

## Agenda

### Hightstown Borough Council

October 5, 2020

6:30 PM – Public Session

[www.freeconferencecall.com](http://www.freeconferencecall.com)

Dial-in number: (978) 990-5000

Access code: 845506#

Online meeting ID: hightstownborough

**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**

September 8, 2020 – Public Session  
September 8, 2020 – Executive Session

#### **Presentations**

OEM Update  
Girl Scout Silver Award – Mallory Bertrand

#### **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**

**Ordinance 2020-11 First Reading and Introduction** An Ordinance Amending and Supplementing Chapter 7 Entitled "Traffic", Section 7-13 Entitled "Parking Prohibited at All Times on Certain Streets" of the Revised General Ordinances of the Borough of Hightstown, New Jersey

#### **Resolutions**

- 2020-191** Authorizing Payment of Bills
- 2020-192** Authorizing Payment No. 13 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)
- 2020-193** Authorizing Payment No. 3 – S&G Paving Construction (Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court)
- 2020-194** Appointing and Authorizing an Agreement for Professional Services for a Backup Operator at the Advanced Waste Water Treatment Plant – Environmental Engineering Management Associated, Inc.

**Consent Agenda**

- 2020-195** Authorizing Release of Escrow Funds – SciCore Academy, Certificate of Occupancy 125 Railroad Avenue, Suite 3, 4 and 5
- 2020-196** Authorizing Signatures for Redevelopment Area Circulation Plan Grant (DVRPC)
- 2020-197** Resolution Establishing Standard Procedures and Requirements for Public Comments Made During Remote Meetings of the Borough of Hightstown Council

**Subcommittee Reports**

**Mayor/Council/Administrative Reports**

**Executive Session**

- Resolution 2020-198** Authorizing a Meeting that Excludes the Public
  - Contract Negotiations – Hightstown Housing Authority
  - Contract Negotiations - Robbinsville

**Adjournment**

**Meeting Minutes  
Hightstown Borough Council  
September 8, 2020  
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:32 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website."

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 Fred Raffetto, Borough Attorney; CFO, George Lang and Cameron Corini, Roberts Engineering.

The Flag Salute followed roll call.

### **APPROVAL OF AGENDA**

Councilmember Bluth requested to add Budget 2020 to Old Business.

Councilmember Bluth moved the agenda as amended; Seconded by Councilmember Cicalese.

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

Agenda approved as amended 5-0.

### **APPROVAL OF MINUTES**

#### **August 3, 2020 – Public Session**

Moved by Councilmember Bluth; Seconded by Councilmember Musing.

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

Minutes approved 4-0 with 1 abstention.

**August 3, 2020 – Executive Session**

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Minutes approved 4-0 with one abstention.

**August 17, 2020 – Public Session**

Moved by councilmember Bluth; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0

**August 17, 2020 – Executive Session**

Moved by Councilmember Musing; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0

**PRESENTATIONS****NJDOT Transportation Alternative Set-Aside Grant**

Cameron Corini, Roberts Engineering, Explained the NJDOT Transportation Alternative Set-Aside Grant. This is intended for large scale projects. This is a similar grant to what was used for Peddie Lake Dam Pedestrian Bridge. Mr. Corini went on to review Carmela Robert's letter from August 20, 2020. Discussion ensued. Council agreed that the Complete Streets Committee should discuss before a decision is made.

**Lincoln, Hagemount and Rocky Brook Project Update**

Cameron Corini, Roberts Engineering, gave update on the project. Mr. Corini explained the payment request and change order. Milling and paving will be started in October, weather permitting. This should be completed before November 3rd before in person school is to start. Discussion ensued. There were questions regarding the increase for police traffic directors. Mr. Corini explained that the bid contract was done by DOT requirements. Hightstown Police Chief requires additional requirements in the Borough. Council instructed Mr. Corini that Chief Gendron is to review Borough requirements with the Engineer regarding police coverage before bid documents are released.

**Resolution 2020-168 Authorizing Payment #2 and Change Order #2 – S&G Paving Construction (Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court)**

Moved by Councilmember Cicalese; Seconded by Council President Musing.

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

Resolution adopted 5-0.

Resolution 2020-168

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

**AUTHORIZING PAYMENT NO. 2 AND CHANGE ORDER NO. 2 – S & G PAVING  
CONSTRUCTION (IMPROVEMENTS TO LINCOLN AVENUE, HAGEMOUNT  
AVENUE AND ROCKY BROOK COURT)**

**WHEREAS**, on March 2, 2020, the Borough Council awarded a contract for Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court in Hightstown Borough to S & G Paving Construction, Inc, of Monroe, New Jersey at the price of \$764,028.15; and

**WHEREAS**, the contractor has submitted Change Order No. 2, in the amount of \$86,300.00 which represents water/sewer improvements, a reduction in price for storm sewer improvements and additional traffic control as requested by the Borough Police Department which increases the contract by 11.3% to a total contract amount of \$812,907.45; and

**WHEREAS**, the contractor has submitted payment No. 2, in the amount of \$170,003.99, partial payment through August 28, 2020; and

**WHEREAS**, the Borough Engineer has recommended approval of Change order No. 2; and

**WHEREAS**, the Borough Engineer has recommended approval of payment No. 2, in the amount of \$170,003.99; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown Change Order No. 2 and payment No. 2, in the amount of \$170,003.99 to S&G Paving Construction, Inc. of Monroe, New Jersey is hereby approved as detailed herein.

**PUBLIC COMMENT I**

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

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

**ORDINANCES**

**Ordinance 2020-10 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration”, Subsection 2-19.19. Entitled “Engagement of Services of Off-Duty Police Officers”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey**

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

Councilmember Misiura questioned the type of off duty employment the police officers undertake. Police Chief Gendron explained it is security at school, traffic control. Everything they do is approved by the department. This

does not include mutual aid.

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

Ordinance adopted 5-0. Public Hearing scheduled for September 21<sup>st</sup>.

Ordinance 2020-10

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, ENTITLED  
“ADMINISTRATION”, SUBSECTION 2-19.19, ENTITLED “ENGAGEMENT OF SERVICES  
OF OFF-DUTY POLICE OFFICERS”, OF THE REVISED GENERAL ORDINANCES OF THE  
BOROUGH OF HIGHTSTOWN, NEW JERSEY**

**WHEREAS**, the Administrator and Police Chief of the Borough find it necessary to amend the ordinance of the Borough governing the engagement of services of off-duty police officers to address the use of the third-party administrator with the scheduling of such services; and

**WHEREAS**, it is also necessary to address the FOP Agreement changes effective July 1, 2020 regarding the rate of compensation for such services; and

**WHEREAS**, the Mayor and Borough Council agree that the requested changes are required as requested.

**NOW, THEREFORE, BE IT 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 Chapter 2, entitled “Administration”, Subsection 2-19.19, entitled “Engagement of Services of Off-Duty Police Officers”, is hereby repealed in its entirety and replaced with the following:

**Subsection 2-19.19      Engagement of Services of Off-Duty Police Officers.**

a. *Purpose.* To establish a policy regarding the hiring and use of off-duty Hightstown Borough police officers by any entity or person other than the Borough of Hightstown.

1. Members of the Police Department shall be permitted to accept police-related employment only during off-duty hours, only if authorized by the Chief of Police, and only at such time as will not interfere with the efficient performance of regularly-scheduled or emergency duty for the Borough.

2. Any person or entity wishing to employ off-duty police officers shall first contact the Police Department to obtain the Borough’s contracted Third Party Outside Employment Administrator information for such services.

b. *Requests for Outside Employment Services.*

1. Any party or employer requesting the outside employment services of an off-duty Borough police officer shall submit the following information to the Chief of Police for approval; the estimated length (number of days) of the detail, work hours of the detail and number of officers requested. The Chief of Police shall review the request and determine if it includes an adequate number of off-duty officers to ensure security,

crowd control or traffic safety. The Chief of Police shall have the authority to require the requesting party to hire additional officers to make sure that any security, crowd control or traffic safety concern is met.

2. No officer shall arrange with any party to work outside employment privately, or without the authorization of the Police Chief, to provide such services.

3. Every officer shall have the right to turn down without any penalty any request to work an outside employment detail. No officer shall be required or ordered to work any extra duty detail.

4. The Police Chief shall keep in view the needs of the Borough for shift coverage in determining whether to approve or to deny any request for off-duty officer services by any party or entity.

5. Requests by a party to hire off-duty officers must be made to the Borough's Outside Employment Administrator (3) three business days prior to the date off-duty officers are needed. Emergency requests to hire off-duty officers will be evaluated on a case by case basis and approved by the Chief of Police.

*c. Outside Employment assignment/rate for extra duty.*

1. The rate charged by the Borough of Hightstown for outside employment performed by officers of the Hightstown Police Department shall be in accordance with the collective negotiations bargaining agreement between the Borough and FOP, a copy of which is on file in the Municipal Clerk's office.

2. A fifteen dollar (\$15.00) per hour Administrative Fee shall apply for each hour of outside employment performed by officers of the Hightstown Police Department. This fee shall be in addition to the hourly rate determined by the negotiations bargaining agreement between the Borough and FOP. The Administrative Fee shall be retained by the Borough and shall not be paid to officers who perform the services.

*d. Minimum number of hours.*

1. There shall be a minimum obligation of four (4) hours pay for each off-duty officer hired to work an outside

employment detail. This four (4) hour pay obligation shall not apply to any Borough/Board of Education and related entities off-duty activities/events.

*e. Use of marked police vehicles.* In the event that a party or employer employs any off-duty Borough police officer pursuant to this section, in addition to any compensation to be paid to the Borough pursuant to the requirements herein, there shall also be a twenty (\$20.00) per hour per vehicle fee for the use of marked or unmarked police vehicles.

*f. Penalty.* Any person or entity who employs off-duty Borough police officers in order to perform the above services without first having complied with the requirements of this section shall be subject to the fines set forth section 1-5 of the Borough Code for each day that the party or entity employs any Borough police officer, unless a waiver of said requirements shall have been granted, in advance, by the Police Chief. Any officer or employee of the Hightstown Police Department who provides off-duty services in a manner other than as specified in this section shall be subject to prosecution for violation of the Borough Code, and also for disciplinary process and penalties, including administrative penalties up to and including dismissal, in addition to the penalties set forth in section 1-5 of the Borough Code.

*g. Cancellation Policy.* With the exception of Borough and Board of Education and related entities matters, if a

job is cancelled with less than twelve (12) hours notice the applicable officers will receive compensation for four (4) hours. This payment for said assignment, and the administrative fee shall apply and be payable by the person or entity who reserved said services. This four (4) hour pay obligation shall not apply to any Borough/Board of Education and related entities off-duty activities/ events.

h. *Control vested in the Police Chief.* The Police Chief of the Borough of Hightstown shall be responsible for the overall conduct of the members of the Police Department in following the rules and regulations promulgated herein, and shall insure that the terms, conditions and provisions of this section shall be fully and faithfully carried out. Additionally, the Police Chief shall have authority to control officers engaged in off-duty or outside employment pursuant to this section, and shall further have the authority and the duty to commence disciplinary process as to any and all officers so engaged in outside employment by private employers, should cause for such charges arise or exist. The Police Chief shall be accountable for the failure to abide by or to enforce the terms of this section as to off-duty employment by police officers.

i. *Adherence to Department Rules and Regulations.* While employed as an off-duty officer on an outside employment detail, officers shall adhere to all department rules, regulations, policies and procedures. Officers shall also follow any commands or directions given to them by the Chief of Police, Supervisor or On-Duty Officer In-Charge (OIC).

