

Agenda

Hightstown Borough Council

July 6, 2020

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6:30 PM – Public Session

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes June 1, 2020 – Public Session

Engineering Items Lincoln Avenue, Hagemount Avenue & Rocky Brook Court Project Update
Springcrest Drive, Taylor Avenue, Spruce Court & Glen Drive Project

Resolution 2020-131 Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Improvements to Hausser Avenue, Bennet Place and Prospect Drive

Presentation Redevelopment Plan – Brian Slaugh, Borough Planner

First Reading and Introduction Ordinance 2020-04 Ordinance of the Borough of Hightstown, In the County of Mercer Adopting a New Redevelopment Plan for Tax Block 8, Lots 12-14; Tax Block 18, Lots 8-12; Tax Block 21, Lots 1-14, 20 and 26; and Tax Block 30, Lots 1-13

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

Ordinances **First Reading and Introduction 2020-05** Bond Ordinance Providing for Improvements to Various Roads in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$873,000 therefor and Authorizing the Issuance of \$273,000 Bonds or Notes of the Borough to Finance Park of the Cost Thereof

First Reading and Introduction 2020-06 Bond Ordinance Providing for Drainage Improvements to the Water and Sewer Utility and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$310,000 Therefor and Authorizing the Issuance of \$295,200 Bonds or Notes in the Borough to Finance the Cost Thereof

Resolutions	2020-132	Payment of Bills
	2020-133	Authorizing Payment to Remington Vernick for Inspection and Contract Administration Services Associated with the Peddie Lake Dam Pedestrian Bridge Project
	2020-134	Authorizing Payment to VMG Group – Roof Replacement, AWWTP
	2020-135	Authorizing a Shared Services Agreement Between Hightstown Borough and East Windsor Township for Contribution of the Matching Local Share for Bus Services
	2020-136	Awarding a Contract for Solid Waste Dumpster Service – Waste Management of New Jersey, Inc.
Consent Agenda	2020-137	Authorizing Renewal of Alcoholic Beverage License #1104-32-001-006 Wine Deport Corporation, t/a Hedy’s Liquors and Joe Canal’s Discount Liquor Outlet
	2020-138	Waiving Fees for Certain Parking Permits
	2020-139	Resolution of Compliance Regarding the 2018 Audit
	2020-140	Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”
	2020-141	A Resolution Authorizing Hightstown Borough, County of Mercer New Jersey The Tax Collector to Prepare and Mail Estimated Tax Bills in Accordance with P.L. 1994, C72
	2020-142	Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2020 Budget
New Business	DCA Feasibility Analysis	
Old Business	Budget Workshop Meeting Dates (Previously scheduled meetings cancelled)	
Subcommittee Reports		
Mayor/Council/Administrative Reports		
Adjournment		

Meeting Minutes
Hightstown Borough Council
June 1, 2020
6:30 p.m.

The meeting was called to order by Mayor Quattrone at 6:30 p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and on the Borough website.” Do to COVID-19 and self-distancing protocols, this meeting was held remotely through freeconferencecall.com.

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; Carmela Roberts, Borough Engineer; Brian Slaugh, Borough Planner and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Council President Musing; Seconded by Councilmember Jackson.

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

Agenda approved 5-0.

APPROVAL OF MINUTES

May 18, 2020 – Public Session

Moved by Councilmember Bluth; Seconded by Councilmember Misiura.

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

Minutes approved 5-0.

PUBLIC COMMENT I

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

Nancy Walker Laudenberger, 632 South Main Street – Read the following for the record: *“We are happy to report another successful Rise Pantry Drive Thru yesterday. We were able to serve 976 families! We distributed milk, juice, olive oil, snacks and paper products -- and the Teachers Association donated \$4,000 which enabled us to purchase a wonderful collection of fresh produce at good price. We especially want to thank Mayor Quattrone, Administrator Ms. Sopronyi, the Council and the Hightstown Police Department. Chief Gendron, Sergeant Miller and the other officers have continued their support in helping to organize the parking lot and they checked-in with us throughout the day to make sure all was going well. We as a community can collectively feel good about assisting our neighbors in this time of need. We will let you know when we hear of enough large donations to warrant another drive thru -- for now, Rise and its army of volunteers are resting up! And please know that our regular pantry is open and our case managers are available should any other needs come to your attention. Thank you”*

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

ORDINANCES

Ordinance 2020-02 Public Hearing and Final Reading 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.”

Mayor Quattrone opened the Public Hearing and the following individuals spoke:

Nancy Walker Laudenberger, 632 South Main Street – Owns the property at 200 South Main Street. She is asking that 200 South Main Street remain designated R-3. She believes the integrity of the residential character of the 200 block of South Main Street is served as R-3 residential.

Jeff Bond, 210 South Main Street – Mr. Bond referred to a letter from Kyle & McManus regarding the redesignation of Block 56 lots 1 and 2 from R-3 to DTC. Mr. Bond is requesting that Block 56 lots 1 and 2 remain R-3. The letter Mr. Bond referred to is attached hereto and made part thereof. “Appendix 1”

Eva Teller, 218 South Main Street – Would like to maintain block 56 lots 1 and 2 R-3. If changed to commercial, would that enable those properties to be taken down and rebuilt?

Jay Thompson, 216 South Main Street – Thinks that leaving all properties on South Main Street R-3 is a good idea because of parking and traffic. Ambiance of the neighborhood would be changed if new buildings were put up.

Dr. Caruso, 208 South Main Street – Keeping Block 56 lots 1 and 2 R-3, maintains the beauty of this part of town. He supports keeping these lots R-3.

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

Mayor Quattrone thanked everyone for coming forward. Council President Musing asked Brian Slaugh if it would be appropriate to pull the 2 properties in question and keep R-3. Mr. Slaugh looked at properties involved. The over goals and objectives to the Master Plan by keeping these blocks as an R-3 would remain. Council President

Musing moved to amend the ordinance removing Block 56 lots 1 and 2 leaving them as an R-3. Councilmember Stults seconded. Borough Attorney, Fred Raffetto, stated that under the Municipal Land Use Law, Council will need to adopt a resolution setting forth the reason why Council is deviating from what was proposed by the reexamination report. We do have a resolution ready if Council chooses to amend this ordinance.

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

Ordinance amended 5-0; removing Blok 56 Lots 1 and 2 from the DTC Zone.

Resolution 2020-124 Resolution of the Borough Council of the Borough of Hightstown Setting Forth Reasons for adopting Ordinance 2020-02 Notwithstanding Minor Inconsistency with the Borough Master Plan.

Moved by Councilmember Stults; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2020-124

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

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHTSTOWN SETTING FORTH REASONS FOR ADOPTING ORDINANCE
2020-02 NOTWITHSTANDING MINOR INCONSISTENCY WITH THE
BOROUGH MASTER PLAN**

WHEREAS, on March 16, 2020, the Borough Council of the Borough of Hightstown introduced on first reading, Ordinance 2020-02 (the "Ordinance") to implement the 2014 Reexamination Report and Master Plan update's recommendations for zoning changes. and

WHEREAS, the Ordinance was referred to the Hightstown Borough Planning Board, pursuant to N.J.S.A. 40:55D-26a, for a Master Plan Consistency Review; and

WHEREAS, the Planning Board determined that the proposed rezoning of property was fully consistent with the "Proposed Zoning Map 2014-A" contained within the Reexamination Report; and

WHEREAS, the Borough Council has considered the Planning Board's findings as well as public comment that Council has received during the public hearing for Ordinance 2020-02; and

WHEREAS, notwithstanding the Planning Board's findings that the Ordinance is fully consistent with the Master Plan, the Borough Council has determined that the zoning classification of two properties, Block 56, Lots 1 and 2, should remain as currently zoned, which is R-3 residential; and

WHEREAS, pursuant to N.J.S.A. 40:55D-26a and 40:55D-62a, the Borough Council intends to clarify and set forth, by Resolution, its reasons for amending the Ordinance relating to the above two properties, notwithstanding the findings and conclusions of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Hightstown, in the County of Mercer, New Jersey finds that the following reasons justify the adoption of Ordinance 2020-02, as amended, notwithstanding the findings and conclusions of the Planning Board.

1. The existing dental office uses on Block 56, Lots 1 and 2 are non-conforming uses that may continue in perpetuity without rezoning, offering better protection to adjacent residential uses. The existing approvals make these two lots a transition area between the areas to be zoned DTC to the north and west of the subject lots and the fully residential lots directly to the south on the west side of S. Main Street.
2. Retaining the R-3 zoning classification for the above two (2) properties will lower the incentive for the dental offices to be converted to more intensive non-residential uses allowed in the DTC and have ramification for the R-3 and R-1 neighborhoods in the immediate vicinity of these two particular lots.
3. The affected landowners themselves prefer that the said properties retain their existing zoning designation as R-3 residential.
4. There is no overriding policy concern in the Hightstown Master Plan that would be negatively affected by the retention of the R-3 zoning on these particular lots; either the R-3 or the DTC district would foster the creation of a stronger downtown core area and neighborhoods closely associated with the DTC district.

Consequently, the Borough Council find that the goals and objectives contained in the Master Plan support the adoption of the Ordinance, as amended.

Mr. Raffetto stated that the ordinance has been amended and a resolution adopted stating Council's reasons for making the change. In his legal opinion, this change does not substantially change the ordinance and therefor, does not need to be referred back to the Planning Board for comment.

Council President Musing moved the Ordinance for adoption as amended; Councilmember Stults seconded.

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

Ordinance adopted as amended 5-0.

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 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. **Zoning map attached hereto and made part thereof "Appendix 2"**

Ordinance 2020-03 Public Hearing and Final Reading 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

Mayor Quattrone opened the public hearing for Ordinance 2020-03 and the following individuals spoke.

There being no one coming forward, Mayor Quattrone closed the public hearing.

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

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

Ordinance adopted 5-0.

ORDINANCE 2020-03

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

WHEREAS, the New Jersey Supreme Court and New Jersey Legislature have recognized and mandated in So. Burl. Co. NAACP v. Mount Laurel, 92 N.J. 158 (1983) ("Mount Laurel II") and the Fair Housing Act, N.J.S.A. 52:27D-301, et seq. ("FHA") that every municipality in New Jersey has an affirmative obligation to facilitate the provision of low and moderate income housing; and

WHEREAS, the Mayor and Borough Council of the Borough of Hightstown are desirous of ensuring the proper implementation of the Fair Housing Act and associated rules through the adoption of land use regulations by the governing body; and

WHEREAS, the Borough of Hightstown desires to implement policies established by the New Jersey Supreme Court in In re N.J.A.C. 5:96 and 5:97, 221 N.J. 1, 30 (2015) (Mount Laurel IV) to foster affordable housing opportunities for the production of dwellings and their occupancy by low and moderate income households.

WHEREAS, the Mayor and Borough Council of the Borough of Hightstown recognize the need to adopt Affordable Housing Procedural and Eligibility Requirements within the Land Use Ordinance of the Borough of Hightstown to implement the Housing Element and Fair Share Plan; and

WHEREAS, the Planning Board of the Borough of Hightstown has reviewed and recommended the adoption of this ordinance.

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

Section 1. Article 28-2, entitled, Definitions and Word Usage, of the Zoning Ordinance of the Borough of Hightstown, shall be amended by adding the following definitions:

ADAPTABLE: Constructed in compliance with the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.

ADMINISTRATIVE AGENT: The entity responsible for the administration of affordable units in accordance with this ordinance, N.J.A.C. 5:93 and N.J.A.C. 5:80-26.1 et seq.

AFFIRMATIVE MARKETING: A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.15.

AFFORDABILITY AVERAGE: The average percentage of median income at which restricted units in an affordable housing development are affordable to low- and moderate-income households.

AFFORDABLE: A sales price or rent within the means of a very low, low- or moderate-income household as defined in N.J.S.A. 52:27D-304; in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.6, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.12, as may be amended and supplemented.

AFFORDABLE DWELLING UNIT: A very low, low or moderate income dwelling unit.

AFFORDABLE DEVELOPMENT: A housing development all or a portion of which consists of income restricted units.

AFFORDABLE HOUSING DEVELOPMENT: A development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100% affordable development.

AFFORDABLE HOUSING PROGRAM: Any mechanism in a municipal Fair Share Plan prepared or implemented to address a municipality's fair share obligation.

AFFORDABLE RENTAL CHARGES: A monthly rent including utilities charged to an eligible very low, low or moderate income family which shall not exceed 30% of their monthly gross income as calculated by N.J.A.C. 5:93-7.4(f).

AFFORDABLE UNIT: A housing unit proposed or created pursuant to the Act and approved for crediting by the Court and/or funded through an affordable housing trust fund.

AGE-RESTRICTED DEVELOPMENT: A residential development consisting housing units designed to meet the needs of, and exclusively for, the residents of an age-restricted segment of the population such that: 1), all the residents of the development wherein the unit is situated are 62 years of age or older; or 2), at least 80 percent of the units are occupied by one person who is 55 years of age or older; or 3), the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as "housing for older persons" as defined in

Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

ALTERNATIVE LIVING ARRANGEMENT: A structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternative living arrangements include, but are not limited to: transitional facilities for the homeless; Class A, B, C, D and E boarding homes as regulated by the DCA; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

CERTIFIED HOUSEHOLD - A household that has been certified by an Administrative Agent as a very low-income, low-income household or moderate-income household.

DCA: The State of New Jersey Department of Community Affairs

DEFICIENT HOUSING UNIT: A housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load bearing structural systems.

DEVELOPMENT FEE: means money paid by a developer for the improvement of property as permitted in N.J.A.C. 5:93-8.

FAIR SHARE PLAN: The plan that describes the mechanisms, strategies and the funding sources, if any, by which the Borough proposes to address its affordable housing obligation as established in the Housing Element, including the draft ordinances necessary to implement that plan, and addresses the requirements of N.J.A.C. 5:93-5.

HOUSEHOLD: Persons, whether related or unrelated, living together in a single dwelling unit, with common access to and common use of all living and eating areas and all areas and facilities for the preparation and serving of food within the dwelling unit.

HOUSING ELEMENT or HOUSING PLAN ELEMENT: The portion of the Borough's Master Plan, required by the Municipal Land Use Law in N.J.S.A. 40:55D-28b(3) and the Act, that includes the information required by N.J.A.C. 5:93-5.1 and establishes Hightstown's fair share obligation.

INCLUSIONARY DEVELOPMENT: A development containing both affordable units and market rate units. This term includes, but is not limited to: new construction, the conversion of a non-residential structure to residential use and the creation of new affordable units through the gut rehabilitation or reconstruction of a vacant residential structure.

LOW-INCOME HOUSEHOLD: A household with a total gross annual household income equal to 50 percent or less of the regional median household income by household size.

LOW-INCOME UNIT: A restricted unit that is affordable to a low-income household.

MAJOR SYSTEM: The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement or load bearing structural systems.

MARKET-RATE UNITS: Housing not restricted to low- and moderate-income households that may sell or rent at any price.

MEDIAN INCOME: The median income by household size for the applicable housing region, as updated annually according to a formula approved by the Court.

MODERATE-INCOME HOUSEHOLD: A household with a total gross annual household income in excess of 50 percent but less than 80 percent of the regional median household income by household size.

MODERATE-INCOME UNIT: A restricted unit that is affordable to a moderate-income household.

NON-EXEMPT SALE: Any sale or transfer of ownership other than the transfer of ownership between husband and wife; the transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary and the transfer of ownership by court order.

QUALIFIED PURCHASER OR RENTER: A person who:

- A. Submits an application for certification as a qualified purchaser or renter to the management of the unit;
- B. Whose gross aggregate family income at the time of the proposed purchase or rental of an affordable unit is within very low, low or moderate income levels, as defined herein; and
- C. Who obtains certification as a qualified purchaser or renter of an affordable unit from Hightstown Borough's Administrative Agent as set forth in this section.

RANDOM SELECTION PROCESS: A process by which currently income-eligible households are selected for placement in affordable housing units such that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized affordable unit (e.g., by lottery).

REFERRAL LIST, AFFORDABLE HOUSING: A register of eligible very low, low and moderate income households for which suitable units are not yet available.

REGIONAL ASSET LIMIT: The maximum housing value in each housing region affordable to a four-person household with an income at 80% of the regional median as defined by adopted/approved Regional Income Limits.

REHABILITATION: The repair, renovation, alteration or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

RENT: The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, rent does not include charges for food and services.

RESTRICTED UNIT: A dwelling unit, whether a rental unit or ownership unit, that is subject to the affordability controls of N.J.A.C. 5:80-26.1, as may be amended and supplemented, but does not include a market-rate unit financed under the Urban Homeownership Recovery Program (UHORP) or Market Oriented Neighborhood Investment (MONI) program.

UHAC: The Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26-1, et seq.

VERY LOW-INCOME HOUSEHOLD: A household with a total gross annual household income equal to 30% or less of the median household income by household size.

VERY LOW-INCOME UNIT: A restricted unit that is affordable to a very low-income household.

WEATHERIZATION: Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors, and is considered a major system for rehabilitation.

Section 2. Article 28-17, Reserved, of the Zoning Ordinance of the Borough of Hightstown, shall be replaced in its entirety with a new article entitled, Affordable Housing Procedural and Eligibility Requirements,

as follows:

28-17 AFFORDABLE HOUSING PROCEDURAL AND ELIGIBILITY REQUIREMENTS

28-17-1 Purpose and General Provisions.

1. **The purpose of this Article is to implement the Uniform Housing Affordability Controls (“UHAC”, N.J.A.C. 5:80-26.1 et seq., as they may be amended or superseded), the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq.), extant rules of the NJ Council on Affordable Housing, and the Housing Element and Fair Share Plan of Hightstown Borough. This Article is designed to ensure that affordable housing created under the Fair Housing Act is occupied by low- and moderate-income households for the appropriate period of time. The words, phrases, and terms herein shall be interpreted to have the same meanings and usages as in the Fair Housing Act and related regulations. It is the further purpose of this Article to regulate the development and management of low- and moderate-income housing units constructed in compliance with these regulations.**
2. **All units, including those funded with Low Income Housing Tax Credits or other subsidy programs, shall include the required bedroom distribution and income distribution, shall be subject to affordability controls, and shall be affirmatively marketed in accordance with UHAC, with the exception that instead of 10% of all rental affordable units being affordable to households earning 35% or less of the regional median household income by household size, 13% of all rental affordable units shall be affordable to households earning 30% or less of the regional median household income by household size, and all other applicable law.**
3. **All new construction units shall be adaptable in conformance with N.J.S.A. 52:27D-311a and -311b and all other applicable law.**

28-17-2 Affordable Housing Required.

1. Any residential development approved by the Planning Board of the Borough of Hightstown, including those developments consisting in whole or in part of beds counted as a residential dwelling, shall set aside dwelling units for persons of low and moderate income as defined in this Article, except for development within a redevelopment district. Affordable housing within a redevelopment district shall be as established in a redevelopment agreement between the Borough and the redeveloper. Unless otherwise stated or as may be required within specific zoning districts, the minimum set aside shall be 15% of the total number of units if the affordable units will be for rent and 20% of the total number of units if the affordable units will be for sale. In assisted living residence developments, the set-aside shall be a minimum of 10% of the total number of units. At least half of all affordable units shall be affordable to low or very low income households. Except when part of a larger development of a tract zoned or otherwise permitted to be developed at a residential density of 6 units per acre or more, developments of single-family detached and/or duplex or two-family dwellings shall be exempt from the inclusionary development requirements of this section, but shall pay an affordable housing development fee. Properties shall not be permitted to be subdivided to avoid compliance with the inclusionary development requirements of this section.
2. **All developers with sites identified for affordable housing pursuant to the most recent Housing Element and Fair Share Plan adopted by the Planning Board and Borough Council of Hightstown, according to their respective duties, shall provide affordable housing units in accordance with the plan. All development, whether residential, commercial, or industrial shall construct units or pay a development fee in accordance with this Article, except as otherwise exempted.**
3. This requirement does not give any developer the right to any such rezoning, variance or other relief, or establish any obligation on the part of the Borough of Hightstown to grant such rezoning, variance or other relief.
4. This Borough-wide mandatory set-aside requirement does not supersede the effects or requirements of any inclusionary overlay zoning districts for any inclusionary multi-family residential development that occurs

within the boundaries of those districts.

5. In the event that the inclusionary set-aside percentage (15% or 20%, as the case may be) of the total number of residential units does not result in a full integer, the developer may choose one of two options of addressing the fractional unit:
 - a. The developer shall round the set-aside upward to construct a whole additional affordable unit; or
 - b. If the set-aside includes a fractional unit less than 0.5, the developer may round the set-aside downward and construct the lesser whole number of affordable units, but must also make a payment in lieu of constructing the fractional additional unit ("fractional payment in lieu").
 - c. The fractional payment in lieu amount shall be calculated as the fractional unit multiplied by the payment in lieu amount of \$250,000.00, increased annually by the construction Consumer Price Index.
 - d. For example, if seven total units are developed at an inclusionary site, a 20% set-aside would require 1.4 affordable units. Per the requirements above:
 1. The developer may round up the 0.4 unit to one whole affordable unit and construct a total of two affordable units, in accordance with this section; or
 2. The developer may round the set-aside downward, construct only one affordable unit and pay into the Borough's affordable housing trust fund a fractional in lieu payment equal to the dollar amount established hereinabove multiplied by 0.4 units.

28-17-3 Borough Administrative Agent and Administrative Agent.

1. The Borough Council shall yearly appoint a Borough Administrative Agent to monitor sales and resales of affordable housing units, and the leasing of units to tenants. The Borough Administrative Agent may be the Municipal Housing Liaison, but is not required to be the same person.
2. The Borough Administrative Agent shall monitor the designated Administrative Agent of the developer in the initial sales and rental transactions for low- and moderate-income dwellings in accordance with N.J.A.C. 5:80-26.14, as it may be amended or superseded. The developer's Administrative Agent shall have all of responsibilities as put forth in this rule. After the initial sales and rental transactions, the Borough Administrative Agent, the activities of the Administrative Agent for any re-sales or re-rentals. If the Borough Administrative Agent is the Administrative Agent for the municipality, then he or she shall assume all of the duties and responsibilities set forth in N.J.A.C. 5:80-26.14 following the initial renting, sales and occupancy of low- and moderate-income dwellings. The affordability controls set forth in this chapter shall be administered and enforced by the Administrative Agent regardless of association. The primary responsibility of the Administrative Agent shall be to ensure that the restricted units are sold or rented, as applicable, only to low- and moderate-income households in accordance with the Fair Housing Act.
3. The Borough Council may establish a reasonable fee to program participants for the administration of the affordability controls program.
4. The Borough Council shall approve the credentials of any person who is an Administrative Agent by resolution prior to such person engaging in such work in the Borough of Hightstown.
5. The Administrative Agent, whether the Borough Administrative Agent, developer's agent, or a delegated agent, shall have the responsibility to income qualify low and moderate-income households, to place income eligible households in low- and moderate-income units upon initial occupancy, to provide for the initial occupancy of low- and moderate-income units with income qualified households, to continue to qualify households for re-occupancy of units as they become vacant during the period of affordability controls, to assist with advertising and outreach to low- and moderate-income households, and to enforce the terms of the deed restriction and mortgage loan. The Administrative Agent shall provide counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements and landlord/tenant law.
6. The Borough Administrative Agent shall coordinate his or her activities with any outside Administrative

Agent to ensure the accurate tracking of the progress of affordable housing in the municipality, answer inquiries regarding affordable housing from the public or direct same to the appropriate official or agency, and comply with the affordable housing monitoring and reporting requirements of the state.

7. In order to ensure an orderly transfer of control responsibility from a municipality to an administrative agent, from one administrative agent to another administrative agent, or other transfer, the requirements as set forth in N.J.A.C. 5:80-26.17 shall apply as are necessary before or during the transition. The Administrative Agent's enforcement responsibility for implementing such practices and procedures shall not be delegated or otherwise transferred to any other party, except to a successor administrative agent and as approved by the Borough Council.
8. By accepting state funds for affordable housing purposes, or by submitting to the jurisdiction of the NJ Council on Affordable Housing or its successor agency, the Borough of Hightstown shall be deemed to have delegated to the Administrative Agent the day-to-day responsibility for implementing practices and procedures designated to ensure effective compliance with the controls set forth in this Article. The governing body of the municipality, however, shall retain the ultimate responsibility for ensuring effective compliance with the requirements as set forth in UHAC and any settlement agreements pertaining to affordable housing matters.
9. The Borough Administrative Agent shall complete and return to the NJ Council on Affordable Housing (COAH), its successor, or court of competent jurisdiction all forms necessary for monitoring requirements related to dwelling units in affordable housing projects and the collection of development fees from residential and non-residential developers, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, barrier free escrow funds, rental income, repayments from affordable housing program loans, and any other funds collected in connection with the Borough of Hightstown's approved housing program, as well as to the expenditure of revenues and implementation of the approved plan.
10. The Borough Administrative Agent shall keep records of the affirmative marketing activities undertaken in accordance with the affirmative marketing plan established by any developer's administrative agent. The records shall include, but not be limited to, the following:
 - a. Electronic reporting of affordable housing activity; any required paper forms;
 - b. Copies of any press releases, brochures, flyers, print advertisements and application forms used in the affirmative marketing program.
 - c. The income and demographic characteristics of each household applying for and occupying income-restricted housing.
 - d. An evaluation of any necessary adjustments required to the affirmative marketing program as communicated by the Administrative Agent.

28-17-4 Submission of Affordable Housing Plan.

1. The developer of low- and moderate-income housing units shall submit to the Borough Administrative Agent a description of the means to be used to insure that the required low- and moderate-income units are sold or rented only to low- and moderate-income households for a period of not less than 30 years, that such units meet bedroom distribution and phasing requirements, and comports with the requirements of this Article pertaining to the provisions, leasing, selling and transferring units among eligible low- and moderate-income households.
2. The Affordable Housing Plan shall indicate how the developer will comply with the procedures of this Article for selecting occupants of low- and moderate-income housing and the required affirmative marketing requirements. The requirements for affirmative marketing are found in §28-17-16. Whenever a developer proposes a third party operator or manager of affordable housing units, the Borough Council shall specifically approve such operator and manager. The Borough Council may delegate this approval to the Borough Administrative Agent.
3. The following information shall promptly be provided to the Borough Administrative Agent by the developer or sponsor of any project containing any affordable units' subject to the requirements of this

Article, upon the later of either final municipal land use approval or issuance of a grant contract by a governmental authority:

- a. The total number of units in the project, and number of restricted units, broken down by bedroom size, identifying which are low- and which are moderate-income dwellings, and including street addresses of restricted dwellings;
 - b. Floor plans of all affordable dwellings, including complete and accurate identification of uses and dimensions of all rooms;
 - c. A project map identifying the locations of low- and moderate-income and market dwellings;
 - d. A list of project principals or partners, together with a list of all other affordable projects in which they have been involved over the previous five years;
 - e. Projected construction schedule;
 - f. Proposed pricing for all units, including any purchaser options and add-on items;
 - g. A list of all public funding sources and copies of grant or loan agreements for those sources;
 - h. Condominium fees or homeowner association and any other maintenance or other fees;
 - i. Estimated real property taxes for sale units;
 - j. Sewer, trash disposal and any other utility assessments;
 - k. Flood insurance requirement, if applicable;
 - l. A description of all HVAC systems;
 - m. Location of any common areas and elevators;
 - n. Proposed form of lease for any rental units;
 - o. The name of the person who will be responsible for official contact with the Borough Administrative Agent for the duration of the project;
 - p. The name and qualifications of the developer's administrative agent, if applicable; and
 - q. The State-approved Planned Real Estate Development public offering statement and/or master deed where available or applicable.
4. The developer shall submit the marketing plan to the Borough Administrative Agent at least 45 days prior to the advertising of the availability of the units. The Borough Administrative Agent will approve or modify the plan within 30 working days of receipt of the plan or within such time as additionally granted by the developer.

28-17-5 Household Income Limitations.

