	\$650.00	\$18,200.00	\$150.00	\$4,200.00	\$850.00	\$23,800.00	\$200.00	\$5,600.00	\$360.00	\$10,080.00
46	6"x8"x18" Concrete Vertical Curb	LF	4,td												

Summary of Bids Our File No.: H1749				Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, NJ 08690 Phone: (609) 586-1141		Reivax Contracting Corp. 68 Finderne Avenue Bridgewater, New Jersey 08807 Phone: (908) 864-4253 Fax: (908) 864-4257		Earle Companies P.O. Box 556 Farmingdale, New Jersey 07727 Phone: (732) 308-1113 ext. 206 Fax: (732) 308-1034		Think Pavers Hardscaping, LLC 125 Kings Highway Mount Royal, New Jersey 08061 Phone: (856) 832-4680 Fax: (856) 832-4681		Assuncao Brothers, Inc. 29 North Wood Avenue Edison, New Jersey 08820 Phone: (732) 549-8582 Fax: (732) 549-9521		CJ Hesse 25 First Avenue, Suite 200 Atlantic Highlands, New Jersey 07716 Phone: (732) 291-8100 Fax: (732) 495-6225	
	Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	1	\$30,000.00	\$30,000.00	\$3,200.00	\$3,200.00	\$39,284.79	\$39,284.79	\$99,999.55	\$99,999.55				
2	Clearing Site	LS	1	\$15,000.00	\$15,000.00	\$11,000.00	\$11,000.00	\$98,890.00	\$98,890.00	\$150,000.00	\$150,000.00				
3	Project Video	LS	1	\$750.00	\$750.00	\$700.00	\$700.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00				
4	Traffic Director, Flagger	HOUR	80	\$70.00	\$5,600.00	\$65.00	\$5,200.00	\$0.01	\$0.80	\$108.00	\$8,640.00				
5	Traffic Cones	UNIT	25	\$10.00	\$250.00	\$1.00	\$25.00	\$0.01	\$0.25	\$50.00	\$1,250.00				
6	Drums	UNIT	10	\$15.00	\$150.00	\$1.00	\$10.00	\$0.01	\$0.10	\$150.00	\$1,500.00				
7	Breakway Barricade	UNIT	7	\$25.00	\$175.00	\$1.00	\$7.00	\$0.01	\$0.07	\$1,000.00	\$7,000.00				
8	Construction Sign 'B' (60"x30")	UNIT	3	\$100.00	\$300.00	\$1.00	\$3.00	\$0.01	\$0.03	\$2,000.00	\$6,000.00				
9	Construction Sign 'C' (72"x60")	UNIT	2	\$150.00	\$300.00	\$1.00	\$2.00	\$0.01	\$0.02	\$2,000.00	\$4,000.00				
10	Construction Sign 'D' (36"x12")	UNIT	1	\$50.00	\$50.00	\$1.00	\$1.00	\$0.01	\$0.01	\$2,000.00	\$2,000.00				
11	Inlet Filter, Type 2	UNIT	20	\$200.00	\$4,000.00	\$1.00	\$20.00	\$20.00	\$400.00	\$100.00	\$2,000.00				
12	Silt Fence	LF	300	\$5.00	\$1,500.00	\$2.00	\$600.00	\$2.00	\$600.00	\$0.01	\$3.00				
13	Excavation, Test Pit	CY	30	\$100.00	\$3,000.00	\$300.00	\$9,000.00	\$50.00	\$1,500.00	\$65.00	\$1,950.00				
14	Tree & Stump Removal - 6" and Less	UNIT	1	\$250.00	\$250.00	\$1,100.00	\$1,100.00	\$150.00	\$150.00	\$1,000.00	\$1,000.00				
15	Tree & Stump Removal - 7"-12"	UNIT	1	\$500.00	\$500.00	\$1,100.00	\$1,100.00	\$300.00	\$300.00	\$1,750.00	\$1,750.00				
16	Tree & Stump Removal - 13"-18"	UNIT	1	\$750.00	\$750.00	\$1,100.00	\$1,100.00	\$750.00	\$750.00	\$2,500.00	\$2,500.00				
17	Tree & Stump Removal - 19"-24"	UNIT	1	\$1,000.00	\$1,000.00	\$1,100.00	\$1,100.00	\$1,550.00	\$1,550.00	\$4,000.00	\$4,000.00				
18	Tree & Stump Removal - 25"-30"	UNIT	2	\$1,500.00	\$3,000.00	\$1,500.00	\$3,000.00	\$3,500.00	\$7,000.00	\$5,000.00	\$10,000.00				
19	Tree & Stump Removal - 31"-36"	UNIT	1	\$1,750.00	\$1,750.00	\$2,500.00	\$2,500.00	\$4,625.00	\$4,625.00	\$10,000.00	\$10,000.00				
20	Tree & Stump Removal - 37"-42"	UNIT	2	\$2,000.00	\$4,000.00	\$4,400.00	\$8,800.00	\$5,500.00	\$11,000.00	\$20,000.00	\$40,000.00				
21	6" PVC Sanitary Lateral	LF	466	\$85.00	\$39,610.00	\$80.00	\$37,280.00	\$90.00	\$41,940.00	\$27.50	\$12,815.00				
22	PVC Cleanout, Sanitary	UNIT	20	\$200.00	\$4,000.00	\$1,300.00	\$26,000.00	\$850.00	\$17,000.00	\$314.00	\$6,280.00				
23	Sanitary Manhole Frame and Cover	UNIT	13	\$450.00	\$5,850.00	\$600.00	\$7,800.00	\$825.00	\$10,725.00	\$685.00	\$8,905.00				
24	6" Insertion Valve	UNIT	2	\$8,000.00	\$16,000.00	\$8,300.00	\$16,600.00	\$4,500.00	\$9,000.00	\$8,236.00	\$16,472.00				
25	Fire Hydrant Assembly, Complete	UNIT	2	\$8,000.00	\$16,000.00	\$6,400.00	\$12,800.00	\$8,500.00	\$17,000.00	\$6,760.00	\$13,520.00				
26	1" Type 'K' Copper Water Service	LF	30	\$100.00	\$3,000.00	\$50.00	\$1,500.00	\$100.00	\$3,000.00	\$21.00	\$630.00				
27	Curb Valve and Box	UNIT	1	\$200.00	\$200.00	\$1,400.00	\$1,400.00	\$1,300.00	\$1,300.00	\$687.00	\$687.00				
28	Type 'A' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$3,500.00	\$3,500.00	\$4,600.00	\$4,600.00	\$4,250.00	\$4,250.00	\$10,000.00	\$10,000.00				
29	Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	UNIT	2	\$4,000.00	\$8,000.00	\$4,900.00	\$9,800.00	\$4,750.00	\$9,500.00	\$10,000.00	\$20,000.00				
30	Doghouse Type 'E' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$16,000.00	\$16,000.00				
31	4" Dia. Storm Doghouse Manhole with Frame and Cover	UNIT	1	\$5,000.00	\$5,000.00	\$5,800.00	\$5,800.00	\$4,250.00	\$4,250.00	\$16,000.00	\$16,000.00				
32	Modified Type 'A' Inlet with Frame and Cover	UNIT	1	\$4,000.00	\$4,000.00	\$4,600.00	\$4,600.00	\$4,400.00	\$4,400.00	\$16,000.00	\$16,000.00				
33	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 4" Type 'N' Eco Curb Piece	UNIT	1	\$5,000.00	\$5,000.00	\$4,900.00	\$4,900.00	\$5,800.00	\$5,800.00	\$10,200.00	\$10,200.00				
34	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	UNIT	3	\$5,250.00	\$15,750.00	\$4,900.00	\$14,700.00	\$5,800.00	\$17,400.00	\$5,640.00	\$16,920.00				
35	Modified Type 'E' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$7,250.00	\$7,250.00				
36	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 6" Type 'N' Eco Curb Piece	UNIT	1	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$1,500.00	\$1,500.00	\$750.00	\$750.00				
37	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 8" Type 'N' Eco Curb Piece	UNIT	4	\$1,100.00	\$4,400.00	\$900.00	\$3,600.00	\$1,500.00	\$6,000.00	\$750.00	\$3,000.00				
38	Lawn Inlet	UNIT	6	\$350.00	\$2,100.00	\$1,700.00	\$10,200.00	\$2,000.00	\$12,000.00	\$500.00	\$3,000.00				
39	Remove and Replace Storm Manhole Frame and Cover	UNIT	1	\$450.00	\$450.00	\$600.00	\$600.00	\$1,050.00	\$1,050.00	\$1,032.00	\$1,032.00				
40	Connect to Existing Manhole	UNIT	1	\$100.00	\$100.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,916.00	\$1,916.00				
41	12" Reinforced Concrete Pipe	LF	150	\$125.00	\$18,750.00	\$70.00	\$10,500.00	\$100.00	\$15,000.00	\$60.00	\$9,000.00				
42	8" Ductile Iron Pipe	LF	424	\$110.00	\$46,640.00	\$90.00	\$38,160.00	\$100.00	\$42,400.00	\$60.00	\$25,440.00				
43	6" Perforated HDPE Underdrain	LF	1,086	\$65.00	\$70,590.00	\$50.00	\$54,300.00	\$60.00	\$65,160.00	\$10.00	\$10,860.00				
44	4" HDPE Storm Pipe	LF	207	\$50.00	\$10,350.00	\$60.00	\$12,420.00	\$60.00	\$12,420.00	\$40.00	\$8,280.00				
45	PVC Cleanout, Storm	UNIT	28	\$200.00	\$5,600.00	\$1,100.00	\$30,800.00	\$700.00	\$19,600.00	\$100.00	\$2,800.00				
46	6"x8"x18" Concrete Vertical Curb	LF	4,440	\$30.00	\$133,200.00	\$30.00	\$133,200.00	\$33.50	\$148,740.00	\$20.00	\$88,800.00				
47	Concrete Sidewalk, 4" Thick	SY	809	\$75.00	\$60,675.00	\$80.00	\$64,720.00	\$95.00	\$76,855.00	\$60.00	\$48,540.00				
48	Reinforced Concrete Sidewalk, 6" Thick	SY	325	\$90.00	\$29,250.00	\$110.00	\$35,750.00	\$125.00	\$40,625.00	\$70.00	\$22,750.00				
49	Detectable Warning Surface	SY	6	\$350.00	\$2,100.00	\$400.00	\$2,400.00	\$275.00	\$1,650.00	\$2,000.00	\$12,000.00				
50	Bituminous Driveway Repair	SY	203	\$80.00	\$16,240.00	\$50.00	\$10,150.00	\$42.50	\$8,627.50	\$50.00	\$10,150.00				
51	Stone Driveway Repair	SY	21	\$25.00	\$525.00	\$35.00	\$735.00	\$35.00	\$735.00	\$35.00	\$735.00				
52	HMA Milling, 3" Or Less	SY	8,975	\$3.50	\$31,412.50	\$4.00	\$35,900.00	\$4.00	\$35,900.00	\$2.50	\$22,437.50				
53	Excavation Unclassified, 12" Depth	SY	1,500	\$10.00	\$15,000.00	\$10.00	\$15,000.00	\$7.15	\$10,725.00	\$16.50	\$24,750.00				
54	Compacted Dense Graded Aggregate, 6" Thick	SY	1,500	\$5.00	\$7,500.00	\$11.00	\$16,500.00	\$2.50	\$3,750.00	\$17.50	\$26,250.00				
55	HMA Pavement Repair	SY	7												