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

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

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

## **RESOLUTIONS**

### **Resolution 2020-169 Authorizing Payment of Bills**

Moved by Councilmember Cicalese; Seconded by Council President Musing.

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

Resolution adopted 4-0 with 1 abstention.

Resolution 2020-169

*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 \$1,924,163.35 from the following accounts:

Current		\$1,808,626.65
W/S Operating		55,560.95
General Capital		30,699.50
Water/Sewer Capital		4,597.25
Grant		2,430.00
Trust		4,726.79
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>17,522.21</u>
Total		<u>\$1,924,163.35</u>

**Resolution 2020-170 Resolution Confirming Prosecutor**

Moved by Councilmember Misiura; seconded by Councilmember Bluth

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

Resolution adopted 5-0.

Resolution 2020-170

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

**RESOLUTION CONFIRMING PROSECUTOR**

**WHEREAS**, Pursuant to Resolution 2020-152, adopted by Council on August 2, 2020, Hightstown Borough entered into a Shared Services Agreement with Robbinsville Township which in which both municipalities share Court employees.

**BE IT RESOLVED** that the following appointment is hereby confirmed by the Mayor and Council of the Borough of Hightstown:

**Prosecutor**

John W. Hartmann

December 31, 2020

**Resolution 2020-171 Resolution Confirming Public Defender**

Moved by Councilmember Jackson; seconded by Councilmember Misiura

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

Resolution adopted 5-0.

Resolution 2020-171

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

**RESOLUTION CONFIRMING PUBLIC DEFENDER**

**WHEREAS**, Pursuant to Resolution 2020-152, adopted by Council on August 2, 2020, Hightstown Borough entered into a Shared Services Agreement with Robbinsville Township which in which both municipalities share Court employees.

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

**Public Defenders**

Christopher K Koutsouris	December 31, 2020
Patrick Varga	December 31, 2020
Timothy McNichols	December 31, 2020
Kelsey Anthony-McGuckin	December 31, 2020
Robert E Ulaky	December 31, 2020

**Resolution 2020-172 Authorizing Payment No. 12 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)**

Moved by Councilmember Misiura; seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2020-172

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

**AUTHORIZING PAYMENT NO. 12 - THE MUSIAL GROUP, P.A.  
(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR  
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

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

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

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

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

**WHEREAS**, Resolution 2020-153, adopted on August 3, 2020, amended the contract to not exceed \$511,995.00 without further authorization of the Governing Body; and

**WHEREAS**, the architect has submitted payment request No. 12 for professional services for March 15, 2020 – August 29, 2020 in the total amount of \$6,288.88; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the payment request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$6,288.88, is hereby approved as detailed herein, and the CFO is authorized to issue same.

**Resolution 2020-173 Authorizing an Amendment to the Contract for Calcium Hypochlorite – George S. Coyne Chemical, Co., Inc.**

Moved by Councilmember Misiura; seconded by Councilmember Bluth

Ms. Sopronyi explained that the original amount ordered for chemical was not adequate. Changes at plant caused the Waste Water Treatment Plant to use more chemicals than normal. They are using the UV caused the additional amount of this chemical. We will have an accurate amount for bidding the chemical this year.

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

Resolution adopted 5-0.

Resolution 2020-173

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

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

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

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

**WHEREAS**, Resolution 2020-53, adopted on February 18, 2020, amended the contract to an amount not to exceed \$3,733.84; and

**WHEREAS**, it has been found that additional funds in the amount of \$454.61 will be necessary to complete the contract through December 31, 2020; and,

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the agreement George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania be amended to not exceed \$4,188.45.

**CONSENT AGENDA**

Councilmember Bluth moved Resolutions 2020-174; 2020-175; 2020-175; 2020-176; 2020-177; 2020-178; 2020-179 as a Consent Agenda; Councilmember Cicalese seconded.

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

Resolutions adopted 5-0.

Resolution 2020-174

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

**AUTHORIZING REFUND OF A DEPOSIT FOR A TEMPORARY HYDRANT  
WATER ACCOUNT**

**WHEREAS**, Topline Construction, 22 Fifth Street, Somerville, NJ 08876, placed a deposit for a temporary hydrant water account; and

**WHEREAS**, the account has been closed with a remaining deposit balance of \$500.00; and

**WHEREAS**, the Tax, Water/Sewer Collector has requested that said deposit balance be refunded in the amount of \$500.00

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Tax Collector and CFO are hereby authorized to issue a refund in the amount of \$500.00 to Topline Construction, 22 Fifth Street, Somerville, NJ 08876, representing the remaining deposit balance on a closed temporary hydrant water account as set forth herein.

Resolution 2020-175

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

**AUTHORIZING REFUND OF A DEPOSIT FOR TEMPORARY DISCHARGE OF  
TREATED GROUNDWATER TO SANITARY SEWER**

**WHEREAS**, Lisko Environmental, 1300 Main Street, PO Box 083, Belmar, NJ 07719, placed a deposit for temporary to sanitary sewer account; and

**WHEREAS**, the project has been canceled due to insufficient ground water leaving the account with a remaining deposit balance of \$2,500.00; and

**WHEREAS**, the Superintendent of the AWWTP has requested that said deposit balance be refunded in the amount of \$2,500.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Utility Collector and CFO are hereby authorized to issue a refund in the amount of \$2,500.00 to Lisko Environmental, 1300 Main Street, PO Box 083, Belmar, NJ 07719, representing the deposit balance on a closed temporary sanitary sewer account as set forth herein.

Resolution 2020-176

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

**AUTHORIZING REFUND OF TAX OVERPAYMENT – 9 HAGEMOUNT AVENUE**

**WHEREAS**, an overpayment of 2020 taxes were made for Block 7/Lot 96, 9 Hagemount Avenue in the amount of \$2,386.93, by the mortgage company; and

**WHEREAS**, the property owner is 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 \$2,386.93; and

**WHEREAS**, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,386.93.

**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 \$2,386.93 to CoreLogic Tax Services, Centralized Refunds, PO Box 9202, Coppell, TX 75019-9760, representing the tax overpayment as set forth herein.

Resolution 2020-177

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

**AUTHORIZING REFUND OF TAX OVERPAYMENT – 105 OAK LANE**

**WHEREAS**, an overpayment of 2019 taxes were made for Block 7/Lot 15, 105 Oak Lane in the amount of \$5,916.75, by the mortgage company; and

**WHEREAS**, the property owner is 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 \$5,916.75; and

**WHEREAS**, the Tax Collector has requested that said overpayment be refunded in the amount of \$5,916.75.

**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 \$5,916.75 to CoreLogic Tax Services, Centralized Refunds, PO Box 9202, Coppell, TX 75019-9760, representing the tax overpayment as set forth herein.

Resolution 2020-178

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

**RECOGNIZING AND SUPPORTING NATIONAL BIKE MONTH**

**WHEREAS**, September, 2020 is designated National Bike Month by the League of American Bicyclists; and

**WHEREAS**, biking has proven physical and mental health benefits; and

**WHEREAS**, whether riding for fun, fitness, or taking essential trips to work or shop, you are part of a movement for safer streets, connected communities, a healthier planet, and happier people; and

**WHEREAS**, 40% of all trips in the U.S. are less than two miles, making bicycling a feasible and fun way to get to get around; and

**WHEREAS**, across Greater Philadelphia, advocates and organizations will celebrate Bike Month and Bike-to-Work Week September 21-27.

**WHEREAS**, DVRPC encourages you to replace a car trip with a bicycle, if possible.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown recognize September 2020 as National Bike Month and September 21 – 17 as Bike-to-Work week and encourage Borough residents to give biking a try and see all the benefits biking has to offer.

Resolution 2020-179

*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:

	<b><i>THIS RESOLUTION</i></b>	<b><i>PREVIOUS TOTAL</i></b>	<b><i>CUMULATIVE TOTAL</i></b>
Current	117,500.00	<b>2,235,726.00</b>	<b>2,353,226.00</b>
Capital Outlay – Current	0.00	<b>0.00</b>	<b>0.00</b>
Debt Service - Current	0.00	<b>0.00</b>	<b>0.00</b>
Water/Sewer	75,000.00	<b>1,169,015.00</b>	<b>1,244,015.00</b>
Capital Outlay – W/S	0.00	<b>0.00</b>	<b>0.00</b>

Debt Service - W/S	0.00	0.00	0.00
<b>TOTAL</b>	<b>192,500.00</b>	<b>3,404,741.00</b>	<b>3,597,241.00</b>

**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.

Borough of Hightstown  
 Emergency Temporary  
 9/7/2020

**Current Fund**

Mayor and Council	
Salaries and Wages	1,000.00
Municipal Clerk	
Salaries and Wages	8,000.00
Other Expenses	1,500.00
Financial Administration	
Salaries and Wages	8,000.00
Data Processing	
Other Expenses	7,000.00
Tax Collector	
Salaries and Wages	3,000.00
Planning Board	
Salaries and Wages	1,000.00
Group Insurance	
Other Expenses	40,000.00
Municipal Court	
Salaries and Wages	3,000.00
Fire Department	
Other Expenses	2,000.00
Sanitation/Solid Waste	
Salaries and Wages	5,000.00
Parks and Recreation	
Salaries and Wages	3,000.00
Recycling	
Other Expenses	7,000.00
Maintenance of Parks	
Salaries and Wages	1,000.00
Construction Code	
Salaries and Wages	5,000.00
Telephone	4,000.00
Electricity	5,000.00

Street Lighting	5,000.00
Gasoline	2,000.00
Social Security	6,000.00
	<hr/>
	117,500.00
	<hr/>

#### **Water-Sewer Utility Fund**

Other Expense	50,000.00
Social Security	15,000.00
Bond Interest	10,000.00
	<hr/>
Total Water-Sewer Utility	75,000.00
	<hr/>
	192,500.00
	<hr/>

### **OLD BUSINESS**

#### **Halloween – Letter to Residents**

Council reviewed a draft letter to residents regarding Halloween. Council agreed that this was well written and is the best way to keep our residents safe. Stockton Street will not be closed and the Borough is encouraging residents to be more reserved in their Halloween celebration by not handing out candy or inviting trick or treaters to their doors. This letter will go out with the newsletter. A letter will be mailed to residents on Stockton Street the first week of October. We will have downtown Hightstown circulate so out of town people can see. Councilmember Misiura suggested notifying neighboring municipalities.

#### **Budget 2020**

The budget was introduced with the understanding that it could be amended. Councilmember Bluth questioned if Mr. Lang had adjusted the budget in anyway. Mr. Lang stated that the budget remains as is. He believes we have cut as much as possible. Councilmember Bluth stated that she would like a police car to be purchased with the capital budget again this year. Discussion ensued regarding the budget for the Fire Department. Ms. Sopronyi stated that she has requested financial information from the Fire Company on three separate occasions. She still has not received anything. DCA has also requested documentation and they have not received anything either. There has been no response. Mayor Quattrone instructed Ms. Sopronyi to email the Fire Company tomorrow morning and let them know that this will have a direct effect on their budget if the requested information is not received.

### **MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

#### **Councilmember Cicalese**

Spoke about national bike month and the circulation study being completed by Complete Streets. The Complete Streets Committee will hold a special meeting before the 9/21 council meeting so they can give direction regarding the grant discussed this evening.



**Councilmember Misiura**

The Redevelopment subcommittee met with PRC to discuss and talk through some issues. That process is ongoing. Mayor Quattrone stated that he would like to be part of future meetings.