1. The incomes of low- and moderate-income households occupying affordable housing shall not exceed the income limits as of January 1 of the current year.
2. Median Income Determination. Income limits for all units for which income limits are not already established through a federal program exempted from the Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26.1 shall be updated by the Borough annually following the publication of determinations of median income by the U.S. Department of Housing and Urban Development (HUD) and calculation by the Affordable Housing Professionals of New Jersey in the absence of such calculation by COAH.
3. Affordable Housing Purchase or Rent. Very low-income housing units shall be reserved for households with a gross household income less than or equal to 30% of the median regional income. Very low-income households shall be considered a subset of low-income units. Of the number of very low-income households, at least 50% shall be for family households. Low-income housing units shall be reserved for

households with a gross household income less than or equal to 50% of the median regional income. Moderate-income units shall be reserved for households with a gross household income more than 50% but equal to or less than 80% of the median income.

4. Assisted Living Facilities. Income determination and eligibility for assisted living facilities shall also comply with the New Jersey Housing and Mortgage Finance Agency's Assisted Living Underwriting Guidelines and Financing Policy, dated May 28, 1996, as it may be amended or superseded. The monthly fee for rent, meals, and basic services for the affordable units in the assisted living facility shall not exceed 80% of household income. For the purposes of this section, 62.5% of the fee shall be assumed to be for meals and basic services and 37.5% of the fee for rent.

28-17-6 Household Income Verification.

1. Any Administrative Agent shall secure the information from applicant households necessary and appropriate to determine that restricted dwellings are occupied by properly sized households with appropriate very low, low or moderate income levels. No household may be referred to a restricted dwelling, or may receive a commitment with respect to a restricted dwelling, unless that household has received a signed and dated certification, as set forth in this section, and has executed the certificate in the form provided.
2. Any Administrative Agent shall use a random selection process to select occupants of very low-, low- and moderate-income housing.
3. Any Administrative Agent shall prepare a standard form of certification and shall sign and date one for each household when certified. This certification shall be known as a Certificate of Eligibility and shall be a prerequisite for the purchase or rental of an income-restricted dwelling. An initial certification shall be valid for no more than 180 days unless a valid contract for sale or lease has been executed within that time period. In this event, certifications shall be valid until such time as the contract for sale or lease is ruled invalid and no occupancy has occurred. Certifications may be renewed in writing at the request of a certified household for an additional period of 180 days at the discretion of the Borough Administrative Agent or Administrative Agent.
4. When reviewing an applicant household's income to determine eligibility, any Administrative Agent shall compare the applicant household's total gross annual income to the regional very low-, low- and moderate-income limits then in effect, as approved by the court of competent jurisdiction. For the purposes of this subchapter, income includes, but is not limited to, wages, salaries, tips, commissions, alimony, regularly scheduled overtime, pensions, social security, unemployment compensation, Temporary Assistance for Needy Families (TANF), verified regular child support, disability, net income from business or real estate, and income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds and imputed income from non-income producing assets, such as equity in real estate.
5. Except as otherwise specifically stated in this subchapter, the sources of income considered by the Borough Administrative Agent or Administrative Agent shall be the types of regular income reported to the Internal Revenue Service and which is eligible to be used for mortgage loan approval. Household annual gross income shall be calculated by projecting current gross income over a 12-month period.
6. Assets not earning a verifiable income shall have an annual imputed interest income using a current average annual savings interest rate. Assets not earning income include, but are not limited to, present real estate equity. Applicants owning real estate shall produce documentation of a market value appraisal and outstanding mortgage debt. The difference shall be treated as the monetary value of the asset and the imputed interest added to income. If the applicant household owns a primary residence with no mortgage on the property valued at or above the regional asset limit, a Certificate of Eligibility shall be denied by the Borough Administrative Agent or Administrative Agent, unless the applicant's existing monthly housing costs (including principal, interest, taxes, homeowner and private mortgage insurance, and condominium and homeowner association fees as applicable) exceed 33% of the household's eligible monthly income.
7. Rent from real estate shall be considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance and reasonable property management expenses as reported to the Internal Revenue Service. Other expenses are not deductible. If actual rent is less than fair market rent, the Borough Administrative Agent or Administrative Agent shall impute a fair market rent.

8. Income does not include benefits, payments, rebates or credits received under any of the following:
 - a. Federal or State low income energy assistance programs;
 - b. Food stamps, payments received for foster care, relocation assistance benefits;
 - c. Income of live-in attendants, scholarships, student loans, and personal property, including but not limited to, automobiles; and
 - d. Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements, and part-time income of persons enrolled as full-time students.
 - e. Income, however, does include interest and other earnings from the investment of any of the foregoing benefits, payments, rebates, or credits.
9. Any Administrative Agent shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify the member's income, including income received by adults on behalf of minor children for their benefit. Household members 18 years of age or older who do not receive income must produce documentation of current status. Income verification documentation may include, but is not limited to, the following for each and every member of a household who is 18 years of age or older:
 - a. Four consecutive pay stubs, not more than 120 days old, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure;
 - b. Copies of Federal and State income tax returns for each of the preceding three tax years;
 - c. A letter or appropriate reporting form verifying monthly benefits such as Social Security, unemployment, TANF, disability or pension income (monthly or annually);
 - d. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support;
 - e. Income reports from banks or other financial institutions holding or managing trust funds, money market accounts, certificates of deposit, stocks or bonds; and
 - f. Evidence or reports of income from directly held assets such as real estate or businesses.
 - g. Court ordered payments for alimony or child support to another household, whether or not it is being paid regularly, shall be excluded from income for purposes of determining income eligibility.
10. At the discretion of the Borough Administrative Agent or Administrative Agent, households may also be required to produce documentation of household composition for determining the correct dwelling size and applicable median income guide.
11. Tenant Income Eligibility. In addition to the foregoing requirements, tenant income eligibility shall be in accordance with the median income limits of N.J.A.C. 5:80-26.13. Very low-income rental units shall be reserved for households with a gross household income less than or equal to 30% of the regional median household income by household size. Low-income rental units shall be reserved for households with a gross household income less than or equal to 50% of the regional median household income by household size. Moderate-income rental units shall be reserved for households with a gross household income less than 80% of the regional median household income by household size.
12. The Administrative Agent shall certify a household as eligible for a restricted rental unit when the household is a very low-income, low-income household or a moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35% (40% for age-restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.16, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:
 - a. The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;

- b. The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
 - c. The household is currently in substandard or overcrowded living conditions;
 - d. The household documents the existence of assets with which the household proposes to supplement the rent payments; or
 - e. The household documents proposed third-party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the owner of the unit.
13. The applicant shall file documentation sufficient to establish the existence of the circumstances in -2.a through -2.e above with the Administrative Agent, who shall counsel the household on budgeting.

§ 28-17-7 Certificate of Eligibility, Waiting List and Selection

- A. If the household is found to be eligible for low- and moderate-income housing, they shall be issued a Certificate of Eligibility and placed on the affordable housing waiting list, except in the event that such a certificate is withheld or removed in accordance with this section. Eligible persons that live or work within the East Central Housing Region (Region 4) shall have preference over those that live or work in another housing region.
- B. Applicants shall be selected in the order in which their applications are certified and in accordance with the provisions of this section.
- C. Households remaining on a waiting list shall update its application no later than April 30 each year, including the most recent federal income tax return of each member of the proposed household and such other updated income and other information requested on the application.
- D. Households on the waiting list who have not submitted the required information by May 15 each year shall be notified by certified mail, mailed to the address on file that they have until June 30 of that year to provide the information or they shall be removed from the waiting list.
- E. Any household whose income or priority category has changed such that the household has become eligible for a different category of housing or priority list shall be placed on the appropriate list without penalty or favor as of the date of the original application.
- F. Any household whose income has increased to the degree that it is no longer eligible for low or moderate income housing shall be removed from the waiting list.
- G. If the Borough Administrative Agent or Administrative Agent has reason to believe that the information on file is erroneous or incomplete, he or she shall have the right to conduct an investigation and request any additional information deemed necessary to obtain accurate household information. If an applicant does not cooperate in such investigation or refuses to reply with the requested additional information within 30 days of said request, the applicant shall be removed from the list.
- H. All applications shall be notarized and certified complete and accurate. Anyone knowingly submitting incomplete, inaccurate, incorrect or false information may be removed from eligibility for very low-, low- and moderate-income dwellings. All information submitted to the Borough Administrative Agent or Administrative Agent for the purposes of determining applicant eligibility shall be strictly confidential and not considered a public record.
- I. Prior to the time of availability of a very low-, low- and moderate-income dwelling, the Borough Administrative Agent or Administrative Agent shall notify by certified mail the top three households on the waiting list for the type of dwelling available, its location and the estimated date it will be available. If a purchaser or tenant cannot be found from the top three households on the waiting list, notice shall be sent to the fourth, fifth, etc., household until a purchaser or tenant is found. The household shall, within 14 days of mailing, notify the Borough Administrative Agent or Administrative Agent, in writing, of its intent to

occupy the dwelling and, if selected, its intent to comply with the requirements of paragraph –I, below, within 15 days. Any household which fails to respond to the notice or chooses to reject a specific dwelling by informing the Administrative Agent in writing, shall retain its priority and shall be notified of available dwellings in the future, except that if a household chooses to reject a dwelling or fails to respond three times, it shall be removed from the list and must reapply and re-qualify if it wishes to be placed on the list at a new qualified priority.

- J. At the time of notice to a household of the availability of an appropriate type of dwelling and if the household notifies the Administrative Agent of its intent to occupy the dwelling and that household is selected for occupancy, each household member shall update the records on file and recertify the accuracy of the information as required herein. Information shall be reviewed and the eligibility status reconfirmed. The household selected shall only at that point proceed to make the legal and financial arrangements to acquire or lease the dwelling.
- K. If a household selected for occupancy is unable to obtain financing, it shall lose its eligibility for that dwelling, after notice, but shall retain its priority status for a similar appropriate dwelling as other dwellings become available and as long as the household remains eligible. When notified of the availability of another dwelling, updating and recertifying data as outlined in Subsection –H above is required.
- L. A certificate of eligibility may be withheld by the Borough Administrative Agent or Administrative Agent as a result of an applicant's inability to demonstrate sufficient present assets for down payment or security deposit purposes.
- M. A certificate of eligibility may be withheld by the Borough Administrative Agent or Administrative Agent as a result of an applicant's inability to verify funds claimed as assets, household composition or other facts represented.
- N. A certificate of eligibility shall be denied by the Borough Administrative Agent or Administrative Agent as a result of any willful and material misstatement of fact made by the applicant in seeking eligibility.

28-17-8 Unit Standards and Requirements.

- A. In each affordable development, at least 50 percent of the restricted units within each bedroom distribution shall be very low and low-income units, while the remainder may be moderate-income units.
- B. Affordable developments that are not age-restricted shall be structured in conjunction with realistic market demands such that:
 - 1. The combined number of efficiency and one-bedroom units is no greater than 20 percent of the total low- and moderate-income units;
 - 2. At least 30 percent of all low- and moderate-income units are two bedroom units;
 - 3. At least 20 percent of all low- and moderate-income units are three bedroom units; and
 - 4. The remainder, if any, may be allocated at the discretion of the developer.
- C. Age-restricted low- and moderate-income units may utilize a modified bedroom distribution. At a minimum, the number of bedrooms shall equal the number of age-restricted low- and moderate-income units within the affordable development. The standard may be met by creating all one-bedroom units or by creating a two-bedroom unit for each efficiency unit.
- D. In determining the initial rents and initial sales prices for compliance with the affordable average requirements for restricted units other than assisted living facilities, the following standards shall be used:
 - 1. An efficiency shall be affordable to a one-person household;
 - 2. A one-bedroom dwelling shall be affordable to a one and one-half person household;
 - 3. A two-bedroom dwelling shall be affordable to a three-person household;

4. A three-bedroom dwelling shall be affordable to a four and one-half person household;
 5. A four-bedroom dwelling shall be affordable to a six-person household.
 6. In referring certified households to specific income-restricted units, to the extent feasible and without causing an undue delay in occupying the dwelling, the Borough Administrative Agent shall strive to:
 - a. Provide an occupant for each unit's bedroom;
 - b. Provide children of different sex with separate bedrooms; and
 - c. Prevent more than two persons from occupying a single bedroom.
- E. **Size of Units.** The minimum size of affordable housing units, which is necessary to ensure the public health safety and welfare of its occupants, shall be as indicated in the following table.

Minimum Size of Affordable Housing Units.

Type of Unit	Minimum Size (gross square feet)
Efficiency	500
One-bedroom	600
Two-bedroom	750
Three-bedroom	900

- F. **Certificates of Occupancy.** The following additional requirements for the issuance of certificates of occupancy shall apply to inclusionary developments:
1. The initial issuance of certificates of occupancy for market units shall be linked to the issuance of certificates of occupancy for affordable units. Prior to the issuance of the certificates of occupancy for market units, certificates of occupancy for affordable units shall be required in the following minimum ratios:

Required Percentage of Affordable to Market Units

Percentage of Affordable Housing Units Completed	Allowed Percentage of Market Housing Units Completed
0%	25%
10%	25% + 1
50%	50%
75%	75%
100%	90%

2. Each unit of affordable housing shall require a certificate of occupancy, which shall become void upon a change of owner or tenant.
 3. No certificate of occupancy shall be issued for a low- and moderate-income unit unless the provisions of N.J.A.C. 5:93-9.3, or superseding administrative code, are met.
- G. **Unit Type and Household Size.** The following housing type shall be used in determining affordability as it

relates to household size:

Unit Type and Household Size

Unit Size	Household Size (persons)
Efficiency	1
One-bedroom	1.5
Two-bedroom	3
Three-bedroom	4.5
Four-bedroom	6

- H. Distribution of Low- and Moderate-Income Units. At least 50% of all units within each inclusionary development shall be affordable to low-income households. At least 50% of all rental units shall be affordable to low-income households. Of the total number of affordable housing units, 13% of the total shall be earmarked as very low-income units and shall be counted towards the minimum low-income requirement.
- I. Utilities and Heating Source. Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by the NJ Department of Community Affairs for its Section 8 program. Affordable units shall utilize the same type of heating source as market units within the affordable development.
- J. Appearance and Location. The facade of an affordable housing dwelling shall be indistinguishable from those of market units in terms of the use of exterior materials, windows, doors, reveal, roof pitch, color, or other material. Affordable housing units shall be fully integrated with market rate housing to the greatest extent feasible and shall have access to open space and site amenities comparable to that of market rate units.
- K. Tenure. For inclusionary developments with a single housing type, the affordable housing units shall have the same tenure as the market housing units.

28-17-9 Initial Selling and Renting Determinations.

- A. In establishing rents and sales prices of affordable housing units, the administrative agent shall follow the procedures as set forth in the Uniform Housing Affordability Controls.
- B. Required pricing stratification.
 - 1. The maximum rent for affordable units within each affordable development shall be affordable to households earning no more than 60% of median income and the average rent for low- and moderate-income units shall be affordable to households earning no more than 52% of median income. The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low income and moderate income units, provided that at least 13% of all low- and moderate-income units shall be affordable to households earning no more than 30% of median income.
 - 2. The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than 70% of median income. Each affordable development shall achieve an affordability average of 55% for restricted ownership units. In achieving this affordability average, moderate income ownership units shall be available for at least three different prices for each bedroom type, and low income ownership units shall be available for at least two different prices for each bedroom type.

C. Initial Pricing and Annual Increases of Affordable Dwellings.

1. Owner-occupied dwellings initial pricing. The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the dwelling, including principal and interest (based on a mortgage loan equal to 95% of the purchase price and the Federal Reserve H.15 rate of interest), taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed 28% of the eligible monthly income of the appropriate size household as determined under N.J.A.C. 5:80-26.4; provided, however, that the price shall be subject to the affordability average requirement as noted above.
2. Rental dwellings initial pricing. The initial rent for a restricted rental dwelling shall be calculated so as not to exceed 30% of the eligible monthly income of the appropriate household size as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the rent shall be subject to the affordability average requirement.
3. Owner-occupied dwellings annual increase. The price of owner-occupied low and moderate income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.
4. Rental dwellings annual increase. The rent of low and moderate income units may be increased annually based on the percentage increase in the Housing Consumer Price Index for the United States. This increase shall not exceed 9% in any one year. Rents for units constructed pursuant to low income housing tax credit regulations shall be indexed pursuant to the regulations governing low income housing tax credits.
5. Utilities. Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by the NJ Department of Community Affairs for its Section 8 program.

D. Price Restrictions for Restricted Ownership Units, Homeowner Association Fees and Resale Prices.

1. The initial purchase price for a restricted ownership dwelling shall be approved by the Borough Administrative Agent.
2. The Borough Administrative Agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the foregoing standards.
3. The method used to determine the condominium association fee amounts and special assessments shall be indistinguishable between the low- and moderate-income homeowners and the market homeowners.

E. The owners of restricted ownership units may apply to the Borough Administrative Agent to increase the maximum sales price for the dwelling on the basis of eligible capital improvements. Eligible capital improvements shall be those that render the dwelling suitable for a larger household or the addition of a bathroom.

28-17-10 Affordability Controls for Ownership Units.

- A. The affordability control period for a restricted ownership dwelling shall commence on the date the initial certified household takes title to the dwelling.
- B. Each restricted ownership dwelling shall remain subject to the requirements of UHAC until the Borough of Hightstown elects to release the dwelling from such requirements pursuant to action taken in compliance with N.J.A.C. 5:80-26.5(g). Prior to such municipal election, a restricted ownership dwelling shall remain subject to the requirements of N.J.A.C. 5-80-26.5, for a period of at least 30 years, and for a period of at

least 10 years or the sale and repayment of any loan proceeds for owner-occupied units that were rehabilitated. Where a dwelling unit is entered into an extension of expiring controls program, the time period for the ownership restriction shall be at least 30 years from the date that the existing or prior restriction would have expired.

- C. The affordability control period for a restricted ownership dwelling shall commence on the date the initial certified household takes title to the dwelling.
- D. Each restricted ownership dwelling shall remain in compliance with and subject to the requirements of N.J.A.C. 5:80-26.5 for control periods, N.J.A.C. 5:80-26.6 for price restrictions, N.J.A.C. 5:80-26.7 for buyer income eligibility, N.J.A.C. 5:80-26.8 for limitations on indebtedness and subordination, N.J.A.C. 5:80-26.9 for capital improvements, and N.J.A.C. 5:80-26.10 for maintenance.
- E. Limitations on Indebtedness Secured by Ownership Dwelling; Subordination.
 - 1. Prior to incurring any indebtedness to be secured by a restricted ownership dwelling, the Borough Administrative Agent shall determine in writing that the proposed indebtedness complies with the provisions of this section.
 - 2. With the exception of original purchase money mortgages, during a control period neither an owner nor a lender shall at any time cause or permit the total indebtedness secured by a restricted ownership dwelling to exceed 95% of the maximum allowable resale price of that dwelling, as such price is determined by the Borough Administrative Agent in accordance with N.J.A.C. 5:80-26.6(b).
- F. Capital Improvements to Ownership Units.
 - 1. The owners of restricted ownership units may apply to the Borough Administrative Agent to increase the maximum sales price for the dwelling on the basis of capital improvements made since the purchase of the dwelling. Eligible capital improvements shall be those that render the dwelling suitable for a larger household or that adds an additional bathroom. In no event shall the maximum sales price of an improved housing dwelling exceed the limits of affordability for the larger household.
 - 2. Upon the resale of a restricted ownership dwelling, all items of property that are permanently affixed to the dwelling or were included when the dwelling was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting) shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the Borough Administrative Agent at the time of the signing of the agreement to purchase. The purchase of central air conditioning installed subsequent to the initial sale of the dwelling and not included in the base price may be made a condition of the dwelling resale provided the price, which shall be subject to 10-year, straight-line depreciation, has been approved by the Borough Administrative Agent. Unless otherwise approved by the Borough Administrative Agent, the purchase of any property other than central air conditioning shall not be made a condition of the dwelling resale. The owner and the purchaser must personally certify at the time of closing that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at the time of or as a condition of resale.
- G. Notice of Resale, Recapture Covenant and 95/5 Purchase Options.
 - 1. The owner of the property is required to notify the Borough Administrative Agent by certified mail of any intent to sell the property 90 days prior to entering into an agreement for the first non-exempt sale of the Property after the conclusion of the period of affordability controls on restricted units in effect at the time the Property was first restricted as part of the Affordable Housing Program.
 - 2. The municipal construction code official shall inspect the available affordable resale unit for construction and property maintenance code violation(s). The code official shall submit in writing to the owner and the Borough Administrative Agent a listing of the violation(s). The estimated cost of the repairs not completed by the owner prior to resale shall be deducted from the resale price. The cost of repairs not undertaken by the owner will be determined by estimator(s) and/or

contractor(s) supplied by the Borough Administrative Agent and charged back to the seller.

3. Upon the first such non-exempt sale of the Property, 95% of the difference between, (i), the actual sale price; and (ii), the regulated maximum sales price that would be applicable were the period of affordability controls on restricted units still in effect, shall be paid at closing to the Borough of Hightstown; or, to the NJ Department of Community Affairs or NJ Housing and Mortgage Finance Agency, when acting as receiving agent for the municipality. Exempt sales shall be as listed in §28-17-13.
4. Such non-exempt sale is subject to the options provided for in N.J.A.C. 5:80-26.20 (Option to buy 95/5 units), N.J.A.C. 5:80-26.21 (Municipal Option on 95/5 units), N.J.A.C. 5:80-26.22 (State Option on 95/5 Units), N.J.A.C. 5:80-26.23 (Non-Profit Option on 95/5 Units), N.J.A.C. 5:80-26.24 (Seller Option on 95/5 Units), N.J.A.C. 5:80-26.25 (Municipal Rejection of Repayment Option on 95/5 Units) and N.J.A.C. 5:80-26.26 (Continued Application of Options to Create, Rehabilitate or Maintain 95/5 Units) of UHAC.

28-17-11 Affordability Controls on Rental Dwellings.

- A. Each restricted rental dwelling shall remain subject to the requirements of UHAC until the Borough of Hightstown elects to release the dwelling from such requirement pursuant to action taken in compliance with N.J.A.C. 5:80-26.11(e). Prior to such a municipal election, a restricted rental dwelling shall remain subject to the requirements of N.J.A.C. 5:80-26.11, for a minimum of 30 years, and for a period of at least 10 years or the sale and repayment of any loan proceeds for renter-occupied units that were rehabilitated.
- B. Each restricted rental dwelling shall remain in compliance with and subject to the requirements of N.J.A.C. 5:80-26.11 for control periods, N.J.A.C. 5:80-26.12 for restrictions on rents, and N.J.A.C. 5:80-26.13 for tenant income eligibility.
- C. Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property, and the deed restriction shall be filed by the developer or seller with the records office of the County of Mercer. A copy of the filed document shall be provided to the Borough Administrative Agent within 30 days of the receipt of a Certificate of Occupancy.
- D. A restricted rental dwelling shall remain subject to the affordability controls of this Article, despite the occurrence of any of the following events:
 1. Sublease or assignment of the lease of the dwelling;
 2. Sale or other voluntary transfer of the ownership of the dwelling; or
 3. The entry and enforcement of any judgment of foreclosure.
- E. Rent Restrictions for Rental Units; Leases.
 1. A written lease shall be required for all restricted rental units, and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental dwelling shall be provided to the Borough Administrative Agent.
 2. No additional fees or charges shall be added to the approved rent without the express written approval of the Borough Administrative Agent.
 3. Application fees (including the charge for any credit check) shall not exceed 5% of the monthly rent of the applicable restricted dwelling and shall be payable to the Borough Administrative Agent to be applied to the costs of administering the controls applicable to the dwelling as set forth in this Article.

28-17-12 Accessibility Requirements.

The following barrier free accessibility and adaptability requirements shall apply to all new construction:

- A. The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the Barrier Free Sub-code, N.J.A.C. 5:23-7.
- B. All restricted townhouse dwellings and all restricted units in other multistory buildings in which a restricted dwelling is attached to at least one other dwelling shall have the following features:
 - 1. An adaptable toilet and bathing facility on the first floor;
 - 2. An adaptable kitchen on the first floor;
 - 3. An interior accessible route of travel on the first floor;
 - 4. An interior accessible route of travel shall not be required between stories within an individual dwelling;
 - 5. An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and
 - 6. An accessible entranceway in accordance with N.J.S.A. 52:27D-311a, et seq. and the Barrier Free Sub-code, N.J.A.C. 5:23-7, or evidence that the municipality has collected funds from the developer sufficient to make 10% of the adaptable entrances in the development accessible:
 - a. Where a dwelling has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling, an accessible entrance shall be installed.
 - b. To this end, the developer of restricted units shall deposit funds within the affordable housing trust fund of the Borough of Hightstown sufficient to install accessible entrances in 10% of the affordable units that have been constructed with adaptable entrances.
 - c. The funds deposited under sub-paragraph –(b) above shall be used by the Borough for the sole purpose of making the adaptable entrance of any affordable dwelling accessible when requested to do so by a person with a disability who occupies or intends to occupy the dwelling and requires an accessible entrance.
 - 7. The developer of the restricted units shall submit a design plan and cost estimate for the conversion from an adaptable to an accessible entrance to the Construction Code Official.
 - 8. Once the Construction Code Official has determined that the design plan to convert the unit entrances from adaptable to accessible meet the requirements of the Barrier Free Subcode, N.J.A.C. 5:23-7, and that the cost estimate of such conversion is reasonable, payment shall be made into the municipality's affordable housing trust fund by the Chief Financial Officer who shall ensure that the funds are deposited into the affordable housing trust fund and appropriately earmarked.
 - 9. Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that physical or environmental conditions of the site render it impracticable to meet the requirements. Determinations of site impracticability shall be in compliance with the Barrier Free Subcode, N.J.A.C. 5:23-7.

28-17-13 Exempt Transactions.

- A. The following transactions shall be deemed "non-sales" for purposes of these regulations and the owner receiving title by virtue of any of the following transactions shall be entitled to a statement of exemption to the owner receiving title by virtue of any of the following transactions:
 - 1. Transfer of ownership of an affordable sales unit between husband and wife;
 - 2. Transfer of ownership of an affordable sales unit between former spouses ordered as a result of a

judicial decree of divorce (and not including sales to third parties);

3. Transfer of ownership of an affordable unit between family members as a result of inheritance;
 4. Transfer of ownership of an affordable unit through an executor's deed to a Class A beneficiary;
 5. Transfer of ownership of an affordable unit through an order of the Superior Court or other court, in a foreclosure proceeding or transfer in lieu of foreclosure after a foreclosure proceeding has commenced.
- B. Except for the income level of the family acquiring title by an exempt transaction, the exempt transfer will not eliminate any restrictions set forth herein including, but not limited to, the unit remaining the prime resident and the requirement for resale to low and moderate income families as applicable and all such restrictions shall remain in effect following the exempt transfer except as stated in subsection -A.5.
- C. Should a mortgagee acquire title pursuant to subsection -A.5 it may re-sell the unit to any family, regardless of income, with the municipality having the right of first refusal. The sales price to the municipality is the amount necessary to cure the foreclosure. This includes all principal and interest due to the mortgagee and other lien holders, repayment of equity to the owner prior to foreclosure and the costs of foreclosure. If the municipality does not purchase the unit, the mortgagee may sell the unit without any of the restrictions set forth in this section. The amount of the sale above that which is necessary to cure the foreclosure will be turned over to the municipality to be used for low and moderate income housing.

28-17-14 Leasing Restriction.

Initial and subsequent owners of affordable housing units shall occupy the dwelling as their principal residence. Rental or subleasing of the affordable housing unit is expressly forbidden.

28-17-15 Effect on Landlord and Tenant Relationship.

- A. Nothing in these rules should be construed to limit the rights and duties of the owner and tenant to maintain the dwelling in accordance with all appropriate New Jersey State or municipal construction and property maintenance codes.
- B. Notwithstanding anything to the contrary in this Article, any member of a household occupying a dwelling under this Article and subject to the regulations of the Borough of Hightstown is subject to eviction for any reasons allowed under applicable New Jersey law. The provisions of this Article are not intended to confer any additional rights or obligations on property owners or tenants other than those mandated by statute or required by the courts of the State of New Jersey or the duly adopted regulations of any of its agencies.

28-17-16 Affirmative Marketing for Affordable Housing.