Summary of Bids Our File No.: H1749				Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, NJ 08690 Phone: (609) 586-1141		Construct Connect / iSqft, Inc. 30 Technology Parkway South, Suite 100 Narcross, GA 30092 Phone: (800) 364-2059 Fax: (866) 570-8187		KM Construction Corp. 14 Cordier Street Irvington, New Jersey 07111 Phone: (973) 371-5550 Fax: (973) 371-5559		P & A Construction, Inc. P.O. Box 28 Colonia, New Jersey 07067 Phone: (732) 381-3116 Fax: (732) 382-2074		Richard T. Barrett Paving 400 Prospect Street Trenton, New Jersey 08618 Phone: (609) 882-2236 Fax: (609) 396-0572		S. Batata Construction 238 Ermon Road, Suite 1R Parlin, New Jersey 08859 Phone: (732) 238-8884 Fax: (732) 238-9022	
	Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	1	\$30,000.00	\$30,000.00										
2	Clearing Site	LS	1	\$15,000.00	\$15,000.00										
3	Project Video	LS	1	\$750.00	\$750.00										
4	Traffic Director, Flagger	HOURL	80	\$70.00	\$5,600.00										
5	Traffic Cones	UNIT	25	\$10.00	\$250.00										
6	Drums	UNIT	10	\$15.00	\$150.00										
7	Breakway Barricade	UNIT	7	\$25.00	\$175.00										
8	Construction Sign 'B' (60"x30")	UNIT	3	\$100.00	\$300.00										
9	Construction Sign 'C' (72"x60")	UNIT	2	\$150.00	\$300.00										
10	Construction Sign 'D' (36"x12")	UNIT	1	\$50.00	\$50.00										
11	Inlet Filter, Type 2	UNIT	20	\$200.00	\$4,000.00										
12	Silt Fence	LF	300	\$5.00	\$1,500.00										
13	Excavation, Test Pit	CY	30	\$100.00	\$3,000.00										
14	Tree & Stump Removal - 6" and Less	UNIT	1	\$250.00	\$250.00										
15	Tree & Stump Removal - 7"-12"	UNIT	1	\$500.00	\$500.00										
16	Tree & Stump Removal - 13"-18"	UNIT	1	\$750.00	\$750.00										
17	Tree & Stump Removal - 19"-24"	UNIT	1	\$1,000.00	\$1,000.00										
18	Tree & Stump Removal - 25"-30"	UNIT	2	\$1,500.00	\$3,000.00										
19	Tree & Stump Removal - 31"-36"	UNIT	1	\$1,750.00	\$1,750.00										
20	Tree & Stump Removal - 37"-42"	UNIT	2	\$2,000.00	\$4,000.00										
21	6" PVC Sanitary Lateral	LF	466	\$85.00	\$39,610.00										
22	PVC Cleanout, Sanitary	UNIT	20	\$200.00	\$4,000.00										
23	Sanitary Manhole Frame and Cover	UNIT	13	\$450.00	\$5,850.00										
24	6" Insertion Valve	UNIT	2	\$8,000.00	\$16,000.00										
25	Fire Hydrant Assembly, Complete	UNIT	2	\$8,000.00	\$16,000.00										
26	1" Type 'K' Copper Water Service	LF	30	\$100.00	\$3,000.00										
27	Curb Valve and Box	UNIT	1	\$200.00	\$200.00										
28	Type 'A' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$3,500.00	\$3,500.00										
29	Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	UNIT	2	\$4,000.00	\$8,000.00										
30	Doghouse Type 'E' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$4,000.00	\$4,000.00										
31	4" Dia. Storm Doghouse Manhole with Frame and Cover	UNIT	1	\$5,000.00	\$5,000.00										
32	Modified Type 'A' Inlet with Frame and Cover	UNIT	1	\$4,000.00	\$4,000.00										
33	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 4" Type 'N' Eco Curb Piece	UNIT	1	\$5,000.00	\$5,000.00										
34	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	UNIT	3	\$5,250.00	\$15,750.00										
35	Modified Type 'E' Inlet with Frame and Bicycle Safe Grate	UNIT	1	\$5,000.00	\$5,000.00										
36	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 6" Type 'N' Eco Curb Piece	UNIT	1	\$1,000.00	\$1,000.00										
37	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 8" Type 'N' Eco Curb Piece	UNIT	4	\$1,100.00	\$4,400.00										
38	Lawn Inlet	UNIT	6	\$350.00	\$2,100.00										
39	Remove and Replace Storm Manhole Frame and Cover	UNIT	1	\$450.00	\$450.00										
40	Connect to Existing Manhole	UNIT	1	\$100.00	\$100.00										
41	12" Reinforced Concrete Pipe	LF	150	\$125.00	\$18,750.00										
42	8" Ductile Iron Pipe	LF	424	\$110.00	\$46,640.00										
43	6" Perforated HDPE Underdrain	LF	1,086	\$65.00	\$70,590.00										
44	4" HDPE Storm Pipe	LF	207	\$50.00	\$10,350.00										
45	PVC Cleanout, Storm	UNIT	28	\$200.00	\$5,600.00										
46	6"x8"x18" Concrete Vertical Curb	LF	4,440	\$30.00	\$133,200.00										
47	Concrete Sidewalk, 4" Thick	SY	809	\$75.00	\$60,675.00										
48	Reinforced Concrete Sidewalk, 6" Thick	SY	325	\$90.00	\$29,250.00										
49	Detectable Warning Surface	SY	6	\$350.00	\$2,100.00										
50	Bituminous Driveway Repair	SY	203	\$80.00	\$16,240.00										
51	Stone Driveway Repair	SY	21	\$25.00	\$525.00										
52	HMA Milling, 3" Or Less	SY	8,975	\$3.50	\$31,412.50										
53	Excavation Unclassified, 12" Depth	SY	1,500	\$10.00	\$15,000.00										
54	Compacted Dense Graded Aggregate, 6" Thick	SY	1,500	\$5.00	\$7,500.00										
55	HMA Pavement Repair	SY	755	\$45.00	\$33,975.00										
56	Tack Coat	GAL	1,050	\$1.00	\$1,050.00										
57	HMA 19M64 Base Course, 4" Thick	TON	405	\$100.00	\$40,500.00										
58	HMA 9.5M64 Leveling Course, Variable Thickness	TON	180	\$100.00	\$18,000.00										
59	HMA 9.5M64 Surface Course, 2" Thick	TON	1,337	\$100.00	\$133,700.00										
60	1 1/2" Clean Stone, If & Where Directed	CY	50	\$25.00	\$1,250.00										
61	Select Fill, If & Where Directed	CY	50	\$25.00	\$1,250.00										
62	Traffic Markings, 24" Wide White	LF	165	\$6.00	\$990.00										
63	Traffic Markings, 12" Wide White	LF	210	\$4.50	\$945.00										
64	Traffic Markings, 8" Wide White	LF	268	\$4.00	\$1,072.00										
65	Traffic Stripe, 4" Wide Yellow	LF	240	\$3.50	\$840.00										
66	R1-1 Regulatory Sign 'Stop' (30"x30")	UNIT	3	\$250.00	\$750.00										
67	W14-1 Warning Sign 'Dead End' (30"x30")	UNIT	1	\$250.00	\$250.00										
68	Street Sign	UNIT	4	\$150.00	\$600.00										
69	Tree Planting, 2" Cal.	UNIT	16	\$1,000.00	\$16,000.00										
70	Topsoiling, 5" Thick	SY	1,475	\$4.50	\$6,637.50										
71	Fertilizing and Seeding, Type A-3	SY	1,475	\$2.50	\$3,687.50										
72	Fuel Price Adjustment	DOLLAR	5,000	\$1.00	\$5,000.00										
73	Asphalt Price Adjustment	DOLLAR	5,000	\$1.00	\$5,000.00										
				Total Cost:	\$934,614.50	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received

Resolution 2020-67

*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 \$1,613,585.86 from the following accounts:

Current		\$1,559,741.07
W/S Operating		37,964.85
General Capital		9,913.00
Water/Sewer Capital		0.00
Grant		84.00
Trust		3,590.95
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>2,291.99</u>
Total		<u>\$1,613,585.86</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 March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Date: March 2, 2020

