

Agenda

Hightstown Borough Council

April 13, 2020

Via Teleconference

6:00 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 on the Hightstown Borough website.

Roll Call

Flag Salute

Approval of the Agenda

Minutes

March 2, 2020 – Executive Session
 March 2, 2020 – Public Session
 March 16, 2020 – Executive Session
 March 16, 2020 – Public Session

Public Comment I

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

Resolutions

2020-88 Payment of Bills
2020-89 Authorizing the Borough of Hightstown to Hire One New Full-Time Regular Police Officer
2020-90 Clarifying the Responsibilities of the Borough Administrator During a State of Emergency Declaration

Consent Agenda

2020-91 Awarding a Contract for Zeta Lyte 1A Anionic Electrolyte – Custom Environmental Technology
2020-92 Awarding a Contract for Zeta Lyte 2800 CH Cationic polyelectrolyte – Customer Environmental Technology
2020-93 Authorizing Payment No. 7 Final and Change Order No. 3 Final – Quad Construction Company (Ultraviolet Disinfection for the Hightstown Borough Advanced Waste Water Treatment Plant)
2020-94 Authorizing Payment No. 11 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)

- 2020-95** Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project
- 2020-96** Authorizing Release of Performance Bond – 3 PRC, LLC
- 2020-97** Authorizing a Memorandum of Understanding Between Hightstown Borough and the City of Trenton for Emergency Professional Services for Testing of COVID-19 for First Responders
- 2020-98** Authorization to Dissolve an Unrecorded Lien on Borough Owned Property Known as Block 21, Lot 20 (Academy Street) as Shown on the Tax Map of the Borough of Hightstown, County of Mercer, State of New Jersey
- 2020-99** Authorizing a Waiver for Permit Fees at 134 Purdy Street
- 2020-100** Authorizing a Cost-Sharing Commitment for a Pedestrian Crossing Sign
- 2020-101** Authorizing Refund Tax Overpayment
- 2020-102** Authorizing a Shared Services Agreement with Hamilton Township for Certain Health Services (STD Clinic)
- 2020-103** Authorizing Renewed Shared Services Agreement with East Windsor Township for Senior Services
- 2020-104** Proclaiming Hightstown Volunteer Appreciation Week and Recognizing, Honoring and Thanking Hightstown's Volunteers
- 2020-105** Authorizing Emergency Temporary Appropriation Prior to Adoption of the 2020 Budget

Old Business

Budget Meetings (03/01/2020; 03/16/2020)

New Business

Resuming Regular Meeting Schedule May 4, 2020

Mayor/Council/Administrative Reports

Adjournment

**Meeting Minutes
Hightstown Borough Council
March 2, 2020
7:00 p.m.**

The meeting was called to order by Council President Musing at 7:02 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember 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; George Lange, CFO and Fred Raffetto, Borough Attorney.

EXECUTIVE SESSION

Resolution 2020-65 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Cicalese; Seconded by Councilmember Stults.

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

Resolution adopted 6-0.

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.

Mayor Quattrone called the public meeting to order at 7:39 and again read the Open Public Meetings Statement. Mayor Quattrone arrived during executive session and is now present.

The Flag Salute followed roll call. Mayor Quattrone called for a moment of silence remembering Carl Dye who passed away last week.

APPROVAL OF AGENDA

Moved by Councilmember Jackson; Seconded by Councilmember Bluth.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

January 21, 2020 – Executive Session

Moved by Councilmember Misiura; Seconded by Councilmember Bluth

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

Minutes approved 5-0 with 1 abstention.

January 21, 2020 – Public Session

Moved by Councilmember Cicalese; Seconded by Councilmember Jackson.

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

Minutes approved 5-0 with 1 abstention.

February 3, 2020 – Executive Session

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Minutes Approved 3-0 with 3 abstentions.

February 3, 2020 – Public Session

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Minutes Approved 3-0 with 3 abstentions.

February 18, 2020 – Executive Session

Moved by Councilmember Cicalese, Seconded by Councilmember Stults.

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

Minutes approved 4-0 with 2 abstentions.

February 18, 2020 – Public Session

Moved by Councilmember Stults; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0 with 1 abstention

PRESENTATIONS

ICare

Keith Jackson, President of ICare gave Council a background on the organization. ICare is a 501c3 organization with 15 board members. The Board meets on the first Wednesday of each month. JFCS is the licensed provider for mental health services. They provide several free programs to the community which include a parent support network; youth grief peer support and Yoga4Teens at Hightstown High School. They are working to implement more community programs. Their main focus is to create awareness and the want everyone in the community to know that there is help available. Mr. Jackson stated that he appreciates the Boroughs support. Council thanked Mr. Jackson for the presentation and thanked ICare for what they are doing for the community.

ENGINEERING ITEMS

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

Borough Engineer, Carmela Roberts, reviewed her letter dated January 21, 2020. The Borough received a grant from NJDOT for \$600,000. The estimated construction cost \$760,000. Ms. Roberts looked into water and sanitary sewer improvements. The water system is satisfactory and requires no improvements. She has determined the sewage pumping station on Springcrest can be and changed to gravity piping. Removing the pumping station would mean that we would never need to upgrade or maintain again. The estimated cost to upgrade the pump station is \$90,000. Cost to remove it in its entirety and replace it with gravity piping is approximately \$266,000. Ms. Roberts recommends decommissioning the pump station. She feels this is a big benefit for the borough. Discussion ensued. It was noted that the two properties that touch the land would be offered to purchase the property. This would put it back on the tax role. An easement would remain for an underground pipe. Borough Administrator, Debra Sopronyi, will find out from the Tax Assessor what is property worth. CFO, George Lang will work the figures and show the impact on the budget.

Zoning Map

Borough Engineer, Carmela Roberts, reviewed changes to the zoning map. Council reviewed the new map. Changes were approved and the new map will be presented to the Planning Board at their next meeting.

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

Moved by Councilmember Stults; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

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.

Ms. Roberts departed the meeting at this time.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Stated that he does not understand the Pledge of Allegiance. He no longer respects the flag with what’s going on in Washington. Thanked Borough Administrator, Debra Sopronyi for the fabulous job she did with the police negotiations. Stated that he is sad to see Monika Patel, Tax Collector/Deputy CFO leave. We need to pay good people to stay in the Borough.

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

RESOLUTIONS

Resolution 2020-67 Payment of Bills

Moved by Councilmember Jackson; Seconded by Councilmember Stults.

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

Resolution adopted 6-0.

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>

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2020-68; 2020-69; 2020-70; 2020-71; 2020-72; 2020-73; 2020-74; 2020-75; 2020-76; 2020-77 as a Consent Agenda; Councilmember Jackson seconded.

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

Resolutions adopted 6-0.

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.

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.

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.

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.

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.

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.

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:

5. 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.
6. 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.

7. 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.
8. That a certified copy of this Resolution shall be provided to each of the following:
 - d. Hightstown Police Officers FOP 140-Fraternal Order of Police/New Jersey Labor Council;
 - e. Debra L. Sopronyi, Borough Administrator/Clerk
 - f. Eric Bernstein, Esq., Labor Counsel

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.

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.

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:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
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.

PUBLIC COMMENT PERIOD II

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

Jordan Adler, 2 Fryer Court – Spoke regarding Resolution 2020-71. He appreciates the request for the flashing pedestrian light on Franklin Street.

Eugene Sarafin, 628 South Main Street – Council did a lot work this week. He thinks the light that is going in at Airport Road is a good idea. Regarding the 300 Anniversary of the founding of the Borough; Do we need to celebrate it to just acknowledge it?

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

DISCUSSION

New Business

Budget Meeting Dates

There was discussion regarding the scheduling of budget meetings. Council agreed on March 30, 2020 and April 7, 2020, both at 6:30 p.m. for budget meetings. Deputy Clerk, Peggy Riggio, will secure a location and share that information when it is available.

300th Anniversary of Founding of Hightstown

2021 marks the 300 Anniversary of the founding of Hightstown. Mayor Quattrone asked for volunteers to head a committee to plan activities to celebrate. Councilmembers Bluth and Cicalese volunteered.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Cicalese

Complete Streets Committee – The TCDI Grant application has been completed. Data collection is underway for a Municipal Aid Grant due April 25th. There are 2 issues on Wycoff's Mills Road that the Complete Streets Committee is working with residents on.

Councilmember Misiura

Complete Streets Committee – The data being collected for the Municipal Aid Grant is a good chance community involvement.

Councilmember Jackson

Parks and Rec will meet next week.

On February 22nd, he attended a very informative Budget Workshop sponsored by Rutgers for elected officials.

Councilmember Bluth

Cultural Arts Commission – Empty Bowls is scheduled for March 21st at the Peddie School.

Councilmember Stults

Downtown Hightstown – The business group will be meeting March 11th at 8 a.m. at Morgan's Grill.

Weather permitting, the Police Department will be conducting pedestrian enforcement. Reviewed February's Police Report.

Council President Musing

HPC – The banners have been hung. Thanked the Police Department for their assistance. Now we need more banners.

Spoke about the Coronavirus. This could have a serious impact on the economy. Questioned if the Borough is preparing for potential quarantine. We should be reviewing public safety and health protocols.

Deputy Clerk, Peggy Riggio

Reminded everyone that Cat and Dog Licenses are late and as of March 1st there is a \$10 late fee.

Stated that this year is the Census. April 1st is Census day. By this date everyone will have received an invitation to participate in the 2020 Census. It is important that every household completes the census to get everyone counted. Our funding relies on accurate counts of our residents.

Borough Administrator/Clerk, Debra Sopronyi

Peddie Lake Waking Bridge – Most of the railings are complete now. They will be completed in the coming days.

Borough Attorney, Fred Raffetto

All easements for Stockton Street and Joseph Street have been secured.

Mayor Quattrone

Stockton Street will be repaved and completed in the spring. Spoke about the passing of Carl Dye. Carl represented the Borough well. He will be missed greatly.

ADJOURNMENT

Councilmember Stults moved to adjourn at 9:16 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
March 16, 2020
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:02 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Cicalese</i>	✓	
<i>Councilmember Jackson</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Musing</i>	✓	
<i>Councilmember Stults</i>	BY TELECONFERENCE	
<i>Mayor Quattrone</i>	✓	

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

EXECUTIVE SESSION

Resolution 2020-78 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2020-78

*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 16, 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
OPEIU Local 32

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 16, 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 7:32 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Council President moved to amend the agenda adding COVID-19 update for discussion after Planner Items. Councilmember Bluth seconded.

Councilmember Jackson moved the agenda as amended; Councilmember Misiura seconded.

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

Agenda approved as amended 6-0.

PLANNER ITEMS

Discussion of an Ordinance Amending the Land Use Ordinance of the Borough of Hightstown to Add Affordable Housing Procedural and Eligibility Requirements, to Implement the Third Round of Affordable Housing in Accordance with the Fair Housing Act of 1985.

Borough Planner, Brian Slaugh, explained the proposed ordinance. This ordinance outlines how the Borough would implement affordable housing. This sets parameters so if Hightstown were challenged in court, this would already be in place. Mr. Slaugh stated that some small changes need to be made to this before introduction. Discussion ensued. Borough Attorney, Fred Raffetto, explained that in 2015, Hightstown Borough, along with several other smaller Mercer County Municipalities, pulled out of the declaratory judgement action because of costs. The adoption of this ordinance would show that we are working toward fulfilling our obligation. He recommends we move forward but this would need to go to Planning Board first. Councilmember Misiura stated that we had talked about overlay zones in the past and would like to look at that again. After discussion, it was decided that Mr. Slaugh would get this to Planning Board with the overlay zones before introduction.

COVID-19 UPDATE

Borough Administrator/Clerk, Debra Sopronyi, stated that she has a meeting scheduled tomorrow morning with

Office of Emergency Management Coordinator, Jim Sidelinger, along with Mayor Quattrone and Police Chief Gendron. Ms. Sopronyi advised that as of this morning, the Municipal Offices are closed to the Public. All business will be conducted by mail, email or telephone. The next phase would be to stagger staff in the various departments. New cleaning methods have been put into place. Construction will not be performing inspections unless it has to do with the safety or welfare of the public. Garbage pick up will continue. First Aid will only be transporting individuals to the hospital for life threatening matters. Dispatch will be questioning callers for symptoms before an ambulance or police are dispatched. Ms. Sopronyi suggested at this time the April 6, 2020 meeting be cancelled and that the April 20, 2020 meeting be a conference call. The Governor has not issued any waivers or exceptions to the Open Public Meetings act. Discussion ensued. Council stated that they would like an update from OEM at the next meeting. They would also like a Plan B, what if an employee tests positive. We need to plan for the worst case scenario. Ms. Sopronyi stated she hoped to have more answers after tomorrow's meeting. Council decided to keep the scheduled April 6, 2020 meeting.

PUBLIC COMMENT I

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

Scott Caster, 12 Clover Lane – Thanked everyone for what they are doing during this COVID-19 outbreak. He stated that he would like to see more interaction between the Board of Health and The Peddie School.

Councilmember Stults stated that The Peddie School had international students that went home for spring break and told not return. The Peddie School is on distance learning now. Some students are still on campus because they could not get home. He has heard that the Lawrenceville School has shut down and is on remote learning for the rest of the school year.

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

ORDINANCES

First Reading and Introduction Ordinance 2020-02 An Ordinance of the Borough of Hightstown Re-Zoning Certain Properties, Adopting an Updated Zoning Map, and Amending and Supplementing Chapter 28, "Zoning," of the Revised General Ordinances of the Borough of Hightstown New Jersey."

Moved for Introduction by Councilmember Cicalese; Seconded by Councilmember Misiura.

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

Ordinance introduced 6-0.

ORDINANCE 2020-02

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE OF THE BOROUGH OF HIGHTSTOWN RE-ZONING CERTAIN PROPERTIES,
ADOPTING AN UPDATED ZONING MAP, AND AMENDING AND SUPPLEMENTING CHAPTER 28,**

**“ZONING,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN,
NEW JERSEY.”**

WHEREAS, the Borough of Hightstown (the “Borough”) has previously adopted an Official Zoning Map, last dated September 2019, which depicts the boundaries of all zoning districts within the Borough; and

WHEREAS, as part of a periodic general reexamination (“reexamination”) of the Borough’s Master Plan, undertaken pursuant to N.J.S.A. 40:55D-89, the Borough’s Planning Board (the “Planning Board”) has recommended that certain properties, or portion(s) thereof, be re-zoned from their existing zoning classifications to either the “DTG Downtown Gateway” District or the “R-3 Residential District”; and

WHEREAS, a listing of the properties, or portion(s) thereof, to be re-zoned, as prepared by the Borough Engineer, is attached hereto as Exhibit “A” and made a part hereof; and

WHEREAS, said listing identifies each parcel’s existing zoning classification and the proposed new zoning designation for each such parcel; and

WHEREAS, the Borough Engineer has prepared an updated Zoning Map, dated March 2020, which reflects and incorporates the new zoning district classifications; and

WHEREAS, a copy of the updated and amended Zoning Map which reflects the said zoning changes, as prepared by Roberts Engineering Group, LLC, dated March 2020, is attached hereto as Exhibit “B” and made a part hereof; and

WHEREAS, it is the desire of the Borough Council to re-zone the properties listed on Exhibit “A” accordingly, and to adopt the attached updated and amended Zoning Map which is attached as Exhibit “B,” pursuant to N.J.S.A. 40:55D-32; and

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

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

Section 1. That the Borough hereby reclassifies the zoning designation of each of the properties, or part(s) thereof, as shown on Exhibit “A” to either the “DTG Downtown Gateway” District or the “R-3 Residential” District, in accordance with Exhibit “A.”

Section 2. That, in accordance with N.J.S.A. 40:55D-32, the Borough Council hereby approves and adopts the amended and updated Zoning Map, which reflects the said zoning changes and which is attached hereto as Exhibit “B,” as prepared by Roberts Engineering Group, LLC and dated March 2020, to represent the Official Zoning Map of the Borough of Hightstown.

Section 3. That the updated Zoning Map, which is attached hereto as Exhibit “B,” shall supersede the prior Zoning Map of the Borough which was dated September 2019.

Section 4. That Subsection 28-3-2, entitled “Zoning Map,” of Section 28-3, “Districts Established; Zoning Map,” of Chapter 28, “Zoning,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in the following respects (deletions are shown with ~~strikeout~~; additions are shown with underline):

Subsection 28-3-2 Zoning Map.

The boundaries of the districts are hereby established as shown on the Zoning Map, Borough of Hightstown, Mercer County, New Jersey, dated ~~September 2019~~ March 2020, which, with all explanatory matter thereon, is hereby adopted and made a part of

this chapter by reference. Such map shall be kept on file in the offices of the Borough Clerk for the use and benefit of the public.