**Councilmember Jackson**

Parks and Rec will meet this Thursday.

**Councilmember Bluth**

Cultural Arts is planning on doing a virtual showcase of local musicians. They received a \$500 grant from the New Jersey State Council of the Arts Program to fund this project.

**Council President Musing**

HPC met to review the redevelopment plan. The Wilson House is slated for demolition. They will be touring the house and then write their opinion.

**Peggy Riggio, Deputy Borough Clerk**

Informed Council that Jordan Adler had withdrawn from the General Election. The Democratic Committee has chosen to replace him on the November Ballot with Cristina Fowler. All necessary paperwork has been forwarded to the County. Reminded everyone that the November 3<sup>rd</sup> General Election will be primarily vote by mail. All registered voters will receive a vote by mail ballot. Information is available on the Borough website and will be updated regularly. The deadline to complete your 2020 Census is September 30, 2020.

**Mayor Quattrone**

The flowers downtown look beautiful. He always gets calls about how nice downtown looks. Spoke regarding the fatality at Peddie Lake.

**George Lang, CFO**

Explained why the budget cannot be cut any further. Stated that it is a good idea to add the police car to budget instead of incurring debt through the capital budget. Stated his concerned about cutting budget further. Informed Council that Added Assessment Bills will go out October 1<sup>st</sup>. If we wait until the October 5, 2020 meeting to adopt, we cannot send the bills out. We cannot afford to lose the additional revenue. He recommend that we schedule a special meeting to adopt the Budget on September 28<sup>th</sup>. Discussion ensued. Council agreed to schedule a special meeting for 9/28 at 6:30 p.m. This will be for the Public Hearing and Adoption of the budget only.

**EXECUTIVE SESSION****Resolution 2020-180 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Cicalese; Seconded by Councilmember Misiura.

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

Resolution adopted 5-0.

Resolution 2020-180

*BOROUGH OF HIGHTSTOWN*

*COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on September 8, 2020, via teleconference, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Contract Negotiations – Robbinsville  
Attorney Client Privilege

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public December 8, 2020, or when the need for confidentiality no longer exists.

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

Council adjourned to Executive Session at 8:33 p.m.

Council reconvened into open session at 9:53 p.m.

**ADJOURNMENT**

Moved by Councilmember Jackson at 9:54 p.m.; Seconded by Councilmember Cicalese. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk

# Free Mini Pantry Project

Mallory Bertrand

# Silver Award

- Mallory Bertrand-Girl Scout Troop 70228
- Focus on an issue we care about in our community
- Take action



# Free Mini-Pantry

- Similar to free mini libraries
- Permanent structure
- Community oriented
- Give if you can, take if you need
- Rodent and weatherproof



# Location

- I am partnering with RISE
- We would like the Mini Pantry to be located on the RISE Thrift Store property in Hightstown
- Requesting to be installed Fall of 2020/Spring of 2021



# Ordinance 2020-11

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

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

**WHEREAS**, improvements to Lincoln Avenue include the narrowing of the roadway between Hagemount Avenue and Hutchinson Street; and

**WHEREAS**, during the design phase of the project, it was recommended by the Borough Engineer and confirmed by Council that parking would not be permitted on the north side of Lincoln Avenue between Hagemount Avenue and Hutchinson Street; and

**WHEREAS**, NJ P.L. 2008 Chapter 110 Section 1-c(1) states that by ordinance, a municipality may, without the approval of the commissioner, and consistent with the current standards prescribed by the Manual on Uniform Traffic Control Devices for Street and Highways, prohibit or restrict general parking.

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

Section 1. That Chapter 7, entitled “Traffic”, Section 7-13, entitled “Parking Prohibited at all Times on Certain Streets”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

## Section 7-13

### PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS

#### Subsections:

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

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

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

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

Academy Street	South	Mercer Street to Railroad Avenue
Academy Street	East	From Park Avenue to Stockton Street
Academy Street	East	From Rogers Avenue to Railroad Avenue
Academy Street	East	From Stockton Street to Rogers Avenue
Academy Street	West	From Park Avenue to Grant Avenue
Bank Street	North	From North Main Street to Mechanic Street
Bank Street	North	From the westerly curblineline of the driveway entrance of the water plant, a distance of 30 feet east and 30 feet west
Bank Street	South	From North Main Street to Academy Street
Center Street	West	From Stockton Street to Morrison Avenue
Church Street	East	From Rogers Avenue to Stockton Street
Clinton Street	North	From Cole Avenue to Maxwell Avenue
	South	From the westerly curblineline of Cole Avenue for a distance of 70 feet east
Cole Avenue	Both	From Franklin Street to Clinton Street
Dutch Neck Road	North	From the southerly curblineline of Stockton Street 665 feet southwesterly
Dutch Neck Road	Southeast	From Gilman Place to Stockton Street
Etra Road	Both	From South Main Street to the Borough line
First Avenue	North	From Outcalt Street to Joseph Street
Forman Street	West	From the southerly curblineline of Stockton Street for 205 feet south
Grape Run Road	North	From Westerlea Avenue to Pershing Avenue
Grape Run Road	South	From the easterly curblineline of Westerlea Avenue to a point 120 feet east
Grape Run Road	Both	From Westerlea Avenue to Mercer Street
Hagemount Avenue	West	From Lincoln Avenue to Rocky Brook Court
Harron Avenue	East	From Stockton Street to Morrison Avenue
Hutchinson Street	East	From Grant Avenue to Park Avenue
Joseph Street	East	From Stockton Street to Second Avenue
Leshin Lane	North	From a point 50' west of the western side of the driveway of 16 Leshin



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

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

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

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

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Introduction:

Adoption:

**ATTEST:**

\_\_\_\_\_  
 DEBRA L. SOPRONYI  
 MUNICIPAL CLERK

\_\_\_\_\_  
 LAWRENCE D. QUATTRONE  
 MAYOR



**Roberts**  
 ENGINEERING GROUP LLC  
 Women Business Enterprise Certified

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

September 22, 2020

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

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

Dear Mayor and Council:

As you know, Improvements to Lincoln Avenue are underway and include narrowing of the roadway between Hagemount Avenue and Hutchinson Street. The roadway will be narrowed to a width of 21-ft. with recessed parking on the south side of the road. However, as we discussed during the design phase, parking will not be permitted on the north side of Lincoln Avenue between these two intersection due to the narrower pavement width.

State regulations allow the Borough to install traffic control signage on local roads, subject to meeting the requirements of the NJDOT, Manual on Uniform Traffic Control Devices (MUTCD) and NJ Statutes. Specifically, NJ P.L. 2008 Chapter 110 Section 1-c(1) regulates the procedures for prohibiting general parking and reads, "... in the case of any street under municipal jurisdiction, a municipality may, without the approval of the commissioner, and consistent with the current standards prescribed by the Manual on Uniform Traffic Control Devices for Streets and Highways, by ordinance, resolution, or regulation ... prohibit or restrict general parking."

As such, the Borough must pass an ordinance or resolution prohibiting parking on the north side of Lincoln Avenue between Hagemount Avenue and Hutchinson Street in accordance with R.S. 39:4-8 as amended by NJ P.L. 2008 Chapter 110.1-c(1). Once the ordinance is passed, permanent signage may be installed.

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

Very truly yours,

Carmela Roberts, PE, CME  
 Borough Engineer

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk  
 Peggy Riggio, RMC, CMR, Deputy Borough Clerk  
 Frank Gendron, Chief of Police  
 Fred Raffetto, Esq., Borough Attorney  
 Cameron Corini, PE, CME, Roberts Engineering Group

# Resolution 2020-191

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

## AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$696,864.41 from the following accounts:

Current		\$580,409.25
W/S Operating		44,806.60
General Capital		30,079.75
Water/Sewer Capital		2,949.25
Grant		0.00
Trust		77.28
Housing Trust		0.00
Animal Control		6.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Public Defender Trust		0.00
Escrow		<u>38,536.28</u>
Total		<u>\$696,864.41</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 October 5, 2020.

---

Margaret Riggio  
Deputy Borough Clerk

**Date: October 5, 2020**

**To: Mayor and Council**

**From: Finance Office**

**Re: Manual Bill List for 10/5/2020**

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
VERIZON WIRELESS	10/1/2020	20-00910	31657	\$ 321.96
CORELOGIC TAX SERVICES	10/1/2020	20-01080	31656	\$ 8,303.68
J.P.MORGAN CHASE BANK	10/1/2020	20-01203	1484	\$ 513,350.00
	<b>TOTAL</b>			<b><u><u>\$521,975.64</u></u></b>
 <u>WATER AND SEWER OPERATING</u>				
MONMOUTH COUNTY VOCATIONAL	9/21/2020	20-01032	31655	\$ 1,040.00
MONMOUTH COUNTY VOCATIONAL	9/21/2020	20-01043	31655	\$ 1,040.00
J.P.MORGAN CHASE BANK	10/1/2020	20-01203	1346	\$ 14,437.50
	<b>TOTAL</b>			<b><u><u>\$ 16,517.50</u></u></b>
 <u>ESCROW</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>GRANT</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>TRUST</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>ANIMAL CONTROL TRUST</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>LAW ENFORCEMENT TRUST</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>PUBLIC DEFENDER TRUST</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>GENERAL CAPITAL</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <u>WATER AND SEWER CAPITAL</u>				
	<b>TOTAL</b>			<b><u><u>\$ -</u></u></b>
 <b>MANUAL TOTAL</b>				<b><u><u>\$538,493.14</u></u></b>