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 3/2/2020

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF NJ - DEPT OF TREASURY	2/14/2020	20-00140	1461	\$ 39,470.15
COUNTY OF MERCER COUNTY TAX	2/19/2020	20-00141	1462	\$ 740,897.67
EAST WINDSOR REGIONAL SCHOOL	2/19/2020	20-00167	1463	\$ 708,822.00
TREASURER STATE OF NEW JERSEY	2/21/2020	20-00064	30831	\$ 1,015.00
TOTAL				<u><u>\$1,490,204.82</u></u>
<u>WATER AND SEWER MANUAL</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF NJ - DEPT OF TREASURY	2/14/2020	20-00140	1334	\$ 16,675.20
TREASURER STATE OF NEW JERSEY	2/21/2020	20-00056	30837	\$ 7,365.00
TREASURER STATE OF NEW JERSEY	2/21/2020	20-00071	30835	\$ 50.00
NJ DEPT OF TRANSPORTATION	2/21/2020	20-00211	30834	\$ 265.00
TOTAL				<u><u>\$ 24,355.20</u></u>
<u>ESCROW</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
TOTAL				<u><u>\$ -</u></u>
<u>GRANT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
TOTAL				<u><u>\$ -</u></u>
<u>TRUST</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
NJ DEPT OF TRANSPORTATION	2/21/2020	20-00212	30836	\$ 35.00
NJ DEPT OF TRANSPORTATION	2/21/2020	20-00213	30833	\$ 165.00
TOTAL				<u><u>\$ 200.00</u></u>
<u>ANIMAL CONTROL TRUST</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
TOTAL				<u><u>\$ -</u></u>
<u>GENERAL CAPITAL</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
THE MUSIAL GROUP	2/21/2020	19-01488-05	6380	\$ 9,100.00
TOTAL				<u><u>\$ 9,100.00</u></u>
<u>WATER AND SEWER CAPITAL</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
TOTAL				<u><u>\$ -</u></u>
 MANUAL TOTAL				<u><u>\$1,523,860.02</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	Excl		
ACCSE005 ACCSES NEW JERSEY, INC										
20-00170 02/12/20 SHRED DAY APRIL 25, 2020										
1 SHRED DAY APRIL 25, 2020	720.00	0-01-27-335-001-042	B Seminars/Workshops/Conventions	R	02/12/20	02/26/20	0802746-IN	N		
Vendor Total:	720.00									
A0010 ADVANCE AUTO PARTS/CAPITAL ONE										
20-00181 02/20/20 MANIFOLD GASKET										
1 INV. 6372002946386 - GASKET	20.25	0-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/20/20	02/26/20	6372002946386	N		
2 INV. 6372002946386 - TAX EXEMP	1.26	0-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/20/20	02/26/20	6372002946386	N		
	18.99									
Vendor Total:	18.99									
A0068 AIRPOWER INTERNATIONAL, INC.										
20-00048 01/30/20 SCBA COMPRESSOR ANNUAL SERVICE										
1 SCBA COMPRESSOR ANNUAL SERVICE	1,732.00	0-01-25-252-002-123	B Test Air Packs	R	01/30/20	02/26/20	40307	N		
Vendor Total:	1,732.00									
A0107 ANSELL GRIMM & AARON, PC										
20-00225 02/24/20 JANUARY 2020 CLIENT 058682										
1 GENERAL FILE INV 450462	567.00	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450462	N		
2 ORDINANCES INV 450463	688.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450463	N		
3 ENGINEERING MATTERS INV 450464	13.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450464	N		
4 MEETINGS INV 450465	486.00	0-01-20-155-001-029	B Attendance at Council Meetings	R	02/24/20	02/26/20	450465	N		
5 BORO ADV CASTORO & CO 450466	94.50	0-01-20-155-001-033	B Litigation	R	02/24/20	02/26/20	450466	N		
6 OPRA ISSUES INV 450467	216.00	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450467	N		
7 REDEVELOPMENT OF BANK STREET	227.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450468	N		
8 JOINT POLICE/MUNICIPAL COURT	13.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450469	N		
9 HOUSING AUTHORITY HHA MATTERS	67.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450470	N		
10 HECTOR & TRANSITO TORRES TO	13.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450471	N		
11 DOUGLAS F & COLLEEN BEAN	40.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20	450472	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
A0107 ANSELL GRIMM & AARON, PC Continued										
20-00225	02/24/20	JANUARY 2020 CLIENT	058682	Continued						
12 GARY EVERS & KARIN LOWERY TO		40.50	0-01-20-155-001-027	B General Matters	R	02/24/20	02/26/20		450473	N
		2,468.50								
Vendor Total:		2,468.50								
A0054 AQUA PRO-TECH LABORATORIES										
20-00198	02/20/20	INVOICE #0010089M								
1 ID 0010089-01 SL3A		340.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
2 ID 0010089-02 AMMONIA		42.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
3 ID 0010089-03 OIL & GREASE		48.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
4 ID 0010089-03 VO + 15		150.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
5 ID 0010685-01 AMMONIA		42.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
6 ID #0010685-02 AMMONIA		42.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
7 HANDLING CHARGE		19.92	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		0010089M	N
		683.92								
Vendor Total:		683.92								
A0025 AT&T MOBILITY										
20-00245	02/25/20	ACCT 287258726345	2/12/2020							
1 FIRE INSPECTOR		41.24	0-01-25-256-002-094	B Computer Service,Support & Software	R	02/25/20	02/26/20		x02202020	N
2 HPD 1/13/2020 - 2/12/2020		339.57	0-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/25/20	02/26/20		x02202020	N
3 WTP 1/13/20 - 2/12/2020		115.61	0-09-55-501-003-545	B Telephone-w/S-VERIZON	R	02/25/20	02/26/20		x02202020	N
4 DPW 1/13/20 - 2/12/20		234.95	0-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/25/20	02/26/20		x02202020	N
5 AWWTP 1/13/20 - 2/12/20		90.43	0-09-55-501-003-545	B Telephone-w/S-VERIZON	R	02/25/20	02/26/20		x02202020	N
		821.80								
Vendor Total:		821.80								
BELSO005 BELSON, LLC										
20-00029	01/27/20	PET BENCHES QUOTE WQ	262752							
1 HERITAGE BENCH, 5' RECYCLED		705.00	T-12-56-286-000-891	B PARK BENCH DONATIONS	R	01/27/20	02/26/20		182163	N
2 VICTORIAN BENCH, 60" L		2,016.00	T-12-56-286-000-891	B PARK BENCH DONATIONS	R	01/27/20	02/26/20		182208	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
BELSO005 BELSON, LLC Continued										
20-00029 01/27/20 PET BENCHES QUOTE WQ 262752			Continued							
3 SHIPPING		669.95	T-12-56-286-000-891	B PARK BENCH DONATIONS	R	01/27/20	02/26/20		182163	N
		3,390.95								
Vendor Total:		3,390.95								
C0058 CINTAS CORPORATION #061										
20-00173 02/14/20 UNIFORM ADVANTAGE 1/3-1/31/20										
1 UNIFORM INV 4039059954		66.23	0-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/14/20	02/26/20		4039059954	N
2 UNIFORM INV 4039742185		78.73	0-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/14/20	02/26/20		4039742185	N
3 UNIFORM INV 4040327761		68.73	0-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/14/20	02/26/20		4040327761	N
4 UNIFORM INV 4040940787		64.73	0-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/14/20	02/26/20		4040940787	N
5 UNIFORM INV 4041541372		55.89	0-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/14/20	02/26/20		4041541372	N
		334.31								
Vendor Total:		334.31								
CLARK005 CLARKE CATON HINTZ										
20-00023 01/24/20 #77216-rev/analyze appl/mtg.										
1 #77216-rev/analyze appl/mtg.		475.19	2019-05	P Preliminary/Final Site Plan	R	01/24/20	02/26/20		#77216	N
20-00024 01/24/20 #77217-resol. compliance ltr										
1 #77217-resol. compliance ltr		68.28	2019-06	P Swig Arts Center Addition	R	01/24/20	02/26/20		#77217	N
20-00025 01/24/20 #77214/final resol compli. ltr										
1 #77214/final resol compli. ltr		327.72	2019-02	P SITE PLAN	R	01/24/20	02/26/20		#77214	N
20-00214 02/21/20 #77421-Review Site Plan										
1 #77421-Review Site Plan		41.55	2019-02	P SITE PLAN	R	02/21/20	02/26/20		77421	N
20-00215 02/21/20 #77422/Rev Site Plan/Americana										
1 #77422/Rev Site Plan/Americana		82.50	2019-05	P Preliminary/Final Site Plan	R	02/21/20	02/26/20		77422	N
20-00216 02/21/20 #77419/attend 1/13/2020 PB Mtg										
1 #77419/3 hrs/PB Mtg. 1/13/2020		495.00	0-01-21-180-001-105	B General Planning-Consulting	R	02/21/20	02/26/20		77419	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
CLARK005 CLARKE CATON HINTZ Continued											
20-00216	02/21/20	#77419/attend 1/13/2020 PB Mtg	Continued								
2 #77419	Mileage/plots & prints	35.65	0-01-21-180-001-105	B	General Planning-Consulting	R	02/21/20	02/26/20		77419	N
		530.65									
Vendor Total:		1,525.89									
COMCA005 COMCAST BUSINESS											
20-00247	02/25/20	8499 05 243 0034100 2/8/20									
1 8499 05 243 0034100	2/8/20	168.35	0-01-20-140-001-060	B	Internet Services and Web Services	R	02/25/20	02/26/20		0034100	N
Vendor Total:		168.35									
Q0176 EUROFINS QC, INC											
20-00194	02/20/20	JAN 2020 WATER ANALYSIS									
1 INV. 2004260 - WATER ANALYSIS		132.00	0-09-55-501-001-532	B	Outside Testing/Labs	R	02/20/20	02/26/20		2004260	N
2 INV. 2004649 - WATER ANALYSIS		132.00	0-09-55-501-001-532	B	Outside Testing/Labs	R	02/20/20	02/26/20		2004649	N
		264.00									
Vendor Total:		264.00									
FIREA005 FIRE APPARATUS REPAIR, INC.											
19-01997	12/30/19	TELE-SQUIRT 41 VALVE REPAIRS									
1 TELE-SQUIRT 41 VALVE REPAIRS		976.84	9-01-25-252-002-121	B	Preventive Maintenance	R	12/30/19	02/26/20		15292	N
2 ADD'L TIME NEEDED FOR REPAIRS		166.25	9-01-25-252-002-121	B	Preventive Maintenance	R	02/13/20	02/26/20		15292	N
		1,143.09									
Vendor Total:		1,143.09									
F1183 FRANK GENDRON											
20-00207	02/20/20	GENDRON - REIMBURSEMENT									
1 GENDRON - REIMBURSEMENT		115.00	0-01-25-240-001-044	B	Professional Assoc. Dues	R	02/20/20	02/26/20		144435	N
Vendor Total:		115.00									
G0181 FRANKLIN-GRIFFITH, LLC											
20-00117	02/05/20	CUTLER HAMMER									
1 ITEM #C320KGS1	CUTLER HAMMER	40.15	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/20	02/26/20		S114971935.001	N

Vendor # Name											
PO #	PO Date	Description	Amount	Contract	PO Type		Stat/Chk	First	Rcvd	Chk/Void	1099
Item	Description			Charge Account	Acct Type	Description		Enc Date	Date	Date	Invoice
G0181	FRANKLIN-GRIFFITH, LLC		Continued								
20-00117	02/05/20	CUTLER HAMMER		Continued							
2	ITEM #C320KGS1	CUTLER HAMMER	<u>40.15</u>	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/26/20	02/26/20		S115071867.001
			80.30								
	Vendor Total:		80.30								
G1077	GEORGE S. COYNE CO., INC.										
19-00057	01/16/19	RES 2018-220 FLUORIDE		B							
13	INV 326894	DATED 12/6/19	947.76	9-09-55-501-001-528	B	Fluorosilic Acid-	R	07/18/19	02/26/20		326894
19-00128	01/29/19	RES 2018-224 SODIUM BICARBONAT		B							
12	INV 324908	DATED 10/31/19	2,300.65	9-09-55-501-002-552	B	Sodium Bicarbonate	R	01/29/19	02/26/20		324908
20-00112	02/04/20	SODIUM BICARBONATE		B							
3	SODIUM BICARBONATE	INV 330578	2,300.65	0-09-55-501-002-552	B	Sodium Bicarbonate	R	02/04/20	02/26/20		330578
20-00174	02/14/20	LIME HI-CALC HYDRATED AWWTP		B							
2	INV 330576	DATED 2/4/2020	1,103.50	0-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	02/14/20	02/26/20		330576
	Vendor Total:		6,652.56								
G0050	GROVE SUPPLY INC										
20-00190	02/20/20	SPEAR HEAD/COMPRESSION TAPE									
1	INV. S5128476	- SPEAR HEAD	25.66	0-09-55-501-001-535	B	Hydrants and Line Repair	R	02/20/20	02/26/20		S5128476
2	INV. S5132637	- COMPRESS. TAPE	<u>45.24</u>	0-09-55-501-001-535	B	Hydrants and Line Repair	R	02/20/20	02/26/20		S5132637
			70.90								
	Vendor Total:		70.90								
G0095	GROWING CONCERN, INC.										
19-01828	12/02/19	6 TREES & PRUNING PER QUOTE									
1	FURNISH AND INSTALL TREES IN		2,513.70	9-01-27-335-001-135	B	Shade Tree Program	R	12/02/19	02/26/20		0159909-IN
2	PRUNING IN ACCORDANCE WITH		<u>3,990.00</u>	9-01-27-335-001-135	B	Shade Tree Program	R	12/02/19	02/26/20		0159790-IN
			6,503.70								
	Vendor Total:		6,503.70								

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
I0025 INTERNATIONAL CODE COUNCIL										
	19-02013	12/31/19	2018 CODE BOOKS							
	1	2018 INTL BUILD & RESIDENTIAL	221.00	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
	2	2018 INTL FUEL GAS CODE	70.00	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
	3	2018 INTL MECHANICAL CODE	70.00	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
	4	2018 INTL ENERGY CONSERV CODE	149.00	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
	5	IBC COMMENTARY	219.00	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
	6	IRC COMMENTARY	219.00	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
	7	SHIPPING	37.92	9-01-33-195-001-033	B Books & Publications	R	12/31/19	02/26/20	1001135676	N
			985.92							
		Vendor Total:	985.92							
J0378 J.W. KENNEDY & SON INC WELDING										
	20-00191	02/20/20	CYLINDER RENTALL							
	1	INV. R2911 - CYLINDER RENTAL	12.40	0-01-26-290-001-050	B DPW Work Equipment	R	02/20/20	02/26/20	R2911	N
		Vendor Total:	12.40							
J0258 JCP&L (STREET LIGHTING)										
	20-00246	02/25/20	STREET LIGHTS 1/18-2/17							
	1	STREET LIGHTS 1/18-2/17	1,661.55	0-01-31-435-001-075	B Street Lighting	R	02/25/20	02/26/20	95406179678	N
	2	STREET LIGHTS 1/18-2/17	367.97	0-01-31-435-001-075	B Street Lighting	R	02/25/20	02/26/20	95406179677	N
			2,029.52							
		Vendor Total:	2,029.52							
J0069 JERSEY ELEVATOR SERVICE										
	20-00186	02/20/20	FEB 2020 ELEVATOR SERVICE							
	1	FEB 2020 ELEVATOR SERVICE	178.47	0-01-26-310-001-025	B Building Rental	R	02/20/20	02/26/20	230992	N
	2		0.00	0-01-26-310-001-025	B Building Rental	R	02/20/20	02/26/20		N
			178.47							
		Vendor Total:	178.47							