- A. Purpose. The purpose of this Section is to establish administrative procedures to ensure a wide dissemination of knowledge of affordable housing units as they become available to the low and moderate income population, and that the selection of tenants or homeowners, as the case may be, meets the requirements of UHAC.
- B. An Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital, or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer or sponsor of affordable housing. An Affirmative Marketing Plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region.
- C. Affirmative Marketing Requirements. Within the overall framework of the municipality's affirmative marketing program, all affordable housing units in Hightstown Borough shall be marketed in accordance with the provisions in this Section unless otherwise provided for in N.J.A.C. 5:80-26-1. An Affirmative Marketing Plan shall be created for each development that contains or will contain low and moderate income units, including those that are part of the Borough's prior round Housing Element and its current Housing Element and those that may be constructed in future developments not yet anticipated. This

Affirmative Marketing Plan shall also apply to any rehabilitated units that are vacated and re-rented during the applicable period of controls for rehabilitated rental units when Hightstown is allocated a rehabilitation component.

- D. Plan Preparation. The Borough Administrative Agent or Administrative Agent shall prepare an Affirmative Marketing Plan for each affordable housing program, as applicable, comporting with N.J.A.C. 5:80-26.15, for review and approval by the Borough Administrative Agent. The Borough Administrative Agent of the Borough shall oversee the work of a developer's Administrative Agent provided that the person has been approved by the Borough Administrative Agent. Regardless of the drafting agent, the Affirmative Marketing Plan is intended to be used by developers of affordable housing restricted to low and moderate income households located within the municipality. The Administrative Agent responsible for specific affordable housing programs or developments shall ensure that the affirmative marketing of all affordable units is consistent with these provisions.
- E. Affirmative Marketing Implementation. The Affirmative Marketing Plan includes regulations for qualification of income eligibility, price and rent restrictions, bedroom distribution, affordability control periods, and unit marketing in accordance to N.J.A.C. 5:80-26. All newly created affordable units will comply with the thirty-year affordability control required by UHAC, N.J.A.C. 5:80-26-5 and 5:80-26-11. This plan will be adhered to by all private, non-profit or municipal developers of affordable housing units and will cover the period of deed restriction or affordability controls on each affordable unit. The Affirmative Marketing Plan for each affordable housing development shall meet the following minimum requirements:
1. The Affirmative Marketing Plan shall provide a regional preference for all households that live and/or work in Housing Region 4, comprised of Mercer, Monmouth and Ocean Counties.
 2. Although the Borough has the ultimate responsibility for implementing all aspects of Hightstown's affordable housing program, the Administrative Agent designated by the Borough Administrative Agent shall assure that the affirmative marketing of all affordable units is consistent with the Affirmative Marketing Plan for the municipality.
 3. The Administrative Agent shall provide a list of counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
 4. The affirmative marketing process for available affordable units shall begin at least four months prior to the expected date of occupancy. Advertising and outreach shall take place during the first week of the marketing program and each month thereafter until all of the affordable units have been leased or sold.
 5. The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner, unless otherwise determined or agreed to by the Borough of Hightstown.
 6. The Affirmative Marketing Plan for each affordable housing development shall describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Plan, the Administrative Agent shall consider the use of language translations where appropriate.
 7. Applications for affordable housing shall be available in several locations, including, at a minimum, the County Administration Building and/or the County Library for each county within the housing region; the municipal administration building and the municipal library in Hightstown; and the developer's rental office. Applications shall be mailed to prospective applicants upon request.
 8. The Borough Administrative Agent shall develop, maintain and update a list of community contact person(s) and/or organizations(s) in the Region 4 Housing Area for the use of the Borough

and other Administrative Agents. In addition, the list shall also include Fair Share Housing Center, the New Jersey State Conference of the NAACP, the Latino Action Network, the Trenton, Greater Red Bank, Asbury Park/Neptune, Bayshore, Greater Freehold, Greater Long Branch Branches of the NAACP, Shiloh Baptist Church, and the Supportive Housing Association, which entities shall receive specific notice of all available affordable housing units along with copies of application forms. This list shall be updated periodically. The list shall contain organizations that will aid in the affirmative marketing program with particular emphasis on contacts with outreach to groups and individuals that are least likely to apply for affordable housing within the region. A representative sample of the organizations on the list not otherwise requiring specific notice herein shall be contacted as part of the affirmative marketing effort as approved by the Borough Administrative Agent.

9. The Affirmative Marketing Plan shall be approved by the Borough Administrative Agent prior to implementation.

28-17-17 Violations of Affordable Housing Regulations.

- A. Upon the occurrence of a breach of any of the regulations governing the affordable dwelling by an owner, developer or tenant the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, municipal fines, a requirement for household recertification, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.
- B. After providing written notice of a violation to an owner, developer or tenant of a low- or moderate-income dwelling and advising the owner, developer or tenant of the penalties for such violations, the municipality may take the following action against the owner, developer or tenant for any violation that remains uncured for a period of 60 days after service of the written notice:
 1. The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation, or violations, of the regulations governing the affordable housing unit. If the owner, developer or tenant is found by the court to have violated any provision of the regulations governing affordable housing units the owner, developer or tenant shall be subject to one or more of the following penalties, at the discretion of the court:
 - a. A fine of not more than \$1,000.00 or imprisonment for a period not to exceed 90 days, or both. Each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not as a continuing offense;
 - b. In the case of an owner who has rented his or her low- or moderate-income dwelling in violation of the regulations governing affordable housing units, payment into the Borough of Hightstown's Affordable Housing Trust Fund of the gross amount of rent illegally collected;
 - c. In the case of an owner who has rented his or her low or moderate income unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the court.
 2. The municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the Owner's equity or other interest in the dwelling, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a judgment of default of the first purchase money mortgage and shall constitute a lien against the low and moderate income unit.
 3. Such judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the County Sheriff, at which time the low and moderate income unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality, including attorney's fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.

- C. The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien upon the dwelling and any prior liens on the dwelling. The excess, if any, shall be applied to reimburse the Borough for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the Borough in full as aforesaid, the violating owner shall be personally responsible for the deficiency, in addition to any and all costs incurred by the Borough in connection with collecting said deficiency. The remainder, if any, up to a maximum of the amount the owner would be entitled to if he or she were to sell the dwelling as permitted by N.J.S.A. 5:80-26.1 et seq., shall be placed in escrow by the Borough for the owner and shall be held in such escrow for a period of two years or until such time as the owner shall make a claim with the Borough for the same. Failure of the owner to claim said sum within the two-year period shall automatically result in a forfeiture of said remainder to the municipality and paid into the Affordable Housing Trust Fund. Any interest accrued or earned on the remainder while being held in escrow shall belong to and shall be paid to the Hightstown Borough Affordable Housing Fund whether the remainder is paid to the owner or forfeited to the Borough. Any excess funds derived over and above the sum due the owner shall be paid over to the Borough's Affordable Housing Trust Fund.
- D. Foreclosure by the municipality due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as the same apply to the low and moderate income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing dwelling. The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.
- E. If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the low- and moderate-income unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the low- and moderate-income unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess which would have been realized from an actual sale as previously described.
- F. Failure of the very low-, low- and moderate- income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser which may be referred to the owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low- and moderate-income unit as permitted by the regulations governing affordable housing units.
- G. The owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the owner.
- H. Right to Cure. The Borough may, at its option, advance and pay all sums necessary to protect, preserve and retain the dwelling as an affordable dwelling, subject to the terms of this Article. All sums so advanced and paid by the Borough shall become a lien against said dwelling and shall have a higher priority than any lien except the first purchase money mortgage lien and liens by duly authorized government agencies. Such sums may include but are not limited to insurance premiums, taxes, assessments (public or private) and costs of repair necessary to bring the dwelling up to any and all applicable local, state or federal codes and liens which may be or become prior and senior to any first purchase money mortgage as a lien on the dwelling or any part thereof. If, in the event of a default or nonpayment by the owner of an affordable dwelling, any first mortgagee or other creditor of an owner of an affordable dwelling exercises its contractual or legal remedies available, the owner shall notify the Administrative Agent and the Borough Solicitor of the Borough, in writing, within 10 days of notification by the first mortgagee or creditor and no later than 10 days after service of any summons and complaint, and the Borough shall have the option to purchase, redeem or cure any default upon such terms and conditions as may be agreeable to all parties in interest and/or to acquire the first purchase money mortgage to the dwelling, thereby replacing the first

mortgagee as the first mortgagee of the dwelling. The Borough shall have the same priority of lien as was held by the first mortgagee at the time the Borough acquires such first purchase money mortgage and shall have the right of subrogation with respect to any other claim or lien it satisfies or acquires.

I. Provisions for First Purchase Money Mortgagees.

1. The terms and restrictions of this section shall be subordinate only to a first purchase money mortgage lien on any affordable dwelling and in no way shall impair the first mortgagee's ability to exercise the contract remedies available to it in the event of default as set forth in the first purchase money mortgage. The first mortgagee and/or mortgage servicer shall serve written notice upon the Borough within 10 days after the first purchase money mortgage is two months in arrears and again within 10 calendar days of the filing of a complaint seeking foreclosure of the first purchase money mortgage held on an affordable dwelling. However, a judgment of foreclosure upon the property shall in no instance terminate the conditions and requirements of this Article maintaining the dwelling as an affordable, income-restricted residence.
2. The obligation of the first mortgagee and servicer to notify the Borough shall cease automatically and immediately upon the sale of the first purchase money mortgage to the Federal National Mortgage Association or in the secondary mortgage market, unless the rules and regulations or guidelines of the Federal National Mortgage Association are amended so as to not prohibit or exclude placing such obligation upon the holder of the mortgage or its service representative, in which case, an instrument duly evidencing the same shall be recorded with the Register of Deeds, Mercer County, New Jersey, before any such obligation shall exist. Provided that the first mortgagee is obligated to give the Borough the above-mentioned notices, the first mortgagee shall also serve written notice of any proposed foreclosure sale upon the Borough at least 30 days prior to the first scheduled date of such sale. The first mortgagee shall serve notice upon the Borough within 30 days of the sale of the first purchase money mortgage to the Federal National Mortgage Association or in the secondary mortgage market.
3. The Borough of Hightstown or any instrumentality designated by the Borough shall have the right to purchase any mortgage which is in default at any time prior to the entry of a foreclosure judgment or within the redemption period thereafter. Notification of a default and of the institution of a foreclosure action and of a sheriff's sale shall be served, in writing, upon the Borough Clerk and Municipal Attorney. The Borough of Hightstown shall at all times be considered a party in interest and shall have the right to be joined as a party defendant and/or shall have the right to intervene in any foreclosure action seeking foreclosure of a first mortgage and/or shall have the right to redeem and acquire the owner's equity of redemption or to acquire the dwelling from the owner upon such terms and conditions as may be determined by the Borough.
4. Surplus funds. In the event of a foreclosure sale by the holder of the first purchase money mortgage, the owner shall be personally obligated to pay to the Borough any excess funds, but only to the extent that such excess funds exceed the difference between what the owner could have resold his dwelling for under this Article at the time of the foreclosure sale and the amount necessary to redeem and satisfy the first purchase money mortgage debt, including costs of foreclosure and costs of repairs necessary to bring the dwelling up to any and all applicable local, state or federal codes. For the purposes of this subsection, excess funds shall be the total paid to the sheriff in excess of the amount required to pay and satisfy the first purchase money mortgage, including the costs of foreclosure, even if junior creditors actually receive payment from said surplus funds to the exclusion of the owner. The Borough is hereby given a first priority lien, second only to the first mortgagee for any taxes or public assessments by a duly authorized governmental body up to the full amount of excess funds. This obligation of the owner to pay this full amount to the Borough shall be deemed to be a personal obligation of the owner of record at the time of the foreclosure sale, and the Borough is hereby empowered to enforce this obligation in any appropriate court of law or equity as though the same were a personal contractual obligation of the owner. Neither the first mortgagee nor the purchaser at the foreclosure sale shall be responsible or liable to the Borough for any portion of this excess. The Borough shall deposit any

funds received in the Affordable Housing Trust Fund and use it for the purposes as set forth in the Housing Element and Fair Share Plan.

Section 3. Continuation. In all other respects, the Zoning Ordinance of the Borough of Hightstown shall remain unchanged.

Section 4. Severability. If any portion of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Zoning Ordinance as a whole, or any other part thereof.

Section 5. Repealer. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency only.

Section 6. Enactment. This Ordinance shall take effect upon the filing thereof with the Mercer County Planning Board after final passage, adoption, and publication by the Borough Clerk of the Borough of Hightstown in the manner prescribed by law.

RESOLUTIONS

Resolution 2020-119 Payment of Bills

Moved by Councilmember Bluth; Seconded by Councilmember Stults.

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

Resolution adopted 5-0.

Resolution 2020-119

*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 \$1,647,318.58 from the following accounts:

Current		\$1,554,989.28
W/S Operating		60,269.03
General Capital		2,062.99
Water/Sewer Capital		600.00
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>29,397.28</u>
Total		<u>\$1,647,318.58</u>

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2020-120; 2020-121; 2020-122 and 2020-123 as a Consent Agenda; Councilmember Jackson seconded.

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

Resolutions adopted 5-0.

Resolution 2020-120

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

RESOLUTION PERMITTING PANDEMIC RELATED SIGNS IN THE BOROUGH

WHEREAS, during the troubling times of the COVID-19 pandemic, signs may be used to raise the morale of people; and

WHEREAS, as the country continues to battle against the virus, signs can promote and show the solidarity of Hightstown in the fight; and

WHEREAS, as the state is in lockdown, signs can also express appreciation and gratitude to the essential and frontline workers who continue to provide needed services; and

WHEREAS, Borough code places restrictions on such signs; and

WHEREAS, the Borough Zoning Official recommends Mayor and Council permit the temporary signs during the pandemic with the following requirements:

1. The message on the sign must relate to the pandemic. This can include, but is not limited to:
 - a. Raising of morale, or words of encouragement, during the pandemic.
 - b. Showing the solidarity of Hightstown in the fight against the spread of the virus.
 - c. Expressing appreciation and gratitude to the essential and frontline workers who continue to provide needed services.
2. The maximum area for any one sign shall be sixteen (16) square feet, with a total area of thirty-two (32) square feet permitted for each lot.
3. The temporary signs will be allowed for the duration of the pandemic and shall be removed within fourteen (14) days after the Governor has lifted the Covid-19 Public Health Emergency which was initially declared by Executive Order No. 103 on March 9, 2020, and which has been extended thereafter.
4. The signs shall not create a traffic or pedestrian safety issue. Line of sight must be maintained for both vehicles and pedestrians. Safe pedestrian passage must be maintained.
5. The signs must be properly anchored to not present a hazard to vehicles and pedestrians.
6. The signs must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced. The signs must be cleaned as often as necessary to maintain a clean, neat, legible, safe and orderly appearance.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown, that pandemic related signs be permitted as stated herein.

Resolution 2020-121

*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 \$2,043.11, by the mortgage company; and

WHEREAS, the property owner a 100% disabled vet and tax-exempt; 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 \$2,043.11; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,043.11.

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 \$2,043.11 to CoreLogic Tax Services, Centralized Refunds, PO Box 9202, Coppell, TX 75019-9760, representing the tax overpayment as set forth herein.

Resolution 2020-122

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	503,600.00	1,114,726.00	1,618,326.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	230,000.00	366,136.00	596,136.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	733,600.00	1,480,862.00	2,214,462.00

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

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

Resolution 2020-123

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

**RESOLUTION PERMITTING TEMPORARY PLACEMENT OF A REFRIGERATED CONTAINER AT
225 FRANKLIN STREET**

WHEREAS, due to the COVID-19 pandemic, many Hightstown residents find themselves in need of basic necessities; and

WHEREAS, through generous donations from corporations and individuals, RISE helps meet the needs of local residents with their food bank distributions; and

WHEREAS, it has become necessary for the use of a refrigerated container at 225 Franklin Street to keep perishable donations fresh until such time of the distribution; and

WHEREAS, Borough code does not permit the placement of such a container in the Borough; and

WHEREAS, the Borough Zoning Official recommends Mayor and Council permit the placement of such container with the following requirements:

1. The time in which the refrigerated container may stay in place at 225 Franklin Street is a maximum of 6 months;
2. RISE is required to maintain the area in a clean and orderly manner;
3. RISE is required to restore the area into its original condition when the refrigerated unit is removed.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown, that RISE is permitted to place a refrigerated container at 225 Franklin Street as stated herein.

NEW BUSINESS

Allowing Outdoor Dining

Mayor Quattrone informed Council that in the Governor's weekly updated, it was announced that the State will start to allow outdoor dining in the coming weeks. Mayor Quattrone wants to let our businesses know that the Borough supports outdoor dining provided that the State regulations are being met. Discussion ensued. Debra Sopronyi, Borough Administrator, advised that she has spoken with Chief Gendron regarding pedestrian safety. If sidewalks are to be used for tables, pedestrians cannot walk into traffic without barricades. Ms. Sopronyi has also been speaking with George Chin, Zoning Official regarding guidelines and distancing. Mr. Chin has been measuring sidewalks and speaking with restaurant owners regarding how many tables will be permitted in their space. Ms. Sopronyi stated that if private parking lots are going to be used, businesses must have permission from the property owner. Borough Attorney, Fred Raffetto, stated that even if Council chooses to adopt a resolution, nothing can be done until the Governor lifts the Executive Order. Mr. Raffetto also stated that there is a general resolution ready for adoption. This is a general resolution showing the Borough's support of outdoor dining. A procedure of obtaining the proper permits and approvals will be forthcoming once the Executive Order is lifted and guidelines are received from the State. Council all agreed that they would like to move forward with a resolution.

Resolution 2020-125 Resolution Stating the Borough's Intent to Temporarily Relax Existing Ordinances and/or Procedures Associated with Review of and Approval for Existing Restaurants and Food Establishments to provide for Outdoor Dining, Subject to the Recission and/or Relaxation of Applicable Existing Executive orders of the Governor and Pursuant to Rules, Requirements and Regulations to be Developed by the Borough

Resolution 2020-125

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

**RESOLUTION STATING THE BOROUGH'S INTENT TO TEMPORARILY RELAX
EXISTING ORDINANCES AND/OR PROCEDURES ASSOCIATED WITH REVIEW OF
AND APPROVAL FOR EXISTING RESTAURANTS AND FOOD ESTABLISHMENTS
TO PROVIDE FOR OUTDOOR DINING, SUBJECT TO THE RESCISSION AND/OR
RELAXATION OF APPLICABLE EXISTING EXECUTIVE ORDERS OF THE
GOVERNOR AND PURSUANT TO RULES, REQUIREMENTS AND REGULATION**

TO BE DEVELOPED BY THE BOROUGH

WHEREAS, on March 9, 2020, Governor Murphy issued Executive Order No. 103 declaring both a State of Emergency and a Public Health Emergency in response to the outbreak of the novel Coronavirus within the State of New Jersey; and

WHEREAS, on March 13, 2020, the President of the United States of America formally declared the outbreak of the novel Coronavirus to constitute a National Emergency pursuant to the National Emergencies Act (50 U.S.C. § 1601. et seq.); and

WHEREAS, on March 16, 2020, Governor Murphy issued Executive Order No. 104 enacting several “social distancing” regulations, including but not limited to, limiting public gatherings to no more than 50 people, closing educational facilities, closing various recreation and entertainment based businesses, imposed restrictions on scope of service and hours of operation for other non-essential retail, recreational, restaurants/bars and entertainment businesses; and

WHEREAS, on March 21, 2020, Governor Murphy issued Executive Order No. 107 which expanded the social distancing regulations set forth within Executive Order No. 104, including but not limited to, directing all New Jersey residents to remain in their home or place of residence with specific limited exceptions, prohibited gatherings of any size, closed all non-essential retail businesses and identified essential businesses permitted to continue to operate subject to specific limitations, and reiterated and strengthened social distancing requirements when in public; and

WHEREAS, on March 21, 2020, Governor Murphy also issued Executive Order No. 108 which specifically voided and precluded County and Municipal Governments from imposing or enforcing any restrictions/regulations that in any way would or might conflict with any of the provisions of Executive Order No. 107, with the exception of regulating online marketplaces for arranging or offering lodging, municipal or country parks, and beaches and boardwalks; and

WHEREAS, Executive Order No. 107 specifically regulates the continued operation of Bars/Restaurants and provides, in part, that “All restaurants, cafeterias, dining establishments and food courts, with or without a liquor license, all bars, and all other holders of a liquor license with retail consumption privileges, are permitted to operate their normal business hours, but are limited to offering only food delivery and/or take-out services in accordance with their existing liquor licenses;” and

WHEREAS, in the anticipation that the regulations, prohibitions, and social distancing requirements within the Governor’s Executive Orders may be relaxed and/or modified in the coming weeks or months, potentially permitting bars, restaurants and other food and dining establishments to operate at reduced capacities, the Mayor and Council of the Borough of Hightstown find it to be appropriate to temporarily relax its Ordinances and/or other procedures in order to permit said establishments to locate tables and chairs out-of-doors, in the Borough right-of-way (including the sidewalk) and/or in other locations on site, subject to the Governor rescinding and/or relaxing the restrictions contained in Executive Order No. 107 and/or any other applicable Executive Orders, and pursuant to rules, requirements and regulations to be developed by the Borough; and

WHEREAS, *N.J.A.C. 13:2-5.5* provides: “The Director [of Alcoholic Beverage Control] for special cause shown, may issue such temporary permits for such contingencies where a license is not expressly provided for by law, and such a permit would be appropriate and consonant with the spirit of the Alcoholic Beverage Control Act” and that “The Director may impose special conditions or requirements on any such permit;” and

WHEREAS, *N.J.A.C. 13:2-9.1* provides: “The rules of [*N.J.A.C. 13:2-1.1, et. seq.*] may be relaxed by the Director upon a showing of undue hardship, economic or otherwise, on a licensee; that the waiver of the rule would not unduly burden any affected parties; and that the waiver is consistent with the underlying purposes of Title 33 and the implementing rules.”; and

WHEREAS, to the extent that Mayor and Council finds it appropriate to temporarily relax its Ordinances

and procedures associated with review and approval in order to permit eating establishments to locate tables out-of-doors, in the Borough right-of-way (including sidewalks) and/or in other locations on site, the Mayor and Council also is of the opinion that the Director of the New Jersey Division of Alcoholic Beverage Control should exercise the authority conferred upon the Director by statute and regulation to implement procedures whereby liquor licensees may obtain permits providing for the extension of licensed premises to the Borough approved outdoor table areas for so long as such Borough approval is valid without the necessity of having to file a formal place-to-place (expansion of licensed premises) application.

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

1. The Borough hereby states its intent to temporarily relax its Ordinances and/or other procedures in order to permit bars, restaurants and other food and dining establishments to locate tables and chairs out-of-doors, in the Borough right-of-way (including the sidewalk) and/or in other locations on site, subject to the Governor rescinding and/or relaxing the restrictions contained in Executive Order No. 107 and/or any other applicable Executive Orders, and pursuant to rules, requirements and regulations to be developed by the Borough.
2. The Mayor and Council hereby respectfully request the Director of the New Jersey Division of Alcoholic Beverage Control to exercise the authority conferred upon the Director by statute and regulation to implement procedures whereby liquor licensees may obtain permits providing for the extension of licensed premises to the Borough approved outdoor table areas for so long as such Borough approval is valid without the necessity of having to file a formal place-to-place (expansion of licensed premises) application.
3. A certified copy of this resolution be provided to:
 - a. Director of the New Jersey Division of Alcohol Beverage Control
 - b. Zoning Officer, George Chin
 - c. Police Chief Frank Gendron
 - d. Borough Attorney, Fred Raffetto
 - e. Municipal Clerk, Debra Sopronyi
 - f. Health Officer, Jill Swanson
 - g. Director of Emergency Management, Jim Sidelinger

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Misiura

The First Aid squad has been responding to quite a few calls during the pandemic. Complete Streets Committee has been awarded a DVRPC Grant for a traffic study. Theatre in the Park is hosting the camp online this summer. They are asking if there is any flexibility to hold certain things in person.

Councilmember Bluth

Cultural Arts Commission held a virtual meeting to discuss upcoming events. They would like to plan an event for Halloween. Empty Bowls is tentatively scheduled for April 10, 2021.

Councilmember Jackson

Parks and Rec will be holding a virtual meeting on June 11th. He stated that he is grateful to RISE and what they are doing for the community. Hopes that everyone is safe.

Councilmember Stults

Downtown Hightstown hasn't met but have been keeping up through email. He thanked Council for supporting outdoor dining. Stated that he is impressed with RISE and the organization of the food bank distribution. Thanked Chief Gendron and the officers for their help keeping everyone safe and organized.

Council President Musing

The Housing Authority also had a virtual meeting but he could not attend. Complimented everyone that worked on the rezoning ordinance. It was a long time in the making. We always need to keep moving forward and innovative. Thanked everyone for their hard work.

Deputy Clerk, Peggy Riggio

Explained how the July 7th Primary would be a Vote by Mail election because of the social distancing due to the continued pandemic. Parking permit renewals were mailed today and are due by June 22nd. Being that the Municipal Offices are still closed to the public, they must be mailed or placed in the drop box.

CFO, George Lang

Asked Council for another week to prepare the budget, he has hit some snags. Court revenues are down for the first quarter. Stated that we really need to take advantage of the extended deadlines.

Borough Administrator, Debra Sopronyi

Thanked Council for the actions taken tonight. She hopes we can continue to help residents as we move forward. She will be speaking with OEM regarding Theatre in the Park and The Dawes Park Day Camp.

Mayor Quattrone

Thanked RISE for fulfilling a need. The Fire Department has been answering calls. First Aid has 2 members staying at the First Aid building answering calls. The flowers are up in Downtown and they look beautiful. Thanked the Deputy Clerk for the update on the primary election. Asked Ms. Sopronyi to ask Habitat for Humanity for an update on their project.

ADJOURNMENT

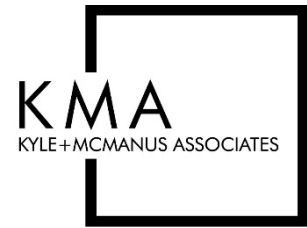
Council President moved to adjourn at 8:06 p.m.; Seconded by Councilmember Stults. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

June 1, 2020

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



POLICY
PLANNING
DESIGN

**Re: Proposed Zoning Change
Block 56, Lots 1 and 2**

Dear Mayor and Council Members:

I represent Mr. Jeffrey Bond, a Borough resident who resides at 210 South Main, Block 56, Lot 3. Our office was retained to provide analysis and comments on Ordinance 2020-02, which seeks to amend zoning for approximately 82 properties in the Borough. Of particular interest to Mr. Bond is the proposed rezoning of Block 56, Lots 1 and 2. Currently zoned R-3, these two properties, which are immediately adjacent to Mr. Bond's residence, are proposed to be included in the Downtown Core district.

In September of 2014, the Borough of Hightstown Planning Board adopted a Master Plan and Development Regulations Re-Examination Report and Master Plan Amendment. As noted in the History and Progress section of the report, the Board reviewed planning policy as outlined in the Borough's 1998 Master Plan and re-examination reports prepared in 2002 and 2005. One recommendation in the report was to expand the downtown core to provide opportunity for additional nonresidential uses to better balance the ratable base. This was also seen as a chance to make the Borough a destination for those outside Hightstown, attracting additional restaurants and retail shops that would help drive foot traffic in the downtown. Part of that expansion includes placing Block 56, Lots 1 and 2 within the Downtown Core district.

On its face, the general policy of expanding the Downtown Core beyond the boundaries of the former CC-1 and CC-2 districts would appear laudable. However, as applied to Block 56, Lots 1 and 2, it is inappropriate, as it conflicts with other important policies in the 2014 Re-Examination Report. It also has the potential to cause irretrievable loss of historic resources and development or redevelopment under the Downtown Core standards could have a profound impact on this stable, mostly residential neighborhood.

Below you will find a summary of points Mayor and Council should consider relative to the proposed rezoning of Block 56, Lots 1 and 2.