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

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>AMERI025 AMERICAN BANKERS INS CO FLORID</b>												
	20-01164	09/21/20	HFD FLOOD INSURANCE									
	1		POLICY 74057807252019	2,835.00	0-01-23-210-003-112	B General Liability-JIF	R	09/21/20	09/30/20		74057807252019	N
	Vendor Total:			2,835.00								
<b>A0584 AMERICAN TEST CENTERS</b>												
	20-00835	07/13/20	PEOSHA VIOLATION									
	1		LADDER 41/TS41 AERIAL TESTING	1,010.00	0-01-25-252-002-122	B Ladder Test - NFPA Required	R	07/13/20	09/30/20		2202012	N
	2		LADDER 41/TS41 5 YR FULL NDT	1,010.00	0-01-25-252-002-122	B Ladder Test - NFPA Required	R	07/13/20	09/30/20		2202012	N
	3		GROUND LADDER	560.00	0-01-25-252-002-122	B Ladder Test - NFPA Required	R	07/13/20	09/30/20		2202012	N
	4		HEAT SENSORS REPLACED	80.00	0-01-25-252-002-122	B Ladder Test - NFPA Required	R	09/21/20	09/30/20		2202012	N
				<u>2,660.00</u>								
	Vendor Total:			2,660.00								
<b>A0107 ANSELL GRIMM &amp; AARON, PC</b>												
	20-01234	09/30/20	INVOICES AUGUST 2020									
	1		GENERAL FILE INV 458581	823.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458581	N
	2		ORDINANCES INV 458582	621.00	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458582	N
	3		RESOLUTIONS INV 458583	67.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458583	N
	4		ENGINEERING MATTERS INV 458584	1,458.00	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458584	N
	5		MEETINGS INV 458585	850.50	0-01-20-155-001-029	B Attendance at Council Meetings	R	09/30/20	09/30/20		458585	N
	6		BORO TO AMERICANA BL 7 L 41	310.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458586	N
	7		BORO ADV. CASTORO & CO	108.00	0-01-20-155-001-033	B Litigation	R	09/30/20	09/30/20		458587	N
	8		OPRA ISSUES 458588	202.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458588	N
	9		GENERAL TAX APPEAL MATTERS	148.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458589	N
	10		REDEVELOPMENT OF BANK ST AREA	192.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458590	N
	11		AFFORDABLE HOUSING MATTERS2019	13.50	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458591	N
	12		JOINT POLICE/MUNICIPAL COURT	297.00	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458592	N
	13		HOUSING AUTHORITY (HHA)	108.00	0-01-20-155-001-027	B General Matters	R	09/30/20	09/30/20		458593	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>A0107 ANSELL GRIMM &amp; AARON, PC</b>											
	20-01234	09/30/20	INVOICES AUGUST 2020	Continued							
	14		PEDDIE SCHOOL-FINANCING/TEFRA	54.00	0-01-20-155-001-027	R	09/30/20	09/30/20		458594	N
				5,255.00							
			Vendor Total:	5,255.00							
<b>A1012 APPLIED ANALYTICS, INC.</b>											
	20-01019	08/20/20	QUOTE #KZ081120 REPLACE ULTRA								
	1		REPLACE ULTRA TWIN SERIES	3,665.00	0-09-55-501-002-503	R	08/20/20	09/30/20		A20-23610	N
			Vendor Total:	3,665.00							
<b>A1014 APPROVED FIRE PROTECTION, INC.</b>											
	20-01021	08/20/20	GAS METER CALIBRATIONS								
	1		GAS METER CALIBRATIONS	125.10	0-09-55-501-002-529	R	08/20/20	09/30/20		ST0005376	N
	20-01159	09/17/20	ANNUAL FIRE EXTINGUISHER INSPE								
	1		ANNUAL FIRE EXTINGUISHER	100.08	0-09-55-501-002-557	R	09/17/20	09/30/20		IN00047868	N
	2		SWAP OF 10LB ABC FIRE	55.26	0-09-55-501-002-557	R	09/17/20	09/30/20		IN00047868	N
				155.34							
			Vendor Total:	280.44							
<b>A0025 AT&amp;T MOBILITY</b>											
	20-01166	09/21/20	ACCT 287298218043	8/21/2020							
	1		FIRE INSPECTOR 8/21/2020	38.24	0-01-25-256-002-094	R	09/21/20	09/30/20		X08282020	N
	2		HPD 8/21/2020	410.71	0-01-31-440-001-079	R	09/21/20	09/30/20		X08282020	N
	3		DPW 8/21/2020	278.25	0-01-31-440-001-079	R	09/21/20	09/30/20		X08282020	N
	4		WTP 8/21/2020	146.18	0-09-55-501-003-545	R	09/21/20	09/30/20		X08282020	N
	5		AWWTP 8/21/2020	113.46	0-09-55-501-003-545	R	09/21/20	09/30/20		X08282020	N
				986.84							
			Vendor Total:	986.84							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>CGPH0005 CGP&amp;H</b>												
	20-01053	08/27/20	AFFORDABLE HOUSING ADMIN									
	1		AFFORDABLE HOUSING ADMIN	1,072.00	0-01-21-180-001-108	B COAH Planning	R	08/27/20	09/30/20		38619	N
	Vendor Total:			1,072.00								
<b>CHEST005 CHESTERFIELD ELECTRIC LLC</b>												
	20-00691	06/09/20	WORK ODER # 00603110458									
	1		TRIP CHARGE	89.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/09/20	09/30/20		00603110458	N
	2		050781 RUN CAPACITOR W/OTHER	71.45	0-09-55-501-002-503	B Sewer Plant Maintenance	R	06/09/20	09/30/20		00603110458	N
				160.45								
	Vendor Total:			160.45								
<b>CLARK005 CLARKE CATON HINTZ</b>												
	20-01085	08/31/20	Various invoices									
	1		#78376; 6/12/2020	2,225.50	3PRCLLC	P Pre-Planning Review	R	08/31/20	09/30/20		#78376	N
	2		#78589; 7/16/2020	8,305.91	3PRCLLC	P Pre-Planning Review	R	08/31/20	09/30/20		#78589	N
				10,531.41								
	20-01191	09/21/20	#78742, 8/14/2020									
	1		#78742, 8/14/2020	3,218.87	3PRCLLC	P Pre-Planning Review	R	09/21/20	09/30/20		#78742	N
	20-01192	09/21/20	#78743, 8/14/2020									
	1		78743;review site plan waiver	625.00	WIND1601	P WINDSOR PROPERTY ASSOC., LLC	R	09/21/20	09/30/20		#78743	N
	Vendor Total:			14,375.28								
<b>COMCA010 COMCAST</b>												
	20-01205	09/25/20	INV 108122929 9/15/20 ETHERNET									
	1		INV 108122929 9/15/20 ETHERNET	195.30	0-01-20-140-001-060	B Internet Services and Web Services	R	09/25/20	09/30/20		108122929	N
	Vendor Total:			195.30								
<b>COMCA005 COMCAST BUSINESS</b>												
	20-01165	09/21/20	8499 05 243 0034100 9/8/2020									
	1		8499 05 243 0034100 9/8/2020	168.35	0-01-20-140-001-060	B Internet Services and Web Services	R	09/21/20	09/30/20		499052430034100	N



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
COMCA005 COMCAST BUSINESS Continued												
	20-01232	09/30/20	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	09/30/20	09/30/20			499052440157826	N
	Vendor Total:		277.92									
C0087 CUSTOM BANDAG, INC												
	20-01116	09/09/20	FLAT REPAIR									
	1	INV. 80172432 - FLAT REPAIR	41.00	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	09/09/20	09/30/20			80172432	N
	20-01197	09/24/20	TIRE FOR TRUCK 350A									
	1	INV. 80173546 TIRE-TRUCK 350A	148.53	0-09-55-501-001-502	B Vehicle Maintenance	R	09/24/20	09/30/20			80173546	N
	Vendor Total:		189.53									
C0088 CUSTOM ENVIRONMENTAL TECH, INC												
	20-00501	04/21/20	ZETA LYTE 1A RES 2020-91		B							
	5	INV 6263 8/3/2020 ZETA LYTE 1A	1,120.90	0-09-55-501-002-554	B ZETA LYTE 1A POLYMER	R	04/23/20	09/30/20			6263	N
	Vendor Total:		1,120.90									
ESRII005 ESRI, INC.												
	20-01118	09/09/20	ARCGIS ONLINE LICENSE									
	1	ARCGIS ONLINE LICENSE	500.00	0-09-55-501-001-530	B Computer Software/Maint/Equip	R	09/09/20	09/30/20			93902730	N
	Vendor Total:		500.00									
FIREA005 FIRE APPARATUS REPAIR, INC.												
	20-01212	09/30/20	SQUIRT 41 INSTALL NEW GAUGE									
	1	SQUIRT 41 INSTALL NEW GAUGE	262.50	0-01-25-252-002-121	B Preventive Maintenance	R	09/30/20	09/30/20			15813	N
	Vendor Total:		262.50									
G0181 FRANKLIN-GRIFFITH, LLC												
	20-01181	09/21/20	ORDER #S116444959									
	1	KRY SCH40 1/2" X 90D PVC ELBOW	3.76	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20			S116444959.001	N
	2	WCU SJOOW 16/3 BLACK 250'	12.59	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20			S116444959.001	N
	3	BLINE B2208-PA-ZN 1/2"	13.85	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20			S116444959.001	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>G0181 FRANKLIN-GRIFFITH, LLC</b>												
Continued												
20-01181 09/21/20 ORDER #S116444959 Continued												
	4	ARL	LPCG50 1/2" STRAIGHT	5.71	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20		S116444959.001	N
	5	KRY	078001 CP05 1/2" PVC	2.27	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20		S116444959	N
				38.18								
			Vendor Total:	38.18								
<b>G0214 GARDEN STATE HIGHWAY PRODUCTS</b>												
20-01071 08/28/20 SIGNS												
	1	SPT41218063REWH -	SPECIAL SIGN	35.00	0-01-26-290-001-126	B Signs & Posts	R	08/28/20	09/30/20		PSIN015373	N
	2	UPS	FREIGHT	25.00	0-01-26-290-001-126	B Signs & Posts	R	08/28/20	09/30/20		PSIN015373	N
				60.00								
			Vendor Total:	60.00								
<b>M0714 GENSERVE, INC.</b>												
20-00761 06/22/20 QUOTE #AAAQ51745												
	1	REPLACEMENT OF AIR	FILTERS	2,257.00	0-09-55-501-002-511	B Generator/Engine Maintenance Agreement (B)	R	06/22/20	09/30/20		0207683	N
			Vendor Total:	2,257.00								
<b>G1077 GEORGE S. COYNE CO., INC.</b>												
20-00242 02/25/20 CALCIUM HYPOCHLORITE 2020-53 B												
	4	INV 343222 8/24/20	CALC HYPO	558.46	0-09-55-501-002-539	B Calcium Hypochlorite-GEORGE S COYNE CHEM	R	02/25/20	09/30/20		343222	N
			Vendor Total:	558.46								
<b>G0175 GEORGE'S GARAGE &amp; TOWING, INC.</b>												
20-00841 07/13/20 AMBULANCE REPAIRS 22924/22927												
	1	AMBULANCE REPAIRS	LABOR 22924	94.00	0-01-25-260-001-034	B Vehicle Repair	R	07/13/20	09/30/20		22924	N
	2	AMBULANCE REPAIRS	PARTS 22924	178.99	0-01-25-260-001-034	B Vehicle Repair	R	07/13/20	09/30/20		22924	N
	3	AMBULANCE REPAIRS	HAZMAT 22924	1.88	0-01-25-260-001-034	B Vehicle Repair	R	07/13/20	09/30/20		22924	N
	4	AMBULANCE REPAIRS	LABOR 22927	94.00	0-01-25-260-001-034	B Vehicle Repair	R	07/13/20	09/30/20		22927	N