Section 5. That any zoning classification revisions set forth in the within Ordinance and the annexed Exhibits which were recommended by the Planning Board as part of the periodic general reexamination of the Borough's 2014 Master Plan (as identified on Exhibit "A") shall be exempt from the notice provisions set forth in N.J.S.A. 40:55D-62.1, per said statute.

Section 6. That any zoning classification revisions set forth in the within Ordinance and the annexed Exhibits which were not recommended as part of the periodic general reexamination of the Borough's 2014 Master Plan (as identified on Exhibit "A") shall be subject to the notice provisions set forth in N.J.S.A. 40:55D-62.1.

Section 7. That, following the adoption of this Ordinance, a copy of this Ordinance and the attached updated Zoning Map shall be filed with the Mercer County Planning Board and the Mercer County Clerk's office in accordance with N.J.S.A. 40:55D-16.

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

Section 9. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 10. That this Ordinance shall become effective upon final passage and publication in accordance with the law, but not until a copy of this Ordinance and the attached updated Zoning Map have been filed with the Mercer County Planning Board and the Mercer County Clerk's office pursuant to N.J.S.A. 40:55D-16.

Introduction: March 16, 2020

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ZONING MAP ATTACHED HERETO AND MADE PART THEREOF

RESOLUTIONS

Resolution 2020-79 Payment of Bills

Moved by Council President Musing; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2020-79

*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 \$574,092.85 from the following accounts:

Current		\$375,009.65
W/S Operating		197,246.95
General Capital		1,660.25
Water/Sewer Capital		176.00
Grant		0.00
Trust		0.00
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u><u>\$574,092.85</u></u>

Resolution 2020-80 Authorizing a Memorandum of Understanding Between Hightstown Borough and Robbinsville Township for Negotiations Regarding a Police and Court Facility Dispatch Services

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

Resolution 2020-80

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

**AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN HIGHTSTOWN BOROUGH
AND ROBBINSVILLE TOWNSHIP FOR NEGOTIATIONS REGARDING A POLICE AND COURT
FACILITY AND DISPATCH SERVICES**

WHEREAS, Hightstown Borough (“Hightstown”) is in need of facilities for police and court operations (the “Services”); and

WHEREAS, Robbinsville Township (“Robbinsville”) is planning to build such a facility; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown (the “Parties”) find that it would be in the best interests of the Parties to engage in negotiations relating to the proposed collective provision of the Services at the new facility to be constructed by Robbinsville and dispatch services through a Shared Services Agreement; and

WHEREAS, in furtherance thereof, the Parties have drafted the attached Memorandum of Understanding, which shall memorialize the steps to be undertaken and establish responsibilities as it relates to the negotiation of a Shared Services Agreement regarding the Services.

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

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made this ____ day of _____, 2020, by and between:

THE BOROUGH OF HIGHTSTOWN ("Hightstown"), a municipal corporation of the State of New Jersey, with its temporary principal offices located at 156 Bank Street, Hightstown, New Jersey 08520; and

THE TOWNSHIP OF ROBBINSVILLE ("Robbinsville"), a municipal corporation of the State of New Jersey, with its principal offices located at 2298 Route 33, Robbinsville, New Jersey 08691.

(Hightstown and Robbinsville will be collectively referred to herein as the "Parties").

WHEREAS, subject to further negotiations, Robbinsville and Hightstown may wish to enter into a Shared Services Agreement, pursuant to N.J.S.A. 40:A:65-1, *et seq.*, relating to the proposed construction by Robbinsville of certain new building(s) located in Robbinsville (the “Project”) which will house a Shared Municipal Court for the Parties, as well as separate Police Department facilities for both Parties; and

WHEREAS, the Parties are also interested in including dispatch services as part of the proposed Shared Services Agreement; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown find that it would be in the best interests of the Parties to engage in negotiations relating to the drafting of a proposed Shared Services Agreement concerning all of the above activities (collectively, the “Services”); and

WHEREAS, the purpose of this Memorandum of Understanding is to memorialize the steps to be undertaken regarding said negotiations concerning the Project and the Services.

NOW, THEREFORE, the Parties hereto wish to set forth in this Memorandum of Understanding their responsibilities as it relates to the negotiation of a Shared Services Agreement regarding the Project and the Services

as follows:

1. The Parties will enter into negotiations immediately regarding the plans for construction of the Project, which shall include a Shared Municipal Court for the Parties, as well as facilities for the Hightstown Borough Police Department. The negotiations shall include terms and conditions for the leasing of space by Hightstown within the Project for these activities, as well as related issues concerning the operation of a Shared Municipal Court. The Parties shall also include dispatch services as part of the negotiations to be undertaken. It is the intention of the Parties to enter into a Shared Services Agreement concerning the Project and the Services within one hundred and twenty (120) days of the full execution of this Memorandum of Understanding, with such Agreement to be subject to review and approval by the Governing Bodies of both Parties.
2. During such one hundred and twenty (120) day time period, the Parties shall not solicit or entertain any other proposals involving any other public entities for the Project or Services referenced herein, and shall engage in exclusive negotiations with each other regarding the Project and the Services.
3. If the Parties are unable to negotiate a Shared Services Agreement regarding the Project and the Services referenced herein during the one hundred and twenty (120) day time period, both Parties shall, prior to the expiration of such one hundred and twenty (120) days, report the status of the negotiations to their respective Governing Bodies. At such time, the Parties shall make a recommendation to their respective Councils, based upon which each Council shall determine, in its sole discretion, to either (a) extend the time for such negotiations for a reasonable period of time, if such extension is deemed likely to result in a satisfactory agreement, or (b) cease such negotiations.
4. Subject to the successful negotiation of the aforementioned Shared Services Agreement, Robbinsville will include construction of the Project (and all related expenses associated with the Project) in its budget for 2021.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be signed by their respective officers duly authorized, and have caused this Memorandum of Understanding to be dated as of the day and year written above.

ATTEST:

BOROUGH OF HIGHTSTOWN

Debra L. Sopronyi, Municipal Clerk

Lawrence Quattrone, Mayor

ATTEST:

TOWNSHIP OF ROBBINSVILLE

Michele Seigfried, Municipal Clerk

David Fried, Mayor

CONSENT AGENDA

Councilmember Jackson moved Resolutions 2020-81; 2020-82; 2020-83; 2020-84; 2020-85 and 2020-86 as a Consent Agenda; Councilmember Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2020-81

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

**EXTENDING A CONTRACT FOR REMOVAL, TRANSPORTATION,
DELIVERY AND DISPOSAL OF SLUDGE CAKE – WASTE MANAGEMENT
SERVICES OF NEW JERSEY, INC.**

WHEREAS, three (3) bids were received on November 2, 2018 for the removal, transportation, delivery and disposal of sludge cake for the advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the contract was awarded to Waste Management Services of New Jersey, Inc. of Ewing, New Jersey at a per unit price of \$107 per ton with a total contract price of \$107,000.00

WHEREAS, the bid was for a period of one (1) year, said contract being awarded for a period of one (1) year with the Borough reserving the right to renew at the specified bid price for two (2) additional periods of six (6) months for a total time period of two (2) years; and

WHEREAS, the one year contract expired December 31, 2019; and,

WHEREAS, the Mayor and Council wish to renew the contract for removal, transportation, delivery and disposal of sludge cake for the period of January 1, 2020 – June 30, 2020; and

WHEREAS, this agreement may be further extended for up to one (1) additional six month term; 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 contract for removal, transportation, delivery and disposal of sludge cake is hereby extended

with Waste Management Services of New Jersey for an additional six month period ending June 30, 2020, as detailed herein.

Resolution 2020-82

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

RATIFYING THE MEMORANDUM OF AGREEMENT WITH THE HIGHTSTOWN MEMBERS OF LOCAL 32 OF THE OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION AFL-CIO – WHITE COLLAR UNIT 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 Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – White Collar Unit 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – White Collar Unit; 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – White Collar Unit 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – White Collar Unit 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 Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Memorandum of Agreement with the Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – White Collar Unit 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – White Collar Unit 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 Local 32 of the Office and Professional Employees International Union AFL-CIO –

- White Collar Unit;
- b. Eric Bernstein, Labor Counsel.

Resolution 2020-83

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

**RATIFYING THE MEMORANDUM OF AGREEMENT WITH THE HIGHTSTOWN
MEMBERS OF LOCAL 32 OF THE OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION AFL-CIO – BLUE COLLAR UNIT 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 Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit; 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit 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 Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Memorandum of Agreement with the Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit 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 Hightstown Members of Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit 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 Local 32 of the Office and Professional Employees International Union AFL-CIO – Blue Collar Unit;
- b. Eric Bernstein, Labor Counsel.

Resolution 2020-84

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

AUTHORIZING A REFUND BULK FOR GARBAGE FEE

WHEREAS, David Sanchez Martinez, 2 Grape Run Road, Hightstown, New Jersey paid for six (6) bulk stickers for bulk garbage pickup scheduled for March 3, 2020 with payment in the form of cash in the amount of \$30.00; and

WHEREAS, \$30.00 was deposited into account #0-01-08-105-600; and

WHEREAS, the resident no longer needed the bulk stickers and returned them to Hightstown Borough ; and

WHEREAS, the Department of Public Works has requested that a refund of the \$30.00 paid for said bulk garbage stickers be issued.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Finance Department is hereby authorized and directed to issue a refund in the amount of \$30.00 to David Sanchez Martinez, 2 Grape Run Road, Hightstown, New Jersey, 08520, for bulk garbage stickers as stated herein.

Resolution 2020-85

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2019 BUDGET

Whereas, N.J.S.A. 40A:4-59 provides that the governing body may authorize a transfer of funds in the budget during the first three months of the following year.

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

<u>Current:</u>	<u>From</u>	<u>To</u>
Legal Services and Costs	\$	\$
Other Expenses	8,000.00	-
Financial Administration		
Salaries and Wages	10,000.00	

Group Insurance

Other Expenses	21,000.00	-
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Police Department

Other Expenses	12,000.00	-
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Board of Health

Other Expenses	2,500.00	-
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Celebration of Public Events

Other Expenses	3,000.00	
----------------	----------	--

Municipal Court

Salaries and Wages	9,500.00	
--------------------	----------	--

Grant Writing

Other Expenses	-	2,000.00
----------------	---	----------

Municipal Clerk

Salaries and Wages		7,000.00
--------------------	--	----------

Tax Collector

Salaries and Wages	-	1,500.00
--------------------	---	----------

Planning and Zoning

Salaries and Wages		2,000.00
--------------------	--	----------

Police Department

Salaries and Wages		40,000.00
--------------------	--	-----------

Board of Health

Salaries and Wages		4,000.00
--------------------	--	----------

Street Lighting

Other Expenses		3,000.00
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Housing Code Enforcement

Salaries and Wages		6,500.00
--------------------	--	----------

TOTALS	\$ 66,000.00	\$ 66,000.00
	Resolution 2020-86	

*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	76,000.00	25,330.00	101,330.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	175,000.00	175,000.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	76,000.00	200,330.00	276,330.00

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.

PUBLIC COMMENT PERIOD II

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

Scott Caster, 12 Clover Lane - Stated that he would like to speak about the budget but would like to speak at the budget meeting. He is unclear if the public will be restricted from speaking at the budget meetings.

Deputy Clerk, Peggy Riggio, informed Mr. Caster that the budget meetings are public meetings and the public will have an opportunity for comment.

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

DISCUSSION

Old Business

Budget Meetings (3/04/2020)

Council discussed cancelling the budget meetings scheduled for March 30th and April 7th. Council agreed that it be best to postpone those meetings for the time being. They did request that CFO, George Lang, send the budget documents to Council as soon as possible to give them ample time to review.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Cicalese

Board of Health met last week. He pointed out to Mr. Caster that the Board of Health does have point people at both Peddie and the East Windsor Regional School District.

Councilmember Stults

He has spoken with Construction Official, George Chin, regarding the PRC Group. A construction trailer has been dropped off at the site and they have applied for a demolition permit for the shed. There is a rodent issue and it is being addressed.

Councilmember Bluth

Empty Bowls has been postponed and the Peddie School has been very accommodating and helpful. The Cultural Arts Commission has already distributed a portion of the proceeds to three organizations (Rise, Better Beginnings and Send Hunger Packing) to help with their food banks at this time.

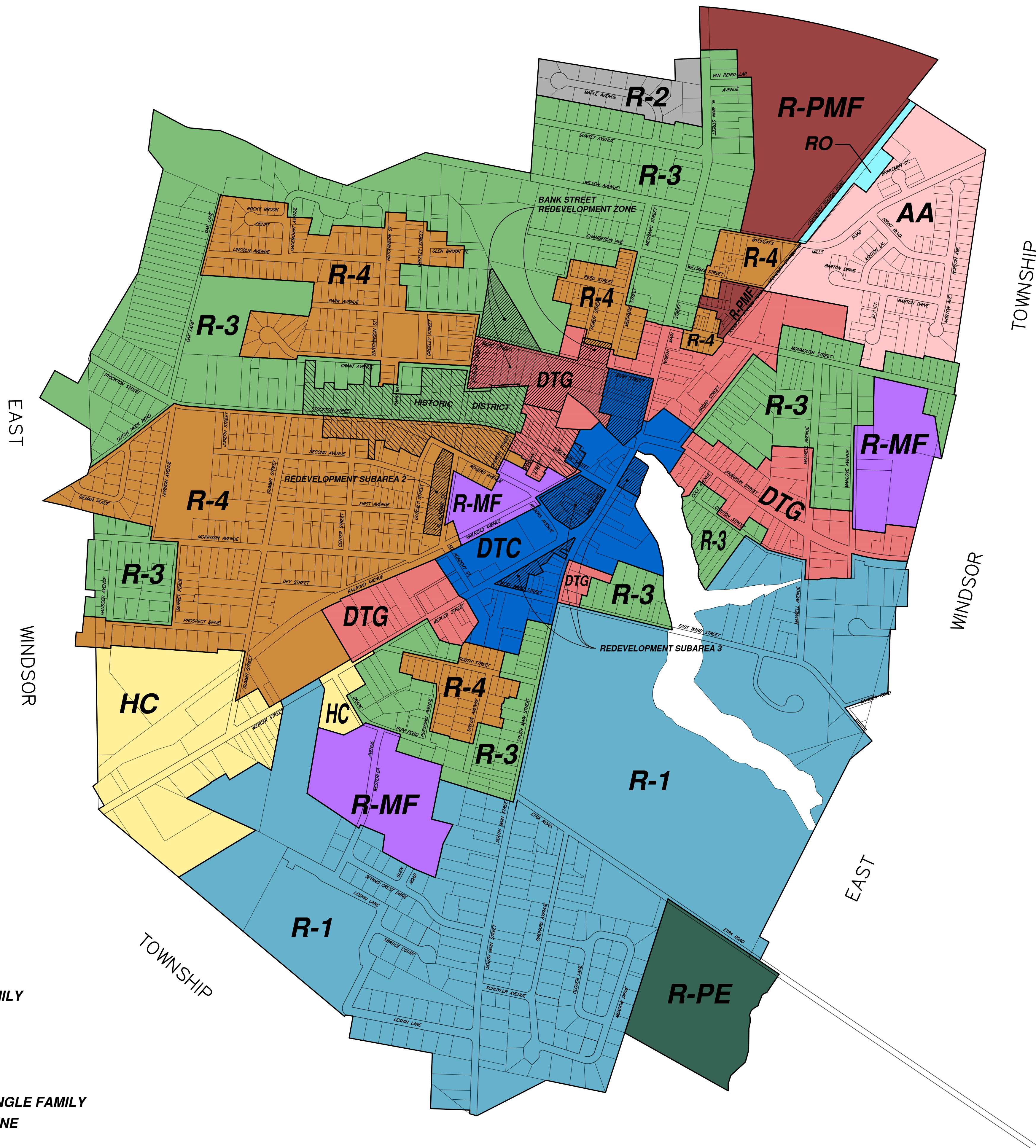
ADJOURNMENT

Councilmember Bluth moved to adjourn at 8:55 p.m.; Councilmember Cicalese seconded. All ayes.