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
JSHIN005 JSH INTERNATIONAL, LLC											
20-00208	02/20/20	SUPPLY OF BAE									
1	30 DAY SUPPLY OF BAE FOR	675.00	0-09-55-501-002-535	B	Chemicals Miscellaneous	R	02/20/20	02/26/20		1208	N
Vendor Total:		675.00									
KUBIA005 KUBIAK ELECTRIC CO., INC.											
19-01840	12/05/19	ELECTRICAL SERVICES PER QUOTE									
1	ELECTRICAL SERVICES PER QUOTE	1,660.00	9-09-55-501-002-503	B	Sewer Plant Maintenance	R	12/05/19	02/26/20		19-1240	N
Vendor Total:		1,660.00									
L0727 LARRY BLAKE											
20-00193	02/20/20	FEB 2020 WEATHERBELL									
1	REIMBURSEMENT FOR PURCHASE	24.99	0-01-26-290-001-199	B	Miscellaneous	R	02/20/20	02/26/20		403797	N
Vendor Total:		24.99									
L0037 LINCOLN FINANCIAL GROUP											
20-00223	02/24/20	MARCH 2020 LIFE INSURANCE									
1	MARCH 2020 LIFE INS AWWTP	63.56	0-09-55-501-002-514	B	Insurance	R	02/24/20	02/26/20		MAR 2020	N
2	MARCH 2020 LIFE INSURANCE WTP	18.16	0-09-55-501-001-514	B	INSURANCE	R	02/24/20	02/26/20		MAR 2020	N
3	MARCH 2020 LIFE INSURANCE	251.07	0-01-23-210-003-115	B	Medical Ins-Emp1 Grp Health	R	02/24/20	02/26/20		MAR 2020	N
		332.79									
Vendor Total:		332.79									
M0180 MCMASTER-CARR											
20-00142	02/07/20	PIN, AXLE, THREAD									
1	ITEM #98700A171 4/2"X 5.0 PIN	8.62	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/07/20	02/26/20		32923592	N
2	ITEM #2839T12 5/8" AXLE	48.98	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/07/20	02/26/20		32923592	N
3	ITEM #2091T27 3" F TO F 3"	36.77	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/07/20	02/26/20		32923592	N
4	SHIPPING	9.14	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/25/20	02/26/20		32923592	N
5	RUBBER SOLID-TREAD FLAT-FREE	48.98	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/25/20	02/26/20		34196183	N
6	FLAT-FREE WHEEL WITH BALL	38.80	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/25/20	02/26/20		33962767	N
7	SHIPPING	8.85	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/25/20	02/26/20		33962767	N
		102.18									

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
M0180	MCMaster-CARR		Continued								
20-00155	02/10/20	PIPE NIPPLES									
1	ITEM #44665k281	2"PIPE NIPPLES	49.14	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/10/20	02/26/20		33957338	N
2	SHIPPING		5.95	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/26/20	02/26/20		33957338	N
			55.09								
20-00178	02/19/20	AIRPAK BATTERIES									
1	DISPOSABLE BATTERIES	AA	58.15	0-01-25-252-002-123	B Test Air Packs	R	02/19/20	02/26/20		32236745	N
2	DISPOSABLE BATTERIES	C	62.49	0-01-25-252-002-123	B Test Air Packs	R	02/19/20	02/26/20		32236745	N
3	DISPOSABLE BATTERIES	AAAA	7.60	0-01-25-252-002-123	B Test Air Packs	R	02/19/20	02/26/20		32236745	N
4	DISPOSABLE BATTERIES	AA	22.92	0-01-25-252-002-123	B Test Air Packs	R	02/19/20	02/26/20		32236745	N
5	DISPOSABLE BATTERIES	AA	10.72	0-01-25-252-002-123	B Test Air Packs	R	02/19/20	02/26/20		32236745	N
			161.88								
20-00204	02/20/20	PLANT SUPPLY									
1	ITEM #48855k11	1/2 DARK GRAY	19.80	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		35611797	N
2	ITEM #4881k71	1/2 COUPLINGS	13.02	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		35611797	N
3	ITEM #4596k854	1/2" F SOCKET	21.96	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		35611797	N
4	ITEM #4881k614	1" PIPEX 1/2	3.86	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		35611797	N
5	ITEM #4596k52	THREAD COUP	9.32	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/20	02/26/20		35611797	N
			67.96								
Vendor Total:		387.11									
M0256	MERCER CO IMPROVEMENT AUTH										
20-00185	02/20/20	JAN 2020 TIPPING									
1	JAN 2020 TIPPING		17,236.29	0-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	02/20/20	02/26/20		493875	N
2	JAN 2020 RECYCLING TAX		449.64	0-01-43-496-001-174	B Recycling Tax	R	02/20/20	02/26/20		493875	N
			17,685.93								
Vendor Total:		17,685.93									
M0261	MERCER COUNTY COMMUNITY COLLEG										
20-00125	02/05/20	FIT TEST (2) JANUARY 6, 2020									
1	FIT TEST (2) JANUARY 6, 2020		40.00	0-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/05/20	02/26/20		FA4007	N
Vendor Total:		40.00									

Vendor # Name												1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc	
M0127 MONMOUTH COUNTY												
20-00187	02/20/20	JAN 2020 ROOSEVELT TIPPING										
1	JAN 2020 ROOSEVELT TIPPING	2,788.84	0-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	02/20/20	02/26/20		JAN 2020	N	
Vendor Total:		2,788.84										
N0053 NEOPOST USA, INC.												
20-00043	01/29/20	INK CARTRIDGES										
1	INK CARTRIDGE IS4 SER HICAP	191.70	0-01-30-421-001-030	B	Material & Supplies	R	01/29/20	02/26/20		15975649	N	
2	SHIPPING & HANDLING	10.00	0-01-30-421-001-030	B	Material & Supplies	R	01/30/20	02/26/20		15975649	N	
		201.70										
Vendor Total:		201.70										
NJADV005 NJ Advance Media												
20-00220	02/24/20	DPW ADD TRENTONIAN										
1	DPW ADD TRENTONIAN #0009486123	715.00	0-01-20-100-001-199	B	Miscellaneous	R	02/24/20	02/26/20		0009486123	N	
20-00231 02/25/20 LEGAL ADS JANUARY 2020												
1	TAX ASSESSORS LIST	5.80	0-01-20-120-001-021	B	Advertisements	R	02/25/20	02/26/20		0009454560	N	
2	BOROUGH COUNCIL ANNUAL NOTICE	34.80	0-01-20-120-001-021	B	Advertisements	R	02/25/20	02/26/20		0009471742	N	
3	PARKS AND REC SPECIAL MEETING	8.70	0-01-20-120-001-021	B	Advertisements	R	02/25/20	02/26/20		0009479567	N	
4	COUNCIL 1/21 MEETING CHANGE	10.44	0-01-20-120-001-021	B	Advertisements	R	02/25/20	02/26/20		0009479573	N	
		59.74										
Vendor Total:		774.74										
N0231 NJ CONFERENCE OF MAYORS												
20-00221	02/24/20	2020 MEMBERSHIP DUES										
1	2020 MEMBERSHIP DUES 2020286	395.00	0-01-20-110-001-195	B	Mayor's Expense	R	02/24/20	02/26/20		2020286	N	
Vendor Total:		395.00										
N0275 NJ LEAGUE OF MUNICIPALITIES												
19-01918	12/16/19	BUDGETING FOR ELECTED OFFICIAL										
1	BUDGETING FOR ELECTED OFFICIAL	75.00	9-01-20-110-001-042	B	Education & Training	R	12/16/19	02/26/20		J. JACKSON	N	
Vendor Total:		75.00										

[illegible]

Vendor # Name									
PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
R0077 ROBERTS ENGINEERING GRP LLC									
20-00217	02/21/20	#3363/Rev resol.comp/prep ltr							
1	#3363/Rev resol.comp/prep ltr	1,296.75	2019-06	P Swig Arts Center Addition	R	02/21/20	02/26/20	#3363	N
20-00218	02/21/20	#3360/update zoning map							
1	#3360/update zoning map	818.00	0-01-21-180-001-106	B Planning Board Engineer-General	R	02/21/20	02/26/20	3360	N
Vendor Total:		2,114.75							
R0039 RR DONNELLEY									
19-02012	12/31/19	CERT COPY VITAL RECORD PAPER							
1	CERTIFIED COPY OF VITAL RECORD	73.50	9-01-27-330-001-036	B Office Supplies- Maint.	R	12/31/19	02/26/20	535737776	N
Vendor Total:		73.50							
R0114 RUTGERS, THE STATE UNIVERSITY									
20-00101	02/03/20	J. CICALESE - ELECTED OFFICIAL							
1	JOE CICALESE	200.00	0-01-20-110-001-042	B Education & Training	R	02/03/20	02/26/20	52091	N
Vendor Total:		200.00							
S0061 SEA BOX									
20-00184	02/20/20	CONTAINER RENTAL							
1	INV. SI95712 CONTAINER RENTAL	75.00	0-01-26-310-001-025	B Building Rental	R	02/20/20	02/26/20	SI95712	N
Vendor Total:		75.00							
W0156 SEARING, WILLIAM									
20-00162	02/11/20	FOX WELDING REIMBURSEMENT							
1	REIMBURSE FOR FOX WELDING	25.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/11/20	02/26/20	2/6/20	N
20-00237	02/25/20	INVOICE #158633							
1	SECURITY CAMERA CPI	62.99	0-09-55-501-002-557	B Plant Safety/Plant Security	R	02/25/20	02/26/20	158633	N
Vendor Total:		87.99							

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
SHERW010 SHERWIN WILLIAMS PAINT											
20-00002	01/22/20	GLOSS BLACK SPRAY PAINT									
1	9106	GLOSS BLACK SPRAY PAINT	36.33	9-01-20-175-000-028	B Historic District Expenses	R	01/22/20	02/26/20		3929-0	N
20-00154	02/10/20	SUPER PAINT SATIN									
1	ITEM #4008-3B	GALLON SUPER	37.79	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/10/20	02/26/20		5095-8	N
Vendor Total:		74.12									
SHRED005 SHRED-IT											
19-01727	11/08/19	FUEL SURCHARGE FOR SHRED EVENT									
1		FUEL SURCHARGE FOR SHRED EVENT	84.00	G-02-41-730-015-399	B Recycling Tonnage Grant 2015-	R	11/08/19	02/26/20		8127209314	N
Vendor Total:		84.00									
S1096 STAPLES BUSINESS ADVANTAGE											
20-00086	02/03/20	HPD OFFICE SUPPLIES									
1		HPD OFFICE SUPPLIES	25.17	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
2		HPD OFFICE SUPPLIES	7.08	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
3		HPD OFFICE SUPPLIES	11.12	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
4		HPD OFFICE SUPPLIES	2.44	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
5		HPD OFFICE SUPPLIES	6.44	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
6		HPD OFFICE SUPPLIES	3.18	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
7		HPD OFFICE SUPPLIES	45.98	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
8		HPD OFFICE SUPPLIES	15.16	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
9		HPD OFFICE SUPPLIES	8.04	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
10		HPD OFFICE SUPPLIES	7.48	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
11		HPD OFFICE SUPPLIES	9.78	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
12		HPD OFFICE SUPPLIES	14.67	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
13		HPD OFFICE SUPPLIES	5.97	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3437625312	N
14		HPD OFFICE SUPPLIES	31.49	0-01-25-240-001-036	B Office Supplies & Equipment	R	02/03/20	02/26/20		3438504779	N
		194.00									
Vendor Total:		194.00									