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<b>G0175 GEORGE'S GARAGE &amp; TOWING, INC. Continued</b>												
	20-00841	07/13/20	AMBULANCE REPAIRS	22924/22927	Continued							
	5		AMBULANCE REPAIRS HAZMAT	22927	1.88	0-01-25-260-001-034	B Vehicle Repair	R	07/13/20	09/30/20	22927	N
					370.75							
			Vendor Total:		370.75							
<b>G0050 GROVE SUPPLY INC</b>												
	20-00953	08/10/20	BALL VALVE									
	1		INV. S5224213 - BALL VALVE		25.99	0-09-55-501-001-503	B Water Plant Maintenance	R	08/10/20	09/30/20	S5224213	N
			Vendor Total:		25.99							
<b>H0048 HIGHTS REALTY LLC</b>												
	20-00958	08/11/20	AUGUST 2020 RENT HPD									
	1		AUGUST 2020 RENT HPD		4,446.38	0-01-26-310-001-025	B Building Rental	R	08/11/20	09/30/20	AUGUST 2020	N
			Vendor Total:		4,446.38							
<b>H1100 HOME DEPOT CREDIT SERVICES</b>												
	20-01117	09/09/20	AUGUST 2020 INVOICES									
	1		INV. 7042101 - HAND SANITIZER		82.40	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	09/09/20	09/30/20	7042101	N
	2		INV. 7042101 - REMOVE TAX		5.12	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	09/09/20	09/30/20	7042101	N
	3		INV. 1520958 - TAPE/PAINT		179.56	0-09-55-501-001-503	B Water Plant Maintenance	R	09/09/20	09/30/20	1520958	N
	4		INV. 1520984 - PATCH & SEAL		129.70	0-09-55-501-001-503	B Water Plant Maintenance	R	09/09/20	09/30/20	1520984	N
					386.54							
	20-01176	09/21/20										
	1		INV. 2514641 - ROOF MATERIAL		47.77	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20	2514641	N
	2		INV. 2043574 - FERTILIZER/TOOL		230.70	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20	2043574	N
	3		INV. 4044353 - BATTERIES		43.91	0-09-55-501-001-503	B Water Plant Maintenance	R	09/21/20	09/30/20	4044353	N
					322.38							
	20-01219	09/30/20	SEPT. 2020 INVOICES									
	1		INV. 9044814 - HEX NUTS/BOLTS		1.24	0-01-26-290-001-050	B DPW Work Equipment	R	09/30/20	10/01/20	9044814	N
	2		INV. 9613391 - LAG/HEX BOLTS		3.30	0-01-26-290-001-050	B DPW Work Equipment	R	09/30/20	10/01/20	9613391	N
	3		INV. 9183719 - RETURN		0.98	0-01-26-290-001-050	B DPW Work Equipment	R	09/30/20	10/01/20	9183719	N
	4		INV. 3045211 - SAKRETE FOR		46.50	0-01-26-310-001-024	B Building Maintenance	R	09/30/20	10/01/20	3045211	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
<b>H1100 HOME DEPOT CREDIT SERVICES Continued</b>											
20-01219 09/30/20 SEPT. 2020 INVOICES			Continued								
5 INV. 9020073 - CLEANING/WIRE/	60.30	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/30/20	10/01/20			9020073		N
	<u>110.36</u>										
Vendor Total:	819.28										
<b>H0179 HYDRO FLOW PRODUCTS, INC</b>											
20-01090 09/02/20 HOSE MONSTER 4"											
1 BIG BOY HOSE MONSTER 4" AND	1,034.00	0-09-55-501-001-503	B Water Plant Maintenance	R	09/02/20	09/30/20			44605		N
Vendor Total:	1,034.00										
<b>J0378 J.W. KENNEDY &amp; SON INC WELDING</b>											
20-01111 09/09/20 CYLINDER RENTAL											
1 INV. R 5805 - CYLINDER RENTAL	12.40	0-01-26-290-001-050	B DPW Work Equipment	R	09/09/20	09/30/20			R5805		N
Vendor Total:	12.40										
<b>J0258 JCP&amp;L (STREET LIGHTING)</b>											
20-01207 09/25/20 ACCT 724 & 765 DATED 9/18/20											
1 100 011 415 724 STREET LIGHT	369.40	0-01-31-435-001-075	B Street Lighting	R	09/25/20	09/30/20			95736048923		N
2 100 011 415 765 STREET LIGHT	<u>1,671.09</u>	0-01-31-435-001-075	B Street Lighting	R	09/25/20	09/30/20			95736048924		N
	<u>2,040.49</u>										
Vendor Total:	2,040.49										
<b>JERRY010 JERRY MECCA</b>											
20-01186 09/21/20 CLOTHING ALLOWANCE - MECCA											
1 CLOTHING ALLOWANCE - MECCA	770.00	0-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	09/21/20	09/30/20			9/16/20		N
Vendor Total:	770.00										
<b>J0069 JERSEY ELEVATOR SERVICE</b>											
20-00927 07/29/20 INSTALL NEW EMERGENCY LIGHT											
1 INSTALL NEW EMERGENCY LIGHT	150.00	0-01-26-310-001-024	B Building Maintenance	R	07/29/20	09/30/20			2020-355		N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>J0069 JERSEY ELEVATOR SERVICE Continued</b>												
	20-01177	09/21/20	SEPT. 2020 SERVICE									
	1 INV	240600	- SEPT 2020 SERVICE	178.47	0-01-26-310-001-029	B Maintenance Contracts	R	09/21/20	09/30/20		240600	N
	Vendor Total:			328.47								
<b>J1050 JOHN THOMAS JONES</b>												
	20-01204	09/25/20	LAB MGR CONSULT PPE 9/24/20									
	1 LAB MGR CONSULT PPE	9/24/20		560.00	0-09-55-501-002-528	B Outside Consulting Services (B	R	09/25/20	09/30/20		PPE 9/24/20	N
	Vendor Total:			560.00								
<b>JSHIN005 JSH INTERNATIONAL, LLC</b>												
	20-01026	08/20/20	30 DAY SUPPLY BAE ANEROBIC DIG									
	1 30 DAY SUPPLY BAE FOR ANEROBIC			675.00	0-09-55-501-002-535	B Chemicals Miscellaneous	R	08/20/20	10/01/20		1334	N
	Vendor Total:			675.00								
<b>K0146 KOMLINE-SANDERSON</b>												
	20-01157	09/17/20	HAND KNOB & STUD									
	1 ITEM #12		HAND KNOB	50.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/17/20	09/30/20		42047800	N
	2 ITEM #78		STUD 1/2-13-5 5/8	36.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/17/20	09/30/20		42047800	N
	3 FREIGHT			11.47	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/23/20	09/30/20		42047800	N
				<u>97.47</u>								
	Vendor Total:			97.47								
<b>L0037 LINCOLN FINANCIAL GROUP</b>												
	20-01231	09/30/20	OCTOBER LIFE INSURANCE									
	1 OCTOBER LIFE INSURANCE			287.39	0-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	09/30/20	09/30/20		OCT 2020	N
	2 OCTOBER LIFE INSURANCE - WTP			18.16	0-09-55-501-001-514	B INSURANCE	R	09/30/20	09/30/20		OCT 2020	N
	3 OCTOBER LIFE INSURANCE - AWWTP			81.72	0-09-55-501-001-514	B INSURANCE	R	09/30/20	09/30/20		OCT 2020	N
				<u>387.27</u>								
	Vendor Total:			387.27								



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>M0127 MONMOUTH COUNTY</b>												
	20-01170	09/21/20	AUGUST 2020 ROOSEVELT TIPPING									
	1	AUGUST 2020	ROOSEVELT TIPPING	2,688.70	0-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	09/21/20	09/30/20		AUG 2020	N
	Vendor Total:			2,688.70								
<b>N0425 NJ DEPT. OF HEALTH &amp; SR SERV.</b>												
	20-01215	09/30/20	DOG PILOT PROGRAM AUGUST 2020									
	1	DOG PILOT PROGRAM AUGUST 2020		6.00	T-13-05-265-000-001	B DUE STATE OF NEW JERSEY	R	09/30/20	09/30/20		AUGUST 2020	N
	Vendor Total:			6.00								
<b>N0275 NJ LEAGUE OF MUNICIPALITIES</b>												
	20-01123	09/09/20	LABOR NEGOTIATIONS SEMINAR									
	1	REGISTRATION FOR:		85.00	0-01-20-100-001-042	B Education & Training	R	09/09/20	09/30/20		S19744	N
	Vendor Total:			85.00								
<b>N0170 NORCIA CORP.</b>												
	20-01078	08/28/20	HYDRAULIC TANK FOR TRUCK 20A									
	1	HYDRAULIC TANK FOR TRUCK 20A		3,122.10	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	08/28/20	09/30/20		79178	N
	Vendor Total:			3,122.10								
<b>N0021 NORTHERN TOOL &amp; EQUIPMENT CO.</b>												
	20-01158	09/17/20	FANS									
	1	ITEM #46899-2053 20" FANS		99.98	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/17/20	09/30/20		46007002	N
	Vendor Total:			99.98								
<b>00019 O'BRIEN CONSULTING SERVICES</b>												
	20-00831	07/13/20	MONTHLY IT FEES									
	1	MONTHLY IT FEES		900.00	0-01-25-240-001-029	B Maint. Contracts - Other	R	07/13/20	09/30/20		20-5267	N
	2	MONTHLY IT FEES		250.00	0-01-25-240-001-029	B Maint. Contracts - Other	R	07/13/20	09/30/20		20-5267	N
				<u>1,150.00</u>								
	20-01002	08/18/20	MONTHLY IT RATES - JULY 2020									
	1	MONTHLY IT RATES - JULY 2020		900.00	0-01-25-240-001-029	B Maint. Contracts - Other	R	08/18/20	10/01/20		20-5302	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
<b>00019 O'BRIEN CONSULTING SERVICES Continued</b>											
20-01002 08/18/20 MONTHLY IT RATES - JULY 2020		Continued									
2 MONTHLY IT RATES - JULY 2020	250.00	0-01-25-240-001-029	B Maint. Contracts - Other	R	08/18/20	10/01/20				20-5302	N
	<u>1,150.00</u>										
Vendor Total:	2,300.00										
<b>PEOPL005 PEOPLES PLUMBING LLC</b>											
20-01030 08/20/20 BACKFLOW PREVENTOR TESTING											
1 BACKFLOW PREVENTOR TESTING	350.00	0-09-55-501-002-528	B Outside Consulting Services (B	R	08/20/20	09/30/20				I3569	N
Vendor Total:	350.00										
<b>P0044 PSE&amp;G</b>											
20-01194 09/22/20 ENERGY BILLS DATED 9/16/20											
1 66 759 467 06 140 N. MAIN ST	20.68	0-01-31-446-001-143	B Gas/Heat - Fire House	R	09/22/20	09/30/20				604605886913	N
2 66 878 908 08 156 BANK ST	22.93	0-01-31-446-001-070	B Gas Heat - Borough Hall	R	09/22/20	09/30/20				602206485834	N
3 65 039 876 09 1ST AVE W TOWER	16.67	9-09-55-501-001-505	B Gas Service	R	09/22/20	09/30/20				602806888409	N
4 74 199 082 06 232 MERCER ST	16.67	0-01-31-446-001-070	B Gas Heat - Borough Hall	R	09/22/20	09/30/20				605105428197	N
5 75 235 176 09 415 MERCER ST	17.23	0-01-31-446-001-070	B Gas Heat - Borough Hall	R	09/23/20	09/30/20				602306465934	N
	<u>94.18</u>										
20-01233 09/30/20 MASTER ACCT 13 014 184 04											
1 7341583509 140 N MAIN ST	63.24	0-01-31-446-001-143	B Gas/Heat - Fire House	R	09/30/20	09/30/20				503100077816	N
2 7341583606 148 N MAIN ST #R	43.50	0-01-31-446-001-070	B Gas Heat - Borough Hall	R	09/30/20	09/30/20				503100077816	N
3 7341583703 BANK ST	16.67	0-09-55-501-001-505	B Gas Service	R	09/30/20	09/30/20				503100077816	N
4 7341583800 OAK LN	348.61	0-09-55-501-002-505	B Gas Service	R	09/30/20	09/30/20				503100077816	N
	<u>472.02</u>										
Vendor Total:	566.20										
<b>P0348 PUMPING SERVICES, INC.</b>											
20-01023 08/20/20 SEMI ANNUAL											
1 SERVICE (2) FLYGT MIXERS	1,159.20	0-09-55-501-002-503	B Sewer Plant Maintenance	R	08/20/20	09/30/20				1118316	N



Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>P0348 PUMPING SERVICES, INC. Continued</b>											
	20-01023	08/20/20	SEMI ANNUAL	Continued							
	2		O-RING VITON	14.00	0-09-55-501-002-503	B	09/23/20	09/30/20		1118316	N
				1,173.20							
			Vendor Total:	1,173.20							
<b>R0077 ROBERTS ENGINEERING GRP LLC</b>											
	20-01187	09/21/20	#3795, 7/2/2020								
	1		#3795/prep TCO/rev/sign plans	264.00	2019-02	P	09/21/20	09/30/20		#3795	N
	20-01188	09/21/20	#3935, 8/26/2020								
	1		#3935/prepare/attend PB Mtg.	264.00	WIND1601	P	09/21/20	09/30/20		#3935	N
	20-01190	09/21/20	#3936, 8/26/2020								
	1		#3936/appli rev/prep reports	9,308.00	3PRCLLC	P	09/21/20	09/30/20		#3936	N
	20-01211	09/29/20	BILLING THROUGH 9/28/2020								
	1		COUNCIL MEETINGS INV 4006	390.00	0-01-20-165-001-104	B	09/29/20	09/30/20		4006	N
	2		MISC REQUESTS INV 4007	1,382.50	0-01-20-165-001-199	B	09/29/20	09/30/20		4007	N
	3		WALKING BRIDGE INV 4008	387.00	C-04-55-868-001-447	B	09/29/20	09/30/20		4008	N
	4		STORM WATER PERMIT INV 4009	297.50	0-09-55-501-001-508	B	09/29/20	09/30/20		4009	N
	5		TAX MAP MAINT INV 4010	70.00	0-01-20-165-001-109	B	09/29/20	09/30/20		4010	N
	6		GENERAL SEWER INV 4011	1,039.00	0-09-55-501-002-508	B	09/29/20	09/30/20		4011	N
	7		GENERAL WATER INV 4012	692.75	0-09-55-501-001-508	B	09/29/20	09/30/20		4012	N
	8		CHEMICALS & SLUDGE REMOVAL	1,875.25	0-09-55-501-002-508	B	09/29/20	09/30/20		4013	N
	9		STOCKTON STREET WATER MAIN	2,949.25	C-08-55-951-001-544	B	09/29/20	09/30/20		4014	N
	10		WATER PLANT FLOOD MITIGATION	430.00	0-09-55-501-001-508	B	09/29/20	09/30/20		4015	N
	11		IMPROVEMENTS TO LINCOLN,	23,560.25	C-04-55-885-000-447	B	09/29/20	09/30/20		4016	N
	12		PLANNING BOARD MTG INV 4017	33.00	0-01-21-180-001-106	B	09/29/20	09/30/20		4017	N
	13		SPRINGCREST ROAD INV 4018	6,132.50	C-04-55-890-000-447	B	09/30/20	09/30/20		4018	N
				39,239.00							
			Vendor Total:	49,075.00							
<b>S0061 SEA BOX</b>											
	20-01091	09/02/20	CONTAINER RENTAL								
	1		INV. SI107052 CONTAINER RENTAL	75.00	0-01-26-310-001-025	B	09/02/20	09/30/20		SI107052	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>S0061 SEA BOX</b>												
Continued												
	20-01183	09/21/20	CONTAINER RENTAL									
	1 INV	SI108878	CONTAINER RENTAL	75.00	0-01-26-310-001-025	B Building Rental	R	09/21/20	09/30/20		SI108878	N
	Vendor Total:			150.00								
<b>W0156 SEARING, WILLIAM</b>												
	20-01156	09/17/20	REIMBURSEMENT FOR CLOROX									
	1 REIMBURSEMENT FOR 2 BOTTLES			27.98	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/17/20	09/30/20		78073014141	N
	20-01160	09/17/20	REIMBURSEMENT FOR INFULENT									
	1 REIMBURESEMENT FOR INFULENT			28.84	0-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/17/20	09/30/20		302WB5642	N
	2 SHIPPING			14.00	0-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/17/20	09/30/20		302WB5642	N
				42.84								
	Vendor Total:			70.82								
<b>SHERW010 SHERWIN WILLIAMS PAINT</b>												
	20-01155	09/17/20	LOXON CONCRETE PRIMER & SEALER									
	1 GALLON LOXON CONCRETE PRIMER			260.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/17/20	09/30/20		0819-6	N
	2 CS POLY KNIT 9 x 1-1			12.39	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/17/20	09/30/20		0819-6	N
				272.39								
	Vendor Total:			272.39								
<b>R0537 STITCHES N INK</b>												
	20-01161	09/17/20	JACKET FOR LESTER SOTO									
	1 ITEM #J754 XL JACKET FOR			59.99	0-09-55-501-002-507	B Uniforms & Safety Equipment	R	09/17/20	09/30/20		14278	N
	Vendor Total:			59.99								
<b>T0211 TRAP ROCK INDUSTRIES LLC.</b>												
	20-00930	07/29/20	SCREENINGS									
	1 INV.	8114729 - SCREENINGS		133.53	0-01-28-369-001-140	B Landscape Maintenance	R	07/29/20	09/30/20		8114729	N
	Vendor Total:			133.53								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>T1886 TWIN COUNTY JANITORIAL</b>												
	20-00891	07/23/20	40 X 48 BLACK BAGS									
	1		40 X 48 BLACK BAGS	288.50	0-01-20-125-001-035	B Paper Products/Janitorial	R	07/23/20	09/30/20		025017	N
	Vendor Total:			288.50								
<b>U0144 UPS</b>												
	20-01168	09/21/20	161Y33 NJMVC & SIGMA CONTROLS									
	1		ACCT 161Y33 NJMVC	5.65	0-01-30-421-001-022	B Postage & Express Charges	R	09/21/20	09/30/20		0000161Y33370	N
	2		ACCT 161Y33 SIGMA CONTROLS	8.91	0-01-30-421-001-022	B Postage & Express Charges	R	09/21/20	09/30/20		0000161Y33370	N
				14.56								
	Vendor Total:			14.56								
<b>U0013 USA BLUE BOOK</b>												
	20-00099	02/03/20	BANJO VALVES									
	1		ITEM #37903 BANJO VALVES	147.80	0-09-55-501-002-503	B Sewer Plant Maintenance	R	02/03/20	09/30/20		134731	N
	2		FREIGHT	25.22	0-09-55-501-002-503	B Sewer Plant Maintenance	R	09/21/20	09/30/20		134731	N
				173.02								
	20-00870	07/15/20	CHEMICAL PUMP/PUMP REPAIR KIT									
	1		43048 - CHEMICAL PUMP	1,199.95	0-09-55-501-001-503	B Water Plant Maintenance	R	07/15/20	09/30/20		305220	N
	2		43084 - PUMP REPAIR KIT	169.00	0-09-55-501-001-503	B Water Plant Maintenance	R	07/15/20	09/30/20		291742	N
	3		SHIPPINGNG	9.52	0-09-55-501-001-503	B Water Plant Maintenance	R	07/15/20	09/30/20		291742/305220	N
				1,378.47								
	Vendor Total:			1,551.49								
<b>V0275 V.E. RALPH &amp; SON, INC.</b>												
	20-00837	07/13/20	MEDICAL SUPPLIES									
	1		ACTISPLINT ROLLED 4.25"X36"	13.90	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	2		DYNAREX CHILD ANEROIDSPHYGMOM-	30.00	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	3		DYNAREX ADULT ANEROIDSPHYGMOM-	10.00	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	4		DYNAREX LG ADULT ANEROIDSPHYG-	36.00	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	5		CONVENIENCE BAG 12/PKG	37.90	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	6		SUCTION TUBING 6FT 6MM I.D.	7.95	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	7		ADULT NASAL CANNULA	6.20	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N
	8		DISP ORAL AIRWAY KIT	4.49	0-01-25-260-001-136	B Medical Supplies	R	07/13/20	09/30/20		400881	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
V0275 V.E. RALPH & SON, INC. Continued											
20-00837 07/13/20 MEDICAL SUPPLIES Continued											
	9		BERMAN AIRWAY 40MM PINK	0.87	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	10		BERMAN AIRWAY 50MM	0.87	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	11		BERMAN AIRWAY 60MM	0.87	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	12		BERMAN AIRWAY 80MM	0.87	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	13		BERMAN AIRWAY 90MM	0.87	0-01-25-260-001-136	R	07/13/20	09/30/20		400881/402476	N
	14		BERMAN AIRWAY 100MM	0.87	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	15		NASO AIRWAY 26 FR	13.00	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	16		STER COMBINE PAD 5x9 (20)	9.70	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	17		SPRAGUE RAPPAPORT STETH NAVY	41.85	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	18		CONFORM BAND STER 4x7512/BX	13.65	0-01-25-260-001-136	R	07/13/20	09/30/20		400881	N
	19		FIRST RESPONDER PACK NAVY W/	110.25	0-01-25-260-001-136	R	07/13/20	09/30/20		402476	N
				340.11							
20-01074 08/28/20 C-A-T TOURNIQUET AND TRAINER											
	1		C-A-T TOURNIQUET ORANGE GEN	209.93	0-01-25-260-001-136	R	08/28/20	09/30/20		404826	N
	2		C-A-T TRAINER BLUE	119.85	0-01-25-260-001-136	R	08/28/20	09/30/20		404826	N
	3		NASO AIRWAY 28 FR	37.08	0-01-25-260-001-136	R	08/28/20	09/30/20		404826	N
	4		RESCUE BLANKET	10.25	0-01-25-260-001-136	R	08/28/20	09/30/20		404826	N
	5		SALINE SOLUTION/250 ML	10.78	0-01-25-260-001-136	R	08/28/20	09/30/20		404826	N
	6		STERILE WATER 250 ML	26.95	0-01-25-260-001-136	R	08/28/20	09/30/20		404826	N
				414.84							
	Vendor Total:			754.95							
V0019 VERIZON											
20-01206 09/25/20 ACCTS 1-69 & 1-53 9/15/20											
	1		250-717-367-0001-69 9/15/20	111.52	0-09-55-501-003-545	R	09/25/20	09/30/20		250717367000169	N
	2		750-717-188-0001-53 9/15/20	280.48	0-01-31-440-001-089	R	09/25/20	09/30/20		750717188000153	N
				392.00							
	Vendor Total:			392.00							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>VERIZON FIOS</b>												
20-01167	09/21/20	155-504-140-0001-53	9/9/2020									
1		155-504-140-0001-53	9/9/2020	164.99	0-01-25-240-001-060	B INTERNET AND WEB SERVICES	R	09/21/20	09/30/20		155504140000153	N
Vendor Total:				164.99								
<b>VERIZON WIRELESS</b>												
20-01193	09/22/20	INV 9862366771	9/8/2020									
1		INV 9862366771	9/8/2020	304.08	0-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	09/22/20	09/30/20		9862366771	N
Vendor Total:				304.08								
<b>WASTE MANAGEMENT OF NJ, INC.</b>												
20-00175	02/14/20	RECYCLING RES 2017-31			B							
9		INV 2948767-0502-0	9/1/2020	5,263.58	0-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	02/14/20	09/30/20		2948767-0502-0	N
Vendor Total:				5,263.58								
<b>WASTE MGMT OF NEW JERSEY, INC.</b>												
20-01208	09/25/20	SLUDGE REMOVAL AUGUST 2020										
1		SLUDGE REMOVAL AUGUST 2020		6,082.95	0-09-55-501-002-538	B Sludge Removal/Disposal-waste Management	R	09/25/20	09/30/20		2948805-0502-8	N
Vendor Total:				6,082.95								
<b>WATER WORKS SUPPLY CO., INC.</b>												
20-01036	08/20/20	ADAPTORS/CLAMPS/TOOL										
1		INV. IF99511 - ADAPTORS/CLAMPS		730.86	0-09-55-501-001-535	B Hydrants and Line Repair	R	08/20/20	09/30/20		IF99511	N
Vendor Total:				730.86								
<b>YOSTEMBSKI, ROBERT</b>												
20-01110	09/08/20	EXTRA SESSION PROSECUTOR 1/29										
1		EXTRA SESSION PROSECUTOR 1/29		300.00	0-01-25-275-001-111	B Municipal Prosecutor	R	09/09/20	09/30/20		EXTRA JAN 2020	N
Vendor Total:				300.00								