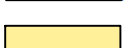
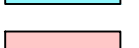
Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

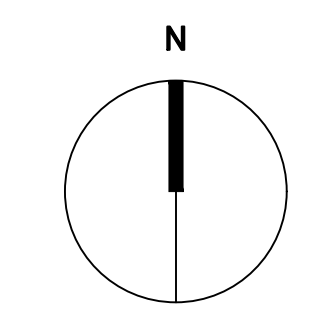
Borough of Hightstown Zoning Map Lot and Block Re-Zoning March 10, 2020					
Block	Lot	2019 Zone	2020 Zone	Re-zoned because of the Re-examination of the 2014 Master Plan?	
Portion of	4.01	17	R-4	DTG	YES
	11	6.01	RO	DTG	YES
	11	17.01	HC	DTG	YES
	11	17.02	HC	DTG	YES
	11	19.01	HC	DTG	YES
	11	20	HC	DTG	YES
	15	13	R-4	DTG	YES
	18	9	R-4	DTG	YES
	18	10	R-4	DTG	YES
	18	11	R-4	DTG	YES
Portion of	21	27	DTC	DTG	YES
Portion of	21	28	DTC	DTG	YES
Portion of	21.01	11.01	DTC	DTG	YES
	24	6	HC	R-MF	YES
	24	7	HC	DTG	YES
	24	9	RO	R-MF	YES
	24	15	HC	DTG	YES
	24	16	HC	DTG	YES
	24	17	HC	DTG	YES
Portion of	26	22.01	DTC	DTG	YES
	26	25	DTC	DTG	YES
	26	26	DTC	DTG	YES
	26	29.01	HC	DTG	YES
	26	30.01	HC	DTG	YES
Portion of	26	27.01/28	DTC	DTG	YES
Portion of	26	27.01/28	HC	DTG	YES
	27	1	HC	DTG	YES
	27	2	HC	DTG	YES
	27	33	R-3	DTG	YES
Portion of	27	47.01	R-3	DTG	YES
	30	1	R-MF	DTG	YES
	30	2	R-MF	DTG	YES
	30	3	R-MF	DTG	YES
	32	4	R-4	DTG	YES
	32	5	R-4	DTG	YES
	32	6	R-4	DTG	YES
	32	7	R-4	DTG	YES
	38	3	R-3	DTG	YES
	38	4	R-3	DTG	YES
	38	5	R-3	DTG	YES
	50	1	R-1	DTG	YES
	50	2	R-1	DTG	YES
	50	3	R-1	DTG	YES
	50	4	R-1	DTG	YES
	56	1	R-3	DTC	YES
	56	2	R-3	DTC	YES
	56	24	R-3	DTG	YES
	56	25	R-3	DTG	YES
	56	26	R-3	DTG	YES
	56	27	R-3	DTG	YES
	56	28	R-3	DTG	YES
Portion of	56	29	R-3	DTG	YES
	56	30	R-3	DTG	YES
	56	31	R-3	DTG	YES
	60	9.01	HC	DTG	YES
	60	11	R-3	DTG	YES
	60	12	R-3	DTG	YES
	60	13	R-3	DTG	YES
	60	14	R-3	DTG	YES
	60	15	R-3	DTG	YES
	60	16	R-3	DTG	YES
	60	17	R-3	DTG	YES
	60	18	R-3	DTG	YES
	60	19	R-3	DTG	YES
	21	1	R-MF	DTG	NO
	21	2	R-MF	DTG	NO
	21	3	R-MF	DTG	NO
	21	4	R-MF	DTG	NO
	21	5	R-MF	DTG	NO
	21	6	R-MF	DTG	NO
	21	7	R-MF	DTG	NO
	21	8	R-MF	DTG	NO
	21	9	R-MF	DTG	NO
	21	10	R-MF	DTG	NO
	21	11	R-MF	DTG	NO
	21	12	R-MF	DTG	NO
	21	13	R-MF	DTG	NO
	21	14	R-MF	DTG	NO
	21	20	R-MF	DTG	NO
	21	26	R-MF	DTG	NO
	28	42.02	DTG	R-3	NO
	29	9.02	DTG	R-3	NO
	29	10.02	DTG	R-3	NO



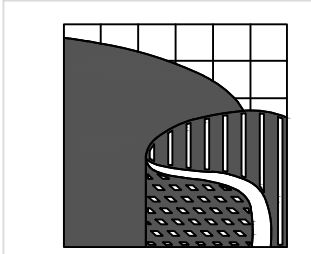
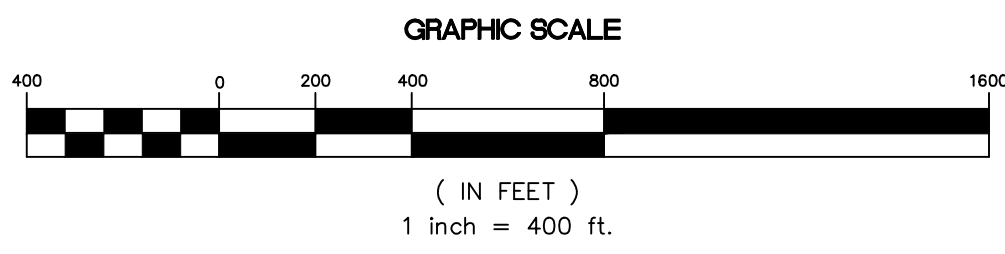
ZONES

- | | | |
|---|--------------|--|
|  | 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 |

ZONING MAP
HIGHTSTOWN BOROUGH
MERCER COUNTY, NEW JERSEY



MARCH 2020



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

CERTIFICATE OF AUTHORIZATION: 24GA281S9100
1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

Resolution 2020-88

*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 \$1,390,402.87 from the following accounts:

Current		\$1,191,782.19
W/S Operating		166,256.52
General Capital		6,699.00
Water/Sewer Capital		21,776.86
Grant		200.00
Trust		193.80
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		1,950.00
Housing Rehab Loans		0.00
Unemployment Trust		300.00
Escrow		<u>1,244.50</u>
Total		<u>\$1,390,402.87</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 April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Date: April 13, 2020

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 4/13/2020

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF NJ - DEPT OF TREASURY	3/13/2020	20-00250	1465	\$ 41,036.29
EAST WINDSOR REGIONAL SCHOOL	3/24/2020	20-00345	1466	\$ 708,822.00
VERIZON FIOS	3/24/2020	20-00358	30973	\$ 992.11
TREASURER STATE OF NJ NJDEP	3/25/2020	20-00404	30975	\$ 540.00
LINCOLN FINANCIAL LOSAP	3/27/2020	20-00412	30976	\$ 16,250.00
J.P.MORGAN CHASE BANK	3/25/2020	20-00409	1467	\$ 348,150.00
MINI BILL LIST	4/7/2020	VARIOUS	VARIOUS	\$ 64,215.05
TOTAL				<u><u>\$1,180,005.45</u></u>
 <u>WATER AND SEWER OPERATING</u>				
STATE OF NJ - DEPT OF TREASURY	3/13/2020	20-00250	1336	\$ 16,890.35
J.P.MORGAN CHASE BANK	3/25/2020	20-00409	1337	\$ 85,837.50
MINI BILL LIST	4/7/2020	VARIOUS	VARIOUS	\$ 59,505.20
TOTAL				<u><u>\$ 162,233.05</u></u>
 <u>ESCROW</u>				
ORLANDO CHIRIBOGA	3/13/2020	20-00169	3101	\$ 870.50
ROBERTS ENGINEERING	4/7/2020	20-00379		\$ 374.00
TOTAL				<u><u>\$ 1,244.50</u></u>
 <u>GRANT</u>				
WATERSHED INSTITUTE INC	3/13/2020	20-00308	1726	\$ 200.00
TOTAL				<u><u>\$ 200.00</u></u>
 <u>TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
 <u>LAW ENFORCEMENT TRUST</u>				
MINI BILL LIST - THE RODGERS GROUP	4/7/2020	20-00384	1063	\$ 1,950.00
TOTAL				<u><u>\$ 1,950.00</u></u>
 <u>PUBLIC DEFENDER TRUST</u>				
MINI BILL LIST - LAUREN SCARDELLA	4/7/2020	20-00349	1251	\$ 300.00
TOTAL				<u><u>\$ 300.00</u></u>
 <u>GENERAL CAPITAL</u>				
MINI BILL LIST	4/7/2020	VARIOUS	VARIOUS	\$ 6,699.00
TOTAL				<u><u>\$ 6,699.00</u></u>
 <u>WATER AND SEWER CAPITAL</u>				
MINI BILL LIST	4/7/2020	VARIOUS	VARIOUS	\$ 21,776.86
TOTAL				<u><u>\$ 21,776.86</u></u>
 MANUAL TOTAL				 <u><u>\$1,374,408.86</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		
A1014 APPROVED FIRE PROTECTION, INC.										
20-00273 03/04/20 ANNUAL FIRE EXTIN. INSPECTION										
1 ANNUAL FIRE EXTIN. INSPECTION	603.69	0-01-26-310-001-024	B Building Maintenance	R	03/04/20	04/08/20	IN00042889	N		
2 ANNUAL FIRE EXTIN. INSPECTION	157.25	0-01-26-310-001-024	B Building Maintenance	R	03/04/20	04/08/20	IN00042887	N		
3 ANNUAL FIRE EXTIN. INSPECTION	483.92	0-01-26-310-001-024	B Building Maintenance	R	03/04/20	04/08/20	IN00042888	N		
	1,244.86									
Vendor Total:	1,244.86									

BANK0005 BANK OF AMERICA										
20-00445 04/03/20 MAR INVOICES 0374, 3938 & 5289										
1 LOGMEIN LANG 0374	349.99	0-01-20-140-001-060	B Internet Services and Web Services	R	04/07/20	04/08/20	70917B186456	N		
2 LAWN MOWER BLADE ADAPTER 5289	27.25	0-01-28-369-001-139	B Mower Repairs	R	04/07/20	04/08/20	0866388-017641	N		
3 MULCHING BLADE ACCT 5289	19.31	0-01-28-369-001-139	B Mower Repairs	R	04/07/20	04/08/20	1408964-4165815	N		
4 2 IPAD AND CASE 3938	725.96	0-01-25-260-001-054	B Computer Exp/Equipmt Repairs	R	04/07/20	04/08/20	9432230-8780220	N		
5 BOWLS & NAPKINS CAC 3938	193.80	T-12-56-286-000-889	B RESERVE FOR CULTURAL ARTS DONATIONS	R	04/07/20	04/08/20	4549639-3041869	N		
6 LYSOL SOPRONYI 3938	139.99	0-01-20-125-001-035	B Paper Products/Janitorial	R	04/07/20	04/08/20	1451831-0137844	N		
7 LYSOL POWER SOPRONYI 3938	57.45	0-01-20-125-001-035	B Paper Products/Janitorial	R	04/07/20	04/08/20	2520607-2881802	N		
8 VOLO WIPES SOPRONYI 3938	119.96	0-01-20-125-001-035	B Paper Products/Janitorial	R	04/07/20	04/08/20	3665613-9211438	N		
9 LOVE HOME & PLANET WIPES 3938	140.00	0-01-20-125-001-035	B Paper Products/Janitorial	R	04/07/20	04/08/20	1370331-2729845	N		
10 LOVE HOME & PLANET WIPES 3938	140.00	0-01-20-125-001-035	B Paper Products/Janitorial	R	04/07/20	04/08/20	1370331-2729845	N		
11 DISINFECTANT 3938	111.98	0-01-25-240-001-036	B Office Supplies & Equipment	R	04/07/20	04/08/20	93527	N		
12 TRIANGLE COPY 3938	7.50	0-01-20-125-001-036	B Office Supplies	R	04/07/20	04/08/20	3130032401731	N		
13 AMAZON SALES TAX CREDIT 3938	1.19	0-01-20-125-001-036	B Office Supplies	R	04/07/20	04/08/20	3/4/2020	N		
	1,752.00									
Vendor Total:	1,752.00									

DRPUT005 DR PUTHENMADAM RADHAKRISHNAN										
20-00286 03/05/20 PROF SVCS HLTH CLINIC 1ST QTR										
1 PROF SVCS HEALTH CLINIC 1/6/20	350.19	0-01-27-330-001-031	B Contract-Professional Serv.(B)	R	03/05/20	04/08/20	1/6/2020 CLINIC	N		
2 PROF SVCS HLTH CLINIC 2/10/20	350.19	0-01-27-330-001-031	B Contract-Professional Serv.(B)	R	04/07/20	04/08/20	2/10/20 CLINIC	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
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN Continued											
20-00286	03/05/20	PROF SVCS HLTH CLINIC 1ST QTR	Continued								
3	PROF SVCS HLTH CLINIC 3/2/20	350.19	0-01-27-330-001-031	B Contract-Professional Serv.(B)	R	04/07/20	04/08/20		3/2/20	CLINIC	N
		1,050.57									
Vendor Total:		1,050.57									
E0576 EAST WINDSOR REGIONAL SCHOOL											
20-00299	03/09/20	FEB 2020 FUEL USE									
1	FEB 2020 FUEL USE - FIRE	238.55	0-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	03/09/20	04/08/20		FEB 2020		N
2	FEB 2020 FUEL USE - POLICE	1,267.46	0-01-31-460-001-145	B Motor Fuel - Police	R	03/09/20	04/08/20		FEB 2020		N
3	FEB 2020 FUEL USE - FIRST AID	23.35	0-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	03/09/20	04/08/20		FEB 2020		N
4	FEB 2020 FUEL USE - GARBAGE	783.26	0-01-31-460-001-147	B Motor Fuel - Public Works	R	03/09/20	04/08/20		FEB 2020		N
5	FEB 2020 FUEL USE - STREETS	763.96	0-01-31-460-001-147	B Motor Fuel - Public Works	R	03/09/20	04/08/20		FEB 2020		N
6	FEB 2020 FUEL USE - PARKS	9.36	0-01-31-460-001-147	B Motor Fuel - Public Works	R	03/09/20	04/08/20		FEB 2020		N
7	FEB 2020 FUEL USE - WATER	130.75	0-09-55-501-001-512	B Motor Fuel	R	03/09/20	04/08/20		FEB 2020		N
8	FEB 2020 FUEL USE - SEWER	86.42	0-09-55-501-002-512	B Motor Fuel	R	03/09/20	04/08/20		FEB 2020		N
9	FEB 2020 FUEL USE - CONSTRUC	22.04	0-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	03/09/20	04/08/20		FEB 2020		N
10	FEB 2020 FUEL FACILITY FEE	120.00	0-01-31-460-001-144	B Upgrades to Fueling Facility	R	03/09/20	04/08/20		FEB 2020		N
		3,445.15									
Vendor Total:		3,445.15									
Q0176 EUROFINS QC, INC											
20-00418	04/01/20	MARCH 2020 WATER ANALYSIS									
1	INV. 2008580 - WATER ANALYSIS	220.00	0-09-55-501-001-532	B Outside Testing/Labs	R	04/01/20	04/08/20		2008580		N
2	INV. 2008616 - WATER ANALYSIS	115.00	0-09-55-501-001-532	B Outside Testing/Labs	R	04/01/20	04/08/20		2008616		N
3	INV. 2008603 - WATER ANALYSIS	440.00	0-09-55-501-001-532	B Outside Testing/Labs	R	04/01/20	04/08/20		2008603		N
4	INV. 2008752 - WATER ANALYSIS	132.00	0-09-55-501-001-532	B Outside Testing/Labs	R	04/01/20	04/08/20		2008752		N
		907.00									
Vendor Total:		907.00									
RICZT005 FUTURE SIGNS											
19-01952	12/19/19	EST#2800 BANNERS AND HARDWARE									
1	SUPPLIED BANNERS AND HARDWARE	3,000.00	9-01-20-175-000-028	B Historic District Expenses	R	12/19/19	04/08/20		9425		N
Vendor Total:		3,000.00									