1. **Rezoning of Block 56, Lots 1 and 2 has the potential to cause irreversible harm to the R-3 district and neighborhood.** A change in zoning from R-3 to Downtown Core will permit a wide range of nonresidential uses including retail sales and services, personal and business services, offices, public facilities (including parking), child care centers, bars and taverns, restaurants, banks and financial institutions, newspaper and other publishing facilities and art galleries and artist studios. Along with such uses come patrons from the public, deliveries and the need for off-street parking. The Downtown Core standards do not require side yard setbacks, and only require a mere 10' buffer to any residential districts. This is inadequate to address noise and traffic impacts where adjacent residential uses are on lots as small as 7,500 square feet with widths ranging from 30' to 50'. Introduction of these nonresidential uses in close proximity to existing homes creates opportunity for conflict.
2. **Rezoning of Block 56, Lots 1 and 2 is contrary to the goals of the 2014 Master Plan and Development Regulations Re-Examination Report and Master Plan Amendment as it relates to**

the protection of residential neighborhoods. Goal #3 of the re-examination report is to “Preserve and enhance the existing residential character of the Borough”.

- Objective #3.2 is to “Promote less intense land use development in the more expansive residential neighborhoods and intensify development in the smaller business core so as to establish a balance throughout the municipality both fundamentally and economically.” West Ward Street represents the boundary where uses transition from residential to mixed and more intense. Areas to the south of West Ward Street in the R-3 and R-4 districts represent the more expansive residential neighborhoods discussed in this objective. Clearly there is intent to protect residential neighborhoods from intrusion of more intense uses, which would be the case if Block 56, Lots 1 and 2 are rezoned to Downtown Core.
 - Objective #3.4 is to “Maintain the existing residential character along the primary corridors into and out of the Borough.” This objective specifically discusses the primary corridors, one of which is South Main Street. It notes “..... as people enter Hightstown along Stockton, Morrison, Ward, and North and South Main, they should see the historic residential character of Hightstown before they reach the vibrant, bustling downtown.” West Ward Street represents a logical line where this transition begins to occur. While the structures on Lots 1 and 2 contain dental practices, the character of the structures is still residential, and they are comparable in appearance and scale to houses that exist on the west side of South Main Street. Regardless of use, they are compatible with the residential character of this portion of South Main Street and do not interrupt the historic residential character discussed in the re-examination report.
 - Objective #3.7 is to “Minimize conflicts between incompatible uses and segregate nonresidential uses from residential housing”. Introducing the uses noted in Point 1 above will create the possibility of serious conflict with existing residential uses. Buildings and parking facilities could be located in close proximity to existing homes and the Downtown Core standards offer little protection in the way of setbacks and required buffering.
 - Objective #3.8 is to “Promote historic restoration of old homes and historically appropriate architectural design of new or rehabilitated homes to help restore the Borough’s historic visual image.” This objective admits the shortcomings of the historic preservation ordinance and notes that historic preservation should play a more prominent role in the Borough. Rezoning Block 56, Lots 1 and 2 to Downtown Core will present the opportunity for the two structures currently situated on these lots to be demolished and replaced with more modern structures. While these two dwellings are not located in the historic district, they date back to the late 1800’s and have historical significance. The current R-3 zoning is more compatible with the desire to help restore the Borough’s historic visual image.
3. **The existing dental office uses on Block 56, Lots 1 and 2 can continue without rezoning, offering better protection to adjacent residential uses.** As use variance approvals run with the land, both dental offices can continue to operate with appropriate restrictions that will better protect adjacent residential uses. This permits owners to continue operation but in a manner that has been deemed appropriate through the use variance approval process. Continuing in this manner is a better solution than rezoning the property and introducing the possibility of other more intense nonresidential uses that could have profound impact on the neighborhood.
 4. **West Ward Street represents a logical boundary for the R-3 Single Family Residential District.** While any physical feature or lot line would typically make sense as a boundary between zoning districts, in this case there is not adequate separation to existing structures or sufficient lot area for the two potentially rezoned parcels to offer adequate protection to the R-3 district. While the Downtown Core district exists to the west of lots fronting on the west side of South Main Street, all existing dwellings in the R-3 are located at the front of their lots, providing adequate separation between residential and nonresidential uses. Nonresidential uses on adjacent lots will be located in close proximity to these narrow lots and will not provide adequate separation from what will amount

to incompatible land uses. Keeping the R-3 boundary at West Ward Street will ensure adequate separation of incompatible land uses and better protect this existing stable neighborhood.

In summary, the proposed rezoning of Block 56, Lots 1 and 2 has the potential to cause unnecessary impact upon a stable residential neighborhood and historic resources of the Borough. Rezoning these parcels, while consistent with the goal of expanding the downtown, will be contrary to the goal of protecting stable residential neighborhoods and this change will negatively impact residents in the area.

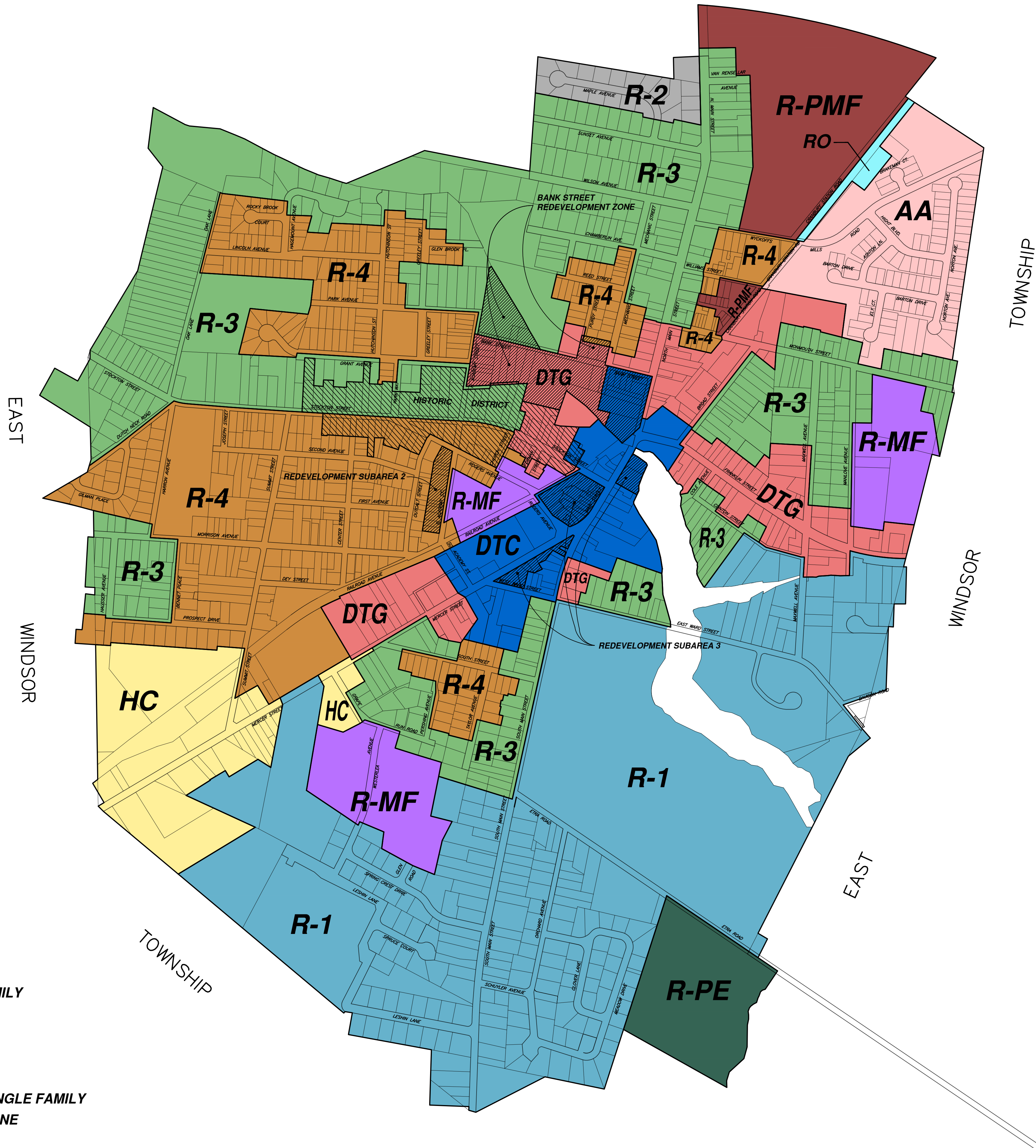
I trust the Mayor and Council members will find this information useful in their deliberations on this matter. I welcome the opportunity to discuss my thoughts with you at the public hearing on June 1st.

Sincerely,

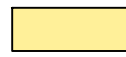
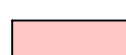
A handwritten signature in dark ink, appearing to read 'J. Kyle', is written over a light gray rectangular background.

James T. Kyle, PP/AICP
Principal

Borough of Hightstown Zoning Map Lot and Block Re-Zoning June 2, 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	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	

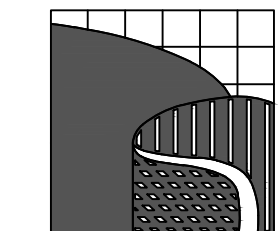
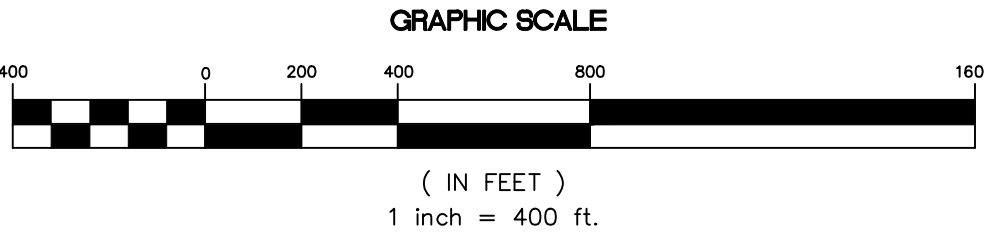


ZONES

	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

JUNE 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 2020-131

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

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A
GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF
TRANSPORTATION FOR THE IMPROVEMENTS TO HAUSSER
AVENUE, BENNETT PLACE, AND PROSPECT DRIVE**

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

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2021-Improvements to Hausser Avenue, Bennett Place, and Prospect Drive-00483 to the New Jersey Department of Transportation on behalf of the Borough of Hightstown.

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

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

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

ATTEST and AFFIX SEAL

Margaret Riggio, Deputy Clerk

Lawrence D. Quattrone, Mayor



Bank Street Redevelopment Plan



DRAFT JUNE 2020

Hightstown Borough, Mercer County, New Jersey

Clarke Caton Hintz | 100 BARRACK STREET | TRENTON, NJ | 08608



Bank Street Redevelopment Plan

Sub-Area 1 of the Main Street Redevelopment Plan

Hightstown Borough, Mercer County, New Jersey

Prepared for Hightstown Borough by:

Clarke Caton Hintz, P. C.

Brian Slauch, PP, AICP

Principal

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INTRODUCTION

The primary purpose of the Bank Street Redevelopment Plan (the “Redevelopment Plan”) is to provide a formula for improvement, investment and transformation of the redevelopment areas designated by the Borough of Hightstown. The recommendations contained within this document provide a structure for both physical improvements to the lands and structures within the designated areas as well as policies to guide the redevelopment.

NJ LRHL:

Redevelopment Process

- Borough Council directs the Planning Board to undertake a preliminary investigation to determine whether or not an identified area requires redevelopment.
- Planning Board conducts an investigation and holds a public hearing on the proposed redevelopment-area designation.
- Based on the Planning Board’s recommendation, Borough Council may designate all or some of the study area as an “area in need of redevelopment”.
- The Borough Council either prepares a redevelopment plan for the area, or directs the Planning Board to prepare the plan.
- The Borough Council adopts the redevelopment plan.
- The Borough Council or other public agency / authority is designated as the “redevelopment entity” to oversee the implementation of the redevelopment plan.
- The redevelopment entity selects a redeveloper(s) to undertake a project(s) that implements the plan.

History and Background

The designation of the redevelopment areas began in 2003, when the Borough of Hightstown determined that the Main Street Redevelopment Area, defined as “the southern side of Bank Street from North Main Street to North Academy Street; the western side of South Academy Street from Rogers Avenue to Railroad Avenue; all parcels fronting on the eastern side of Mercer Street from West Ward Avenue to South Main Street and including the right-of-way; the block bound by Main Street, Stockton Street, Railroad Avenue and Rogers Avenue and the right-of-way of Railroad Avenue, and, the area on the eastern side of Main Street from the Borough parking lot to and including the walking bridge over the Peddie Lake dam” qualified as an Area in Need of Redevelopment (ANR) under the criteria in New Jersey’s Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1 et seq. or “LRHL”).

The Borough of Hightstown subsequently adopted a redevelopment plan in 2004, which was further amended in 2006. The redevelopment plan divided the redevelopment area into three (3) sub-areas, including “Sub-Area 1 (Bank Street)” which was described as a “proposed mixed use redevelopment project that includes the southern side of Bank Street from North Main Street to North Academy Street, the eastern side of North Academy Street, and the western side of North Main Street from the Firehouse to Bank Street. The Sub-Area includes Block 30, Lots 1-13; and Block 21, Lots 1-14 & 26”. A redeveloper was designated, however did not undertake any of the redevelopment activities proposed in the adopted plan.

Redevelopment Area Expansion

In 2018, the PRC Group acquired several tracts from the designated redeveloper and began negotiations with the Borough to consider expanding the redevelopment area. In June 2019, the Borough began a preliminary investigation to determine whether additional

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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lands, abutting the previously designated redevelopment area would also qualify as Area in Need of Redevelopment pursuant to the criteria established by the “LRHL”. Block 8, Lots 12-14, and Block 18, Lots 8-12, on the north side of Bank Street, opposite from the existing redevelopment area, were investigated for conditions that would qualify them as an Area in Need of Redevelopment. The Planning Board found that the statutory criteria was met for the additional areas under *N.J.S.A. 40A:12A-5*. In December 2019, the Hightstown Borough Council accepted the Planning Board’s recommendations and formally designated the additional lands as an Area in Need of Redevelopment. On the following page is a map indicating the three Sub-Areas of the Main Street Redevelopment Plan, including the expanded area of Sub-Area 1. This plan, the Bank Street Redevelopment Plan, is synonymous with the expanded area of Sub-Area 1 of the greater redevelopment areas of the Borough of Hightstown.

Redevelopment Plan Process

A new redevelopment plan which takes into account all of the land areas designation as in need of redevelopment must be created and adhere to the following procedures for adoption:

- The Borough Council directs the Borough Planner to prepare a redevelopment plan;
- The Borough Council refers the redevelopment plan to the Planning Board for review and comment;
- The Planning Board has 45 days to review the proposed redevelopment plan and prepare a report offering its recommendations; and,
- The Borough Council holds a public hearing on the redevelopment plan and, taking into consideration the recommendations of the Planning Board, may adopt the redevelopment plan through an adopting ordinance.

Plan Components

The Redevelopment Plan includes the following components as required by *N.J.S.A. 40A:12A-7.a-f*:

- Redevelopment Goals and Objectives;
- Proposed Land Uses and Design Concepts;
- Redevelopment Regulations and Standards;
- Relationship of the Redevelopment Plan to Other Plans;

Redevelopment Plan: *Required Elements (N.J.S.A. 40A:12A-7.a)*

- The plan’s relationship to definite local objectives as to appropriate land uses, density of population, and improved traffic and public transportation, public utilities, recreational and community facilities and other public improvements.
- Proposed land uses and building requirements in the project area.
- Adequate provision for the temporary and permanent relocation, as necessary, of residents in the project area, including an estimate of the extent to which decent, safe and sanitary dwelling units affordable to displaced residents will be available to them in the existing local housing market.
- An identification of any property within the redevelopment area that is proposed to be acquired in accordance with the redevelopment plan.
- The relationship of the plan to the master plans of contiguous municipalities, the master plan of the county in which the municipality is located, and the State Development and Redevelopment Plan.
- Pursuant to *N.J.S.A. 40A:12A-7.c.*, the Redevelopment Plan must also describe its relationship to pertinent municipal development regulations as defined in the “Municipal Land Use Law”, *N.J.S.A. 40:55D-1 et seq.*

Bank Street Redevelopment Plan

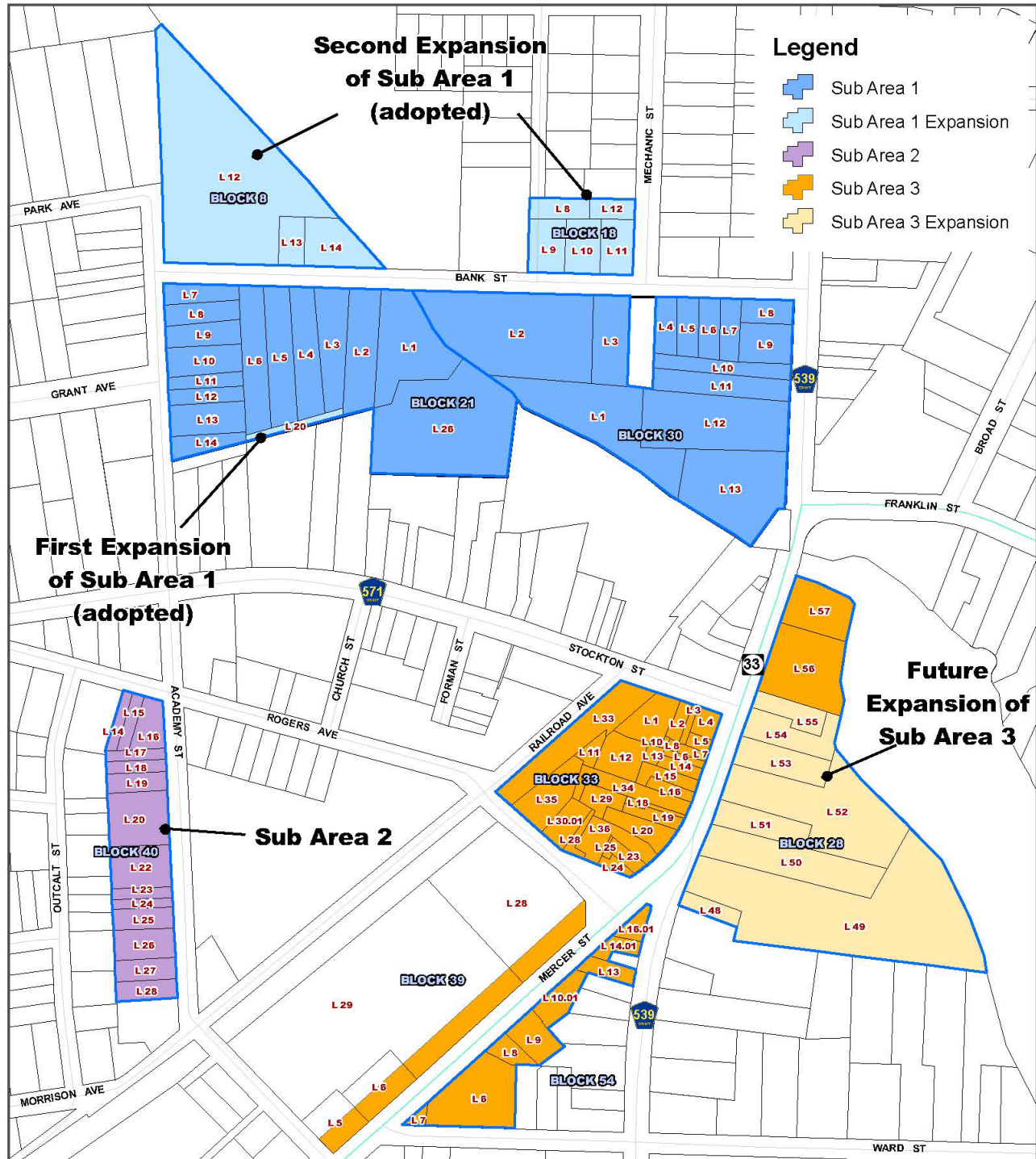
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- Property Acquisition; and
- Provision of Affordable Housing and Replacement, if needed.

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0 100 200 Feet

Clarke Caton Hintz

Architecture

Planning

Landscape Architecture

MAIN STREET REDEVELOPMENT AREA

Bank Street Redevelopment Plan

LOCATION:

Hightstown Borough, Mercer County, NJ

DATE:

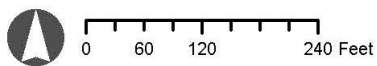
February 2020

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Clarke Caton Hintz
 Architecture
 Planning
 Landscape Architecture

BANK STREET REDEVELOPMENT PLAN

Environmental Constraints

LOCATION:
 Borough of Hightstown, Mercer County, New Jersey

DATE:
 February 2020

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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REDEVELOPMENT PLAN GOALS AND OBJECTIVES

The primary purpose of the Bank Street Redevelopment Plan is to alleviate the existing conditions found in the Redevelopment Area and support the use of property to better serve the public health, safety, and welfare of the community and the region. More specifically, the Redevelopment Plan provides the framework for improvement, investment and transformation of the Redevelopment Area by establishing standards for development that is compatible with the use, scale, density and design of the downtown, as well as the Borough's historic development patterns.

Objectives

To achieve this overarching goal, the following goals and objectives are hereby established:

- A. Turn Hightstown into a destination; a place that visitors come to because it is a great place to spend the day, evening or a weekend;
- B. Incorporate elements of the Borough's history into the design of the public spaces, including grist mill features and railroad/train artifacts;
- C. Promote the types of development that deliver better outcomes than existing zoning can currently provide, such as new mixed-use development within the town center;
- D. Provide opportunities for new commercial, municipal, greenway, and residential facilities, including a range of housing types;
- E. Provide a new greenway along Rocky Brook to link existing facilities within the Borough;
- F. Preserve and conserve existing uses, buildings, open spaces and landscape features of locally historic or cultural value;
- G. Apply Master Plan recommendations regarding appropriate uses and transitions between non-residential districts and residential neighborhoods;
- H. Mitigate and improve upon deleterious conditions resulting from blighted, underutilized or poorly designed buildings and land;
- I. Utilize a Smart Growth perspective for new development in the broader context of the region, Borough and neighborhood.

The Redevelopment Plan will facilitate the Borough's efforts to achieve these goals and objectives, and will improve the quality of life for residents and the economic development climate for the entire Borough. The Plan will generate positive psychological effects in the population by converting an existing eyesore into an attractive, mixed-use neighborhood.

RELATIONSHIP TO THE HIGHTSTOWN BOROUGH LAND DEVELOPMENT REGULATIONS

Supersedes Existing Zoning

The allowed uses in this Redevelopment Plan and their associated development regulations shall supersede the use and bulk regulations of the Hightstown Borough Zoning Ordinance and related land development regulations. Where the standards of the redevelopment plan are silent, the regulations of the Land Development Ordinance shall apply to the Redevelopment Area as permitted by N.J.S.A. 40A:12A-7.a(2).

Zoning Map

The zoning map of the Borough of Hightstown shall be amended upon the adoption of this Plan in accordance with N.J.S.A. 40A:12A-7.c to reflect the area encompassed by this redevelopment plan as the Bank Street Redevelopment Area.

GENERAL PROVISIONS

Redevelopment Entity

The Borough Council shall act as the “Redevelopment Entity” pursuant to N.J.S.A. 40A:12A-4.c for purposes of implementing the Bank Street Redevelopment Plan and carrying out redevelopment projects. In doing so, the Borough Council shall have the powers set forth in N.J.S.A. 40A:12A-8 to effectuate all of its duties and responsibilities in the execution and implementation of this Redevelopment Plan.

Redeveloper Selection

The Redevelopment Entity may select redeveloper(s) for the redevelopment of specific sites, blocks, or districts in any number or combination as it deems necessary for one or more projects based on the entity’s experience, financial capacity, ability to meet deadlines, flexibility in meeting market demands within the framework of the Redevelopment Plan, and additional criteria that demonstrate the redeveloper’s ability to implement the goals and objective of the plan. Preference shall be given to existing landowners in the Bank Street Redevelopment Area for designation as a redeveloper.

Redevelopment Agreement

Once a redeveloper has been selected, the Redevelopment Entity shall enter into a redevelopment and/or financial agreement with the redeveloper that comports with the requirements of N.J.S.A. 40A:12A-9.

Any development or construction within the redevelopment area shall be undertaken in accordance with a contractual redevelopment agreement between the Redevelopment Entity and a municipally designated redeveloper or redevelopers, which may include optional provisions as mutually determined. The Redevelopment Agreement shall be in full force and effect prior to the redeveloper

Redeveloper Agreement: Optional Provisions

- Interim and final redeveloper designations;
- Terms for dispute resolution;
- Allowance for changes in the agreement should a “force majeure” event occur;
- A guarantee of performance by the redeveloper to ensure completion of the project and that other obligations of the agreement are met;
- Any sharing of costs between the public and private entities;
- Default and termination clauses and their remedies for failure to perform by the redeveloper;
- Provisions that specify allowed deviations from the development plan regulations, excepting the use regulations;
- Provisions addressing Payments in Lieu of Taxes or other tax abatement and impact mitigation provisions;
- Transfer of development and other rights of the redeveloper;
- Development pro-forma;
- Affordable housing obligations or fees to the extent required by law; and
- Any other clause deemed necessary to effectuate the Redevelopment Plan by the Redevelopment Entity or that are required to be included under *N.J.S.A. 40A:12A-9*.

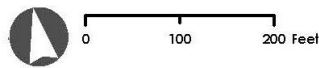
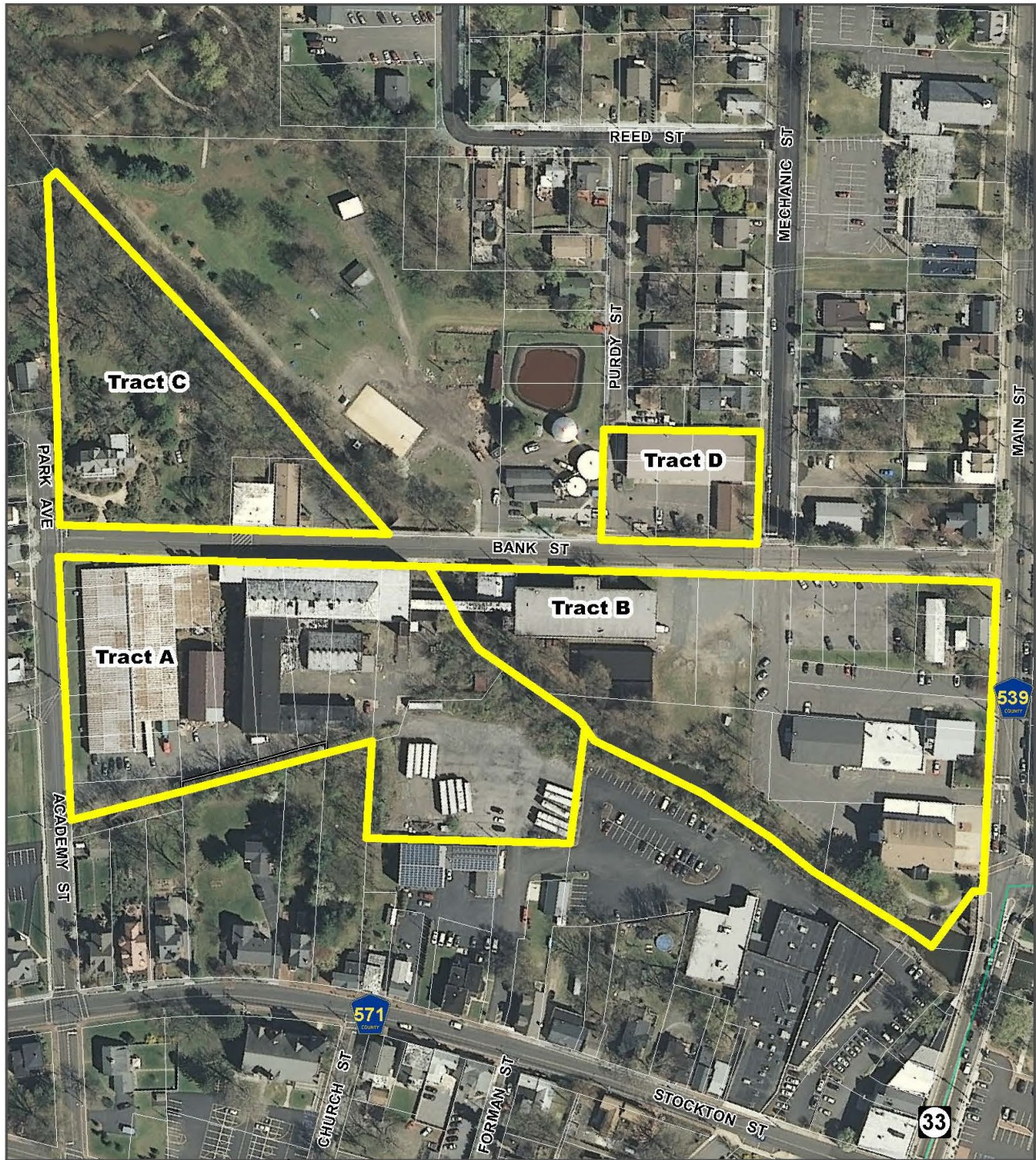
making application to the Planning Board for any general development plan, conditional use, site plan or subdivision approval.