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
S0029 STATE TOXICOLOGY LABORATORY											
20-00146	02/07/20	HPD RANDOM DRUG SCREEN									
1	HPD RANDOM DRUG SCREEN	90.00	9-01-25-240-001-093	B	Medical Exams/Hepatitis B Shot	R	02/07/20	02/26/20		19L016656	N
Vendor Total:		90.00									
S0375 STEVENSON SUPPLY CO.											
20-00209	02/20/20	SOCKETS									
1	6" X 6" SOCKET	65.48	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/20/20	02/26/20		607453	N
2	6" X 3" SOCKET	36.12	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/20/20	02/26/20		607453	N
		101.60									
Vendor Total:		101.60									
T1886 TWIN COUNTY JANITORIAL											
20-00157	02/10/20	40 X 48 BLACK TRASH BAGS									
1	40 X 48 BLACK TRASH BAGS	288.50	0-01-20-125-001-035	B	Paper Products/Janitorial	R	02/10/20	02/26/20		024006 00	N
Vendor Total:		288.50									
U0144 UPS											
20-00222	02/24/20	ACCT 161Y33 NJDOT									
1	ACCT 161Y33 INV 0000161Y33070	3.62	0-01-30-421-001-022	B	Postage & Express Charges	R	02/24/20	02/26/20		0000161Y33070	N
Vendor Total:		3.62									
VENTU005 VENTURA, MIESOWITZ, KEOUGH &											
20-00179	02/19/20	#22993-PB Mtg-Sept thru Jan 20									
1	#22993-PB Mtg-Sept/Oct/Nov/Dec	1,800.00	9-01-21-180-001-107	B	Planning Board - Attorney	R	02/19/20	02/26/20		#22993	N
2	#22993-PB Mtg-Jan. 13, 2020	450.00	0-01-21-180-001-107	B	Planning Board - Attorney	R	02/19/20	02/26/20		#22993	N
		2,250.00									
Vendor Total:		2,250.00									
V0019 VERIZON											
20-00243	02/25/20	ACCT 750-717-188-0001-53 2/15									
1	ACCT 750-717-188-0001-53 2/15	280.48	0-01-31-440-001-089	B	Telephone-VERIZON	R	02/25/20	02/26/20		750717188000153	N

Vendor # Name												
PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
V0019 VERIZON Continued												
20-00243	02/25/20	ACCT 750-717-188-0001-53 2/15	Continued									
2	ACCT 250-717-367-0001-69 2/15	111.52	0-09-55-501-003-545	B Telephone-w/S-VERIZON	R	02/25/20	02/26/20				250717367000169	N
		392.00										
Vendor Total:		392.00										
V0022 VERIZON WIRELESS												
20-00180	02/19/20	INV 9848081307 2/10/2020										
1	INV 9848081307 2/10/2020	200.20	0-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/19/20	02/26/20				9848081307	N
Vendor Total:		200.20										
V0290 VITAL COMMUNICATIONS INC.												
20-00022	01/24/20	MOD IV UPDATE REQUIRED FOR TAX										
1	MOD IV UPDATE REQUIRED FOR TAX	100.00	0-01-20-145-001-023	B Tax Bill/Notice Printing	R	01/24/20	02/26/20				76488	N
20-00135	02/06/20	INV V76394 FEB 2020 MONTHLY										
1	INV V76394 FEB 2020 MONTHLY	210.00	0-01-20-150-001-029	B Maintenance Contracts	R	02/06/20	02/26/20				V76394	N
Vendor Total:		310.00										
W0073 WASTE MANAGEMENT OF NJ, INC.												
20-00175	02/14/20	RECYCLING RES 2017-31		B								
2	INV 2913163-0502-3 2/3/2020	5,263.58	0-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	02/14/20	02/26/20				2913163-0502-3	N
Vendor Total:		5,263.58										
W0071 WASTE MGMT OF NEW JERSEY, INC.												
20-00176	02/14/20	GRIT & SCREENING 2020		B								
2	INV 2913146-0502-8 2/3/2020	1,253.07	0-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	02/14/20	02/26/20				2913146-0502-8	N
Vendor Total:		1,253.07										
W0096 WATER WORKS SUPPLY CO., INC.												
20-00196	02/20/20	CLAMPS										
1	INV. IF97816 - CLAMPS	454.10	0-09-55-501-001-535	B Hydrants and Line Repair	R	02/20/20	02/26/20				IF97816	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
W0096 WATER WORKS SUPPLY CO., INC. Continued											
20-00196	02/20/20	CLAMPS	Continued								
2	INV. IF97815 - CLAMPS	477.41	0-09-55-501-001-535	B	Hydrants and Line Repair	R	02/20/20	02/26/20		IF97815	N
		931.51									
Vendor Total:		931.51									
S0245 WEIGHTS AND MEASURES FUNDS											
20-00095	02/03/20	TUNING FORK CERTIFICATION 2020									
1	TUNING FORK CERTIFICATION 2020	220.00	0-01-25-240-001-116	B	Traffic Bureau	R	02/03/20	02/26/20		01-17-20	N
Vendor Total:		220.00									
W0286 WEST WINDSOR TOWNSHIP											
20-00171	02/13/20	2020 HEALTH INTERLOCAL 1ST QTR									
1	2020 HEALTH INTERLOCAL 1ST QTR	7,737.25	0-01-43-511-001-026	B	West Windsor Health Contract	R	02/13/20	02/26/20		2ND QTR 2020	N
Vendor Total:		7,737.25									
WIREL005 WIRELESS ELECTRONICS, INC.											
20-00138	02/07/20	SIERRA WIRELESS MP70 W/WIFI									
1	SIERRA WIRELESS MP70 W/WIFI	800.00	C-04-55-888-001-444	B	2019-20 POLICE SUV, SONIC FIREWALL	R	02/07/20	02/26/20		S51220013	N
2	CAT6 CABLE	13.00	C-04-55-888-001-444	B	2019-20 POLICE SUV, SONIC FIREWALL	R	02/07/20	02/26/20		S51220013	N
		813.00									
20-00152	02/10/20	SERVICE CONTRACT FEB 2020									
1	SERVICE CONTRACT FEB 2020	255.00	0-01-25-240-001-029	B	Maint. Contracts - Other	R	02/10/20	02/26/20		M59897	N
Vendor Total:		1,068.00									
W1122 WYCKOFF'S MILL ASSOCIATION											
20-00168	02/12/20	2018 MUNICIPAL REIMBURSEMENT									
1	STREET LIGHTING 2018	2,286.17	0-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	02/12/20	02/26/20		STREET LIGHTING	N
2	SNOW REMOVAL 2018	2,711.01	0-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	02/12/20	02/26/20		SNOW REIMBURSE	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	
W1122	WYCKOFF'S MILL ASSOCIATION	Continued										
20-00168	02/12/20 2018 MUNICIPAL REIMBURSEMENT	Continued										
3	LEAF REIMBURSEMENT 2018	960.00	0-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	02/12/20	02/26/20		LEAF REIMBURSE	N	
		5,957.18										
	Vendor Total:	5,957.18										
Y0025	YOSTEMBSKI, ROBERT											
20-00085	02/03/20 MONTHLY PROSECUTOR FEES											
1	MONTHLY PROSECUTOR FEES	1,200.00	0-01-25-275-001-111	B	Municipal Prosecutor	R	02/03/20	02/26/20		JAN 2020	N	
	Vendor Total:	1,200.00										
Total Purchase Orders:		79	Total P.O. Line Items:	168	Total List Amount:	89,725.84	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	58,828.71	0.00	58,828.71	0.00	0.00	0.00	58,828.71
	0-09	8,701.24	0.00	8,701.24	0.00	0.00	0.00	8,701.24
	0-21	0.00	0.00	0.00	0.00	0.00	2,291.99	2,291.99
Year Total:		67,529.95	0.00	67,529.95	0.00	0.00	2,291.99	69,821.94
CURRENT FUND	9-01	10,707.54	0.00	10,707.54	0.00	0.00	0.00	10,707.54
	9-09	4,908.41	0.00	4,908.41	0.00	0.00	0.00	4,908.41
Year Total:		15,615.95	0.00	15,615.95	0.00	0.00	0.00	15,615.95
GENERAL CAPITAL	C-04	813.00	0.00	813.00	0.00	0.00	0.00	813.00
	G-02	84.00	0.00	84.00	0.00	0.00	0.00	84.00
TRUST OTHER - FUND #12	T-12	3,390.95	0.00	3,390.95	0.00	0.00	0.00	3,390.95
Total of All Funds:		87,433.85	0.00	87,433.85	0.00	0.00	2,291.99	89,725.84

Project Description	Project No.	Rcvd Total	Held Total	Project Total
SITE PLAN	2019-02	369.27	0.00	369.27
Preliminary/Final Site Plan	2019-05	557.69	0.00	557.69
Swig Arts Center Addition	2019-06	1,365.03	0.00	1,365.03
Total of All Projects:		<u>2,291.99</u>	<u>0.00</u>	<u>2,291.99</u>

Resolution 2020-68

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

RECOGNIZING MARCH 15, – MARCH 21, 2020 AS NATIONAL POISON PREVENTION WEEK

WHEREAS, Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially dangerous medicines, household products and chemicals, environmental contaminants, and other substances; and

WHEREAS, poison centers across the country will focus the public's attention on the free, lifesaving services provided by poison centers, as well as, educating the public on ways to prevent poisoning exposures; and

WHEREAS, the New Jersey Poison Control Center, a division of the Department of Emergency Medicine at Rutgers New Jersey Medical School provides 24/7 expert poisoning treatment advice, drug information, and prevention education at no cost to the public accessing center services through the Poison Help number at 1-800-222-1222, chat (www.njpies.org), or text 973-339-0712; and

WHEREAS, specialized medical professionals (doctors, pharmacists, and nurses) provide accessible, free, and confidential healthcare to all; and

WHEREAS, poison center services save healthcare dollars by eliminating thousands of unnecessary emergency department/room visits and decreasing lengths of stays for patients hospitalized for poisoning through telemedicine services/capabilities; and

WHEREAS, the poison center is instrumental in the surveillance and management of poisoning exposures across the state, including the use, misuse, and abuse of; medications, legal and illicit drugs, environmental contaminants, bioterrorism agents, and common household products and chemicals; and

WHEREAS, the state's poison control center is involved in New Jersey's efforts in homeland defense, counterterrorism, emergency preparedness and response, and biosurveillance; and

WHEREAS, unintentional poisoning is the leading cause of unintentional injury death in New Jersey outnumbering deaths by motor vehicles and firearms; and

WHEREAS, a poison is defined as anything that can cause harm if taken in the wrong amount, in the wrong way or by the wrong person; and

WHEREAS, although most reported poison exposures involve children five (5) years old and younger; most poisoning deaths occur in adults aged 20 to 59; and

WHEREAS, overdose deaths from prescription opioids, over-the-counter medications, and illegal drugs remain at epidemic proportions for both New Jersey and the United States; and

WHEREAS, lead exposure and carbon monoxide (CO) poisoning remain major public health concerns; and

WHEREAS, vaping and e-cigarette devices pose a serious risk of nicotine poisoning, as well as serious potentially deadly vaping associated lung illnesses, also referred to as EVALI; and

WHEREAS, poison center experts encourage the public not to guess, wait for symptoms, or waste time looking up medical information online when potential poisoning exposures occur; and

WHEREAS, all residents should save the Poison Control Center's number, 1-800-222-1222, in their cell, home, and office phones because a fast response can make all the difference in preventing serious injury and saving lives;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, of the Borough of Hightstown do hereby recognize the week of March 15-21, 2020 as National Poison Prevention Week in New Jersey and encourages all citizens to pledge their commitment to ensuring the safety of themselves, their families, and their community.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-69

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

DESIGNATING SATURDAY, APRIL 25, 2020 AS ARBOR DAY IN THE BOROUGH OF HIGHTSTOWN

WHEREAS, it is widely reported as historical fact that, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, the Borough is a designated Tree City USA by the Arbor Foundation; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, raw material for sculpture and painting and limitless works of art, and source materials for countless other wood products; and

WHEREAS, trees in our Borough increase property values, enhance the economic vitality of business areas, and beautify our community and spiritual renewal; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown hereby does proclaim and designate Saturday, April 25, 2020, as **ARBOR DAY** in the Borough of Hightstown and to observe this occasion a tree planting ceremony will take place on this day in Association Park.