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
G0171 GEORGE E. CONLEY ELECTRIC										
20-00306 03/09/20 MONITORING SERVICE CONTRACTS										
1 INV. F10680-20 - ALARM		276.00	0-09-55-501-001-518	B Maint. Contracts - Plant	R	03/09/20	04/08/20		F10680-20	N
2 INV. U20343-20 - ALARM		276.00	0-09-55-501-001-518	B Maint. Contracts - Plant	R	03/09/20	04/08/20		U20343-20	N
		552.00								
Vendor Total:		552.00								
G0115 GILMARTIN, ROBERT D.										
20-00172 01/01/20 BOARD OF HEALTH MTG 1ST QTR 20										
1 BOARD OF HEALTH MEETING 1/8/20		98.70	0-01-27-330-001-039	B Recording Secty.	R	01/01/20	04/08/20		JAN 8, 2020	N
2 BOARD OF HEALTH MTG 2/12/20		98.70	0-01-27-330-001-039	B Recording Secty.	R	04/07/20	04/08/20		FEB 12, 2020	N
3 BOARD OF HEALTH MTG 3/11/20		98.70	0-01-27-330-001-039	B Recording Secty.	R	04/07/20	04/08/20		MAR 11, 2020	N
		296.10								
Vendor Total:		296.10								
G0050 GROVE SUPPLY INC										
20-00430 04/01/20 FLOOR FLANGE										
1 2" BLACK FLOOR FLANGE		18.85	0-09-55-501-002-503	B Sewer Plant Maintenance	R	04/01/20	04/08/20		S5170622.001	N
Vendor Total:		18.85								
J0378 J.W. KENNEDY & SON INC WELDING										
20-00437 04/02/20 CYLINDER RENTAL										
1 INV. R3744 - CYLINDER RENTAL		12.40	0-01-26-290-001-050	B DPW Work Equipment	R	04/02/20	04/08/20		R3744	N
Vendor Total:		12.40								
J0257 JCP&L										
20-00455 04/08/20 MASTER 200 000 055 364 3-26-20										
1 100 008 438 010 125 S MAIN ST		13.18	0-01-31-430-001-071	B Electric-Borough Hall	R	04/08/20	04/08/20		95008507942	N
2 100 008 438 283 MAIN &STOCKTON		25.31	0-01-31-430-001-071	B Electric-Borough Hall	R	04/08/20	04/08/20		95008507942	N
3 100 008 482 018 RT 33 &		23.77	0-01-31-430-001-071	B Electric-Borough Hall	R	04/08/20	04/08/20		95008507942	N
4 100 010 898 904 FRANKLIN ST &		27.51	0-01-31-430-001-071	B Electric-Borough Hall	R	04/08/20	04/08/20		95008507942	N
5 100 012 487 714 148 N MAIN ST		572.71	0-01-31-430-001-071	B Electric-Borough Hall	R	04/08/20	04/08/20		95008507942	N
6 100 012 487 862 FIREHOUSE		794.13	0-01-31-430-001-072	B Electric-Fire House	R	04/08/20	04/08/20		95008507942	N
7 100 012 529 457 BOROHALL EQUIP		265.07	0-01-31-430-001-071	B Electric-Borough Hall	R	04/08/20	04/08/20		95008507942	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
Total Purchase Orders:		15	Total P.O. Line Items:		57	Total List Amount:	15,994.01	Total Void Amount:		0.00	Excl

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	8,776.74	0.00	8,776.74	0.00	0.00	8,776.74
	0-09	4,023.47	0.00	4,023.47	0.00	0.00	4,023.47
Year Total:		12,800.21	0.00	12,800.21	0.00	0.00	12,800.21
CURRENT FUND	9-01	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
TRUST OTHER - FUND #12	T-12	193.80	0.00	193.80	0.00	0.00	193.80
Total of All Funds:		15,994.01	0.00	15,994.01	0.00	0.00	15,994.01

Resolution 2020-89

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

AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO HIRE ONE NEW FULL-TIME REGULAR POLICE OFFICER

WHEREAS, due to the Declaration of Emergency issued on March 17, 2020, the Hightstown Borough Administrator determined that it is necessary to hire a rank and file police officer for the Borough; and

WHEREAS, The Mayor and Borough Council concurs with the Administrator's determination; and

WHEREAS, Section 2-19.7 of the "Revised General Ordinances of the Borough of Hightstown, New Jersey," governs the procedure relating to application for, and appointment to, the position of police officer of any rank within the Borough; and

WHEREAS, pursuant to Subsection 2-19.7(b), the Chief has recommended that the Borough Council appoint Martin Moreno, of West Windsor, New Jersey as a Hightstown Borough Police Officer; and

WHEREAS, appointee Martin Moreno is a certified Class II officer who will require a waiver issued by the New Jersey Police Training Commission ("PTC"); and

WHEREAS, a PTC waiver is issued to officers who have graduated from a PTC approved academy and who only require a few courses of instruction for full certification; and

WHEREAS, it is the intention of the Borough that appointee Moreno shall be enrolled in said Academy to commence with courses of instruction as soon as possible; and

WHEREAS, the employment of appointee Moreno shall be conditioned upon his passing all applicable Borough requirements; and

WHEREAS, the employment of appointee Moreno shall additionally be conditioned upon qualifying for PTC waivers, as indicated above; and

WHEREAS, the employment of appointee shall additionally be conditioned upon appointee Moreno executing the Hightstown Borough Police Department Employment and Payment Reimbursement Agreement; and

WHEREAS, the Hightstown Borough Council believes that the hiring of the new police officer as referenced above is in the best interests of the health, safety and welfare of the Borough's residents.

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

1. That the individual referenced above is hereby appointed to serve as full-time regular police officer for the Borough of Hightstown, contingent upon the conditions set forth in this Resolution.
2. That the employment of the new officer shall be conditioned upon passing all applicable Borough requirements.
3. That the employment of appointee Moreno shall additionally be conditioned upon his qualifying for PTC waivers, as indicated above.

4. That the employment of appointee Moreno shall additionally be conditioned upon appointee Moreno executing the Hightstown Borough Police Department Employment and Payment Reimbursement Agreement.

5. That all other terms and conditions of employment relating to the new hire shall be as set forth in the existing FOP Agreement.

6. That all appropriate Borough officials are hereby authorized and directed to take all appropriate actions in furtherance of the intentions set forth in this Resolution.

7. That a certified copy of this Resolution shall be provided to each of the following:

- a. Appointee Martin Moreno;
- b. Chief Frank Gendron;
- c. Police Commissioner Lee Stults;
- d. Eric Bernstein, Esq., Borough Labor Counsel; and
- e. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-90

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

CLARIFYING THE RESPONSIBILITIES OF THE BOROUGH ADMINISTRATOR DURING A STATE OF EMERGENCY DECLARATION

WHEREAS, in order to protect the health, safety and welfare of the public due to the rapidly evolving outbreak of the novel coronavirus, COVID-19, a State of Local Disaster Emergency was declared in the Borough of Hightstown on March 17, 2020 by the Borough's Municipal Emergency Management Coordinator, in accordance with N.J.S.A. App. A:9-40.5; and

WHEREAS, pursuant to the State of Emergency Declaration, the Municipal Emergency Management Coordinator ordered, among other things, that The Administrator is authorized and empowered to hire any employees and to enter into service agreements with any independent contractors as may be necessary to address the needs of the municipality during this Declaration; and

WHEREAS, the State of Emergency Declaration grants powers to the Administrator that under normal circumstances can only be authorized by the Borough Council; and

WHEREAS, pursuant to Subsection 2-9-8, paragraph (g), of the Borough Code, the Administrator's duties include keeping the Mayor and Council informed as to the conduct of Borough Affairs.

NOW THEREFORE BE IT RESOLVED, that the Administrator shall immediately notify the Mayor and Council of any actions that are being considered or taken under the emergency powers granted by the above-referenced State of Emergency Declaration or with respect to any further State of Emergency Declaration which may be proclaimed within the Borough.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-91

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

AWARDING CONTRACT FOR ZETA LYTE 1A ANIONIC ELECTROLYTE – CUSTOM ENVIRONMENTAL TECHNOLOGY

WHEREAS, two (2) bids were received on March 12, 2020, for Zeta Lyte 1A Anionic for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Zeta Lyte 1A Anionic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$10.19 per gallon with a total contract price of \$9,680.50; and

WHEREAS, said contract shall be effective April 1, 2020; and

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

WHEREAS, funds will be made available in the 2020 and 2021 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Zeta Lyte 1A Anionic Polyelectrolyte is hereby awarded to Custom Environmental Technology of Collegeville, PA effective April 1, 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 April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-092

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

AWARDING A CONTRACT FOR ZETA LYTE 2800 CH CATIONIC POLYELECTROLYTE - CUSTOM ENVIRONMENTAL TECHNOLOGY

WHEREAS, two (2) bids were received on March 12, 2020 for Zeta Lyte 2800 CH Cationic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Zeta Lyte 2800 CH Cationic Polyelectrolyte be awarded to the next lowest bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$11.90 per gallon with a total contract price of \$47,124.00; and

WHEREAS, said contract shall be effective April 1, 2020; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by Custom Environmental Technology of Collegeville, PA is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2020 and 2021 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte, be awarded to Custom Environmental Technology of Collegeville, PA effective April 1, 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 April 13, 2020.

Margaret Riggio
Deputy Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

March 16, 2020

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

Re: Receipt of Bids
Polymer Purchase
Zeta Lyte 1A Anionic Electrolyte
Zeta Lyte 2800 CH Cationic Polyelectrolyte
AWWTP
Our File No.: H1665

Dear Mayor and Council;

Bids were received for the Polymer Purchase for the Advanced Wastewater Treatment Plant on March 12, 2020. Two (2) bids were received. I have reviewed the bids and offer the following comments:

1. **Polymer Purchase** – Bids were received for one (1) year and two (2) year periods for Zeta Lyte 1A Anionic Electrolyte “or equal” as follows:

a. (1) **Zeta Lyte 1A Anionic Electrolyte “or equal” – One (1) Year Period**

- | | | |
|---|----------------|--------------|
| ▪ Custom Environmental Technology, Inc.
Collegeville, PA | \$10.19/gal | \$9,680.50 |
| ▪ George S. Coyne Chemical Company, Inc.
Croydon, PA | \$11.4479/gal. | \$10,875.505 |

a. (2) **Zeta Lyte 1A Anionic Electrolyte “or equal” – Two (2) Year Period**

- | | | |
|---|----------------|-------------|
| ▪ George S. Coyne Chemical Co., Inc.
Croydon, PA | \$11.7818/gal. | \$22,385.42 |
|---|----------------|-------------|

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Zeta Lyte 1A Electrolyte to Custom Environmental Technology, Inc. of Collegeville, Pennsylvania, at a unit price of \$10.19/gal. for a total of \$9,680.50.

2. **Polymer Purchase** – Bids were received for one (1) year and two (2) year periods for Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” as follows:

a. (1) **Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” – One (1) Year Period**

- | | | |
|---|----------------|--------------|
| ▪ Custom Environmental Technology, Inc.
Collegeville, PA | \$11.90/gal | \$47,124.00 |
| ▪ George S. Coyne Chemical Company, Inc.
Croydon, PA | \$13.1979/gal. | \$52,263.684 |

Receipt of Bids
Polymer Purchase
Zeta Lyte 1A Anionic Electrolyte
Zeta Lyte 2800 CH Cationic Polyelectrolyte
AWWTP
Our File No.: H1665
Page 2 of 2

a. (2) **Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" – Two (2) Year Period**

- George S. Coyne Chemical Co., Inc.
Croydon, PA \$13.6746/gal. \$108,302.83

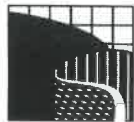
The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte to Custom Environmental Technology, Inc. of Collegeville, Pennsylvania, at a unit price of \$11.90/gal. for a total of \$47,124.00.

By way of this letter, I am returning the original bid documents to the Borough Clerk. Should you have questions or require additional information, please feel free to contact me.

Very truly yours,


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

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Clerk/Administrator
Frederick C. Raffetto, Esq., Borough Attorney
Mickie O'Connor, Finance
George Lang, Borough CFO



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Squ:
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.

Borough of Hightstown

Thursday, March 12, 2020 at 11:00 A.M.

Polymer Purchase				Custom Environmental Technology, Inc.	George S. Coyne Chemical Co., Inc.
Zeta Lyte 1A Anionic Electrolyte Zeta Lyte 2800 CH Cationic Polyelectrolyte Our File No.: H1665				8 Iron Bridge Drive Collegeville, PA 19426 Phone: (610) 409-8210 Fax: (610) 409-8212	3015 State Road Croydon, PA 19021-6997 Phone: (215) 785-3000 Fax: (215) 785-1585
Item No.	Description	Quantity	Units	Unit Price	Unit Price
1	Zeta Lyte 1A Anionic Electrolyte				
	1a.(1) Zeta Lyte 1A Anionic Electrolyte "or equal" - One (1) year period	950	gal.	\$10.19	\$11.4479
	1a.(2) Zeta Lyte 1A Anionic Electrolyte "or equal" - Two (2) year period	1,900	gal.	No Bid	\$11.7818
2	Zeta Lyte 2800 CH Cationic Polyelectrolyte				
	2a.(1) Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" - One (1) year period	3,960	gal.	\$11.90	\$13.1979
	2a.(2) Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" - Two (2) year period	7,920	gal.	No Bid	\$13.6746

Carmela Roberts
Carmela Roberts, PE, CME
NJ License No. 34419

Resolution 2020-93

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

**AUTHORIZING PAYMENT NO. 7 FINAL AND CHANGE ORDER NO. 3 FINAL –
QUAD CONSTRUCTION COMPANY (ULTRAVIOLET DISINFECTION FOR THE
HIGHTSTOWN BOROUGH ADVANCED WASTE WATER TREATMENT PLANT)**

WHEREAS, on December 5, 2016, the Borough Council awarded a contract for the Tertiary Disc Filtration and Ultraviolet Disinfection for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough to Quad Construction Company, Inc. of Lumberton, New Jersey at the price of \$910,000.00; and

WHEREAS, the contractor has submitted Change Order No. 3, Final, which extended the contract completion date by 433 days to February 3, 2020; and

WHEREAS, the contractor has submitted payment No. 7, in the amount of \$64,520.26, Final Payment; and

WHEREAS, the Borough Engineer has recommended approval of Change order No. 3; and

WHEREAS, the Borough Engineer has recommended approval of payment No 7, final payment in the amount of \$64,520.26; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown Change Order No. 3, Final and payment No. 7, Final in the amount of \$64,520.26 to Quad Construction Company, Inc. of Lumberton, New Jersey is hereby approved as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk



March 25, 2020

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

Re: Revised – Payment No. 7 and Final
Tertiary Disk Filtration and Ultraviolet Disinfection
Borough of Hightstown, Mercer County
Our File No.: H1669

Dear Mayor and Council:

Enclosed with this letter, please find the following documents:

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

Change Order No. 3 and Final extends the contract completion date by 433 calendar days to February 3, 2020. As you know, there were a number of issues on site that delayed the completion of construction. Namely, the existing heaters in the building needed repair, the Operator requested additional grating, and modifications were needed to the overall system as outlined in Change Order No. 2. The Change Order does not affect the contract price.

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

I recommend final payment be made to Quad Construction Company in the amount of \$21,713.86, subject to approval of the closeout documents by the Borough Attorney. Certified payrolls have previously been forwarded to the Borough.

Once approved, please return two (2) signed copies of the change order back to this office so that we may process through the NJDEP.