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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

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Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	0-01	58,433.61	0.00	58,433.61	0.00	0.00	0.00	58,433.61
	0-09	28,272.43	0.00	28,272.43	0.00	0.00	0.00	28,272.43
	0-21	0.00	0.00	0.00	0.00	0.00	38,536.28	38,536.28
	Year Total:	86,706.04	0.00	86,706.04	0.00	0.00	38,536.28	125,242.32
	9-09	16.67	0.00	16.67	0.00	0.00	0.00	16.67
GENERAL CAPITAL	C-04	30,079.75	0.00	30,079.75	0.00	0.00	0.00	30,079.75
WATER/SEWER CAPITAL	C-08	2,949.25	0.00	2,949.25	0.00	0.00	0.00	2,949.25
	Year Total:	33,029.00	0.00	33,029.00	0.00	0.00	0.00	33,029.00
TRUST OTHER - FUND #12	T-12	77.28	0.00	77.28	0.00	0.00	0.00	77.28
ANIMAL CONTROL TRUST FUND #13	T-13	6.00	0.00	6.00	0.00	0.00	0.00	6.00
	Year Total:	83.28	0.00	83.28	0.00	0.00	0.00	83.28
Total of All Funds:		119,834.99	0.00	119,834.99	0.00	0.00	38,536.28	158,371.27

Project Description	Project No.	Rcvd Total	Held Total	Project Total
SITE PLAN	2019-02	264.00	0.00	264.00
Pre-Planning Review	3PRCLLC	37,383.28	0.00	37,383.28
WINDSOR PROPERTY ASSOC., LLC	WIND1601	889.00	0.00	889.00
Total of All Projects:		<u>38,536.28</u>	<u>0.00</u>	<u>38,536.28</u>



# Resolution 2020-192

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

**AUTHORIZING PAYMENT NO. 13 - THE MUSIAL GROUP, P.A.  
(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR  
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

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

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

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

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

**WHEREAS**, Resolution 2020-153, adopted on August 3, 2020, amended the contact to not exceed \$511,995.00 without further authorization of the Governing Body; and

**WHEREAS**, the architect has submitted payment request No. 13 for professional services for August 30, 2020 – September 9, 2020, in the total amount of \$8,089.08; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the payment request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$8,089.08, 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 October 5, 2020.

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Margaret Riggio  
Deputy Borough Clerk

# Invoice

**THE MUSIAL GROUP, p.a.**  
 architecture - planning - interior design  
 191 Mill Lane  
 Mountainside, New Jersey 07092  
 908.232.2860 ext. 241

September 25, 2020  
 Project No: 118719.00  
**Invoice No: 13**

**Borough of Hightstown**

156 Bank Street  
 Hightstown NJ 08520  
 Attn.: Debra Sopronyi  
 Borough Clerk / Administrator

**Project: 118719.00 MUNICIPAL BUILDING, POLICE HEADQUARTERS & POLICE SUBSTATION**

**Professional services from August 30, 2020 to September 09, 2020**

**Fee**

Phase	Fee	Percent Complete	Earned	Current
<b>BASE BID: MUNICIPAL BUILDING</b>				
CONCEPT DESIGN	10,500.00	100.00	10,500.00	0.00
SCHEMATIC DESIGN	29,984.00	100.00	29,984.00	0.00
DESIGN DEVELOPMENT	44,925.00	100.00	44,925.00	0.00
DESIGN DEVELOPMENT	44,925.00	100.00	44,925.00	0.00
CONSTRUCTION DOCUMENTS	71,094.00	9.145	6,501.55	3,657.79
CONTRACT ADMINISTRATION	41,000.00	0.00	0.00	0.00
<b>ALTERNATE #2 FEE: POLICE HEADQUARTERS</b>				
CONCEPT DESIGN	13,600.00	100.00	13,600.00	0.00
SCHEMATIC DESIGN	37,650.00	100.00	37,650.00	0.00
DESIGN DEVELOPMENT	65,117.00	100.00	65,117.00	0.00
CONSTRUCTION DOCUMENTS	86,128.00	9.145	7,876.41	4,431.29
BIDDING	7,219.00	0.00	0.00	0.00
CONTRACT ADMINISTRATION	45,237.00	0.00	0.00	0.00
<b>ADDITIONAL FEE POLICE SUB STATION</b>				
CONCEPT	13,000.00	100.00	13,000.00	0.00
ADDITIONAL SUBSTATION DESIGN	39,100.00	0.00	0.00	0.00
Total Fee	511,995.00	Total Earned	229,153.96	
		Previous Fee	221,064.88	
		Current Fee Billing	8,089.08	
		<b>Total Fee</b>		<b>8,089.08</b>

**Total this invoice \$8,089.08**

**Billings to date**

	Current	Prior	Total
Fee	8,089.08	221,064.88	229,153.96
<b>Totals</b>	<b>8,089.08</b>	<b>221,064.88</b>	<b>229,153.96</b>

# Resolution 2020-193

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

**AUTHORIZING PAYMENT NO. 3 – S & G PAVING CONSTRUCTION  
(IMPROVEMENTS TO LINCOLN AVENUE, HAGEMOUNT AVENUE AND ROCKY  
BROOK COURT)**

**WHEREAS**, on March 2, 2020, the Borough Council awarded a contract for Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court in Hightstown Borough to S & G Paving Construction, Inc, of Monroe, New Jersey at the price of \$764,028.15; and

**WHEREAS**, the contractor has submitted payment No. 3, in the amount of \$97,327.47, partial payment through September 23, 2020 for test pits, cleanouts, curb valves & boxes, inlets, a manhole, lawn inlets, storm piping, underdrain, concrete curb and sidewalk, concrete driveway repairs, police traffic directors and water main; and

**WHEREAS**, the Borough Engineer has recommended approval of payment No. 3, in the amount of \$97,327.47; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown payment No. 3, in the amount of \$97,327.47 to S&G Paving Construction, Inc. of Monroe, New Jersey is hereby approved as detailed herein.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2020.

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Margaret Riggio  
Deputy Borough Clerk



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## MEMORANDUM

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**TO:** Mayor and Council  
Borough of Hightstown

**FROM:** Carmela Roberts, P.E., C.M.E. *CR*  
Borough Engineer

**DATE:** September 29, 2020

**RE:** Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court  
Payment No. 3  
Our File No.: H1749

Attached please find the following in reference to Payment No. 3 which is a partial payment through September 23, 2020 for test pits, cleanouts, curb valves and boxes, inlets, a manhole, lawn inlets, storm piping, underdrain, concrete curb and sidewalk, concrete driveway repairs, police traffic directors, and water main:

1. Payment No. 3
2. Invoice No. 3

Please note, since the Contractor submitted Invoice No. 3, they have notified this office that Invoice No. 4 will include additional costs associated with Uniform Traffic Directors. Specifically, the Contractor was recently billed approximately \$14,000.00 by Extra Duty Solutions in addition to the bill included with Invoice No. 3. The \$14,000.00 is related to Uniform Traffic Directors provided by Robbinsville Township during construction. This additional cost brings the total fee for Uniform Traffic Directors to approximately \$29,000.00 to date. If you recall, Change Order No. 2 included \$20,000 for Uniform Traffic Directors. We anticipate Change Order No. 3 to be provided in late October and will include all additional unanticipated traffic control as requested by the Borough Police Department.

I recommend payment be made to S & G Paving Construction, Inc. in the amount of \$97,327.47 subject to the receipt of certified payrolls.

Should you have any questions, please do not hesitate to call.

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk  
Peggy Riggio, RMC, CMR, Borough Deputy Borough Clerk  
George Lang, Borough CFO  
Stan Werchinski, S&G Paving Construction, Inc.  
Cameron Corini, PE, CME, Roberts Engineering Group, LLC  
Kelly Pham, Roberts Engineering Group, LLC



**PAYMENT No. 3**  
**IMPROVEMENTS TO LINCOLN AVENUE, HAGEMONT AVENUE, AND ROCKY BROOK COURT**  
**Borough of Hightstown, Mercer County, New Jersey**  
September 28, 2020  
File No.: H1749