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Hightstown, that all residents and members of our community are urged and encouraged to support efforts to protect our trees, walkways, riparian banks and woodlands throughout our Borough and our surrounding environment;

BE IT FURTHER RESOLVED that all residents and members of our community are urged and encouraged to plant trees where appropriate, to gladden hearts and promote the well-being of present and future generations.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-70

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

SUPPORTING STIGMA FREE MERCER CAMPAIGN

WHEREAS, there is a proven connection between good mental health and overall personal health;
and

WHEREAS, mental illnesses affect almost every family in America; and

WHEREAS, people with mental illnesses recover if given the necessary services and supports in their communities; and

WHEREAS, people with mental illnesses make important contributions to our families and our communities; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year; and

WHEREAS, only one out of two people with a serious form of mental illness seeks treatment for their mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help; and

WHEREAS, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses; and

WHEREAS, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses; and

NOW, THEREFORE, BE IT RESOLED that the Mayor and Council of the Borough of Hightstown do hereby call upon all Hightstown citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-71

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

**REQUESTING THE NEW JERSEY DEPARTMENT OF TRANSPORTATION
(NJDOT) TO REVIEW AND AUTHORIZE INSTALLATION OF FLASHING
PEDESTRIAN BEACON ON STATE HIGHWAY ROUTE 33 (FRANKLIN STREET)
AND BROAD STREET IN HIGHTSTOWN BROUGH**

WHEREAS, the Police Chief of the Borough of Hightstown has raised concerns over pedestrian safety on State Highway, Route 33 (Franklin Street) and Broad Street; and

WHEREAS, The Borough of Hightstown and the Hightstown Borough Complete Streets Committee has reviewed the impact that New Jersey State Highway 33 has on the community; and

WHEREAS, The Borough Council of the Borough of Hightstown places great emphasis on improving the quality of life for its residents; and

WHEREAS, the Borough has experienced pedestrian safety issues at the crosswalk at the intersection of State Highway Route 33 (Franklin Street) and Broad Street which is the location of a New Jersey Transit Bus Stop, The Hightstown Memorial Branch of the Mercer County Library and a strip mall housing several retail establishments; and

WHEREAS, due to the heavy volume of traffic, the speed at which vehicles are traveling, and previous pedestrian incidents, it is extremely difficult and dangerous for pedestrians to cross; and

WHEREAS, the Borough believes the installation of a flashing pedestrian beacon will improve pedestrian safety.

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Hightstown that it is respectfully requests that the New Jersey Department of Transportation review and authorize the installation of a flashing pedestrian beacon be installed at the crosswalk at the intersection of State Highway Route 33 (Franklin Street) and Broad Street in Hightstown 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 March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-72

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

**EXTENDING A CONTRACT FOR ZETA LYTE 1A POLYELECTROLYTE AND
ZETA LYTE 2800 CH CATIONIC POLYELECTROLYTE – CUSTOM
ENVIRONMENTAL TECHNOLOGY**

WHEREAS, Resolution 2018-218 awarded a one (1) year contract for Zeta Lyte 1A Polyelectrolyte to Custom Environmental Technology of Collegeville, PA; and,

WHEREAS, Resolution 2018-218 awarded a one (1) year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte to Custom Environmental of Collegeville; and

WHEREAS, both contracts expired on December 31, 2019; and,

WHEREAS, the Superintendent of the Advanced Waste Water Treatment Plant has reached out to the vendor who has agreed to continue their service under the present contract through March 31, 2020 in order to allow proper time for the bid and award process; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the present contracts for Zeta Lyte 1A Polyelectrolyte and for Zeta Lyte 2800 CH is hereby extended with Custom Environmental Technology of Collegeville, PA until March 30, 2020.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-73

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

**RATIFYING MEMORANDUM OF AGREEMENT WITH THE HIGHTSTOWN
SUPERIOR OFFICERS FOP LODGE 140 – FRATERNAL ORDER OF POLICE/NEW
JERSEY LABOR COUNCIL, FOR THE YEARS 2019, 2020 AND 2021, AND
AUTHORIZING THE EXECUTION OF A COLLECTIVE BARGAINING
AGREEMENT RELATING THERETO.**

WHEREAS, the Borough of Hightstown and the Hightstown Superior Officers FOP 140-Fraternal Order of Police/New Jersey Labor Council (the “FOP”) have negotiated a Memorandum of Agreement for the years 2019, 2020 and 2021; and

WHEREAS, a copy of the Memorandum of Agreement is attached hereto and made a part hereof; and

WHEREAS, the Memorandum of Agreement has been reviewed by all parties and ratified by the FOP; and

WHEREAS, the Memorandum of Agreement has been reviewed by the Borough’s legal counsel, and it is the desire of the Mayor and Council that it be approved, ratified and executed by the appropriate representatives of the Borough; and

WHEREAS, it is also the desire of the Mayor and Council to authorize the appropriate Borough Officials to execute a new Collective Bargaining Agreement (“CBA”) with the FOP for the years 2019, 2020 and 2021, so long as the CBA includes all of the terms and conditions set forth in the attached Memorandum of Agreement and the CBA is satisfactory to the Borough’s Labor Counsel.

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

1. That the attached Memorandum of Agreement with the FOP for the years 2019, 2020 and 2021, which agreement is on file in the Borough Clerk’s office, is hereby approved and ratified.
2. That the Borough Administrator is hereby authorized to execute, and the Borough Clerk to attest, the attached Memorandum of Agreement with the FOP for the years 2019, 2020 and 2021.
3. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, a new CBA with the FOP for the years 2019, 2020 and 2020, so long as the CBA includes all of the terms and conditions set forth in the attached Memorandum of Agreement and the CBA is satisfactory to the Borough’s Labor Counsel.
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Hightstown Superior Officers FOP 140-Fraternal Order of Police/New Jersey Labor Council;
 - b. Debra L. Sopronyi, Borough Administrator/Clerk; and
 - c. Eric Bernstein, Esq., Labor Counsel.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

**MEMORANDUM OF AGREEMENT BETWEEN
BOROUGH OF HIGHTSTOWN AND FOP LOCAL 140 (SUPERIORS) (2/14/2020)**

THIS MEMORANDUM OF AGREEMENT, by and between the BOROUGH OF HIGHTSTOWN (hereinafter referred to as the "Borough" or "Employer") and FOP LOCAL NO. 140 (SUPERIORS) (hereinafter referred to as "Association"), made and entered into on this 20th day of FEBRUARY 2020.

WHEREAS, the parties above have engaged in negotiations in good faith in an effort to arrive at a new collective bargaining agreement to an existing agreement, which expired on December 31, 2018; and,

WHEREAS, the parties have arrived at a tentative agreement.

NOW, THEREFORE, and in consideration of the mutual covenant contained herein, the parties hereinabove referred hereby stipulated and agree as follows:

1. The provisions of this Memorandum of Agreement are subject to ratification by the respective parties to the contract.
2. The signatures below agree to recommend this Memorandum for ratification by their respective constituencies.
3. A copy of this Memorandum has been furnished to representatives of the Borough and the Association.
4. All provisions of the prior Agreement shall be carried forward, except as hereinafter provided.
5. Unless otherwise notified, all dates involving the duration of the Agreement shall be conformed to the duration of the proposed negotiated Agreement.
6. The new collective bargaining agreement shall run from the period of January 1, 2019 through December 31, 2021. (T/A 10/22/2019)
7. Article I (Recognition and Scope of Agreement) (page 2)
This CBA covers the position of Sergeants and Lieutenants in the Hightstown Police Department. (T/A 10/22/2019)
8. Article IV (Management Rights) (page 5)
Add the word "sole" between the words "the" and "limitations" in the second (2nd) sentence of §A. (T/A 12/17/2018)

9. Article VI (Strikes and Other Job Actions) (page 6)

Add the following language:

“Members of the bargaining unit who violate the provisions of this Article are subject to discipline, up to and including termination, based upon just cause.” (T/A 12/17/2018)

10. Article VII (Grievance Procedure) (page 7)

A. Delete all references to Director of Public Safety throughout the Article. (T/A 10/22/2019)

B. Change days in Step 1 from five (5) calendar days to ten (10) calendar days. (T/A 10/22/2019)

C. All days in the Article are calendar. (T/A 10/22/2019)

D. Revise the third (3rd) unnumbered paragraph as “Step 4” as follows:

“The decision of the arbitrator shall be binding subject to applicable law.” (T/A 10/22/2019)

E. Add a new §B as follows:

“If the Association fails to file the grievance initially in a timely manner or fails to pursue the grievance to the next step in the grievance procedure, the grievance will be deemed abandoned/dismissed by the Association. If the Borough does not answer the grievance in a timely manner, it will be deemed denied and the Association may proceed to the next grievance step.” (T/A 12/17/2018)

11. Article VIII (leave blank for future use)

12. Article IX (Hours of Employment and Shift Schedule) (page 9)

Change the reference to Article X, §D in §F. (12/17/2018)

13. Article X (Compensation of Overtime) (page 11)

A. Correct fourteen (14) to twenty-four (24) and .15 hours to fifteen (15) minutes in §A. (T/A 12/17/2018)

B. Change to in excess of fifteen (15) minutes in §A. (T/A 10/22/2019)

C. Delete the references to the Director throughout the Article. (T/A 12/17/2018)

D. Add the phrase to the end of §G(1):

“unless the period is contiguous to the employee’s regularly scheduled shift, then he/she shall only be paid for the actual period worked with no minimum.” (T/A 12/17/2018)

E. Add a new §G(3):

“G(3) The Chief or designee reserves the right to have the employee work the full three (3) hours at minimum as referenced above, irrespective of the length of the period to be worked.” (T/A 12/17/2018, as amended 10/22/2019)

F. Add the same language as in §G(3) to the end of §K, except that shall be two (2) hours instead of three (3). (T/A 12/17/2018)

14. Article XI (Salary and Wages) (page 13)

A. 2% increase retroactive to January 1, 2019 if the employee is on the active payroll of the Borough as of the final execution date of the MOA. (T/A 10/22/2019) The base salary for Sergeant as of December 31, 2018 is \$107,721.79. (T/A 2/14/2020)

B. All references in this Article as to rank differential will be eliminated. (T/A 2/14/2020)

C. 2% increase; effective January 1, 2020, if the employee is on the active payroll of the Borough as of the final execution date of the MOA. (T/A 1/16/2020)

D. 2% increase, effective January 1, 2021. (T/A 10/22/2019)

E. All increases in §A through §C are to base salary only. (T/A 10/22/2019)

F. If, during the term of this Agreement, the Borough determines to reinstitute the position of Police Lieutenant and fill the position, the Borough and the FOP agree to meet to negotiate the compensation for the position of Police Lieutenant and any related benefits that are specific to the position of Police Lieutenant. (T/A 1/20/2020)

G. Delete all references to Director throughout the Article. (T/A 10/22/2019)

H. Delete the reference to Police Chief and other positions as to on call stipend and change the amount paid to each bargaining unit member to \$750.00/year, effective January 1, 2020. (T/A 10/22/2019)