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

Very truly yours,

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

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Administrator/ Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
Mickey O'Connor, Accounts Payable Clerk
George Lang, Borough CFO
Monika Patel, Borough Assistant Financial Officer
Ken Lewis, Borough Superintendent of Public Works
Carl Zeroski, Quad Construction Company
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Thak Bakhru, PE, Roberts Engineering Group, LLC



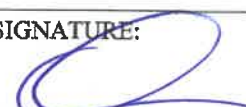
PAYMENT No. 7 & FINAL
Tertiary Disc Filtration and Ultraviolet Disinfection
Borough of Hightstown, Mercer County
 March 24, 2020
 Our File No.: H1669

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	MOBILIZATION	1.00	LS	1.00	0.00	\$30,000.00	\$30,000.00
2	PROJECT VIDEO AND PHOTOGRAPHS	1.00	LS	1.00	0.00	\$2,000.00	\$2,000.00
3a	CREATE OVERHEAD DOOR OPENING	1.00	LS	1.00	0.00	\$10,000.00	\$10,000.00
3b	DEMOLISH EXISTING FILTER 1	1.00	LS	1.00	0.00	\$25,000.00	\$25,000.00
3c	DEMOLISH EXISTING FILTER 2	1.00	LS	1.00	0.00	\$25,000.00	\$25,000.00
4a	DISC FILTER SYSTEM AND CONTROLS	1.00	LS	1.00	0.00	\$400,000.00	\$400,000.00
4b	CONCRETE FOUNDATION	1.00	LS	1.00	0.00	\$105,000.00	\$105,000.00
4c	PIPING & VALVES	1.00	LS	1.00	0.00	\$65,000.00	\$65,000.00
4d	START-UP AND TESTING	1.00	LS	1.00	0.00	\$2,000.00	\$2,000.00
5a	ULTRAVIOLET DISINFECTION SYSTEM AND CONTROLS	1.00	LS	1.00	0.00	\$118,000.00	\$118,000.00
5b	PIPING, VALVES, AND TROLLY	1.00	LS	1.00	0.00	\$5,000.00	\$5,000.00
5c	START-UP AND TESTING	1.00	LS	1.00	0.00	\$2,000.00	\$2,000.00
6	CHLORINATION/DECHLORINATION CHAMBER MODIFICATIONS	1.00	LS	1.00	0.00	\$70,000.00	\$70,000.00
7	OVERHEAD COILING DOOR	1.00	LS	1.00	0.00	\$20,000.00	\$20,000.00
8	ALUMINUM RAILINGS	1.00	LS	1.00	0.00	\$5,000.00	\$5,000.00
9	CLEANING AND RESTORATION	1.00	LS	1.00	0.00	\$1,000.00	\$1,000.00
10	ELECTRICAL	1.00	LS	1.00	0.00	\$25,000.00	\$25,000.00
S-1	TEMPORARY INSTALLATION OF ONE (1) TERTIARY DISC FILTER	1.00	LS	1.00	0.00	\$9,991.25	\$9,991.25
S-2	REPLACE EXISTING HEATERS	2.00	EA	2.00	0.00	\$11,855.00	\$23,710.00
S-3	REPAIR EXISTING ELECTRICAL CONDUIT	1.00	LS	1.00	0.00	\$15,672.00	\$15,672.00
S-4	RELOCATION AND UPGRADE OF EXISTING MOTOR CONTROL CENTER (MCC)	1.00	LS	1.00	0.00	\$4,200.00	\$4,200.00
S-5	REPAIR EXISTING CHLORINE CONTACT TANK WALLS/BAFFLES	1.00	LS	1.00	0.00	\$5,003.00	\$5,003.00
S-6	TEMPORARY INSTALLATION OF ONE (1) TERTIARY DISC FILTER	1.00	LS	1.00	0.00	\$10,469.75	\$10,469.75
S-7	GRATING SYSTEM AT TERTIARY DISC FILTERS	1.00	LS	1.00	0.95	\$45,957.00	\$45,957.00
S-8	STEEL STILLING WELL	1.00	LS	1.00	1.00	\$46,665.00	\$46,665.00
S-9	REALIGN 12" PIPING AT CHLORINE CONTACT TANK	1.00	LS	1.00	0.00	\$14,025.00	\$14,025.00
TOTAL WORK COMPLETED							\$1,085,693.00
LESS: RETAINAGE							\$0.00
SUBTOTAL							\$1,085,693.00
LESS: PREVIOUS PAYMENTS							\$1,063,979.14
TOTAL AMOUNT DUE							\$21,713.86
AMOUNT OF ORIGINAL CONTRACT							\$910,000.00
AMOUNT OF CONTRACT ADJUSTED BY CHANGE ORDER Nos. 1, 2, AND 3 AND FINAL (+19.3%)							\$1,085,693.00

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

1. ISSUING OFFICE Borough of Hightstown	2. PROJECT NO. 5340915-05	3. CONTRACT NO. Tertiary Disk Filters and Ultraviolet Disinfection	4. MODIFICATION NO. 3 and FINAL
5. TO (CONTRACTOR) Quad Construction Company 732 Eayrestown Road Lumberton, New Jersey 08048		6. PROJECT LOCATION AND DESCRIPTION Tertiary Disk Filters and Ultraviolet Disinfection located at the Advanced Waste Water Treatment Plant on Oak Lane in the Borough of Hightstown.	
7. A proposal is required for making the hereinafter described change in accordance with specification and drawing revisions cited herein or listed in attachment hereto. Submit your proposal in space indicated on page 2, attach detailed breakdown of prime and sub-contract costs (See the clause of this contract entitled, "Changes". DO NOT start work under this proposed change until you receive a copy signed by the Contracting Officer or a directive to proceed).			
<u>03-16-20</u> Date		<u>Carmela Roberts, PE, Borough Engineer</u> Type Name and Title	
<u>Carmela Roberts</u> Signature			
8. DESCRIPTION OF CHANGE: Pursuant to the clause of this contract covering changes, the contractor shall furnish all labor and material, and all work necessary to accomplish the following described work: Increase contract time by an additional 433 to days to February 3, 2020 to accommodate various unforeseen existing conditions and additional items as requested by the Borough. As a result of the above, the contract price is revised as follows:			
ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY
TOTAL COST			
TOTAL COST OF THIS MODIFICATION <u>\$0.00</u>			
The contract time is hereby: increase ☒ decrease ☐ or remains the same ☐ by <u>433</u> calendar days as a result of this modification.			
The foregoing modification is hereby accepted:			
CONTRACTOR Carl Zeroski, President, Quad BY: Construction		OWNER Lawrence Quattrone, Mayor, Borough of Hightstown BY:	
DATE: <u>3/11/20</u>		DATE:	
		(NJPE SEAL) ENGINEER Carmela Roberts, PE, Borough Engineer BY:	
		DATE: <u>03-16-20</u>	
APPROVAL:			
STATE OF NEW JERSEY		DATE	

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

9. ISSUING OFFICE Borough of Hightstown	10. PROJECT NO. 5340915-05	11. CONTRACT NO. Tertiary Disk Filters and Ultraviolet Disinfection	12. MODIFICATION NO. 3 and FINAL
13. CONTRACTOR'S PROPOSAL (Detailed breakdown, attach additional sheets as necessary)			
(Proposed) Not applicable. The time extension was required due to unknown conditions that had to be remedied over the course of several months.			
NET INCREASE \$0.00		NET DECREASE \$	CALENDER DAYS INCREASE 433 DAYS
DATE: 3/11/20	TYPE NAME AND TITLE: Carl Zeroski, President, Quad Construction Company		SIGNATURE: 

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

14. ISSUING OFFICE & PROJECT NO. Borough of Hightstown/5340915-05	15. CONTRACT NO. Tertiary Disk Filters and Ultraviolet Disinfection	16. MODIFICATION NO. 3 and FINAL
17. ORIGINAL CONTRACT BID PRICE \$ 910,000.00 TOTAL OF PREVIOUS CHANGE ORDERS \$ 175,693.00 TOTAL CONTRACT COST INCLUDING CHANGE ORDERS ... \$1,085,693.00		
18. NECESSITY FOR CHANGE AND REASON FOR OMISSION FROM PLANS AND SPECIFICATIONS: The new heaters (pay item S-2) did not operate correctly after initial operation. Ultimately, additional repairs were needed to the gas service line to ensure that the heaters would operate at full capacity. Furthermore, the contractor had difficulty securing safety railing and platform (pay item S-7) due to conflicts with existing piping alignment. These difficulties resulted in additional time required to ensure a complete operational/safe system.		
19. OTHER IMPACTS RESULTANT OF THIS CHANGE: Not applicable.		
20. RESUME OF NEGOTIATIONS OR RECOMMENDATIONS (Loanee's Representative): See attached emails.		
DATE: 03-16-20	TYPE NAME AND TITLE OF LOANEE'S REPRESENTATIVE: Carmela Roberts, PE, Borough Engineer	SIGNATURE: 

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

1. ISSUING OFFICE Borough of Hightstown	2. PROJECT NO. 5340915-05	3. CONTRACT NO. Tertiary Disk Filters and Ultraviolet Disinfection	4. MODIFICATION NO. 3 and FINAL										
5. TO (CONTRACTOR) Quad Construction Company 732 Eayrestown Road Lumberton, New Jersey 08048		6. PROJECT LOCATION AND DESCRIPTION Tertiary Disk Filters and Ultraviolet Disinfection located at the Advanced Waste Water Treatment Plant on Oak Lane in the Borough of Hightstown.											
7. A proposal is required for making the hereinafter described change in accordance with specification and drawing revisions cited herein or listed in attachment hereto. Submit your proposal in space indicated on page 2; attach detailed breakdown of prime and sub-contract costs (See the clause of this contract entitled, "Changes". DO NOT start work under this proposed change until you receive a copy signed by the Contracting Officer or a directive to proceed). <u>03-16-20</u> Date <u>Carmela Roberts, PE, Borough Engineer</u> Type Name and Title Signature													
8. DESCRIPTION OF CHANGE: Pursuant to the clause of this contract covering changes, the contractor shall furnish all labor and material, and all work necessary to accomplish the following described work: Increase contract time by an additional 433 to days to February 3, 2020 to accommodate various unforeseen existing conditions and additional items as requested by the Borough. As a result of the above, the contract price is revised as follows: <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 10%;">ITEM NO.</th> <th style="text-align: left; width: 45%;">ITEM DESCRIPTION</th> <th style="text-align: left; width: 15%;">UNIT PRICE</th> <th style="text-align: left; width: 15%;">ESTIMATED QUANTITY</th> <th style="text-align: left; width: 15%;">TOTAL COST</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="height: 100px;"> </td> </tr> </tbody> </table> TOTAL COST OF THIS MODIFICATION <u>\$0.00</u> The contract time is hereby: increase ☒ decrease ☐ or remains the same ☐ by <u>433</u> calendar days as a result of this modification. The foregoing modification is hereby accepted: CONTRACTOR Carl Zeroski, President, Quad BY: <u>Construction</u> DATE: <u>3/11/20</u> OWNER Lawrence Quattrone, Mayor, BY: <u>Borough of Hightstown</u> DATE: _____ (NJPE SEAL) ENGINEER Carmela Roberts, PE, Borough BY: <u>Engineer</u> DATE: <u>03-16-20</u>				ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL COST					
ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL COST									
APPROVAL: STATE OF NEW JERSEY DATE													

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

9. ISSUING OFFICE Borough of Hightstown	10. PROJECT NO. 5340915-05	11. CONTRACT NO. Tertiary Disk Filters and Ultraviolet Disinfection	12. MODIFICATION NO. 3 and FINAL
13. CONTRACTOR'S PROPOSAL (Detailed breakdown, attach additional sheets as necessary)			
(Proposed) Not applicable. The time extension was required due to unknown conditions that had to be remedied over the course of several months.			
NET INCREASE \$0.00		NET DECREASE \$	CALENDER DAYS INCREASE 433 DAYS
DATE: 3/11/20	TYPE NAME AND TITLE: Carl Zeroski, President, Quad Construction Company		SIGNATURE: 

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

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ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL COST									
APPROVAL: STATE OF NEW JERSEY DATE													

CCS-002

Revision 10/99

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

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20. RESUME OF NEGOTIATIONS OR RECOMMENDATIONS (Loanee's Representative): See attached emails.		
DATE: 03-16-20	TYPE NAME AND TITLE OF LOANEE'S REPRESENTATIVE: Carmela Roberts, PE, Borough Engineer	SIGNATURE: <i>Carmela Roberts</i>

Resolution 2020-94

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

**AUTHORIZING PAYMENT NO. 11 - 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. 11 for professional services for February 13, 2020 – March 14, 2020 in the total amount of \$3,900.00; 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 \$3,900.00, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Invoice

THE MUSIAL GROUP, p.a.

architecture - planning - interior design

191 Mill Lane

Mountainside, New Jersey 07092

908.232.2860 ext. 241

March 17, 2020

Project No: 118719.00

Invoice No: 11

Borough of Hightstown

156 Bank Street

Hightstown NJ 08520

Attn.: Debra Sopronyi

Borough Clerk / Administrator

Project: 118719.00 MUNICIPAL BUILDING, POLICE HEADQUARTERS & POLICE SUBSTATION

Professional services from FEBRUARY 13, 2020 to March 14, 2020

Fee

Phase	Fee	Percent Complete	Earned	Current
BASE BID: MUNICIPAL BUILDING				
CONCEPT DESIGN	10,500.00	100.00	10,500.00	0.00
SCHEMATIC DESIGN	29,984.00	100.00	29,984.00	0.00
DESIGN DEVELOPMENT	44,925.00	100.00	44,925.00	0.00
CONSTRUCTION DOCUMENTS	71,094.00	0.00	0.00	0.00
BIDDING	7,441.00	0.00	0.00	0.00
CONSTRUCTION ADMIN.	41,000.00	0.00	0.00	0.00
ALTERNATE #2 FEE: POLICE HEADQUARTERS				
CONCEPT DESIGN	13,600.00	100.00	13,600.00	0.00
SCHEMATIC DESIGN	37,650.00	100.00	37,650.00	0.00
DESIGN DEVELOPMENT	65,117.00	100.00	65,117.00	0.00
CONSTRUCTION DOCUMENTS	86,128.00	0.00	0.00	0.00
BIDDING	7,219.00	0.00	0.00	0.00
CONSTRUCTION ADMIN.	45,237.00	0.00	0.00	0.00
ADDITIONAL FEE POLICE SUB STATION				
CONCEPT	13,000.00	100.00	13,000.00	3,900.00
Total Fee	472,895.00	Total Earned	214,776.00	
		Previous Fee	210,876.00	
		Current Fee Billing	3,900.00	
		Total Fee		3,900.00

Total this invoice \$3,900.00

Billings to date

	Current	Prior	Total
Fee	3,900.00	210,876.00	214,776.00
Totals	3,900.00	210,876.00	214,776.00

Resolution 2020-95

*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 February 29, 2020, in the total amount of \$462.99; 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 \$462.99, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret M. Riggio
Deputy Borough Clerk

Invoice

Remington & Vernick Engineers, Inc.

Attention: Finance Department

79 Grove Street

Haddonfield, NJ 08033

PLEASE REFERENCE INVOICE # ON REMITTANCE


**REMINGTON
& VERNICK
ENGINEERS**

Hightstown Borough

Attn: Ms. Debra Sopronyi, RMC/QPA/CMR

Administrator/Borough Clerk

156 Bank Street

Hightstown, NJ 08520

March 17, 2020

Invoice No: 1104T001 - 15

Project Manager: Joseph Ragusa

Project Analyst: Kim Charlesworth

Invoice Total	\$462.99
----------------------	-----------------

Project Description:

Inspection and Contract Administration - Peddie Lake Dam Pedestrian Bridge.

Client Ref No.:

NJDOT #6504305

FHWA #TAP-C00S(917)

Resolution 2017-219

C-04-55-868-001-500

Professional Services through February 29, 2020

Phase 01 Construction Inspection

Professional Personnel

	Hours	Rate	Amount	
Observer Nicet II/III				
Bottura, Ryan	2/27/2020	4.00	91.05	364.20
Handrail installation				
Totals	4.00			364.20
Total Labor				364.20
Phase subtotal				\$364.20

Phase RE Reimbursables

Reimbursable Expenses

Mileage			91.99	
Other Reimbursables			6.80	
Total Reimbursables			98.79	98.79
Phase subtotal				\$98.79

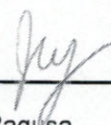
Total this invoice	\$462.99
---------------------------	-----------------

Billings to Date

	Current	Prior	Total	Received
Labor	364.20	99,511.52	99,875.72	
Expense	98.79	4,228.63	4,327.42	
Totals	462.99	103,740.15	104,203.14	103,740.15

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

Certified by:



Joseph Ragusa

Resolution 2020-96

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

AUTHORIZING RELEASE OF PERFORMANCE BOND 3 PRC, LLC

WHEREAS, 3 PRC, LLC presented Performance Bond No. FP0024448 in the amount of \$7,500 for Demolition Permit #2020-0021; and

WHEREAS, 3 PRC, LLC has requested that Performance Bond No. FP0024448 for Demolition Permit 2020-0021 be released; and

WHEREAS, the Borough Construction Official has issued a Certificate of Approval for the permit and has recommended that the performance bond funds be released.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is authorized and directed to release Performance Bond No. FP0024448 3 PRC, LLC40 Monmouth Park Highway, PO Box 70, West Long Branch, NJ 07764-1469, representing Demolition Permit 2020-0021 in the amount of \$7,500.00

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

- a. 3 PRC, LLC
- b. George Lang, Borough CFO
- c. George Chin, Borough Construction Official

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-097

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

**AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN
HIGHTSTOWN BOROUGH AND THE CITY OF TRENTON FOR EMERGENCY
PROFESSIONAL SERVICES FOR TESTING OF COVID-19 FOR FIRST RESPONDERS**

WHEREAS, Hightstown Borough is in need of rapid testing of their first responders so that they can be quarantined themselves if infected, thereby limiting the spread of COVID-19; and

WHEREAS, the City of Trenton has contracted with Cardinal Medical Administrative Services to provide such testing for first responders in Mercer County; and

WHEREAS, the Mayor and Borough Council of Hightstown Borough believe that this would benefit the health, safety and welfare of the residents of the Borough.