Effect of Redevelopment Agreement

The execution of the Redevelopment Agreement shall convey the right to prepare a site plan or subdivision application for development to the Hightstown Planning Board in accordance with the terms of the Redevelopment Agreement and Redevelopment Plan, among other rights that may be granted by the Redevelopment Entity. In addition, the execution of the Redevelopment Agreement shall establish the period of time as such rights to develop under the terms and conditions of the Redevelopment Plan shall be granted. Nothing herein shall prevent the Redevelopment Entity and redeveloper from mutually agreeing to an amendment of the Redevelopment Plan as it affects the redeveloper’s property from time to time or at any time.

Staff Employment

The Redevelopment Entity may employ or contract for and fix compensation of such experts and other staff and services as it may deem necessary, including, but not limited to, architecture, economic forecasting, engineering, environmental, landscape architecture, legal, market analysis, planning, and transportation consulting services. The Redevelopment Entity, however, shall not authorize expenditures which exceed, exclusive of gifts, grants or escrow accounts, the amounts appropriated for redevelopment purposes.



Clarke Caton Hintz

- Architecture
- Planning
- Landscape Architecture

BANK STREET REDEVELOPMENT PLAN

Tract Map

LOCATION:
Hightstown Borough, Mercer County, NJ

DATE:
February 2020

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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Clarke Caton Hintz



Architecture

Planning

Landscape Architecture

BANK STREET REDEVELOPMENT PLAN

Conceptual Layout Plan

LOCATION:
Hightstown Borough, Mercer County, NJ

DATE:
June 2020

SOURCE:
Looney Ricks Kiss, NJ DEP

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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LAND USES IN THE BANK STREET REDEVELOPMENT AREA

The proposed land use in the redevelopment area is primarily residential, including multifamily dwellings in the two historic mill buildings, townhouses and mixed residential-commercial development. These are to be supplemented by surface and structured parking and recreational amenities. Leasing and property management offices serving the development are also anticipated to be accommodated within the redevelopment area. It is anticipated that no more than 398 dwelling units will be constructed within the entirety of the redevelopment area, including two single family detached dwellings which would adjoin existing residences on the western edge of the redevelopment area.

On the southern flank of the redevelopment area, on N. Main Street, the Hightstown Engine Company is expected remain in their existing building. A mixed use building containing multifamily dwelling units, recreation and other amenities/services for the use of residents is envisioned on N. Main Street. Non-residential uses intended for this location include public display space, such as a gallery/museum, and a boutique hotel. A parking garage, incorporated into the mixed use building, shall serve residents of the multi-family units and the general public while also providing some parking for the Hightstown Engine Company. Public and quasi-public uses, such as the Hightstown East Windsor Historical Society and Hightstown First Aid Squad, are expected to remain within the redevelopment area; new facilities may be constructed for the First Aid Squad, while the Historical Society facilities may be relocated to another site within the redevelopment area.

Within the core of the redevelopment area, multi-family apartments are anticipated to be developed within the historic brick and concrete mill buildings. These structures may be expanded to accommodate recreational or other amenities to serve their residents.

On the northern and western edges of the redevelopment area, townhouses provide a transition between the multi-family development and the existing residential neighborhood along N. Academy Street.

Fully realized, the Redevelopment Plan would result in the demolition of the vacant and dilapidated municipal building on N. Main Street, the Willis house and the ancillary metal buildings associated with the former rug mill, replacing them with a diverse stock of housing that preserves the historic mill buildings and expands recreation and open space along Rocky Brook.

PERMITTED USES, BULK REGULATIONS & ADDITIONAL STANDARDS

Redevelopment Area Sub-Zones

The Bank Street Redevelopment Area is composed of areas exhibiting differences in its planned intensity and nature of development. To address these differences, the regulations in the Redevelopment Area have been calibrated to reflect these conditions and the Plan's objectives. To that end, the Redevelopment Area is divided into four tracts, A through D, encompassing the following blocks and lots:

Tract A: Block 21, Lots 1-14, 20 and 26 (Brick Mill Building, Metal Warehouse)

Tract B: Block 30, Lots 1-13 (Concrete Mill Building, Municipal Building, Firehouse and Historical Society)

Tract C: Block 8, Lots 12-14 (Willis House, Hightstown First Aid Squad)

Tract D: Block 18, Lots 8-12 (Public Works)

The tracts provide the geographical basis for the use and development regulations that follow.

Tract A Sub-Zone



Figure 1 Brick Mill Building

The intent for the Tract A Sub-zone is to retain the historic brick mill building and metal footbridge and redevelop the area of the former metal warehouse building at the west end of the Tract with residential uses. A maximum of 130 dwelling units are permitted within the Tract.

Permitted Principal Uses: Any of the following principal uses are permitted within buildings, individually or in combination with any other permitted use or uses. Multiple principal uses are permitted.

1. Multi-family dwelling units within the existing brick mill building; which may be accomplished through adaptive re-use, additions, expansions and/or extensions to the existing building.
2. Townhouses.

Bulk Standards: The following area and bulk standards shall apply specifically to Tract A:

1. Tract Requirements:
 - a. Maximum Building Coverage: 35% of the tract.
2. Multi-family Building Requirements:
 - a. The footprint of the historic brick mill building will be retained. Any addition, expansion and/or extension to the building shall maintain the existing setbacks along Bank Street. Any vertical extension shall be stepped back a minimum of 15 feet from the Bank Street façade of the floor below.
 - b. Maximum Building Height: Four (4) stories.

3. Townhouse Requirements:
 - a. Minimum Front Yard Setback from Bank Street: 10 feet.
 - b. Minimum Front Yard Setback from North Academy Street: 10 feet.
 - c. Minimum Building Setback from all other Tract boundary lines: 30 feet.
 - d. Minimum spacing between front of townhouse building to front of townhouse building: 30 feet.
 - e. Minimum spacing between front of townhouse building to side of townhouse building: 20 feet.
 - f. Minimum Distance between the side of a townhouse building to side of townhouse building: 10 feet.
 - g. Minimum spacing between side or rear of townhouse building to rear of townhouse building: 30 feet.
 - h. Minimum spacing between two rear faces of townhouse buildings: 30 feet.
 - i. Maximum Building Height: Three (3) stories.
4. Structured Parking Garage Requirements:
 - a. Maximum Height: Two (2) levels.
 - b. Minimum Setback from Tract boundary lines: 5 feet.

Tract B Sub-Zone

The intent for the Tract B Sub-zone is to retain the existing Hightstown Engine Company building and the historic concrete mill building while redeveloping the remaining area, including the vacant municipal building and the Hightstown East Windsor Historic Society property. The public right-of-way of Mechanic Street within this tract shall be vacated, however a public access easement is to be provided to permit access to the parking garage and an alternate access for the Engine Company. A maximum of 258 dwelling units are permitted within the Tract.



Figure 2 Concrete Mill Building

Permitted Principal Uses. Any of the following principal uses are permitted within buildings, individually or in combination with any other permitted use or uses. Multiple principal uses are permitted.

- I. Mixed-use buildings which may contain any combination of the following uses:
 - a. Multi-family dwelling units.
 - b. Museum and gallery spaces.
 - c. Studios for the visual and performing arts including performance and gallery spaces.
 - d. Resident / Guest services.
 - e. Personal and other business services.
 - f. Restaurants and other places to eat and drink.
 - g. Banks and financial institutions.
 - h. Offices and workspaces, including shared and co-working spaces.
 - i. Boutique Hotel, limited to a maximum of 36 rooms or suites.
 - j. Structured parking garage.
2. Multi-family dwelling units within the existing concrete mill building; which may be accomplished through adaptive re-use, additions, expansions and/or extensions to the existing building.
3. Governmental, public, quasi-public and community facilities, including a fire station, meeting spaces and other similar uses.

Bulk Standards. The following area and bulk standards shall apply specifically to Tract B:

- I. Tract Requirements:
 - a. Minimum Individual Lot Area: 30,000 square feet.
 - b. Maximum Building Coverage: 60% of the Tract.
2. Mixed-Use Building Requirements:
 - a. Minimum Front Yard Setback from Bank Street: 10 feet.
 - b. Minimum Building Setback from North Main Street: 10 feet from curb line.
 - c. Minimum Building Setback from all other Tract boundary lines: 50 feet.
 - d. Maximum Building Height: Four (4) stories; six (6) parking levels.
3. Multi-family Building Requirements:
 - a. The footprint of the historic concrete mill building will be retained. Any addition, expansion and/or extension to the building shall maintain the existing setbacks along

Bank Street. Any vertical extension shall be stepped back a minimum of 15 feet from the Bank Street façade of the floor below.

- b. Maximum Building Height: Four (4) stories.
- 5. Governmental, Public, Quasi-public and Community Facilities:
 - a. Hightstown Engine Company building height and footprint shall be retained.
 - b. Hightstown East Windsor Historic Society building height and footprint shall be retained.

Tract C Sub-Zone

The intent for the Tract C Sub-zone is to provide for new residential development, recreation/amenity space and public uses. Up to 10 dwelling units may be proposed within the Tract.

Permitted Principal Uses: Any of the following principal uses are permitted within buildings, individually or in combination with any other permitted use or uses. Multiple principal uses are permitted.



Figure 3 Willis House

- 1. Townhouses.
- 2. Single-family detached dwelling units.
- 3. Superintendent's Apartment
- 4. Governmental, public, quasi-public and community facilities, meeting spaces and other similar uses, including the existing First Aid Squad.

Bulk Standards: The following area and bulk standards shall apply specifically to Tract C:

- 1. Tract Requirements:
 - a. Minimum Individual Lot Area: 7,500 square feet.
 - b. Maximum Building Coverage: 25% of the Tract.
- 2. Townhouse Requirements:
 - a. Minimum Front Yard Setback from Bank Street: 10 feet.
 - b. Minimum Front Yard Setback from North Academy Street: 10 feet.
 - c. Minimum Setback from all other Tract boundary lines: 50 feet.
 - d. Maximum Building Height: Three (3) stories.
- 3. Amenity Center Requirements:

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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- a. Minimum Lot Frontage: 50 feet.
 - b. Minimum Lot Depth: 100 feet.
 - c. Minimum Front Yard Setback from North Academy Street: 10 feet.
 - d. Minimum Building Setback from Block 8, Lot 11: 15 feet from the front or southerly lot property line; 20 feet from the side or easterly property line.
 - e. Maximum Building Height: Three (3) stories.
4. Single-family detached dwelling unit requirements.
- a. Minimum Lot Width: 50 feet.
 - b. Minimum Lot Depth: 90 feet.
 - c. Minimum Front Yard Setback: Within two (2) feet of the average front yard setback of adjacent and nearby residential buildings along the same block on the west side of Mechanic Street.
 - d. Minimum setback from all other tract boundary and property lines: five (5) feet.
 - e. Maximum building height: Three (3) stories.

Tract D Sub-Zone

The intent for the Tract D Sub-zone is to provide for the improvement and efficient use of land for governmental, public, quasi-public and community facilities, including the potential relocation of the Hightstown East Windsor Historical Society and the Hightstown First Aid Squad. One dwelling unit may be proposed within the Tract.



Figure 4 Hightstown East Windsor Historical Society

Permitted Principal Uses. Any of the following principal uses are permitted within buildings, individually or in combination with any other permitted use or uses, except for single family detached dwellings.

1. Single-family detached dwellings.
2. Governmental, public, quasi-public and community facilities, including, but not limited to, the relocated Historic Society House and Rail Museum, a new First Aid Squad building, meeting spaces and other similar uses.

Bulk Standards: The following area and bulk standards shall apply specifically to Tract D:

- I. Tract Requirements:
 - a. Minimum individual lot area: 4,500 square feet.

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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- b. Maximum building coverage: 40% of the tract.
- 2. Single-family detached dwelling unit requirements.
 - a. Minimum Lot Width: 50 feet.
 - b. Minimum Lot Depth: 90 feet.
 - c. Minimum Front Yard Setback: Within two (2) feet of the average front yard setback of adjacent and nearby residential buildings along the same block on the west side of Mechanic Street.
 - d. Minimum setback from all other tract boundary and property lines: five (5) feet.
 - e. Maximum building height: Three (3) stories.
- 3. Governmental, Public, Quasi-public and Community Facilities requirements:
 - a. Minimum Front Yard Setback: Within two (2) feet of the average front yard setback of adjacent and nearby residential buildings along the same block front.
 - b. Minimum Building Setbacks: Five (5) feet from a side or rear property line.
 - b. Maximum Building Height: Three (3) stories.

Provisions Applying to All Tracts in the Bank Street Redevelopment Area

Definitions

For the purposes of this plan, the following terms shall have the meanings herein indicated:

- **Alley or alleyway** shall mean a private, minor way which is used primarily for vehicular service access to the back or side of residences otherwise fronting on a public street.
- **Amenity Center / Amenity Space** shall mean space within the redevelopment area where social, leisure and recreational facilities are offered to residents of the redevelopment area and may include ancillary support services such as leasing and property management offices, storage, business center, conference/meeting rooms and resident services.
- **Building Coverage** shall mean shall mean the area of a tract, lot or parcel covered by roofed buildings or structures, exclusive of surface or structured parking facilities.
- **Building Height** shall mean the number of separate habitable levels, excluding cellars and basements. For the purposes of calculating the number of stories, building levels that are more than one-half ($1/2$) of their height measured from floor to ceiling, below the average established curb level at the street frontage shall not be counted as a story. Parking levels which have at least one-half ($1/2$) of their height below the average established curb level at the street frontage shall not be counted as a story.
- **Boutique Hotel** shall mean a commercial facility offering transient accommodations to the general public and providing additional services such as restaurants, meeting rooms, personal services and recreation facilities.
- **Multi-family** shall mean a building which contains more than two (2) dwellings, each of which is intended for occupancy by one (1) housekeeping unit.
- **Resident / Guest Services** shall mean personal services provided for the residents of the redevelopment area such as concierge services, dry cleaning, laundry and other pickup and delivery services.
- **Superintendent's Apartment** shall mean a dwelling unit contained within an amenity center for the sole use of providing lodging to property management staff.

General Requirements

1. All development within the Redevelopment Area shall be serviced with public, potable water and sanitary sewer, along with electric, natural gas, telephone and cable service. All new utilities shall be placed underground on the tract. Overhead utilities abutting the tract shall be placed underground to the extent feasible.
2. Existing or relocated public utilities within the tract boundary, shall be within easements located on privately-owned land in accordance with established protocols of the Borough of Hightstown and Mercer County.

3. Unless otherwise specifically provided herein or intended by the provisions of this Redevelopment Plan, all words and phrases used herein shall have the same definitions provided under the Borough of Hightstown Zoning Ordinance and the Municipal Land Use Law (*N.J.S.A. 40:55D-1 et seq.*)

Accessory Uses and Structures. Any of the following accessory uses and structures are permitted individually, or in combination with any other permitted use.

1. Off-street surface parking; attached and detached single level garages; multi-level structured parking garages.
2. Fences, walls, kiosks, street furniture and retaining walls.
3. Pedestrian walkways, ramps, bridges and stairways.
4. Private tool shed not exceeding 120 sf. in floor area for single family detached dwellings.
5. Active and passive recreation including fitness/recreation facilities, pools, courtyards, gardens, roof top terrace and other amenities for residents.
6. Property management and leasing offices serving the uses in the redevelopment area.
7. Conservation.
8. Signs.
9. Accessory uses and structures customarily permitted in conjunction with and on the same lot as a principal use.
10. Location of accessory uses and structures. No accessory use or structure, with the exception of utilities, plazas, street furniture and streetscape elements, including fencing, retaining walls and guide rails, shall be located in a front yard.

Permitted Projections into Yard Areas. The following permitted projections shall apply to all tracts:

1. Non-enclosed one-story porches, porticos, stoops and entrance platforms leading to the front entrance shall be permitted to project not more than eight (8) feet into a required front yard setback or building separation distance. Such porch, stoop and entrance platform may have an uncovered balcony directly above provided it has the same footprint as, and is attached to, the structure below.
2. Non-enclosed one-story porches, porticoes, stoops, entrance platforms, uncovered decks, basement entrances and balconies shall be permitted to project not more than four (4) feet into a side or rear yard setback or building separation distance.
3. Cornices, eaves, chimneys, gutters, downspouts, awnings, canopies, cantilevered roofs, uncovered balconies and bay windows shall be permitted to project not more than three (3) feet into any yard setback or building separation distance.
4. Belt courses, window sills and other similar ornamental features may project not more than nine (9) inches into any yard setback or building separation distance.
5. Window wells may project not more than five (5) feet into any yard setback or building

separation distance.

6. In no case shall a permitted projection attached: to any structure be less than five (5) feet from a front lot line; to any principal structure be less than three (3) feet from a side or rear lot line; and, to any accessory structure, be less than one (1) foot from a side or rear lot line.
7. Ramps and stairways leading to a porch, stoop or other building entrance may project into a yard setback or building separation distance without limitation, provided that the steps do not encroach upon the public right-of-way.
8. Awnings and canopies may project over a sidewalk and/or in the public right-of-way, provided that such structure has a minimum vertical clearance of eight (8) feet and is set back a minimum of four (4) feet from curb line along the street.

Building Height Exceptions.

- I. Exceptions to height restrictions include: non-habitable areas and enclosed spaces, including but not limited to, mechanical services, elevator penthouses, condensers, exhaust fans, air-conditioning and similar equipment; stair enclosures; skylights or atrium structures; roof-access stairwells and amenities on a roof top terrace (including, but not limited to decking, landscaping, railing, walls, furniture, lighting, pergolas and similar amenities); and architectural enhancements and appurtenances (including, but not limited to) parapets, chimneys, cupolas, steeples, spires, belfries, towers, corner towers, flagpoles and similar elements), provided that the total area of such roof top elements do not exceed fifty percent (50%) of the total roof area for each building, nor extend more than fifteen (15) feet above the roof deck.

Site Development Standards

The regulations pertaining to site development standards shall apply to all development in the Bank Street Redevelopment Area. The Planning Board may grant exceptions from these standards, pursuant to N.J.S.A. 40:55D-51.

Public Streets and Sidewalks

The existing public rights-of-way of North Main Street, Bank Street, North Academy Street, Park Avenue, Purdy Street and Mechanic Street shall be maintained, improved or modified as shown in the Redevelopment Plan. Improvements shall include sidewalks, striping and insets for on-street parallel parking, and the repair, replacement or installation of new curbing as appropriate.

1. The redeveloper shall restore the surface of the street to its original and proper condition to address existing conditions and those areas disturbed for the installation of new curbing and sidewalk where none presently exist.
2. In order to accommodate the mixed-use building on Tract B that will be situated within and/or extending over the Mechanic Street public right-of-way south of Bank Street, the Borough shall vacate the southern portion of the Mechanic Street public right-of-way and provide the necessary easement(s) to maintain adequate public utilities and public access to the structured parking garage and access to the Hightstown Engine Company.

3. Sidewalks shall be provided in the public right-of-way along all street frontages within the redevelopment area. Where such sidewalks extend beyond the public right-of-way, the redeveloper shall be required to provide a public access easement for sidewalks located on private land.
4. Along North Main Street, sidewalks shall be constructed of pavers, concrete and/or textured concrete in colors and/or patterns consistent with the existing Main Street infrastructure. The sidewalk shall be a minimum of 10 feet in width, and shall extend from the building façade to the curb line, with an area for landscaping and street trees along the curb line and/or landscaping beds along the building façade.
5. Along Bank Street and North Academy Street, the location and width of sidewalks shall be consistent with the location and width of existing sidewalks adjacent to or near the Redevelopment Area to be developed. The existing sidewalk in front of the brick mill building and the bump-out portion of the concrete mill building shall be extended from the building façade to the curb line. The planting strip from North Main Street to Mechanic Street shall be brick to match the brick edging/ribbon along North Main Street. All other planting strips may consist of grass.
6. Sidewalks shall continue uninterrupted across all driveway and alley openings with the apron design accommodating a continuous sidewalk. The apron along Mechanic Street shall be brick or brick-faced to match the driveway apron along North Main Street.
7. Where sidewalks intersect at corners, accessible ramps and warning strips shall be provided.

Crosswalks

Along Bank Street and North Academy Street, pedestrian crosswalks shall be provided across all street intersections with “continental” or ladder striping.

Trail along the Rocky Brook

1. The existing pedestrian trail within the redevelopment area shall be maintained for both public and private access along the greenway corridor, to the extent possible, and as subject to NJDEP and DRCC review and approval.



Figure 5 Footbridge over Rocky Brook

2. The existing footbridge over Rocky Brook is to be improved as part of the rehabilitation of the mill buildings.
3. No tract perimeter setback or stream setback shall be required for any bridge spanning the Rocky Brook including for pedestrian access to the bridge.

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Pedestrian Walkways

1. Walkways providing pedestrian connection between public sidewalks and entrances to buildings within the Redevelopment Area shall be provided.
2. Within individual tracts, walkways shall be provided providing pedestrian connection between entrances of buildings and parking areas, outdoor amenity spaces and other pedestrian accessible locations.

Vehicular Circulation and Parking

1. The following standards shall apply to Tract A.
 - a. Vehicular access shall be from North Academy Street via a private access drive.
 - b. Emergency access shall be permitted to be provided from a driveway connecting to Stockton Street.
 - c. Parking shall be provided in garages accessed by alleys behind townhouses, in off-street surface areas, in a structured parking garage and/or within the lower level of the brick mill building. Individual driveways and garages for townhouses shall not be permitted to front on any public street.
2. The following standards shall apply to Tract B.
 - a. Vehicular access shall be from Bank Street with emergency access only from N. Main Street.
 - b. Parking for the Fire House shall be provided in off-street surface areas behind the Fire House building and accessed from N. Main Street via the existing driveway, or via the development's access drive from Bank Street.
 - c. Parking for uses within the mixed-use buildings, multi-family dwelling units within the existing concrete mill building and for the general public shall be provided within the structured parking garage.
3. The following standards shall apply to Tract C.
 - a. Vehicular access shall be from an alleyway connecting to North Academy Street.
 - b. Parking shall be provided in garages accessed by alleys behind townhouses and off-street surface areas.
4. The following standards shall apply to Tract D.
 - a. Vehicular access shall be from driveways connecting to Purdy Street or Bank Street.
 - b. Parking shall be in off-street surface spaces within a shared parking lot.
 - c. Parking for the single-family dwelling unit fronting on Mechanic Street shall be in a driveway and/or garage on the same lot, accessed from Mechanic Street.

5. Parking standards and additional requirements:
 - a. On-street parking along the frontage of the Redevelopment Area may be included in the calculation of required number of parking spaces and off-street parking facilities may be shared between uses throughout the redevelopment area.
 - b. Townhouses shall be provided with an average of 2.0 parking spaces per dwelling unit.
 - c. Multi-family dwelling units shall be provided with an average of 1.25 parking spaces for each dwelling unit.
 - d. At least 30 parking spaces on the ground level of the structured parking garage attached to the mixed-use building on Tract B shall be reserved for non-residential uses and the general public.
 - e. The Planning Board may approve a reduction of the required parking where such reduction is demonstrated by study of the combined, or shared uses and customary operation of the uses that adequate parking would be provided for the actual uses. It is further recognized that the parking ratios established in this section are less than that required under the Residential Site Improvement Standards (*N.J.A.C. 5:21-1 et seq.*) Consequently, any action by the Planning Board shall require a finding of a *de minimus* exception from the RSIS standards pursuant to *N.J.A.C. 5:21-3.1(f)1*.
6. Provisions for electrical vehicle charging stations shall be provided on all tracts. At least one percent (1%) of the total number of parking spaces in each tract shall be pre-wired for the installation of electrical vehicle charging stations.
7. Provisions for bicycle parking including exterior racks, covered exterior racks and interior bike rooms shall be provided on all tracts shall be provided to accommodate a minimum of fifteen percent (15%) of dwelling units.

Buffering and Screening

1. Buffers as required by the regulations in effect at the time of site plan approval shall be provided for any environmentally sensitive lands, such as floodplains, wetlands and open waters, as designated by New Jersey Department of Environmental Protection (NJDEP).
2. All parking areas shall be buffered and screened from public view and adjacent residences with a minimum five (5) foot wide planted buffer.
3. Screening within required buffer areas shall consist of a combination of the following: existing vegetation supplemented with additional vegetative screening, a masonry wall and/or a solid or twenty-five percent (25%) open fence a minimum of four (4) feet in height above grade.

Landscaping

1. Existing vegetation shall be preserved to the extent practical.
2. A fence, wall, hedge, landscape edge, or some other design element shall be provided adjacent to the sidewalk, where feasible, to delineate the public sidewalk from the front yards of

townhouse units and the frontages of other buildings, with the exception of those areas where the public sidewalk abuts the building.

3. Deciduous street trees shall be provided along all street frontages within the Redevelopment Area, with the exception of the crossing over Rocky Brook. Such trees shall be a minimum size of 2½ inches in caliper at time of planting. Where the location of such trees would lie outside the public right-of-way, the redeveloper shall be required to provide an access and maintenance easement for street trees located on private land.
4. All portions of the tract not utilized by buildings or paved areas shall be landscaped, utilizing combinations of tree and shrub plantings, fencing, lawn and other vegetative ground covers and existing foliage in order to maintain or reestablish vegetation in the area and lessen the visual impact and climatic effects of structures and paved areas. The use of native plant species that are tolerant of drought and urban conditions shall be prioritized.

Fences, Walls and Retaining Walls

1. Fences and walls shall be composed of materials, colors, finishes, and/or design elements that are consistent with the architecture of the buildings and in accordance with the design vocabulary that is compatible and/or complementary of the design, style and character of the buildings in the surrounding neighborhood. Chain-link fences shall be prohibited.
2. Fences and walls shall be permitted to be located in front yard areas, provided that such shall not exceed a height of three (3) feet above grade.
3. Fences and walls shall be permitted to be located in the side and rear yard areas, provided that such shall not exceed a height of six (6) feet above grade.
4. Retaining walls shall be permitted in all yard areas and shall not exceed eight (8) feet in height. Fencing above retaining walls is permitted to be up to forty-eight (48) inches in height.
5. Orientation. The face or finished side of a fence or wall shall face the adjacent property. All supporting posts and cross-members shall face the property upon which it is located.
6. Drainage. Fences and walls shall be constructed in a manner so as to permit the continued flow of natural drainage and shall not cause surface water to be blocked or dammed causing ponding, either on the property upon which such is located or on any adjacent lot or public right-of-way.

Lighting

1. Parking area lighting shall be post-mounted, located in landscaped islands, and the center of the light source shall not exceed eighteen (18) feet in height above grade.
2. Pedestrian and access point lighting shall be post-mounted, and the center of the light source shall not exceed fourteen (14) feet in height above grade.
3. Street lighting shall be provided along the Bank and Academy Street frontages within the Redevelopment Area. Such fixtures shall utilize the Borough-approved fixture similar to those found in the downtown area along Main Street and Mercer Street, and the center of the light source shall not exceed fourteen (14) feet in height above grade. Those fixtures shall generally

be located along the curb line. Where located in a grass planting strip, those fixtures shall be located on concrete foundation flush with finished grade.