I. Delete the rank differential, effective January 1, 2019. (T/A 10/22/2019)

15. Article XII (Longevity Pay) (page 14)

Change the phrase “after the signing of the Agreement” to “March 20, 2015” to §C. (T/A 12/17/2018)

16. Article XIV (Vacations) (page 17)

- A. Change the word “longevity” to “anniversary” in the first (1st) sentence of §A. (T/A 12/17/2018)
- B. Eliminate all references to Director throughout the Article. (T/A 12/17/2018)

17. Article XV (Sick Leave) (page 18)

- A. Revise the last sentence of §A so that in order to sell back sick time annually, the employee must have at least three hundred (300) sick leave hours accumulated after the sell back of the time occurs or the employee will be prohibited to sell back time in the following year. Sell back notification must occur in writing on or before November 30th of each year. Any time not utilized or sold back will be placed in the member’s accrued sick leave. The maximum amount of sick leave that an employee may sell back to the Borough in any year is one hundred thirty five (135) hours of sick leave. (T/A 10/22/2019)
- B. Revise §B as follows:
 - B. (1) Sick leave may be used by employees who are unable to work because of personal illness, accident or exposure to contagious disease. Upon returning to work after missing four (4) or more consecutive work days due to illness, the employee shall be required to present a doctor’s certificate to the Police Chief or designee indicating that the employee was absent during that period and is fit to return to duty.
 - (2) Sick leave may also be used by an employee to care for an ill member of the employee’s immediate family who resides in the employee’s household. An employee using sick leave to care for an immediate family member shall be required to provide a doctor’s certificate to the Police Chief or designee immediately upon returning to work after two (2) consecutive work days are missed which confirmed the need for care during that period.
 - (3) An employee may use up to sixty (60) hours of their annual one hundred twenty (120) hours of sick leave allotted within a calendar year without being required to produce a doctor’s certificate for sick leave taken for themselves or to care for an immediate family member, so long as that sick leave does not violate the provisions of §B(1) and §B(2) above. After an employee has used more than sixty (60) sick

leave hours in a calendar year for any reason, they shall be required to provide a doctor's certificate for each and every use of sick leave during the remainder of that calendar year regardless of whether the sick leave is used for the employee's absence or the care of an immediate family member.

(4) Any requirement to provide a doctor's certificate for sick leave taken prior to and/or after the use of vacation time, personal time, department mandated overtime, a Borough authorized holiday, training assignment and/or shift switch shall be determined by Department policy.

C. Place a maximum amount in §D at \$15,000.00. (T/A 12/17/2018)

D. Change the years of continuous service in §E(1) to twenty (20) years of continuous service with the Borough. (T/A 12/17/2018)

E. Delete §F and §G in their entirety. (T/A 10/22/2019)

18. Article XVI (Injury Leave) (page 19)

A. Add the phrase "up to" and delete "for" in the first (1st) sentence of the Article. (T/A 12/17/2018)

B. Add the phrase "subject to formal written approval of the Borough" at the end of the Section. (T/A 1/9/2019)

19. Article XVII (Funeral Leave) (page 19)

A. Effective January 1, 2020, the death of any immediate family member, as defined herein, shall entitle the officer to up to five (5) days leave. Bargaining unit members may extend their immediate family bereavement leave beyond five (5) days above through the voluntary use of vacation leave and/or personal leave and/or compensatory time. Said request must be in writing, setting forth exactly how many additional days are being requested and how much of each leave type is being taken to accomplish same. The written request for an extension of leave must be submitted to the Chief or designee in advance of the time requested and shall not be taken unless written approval of such request has been given by the Chief or designee in advance of the requested leave period. Domestic partner shall be added to the list of immediate family members. (T/A 2/11/2020)

B. No paid bereavement leave of any kind (immediate or non-immediate family) shall be given to a bargaining unit member while the bargaining unit member is on either

workers' compensation leave and/or FMLA/FLA leave. No other paid leave time may be substituted for bereavement leave under the circumstances set forth above. (T/A 2/11/2020)

20. Article XVIII (Hospital and Medical Insurance) (page 20)

- A. Co pays/deductibles/benefit levels are at the sole discretion of the New Jersey State Health Benefits Commission. (T/A 1/9/2019)
- B. Delete §D in its entirety. (T/A 1/9/2019)
- C. Delete §E in its entirety. (T/A 1/9/2019)

21. Article XXII (Uniform Allowance) (page 24)

- A. Add the phrase "less all applicable deductions" after the clothing allowance amounts in §A, sentence one (1) if no receipts or other applicable evidence is provided pursuant to Federal law. (T/A 1/9/2019)
- B. Delete the references to the Director throughout the Article. (T/A 12/17/2018)
- C. Add the phrase "so long as the torn or damaged item beyond repair is turned into the Chief or designee before replacement and further subject to §G(1)" to the end of §C. (T/A 12/17/2018, as amended 10/22/2019)

22. Article XXIII (Use of Personal Vehicles) (page 24)

Eliminate Director throughout this Article. (T/A 12/17/2018)

23. Article XXV (Police Officers Bill of Rights) (page 26)

Change PBA to FOP in §B(10). (T/A 10/22/2019)

24. Article XXVII (Reimbursement for Tuition and Books) (page 31)

The course work and/or degree obtained must be within criminal justice specifically or benefits the Department, whether obtained before employment with the Hightstown Police Department or while in its employ and the reimbursement is not available to anyone who becomes part of this bargaining unit on or after January 1, 2019. (T/A 10/22/2019)

ATTEST:

BOROUGH OF HIGHTSTOWN

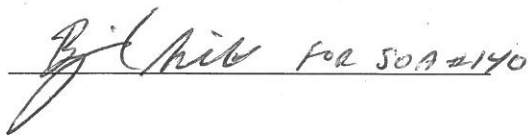
Debbie Sopronyi, Borough ClerkLawrence Quattrone, Mayor

Dated: _____

Dated: _____

ATTEST:

FOP LODGE 140 (SUPERIORS)


_____
_____Dated: 2/20/2020Dated: 20 FEB 2020

Resolution 2020-74

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

**RATIFYING THE MEMORANDUM OF AGREEMENT WITH THE HIGHTSTOWN
POLICE OFFICERS FOP LODGE 140 – FRATERNAL ORDER OF POLICE/NEW
JERSEY LABOR COUNCIL, FOR THE YEARS 2019, 2020 AND 2021, AND
AUTHORIZING THE EXECUTION OF A COLLECTIVE BARGAINING
AGREEMENT RELATING THERETO.**

WHEREAS, the Borough of Hightstown and the Hightstown Police Officers FOP 140-Fraternal Order of Police/New Jersey Labor Council (the “FOP”) have negotiated a Memorandum of Agreement for the years 2019, 2020 and 2021; and

WHEREAS, a copy of the Memorandum of Agreement is attached hereto and made a part hereof; and

WHEREAS, the Memorandum of Agreement has been reviewed by all parties and ratified by the FOP; and

WHEREAS, it is the desire of the Mayor and Council that it be approved, ratified and executed by the appropriate representatives of the Borough; and

WHEREAS, it is also the desire of the Mayor and Council to authorize the appropriate Borough Officials to execute a new Collective Bargaining Agreement (“CBA”) with the FOP for the years 2019, 2020 and 2021, so long as the CBA includes all of the terms and conditions set forth in the attached Memorandum of Agreement and the CBA is satisfactory to the Borough’s Labor Counsel.

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

1. That the attached Memorandum of Agreement with the FOP for the years 2019, 2020 and 2021, which agreement is on file in the Borough Clerk’s office, is hereby approved and ratified.
2. That the Borough Administrator is hereby authorized to execute, and the Borough Clerk to attest, the attached Memorandum of Agreement with the FOP for the years 2019, 2020 and 2021.
3. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, a new CBA with the FOP for the years 2019, 2020 and 2021, so long as the CBA includes all of the terms and conditions set forth in the attached Memorandum of Agreement and the CBA is satisfactory to the Borough’s Labor Counsel.
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Hightstown Police Officers FOP 140-Fraternal Order of Police/New Jersey Labor Council;
 - b. Debra L. Sopronyi, Borough Administrator/Clerk
 - c. Eric Bernstein, Esq., Labor Counsel

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

MEMORANDUM OF AGREEMENT BETWEEN
BOROUGH OF HIGHTSTOWN AND FOP LOCAL 140 (RANK AND FILE) (1/16/2020)

THIS MEMORANDUM OF AGREEMENT, by and between the BOROUGH OF HIGHTSTOWN (hereinafter referred to as the "Borough" or "Employer") and FOP LOCAL NO. 140 (RANK AND FILE) (hereinafter referred to as "Association"), made and entered into on this 23rd day of January 2020.

WHEREAS, the parties above have engaged in negotiations in good faith in an effort to arrive at a new collective bargaining agreement to an existing agreement, which expired on December 31, 2018; and,

WHEREAS, the parties have arrived at a tentative agreement.

NOW, THEREFORE, and in consideration of the mutual covenant contained herein, the parties hereinabove referred hereby stipulated and agree as follows:

1. The provisions of this Memorandum of Agreement are subject to ratification by the respective parties to the contract.
2. The signatures below agree to recommend this Memorandum for ratification by their respective constituencies.
3. A copy of this Memorandum has been furnished to representatives of the Borough and the Association.
4. All provisions of the prior Agreement shall be carried forward, except as hereinafter provided.
5. Unless otherwise notified, all dates involving the duration of the Agreement shall be conformed to the duration of the proposed negotiated Agreement.
6. The new collective bargaining agreement shall run from the period of January 1, 2019 through December 31, 2021.
7. Article I (Recognition and Scope of Agreement) (page 2)
This CBA covers the positions of Patrol Officers and the assigned position of Detective in the Hightstown Police Department. (T/A 10/22/2019)
8. Article II (Collective Bargaining Procedure) (page 3)
 - A. Reduce number in §C to two (2). (T/A 2/14/2019)
 - B. Add a new paragraph D: entitled, Union Leave:

"The State Trustee or alternate shall attend all State FOP meetings, while on duty, without loss of pay. The FOP shall provide the name of the Trustee and alternate to the Borough and the Department annually in writing by January 15th and any

change in such in writing within ten (10) calendar days of such change. The Trustee or alternate will advise the Chief or designee in writing at least five (5) calendar days in advance of such meeting, unless an emergency meeting is requested by the State President and the Chief is notified in writing immediately upon notification. The Borough will allow up to two (2) members of the bargaining unit to attend any and all State conventions while on duty and without loss of pay. The length of the convention shall be up to five (5) calendar days and the five (5) calendar days shall include all necessary travel time. The FOP will make any request for convention leave at least thirty (30) calendar days in advance in writing. Members on duty may attend lodge meetings, if the meetings are held in the Borough and they remain subject to their duty responsibilities. Members who are attending while on duty shall be subject to responding to any and all calls for service or other related matters.” (T/A 7/25/2019) / (T/A 10/22/2019)

9. Article VI (Strikes and Other Job Actions) (page 6)

Add the following language:

“Members of the bargaining unit who violate the provisions of this Article are subject to discipline, up to and including termination, based upon just cause.” (T/A 2/14/2019)

10. Article VII (Grievance Procedure) (page 7)

A. Delete all references to Director of Public Safety throughout the Article. (T/A 11/28/2018)

B. Change days in Step 1 from five (5) calendar days to ten (10) calendar days. (T/A 11/28/2018)

C. All days in the Article are calendar. (T/A 11/28/2018)

D. Revise the third (3rd) unnumbered paragraph as “Step 4” as follows:

“The decision of the arbitrator shall be binding subject to applicable law.” (T/A 2/14/2019)