NOW, THEREFORE, BE IT RESOLVED, that the Hightstown Borough Council hereby authorizes the Mayor to execute, and the Clerk to attest, the attached Memorandum of Understanding with the City of Trenton relating to the above.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Memorandum of Understanding for Inter-Governmental Services

This Agreement is made this _____ day of March 2020, by and between City of Trenton “The City” and _____ hereinafter referred to as “Municipality” with its principal place of business at

WHEREAS, the City has contracted with Cardinal Medical Administrative Services (“Vendor”) for the Provision of Emergency Professional Services for Testing of COVID-19 (see attached); and

WHEREAS, Executive Orders issued by the Mayor of the City and Governor of the State of New Jersey have declared a Public Health State of Emergency;

WHEREAS, N.J.S.A. 40A:11-6 allows a contract to be negotiated or awarded without public advertising for bids and bidding therefore, notwithstanding that the contract price may exceed the bid threshold of \$17,500, when an emergency affecting the public health, safety, or welfare requires the immediate delivery of goods or the performance of services;

WHEREAS, area municipalities are in need of rapid testing of their own First Responders (Police, Fire, EMS,) so that they can be quarantined themselves if infected, thereby limiting the spread of COVID-19;

WHEREAS, the City desires to make available to area First Responders, in Mercer County, testing ability services from the Vendor;

NOW, THEREFORE, the City and designated Municipality agree to make available to Municipality testing services being provided by the Vendor Cardinal Medical Administrative Services, at the contracted rate of \$200 per test, payable directly to Vendor, for the first seven days of testing, consistent with the attached as noted in section Contract between the City and Vendor, above mentioned and II. Cost for Services, with any discounts obtained thereafter to be credited in the same manner benefiting the City; and

It is Further agreed that in the event that the City pays any sums to the Vendor on behalf of any employee of the Municipality, the Municipality shall reimburse the City of Trenton within 30 days of making such payments; and

It is Further Agreed that the City of Trenton shall not be liable for the collection of insurance information or to make any claims for insurance reimbursement on behalf of the Municipality; and

It is Further Agreed that the Municipality shall provide a Resolution from City Council approving this Agreement as soon as the matter is placed before City Council.

Duly authorized Municipal Representative

By:_____

Print Name: _____

By:_____

Print Name: REED GUSCIORA,
MAYOR, CITY OF TRENTON

By:_____

Print Name: _____



GUIDELINES FOR COVID-19 TESTING

This form must be filled out in full before you can be considered for testing for the COVID-19 Virus. IN ADDITION, BY SUBMITTING TO THE TEST, YOU ARE AGREEING THAT THE RESULT MAY BE REPORTED TO THE COUNTY HEALTH OFFICER. YOU MUST HAVE SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WHO HAS THE SYMPTOMS BEFORE TESTING WILL BE APPROVED

ARE YOU HAVING ANY OF THE FOLLOWING SYMPTOMS? Check all that apply

☐ Fever

When did you begin having symptoms:

☐ Difficulty Breathing

☐ Dry cough

☐ Fatigue

☐ Bone or joint pain

☐ Headache

☐ Chills

☐ Nausea or vomiting

☐ Sore throat

☐ Chills

☐ Exposure to someone exhibiting the symptoms:

When:

Location:

Dispatch number:

Symptoms exhibited by the other person:

Have you seen a doctor?

Do you have a prescription?

Please list any underlying health conditions that you have:

Have you travelled outside of the United States in the last 30 days or to New York? If so, where:

Employee Name:

Address:

Employer Name and address:

Phone number:

How would you like to be notified
of any test results?

Email address:

Health Insurance information:

Name of your insurance company:

Group Number:

ID Number:

I CERTIFY THAT ALL OF THE INFORMATION IS
CORRECT

Signature:

Date:

I ACKNOWLEDGE THAT ANY POSITIVE
RESULT MUST BE COMMUNICATED TO THE
COUNTY HEALTH OFFICIAL. I WAIVE ANY
RIGHTS TO PRIVACY OR RIGHTS UNDER
HIPPA TO KEEP THIS INFORMATION PRIVATE

Signature:

WHILE THE CITY OF TRENTON WILL SEEK
REIMBURSEMENT FROM YOUR HEALTH
INSURANCE COMPANY, OR YOUR EMPLOYER,
YOU ACKNOWLEDGE THAT THE COST OF THE
TEST IS \$200 PER TEST

This section for official use only:

Approved for test:
Date:

Name of person approving:

Denied for test:
Date:

Results received:
Results:
Patient notified:
County health official notified:

THIS FORM MUST BE COMPLETED AND SENT TO TRENTONOEM@TRENTONNJ.ORG
WITHIN 24 HOURS!

FOR PUBLIC DISTRIBUTION

New Jersey Department of Health

Technical Guidance for Drive-Thru SARS-COV-2 Specimen Collection Sites



Version 1.0

March 17, 2020

FOR PUBLIC DISTRIBUTION

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FOR PUBLIC DISTRIBUTION

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FOR PUBLIC DISTRIBUTION**1. Purpose**

The purpose of this document is to provide county governments with technical guidance for the planning and operations of drive-thru SARS-COV-2 specimen collection clinics. This document only serves to provide guidance to county agencies to ensure there is a baseline level of coordination and standardization of drive-thru clinics across the state.

This document will be updated as new information becomes available and as feedback is received from the counties.

2. Scope

The scope of this document is limited to drive-thru SARS-COV-2 specimen collection clinics operated by county governments. Nothing in this document is meant as guidance for state or local level clinics, or as drive-thru clinics for other purposes other than SARS-COV-2 specimen collection.

3. Planning Assumptions

The following planning assumptions were considered in the development of this guidance. Recognizing that this is a fast-moving, dynamic situation, not all planning assumptions may be listed below.

- The New Jersey Department of Health will provide written technical guidance to the counties to aid in the planning of drive-thru SARS-COV-2 specimen collection clinics;
- Direct involvement of federal agencies (i.e. FEMA) may limit the applicability of this guidance;
- County governments will designate a lead county agency to serve as the single point-of-contact for the New Jersey Department of Health and/or New Jersey State Police;
- County governments will use the provided guidance for consideration in the development of their drive-thru SARS-COV-2 specimen collection clinics;
- Adequate staffing will be identified and trained, for the desired level of service;
- The individuals submitting specimens will follow directions and adhere to eligibility criteria;
- Entities involved in the reporting of results will share information in a secure, timely manner;
- The State of New Jersey will continue to receive allocations from the Strategic National Stockpile of personal protective equipment;

FOR PUBLIC DISTRIBUTION

- Differences are likely between the structure, organizations, and/or operations of each county's drive-thru specimen collection clinic.

3.1 State Responsibilities

- The state will continue to provide written technical guidance and verbal consultation throughout the duration of planning for and operationalizing drive-thru SARS-COV-2 specimen collection clinics;
- The New Jersey Department of Health may provide personal protective equipment from what it has received from the Strategic National Stockpile, including:
 - Surgical facemask respirators;
 - Nitrile gloves;
 - Face shields.
- The New Jersey Department of Health will facilitate the procurement of specimen swabs and containers and may directly provide these supplies if they become available.
- The state may provide limited support from the New Jersey State Police, National Guard, Department of Transportation, or other state agencies if needed and with prior approval of the Commissioner of Health and associated head of each entity.

3.2 County Responsibilities

- County governments are responsible for the planning, advertising, operations, security, and demobilization of drive-thru SARS-COV-2 specimen collection clinics;
- Each county government is responsible for designating a lead county agency to coordinate all activities and, ideally, should be either the Office of Emergency Management or the County Health Department;
- Each county is responsible for maintaining the safety and security of each clinic;
- Each county will identify, designate, and assign at least one EMS (BLS) unit for every two lanes of specimen collection;
- County governments shall maintain the privacy and dignity of every individual who requests, schedules, arrive for, and/or completes a specimen collection and submission.

FOR PUBLIC DISTRIBUTION**4. Participating Agencies****4.1 State Agencies**

The New Jersey Department of Health is the lead state agency for the response to COVID-19. Under the leadership and direction from the Commissioner of Health, any state agency may be made available to assist county governments in this mission.

Requests for additional assistance of state government shall be submitted through E-TEAM by the County Office of Emergency Management, with simultaneous direct notification to Chris Neuwirth or his assigned designee for each county.

4.2 County Agencies

Each county is expected to mobilize all relevant emergency support functions for this mission, including the following:

- Office of Emergency Management
- Health Department
- Law Enforcement
- Emergency Medical Services
- Social Services
- Public Works

4.3 Local Agencies

Recognizing that the site may be a community college, or other large public-facing venue, involvement of local agencies in and around the site is recommended. Whenever possible, close coordination between county and local governments will ensure success of the overall operation.

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5. Concept of Operations

5.1 Site Selection

Site selection is a critical step that will determine how many staff and resources you will need to effectively operate a clinic. Preference should be made to locations that have been previously selected as community shelters, point-of-distribution sites, and/or vaccination clinics.

Consider the following physical characteristics when selecting a clinic site:

- Does the site have roadways/driveways that naturally lend to flowing traffic?
- Is there a large parking lot where cars can stop, and drivers speak with a screener?
- Is there enough space for a tent to be placed where specimen collectors can work?
- Is there access to electric and internet (via wifi or cellular)?
- Can the site be easily accessed from major roadways?

5.2 Staffing Requirements

Staffing requirements can vary greatly and are largely dependent on the size of operation you Anticipate and the location in which the clinic will occur. Assuming a minimum of two lanes for specimen collection, the following staffing requirements must be met:

Position	Quantity	Comments
Screeners	1 person per lane	A person to speak with individuals when they arrive and confirm eligibility.
Specimen Collectors	2 people per lane	One collector for each side of the vehicle to physically obtain the specimen from each person.
Traffic Controllers	6 people total	Four people to direct traffic in and into lanes; two people to control exiting.
Data Entry	1 person per lane	Data entry tracks and logs every specimen into a database
Specimen Handling	1 person per lane	Person to take each specimen and place/secure them into the storage container after its been logged.
Supply Management	4-10 people total	People to ensure every lane and all operational staff have the supplies they need to fulfill their duties.

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Security	4-10 people total	Varies by location; security should be present at the entrance to every lane and one person assigned to the specimen collection area.
EMS	1 BLS unit per two lanes	EMS should be present in the event someone needs immediate transport to a hospital.
Safety Officer	1 person total	The Safety Officer ensures that the entire operation is running safely and without any hazardous conditions.
TOTAL	21 – 33 people per operation, not including shift changes.	

5.3 PPE Requirements

The level of personal protective equipment required for each person depends on their assigned tasks. Generally, staff not in direct contact with anyone submitting specimens does not need to wear any respiratory protection. The table below outlines recommended levels of personal protective equipment for each position; however, the safety officer can advise staff members to don higher levels of personal protective equipment to maintain safety.

Position	Recommended PPE
Screeners	Gloves only
Specimen Collectors	Surgical facemasks, face shields, gloves, gowns
Traffic Controllers	Personal clothing with ANSI compliant vests
Data Entry	Personal clothing
Specimen Handling	Gloves only
Supply Management	Personal clothing
Security	Personal clothing
EMS	Personal clothing or standard uniform
Safety Officer	Personal clothing with bright, identifiable vest

FOR PUBLIC DISTRIBUTION**5.4 Eligibility**

As of March 15, 2020, symptomatic individuals experiencing fever, cough, shortness of breath, and other associated symptoms of respiratory illness, especially with direct contact with a confirmed COVID-19 case, should be prioritized for specimen collection and testing.

Drive-thru SARS-COV-2 specimen collection clinics are generally designed to collect nasopharyngeal specimens from symptomatic individuals. Individuals not experiencing any signs or symptoms of a respiratory illness are discouraged from being tested, as it diverts resources away from those who need it most, floods the laboratory with specimens unlikely to test positive, and provides individuals with a false sense of security when the results come back negative. Accordingly, eligibility criteria should be established, adhered to, and always promoted during any drive-thru clinic operation.

The New Jersey Department of Health strongly recommends that only symptomatic individuals receive testing; however, if a county government wants to proceed with indiscriminate testing of all individuals, regardless of symptoms, at least one lane should be dedicated and prioritized for those experiencing symptoms.

5.5 Scheduling

The New Jersey Department of Health recommends that each county establish a system for individuals to schedule their specimen collection in advance. This process will limit the number of individuals submitting specimens at any one time and will greatly enhance the overall experience of everyone involved. Without prior scheduling, drive-thru clinics can expect longer wait times, disruptive traffic lines, and an upset/angry public. More so, a lack of scheduling promotes heavy crowds, operational disorganization, stress on all staff, and greatly increases the chances of exposure to specimen collectors as they rush and become distracted.

The New Jersey Department of Health has established an online appointment scheduling system (<https://covid19.community>) that is free and available to all 21 counties. If your county

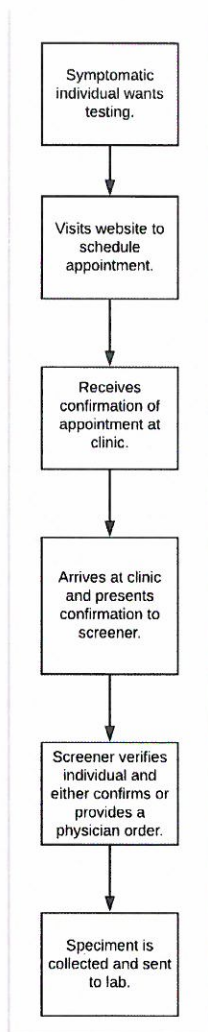
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is interested in using the New Jersey Department of Health's appointment scheduling system, please contact Chris Neuwirth and provide the following information:

- The days and hours of operation for your clinic (i.e. March 15th from 8:00 AM to 3:00 PM);
- The number of lanes you will have open during that timeframe;
- How long you anticipate each appointment lasting (i.e. 10 minutes);
- The total number of appointments you want for that day.

5.6 Operations

The workflow below outlines how the process should occur.



FOR PUBLIC DISTRIBUTION**5.7 Physician Order**

Every individual submitting a specimen may require a physician's order. There are three options for obtaining this order:

1. The person can obtain an order directly from their primary care provider (PCP);
2. The county can partner with a local hospital or physician to provide orders for all that need one upon arrival at the clinic;
3. A standing order, or waiver, may be issued.

5.8 Reporting Requirements

Upon submission of a specimen, every person shall be advised, in writing, of how they will be notified of their test results. During mass specimen collection operations, the New Jersey Department of Health recommends the following:

NEGATIVE: No notifications; people are advised that if they receive no communications from the local health department and/or their healthcare provider within five (5) business days that they are negative for SARS-COV-2. Asymptomatic Individuals must be advised, at the time of specimen collection, that a negative result does NOT mean they are negative from SARS-COV-2. A negative result simply means that there was no detectable SARS-COV-2 virus in their specimen at the time it was collected.

POSITIVE: Immediate notification; people are advised that if they test positive for SARS-COV-2, they will receive an immediate telephone notification by a healthcare provider or their local health department.

Every drive-thru clinic should be prepared to report the following data to the New Jersey Department of Health, via email within 24-hours from when the clinic closed:

- Total number of appointments completed (every person is one appointment);

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- Total number of specimens being sent to the commercial laboratory;
- Total number of staff who participated in that day's clinic;
- Any EMS transports with brief description of reason for transport;
- Any unusual occurrences or incidents.

5.9 Follow-Up

Every county must establish a process to ensure that people with positive results are informed in a timely manner and provided with guidance, consultation, and next steps. Recognizing that the individuals were able to arrive at the clinic, follow-up activities should include directions to remain at home, under self-quarantine, and to relieve symptoms with over-the-counter medications, as needed. If their clinical condition has worsened since their specimen collection, they should be instructed to seek treatment in the emergency department of the closest hospital – with someone calling ahead to advise the emergency department.

6. Specimen Collection, Packaging, and Transportation

6.1 Supplies

Synthetic fiber swabs with plastic shafts and viral transport medium are the preferred, ideal supplies to use for specimen collection.

6.2. Collection

The following technical guidance is provided by the CDC and can be found by visiting this website: <https://www.cdc.gov/coronavirus/2019-nCoV/lab/guidelines-clinical-specimens.html>

Use only synthetic fiber swabs with plastic shafts. Do not use calcium alginate swabs or swabs with wooden shafts, as they may contain substances that inactivate some viruses and inhibit PCR testing. Place swabs immediately into sterile tubes containing 2-3 ml of viral transport media.

Nasopharyngeal swab: Insert a swab into the nostril parallel to the palate. Leave the swab in place for a few seconds to absorb secretions.

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Label each specimen container with the patient's ID number (e.g., medical record number), unique specimen ID (e.g., laboratory requisition number), specimen type (e.g., serum) and the date the sample was collected.

6.3 Packaging and Storage

The CDC recommends storing the specimens at 35-46°F for up to 72 hours after collection. If a delay in testing or shipping is expected, store specimens at -70°C or below.

The New Jersey Department of Health recommends placing collected specimens into an insulated storage container or bag with ice packs, using a digital thermometer to ensure the temperature remains in range throughout the operation.