4. Bollard lighting, not more than four (4) feet in height and appropriately shielded, and ground recessed lighting may be provided along public sidewalks, walkways and within open space areas.
5. Lighting may be attached to a building, provided that such lighting is focused downward and the fixture has a full cut-off design.
6. Lighting fixtures shall be LED, non-glare, full cut-off and shall not exceed a color temperature of 3,300° K.
7. Where lighting abuts residential areas, fixtures shall be shielded to eliminate light overflow onto residential lots.

Signs

1. The Redeveloper shall provide a comprehensive sign package, including materials, colors, finishes and/or details to the Planning Board.
2. The Planning Board may approve a comprehensive sign package for the project that includes sign types not contemplated by or different from the standards enumerated in Chapter 29 of the Borough of Hightstown Code.

Refuse and Recycling Facilities

1. Refuse and recycling facilities shall be provided to adequately accommodate each use, and shall be provided either within the building being served or in nearby locations outside the building.
2. Outdoor refuse and recycling facilities shall be screened from public view within and outside the development.
3. Any outdoor area provided for the collection and pickup of refuse and recyclable materials shall be adequately lit and shall be safely and easily accessible by residents and recycling personnel and vehicles.
4. Collection vehicles shall be able to access refuse and recycling facilities without interference from parked vehicles or other obstacles.
5. Any bins or containers which are used for the collection of refuse and recyclable materials, and which are located in outdoor refuse and recycling facilities, shall be covered and be equipped with signage indicating the materials to be placed therein.

Stormwater Management

1. Any redevelopment activities or structures shall be in conformance with applicable NJDEP regulations and Borough Ordinances with regard to storm water control.
2. Rain gardens, bioswales, stormwater treatment trains and other best management practices related to stormwater management are encouraged to be incorporated into the site

development plans if soil conditions can adequately accommodate the function of such features.

Building Design Standards

The regulations pertaining to building design standards contained herein shall apply to all development in the Redevelopment Area. The Planning Board may grant exceptions from these standards, pursuant to the procedure articulated *N.J.S.A. 40:55D-51*.

General Requirements

1. All materials, colors, finishes and/or details used on the exterior of a building shall be architecturally compatible with the style of such building, as well as with each other. A building designed of an architectural style that normally includes certain integral features, materials, colors, finishes and/or details shall have such incorporated into the design of such building.
2. Permitted building materials for primary exterior wall surfaces shall generally include brick, fiber cement siding and smooth finished stucco. Trim materials may consist of precast stone, wood, fiber cement and PVC.
3. Conceptual architectural plans including materials, colors, finishes and/or details shall be provided for all buildings.

Brick Mill Building Design

1. The brick mill building shall utilize the rear portion of the existing building as the main entrance for residents and visitors. A secondary entrance along Bank Street is encouraged to be provided for both residents and visitors.
2. Mechanical equipment will generally be placed on the roof and shall be screened from visibility by landscaping or an enclosure to match the building façade.

Concrete Mill Building Design

1. The concrete mill building has an existing main entrance on the east side of the existing building. The main entrance is encouraged to be relocated to a new location along Bank Street, with the existing main entrance converted to a secondary entrance for both residents and visitors.
2. Mechanical equipment will generally be placed on the roof and shall be screened from visibility by landscaping or an enclosure to match the building façade.

Mixed-Use Building Design

1. The mixed-used building shall maintain the architectural integrity and be compatible and/or complementary of the design style and character of historic industrial and/or warehouse buildings.

2. Mechanical equipment will generally be placed on the roof and shall be screened from visibility by landscaping or an enclosure to match the building façade.
3. Generators will either be located at grade, in the building or placed on the roof. Where located at grade, such shall not be in the front yard area and shall be screened from visibility by landscaping, fence or wall. Where placed on the roof, such shall be screened from visibility by landscaping or an enclosure to match the building façade.

Structured Parking Garage Design

1. No portion of a structured parking garage shall have frontage along a public street.
2. All facades shall provide visual interest by utilizing one or more of the following treatments: compatible and/or complementary materials, colors, finishes and details as found on a primary façade or on surrounding buildings; exterior cladding in a vine-covered trellis; landscape screening; or graphic panels which may contain historic imagery or other content to be approved by the Borough.
3. Vehicular access to parking structures shall be designed in a manner that does not negatively affect pedestrian circulation along a public street and/or within the Redevelopment Area.
4. At least 30 parking spaces on the ground level of the structured parking garage attached to the mixed-use building on Tract B shall be reserved for public use and 6 spaces for the use by Hightstown Engine Company 1.

Townhouse Design

1. At least one of the townhouses shall have a finished floor elevation that is within four (4) inches of the finished exterior grade, so as to eliminate the need for ramps to provide access.
2. All townhouses shall maintain the architectural integrity and be compatible and/or complementary of the design style and character of the existing brick and concrete mill buildings. Such can be achieved by utilizing primarily brick façades.
3. For those townhouse units that front both Bank Street and North Academy Street, the North Academy Street façades shall maintain the architectural integrity and be compatible and/or complementary of the design style and character of the North Academy Street and Stockton Street neighborhood. Such can be achieved by having the main entrance, porch and private walkway to be oriented to face toward and relate to North Academy Street.
4. The townhouse unit's brick façades shall be distinguished from each other through the use of subtle shifts in front setbacks, variation of front entry types and window details, using a complimentary design vocabulary, and variation in front yard landscape design patterns which may include hedges, fencing and low walls.
5. HVAC equipment will generally be located at grade at the rear of the building.

Amenity Center Design

- I. Tract C Amenity Center. The Amenity Center located on Tract C shall be a freestanding structure designed to exhibit the overall architecture and design style of the Willis House, the yellow house formerly at the corner of North Academy Street and Bank Street. Such may be achieved by utilizing primarily clapboard facades and/or porches utilizing primarily wood or wood-like materials and elements.



Figure 6 Willis House

- a. The Tract C Amenity Center may contain a superintendent's apartment which shall be completely separate from the public use areas of the Amenity Center.
- b. The superintendent's apartment shall occupy the second floor of the building and have a private entrance at the ground level facing Academy Street. The apartment entrance shall simulate a typical residential building entrance employing a covered porch.
- c. HVAC equipment for both the superintendent's apartment and the amenity center shall be located at grade at the rear of the building and be screened from public view.

2. Amenity Centers in Other Tracts. Amenity space may be provided throughout the rehabilitated mill buildings and mixed use building.

Building Lots Not Required to Abut Street

It is recognized that lots within the Redevelopment Area may be created that do not have frontage on a street. The development of any new buildings in the Redevelopment Area first requires the submission and approval of a comprehensive conceptual plan (that will, ultimately, be appended to this Redevelopment Plan). Additionally, the requirements of this Redevelopment Plan require integrated pedestrian and vehicular access and circulation throughout the entirety of the Redevelopment Area, which would provide access to Bank Street or Main Street. Such access must be expressed and memorialized within the concept plan and must meet emergency access standards and requirements.

Buildings are required to be located on a lot with street frontage (*N.J.S.A. 40:55D-35*), and where such a configuration is impractical or unnecessary, an appeal may be sought under *N.J.S.A. 40:55D-36*. Any lot created that does not have street frontage, but that has access to the vehicular circulation system within the Redevelopment Area that provides access to a public street, shall be deemed to have sufficient emergency access for the purposes of any application or appeal.

Public Improvements

Public improvements may be required or proposed and shall be installed at the full expense of the designated redeveloper consistent with the design policies and standards that are contained within this

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Plan. The redeveloper is expected to install necessary public improvements on the property they control as well as abutting rights-of-way. No recapture of off-site improvement expenses from future development should be anticipated. However, nothing contained herein shall be construed to preclude the ability of the municipality or redeveloper from obtaining any governmental programs, grants, loans, or other financial support or incentives for public infrastructure improvements or other construction, or from the municipality to consider a recapture provision.

Relocation Provisions

There are no occupied residences located within the Redevelopment Area. There are four occupied buildings in the Redevelopment Area that include Hightstown Engine Company No. 1 and the Hightstown East Windsor Historical Society on Tract B, Hightstown First Aid Squad building on Tract C, and the Hightstown Public Works facility on Tract D. No relocation is contemplated for the Fire House. The Borough Council is exploring the feasibility of relocating the Public Works facility and utilizing Tract D for a new first aid squad building and historical society building with museum which would allow for the full use of Tracts B and C for redevelopment (excepting the fire house). For any relocation, the Borough will comply with the requirements of *N.J.A.C. 5:11* for relocation assistance in accordance with applicable law. Participation in relocation assistance by the designated redeveloper shall be as set forth in the Redevelopment Agreement.

Affordable Housing

The Bank Street Redevelopment Plan contains one vacant dwelling unit that is not an affordable unit as defined by the Fair Housing Act (*N.J.S.A. 52:27D-301 et seq.*). Consequently, no dislocation of any households will occur and no replacement of affordable units is required as a result of its implementation.

DEVELOPMENT PLAN REVIEW AND APPROVAL

Concept Plan Required

Prior to any application for development that includes a new building or structure, the redeveloper shall submit a comprehensive, conceptual site plan, depicting the planned redevelopment for the entirety of the Redevelopment Area, to the Redevelopment Entity for review and approval. Once approved by the Redevelopment Entity, and found consistent with this plan, the conceptual site plan shall be appended to this redevelopment plan as an exhibit with which to determine consistency of any subsequent development applications. The Redevelopment Entity may delegate the consistency review to another agency or entity. Any amendment to the adopted conceptual plan shall require an amendment to this redevelopment plan. The conceptual plan shall indicate all uses, buildings, structures, parking, circulation, stormwater management and buffers for a consistency determination.

Application for Development

Preliminary and final site plan/subdivision applications for the project shall be submitted to the Hightstown Borough Planning Board for review and approval pursuant to state law and the Hightstown Borough Code Chapter 26 “Land Use Procedures” with the exception that Section 26-7 Community Impact Statement and Section 26-8 Environmental Impact Assessment shall not be required. Applications shall be accompanied by such maps, documents and materials in accordance with all relevant development application checklists. Applications may be submitted for the entire project or any number of phases, provided that all aspects of any proposed phasing, including phase configuration and location, and the timing and sequencing of phase development, shall be subject to Planning Board review, and will only be allowed if approved by the Redevelopment Entity as part of the concept plan consistency review.

Planning Board Review

- I. Site plan or subdivision review shall be conducted by the Hightstown Borough Planning Board pursuant to *N.J.S.A. 40:55D-1 et seq.*
2. An application requesting a deviation from the requirements of this Redevelopment Plan shall provide public notice of such application in accordance with the public notice requirement set forth in *N.J.S.A. 40:55D-12a and -b.*

Variances, Exceptions and Submission Waivers

Any plan approved by the Planning Board for redevelopment within the Bank Street Redevelopment Area, shall conform to use and other standards of this Redevelopment Plan. Variances shall not be granted from “Use Regulations” or other mandatory components of this plan and any such deviations shall require an amendment to this redevelopment plan. Variances and design exceptions may be granted by the Planning Board from other standards contained in the remaining sections, herein, or within the Borough Code. Consideration of variances shall be undertaken pursuant to *N.J.S.A. 40:55D-70.c.* Consideration of exceptions shall be undertaken pursuant to *N.J.S.A. 40:55D-51.* Consideration of submission waivers shall be undertaken pursuant to *N.J.S.A. 40:55D-10.3.*

Effects of Approval

The effects of any Planning Board approval shall be consistent with the rights granted by Municipal Land Use Law (*N.J.S.A. 40:55D-1 et seq.*) except to the extent they may be modified by an agreement between the Borough and a redeveloper.

Acquisition of Property

No property is anticipated to be acquired in this plan, either through condemnation or arms-length transactions, however future land acquisition is not precluded by this plan. The Redevelopment Area has been designated as an Area in Need of Condemnation Redevelopment, and the Borough may acquire properties in order to achieve the goals and objectives of this redevelopment plan pursuant to *N.J.S.A. 40A:12A-16(a)*4.

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RELATIONSHIP TO THE MASTER PLAN AND PLANS OF OTHER JURISDICTIONS

There are no significant relationships between this plan and the master plans of adjacent municipalities. However, consistency is apparent in the 2014 Hightstown Reexamination of the Master Plan, the 2016 Mercer County Master Plan, the Delaware Valley Regional Planning Commission's Connections 2040 Plan and the 2001 NJ State Development and Redevelopment Plan, as indicated in the following section.

2014 Borough of Hightstown Reexamination of the Master Plan

As required by N.J.S.A. 40A:12A-7(d), the Bank Street Redevelopment Plan helps to achieve the Master Plan Goals and Objectives as expressed in the Borough of Hightstown's Master Plan, which was last re-examined in 2014.

The Borough has long sought to improve the downtown. The 1998 Master Plan focused primarily on economic redevelopment "in hopes of jump starting the local economy and stimulating positive and prolonged change in Hightstown." In 1997, the Borough was awarded Center Designation and was recognized as a Town Center, committed to redeveloping the business district and defining its historic image and capitalizing on its open space connections.

The 2014 Master Plan Amendment and Redevelopment Re-Examination Report refined the Borough's planning policy by establishing the concept of Hightstown as a destination, "a place that visitors come to because it is a great place to spend the day, evening or a weekend. The uses in downtown should complement this objective – eateries, specialty retail, and uses that generate night life."

The following is an excerpt from the 2014 Master Plan Re-Examination Report, which provides clear statements about the Borough's desire to see the Rug Mill redeveloped:

Goal #12: Redevelopment Plan: "The process of redeveloping under Redevelopment Law provides the Borough with the greatest flexibility to respond to interested developers who want to re-purpose the Rug Mill. The Borough should continue to utilize the State's Redevelopment process to promote the potential of the Rug Mill."

Section IV-B: Rug Mill: "The Planning Board continues to feel that the redevelopment process in lieu of rezoning offers the greatest opportunities for reusing the site. It gives the Borough flexibility to meet the needs of interested developers and it also provides incentives, such as a possible PILOT program, (Payment in Lieu of Taxes), and negotiated design solutions that make the land development process easier, and therefore more attractive to prospective developers. ... Most likely, the current redevelopment plan will be revised when a new redeveloper is identified. Any revision to the Redevelopment Plan should embrace the concepts of form-based zoning."

Generally, redevelopment should consider a range of neighborhood commercial, "which would be more easily accomplished if Mechanic Street south of Bank Street were vacated" as well as a range of residential uses that complement the abutting residential uses. The brick building of the original mill should be preserved and could be reused in a creative way.

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Other Plans of Hightstown

In 2015, the *Vision Plan for Downtown and Lakeside Improvements* was developed following extensive public input. This plan strives to make the downtown more vibrant with higher pedestrian activity and sales, the more complete use of the waterfront of Lake Peddie by residents and visitors and thus create more prosperity for the Borough and the region as a whole.

This was followed by the *Public Art Master Plan* for the Borough that was published by the Hightstown Cultural Arts Commission in 2017. This document recognized the value of public art in creative place making in developing Hightstown as a cultural center through goal setting, event hosting, educational classes and community partnerships. These goals are consistent with this redevelopment plan to revitalize a long dormant part of the nether downtown.

Adjacent Municipalities

The Redevelopment Area is not physically contiguous to the adjacent municipality of the Township of East Windsor and the redevelopment of this area is not inconsistent with the land uses or the Master Plan of the Township of East Windsor, which surrounds the Borough.

Mercer County Growth Management Plan

Mercer County recently completed a Master Plan in May 2016 which took an innovative three system approach to planning. It considers land use impacts and examines the interrelationship of impacts while using data and mapping to provide a sound basis for evaluating growth options and opportunities. This Redevelopment Plan is consistent with the following broad policies laid out in the Mercer County Master Plan:

- Promote redevelopment
- Direct growth to centers; and
- Mix uses to promote walkable communities.

Delaware Valley Regional Planning Commission (DVRPC)

The Redevelopment Plan is consistent with the goals of the Delaware Valley Regional Planning Commission's Connections 2040 Plan as follows:

- Encourages center-based planning as a New Jersey designated Town Center redeveloping an abandoned and underutilized site into a mixed-used development.
- Assists in stabilizing an older borough by concentrating growth within and around Centers which will allow for the preservation of open space, reduce strains on natural resources, and create thriving, pedestrian-friendly communities that offer an improved quality of life for all residents.

State 2001 Development and Redevelopment Plan

In 2001, the State Planning Commission adopted the State Development and Redevelopment Plan (the "SDRP"). The SDRP guides State-level development and redevelopment policy as well as local and

Bank Street Redevelopment Plan

HIGHTSTOWN BOROUGH, MERCER COUNTY, NJ

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Draft Bank Street Redevelopment Plan_CCH

regional planning efforts. The SDRP includes eight (8) statewide goals and several policies which are intended to implement those goals. The SDRP's statewide goals are as follows:

- Revitalize the State's cities and towns;
- Conserve the State's natural resources and systems;
- Promote beneficial economic growth, development and renewal for all New Jersey residents;
- Protect the environment, prevent and clean up pollution; Provide adequate public facilities and services at a reasonable cost;
- Provide adequate housing at a reasonable cost;
- Preserve and enhance areas with historic, cultural, scenic, open space, and recreational value; and,
- Ensure sound and integrated planning and implementation statewide.

This Redevelopment Plan is consistent with the SDRP, meeting several of the above goals. Additionally, the SDRP also provides a State Plan Policy Map, which divides the State into several planning areas as well as the identifies a number of "Centers" and "Environs". According to this map, the Borough of Hightstown is contained entirely within the Suburban Planning Area (or "PA2"), which includes a wide variety of viable, traditional settlements and is seen as a key area for accommodating market forces and demand for development. In the Suburban Planning Area, the State Plan's intention is to:

- Provide for much of the state's future development;
- Promote growth in Centers and other compact forms;
- Protect the character of existing stable communities;
- Protect natural resources;
- Redesign areas of sprawl;
- Reverse the current trend toward further sprawl; and,
- Revitalize cities and towns.

This Redevelopment Plan will serve to meet each of these goals.

Finally, the Borough of Hightstown was designated as a Town Center by the State Planning Commission through the Centers Designation Process in 1997. This Redevelopment Plan will specifically promote the Borough's state certified Center Designation Plan and Implementation Agenda. According to page 15 of the Town Center petition, "Enhancing the appearance of the downtown will attract people and business. Similar coordination will be required to improve accessibility to an interconnected system of parking."

The Redevelopment Plan is also consistent with a number of activities outlined in the Town Center petition to promote economic growth in the Borough Hightstown including:

- Revitalizing the Main Street business district and transportation corridor;
- Creating a more inviting user-friendly downtown;

- Improving parking facilities and access to parking; and,
- Expanding access to existing and future commercial establishments.

Consequently, this Redevelopment Plan is consistent with the goals and objectives and advances the purposes of the Master Plan of the Borough of Hightstown, the Master Plan of the Township of East Windsor, the Mercer County Master Plan, the DVRPC's Connections 2040 Plan and the State Development and Redevelopment Plan.

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ORDINANCE 2020-04

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**ORDINANCE OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER
ADOPTING A NEW REDEVELOPMENT PLAN FOR TAX BLOCK 8, LOTS 12-14; TAX
BLOCK 18, LOTS 8-12; TAX BLOCK 21, LOTS 1-14, 20 AND 26; AND TAX BLOCK 30,
LOTS 1-13**

WHEREAS, pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., by Resolution 2003-19 adopted on December 1, 2003, as amended by Resolution 2018-72, adopted on March 19, 2018, and Resolution 2019-224, adopted on December 16, 2019, the Borough Council ("Borough Council") of the Borough of Hightstown (the "Borough") designated the properties known as Tax Block 54, Lots 6-10, 13, 14.01, 16.01 & 23; Block 40, Lots 14-28; Block 33, Lots 1-30 & 32-36; Block 30, Lots 1-13; Block 28, Lots 56 & 57; and Block 21, Lots 1-14, 20 & 26; Block 8, Lots 12-14; Block 18, Lots 8-12 on the Borough's official tax map (collectively, the "Redevelopment Area"), as an "area in need of redevelopment"; and

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

WHEREAS, RBG Hightstown, LLC (the "RBG") proposed to redevelop that portion of the Redevelopment Area consisting of Block 30, Lots 1-7 and Lots 10-13, and Block 21, Lots 1-5 & 26 on the Borough's official tax map (collectively, the "Original Project Area"), which constitutes part of Sub-Area I (Bank Street); and

WHEREAS, on March 10, 2017, the Borough and RBG entered into an Amended and Restated Redevelopment Agreement (the "RBG Amended and Restated Redevelopment Agreement"), pursuant to which, among other things, RBG agreed to redevelop the portion of the Redevelopment Area consisting of Block 30, Lots 1-13, and Block 21, Lots 1-13, 20 & 26 on the Borough's official tax map (together with the Original Project Area, the "RBG Project Area"), which constitutes part of Sub-Area I (Bank Street), by constructing thereon a project including approximately 47,500 square feet of retail space, approximately 266 residential units, and associated parking and other infrastructure improvements (the "RBG Project"); and

WHEREAS, RBG subsequently sold its interest in the RBG Project Area to 3PRC, LLC (the "Redeveloper"); and

WHEREAS, the Redeveloper expressed a desire to redevelop the RBG Project Area in a manner generally consistent with the RBG Amended and Restated Redevelopment Agreement, as well as the parcels designated on the Borough's tax map as Block 21, Lot 14; Block 8, Lots 12-14; and Block 18, Lots 8-12 (the "Additional Property" and together with the RBG Project Area, the "Project Area"); and

WHEREAS, in accordance with the criteria set forth in the Redevelopment Law, the Borough identified and designated the Additional Property as an "area in need of redevelopment"; and

WHEREAS, the Borough owns that portion of the Project Area consisting of Block 30, Lots 10-13 and Block 21, Lot 20 on the Borough's tax map ("Borough Property"); and

WHEREAS, the Hightstown East Windsor Historical Society (the "Historical Society") owns that portion of the Project Area consisting of Block 30, Lots 8 & 9 on the Borough's tax map (the "Historical Society Property"); and

WHEREAS, the Redeveloper owns that portion of the Project Area consisting of Block 30, Lots 1-7, and Block 21, Lots 1-14 and 26 on the Borough's tax map ("PRC Property"); and

WHEREAS, by Resolution Number 2020-37, adopted on January 21, 2020, the Borough Council designated Redeveloper as the conditional redeveloper of the Project Area, and

WHEREAS, the Borough Council desires to adopt a new redevelopment plan for the Project Area containing development standards therefor; and

WHEREAS, Clarke Caton Hintz prepared a redevelopment plan, entitled "Bank Street Redevelopment Plan" (the "Bank Street Redevelopment Plan"), setting forth such development standards for the Project Area.

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

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

Section 2. The Bank Street Redevelopment Plan is hereby approved and adopted.

Section 3. The sections(s) of the Borough's Zoning Map that related to the property governed by the Bank Street Redevelopment Plan are hereby amended to incorporate the provisions of the Bank Street Redevelopment Plan.

Section 4. All ordinances and resolutions or parts thereof inconsistent with this ordinance, including those relating to the Original Bank Street Redevelopment Plan, are hereby rescinded.

Section 5. This ordinance shall take effect in accordance with applicable law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2020-05

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO
VARIOUS ROADS IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
APPROPRIATING \$873,000 THEREFOR AND AUTHORIZING
THE ISSUANCE OF \$273,000 BONDS OR NOTES OF THE
BOROUGH TO FINANCE PART OF THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$873,000, including the \$600,000 grant expected to be received from the State of New Jersey Department of Transportation Municipal Aid Program (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the project since the project is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement not covered by the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$273,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements to various roads, including Springcrest Drive, Taylor Avenue, Spruce Court and Glen Drive, including curb, sidewalk and roadway improvements, and further including all work and materials necessary therefor and incidental thereto.

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

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

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$273,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$113,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued

pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2020-06

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**BOND ORDINANCE PROVIDING FOR DRAINAGE IMPROVEMENTS TO
THE WATER AND SEWER UTILITY AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
APPROPRIATING \$310,000 THEREFOR AND AUTHORIZING THE ISSUANCE
OF \$295,200 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST
THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$310,000, including the sum of \$14,800 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$295,200 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is drainage improvements to Springcrest Drive, Taylor Avenue, Spruce Court and Glen Drive, including all work and materials necessary therefor and incidental thereto and further including all related costs and incidental thereto.

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

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

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

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

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$295,200, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

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

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

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued

pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 40c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2020-132

*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 \$941,890.04 from the following accounts:

Current		\$835,225.92
W/S Operating		92,461.83
General Capital		7,215.75
Water/Sewer Capital		0.00
Grant		0.00
Trust		1,298.29
Housing Trust		0.00
Animal Control		24.60
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>5,663.65</u>
Total		<u>\$941,890.04</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 July 6, 2020.