E. Add a new §B as follows:

“Any and all grievance actions must be filed within the appropriate contractual timelines or it will be determined as untimely. If the Borough does not answer the grievance in a timely manner, it will be deemed denied and the Association may proceed to the next grievance step.” (T/A 10/22/2019)

F. Revise first (1st) unnumbered paragraph of Step 4 as follows:

"If the grievance is not resolved at Step 3, or the Association has not received an answer to the grievance from the Borough within the time set forth in Step 3, the Association or the Borough only may submit the grievance to arbitration under the Rules of the Public Employment Relations Commission (PERC) within fifteen (15) calendar days of the receipt of the Step 3 decision or the date upon which the Step 3 decision should have been rendered, whichever is earlier." (T/A 7/25/2019)

11. Article VIII (Revise to cover Off Duty Employment Rates)

Members of the Department will be eligible for an increase in extra duty pay, effective January 1, 2020 as follows:

- (1) Seventy-Five (\$75.00) Dollars per hour, with a minimum obligation of four (4) hours pay, for all non-Borough/Board of Education and related entities off-duty activities/events.
- (2) Seventy (\$70.00) Dollars per hour for all Borough and/or Board of Education activities/events and/or other related obligations, of which there shall be no minimum pay or time obligation.
- (3) One Hundred Five (\$105.00) Dollars per hour for every hour worked on an extra duty assignment if said assignment lasts beyond eight (8) hours, except for Borough or Board of Education activities/events or other related obligations, for which the hourly rate shall remain at Seventy (\$70.00) Dollars per hour.
- (4) The rate shall remain in effect until at very least a new collective bargaining agreement is executed by both parties covering the period of January 1, 2022 and thereafter.
- (5) With the exception of Borough and Board of Education and related entities matters, if a job is cancelled with less than twelve (12) hours notice and the cancellation is not weather related, the applicable officers will receive Seventy (\$70.00) Dollars per hour for four (4) hours.
- (6) All monies paid shall be less all applicable deductions.

12. Article IX (Hours of Employment and Shift Schedule) (page 9)

- A. The references to §B in Paragraph A and Paragraph C are to be removed and corrected accordingly. (T/A 11/28/2018)
- B. Add the phrase "except in case of a declared State of Emergency" to the end of §E. (T/A 2/14/2019)
- C. Change the reference from Article X, §S to Article X, §D in §F. (T/A 11/28/2018)

13. Article X (Compensation of Overtime) (page 11)

- A. Delete the references to the Director throughout the Article. (T/A 11/28/2018)
- B. Add the phrase to the end of §G(1):
 “unless the period is contiguous to the employee’s regularly scheduled shift, then he/she shall only be paid for the actual period worked with no minimum.” (T/A 2/14/2019)
- C. Add a new §G(3):
 “G(3) The Chief or designee reserves the right to have the employee work the full three (3) hours at minimum as referenced above, irrespective of the length of the period to be worked.” (T/A 11/28/2018)
- D. Add the same language as in §G(3) to the end of §K, except that shall be two (2) hours instead of three (3). (T/A 7/25/2019)

14. Article XI (Salary and Wages) (page 13)

- A. Two (2%) percent increase retroactive to January 1, 2019 if the employee is on the active payroll of the Borough as of December 31, 2018. (T/A 10/22/2019)
- B. Two (2%) percent increase; effective January 1, 2020; and, (T/A 10/22/2019)
- C. Two (2%) percent increase, effective January 1, 2021. (T/A 10/22/2019)
- D. All increases in §A through §C are to base salary only. (T/A 10/22/2019)
- E. Delete all references to Director throughout the Article. (T/A 11/28/2018)

15. Article XII (Longevity Pay) (page 14)

Change the phrase “after the signing of the Agreement” to “March 20, 2015” to §C. (T/A 2/14/2019)

16. Article XIII (Holidays and Personal Time) (page 16)

Remove second (2nd) sentence of §E. (T/A 11/28/2018)

17. Article XIV (Vacations) (page 17)

- A. Change the word “longevity” to “anniversary” in the first (1st) sentence of §A. (T/A 11/28/2018)
- B. Eliminate all references to Director throughout the Article. (T/A 11/28/2018)
- C. Any vacation carried over in §D must be used on the next succeeding calendar year or it shall be forfeited. (T/A 2/14/2019)

18. Article XV (Sick Leave) (page 18)

- A. Revise the last sentence of §A so that in order to sell back sick time annually, the employee must have at least three hundred (300) sick leave hours accumulated after

the sell back of the time occurs or the employee will be prohibited to sell back time in the following year. Sell back notification must occur in writing on or before November 30th of each year. Any time not utilized or sold back will be placed in the member's accrued sick leave bank. (T/A 2/14/2019) The employee may sell, if he/she qualifies above, up to one hundred twenty (120) sick leave hours annually. (T/A 10/22/2019)

B. Revise §B as follows:

B. (1) Sick leave may be used by employees who are unable to work because of personal illness, accident or exposure to contagious disease. Upon returning to work after missing four (4) or more consecutive work days due to illness, the employee shall be required to present a doctor's certificate to the Police Chief or designee indicating that the employee was absent during that period and is fit to return to duty.

(2) Sick leave may also be used by an employee to care for an ill member of the employee's immediate family who resides in the employee's household. An employee using sick leave to care for an immediate family member shall be required to provide a doctor's certificate to the Police Chief or designee immediately upon returning to work after two (2) consecutive work days are missed which confirmed the need for care during that period.

(3) An employee may use up to sixty (60) hours of their annual one hundred twenty (120) hours of sick leave allotted within a calendar year without being required to produce a doctor's certificate for sick leave taken for themselves or to care for an immediate family member, so long as that sick leave does not violate the provisions of §B(1) and §B(2) above. After an employee has used more than sixty (60) sick leave hours in a calendar year for any reason, they shall be required to provide a doctor's certificate for each and every use of sick leave during the remainder of that calendar year regardless of whether the sick leave is used for the employee's absence or the care of an immediate family member.

(4) Any requirement to provide a doctor's certificate for sick leave taken prior to and/or after the use of vacation time, personal time, department mandated overtime, a Borough authorized holiday, training assignment and/or shift switch shall be determined by Department policy.

- C. Change the years of continuous service in §E(1) to twenty-five (25) years of continuous pension service. (T/A 2/14/2019)

19. Article XVI (Injury Leave) (page 19)

Add the phrase "up to" and delete "for" in the first (1st) sentence of the Article. (T/A 11/28/2018)

20. Article XVII (Bereavement Leave) (page 20)

A. Effective January 1, 2020, the death of any immediate family member, as defined herein, shall entitle the officer to up to five (5) days leave. Bargaining unit members may extend their immediate family bereavement leave beyond the five (5) days above through the voluntary use of vacation leave and/or personal leave and/or compensatory time. Said request must be in writing, setting forth exactly how many additional days are being requested and how much of each leave type is being taken to accomplish same. The written request for an extension of leave must be submitted to the Chief or designee in advance of the time requested and shall not be taken unless written approval of such request has been given by the Chief or designee in advance of the requested leave period.

B. No paid bereavement leave of any kind (immediate or non-immediate family) shall be given to a bargaining unit member while the bargaining unit member is on either workers' compensation leave and/or FMLA/FLA leave. No other paid leave time may be substituted for bereavement leave under the circumstances set forth above.

21. Article XVIII (Hospital and Medical Insurance) (page 20)

A. Co pays/deductibles/benefit levels are at the sole discretion of the New Jersey State Health Benefits Commission. (T/A 2/14/2019)

B. Delete §D in its entirety. (T/A 11/28/2018)

C. Applicable retirees shall be covered by the provisions of Chapter 330 (T/A 2/14/2019)

D. The provisions of P.L. 2011, Chapter 78 as to health care premium contributions shall continue in effect for the duration of this Agreement for all current and future bargaining unit members (T/A 5/12/2019)

22. Article XXI (Pensions) (page 23)

Delete the first (1st) sentence of the Article and replace with the following:

"The Borough and bargaining unit members shall be responsible for complying with existing State law as to pensions." (T/A 11/28/2018)

23. Article XXII (Uniform Allowance) (page 24)

- A. Add the phrase "less all applicable deductions" after the clothing allowance amounts in §A, sentence one (1) if no receipts or other applicable evidence is provided pursuant to Federal law. (T/A 10/22/2019)
- B. Delete the references to the Director throughout the Article. (T/A 11/28/2018)
- C. Add the phrase "so long as the torn or damaged item beyond repair is turned into the Chief or designee before replacement and further subject to §G(1)" to the end of §C. (T/A 2/14/2019)

24. Article XXIII (Use of Personal Vehicles) (page 24)

Eliminate Director throughout this Article. (T/A 11/28/2018)

25. Article XXV (Police Officers Bill of Rights) (page 28)

- A. Add the phrase "subject to law, regulations of the State and the NJ State Attorney General internal affairs policies" to the end of §D(1). (T/A 11/28/2018)
- B. Delete the provisions of §F(1) and §F(2) and replace with the following:
"The Borough shall be governed by the NJ State Attorney General internal affairs policies." (T/A 2/14/2019)

ATTEST:

BOROUGH OF HIGHTSTOWN

Debbie Sopronyi, Borough Clerk

Lawrence Quattrone, Mayor

Dated: _____

Dated: _____

ATTEST:

FOP LODGE 140 (RANK AND FILE)

[Signature]

[Signature]

Dated: 01-23-2020

Dated: 1-23-2020

Resolution 2020-75

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

AUTHORIZING REFUND OF WATER/SEWER OVERPAYMENT

WHEREAS, a water/sewer overpayment was made for 61; Lot 12, in the amount of \$31.24; and

WHEREAS, the owners, Kathleen and Daniel Yurwit, 59 Coneflower Lane, Princeton Junction, New Jersey 08550, has requested that a refund be issued for the overpayment in the amount of \$31.24; and

WHEREAS, the Collector has requested that said overpayment be refunded in the amount of \$31.24.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Collector and CFO are hereby authorized to issue a refund in the amount of \$31.24 to Kathleen and Daniel Yurwit of 59 Coneflower Lane, Princeton Junction, New Jersey 08550, representing the water/sewer overpayment as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-76

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

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of 2020 taxes were made for Block 47.01/Lot 7, 319 Second Avenue in the amount of \$2,043.12, by the mortgage company; and

WHEREAS, the property owner a 100% disabled vet and tax-exempt effective October 3, 2019; and

WHEREAS, the mortgage company, CoreLogic Tax Services, Centralized Refunds, PO Box 9202, Coppell, TX 75019-9760 has requested that a refund be issued for the overpayment in the amount of \$2,043.12; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,043.12.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$2,043.12 to CoreLogic Tax Services, Centralized Refunds, PO Box 9202, Coppell, TX 75019-9760, representing the tax overpayment as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-77

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2020 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2020 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2020 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	THIS RESOLUTION	PREVIOUS TOTAL	CUMULATIVE TOTAL
Current	19,500.00	5,830.00	25,330.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	175,000.00	0.00	175,000.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	194,500	5,830.00	200,330.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2020 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2020.

Margaret Riggio
Deputy Borough Clerk

Borough of Hightstown
 Emergency Temporary No. 1
 3/2/2020

Current Fund

Collection of Taxes	Salaries and Wages	5,000.00
Collection of Taxes	Other Expenses	500.00
Sanitation/Solid Waste	Other Expenses	5,000.00
Board of Health	Salaries and Wages	5,000.00
Postage	Other Expenses	3,000.00
Uniform Construction Code	Other Expenses	<u>1,000.00</u>
Total Current Fund		<u>19,500.00</u>

Water-Sewer Operating Fund

Salaries and Wages	50,000.00
Other Expenses	<u>125,000.00</u>
Total Water Sewer Operating	<u>175,000.00</u>

Total	<u><u>194,500.00</u></u>
-------	--------------------------