Additional guidance will be shared in consultation with the commercial laboratory.

6.4 Transportation

The New Jersey Department of Health requires that all collected specimens be transported directly to the commercial laboratory within six (6) hours from when the clinic closed.

7. Volunteers

7.1 Selection

The county is free to select and use any volunteer source available to fulfill any of the assigned tasks required for the clinic to operate. The New Jersey Department of Health recommends the following organizations and/or professions for each of the clinic roles:

- Medical Reserve Corp
- American Red Cross
- Community Emergency Response Teams (CERT)
- Local public safety agencies (police, fire, and EMS)

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- Institutions of Higher Education (public health students)
- County government staff volunteers

Position	Volunteer Source
Screeners	CERT, MRC
Specimen Collectors	EMTs, Paramedics, Nurses
Traffic Controllers	Firefighters, Public Works
Data Entry	Any volunteers
Specimen Handling	EMTs, Paramedics, Nurses Public Health Officials
Supply Management	Any volunteers
Security	Law enforcement
EMS	EMTs
Safety Officer	EMTs, Firefighters, Public Health Officials

7.2 Training

The New Jersey Department of Health is actively working with several entities to provide high-quality just-in-time training to individuals for the donning/doffing of personal protective equipment and for specimen collection, storage, and transport.

Please refer to Appendix A: Just-in-Time Training for Drive-Thru COVID-19 Specimen Collection Sites

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APPENDIX A: Just-in-Time Training for Drive-Thru COVID-19 Specimen Collection Sites

A. Donning and Doffing of Personal Protective Equipment (PPE)

1. Procedure for Donning and Doffing of PPE

Video from University of Nebraska Medicine - [PPE for COVID-19 Precautions - University of Nebraska Medicine](#)

Infographic from University of Nebraska Medicine: [PPE for COVID-19 infographic - University of Nebraska Medicine](#)

Step by Step Donning from University of Nebraska Medicine: [Donning: Step-by-step process - University of Nebraska Medicine](#)

Step by Step Doffing from University of Nebraska Medicine: [Doffing: Step-by-step process - University of Nebraska Medicine](#)

B. Specimen Collection Guidance: [CDC Guidance \(Updated: 3-13-2020\)](#)

1. Procedure for Specimen Collection - Nasopharyngeal Swab (NP)

1. Prior to specimen collection, ensure all PPE is donned. Label each specimen container with patient name, date of birth, date of sample collection, specimen type (nasopharyngeal swab), and lab requisition number if available
2. Perform hand hygiene.
3. Explain the procedure to the individual.
4. Hold swab between your thumb and forefinger with the shaft resting on your middle finger.
5. Patient tilts head back, and you place your hand on the patient's forehead.
6. Insert swab into nostril, gently rotating inward until resistance is met at the level of the turbinates.
7. Rotate the swab a few times.
8. Withdraw the swab, remove hand from patient forehead, and place single swab in container with transport medium.
9. Break off the end of broken swab so cap will close.
10. Dispose of broken tip into sharps container if available.

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11. Tighten cap.

2. CDC Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 (COVID-19): [CDC Guidance \(Updated: 3-13-2020\)](#)

3. Infographic from University of Nebraska Medicine:

[Nasopharyngeal Specimen Collection for COVID-19 from University of Nebraska Medicine](#)

Resolution 2020-98

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

**AUTHORIZATION TO DISSOLVE AN UNRECORDED LIEN ON BOROUGH
OWNED PROPERTY KNOWN AS BLOCK 21, LOT 20 (ACADEMY STREET) AS
SHOWN ON THE TAX MAP OF THE BOROUGH OF HIGHTSTOWN, COUNTY OF
MERCER, STATE OF NEW JERSEY**

WHEREAS, Block 21/Lot 20 as shown on the tax map of the Borough of Hightstown, County of Mercer, State of New Jersey, was determined to be an area in need of redevelopment in the Borough of Hightstown; and

WHEREAS, there was an unknown owner of said property; and

WHEREAS, the Borough acquired ownership of said property through a Final Order to Quiet Title as recorded by the Superior Court of New Jersey, County of Mercer, on August 3, 2018; and

WHEREAS, there is a lien from 1970 on this property which has never been recorded with the Mercer County Clerk and which must now be dissolved and removed from the Borough tax collection system; and

WHEREAS, it is the desire of the Mayor and Council to authorize the removal of said lien in the tax collection system of the Borough of Hightstown.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the lien currently affecting the property known as Block 21/Lot 20 as shown on the tax map of the Borough of Hightstown, County of Mercer, State of New Jersey, is hereby canceled, and the Tax Collector of the Borough is hereby authorized to remove said lien from the Borough tax collection system.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-99

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

AUTHORIZING A WAIVER FOR PERMIT FEES AT 134 PURDY STREET

WHEREAS, on April 2, 2020, the Borough was notified that a recycling truck operated by Waste Management Inc, the Borough's recycling vendor, hit a power line on Purdy Street resulting in the main powerline to 134 Purdy Street being severed; and

WHEREAS, due to the specific location of the damage, the power company could not reconnect and the power was shut off resulting in emergency after hours electrical work; and

WHEREAS, due to the State of Emergency issued by the Governor due to COVID-19, the resident was working remotely and needed power restored as soon as possible; and

WHEREAS, in order to have power restored quickly, a waiver was signed with JCP&L to have the power restored without an inspection; and

WHEREAS, given that it was a Hightstown contractor which caused the damage, the Hightstown Construction Official is requesting that the permit fee of \$60 be waived;

WHEREAS, said waiver does not include fees charged by the State of New Jersey; and

WHEREAS, the Hightstown Borough Electrical Inspector has inspected the work and the contractor has been notified to file the permit, so a Certificate of Approval be issued and sent to JCP&L.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown, that the Borough Permit fees associated with the emergency electrical work at 134 Purdy Street be waived as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

April 2, 2020

Dear Debbie,

I am requesting that the permit fee be waived for:

Ms. Christina Grape
134 Purdy Street
Hightstown, New Jersey 08520
Blk 18 Lot 4.01

The recycling truck hit the power line to her home and she needed emergency electrical service.

Estimated permit fee is \$60.00

This is the email from Ms. Grape to Public Works explaining what happened.

Donna,

I spoke with you yesterday regarding the issue of the powerline to my house. As explained yesterday the recycling truck hit the line to my house, that resulted in the main line being pulled away from my house and severed. In addition to the line hanging lower over the street, it became a safety issue as the damaged line was shorting out and causing brownouts inside my house. As directed I contacted the police and the power company. Due to the specific location of the damage, the power company could not reconnect it and my power was shut off. I was then forced to have emergency after hours electrical work done to repair the work and have the power company come out again to restore power.

Given the current situation with the coronavirus I am working from home and require power and internet to work. Additionally, we have a larger amount of goods in the refrigerator. This event left us without power for almost 4 hours.

*In order to get power restored quickly in after hours time, I signed a waiver to restore the power without an inspection. I need to get an inspection of the work and have the waiver replaced at JCP&L. **Please let me know how I can go about that.***

*Additionally, the cost of the electrical repair was significant due to the emergency nature and after hours work. This was not related to anything I did and not related to a storm, but related to the careless actions of the recycling truck driver. **Therefore I am looking for assistance on filing a claim to get the repaired paid for. Please let me know what I need to do to start that process.***

Thanks
Christina

Anything the Borough could do to help correct the situation created by a Borough hired contractor would be appreciated.

Thank you,


George Chin

Resolution 2020-100

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

AUTHORIZING A COST-SHARING COMMITMENT FOR A PEDESTRIAN CROSSING SIGN

WHEREAS, in an effort to make the Borough safer for pedestrians, the Borough of Hightstown desires to install a pedestrian traffic light at the intersection of Route 33 (Franklin Street) and Broad Street; and

WHEREAS, the New Jersey Department of Transportation (NJDOT) requires the Borough to submit a cost-sharing commitment before an investigation is initiated; and

WHEREAS, the cost-sharing commitment would obligate the Borough to pay 25% of the total cost of the project.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, authorize a cost-sharing commitment for the installation of a pedestrian crossing sign at Route 33 (Franklin Street) and Broad Street; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to New Jersey Department of Transportation.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-101

*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 29/Lot 5, 208 Franklin Street in the amount of \$1,919.78, by the title company; and

WHEREAS, both the mortgage company and the title company paid first quarter taxes at closing; and

WHEREAS, the title company, Empire Title & Abstract Agency, LLC, 4573 South Broad Street, Suite 300, Yardville, NJ 08620 has requested that a refund be issued for the overpayment in the amount of \$1,919.78; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$1,919.78.

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 \$1,919.78 to Empire Title & Abstract Agency, LLC, 4573 South Broad Street, Suite 300, Yardville, NJ 08620, 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 April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-102

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICES AGREEMENT WITH HAMILTON TOWNSHIP FOR CERTAIN HEALTH SERVICES (STD CLINIC)

WHEREAS, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain clinic services relative to sexually transmitted diseases (STDs); and

WHEREAS, the Township of Hamilton is agreeable to providing clinic services relative to STDs to the Borough of Hightstown for the period January 1, 2020 through December 31, 2020 for a fee of \$50.00 per patient; and

WHEREAS, it is the desire of the Borough Council to enter into a shared services agreement with the Township of Hamilton for provision of these services; and

WHEREAS, such agreements are authorized pursuant to *N.J.S.A. 40A:65-1 et seq*; and

WHEREAS, funds for this purpose shall be provided for in the 2020 budget.

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

1. A shared services agreement between the Borough of Hightstown and the Township of Hamilton for the provision of professional health clinic services for sexually transmitted diseases for the period January 1, 2020 through December 31, 2020 is hereby authorized and accepted.
2. The Mayor and Clerk are authorized and directed to execute said agreement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk



The Borough of Hightstown

96

Clerk's Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext. 772

Fax – (609) 371-0267

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

TO: Mayor & Council
DATE: April 8, 2020
RE: Shared Services Agreements

Pursuant to the contracts for Shared Services that are presently up for renewal, I have reviewed same and provide the following summary for your information:

Hamilton Township Health Services

This contract covers STD testing and reporting, we have had this agreement for many years and the rate remains at \$50.00 per patient. I recommend renewal of this shared service agreement.

East Windsor Township Senior

This contract covers the use of the Senior Center for the Hightstown Borough senior population. In reviewing the statistical/financial documentation sent and attached to the agreement, I find that while Hightstown's Borough's participation rate has dropped slightly in 2019 (using Dec. 31, 2019 figures), the cost to run the Senior Center has increased. There is an increase in the budget of \$34,699.00 from 2019 to 2020, with an increase to the Borough in the amount of \$2,258.59. I recommend renewal of this shared service agreement.

*Hamilton Township Resolution No. 20-087
Hightstown Borough Resolution No.*

**SHARED SERVICES AGREEMENT FOR HEALTH SERVICES
TOWNSHIP OF HAMILTON & THE BOROUGH OF HIGHTSTOWN**

January 1, 2020 to December 31, 2020

This Agreement made this ____th day of _____, 20____, by and between the **Township of Hamilton**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 2090 Greenwood Avenue, P.O. Box 00150, Trenton, New Jersey 08650-0150; and the **Borough of Hightstown**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 148 North Main Street, Hightstown, New Jersey 08520-3296;

Witnesseth that:

Whereas, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain health services for its residents; and

Whereas, the Borough of Hightstown desires to contract with the Township of Hamilton for provision of those health services; and

Whereas, the Township of Hamilton is agreeable to providing health services to the Borough of Hightstown for a fee and upon certain specified conditions; and

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

Whereas, the Township of Hamilton and the Borough of Hightstown have authorized and approved this Agreement by Resolution duly adopted pursuant to N.J.S.A. 40A:65-1, et seq., of the *Uniform Shared Services and Consolidation Act*;

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

1. **Scope of Services:** The Township of Hamilton agrees to provide to the Borough of Hightstown, for the benefit of the residents of the Borough of Hightstown, certain health services.
2. **Fees:** The fees payable by the Borough of Hightstown to the Township of Hamilton for the performance of the services described in Paragraph One shall be as set forth in **Schedule A** annexed hereto.
3. **Billing and Payment:** The Township of Hamilton will issue quarterly bills for services rendered to the Borough of Hightstown. The bills will be issued by the fifteenth (15th) day of the succeeding quarter and will be payable within thirty (30) days of issuance. The first quarter will run from January 1st – March 31st; the second quarter will run from April 1st – June 30th; the third quarter will run from July 1st – September 30th; and the fourth quarter will run from October 1st – December 31st.
4. **Liability:** The Township of Hamilton and the Borough of Hightstown shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq.*, arising out of or related to performance of any activity under the terms of this Agreement.
5. **Effective Date/Termination:** This Agreement shall be for twelve (12) months effective January 1, 2020 and ending December 31, 2020.
6. Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to continue services and negotiate a new contract for 2021.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the respective dates indicated below:

TOWNSHIP OF HAMILTON

BOROUGH OF HIGHTSTOWN

Jeffrey S. Martin, Mayor

Lawrence D. Quattrone, Mayor

ATTEST:

ATTEST:

Eileen A. Gore, RMC, CMC, MMC
Municipal Clerk

Debra Sopronyi, RMC/CMC, QPA, CMR
Borough Clerk

Dated:

Dated:

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HAMILTON TOWNSHIP HEALTH SERVICES

FEE SCHEDULE - 2020

(Fees found in Section 215-6A(10) of the Hamilton Township Code)

AVAILABLE SERVICES:

1. **Exposure Control Plan:** Tailored to fit particular specifications, job descriptions, etc.

BBP Plan	\$300.00
TB Plan	\$300.00
Both Plans	\$500.00

2. **Bloodborne Pathogen/TB Training:**

- a. Includes all topics mandated by the PEOSHA regulations.
- b. Presented by a Public Health Nurse and HIV Counselor/Health Educator

Initial Training Session	\$500.00 for up to 30 employees \$ 10.00 per each additional employee over 30
Initial TB Training Only	\$250.00 for up to 30 employees \$ 10.00 per each additional employee over 30
Yearly Re-Training	\$300.00 for up to 30 employees \$ 10.00 per each additional employee over 30

3. **Hepatitis B Vaccine:**

- a. Administered with a physician's standing orders by a Public Health Nurse.
- b. Includes Hepatitis B Vaccine, following CDC guidelines.

Hepatitis B Vaccine	\$70.00/vaccination
Twinrix (Hepatitis A and Hepatitis B)	\$100.00/vaccination

SCHEDULE A

4. **Mantoux Tuberculin Testing (PPD):**

- a. Administered with a physician's standing orders by a Public Health Nurse.
- b. Interpreted in 48 to 72 hours by a Public Health Nurse.

PPD Administration	\$25.00/employee
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5. **Sexually Transmitted Disease (STD) Clinic Services:**

- a. Services are available on Tuesdays, 9 a.m. to 12 p.m. at the Hamilton Township Division of Health.
- b. Services are conducted by a Public Health Nurse and STD/HIV Counselor(s).

Contracted STD Clinic Visits	\$50.00 per patient as per contract
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6. **Pneumonia/Flu:**

Non-township residents, Private Sector & Businesses	\$200.00
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7. **Blood Lead Investigations:**

Investigation and follow-up	\$60.00/hour
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8. **Child Health Conferences:**

Assessment, Counseling, Examination and Immunizations	\$75.00 per patient as per contract
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9. **Health Education Services:**

Assessment, Planning and Implementation	\$200.00/hour
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For further information, contact:

Kathleen Fitzgerald, R.N., B.S.N. Director, Department Of Health, Recreation, Senior and Veterans Services, (609) 890-3686

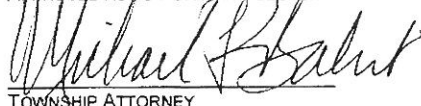
Giovanna Guarraggi, R.N., MSN, APN-BC, Administrative Director of Nursing, (609) 890-3884

**TOWNSHIP OF HAMILTON
COUNTY OF MERCER, NEW JERSEY**

RESOLUTION

No. **20-087**

APPROVED AS TO FORM AND LEGALITY


TOWNSHIP ATTORNEY

FACTUAL CONTENTS CERTIFIED TO BY


TITLE

RESOLUTION AUTHORIZING AND APPROVING A 2020 SHARED SERVICES CONTRACT FOR HEALTH SERVICES BETWEEN THE TOWNSHIP OF HAMILTON AND THE BOROUGH OF HIGHTSTOWN

Whereas the Borough of Hightstown desires to contract with the Township of Hamilton for provision of certain professional health clinic services for the period January 1, 2020 to December 31, 2020; and

Whereas the Township of Hamilton has agreed to provide certain health services to the Borough of Hightstown for a fee; and

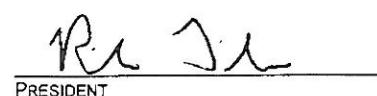
Whereas such agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq.; and

Whereas this contract is in the best interest of the Township of Hamilton;

Now, Therefore, *Be It Resolved* by the Council of the Township of Hamilton, in the County of Mercer and State of New Jersey, that the shared services contract between the Township of Hamilton and the Borough of Hightstown for the provision of certain professional health clinic services is authorized and accepted and that the proper officials of the Township of Hamilton are authorized to execute said contract;

Be It Further Resolved that the contract shall take effect upon the adoption of the appropriate resolution by the Borough of Hightstown and the execution of the contract by the parties in accordance with N.J.S.A. 40A:65-1 et seq.