Margaret Riggio
Deputy Borough Clerk

Date: July 6, 2020

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 7/6/2020

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF NEW JERSEY DEPT OF TREASURY	6/15/2020	20-00669	1475	\$ 41,100.64
EAST WINDSOR REGIONAL SCHOOL	6/15/2020	20-00670	1474	\$ 708,822.00
BANK OF AMERICA	6/16/2020	20-00727	31285	\$ 454.77
JCP&L (STREET LIGHTING)	6/16/2020	20-00729	31287	\$ 25.88
JCP&L	6/16/2020	20-00731	31286	\$ 942.37
TOTAL				<u><u>\$751,345.66</u></u>
<u>WATER AND SEWER OPERATING</u>				
STATE OF NEW JERSEY DEPT OF TREASURY	6/15/2020	20-00669	1340	\$ 16,638.84
JCP&L (STREET LIGHTING)	6/16/2020	20-00729	31287	\$ 54.53
JCP&L	6/16/2020	20-00730	31286	\$ 11,350.42
JCP&L	6/16/2020	20-00731	31286	\$ 20.58
TOTAL				<u><u>\$ 28,064.37</u></u>
<u>ESCROW</u>				
TOTAL				<u><u>\$ -</u></u>
<u>GRANT</u>				
TOTAL				<u><u>\$ -</u></u>
<u>TRUST</u>				
BANK OF AMERICA	6/16/2020	20-00727	31285	\$ 960.44
TOTAL				<u><u>\$ 960.44</u></u>
<u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>LAW ENFORCEMENT TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>PUBLIC DEFENDER TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>GENERAL CAPITAL</u>				
TOTAL				<u><u>\$ -</u></u>
<u>WATER AND SEWER CAPITAL</u>				
TOTAL				<u><u>\$ -</u></u>
MANUAL TOTAL				<u><u>\$780,370.47</u></u>

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

A1014 APPROVED FIRE PROTECTION, INC.									
20-00677 06/03/20 INVOICE #ST00051422									
1	GAS METER CALIBRATION	125.10	0-09-55-501-002-529	B Sewer Main Repair/Supplies	R	06/03/20	06/30/20	ST00051422	N
Vendor Total:		125.10							

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice		Exc1
A0054 AQUA PRO-TECH LABORATORIES										
20-00703 06/09/20 INVOICE #0050127M										
1 ID #0050127-01 OIL & GREASE	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
2 ID #0050127-01 VO+15	150.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
3 ID #0050127-02 AMMONIA	42.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
4 ID #0050127-02 CBOD5	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
5 ID #0050127-02 PHOSPHORUS	27.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
6 ID #0050127-02 TSS	25.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
7 ID #0050127-03 CBOD5	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
8 ID #0050127-03 TSS	25.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
9 ID #0050127-04 DISSOLVED	75.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
10 ID #0050127-04 FECAL COLIFORM	47.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
11 ID #0050613-01 AMMONIA	42.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
12 ID #0050613-01 CBOD5	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
13 ID #0050613-01 PHOSPHORUS	27.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
14 ID #0050613-01 TSS	25.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
15 ID #0050613-02 CBOD5	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
16 ID #0050613-02 TSS	25.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
17 ID #0050613-03 DISSOLVED	75.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
18 ID #0050613-03 FECAL COLIFORM	47.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
19 ID #0051035-01 AMMONIA	42.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
20 ID #0051035-01 PHOSPHORUS	27.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
21 ID #0051035-02 CBOD5	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
22 ID #0051035-02 TSS	25.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
23 ID #0051035-03 DISSOLVED	75.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
24 ID #0051035-04 CBOD5	48.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
25 ID #0051035-04 TSS	25.00	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
26 HANDLING CHARGE	34.86	0-09-55-501-002-532	B Outside Lab Testing	R	06/09/20	06/30/20		0050127M		N
	1,196.86									
Vendor Total:	1,196.86									

A0025 AT&T MOBILITY										
20-00805 07/01/20 ACCT 287298218043 6/21/2020										
1 FIRE INSPECTOR 6/21/2020	38.24	0-01-25-256-002-094	B Computer Service,Support & Software	R	07/01/20	07/01/20		x06282020		N
2 DPW 6/21/2020	358.28	0-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	07/01/20	07/01/20		x06282020		N
3 HPD 6/21/2020	352.69	0-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	07/01/20	07/01/20		x06282020		N
4 WTP 6/21/2020	128.59	0-09-55-501-003-545	B Telephone-W/S-VERIZON	R	07/01/20	07/01/20		x06282020		N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
CLARK005 CLARKE CATON HINTZ											
20-00767	06/22/20	#77418; 2/14/2020									
1 Capital Rev. & Recommendation			82.65	EWRSD20-02	P Capital Pro/Rogers & High Sch.	R	06/22/20	07/01/20		#77418	N
20-00768	06/22/20	#78377,6/12/2020									
1 rev/analyze resolution			405.00	2019-07	P Amendment Approved Site Plan	R	06/22/20	07/01/20		#78377	N
20-00770	06/22/20	Housing/Zoning									
1 78373, 6/12/2020/housing plan			42.50	0-01-21-180-001-105	B General Planning-Consulting	R	06/22/20	07/01/20		#78373	N
2 78374/6/12 westerlea/Deerfield			85.00	0-01-21-180-001-105	B General Planning-Consulting	R	06/22/20	07/01/20		#78374	N
3 78375/6/12 Zoning Ord. Amend.			340.00	0-01-21-180-001-105	B General Planning-Consulting	R	06/22/20	07/01/20		#78375	N
			467.50								
Vendor Total:			955.15								
COMCA010 COMCAST											
20-00771	06/23/20	INV 102911302 6/15/20									
1 INV 102911302 6/15/20			195.30	0-01-20-140-001-060	B Internet Services and Web Services	R	06/23/20	06/30/20		102911302	N
Vendor Total:			195.30								
COMCA005 COMCAST BUSINESS											
20-00754	06/19/20	8499 05 243 0034100 413 MERCER									
1 8499 05 243 0034100 413 MERCER			168.35	0-01-20-140-001-060	B Internet Services and Web Services	R	06/19/20	06/30/20		499052430034100	N
20-00795	06/30/20	8499 05 244 0157826 OAK LN									
1 8499 05 244 0157826 OAK LN			109.57	0-09-55-501-002-545	B Internet Services	R	06/30/20	07/01/20		499052440157826	N
Vendor Total:			277.92								
C0087 CUSTOM BANDAG, INC											
20-00710	06/12/20	HPD ELECTRICITY 1/31-6/8/20									
1 HPD ELECTRICITY 1/31-6/8/2020			2,479.08	0-01-31-430-001-071	B Electric-Borough Hall	R	06/12/20	06/30/20		FEB,MAR,APR,MAY	N
Vendor Total:			2,479.08								

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		
EASTC010 EAST COAST DESIGNS UNLIMITED											
20-00714	06/12/20	KNIT FACE MASKS - COVID-19									
1 KNIT FACE MASKS - COVID-19	312.00	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	06/12/20	06/30/20		14915	N		
Vendor Total:		312.00									
E0054 ERIC M. BERNSTEIN & ASSOC.,LLC											
20-00753	06/19/20	MAY 2020 LABOR ATTY INVOICES									
1 POLICE OFFICER MAY 2020	1,552.50	0-01-20-155-001-031	B Labor,Personnel & Union Council	R	06/19/20	06/30/20		64549	N		
2 OPEIU LOCAL 32 BLUE COLLAR	108.00	0-01-20-155-001-031	B Labor,Personnel & Union Council	R	06/19/20	06/30/20		64550	N		
3 SUPERIOR OFFICERS FOP LODGE140	81.00	0-01-20-155-001-031	B Labor,Personnel & Union Council	R	06/19/20	06/30/20		64551	N		
	1,741.50										
Vendor Total:		1,741.50									
Q0176 EUROFINS QC, INC											
20-00697	06/09/20	WATER ANALYSIS									
1 INV. 2011626 - WATER ANALYSIS	167.00	0-09-55-501-001-532	B Outside Testing/Labs	R	06/09/20	06/30/20		2011956	N		
2 INV. 2012378 - WATER ANALYSIS	167.00	0-09-55-501-001-532	B Outside Testing/Labs	R	06/09/20	06/30/20		2012378	N		
	334.00										
Vendor Total:		334.00									
FIREA005 FIRE APPARATUS REPAIR, INC.											
20-00740	06/17/20	REPAIRS TO ENGINE 41									
1 REPAIRS TO ENG 41 EST 20-211	2,615.75	0-01-25-252-002-121	B Preventive Maintenance	R	06/17/20	06/30/20		15643	N		
2 REPAIRS TO ENG 41 EST 20-212	1,087.50	0-01-25-252-002-121	B Preventive Maintenance	R	06/17/20	06/30/20		15644	N		
	3,703.25										
Vendor Total:		3,703.25									
20-00760	06/22/20	MIV VALVE ELEC MOTOR REPLACMNT									
1 MIV VALVE ELEC MOTOR REPLACMNT	995.00	0-01-25-252-002-121	B Preventive Maintenance	R	06/22/20	06/30/20		15661	N		
Vendor Total:		4,698.25									

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
F1183 FRANK GENDRON											
20-00711 06/12/20 REIMBURSEMENT - COVID-19											
1 REIMBURSEMENT - COVID-19	8.88	T-12-56-286-000-850	B	STORM RECOVERY SNOW,STORM, OTHER	R	06/12/20	06/30/20		0927 62 88625	N	
Vendor Total:	8.88										
FRENC005 French & Parrello Associates											
20-00281 03/05/20 GEOTECHNICAL ENGINEERING SVCS											
1 GEOTECHNICAL ENGINEERING SVCS	2,600.00	C-04-55-886-000-447	B	MUNICIPAL COMPLEX SOFT COSTS 2019-10	R	03/05/20	07/01/20		121343	N	
2 TECHNICAL OBSERVATION	780.00	C-04-55-886-000-447	B	MUNICIPAL COMPLEX SOFT COSTS 2019-10	R	03/05/20	07/01/20		121343	N	
3 ENGINEERING EVALUATION &	2,200.00	C-04-55-886-000-447	B	MUNICIPAL COMPLEX SOFT COSTS 2019-10	R	03/05/20	07/01/20		121343	N	
	5,580.00										
Vendor Total:	5,580.00										
S0081 GARY STEVENS											
20-00747 06/17/20 WEBSITE MAINTENANCE/NEWSLETTER											
1 WEBSITE MAINTENANCE	1,800.00	0-01-20-140-001-060	B	Internet Services and Web Services	R	06/17/20	06/30/20		0001146	N	
2 ELECTRONIC NEWSLETTER	300.00	0-01-20-140-001-060	B	Internet Services and Web Services	R	06/17/20	06/30/20		0001146	N	
	2,100.00										
Vendor Total:	2,100.00										
M0714 GENSERVE, INC.											
20-00751 06/18/20 GENERATOR A SERVICE PENNSAUKEN											
1 AWWTP SERVICE 6/2/2020	535.00	0-09-55-501-002-511	B	Generator/Engine Maintenance Agreemt (B)	R	06/18/20	06/30/20		0204294-IN	N	
2 POLICE SERVICE 6/3/2020	475.00	0-01-26-310-001-040	B	Generator-Municipal Bldg	R	06/18/20	06/30/20		0204292-IN	N	
3 WTP SERVICE 6/3/2020	585.00	0-09-55-501-001-511	B	Generator/Engine Maintenance (B)	R	06/18/20	06/30/20		0204293-IN	N	
4 FIREHOUSE SERVICE 6/3/2020	462.50	0-01-26-310-001-040	B	Generator-Municipal Bldg	R	06/18/20	06/30/20		0204295-IN	N	
	2,057.50										
Vendor Total:	2,057.50										
G1077 GEORGE S. COYNE CO., INC.											
20-00113 02/04/20 HYDROFLUOSILICIC ACID FLUORIDE		B									
6 INV 337608 6/1/2020	947.76	0-09-55-501-001-528	B	Fluorosilic Acid-	R	02/04/20	06/30/20		337608	N	

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Item	Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date Invoice	Excl
G1077 GEORGE S. COYNE CO., INC. Continued											
20-00124	02/05/20	LIME HI-CALC HYDRATED	CARMEUSE	B							
6 INV	337607	6/1/2020	1,655.25	0-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	02/05/20	06/30/20	3367607	N
20-00174	02/14/20	LIME HI-CALC HYDRATED	AWWTP	B							
5 INV	338006	6/8/20 LIME HI-CALC	1,103.50	0-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	02/14/20	06/30/20	338006	N
Vendor Total:			3,706.51								
G0186 GRAPHIC CONTROLS											
20-00655	05/27/20	GRAPH SUPPLIES									
1	HONEYWELL BN30755317-001		855.60	0-09-55-501-001-503	B	Water Plant Maintenance	R	05/27/20	06/30/20	NW3785	N
2	00084400 BRISTOL BR-18019		187.92	0-09-55-501-001-503	B	Water Plant Maintenance	R	05/27/20	06/30/20	NW3785	N
3	00071340 BRISTOL BR-F20000		271.30	0-09-55-501-001-503	B	Water Plant Maintenance	R	05/27/20	06/30/20	NW5788	N
4	SHIPPING		12.69	0-09-55-501-001-503	B	Water Plant Maintenance	R	05/27/20	06/30/20	NW5788	N
5	ADDITIONAL SHIPPING		16.01	0-09-55-501-001-503	B	Water Plant Maintenance	R	06/15/20	06/30/20	NW3785	N
			1,343.52								
Vendor Total:			1,343.52								
G1177 GUARDIAN TRACKING, LLC											
20-00715	06/12/20	ANNUAL SUBSCRIPTION FEE									
1	ANNUAL SUBSCRIPTION FEE		1,311.00	0-01-25-240-001-029	B	Maint. Contracts - Other	R	06/12/20	06/30/20	2020-0523	N
Vendor Total:			1,311.00								
H0095 HERR'S PLUMBING											
20-00719	06/12/20	PLUMBING IN FIREHOUSE									
1 INV.	62284 - FIREHOUSE REPAIRS		571.98	0-01-26-310-001-024	B	Building Maintenance	R	06/12/20	07/01/20	62284	N
Vendor Total:			571.98								
H1100 HOME DEPOT CREDIT SERVICES											
20-00650	05/27/20	MAY 2020 INVOICES									
1 INV.	3082277 - WOOD		8.88	0-09-55-501-001-503	B	Water Plant Maintenance	R	05/27/20	06/30/20	3082277	N
2 INV.	0523915 - TIE DOWN		16.97	T-12-56-286-000-850	B	STORM RECOVERY SNOW,STORM, OTHER	R	05/27/20	06/30/20	3082277	N
3 INV.	6370994 - CONCRETE MIX		171.24	0-01-28-369-001-140	B	Landscape Maintenance	R	05/27/20	06/30/20	6370994	N
4 INV.	5044831 - PVC PIPE		42.94	0-09-55-501-002-529	B	Sewer Main Repair/Supplies	R	05/27/20	06/30/20	5044831	N

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
H1100 HOME DEPOT CREDIT SERVICES Continued										
20-00650	05/27/20	MAY 2020 INVOICES	Continued							
5 INV.	5513351	- COUPLING/TEES	38.67	0-09-55-501-002-529	B Sewer Main Repair/Supplies	R	05/27/20	06/30/20	5513351	N
6 INV.	4524629	- WEED PREVENTER/	123.43	0-09-55-501-002-503	B Sewer Plant Maintenance	R	05/27/20	06/30/20	4524629	N
7 INV.	3044974	- CONCRETE MIX	37.20	0-01-28-369-001-141	B Parks & Playgrd Maintenance	R	05/27/20	06/30/20	3044974	N
			439.33							
20-00702 06/09/20 APRIL/MAY INVOICES										
1 INV.	4522545	- ADAPTER/VALVE	26.31	0-01-26-310-001-024	B Building Maintenance	R	06/09/20	07/01/20	4522545	N
2 INV.	0621976	- ADAPTER/CATCH	90.40	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/09/20	07/01/20	0621976	N
3 INV.	0526535	- POLE BRUSH	12.99	0-01-26-290-001-126	B Signs & Posts	R	06/09/20	07/01/20	0526535	N
4 INV.	9622149	- PAINT SUPPLIES	55.06	0-01-28-369-001-141	B Parks & Playgrd Maintenance	R	06/09/20	07/01/20	9622149	N
			184.76							
Vendor Total:			624.09							
J0378 J.W. KENNEDY & SON INC WELDING										
20-00698	06/09/20	CYLINDER RENTAL								
1 INV.	R4562	- CYLINDER RENTAL	12.40	0-01-26-290-001-050	B DPW Work Equipment	R	06/09/20	06/30/20	R4562	N
Vendor Total:			12.40							
J0010 JAMMER DOORS										
20-00734	06/17/20	REPAIR TO FH OVERHEAD DOORS								
1	REPAIR TO FH OVERHEAD DOORS	970.00	0-01-26-310-001-024	B Building Maintenance	R	06/17/20	06/30/20	22479		N
Vendor Total:			970.00							
J0257 JCP&L										
20-00756	06/19/20	VARIOUS INVOICES MAY 2020								
1	100 029 000 310	156 BANK ST	401.89	0-01-31-430-001-071	B Electric-Borough Hall	R	06/19/20	06/30/20	95656088560	N
2	100 079 096 689	GRANT ST PARK	3.10	0-01-31-430-001-071	B Electric-Borough Hall	R	06/19/20	06/30/20	95656088584	N
3	100 068 401 122 114	ROGERS AVE	31.17	0-01-31-430-001-071	B Electric-Borough Hall	R	06/19/20	06/30/20	95656088578	N
			436.16							
Vendor Total:			436.16							

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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
J0258 JCP&L (STREET LIGHTING)											
20-00777	06/25/20	5/20 TO 6/18/20	ACCT 724 & 765								
1	100 011 415 724	STREET LIGHT	368.83	0-01-31-435-001-075	B Street Lighting	R	06/25/20	06/30/20		95765874875	N
2	100 011 415 765	STREET LIGHT	1,667.81	0-01-31-435-001-075	B Street Lighting	R	06/25/20	06/30/20		95765874876	N
			2,036.64								
Vendor Total:			2,036.64								
J0069 JERSEY ELEVATOR SERVICE											
20-00722	06/12/20	JUNE 2020	ELEVATOR SERVICE								
1	JUNE 2020	ELEVATOR SERVICE	178.47	0-01-26-310-001-029	B Maintenance Contracts	R	06/12/20	06/30/20		236344	N
Vendor Total:			178.47								
J1050 JOHN THOMAS JONES											
20-00726	06/15/20	LAB MGR CONSULT	PPE 6/18/2020								
1	LAB MGR CONSULT	PPE 6/18/2020	270.00	0-09-55-501-002-528	B Outside Consulting Services (B	R	06/15/20	06/30/20		PPE 6/18/2020	N
Vendor Total:			270.00								
KUBIA005 KUBIAK ELECTRIC CO., INC.											
20-00692	06/09/20	EMERGENCY ELECTRICAL	REPAIRS								
1	EMERGENCY ELECTRICAL	REPAIRS	380.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/09/20	06/30/20		20-447	N
Vendor Total:			380.00								
L0031 LEPREVOST, ALLEN KEITH											
20-00793	06/30/20	RAINGARDEN EXPENSE	REIMBURSE								
1	RAINGARDEN EXPENSE	REIMBURSE	75.96	0-01-27-335-001-199	B Miscellaneous	R	06/30/20	07/01/20		0982 61 77612	N
Vendor Total:			75.96								
L0037 LINCOLN FINANCIAL GROUP											
20-00757	06/19/20	JULY 2020	LIFE INSURANCE								
1	JULY 2020	LIFE INSURANCE	296.47	0-01-23-210-003-115	B Medical Ins-Emp1 Grp Health	R	06/19/20	06/30/20		JUL 2020	N
2	JULY 2020	LIFE INSURANCE - WTP	18.16	0-09-55-501-001-514	B INSURANCE	R	06/19/20	06/30/20		JUL 2020	N

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PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
L0037 LINCOLN FINANCIAL GROUP Continued										
20-00757	06/19/20	JULY 2020 LIFE INSURANCE		Continued						
3	JULY 2020	LIFE INSURANCE AWWTP	54.48	0-09-55-501-002-514	B Insurance	R	06/19/20	06/30/20	JUL 2020	N
			369.11							
Vendor Total:			369.11							
L1085 LORCO PETROLEUM SERVICES										
20-00700	06/09/20	OIL/ANTIFREEZE RECYCLING								
1	OIL/ANTIFREEZE	RECYCLING	170.00	0-01-26-311-001-167	B Oil Disposal	R	06/09/20	06/30/20	1506682	N
Vendor Total:			170.00							
M0180 MCMASTER-CARR										
20-00686	06/09/20	LONG RADIUS ELBOW								
1	ITEM #4881K389	4" SCH 80 LONG	145.34	0-09-55-501-002-529	B Sewer Main Repair/Supplies	R	06/09/20	06/30/20	40393220	N
2	SHIPPING		7.09	0-09-55-501-002-529	B Sewer Main Repair/Supplies	R	06/12/20	06/30/20	40393220	N
3	40952741	DUPLICATE	152.43	0-09-55-501-002-529	B Sewer Main Repair/Supplies	R	06/30/20	06/30/20	40952741	N
4	41154797	CREDIT DUPLICATE INV	152.43	0-09-55-501-002-529	B Sewer Main Repair/Supplies	R	06/30/20	07/01/20	41154797	N
			152.43							
20-00735 06/17/20 SOLID STREAM SPRAY NOZZLE										
1	ITEM #7611T54	SOLID STREAM	16.56	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/17/20	07/01/20	41643433	N
2	SHIPPING		4.19	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/30/20	07/01/20	41643433	N
			20.75							
20-00763 06/22/20 THERMOSTAT GUARDS, 4" PLUGS										
1	ITEM #1852K65	THERMOSTAT	34.48	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/22/20	07/01/20	41641301	N
2	ITEM #2645K44	4" PLUGS	21.20	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/22/20	07/01/20	41641301	N
3	SHIPPING		4.20	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/30/20	07/01/20	41641301	N
			59.88							
20-00764 06/22/20 LIFT CHAINS, GRAB HOOKS, NIPPL										
1	ITEM #3587T15	2.0 FOOT LIFTING	15.44	0-09-55-501-002-502	B Vehicle Maintenance	R	06/22/20	07/01/20	41643145	N
2	ITEM #3587T15	4.0 FOOT LIFTING	30.88	0-09-55-501-002-502	B Vehicle Maintenance	R	06/22/20	07/01/20	41643145	N
3	ITEM #5493T12	GRAB HOOKS FOR	50.54	0-09-55-501-002-502	B Vehicle Maintenance	R	06/22/20	07/01/20	41643145	N
4	ITEM #3560T46	LIFTING SHACKLE	16.90	0-09-55-501-002-502	B Vehicle Maintenance	R	06/22/20	07/01/20	41643145	N
5	ITEM #4499K223	4"x14" NIPPLE	95.00	0-09-55-501-002-502	B Vehicle Maintenance	R	06/22/20	07/01/20	41643145	N

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
M0180	MCMaster-CARR		Continued								
20-00764	06/22/20	LIFT CHAINS, GRAB HOOKS, NIPPL	Continued								
6	ITEM #4549K711 4"X4" NIPPLE	46.80	0-09-55-501-002-502	B	Vehicle Maintenance	R	06/22/20	07/01/20		41643145	N
7	SHIPPING	9.89	0-09-55-501-002-502	B	Vehicle Maintenance	R	06/30/20	07/01/20		41643145	N
		265.45									
	Vendor Total:	498.51									
M0256	MERCER CO IMPROVEMENT AUTH										
20-00717	06/12/20	MAY 2020 TIPPING									
1	MAY 2020 TIPPING	21,631.59	0-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	06/12/20	06/30/20		MAY 2020	N
2	MAY 2020 RECYCLING TAX	564.30	0-01-43-496-001-174	B	Recycling Tax	R	06/12/20	06/30/20		MAY 2020	N
		22,195.89									
	Vendor Total:	22,195.89									
M0186	MERCER CTY MUN. CLERKS ASSOC.										
20-00743	06/17/20	2020-2021 ANNUAL DUES									
1	DEBRA SOPRONYI	110.00	0-01-20-120-001-044	B	Professional Assoc. Dues	R	06/17/20	06/30/20		D. SOPRONYI	N
2	PEGGY RIGGIO	110.00	0-01-20-120-001-044	B	Professional Assoc. Dues	R	06/17/20	06/30/20		P. RIGGIO	N
		220.00									
	Vendor Total:	220.00									
M0536	MGL PRINTING SOLUTIONS										
20-00733	06/17/20	CHECKS - CURRENT ACCOUNT									
1	CHECKS - CURRENT ACCOUNT	501.00	0-01-20-125-001-036	B	Office Supplies	R	06/17/20	06/30/20		172989	N
2	SHIPPING & HANDLING	40.00	0-01-20-125-001-036	B	Office Supplies	R	06/17/20	06/30/20		172989	N
		541.00									
20-00745	06/17/20	2020-20201 PARKING PERMITS									
1	2020-20201 PARKING PERMITS	360.00	0-01-25-240-001-116	B	Traffic Bureau	R	06/17/20	06/30/20		172768	N
	Vendor Total:	901.00									

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	Exc
M0127 MONMOUTH COUNTY											
20-00718	06/12/20	MAY 2020 ROOSEVELT TIPPING									
1	MAY 2020 ROOSEVELT TIPPING	2,694.69	0-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	06/12/20	06/30/20		MAY 2020	N
Vendor Total:		2,694.69									
N0076 NANCY ALEXANDER											
20-00689	06/09/20	REIMBURSEMENT									
1	REIMBURSEMENT WALMART BATT	23.94	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/09/20	06/30/20		8741 7410 9406	N
Vendor Total:		23.94									
NJADV005 NJ Advance Media											
20-00744	06/17/20	MAY 2020 LEGAL ADS									
1	NOTICE TO BIDDERS 5/8/2020	27.76	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		000960130	N
2	ORD 2020-01 INTRO	34.22	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		0009602062	N
3	HOUSING AUTH MAY MEETING	13.92	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		0009607930	N
4	CULTURAL ARTS MAY MEETING	11.60	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		0009613043	N
5	ORD 2020-01 ADOPT	15.08	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		0009613095	N
6	ORD 2020-03 INTRO	38.28	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		0009613107	N
7	2020 PROFESSIONAL SERVICES	46.11	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		000914277	N
8	JUNE BUDGET MEETINGS	12.76	0-01-20-120-001-021	B	Advertisements	R	06/17/20	06/30/20		0009613658	N
		199.73									
Vendor Total:		199.73									
N0425 NJ DEPT. OF HEALTH & SR SERV.											
20-00746	06/17/20	DOG PILOT REPORT 2020									
1	DOG PILOT REPORT 2020	24.60	T-13-05-265-000-001	B	DUE STATE OF NEW JERSEY	R	06/17/20	06/30/20		MAY 2020	N
Vendor Total:		24.60									
N0021 NORTHERN TOOL & EQUIPMENT CO.											
20-00749	06/17/20	1 TON 20' LONG MANUAL HOIST									
1	1 TON 20' LONG MANUAL HOIST	115.99	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	06/17/20	06/30/20		45353395	N
Vendor Total:		115.99									

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
00050 ONE CALL CONCEPT INC										
20-00699 06/09/20 MAY 2020 ONE CALL MESSAGES										
1 MAY 2020 ONE CALL MESSAGES		67.21	0-09-55-501-001-535	B Hydrants and Line Repair	R	06/09/20	06/30/20		0055084	N
Vendor Total:		67.21								
P0005 PARIS AUTOMOTIVE SUPPLY										
20-00723 06/12/20 MAY 2020 BILLING										
1 MAY 2020 BILLING		21.07	0-01-26-290-001-199	B Miscellaneous	R	06/12/20	07/01/20		MAY 2020	N
2 MAY 2020 BILLING		756.93	0-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	06/12/20	07/01/20		MAY 2020	N
3 MAY 2020 BILLING		453.70	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	06/12/20	07/01/20		MAY 2020	N
4 MAY 2020 BILLING		31.99	0-09-55-501-001-502	B Vehicle Maintenance	R	06/12/20	07/01/20		MAY 2020	N
5 MAY 2020 BILLING		119.00	0-01-26-305-001-038	B General Hardware Tools & Parts	R	06/12/20	07/01/20		MAY 2020	N
		1,382.69								
Vendor Total:		1,382.69								
PENNC005 PENN CARE, INC.										
20-00759 06/22/20 EMS CHARTS SERVICE MONTHLY FEE										
1 BASE FEE (1-1000)		132.00	0-01-25-260-001-054	B Computer Exp/Equipmt Repairs	R	06/22/20	06/30/20		S70356	N
2 TABLET		53.00	0-01-25-260-001-054	B Computer Exp/Equipmt Repairs	R	06/22/20	06/30/20		S70356	N
3 CAD IMPORT		20.00	0-01-25-260-001-054	B Computer Exp/Equipmt Repairs	R	06/22/20	06/30/20		S70356	N
		205.00								
Vendor Total:		205.00								
PEOPL005 PEOPLES PLUMBING LLC										
20-00601 05/13/20 BACKFLOW PREVENTER TESTING 2ND										
1 BACKFLOW PREVENTER TESTING		350.00	0-09-55-501-002-518	B Service Contracts - AWWTP	R	05/13/20	07/01/20		I2840	N
Vendor Total:		350.00								
P0301 PL CUSTOM EMERGENCY VEHICLES										
20-00750 06/17/20 AMBULANCE 4111 REPAIRS 75542										
1 AMBULANCE 4111 REPAIRS		976.50	0-01-25-260-001-034	B Vehicle Repair	R	06/17/20	06/30/20		0075542-IN	N
Vendor Total:		976.50								

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
P1155 PRIOR NAMI BUSINESS SYSTEMS											
20-00741 06/17/20 MINOLTA BIZHUB 284E CONTRACT											
1	MINOLTA BIZHUB 284E CONTRACT	300.00	0-09-55-501-002-518	B	Service Contracts - AWWTP	R	06/17/20	06/30/20		0000694979	N
Vendor Total:		300.00									
P0044 PSE&G											
20-00778 06/25/20 INVOICES 5/14/20 - 6/15/20											
1	65 039 876 09 1ST AVE W TOWER	16.20	0-09-55-501-001-505	B	Gas Service	R	06/25/20	06/30/20		600906619884	N
2	66 878 908 08 156 BANK ST	22.95	0-01-31-446-001-070	B	Gas Heat - Borough Hall	R	06/25/20	06/30/20		602506255637	N
3	66 759 467 06 140 N MAIN ST	19.19	0-01-31-446-001-143	B	Gas/Heat - Fire House	R	06/25/20	06/30/20		601006592242	N
4	74 199 082 06 232 MERCER ST	16.20	0-01-31-446-001-070	B	Gas Heat - Borough Hall	R	06/25/20	06/30/20		602906715485	N
		74.54									
Vendor Total:		74.54									
REDAR005 RED ARROW TECHNOLOGIES, LLC											
20-00791 06/30/20 MONTHLY TECH SUPPORT JULY 2020											
1	TECH SUPPORT INV 5117	1,359.69	0-01-20-140-001-094	B	Computer Service & Support	R	06/30/20	07/01/20		5117	N
2	INTERNET & WEB INV 5117	1,074.94	0-01-20-140-001-060	B	Internet Services and Web Services	R	06/30/20	07/01/20		5117	N
3	TECH SUP/INTERNET/WEB INV 5117	347.95	0-09-55-501-002-530	B	Computer Software/Maint/Equip	R	06/30/20	07/01/20		5117	N
4	TECH SUP/INTERNET/WEB INV 5117	257.96	0-09-55-501-001-530	B	Computer Software/Maint/Equip	R	06/30/20	07/01/20		5117	N
		3,040.54									
Vendor Total:		3,040.54									
REPUB005 REPUBLIC SERVICES											
20-00121 02/05/20 ACCT 3-0689-0108950 2020 B											
7	INV 0689-003184350 6/12/2020	3,076.79	0-01-26-305-001-029	B	Contract-Republic Services, NJ-Dumpsters	R	02/05/20	07/01/20		0689-003184350	N
Vendor Total:		3,076.79									
R0077 ROBERTS ENGINEERING GRP LLC											
20-00640 05/23/20 #3362, 2/3/2020											
1	Onsite insp. pre CO	214.00	2017-03	P	111 ORCHARD AVENUE	R	05/23/20	06/30/20		3362	N
2	#3362-final payment	520.00	2017-03IF	P	111 ORCHARD AVENUE	R	05/23/20	06/30/20		#3362	N
		734.00									