ADOPTED BY COUNCIL ON FEBRUARY 4, 2020
DATE


PRESIDENT


MUNICIPAL CLERK

RECORD OF VOTE						
COUNCIL	AYE	NAY	N.V.	A.B.	RES.	SEC.
ANTHONY P. CARABELLI, JR.	✓					
NANCY PHILLIPS	✓					✓
CHARLES F. WHALEN, III	✓				✓	
PASQUALE "PAT" PAPERIO, JR.	✓					
RICHARD L. TIGHE, JR.	✓					
X - Indicates Vote A.B. - Absent N.V. - Not Voting RES. - Moved SEC. - Seconded						

Resolution 2020-103

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

AUTHORIZING RENEWED SHARED SERVICES AGREEMENT WITH EAST WINDSOR TOWNSHIP FOR SENIOR SERVICES

WHEREAS, with the adoption of Resolution 2019-87 on April 15, 2019, the Borough Council approved a Shared Services Agreement with the Township of East Windsor for the provision of Senior Services for the period March 1, 2019 through February 29, 2020 at a cost of Forty-Eight Thousand Two Hundred Thirty Nine Dollars and Sixty Four Cents (\$48,239.64) for the 12-month period; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Senior Services to the Borough by the Township of East Windsor through February 28, 2021; and

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Senior Services for the period March 1, 2020 through February 28, 2021; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period March 1, 2020 through February 28, 2021 will be fifty thousand four hundred ninety eight dollars and twenty three cents (\$50,498.23) for this 12-month period; and

WHEREAS it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2020 and 2021 budgets;

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

1. The Shared Services Agreement with the Township of East Windsor for Senior Services for the period March 1, 2020 through February 22, 2021 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2020 and 2021 budgets.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

SHARED SERVICES AGREEMENT
BETWEEN
EAST WINDSOR TOWNSHIP
AND
HIGHTSTOWN BOROUGH
FOR SENIOR SERVICES

THIS AGREEMENT, made this day of March 2020, between the TOWNSHIP OF EAST WINDSOR, a municipal corporation of the State of New Jersey, with offices at 16 Lanning Boulevard, East Windsor, Mercer County, New Jersey 08520, hereinafter called "East Windsor," and HIGHTSTOWN BOROUGH, a municipal corporation of the State of New Jersey, with offices at 156 Bank Street, Hightstown, Mercer County, New Jersey 08520, hereinafter called "Hightstown."

WITNESSETH

WHEREAS, East Windsor operates the Senior Citizen Center and programs at the facility owned by East Windsor located at 40 Lanning Boulevard, East Windsor, New Jersey (hereinafter called "the Center"); and

WHEREAS, East Windsor Township and Hightstown Borough have entered into Shared Service Agreements whereby the Center and its programs have been available to senior citizens of Hightstown Borough; and

WHEREAS, Hightstown desires to continue to make the programs and services of the Center available to its senior citizens through a contract with East Windsor; and

WHEREAS, the Shared Services and Consolidation Act, N.J.S.A. 40:8A-1 et seq., permits local units of this State to enter into a contract with any other local unit for the provision within their jurisdiction of any service which any party to the agreement is empowered to render within its own jurisdiction.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. INCORPORATION OF RECITALS

The WHEREAS clauses set forth above are hereby incorporated into and made a part of this agreement.

2. TERM/EFFECTIVE DATE

The term of this agreement shall be from March 1, 2020 through February 28, 2021. This agreement shall become effective upon the adoption of resolutions by both East Windsor and Hightstown approving same and authorizing its execution by the appropriate officials.

3. SCOPE OF SERVICES

During the term of this agreement, East Windsor shall operate the Center and make available to the senior citizens of Hightstown all of the services and programs offered through the Center, including but not limited to the Mercer County Nutrition Project for the Elderly and Senior Transportation. East Windsor shall be responsible for the operation of the Center, its services and programs. In connection therewith, East Windsor shall employ a Senior Citizen Center Director, provide necessary maintenance and upkeep of the Center, provide for daily scheduling and routing for the Senior Bus Service, and provide coordination with Mercer County, as needed, to maintain and operate the Nutrition Project for the Elderly.

SENIOR SHARED SERVICES AGREEMENT

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4. MAINTENANCE OF RECORDS

East Windsor shall maintain records of the names and addresses of the senior citizens of each municipality who attend the Center or participate in its services or programs. To the extent practicable, these records shall reflect the number and nature of services or programs utilized by each participant. These records will be updated and provided to Hightstown on a quarterly basis. Additionally, the Center shall be open for inspection by Hightstown officials during normal operating hours.

5. HIGHTSTOWN'S CONTRIBUTION FOR OPERATION OF THE CENTER

The parties agree that Hightstown shall pay to East Windsor fifty thousand four hundred ninety eight dollars and twenty three cents (\$50,498.23).

6. Hightstown's contribution for any successor agreement following the end of this term shall be based on the actual costs of operating the Center in 2020 as certified by East Windsor's Chief Financial Officer, net of Senior Transportation bus fares, any unanticipated Federal, State or County revenue, along with the attendance and participation records of the Center maintained by East Windsor.

7. PAYMENT

Hightstown shall pay to East Windsor for services provided under this agreement the sum of \$50,498.23 payable as follows:

May 1, 2020	\$12,624.56
August 1, 2020	\$12,624.56
November 1, 2020	\$12,624.56
February 1, 2021	\$12,624.56

8. INDEMNIFICATION

Hightstown shall defend and hold harmless East Windsor against any and all claims brought against East Windsor or any of its agents or employees arising out of East Windsor providing any services to Hightstown senior citizens on behalf of Hightstown under the terms of this agreement. Provided, however, that Hightstown shall not be responsible for any such claims arising out of the willful, wanton, malicious or criminal conduct of any agent or employee of East Windsor. Hightstown shall provide a certificate of insurance naming East Windsor as an additional insured providing coverage for the obligations under this agreement.

9. RENEWAL

Prior to March 1, 2021, the parties will need to notify the other in writing if it desires to continue services and negotiate a new contract.

SENIOR SHARED SERVICES AGREEMENT

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IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the respective dates indicated below:

ATTEST:

TOWNSHIP OF EAST WINDSOR

Kelly Lettera, Municipal Clerk

JANICE S. MIRONOV, Mayor

Date: _____

ATTEST:

BOROUGH OF HIGHTSTOWN

Debra Sopronyi, Borough Clerk

Lawrence A. Quattrone, Mayor

Date: _____

	2020 Total	2019 Total	Senior Center & Interlocal	Buildings & Grounds	Utilities
<u>Direct Costs</u>					
Office Supplies	\$ 2,225.00	\$ 2,225.00	\$ 2,225.00	\$ -	\$ -
Printed Supplies	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
Uniforms & Clothing	\$ 975.00	\$ 975.00	\$ -	\$ 975.00	\$ -
Minor Tools & General Hardware	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ -
Emergency & Safety Equipment	\$ 800.00	\$ 800.00	\$ 150.00	\$ 650.00	\$ -
Flags, Trophies & Awards	\$ 1,100.00	\$ 700.00	\$ 300.00	\$ 400.00	\$ -
Stationary Equipment	\$ 1,930.00	\$ 1,930.00	\$ -	\$ 1,930.00	\$ -
Books and Publications	\$ -	\$ -	\$ -	\$ -	\$ -
Photographic Supplies & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Food	\$ 6,500.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
Recreation Supplies	\$ 7,500.00	\$ 4,650.00	\$ 4,650.00	\$ -	\$ -
Other Consumable Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Grounds	\$ 2,400.00	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -
Trees, Plants & shrubbery	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -
Janitorial Supplies	\$ 3,200.00	\$ 3,200.00	\$ -	\$ 3,200.00	\$ -
Lighting Supplies	\$ 850.00	\$ 850.00	\$ -	\$ 850.00	\$ -
Electrical Service	\$ 28,000.00	\$ 28,000.00	\$ -		\$ 28,000.00
Telephone Service	\$ 6,500.00	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00
Natural Gas Service	\$ 13,000.00	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00
Alarm System	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
Other Building Services	\$ 10,000.00	\$ 5,050.00	\$ -	\$ 5,050.00	\$ -
Other Contractual Services	\$ 82,775.00	\$ 75,893.00	\$ 51,893.00	\$ 24,000.00	\$ -
Other Equipment	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -
Memberships	\$ 275.00	\$ 275.00	\$ 275.00	\$ -	\$ -
Meetings & Conferences	\$ 500.00	\$ 140.00	\$ 140.00	\$ -	\$ -
Training & Tuition	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -	\$ -
Sub-total	\$ 176,230.00	\$ 156,788.00	\$ 66,633.00	\$ 42,655.00	\$ 47,500.00

Salaries & Wages

Senior Center Coordinator	\$ 59,160.00	\$ 52,950.00	\$ 52,950.00	\$ -	
P/T Substitutes	\$ -	\$ -	\$ -	\$ -	
Custodian	\$ 16,991.00	\$ 16,991.00	\$ -	\$ 16,991.00	
Recreation Department Director	\$ -	\$ -	\$ -	\$ -	
Clerical Support	\$ 45,390.00	\$ 36,343.00	\$ 36,343.00	\$ -	
Fringe Benefits for Employees	\$ 59,886.04	\$ 59,886.04	\$ 59,886.04	\$ -	
Sub-total	\$ 181,427.04	\$ 166,170.04	\$ 149,179.04	\$ 16,991.00	\$ -
Total Budget	\$ 357,657.04	\$ 322,958.04	\$ 215,812.04	\$ 59,646.00	\$ 47,500.00

Indirect Costs

	2020 Total	2019 Total
Community Bus not covered by Grant	\$ 37,420.00	\$ 37,420.00
Insurance	\$ 27,775.00	\$ 23,760.00
Depreciation	\$ 5,100.00	\$ 3,605.00
Administration	\$ 25,155.00	\$ 18,960.00
Total Indirect Costs	\$ 95,450.00	\$ 83,745.00

Revenues

Bus Fares Collected	\$1,019.00	\$ 1,019.00
Total Revenues	\$1,019.00	\$ 1,019.00
TOTAL COSTS LESS REVENUE	\$ 452,088.04	\$ 405,684.04

	2020 Total	2019 Total	Senior Center	Buildings & Grounds	Utilities
Budgeted	\$ 357,657.04	\$ 322,958.04	\$ 215,812.04	\$ 59,646.00	\$ 47,500.00
Indirect Costs	\$95,450.00	\$ 83,745.00	\$ 83,745.00	\$ -	\$ -
Total Expenses	\$453,107.04	\$ 406,703.04	\$ 299,557.04	\$ 59,646.00	\$ 47,500.00
Total Revenues	\$ (1,019.00)	\$ (1,019.00)	\$ (1,019.00)		
Total Costs Less Revenues	\$452,088.04	\$ 405,684.04	\$ 298,538.04	\$ 59,646.00	\$ 47,500.00

PERCENTAGE OF USE	2020* Participation	2019* Participation	2020 Amount	2019 Amount
East Windsor	88.83%	88.40%	\$ 401,589.81	\$ 358,624.69
Hightstown	11.17%	11.60%	\$ 50,498.23	\$ 47,059.35
Total	\$452,088.04	100%	\$ 452,088.04	\$ 405,684.04

Interlocal Service Agreement Payments

May 1, 2020	\$ 12,624.56
August 1, 2020	\$ 12,624.56
November 1, 2020	\$ 12,624.56
Febraury 1, 2021	\$ 12,624.56
Total Due	\$ 50,498.23

James P. Brady
Township Manager

2020 Figures will be based on 2019
participation as of 12-31-19

2019 Stats

January 1, 2019 – December 31, 2019

East Windsor - 1426

08512- (The Orchard and Riviera) - 93

Hightstown - 191

Total Members - 1710

698 Active

***Our new software, MySeniorCenter, gives stats on ACTIVE members only**

<u>Age Range</u>	<u>Count</u>	<u>%</u>
60-64	61	7.4
65-69	171	20.9
70-74	246	30.0
75-79	169	20.6
80-84	109	13.3
85+	<u>64</u>	<u>7.8</u>
Total	820	100

<u>Gender</u>	<u>Count</u>	<u>%</u>
Female	552	67.3
Male	<u>269</u>	<u>32.7</u>
Total	820	100

Resolution 2020-104

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

PROCLAIMING HIGHTSTOWN VOLUNTEER APPRECIATION WEEK AND RECOGNIZING, HONORING AND THANKING HIGHTSTOWN'S VOLUNTEERS

WHEREAS, the week of April 19 – 25, 2020 has been proclaimed National Volunteer Week to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

WHEREAS, the Borough of Hightstown and its residents have benefited greatly from hundreds of volunteers who each year give tirelessly and selflessly to the service of others; and

WHEREAS, volunteerism strengthens communities, improves society, and enhances the overall quality of life for all citizens; and

WHEREAS, volunteering changes the lives of volunteers in a positive way, increasing self-confidence, self-esteem and physical wellbeing; offering the chance to meet new friends and associates; and providing opportunities to learn new skills and abilities; and

WHEREAS, the Hightstown Borough Mayor and Council wish to acknowledge and thank its volunteers for their dedication and tireless efforts.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown hereby proclaims the week of April 19 – 25, 2020, as Hightstown Volunteer Week and expresses its sincere appreciation and gratitude for the dedication and untiring efforts of all those who volunteer to help make our community a better place to live and work.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-105

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	1,013,396.00	101,330.00	1,114,726.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	191,136.00	175,000.00	366,136.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	1,204,532.00	276,330.00	1,480,862.00

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 April 13, 2020.

Margaret Riggio
Deputy Borough Clerk

Borough of Hightstown
Emergency Temporary
4/13/2020

Current Fund

Mayor and Council	
Salaries and Wages	2,400.00
Administrative and Executive	
Other Expenses	1,000.00
Municipal Clerk	
Salaries and Wages	20,000.00
Financial Administration	
Salaries and Wages	10,000.00
Data Processing	
Salaries and Wages	12,000.00
Tax Collector	
Salaries and Wages	15,000.00
Tax Assessor	
Salaries and Wages	3,000.00
Engineer	
Other Expenses	4,000.00
Municipal Court	
Salaries and Wages	5,000.00
Planning Board	
Salaries and Wages	3,000.00
Municipal Prosecutor	
Other Expenses	2,000.00
Liability Insurance	
Other Expenses	4,000.00
Workers Compensation Insurance	
Other Expenses	33,600.00
Group Insurance	
Other Expenses	50,000.00
Police Department	
Salaries and Wages	150,000.00
Other Expenses	10,000.00
Fire Department	
Other Expenses	10,000.00
Uniform Fire Safety Act	
Salaries and Wages	2,000.00
Other Expenses	5,000.00
Solid Waste	
Salaries and Wages	20,000.00
Parks and Recreation	
Salaries and Wages	5,000.00
Buildings and Grounds	

Salaries and Wages	5,000.00
Recycling	
Salaries and Wages	15,000.00
Board of Health	
Salaries and Wages	15,000.00
Recreation and Open Space	
Other Expenses	2,000.00
Landfill Solid Waste Disposal	
Other Expenses	10,000.00
Construction Code	
Salaries and Wages	20,000.00
Other Expenses	1,000.00
Housing Code Enforcement	
Salaries and Wages	10,000.00
Ga/Heating Oil	3,000.00
Public Employee's Retirement System	155,000.00
Police and Firemen's Retirement System	387,396.00
Social Security	8,000.00
Robbinsville EMS	10,000.00
Roosevelt Shared Service	5,000.00
	1,013,396.00

Water-Sewer Utility Fund

Salaries and Wages	50,000.00
Other Expense	50,000.00
Social Security	10,000.00
Public Employee's Retirement System	81,136.00
Total Water-Sewer Utility	191,136.00
	1,204,532.00