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
R0077 ROBERTS ENGINEERING GRP LLC Continued										
20-00766	06/22/20	EWRS Capital Projects								
1 #3361/2/3 rev HS plans/comment		828.00	EWRS20-02	P Capital Pro/Rogers & High Sch.	R	06/22/20	06/30/20		#3361	N
2 3418/2/27/rev DRCC ltr/comment		504.00	EWRS20-02	P Capital Pro/Rogers & High Sch.	R	06/22/20	06/30/20		#3418	N
3 3487/3/23/rev plans/HS project		1,067.00	EWRS20-02	P Capital Pro/Rogers & High Sch.	R	06/22/20	06/30/20		#3487	N
4 3683/5/26/rev HS const./inspec		1,900.50	EWRS20-02	P Capital Pro/Rogers & High Sch.	R	06/22/20	06/30/20		#3683	N
		4,299.50								
20-00769	06/22/20	#3693, 5/26/2020								
1 rev resol compliance/prep ltr		142.50	2019-07	P Amendment Approved Site Plan	R	06/22/20	06/30/20		#3693	N
20-00776	06/25/20	BILLING THROUGH 4/25/2020								
1 MISC REQUESTS 2020 INV 3589		522.00	0-01-20-165-001-199	B MISCELLANEOUS	R	06/25/20	06/30/20		3589	N
2 PEDDIE LAKE DAM INV 3590		132.00	0-01-20-165-001-105	B Peddie Lake Dam-Inspection	R	06/25/20	06/30/20		3590	N
3 STORM WATER PERMIT 2020 3591		3,684.25	0-09-55-501-001-508	B Engineer	R	06/25/20	06/30/20		3591	N
4 NJDOT GRANTS 2020 INV 3592		252.00	0-01-20-136-001-029	B GRANT WRITING	R	06/25/20	06/30/20		3592	N
5 WATER PLANT FLOOD MITIGATION		2,499.00	0-09-55-501-001-508	B Engineer	R	06/25/20	06/30/20		3593	N
6 IMP TO MAPLE AVE & SUNSET DR		747.75	C-04-55-882-000-447	B MAPLE AVE & SUNSET DR 17-17 SECTION 20	R	06/25/20	06/30/20		3594	N
7 IMP TO LINCOLN, HAGEMOUNT AND		822.00	C-04-55-885-000-447	B LINCOLN, HAGEMOUNT, ROCKY BROOK SEC 20	R	06/25/20	06/30/20		3595	N
8 GENERAL WATER 2020 INV 3597		1,447.50	0-09-55-501-001-508	B Engineer	R	06/25/20	06/30/20		3597	N
9 STOCKTON & JOSEPH ST		66.00	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	06/25/20	06/30/20		3637	N
		10,172.50								
Vendor Total:		15,348.50								
SAMUE005 SAMUEL KLEIN AND COMPANY										
20-00752	06/18/20	2018 ANNUAL AUDIT/LOSAP/CONST								
1 2018 ANN UNIFORM CONSTRUCTION		550.00	9-01-33-195-001-028	B Audit Services	R	06/19/20	06/30/20		2018 AUDIT UCC	N
2 LOSAP ANNUAL REVIEW REPORT2018		500.00	9-01-20-135-001-029	B Additional Audit Services	R	06/19/20	06/30/20		2018 LOSAPAUDIT	N
		1,050.00								
20-00773	06/24/20	BALANCE OF 2018 AUDIT w/ w&s								
1 BALANCE OF 2018 AUDIT CURRENT		6,875.00	9-01-20-135-001-028	B Audit Services	R	06/24/20	06/30/20		2018 AUDIT BAL	N
2 BALANCE OF 2018 AUDIT WTP		3,437.50	9-09-55-501-001-501	B Audit Services	R	06/24/20	06/30/20		2018 AUDIT BAL	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
T0060 TOWNSHIP OF ROBBINSVILLE											
20-00775	06/25/20	2ND QTR 2020 EMS SHARED SVCS									
1	2ND QTR 2020 EMS SHARED SVCS	10,000.00	0-01-43-514-001-169	B	Emerg. Medical Serv.-Robbinsville	R	06/25/20	06/30/20		2ND QTR EMS2020 N	
Vendor Total:		10,000.00									
T01IC TREASURER STATE OF NEW JERSEY											
20-00797	07/01/20	INVOICE #200439630									
1	ANWTP ANNUAL PERMIT FEE	11,944.76	0-09-55-501-002-520	B	Discharge Permits/Licenses	R	07/01/20	07/01/20		200439630	N
Vendor Total:		11,944.76									
U0013 USA BLUE BOOK											
20-00748	06/17/20	BACK SUPPORT									
1	ITEM #65297 MEDIUM BACK	36.58	0-09-55-501-002-507	B	Uniforms & Safety Equipment	R	06/17/20	06/30/20		270942	N
2	ITEM #65298 BACK SUPPORT LARGE	18.29	0-09-55-501-002-507	B	Uniforms & Safety Equipment	R	06/17/20	06/30/20		270942	N
3	FREIGHT	4.76	0-09-55-501-002-507	B	Uniforms & Safety Equipment	R	06/30/20	06/30/20		270942	N
		59.63									
Vendor Total:		59.63									
U0061 USALCO BALTIMORE PLANT, LLC											
20-00258	03/02/20	ALUMINUM SULFATE RES 2018-221	B								
3	INV 1372571 6/4/2020	4,663.59	0-09-55-501-002-542	B	Aluminum Sulfate	R	03/02/20	06/30/20		1372571	N
Vendor Total:		4,663.59									
V0019 VERIZON											
20-00779	06/25/20	ACCT 1-53 & 1-69 6/15/20									
1	ACCT 250-717-367-0001-69	111.52	0-09-55-501-003-545	B	Telephone-w/S-VERIZON	R	06/25/20	06/30/20		250717367000169 N	
2	ACCT 750-707-188-000-53	280.48	0-01-31-440-001-089	B	Telephone-VERIZON	R	06/25/20	06/30/20		75070718800053 N	
		392.00									
Vendor Total:		392.00									

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Borough of Hightstown
Bill List By Vendor Name

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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
VERIZON FIOS										
20-00755	06/19/20	155-504-140-0001-53	6/10-7/9							
1	155-504-140-0001-53	6/10-7/9	159.99	0-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	06/19/20	06/30/20	155504140000153 N
Vendor Total:		159.99								
VERIZON WIRELESS										
20-00794	06/30/20	INV 9856189406	ACCT 342344031							
1	INV 9856189406	ACCT 342344031	304.08	0-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	06/30/20	07/01/20	9856189406 N
Vendor Total:		304.08								
VITAL COMMUNICATIONS INC.										
20-00724	06/15/20	MONTHLY JUNE 2020	INV V77139							
1	MONTHLY JUNE 2020	INV V77139	210.00	0-01-20-150-001-029	B	Maintenance Contracts	R	06/15/20	06/30/20	V77139 N
20-00792	06/30/20	MONTHLY JULY 2020	INV V77380							
1	MONTHLY JULY 2020	INV V77380	210.00	0-01-20-150-001-029	B	Maintenance Contracts	R	06/30/20	07/01/20	V77380 N
Vendor Total:		420.00								
W.B. MASON CO., INC.										
20-00716	06/12/20	HPD OFFICE SUPPLIES								
1	HPD OFFICE SUPPLIES		4.55	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
2	HPD OFFICE SUPPLIES		121.40	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
3	HPD OFFICE SUPPLIES		5.24	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
4	HPD OFFICE SUPPLIES		13.90	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
5	HPD OFFICE SUPPLIES		2.25	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
6	HPD OFFICE SUPPLIES		7.55	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
7	HPD OFFICE SUPPLIES		7.97	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
8	HPD OFFICE SUPPLIES		2.74	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
9	HPD OFFICE SUPPLIES		23.47	0-01-25-240-001-036	B	Office Supplies & Equipment	R	06/12/20	06/30/20	211224377 N
			189.07							
20-00742	06/17/20	MAY OFFICE SUPPLIES								
1	CENTRAL OFFICE SUPPLIES		105.37	0-01-20-125-001-036	B	Office Supplies	R	06/17/20	06/30/20	PEGGY 6/11/2020 N

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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
WIREL005 WIRELESS ELECTRONICS, INC.											
20-00614	05/19/20	SERVICE CONTRACT MAY 2020									
1	SERVICE CONTRACT MAY 2020	255.00	0-01-25-240-001-029	B Maint.	Contracts - Other	R	05/19/20	06/30/20		M59900	N
20-00713	06/12/20	MONTHLY SVC FEE - JUNE 2020									
1	MONTHLY SVC FEE - JUNE 2020	255.00	0-01-25-240-001-029	B Maint.	Contracts - Other	R	06/12/20	06/30/20		M59901	N
Vendor Total:		510.00									
Y0025 YOSTEMBSKI, ROBERT											
20-00688	06/09/20	MONTHLY PROSECUTOR FEES									
1	MONTHLY PROSECUTOR FEES	1,200.00	0-01-25-275-001-111	B Municipal	Prosecutor	R	06/09/20	06/30/20		MAY 2020	N
Vendor Total:		1,200.00									
Total Purchase Orders: 96 Total P.O. Line Items: 228 Total List Amount: 161,519.57 Total Void Amount: 0.00											

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	0-01	75,955.26	0.00	75,955.26	0.00	0.00	0.00	75,955.26
	0-09	57,522.46	0.00	57,522.46	0.00	0.00	0.00	57,522.46
	0-21	0.00	0.00	0.00	0.00	0.00	5,663.65	5,663.65
Year Total:		133,477.72	0.00	133,477.72	0.00	0.00	5,663.65	139,141.37
CURRENT FUND	9-01	7,925.00	0.00	7,925.00	0.00	0.00	0.00	7,925.00
	9-09	6,875.00	0.00	6,875.00	0.00	0.00	0.00	6,875.00
Year Total:		14,800.00	0.00	14,800.00	0.00	0.00	0.00	14,800.00
GENERAL CAPITAL	C-04	7,215.75	0.00	7,215.75	0.00	0.00	0.00	7,215.75
TRUST OTHER - FUND #12	T-12	337.85	0.00	337.85	0.00	0.00	0.00	337.85
ANIMAL CONTROL TRUST FUND #13	T-13	24.60	0.00	24.60	0.00	0.00	0.00	24.60
Year Total:		362.45	0.00	362.45	0.00	0.00	0.00	362.45
Total of All Funds:		155,855.92	0.00	155,855.92	0.00	0.00	5,663.65	161,519.57

Project Description	Project No.	Rcvd Total	Held Total	Project Total
111 ORCHARD AVENUE	2017-03	214.00	0.00	214.00
111 ORCHARD AVENUE	2017-03IF	520.00	0.00	520.00
Amendment Approved Site Plan	2019-07	547.50	0.00	547.50
Capital Pro/Rogers & High Sch.	EWRS20-02	4,382.15	0.00	4,382.15
Total Of All Projects:		<u>5,663.65</u>	<u>0.00</u>	<u>5,663.65</u>

Resolution 2020-133

*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 March 31, 2020, in the total amount of \$17,011.26; 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 \$17,011.26, 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 July 6, 2020.

Margaret Riggio
Deputy Borough Clerk

Invoice

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



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

April 14, 2020
 Invoice No: 1104T001 - 17
 Project Manager: Joseph Ragusa
 Project Analyst: Kim Charlesworth

Invoice Total \$17,011.26

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

Client Ref No.:
 NJDOT #6504305
 FHWA #TAP-000S(917)
 Resolution 2017-219

Professional Services through March 31, 2020

Phase RE Reimbursables

Consultants

Outside Services

3/26/2020	Advanced Infrastructure Design, Inc.	13,096.80	
3/30/2020	Advanced Infrastructure Design, Inc.	9,582.40	
	Total Consultants	22,679.20	22,679.20
	Phase subtotal		\$22,679.20

Billing Limits	Current	Prior	To-Date	
Total Billings	22,679.20	104,203.14	126,882.34	
Limit			121,214.40	
Adjustment				-5,667.94
			Total this invoice	\$17,011.26

Billings to Date

	Current	Prior	Total	Received
Labor	0.00	99,875.72	99,875.72	
Consultant	17,011.26	0.00	17,011.26	
Expense	0.00	4,327.42	4,327.42	
Totals	17,011.26	104,203.14	121,214.40	103,740.15

Certified by:

Kimberley Charlesworth

Joseph Ragusa



AID Project No.: 3048
 Invoice Number: 2397
 Date: December 8th, 2019

Attn: Amanda Morris
 Contract Administrator
 Remington & Vernick Engineers
 232 Kings Highway East
 Haddonfield, NJ 08033

Re: Construction and Steel Fabrication shop Inspection- Peddie Lake Dam Walking Bridge Replacement

Dear Ms. Morris:

This invoice reflects AID's services for steel fabrication shop inspection, concrete lab testing, and construction inspection for the subject project for the period from 8/16/2019 to 11/30/2019. The total fee for this invoice is **\$13,096.80**.

The table below provides the services detail:

Task	Unit Price	QTY	Billed To-Date	Previously Billed	Invoice This Period
Steel structure fabrication shop inspection	\$2000/Visit	2	\$4,000.00	\$4,000.00	\$0.00
Concrete Compressive Strength Testing	\$75/Cylinder	116	\$8,700.00	\$1,500.00	\$7,200.00
Construction inspection and concrete field testing	\$113.4/Hour	88	\$9,979.20	\$4,082.40	\$5,896.80
Total :			\$22,679.20	\$9,582.40	\$13,096.80

Should you have any questions, feel free to contact me or our accounting department at 609-838-2216.

Amount of this invoice: \$13,096.80

Net: 30 days

Sincerely,

Hasan Neamah

Hasan Neamah
 Project Engineer

CC: Joseph Ragusa, P.E

1 Crossroads Drive • Hamilton, NJ 08691-3389 • (v) 609.838.2216 • (f) 609.586.1301

www.aidpe.com

An Equal Opportunity Employer

AID INC ✓



AID Project No.: 3048
 Invoice Number: 2329
 Date: August 15th, 2019

Michael R. Lettieri, PE PP
 Remington & Vernick Engineers
 3 Jocama Blvd., Suite 300-400
 Old Bridge, NJ 08857

Re: Construction and Steel Fabrication shop Inspection- Peddie Lake Dam Walking Bridge Replacement

Dear Mr. Lettieri:

This invoice reflects AID's services for steel fabrication shop inspection, concrete lab testing, and construction inspection for the subject project for the period from 6/19/2019 to 8/15/2019. The total fee for this invoice is **\$9,582.40**.

The table below provides the services detail:

Task	Burden Unit Price	Quantity	Task Cost
Steel structure fabrication shop inspection	\$2000/Visit	2	\$4,000.00
Concrete Compressive Strength Testing	\$75/Cylinder	20	\$1,500.00
Construction inspection and concrete field testing	\$113.4/Hour	36	\$4,082.40
Total of Invoice:			\$9,582.40

Should you have any questions, feel free to contact me or our accounting department at 609-838-2216.

Amount of this invoice: \$9,582.40

Net: 30 days

Sincerely,

Hasan Neamah

Hasan Neamah
 Project Engineer

1 Crossroads Drive • Hamilton, NJ 08691-3389 • (v) 609.838.2216 • (f) 609.586.1301
www.aidpe.com

An Equal Opportunity Employer

Resolution 2020-134

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

AUTHORIZING PAYMENT TO VMG GROUP ROOF REPLACEMENT, AWWTP

WHEREAS, on February 18, 2020, Borough Council awarded a contract for a roof replacement at the Hightstown AWWTP through the Mercer County Cooperative Contract Purchasing system to VMG Group of Roselle, New Jersey in the amount of \$67,693.98; and

WHEREAS, through two change orders, Council approved additional expenses changing the final contract amount to \$78,914.10; and

WHEREAS, the contractor has submitted a payment request for \$78,914.10 for all work done Roof Replacement project at the AWWTP; 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 VMG Group of Roselle, New Jersey, in the amount of \$78,914.10, 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 July 6, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-135

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

**AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN HIGHTSTOWN
BOROUGH AND EAST WINDSOR TOWNSHIP FOR CONTRIBUTION OF THE
MATCHING LOCAL SHARE FOR BUS SERVICES**

WHEREAS, the Borough of Hightstown is desirous of entering into a renewed shared services agreement with the Township of East Windsor for the purpose of providing public transportation services for its citizens; and

WHEREAS, the term of said agreement shall be from July 1, 2020 through June 30, 2021; and

WHEREAS, the Borough's share of the cost of this service, by the terms of the agreement, is \$2,180.00, representing no increase from prior years; and

WHEREAS, funds for this purpose will be made available in the 2020 and 2021 budgets.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized and directed to execute a Shared Services Agreement for Contribution of the Matching Local Share for Bus Services with East Windsor Township in the amount of \$2,180.00.

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

**SHARED SERVICES AGREEMENT
FOR CONTRIBUTION OF THE
MATCHING LOCAL SHARE FOR
BUS SERVICES.**

THIS AGREEMENT, made this _____ day of _____, 2020, by and between the ***TOWNSHIP OF EAST WINDSOR***, located at 16 Lanning Boulevard, East Windsor, New Jersey 08520-1999, hereinafter, the "Township" and the ***BOROUGH OF HIGHTSTOWN***, located at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter the "Borough."

WITNESSETH:

WHEREAS, N.J. Transit has offered funding to East Windsor Township of transportation services for **Fiscal Year 2020 beginning July 1, 2020**; and

WHEREAS, The Township of East Windsor, the Borough of Hightstown, and the County of Mercer have jointly agreed to provide the matching local share: and

WHEREAS, a good public transportation system decreases gasoline consumption, decreases traffic and parking congestion, improves air quality, provides mobility for residents who do not drive or cannot afford a taxi, decreases road maintenance costs and provides greater accessibility to the public, especially the elderly and the handicapped, to medical offices, shopping areas, and places of interest; and

WHEREAS, the Township of East Windsor, the Borough of Hightstown and the County of Mercer are desirous of providing public transportation services; 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.

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

1. Purpose. This agreement is to allocate expenses and responsibilities for the operation of transportation services as hereinafter described.

2. Commuter Bus Services. It is agreed and understood between the parties that the Township shall execute an agreement with a bus operator to provide a weekday commuter bus service to the Princeton Junction train station from East Windsor Township and Hightstown Borough.
3. Change in Service. The parties may agree in writing at any time to request that the Township modify the commuter bus schedule.
4. Community Bus Schedule. It is agreed and understood between the parties that the Township's Senior Center shall provide transportation services for senior citizens, the handicapped, and other residents of East Windsor Township and Hightstown Borough.
5. Term. This agreement shall be effective from **July 1, 2020 and shall continue through June 30, 2021.**
6. Transportation Costs. The estimated cost of bus services during the term of this agreement is approximately \$213,000.00. All contributions from Hightstown Borough will go toward this cost.
7. Contribution. The Borough agrees to contribute **\$2,180.00** toward a minimum total local share of \$50,000.00 for transportation costs.
8. Authorization and Certification of Funds. Simultaneously, with the execution and delivery hereof, each party hereto shall deliver to each other party a true and complete copy of an ordinance or resolution, as appropriate, authorizing such party to enter in to this Agreement, together with a certificate showing the availability of funds for such party's contributions required by this Agreement.
9. Project Account. Non-Township cash contributions shall be given to the Township within sixty (60) days of the execution of this agreement, to be maintained in a separate account to be known as Project Account and to be disbursed solely for the costs of this project.
10. Accounting. The Borough may submit a written request to the Township for an accounting of monies disbursed for this project. The Township shall provide an accounting within forty-five (45) days receipt of such written request.
11. Termination. In the event the agreement with N.J. Transit or with the bus company is cancelled or terminated for any reason whatsoever, this agreement shall be null and

void. If this agreement is terminated prior to its term, the Township shall make payment for the Project Account for the amount of any costs incurred to the effective date of the notice of termination. If the agreement is terminated for any reason, any unexpended funds contributed by the Borough shall be returned to the Borough within forty-five (45) days in proportion to each parties' contributions.

12. Modifications. Except as otherwise provided in this agreement, this agreement may be modified only by prior written agreement of all parties.

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

TOWNSHIP OF EAST WINDSOR

Kelly Lettera
Municipal Clerk

JANICE S. MIRONOV
Mayor

Date: _____

BOROUGH OF HIGHTSTOWN

Debra Sopronyi
Borough Clerk

LAWRENCE QUATTRONE
Mayor

Date: _____

Resolution 2020-136

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

AWARDING A CONTRACT FOR SOLID WASTE DUMPSTER SERVICE WASTE MANAGEMENT OF NEW JERSEY, INC.

WHEREAS, three (3) bids were received on June 25, 2020 for Solid Waste Dumpster Service; and

WHEREAS, the bids have been reviewed by the Purchasing Agent and it is her recommendation that the contract for Solid Waste Dumpster Service in Hightstown Borough be awarded to Waste Management of New Jersey, Inc. of 107 Silvia Street, Ewing, NJ at the price of \$30,792.00 for year one, \$31,716.00 for year two, \$32,676.00 for year three, \$33,648.00 for year four and \$34,656.00 for year five for a total contract price of \$163,488.00; and

WHEREAS, pursuant to N.J.S.A. 40A:11-15(3) the bid was for a period of five years, said contract being awarded with the Borough retaining the right to cancel this contract on any year with ninety days written notice to the vendor; and

WHEREAS, the Borough Attorney has reviewed the lowest responsible bid and determined that the bid submitted by Waste Management is in order with respect to legal compliance; and

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

WHEREAS, funds for the continuation of this contract for the four (4) subsequent years shall be made available in the appropriate year's budget; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Solid Waste Dumpster Service is hereby awarded to Waste Management of New Jersey, Inc. of 107 Silvia Street, Ewing, NJ in the amount of 30,792.00 for year one, \$31,716.00 for year two, \$32,676.00 for year three, \$33,648.00 for year four and \$34,656.00 for year five for a total contract price of \$163,488.00 effective August 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 July 6, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-137

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

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

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

**2020-21 Plenary Retail Consumption License with Broad Package Privilege
License #1104-32-001-006
Fee: \$2,500.00**

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

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk



Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: police@hightstownpd.org

Frank Gendron
Chief of Police

May 20, 2020

Borough of Hightstown
Mayor Lawrence Quattrone
& Council Members
156 Bank Street
Hightstown, NJ 08520

RE: Joe Canal's Discount Liquor Outlet
License #1104-32-001-006

Dear Mayor Quattrone:

I have no objection to Wine Depot Corporation; t/a Hedy's Liquors/Joe Canals Discount Liquor Outlet renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Frank Gendron
Chief of Police

Resolution 2020-138

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

WAIVING FEES FOR CERTAIN PARKING PERMITS

WHEREAS Rise (formerly known as the Community Action Service Center), a nonprofit agency serving Borough residents, has requested eight 2020-2021 parking permits for use by their staff, including two special permits for use in the Main Street parking lot and six permits for use in the Borough's permit parking area in the Stockton Street parking lot; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk shall issue Rise eight (8) 2020-2021 parking permits as detailed herein and that the fees for these permits shall be waived.

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-139

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION OF COMPLIANCE REGARDING THE 2018 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2018 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the audit entitled:

General Comments
Recommendations

; and

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
Recommendations

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid, and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Hightstown hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

Resolution 2020-140

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH
THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION'S "ENFORCEMENT GUIDANCE ON THE
CONSIDERATION OF ARREST AND CONVICTION RECORDS IN
EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL
RIGHTS ACT OF 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Council of the Borough of Hightstown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance
In the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil
Rights Act of 1964"**

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF MERCER

We, members of the governing body of the Borough of Hightstown being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Borough Council* of the *Borough of Hightstown* in the county of Mercer;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this

_____ day of _____

Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

Resolution 2020-141

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

A RESOLUTION AUTHORIZING HIGHTSTOWN BOROUGH, COUNTY OF MERCER NEW JERSEY THE TAX COLLECTOR TO PREPARE AND MAIL ESTIMATED TAX BILLS IN ACCORDANCE WITH P.L. 1994, C.72

WHEREAS, in light of the disruption caused by the coronavirus outbreak, the State delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

WHEREAS, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

WHEREAS, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

WHEREAS, without an adopted 2020 Municipal Budget and without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

WHEREAS, the DLGS “strongly recommends” under Local Finance Notice 2020-07 “that municipalities prepare to issue estimated property tax bills for 2020;” and

WHEREAS, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the BOROUGH OF HIGHTSTOWN, in the County of Mercer and State of New Jersey on this 7th day of July, 2020 that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes; and

BE IT FURTHER RESOLVED that, the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 11, 2020 or the twenty fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

CALCULATION OF 2020 ESTIMATED TAX

2020 INTRODUCED BOROUGH BUDGET
 2020 ESTIMATED BOROUGH SCHOOL BUDGET
 2020 ESTIMATED MERCER COUNTY LEVY

2019 TAX LEVY & TAX RATE**2020 ESTIMATED RANGE FOR TAX LEVY**

	<u>LEVY</u>	<u>TAX RATE</u>		<u>95%</u>	<u>105%</u>
LOCAL & OPEN SPACE	\$5,227,333.00	1.328	LOCAL & OPEN SPACE	\$4,965,966.35	\$5,488,699.65
SCHOOL	\$8,694,430.00	2.208	SCHOOL	\$8,259,708.50	\$9,129,151.50
COUNTY	\$2,963,590.70	0.753	COUNTY	\$2,815,411.17	\$3,111,770.24
TOTALS	\$16,885,353.70	4.289		\$16,041,086.02	\$17,729,621.39

2020 ESTIMATED TAX RATE

2020 RATABLE TOTAL \$394,686,499

Less Appeals

TOTAL \$394,686,499

Amount to be raised by taxation:

Tax Rate:

LOCAL & OPEN SPACE	\$5,427,000.00	1.375 (Introduced Budget)
SCHOOL	\$9,055,718.00	2.294 (2020/2021 Estimated School Levy)
COUNTY	\$3,063,975.88	0.776 (2020 Estimated County Levy)
TOTALS	\$17,546,693.88	4.446

Estimated Rate:

PREPARED AND
 CERTIFIED BY:

 Geroge Lang
 Chief Financial Officer

 Angela LoConte
 Tax Collector

Resolution 2020-142

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2020 BUDGET

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

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

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

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

	THIS RESOLUTION	PREVIOUS TOTAL	CUMULATIVE TOTAL
Current	11,000.000	1,773,326.00	1,784,326.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	50,000.00	746,136.00	796,136.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	61,000.000	2,519,462.00	2,580,462.00

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 July 6, 2020.

Margaret Riggio
Deputy Borough Clerk

Borough of Hightstown	
Emergency Temporary	
7/6/2020	
Current Fund	
Data Processing	
Other Expenses	4,000.00
Fire Department	
Other Expenses	4,000.00
Emergency Medical Services	
Medical Equipment	3,000.00
	11,000.00
Water-Sewer Utility Fund	
Other Expense	50,000.00
Total Water-Sewer Utility	50,000.00
	61,000.00



COMES IN EVERY COLOR