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	1.00	LS	0.50	0.00	\$2,500.00	\$1,250.00
2	Clearing Site	1.00	LS	0.50	0.00	\$7,500.00	\$3,750.00
3	Project Video	1.00	LS	1.00	0.00	\$500.00	\$500.00
4	Traffic Director, Flagger	80.00	HOURL	80.00	0.00	\$25.00	\$2,000.00
5	Traffic Cones	25.00	UNIT	25.00	0.00	\$0.01	\$0.25
6	Drums	10.00	UNIT	10.00	0.00	\$0.01	\$0.10
7	Breakway Barricade	7.00	UNIT	7.00	0.00	\$0.01	\$0.07
8	Construction Sign 'B' (60"x30")	3.00	UNIT	2.00	0.00	\$0.01	\$0.02
9	Construction Sign 'C' (72"x60")	2.00	UNIT	2.00	0.00	\$950.00	\$1,900.00
10	Construction Sign 'D' (36"x12")	1.00	UNIT	0.00	0.00	\$450.00	\$0.00
11	Inlet Filter, Type 2	20.00	UNIT	9.00	0.00	\$50.00	\$450.00
12	Silt Fence	300.00	LF	0.00	0.00	\$1.00	\$0.00
13	Excavation, Test Pit	30.00	CY	10.63	6.59	\$25.00	\$265.75
14	Tree & Stump Removal - 6" and Less	1.00	UNIT	1.00	0.00	\$500.00	\$500.00
15	Tree & Stump Removal - 7"-12"	1.00	UNIT	1.00	0.00	\$750.00	\$750.00
16	Tree & Stump Removal - 13"-18"	1.00	UNIT	1.00	0.00	\$1,000.00	\$1,000.00
17	Tree & Stump Removal - 19"-24"	1.00	UNIT	1.00	0.00	\$1,500.00	\$1,500.00
18	Tree & Stump Removal - 25"-30"	2.00	UNIT	2.00	0.00	\$2,000.00	\$4,000.00
19	Tree & Stump Removal - 31"-36"	1.00	UNIT	1.00	0.00	\$2,500.00	\$2,500.00
20	Tree & Stump Removal - 37"-42"	2.00	UNIT	3.00	0.00	\$3,000.00	\$9,000.00
21	6" PVC Sanitary Lateral	616.00	LF	4.00	0.00	\$50.00	\$200.00
22	PVC Cleanout, Sanitary	33.00	UNIT	18.00	18.00	\$500.00	\$9,000.00
23	Sanitary Manhole Frame and Cover	13.00	UNIT	0.00	0.00	\$750.00	\$0.00
24	6" Insertion Valve	2.00	UNIT	0.00	0.00	\$900.00	\$0.00
25	Fire Hydrant Assembly, Complete	2.00	UNIT	0.00	0.00	\$4,500.00	\$0.00
26	1" Type 'K' Copper Water Service	230.00	LF	139.00	0.00	\$90.00	\$12,510.00
27	Curb Valve and Box	34.00	UNIT	20.00	3.00	\$1,250.00	\$25,000.00
28	Type 'A' Inlet with Frame and Bicycle Safe Grate	1.00	UNIT	1.00	0.00	\$2,250.00	\$2,250.00
29	Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	2.00	UNIT	2.00	2.00	\$2,500.00	\$5,000.00
30	Doghouse Type 'E' Inlet with Frame and Bicycle Safe Grate	1.00	UNIT	1.00	0.00	\$2,850.00	\$2,850.00
31	4" Dia. Storm Doghouse Manhole with Frame and Cover	1.00	UNIT	1.00	1.00	\$2,850.00	\$2,850.00
32	Modified Type 'A' Inlet with Frame and Cover	1.00	UNIT	1.00	0.00	\$2,400.00	\$2,400.00
33	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 4" Type 'N' Eco Curb Piece	1.00	UNIT	2.00	0.00	\$2,850.00	\$5,700.00
34	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 6" Type 'N' Eco Curb Piece	3.00	UNIT	2.00	1.00	\$2,850.00	\$5,700.00
35	Modified Type 'E' Inlet with Frame and Bicycle Safe Grate	1.00	UNIT	1.00	0.00	\$3,000.00	\$3,000.00
36	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 6" Type 'N' Eco Curb Piece	1.00	UNIT	0.00	0.00	\$950.00	\$0.00
37	Remove and Replace Type 'B' Inlet Frame and Grate with Frame, Bicycle Safe Grate and 8" Type 'N' Eco Curb Piece	4.00	UNIT	0.00	0.00	\$950.00	\$0.00
38	Lawn Inlet	6.00	UNIT	4.00	2.00	\$1,250.00	\$5,000.00
39	Remove and Replace Storm Manhole Frame and Cover	1.00	UNIT	0.00	0.00	\$750.00	\$0.00
40	Connect to Existing Manhole	1.00	UNIT	0.00	0.00	\$650.00	\$0.00
41	12" Reinforced Concrete Pipe	150.00	LF	128.00	128.00	\$55.00	\$7,040.00
42	8" Ductile Iron Pipe	424.00	LF	0.00	0.00	\$75.00	\$0.00
43	6" Perforated HDPE Underdrain	1,086.00	LF	648.00	285.00	\$45.00	\$29,160.00
44	4" HDPE Storm Pipe	207.00	LF	289.00	46.00	\$42.00	\$12,138.00
45	PVC Cleanout, Storm	28.00	UNIT	20.00	6.00	\$650.00	\$13,000.00
46	6"x8"x18" Concrete Vertical Curb	4,440.00	LF	1,253.00	500.00	\$22.00	\$27,566.00
47	Concrete Sidewalk, 4" Thick	809.00	SY	492.00	200.00	\$85.00	\$41,820.00
48	Reinforced Concrete Sidewalk, 6" Thick	325.00	SY	90.91	19.91	\$99.00	\$9,000.09
49	Detectable Warning Surface	6.00	SY	2.00	0.00	\$450.00	\$900.00



Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
50	Bituminous Driveway Repair	203.00	SY	45.28	0.00	\$24.00	\$1,086.72
51	Stone Driveway Repair	21.00	SY	0.00	0.00	\$15.00	\$0.00
52	HMA Milling, 3" Or Less	8,975.00	SY	0.00	0.00	\$3.25	\$0.00
53	Excavation Unclassified, 12" Depth	1,500.00	SY	0.00	0.00	\$18.00	\$0.00
54	Compacted Dense Graded Aggregate, 6" Thick	1,500.00	SY	0.00	0.00	\$9.00	\$0.00
55	HMA Pavement Repair	755.00	SY	0.00	0.00	\$32.00	\$0.00
56	Tack Coat	1,050.00	GAL	0.00	0.00	\$5.00	\$0.00
57	HMA 19M64 Base Course, 4" Thick	405.00	TON	0.00	0.00	\$99.00	\$0.00
58	HMA 9.5M64 Leveling Course, Variable Thickness	180.00	TON	0.00	0.00	\$1.00	\$0.00
59	HMA 9.5M64 Surface Course, 2" Thick	1,337.00	TON	0.00	0.00	\$92.50	\$0.00
60	1 1/2" Clean Stone, If & Where Directed	50.00	CY	0.00	0.00	\$35.00	\$0.00
61	Select Fill, If & Where Directed	50.00	CY	0.00	0.00	\$45.00	\$0.00
62	Traffic Markings, 24" Wide White	165.00	LF	0.00	0.00	\$8.65	\$0.00
63	Traffic Markings, 12" Wide White	210.00	LF	0.00	0.00	\$4.30	\$0.00
64	Traffic Markings, 8" Wide White	268.00	LF	0.00	0.00	\$2.90	\$0.00
65	Traffic Stripe, 4" Wide Yellow	240.00	LF	0.00	0.00	\$1.45	\$0.00
66	R1-1 Regulatory Sign 'Stop' (30"x30")	3.00	UNIT	0.00	0.00	\$450.00	\$0.00
67	W14-1 Warmomg Sign 'Dead End' (30"x30")	1.00	UNIT	0.00	0.00	\$450.00	\$0.00
68	Street Sign	4.00	UNIT	0.00	0.00	\$350.00	\$0.00
69	Tree Planting, 2" Cal.	16.00	UNIT	0.00	0.00	\$650.00	\$0.00
70	Topsoling, 5" Thick	1,475.00	SY	0.00	0.00	\$6.00	\$0.00
71	Fertilizing and Seeding, Type A-3	1,475.00	SY	0.00	0.00	\$3.00	\$0.00
72	Fuel Price Adjustment	5,000.00	DOLLAR	0.00	0.00	\$1.00	\$0.00
73	Asphalt Price Adjustment	5,000.00	DOLLAR	0.00	0.00	\$1.00	\$0.00
S-1	Association Park Asphalt Sidewalks	1	LS	0.00	0.00	\$13,000.00	\$0.00
S-2	Raise Manhole	1	UNIT	0.00	0.00	\$1,100.00	\$0.00
S-3	Credit: 1" Type 'K' Copper Water Service	200	LF	139.00	0.00	(\$10.00)	(\$1,390.00)
S-4	Credit: Curb Valve and Box	33	UNIT	20.00	3.00	(\$100.00)	(\$2,000.00)
S-5	Uniformed Traffic Directors	1	LS	0.77	0.06	\$20,000.00	\$15,460.20
S-6	8" HDPE Pipe	165	LF	422.00	257.00	\$65.00	\$27,430.00
<b>TOTAL WORK COMPLETED</b>							<b>\$292,037.20</b>
LESS: RETAINAGE 2%							\$5,840.74
<b>SUBTOTAL</b>							<b>\$286,196.46</b>
LESS: PREVIOUS PAYMENTS							\$188,868.99
<b>TOTAL AMOUNT DUE</b>							<b>\$97,327.47</b>
AMOUNT OF ORIGINAL CONTRACT							\$764,028.15
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NOS. 1 & 2 (13.53%)							\$867,428.15

# Resolution 2020-194

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES  
FOR A BACKUP OPERATOR AT THE ADVANCED WASTE WATER TREATMENT  
PLANT – ENVIRONMENTAL ENGINEERING MANAGEMENT ASSOCIATES, INC.**

**WHEREAS**, there exists the need for professional services for on demand backup operator coverage for the Advanced Wastewater Treatment Plant; and

**WHEREAS**, these services have been

**WHEREAS**, Environmental Engineering Management Associates, Inc. has submitted a proposal to perform these services, dated September 17, 2020; and

**WHEREAS**, the Borough Council wishes to establish a contract with Environmental Engineering Management Associates, Inc. of Kulpville, Pennsylvania for these services; and

**WHEREAS**, the cost for the proposed services shall not exceed \$15,000.00 without further approval by the Borough Council; and,

**WHEREAS**, the CFO has certified that funds are available for this expenditure are available in the 2020 budget; and,

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

**WHEREAS**, the term of this contract is for October 1, 2020 through September 30, 2021 and may only be renewed upon further action of the Borough Council; and

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Environmental Engineering Management Associates, Inc. regarding the above-referenced professional services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Environmental Engineering Management Associates, Inc. is a firm whose operators are authorized by law to practice a recognized profession.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2020.

---

Margaret Riggio  
Deputy Borough Clerk



September 17, 2020

Borough of Hightstown  
148 N. Main Street  
Hightstown, NJ. 08520

Attn: Borough Administrator

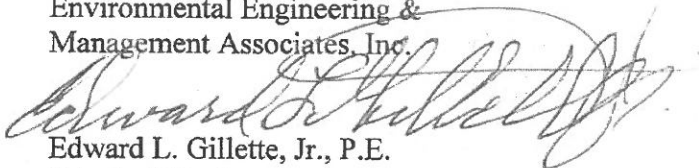
Re: Proposal for Engineering Services  
Operator Coverage

Dear Borough Administrator,

Environmental Engineering & Management Associates, Inc. (EEMA) is pleased to provide this proposal to provide backup operator coverage for the Hightstown Advanced Wastewater Treatment Plant. Coverage will be on demand and billed hourly plus expenses. The hourly rate will be \$185.00 per hour. Expenses will be less than \$100.00 per trip. Edward L. Gillette, Jr., P.E. will be the backup operator. He currently holds a New Jersey class S4 and C4 operator's license. EEMA's standard terms and conditions are attached and are a part of the proposal. Also attached is EEMA's standard insurance coverages and Mr. Gillette's resume.

If you have any questions, please do not hesitate to contact me.

Very truly yours,  
Environmental Engineering &  
Management Associates, Inc.



Edward L. Gillette, Jr., P.E.  
Principal Engineer

ELG/bjn  
enclosures



## STANDARD TERMS AND CONDITIONS

### 1. Out-of-Pocket-Expenses

Out-of-pocket expenses incurred by ENVIRONMENTAL ENGINEERING & MANAGEMENT ASSOCIATES, INC. (EEMA) include, but are not limited to: Relocation, travel and living expenses of EEMA employees when engaged on the project away from their home office; long distance telephone charges; telegraph and telex charges; printing, reproduction and electronic data processing performed by EEMA; the use of EEMA's and employees' automobiles, in accordance with EEMA's standard rates; and the services of approved outside consultants or specialists. All of said expenses shall be charged at the cost of same to EEMA, plus ten percent (10%). Travel time is billed as engineering time.

### 2. Patents

EEMA will not conduct patent searches in the performance of its services and assumes no responsibility or liability for any patent or copyright infringement arising therefrom.

Nothing contained herein shall be construed as a warranty or representation that anything made, sold, or used arising out of the services provided for the project will be free from infringement of patents.

### 3. Terms of Payments

Client shall pay EEMA for services rendered and expenses accounted for monthly as billed. In the event that payment is not made within 30 days from the date of billing, interest will be charged at the rate of one percent (1%) per month, or a maximum rate of interest permitted by law, whichever is less.

### 4. Acceptance

EEMA's offer to perform services for this project shall remain open for acceptance for a period of 60 days from the date of this proposal, after which time EEMA reserves the right to review, revise, or withdraw its offer. No other terms and conditions shall be deemed applicable to this transaction unless expressly agreed to in writing by EEMA.

5. Termination

This agreement for EEMA services may be terminated by either party upon 30 days prior written notice to either party. In the event of termination, EEMA shall be compensated for the services performed and expenses incurred up to the date of termination, plus reasonable termination costs.

6. Warranty and Remedy

EEMA warrants that it shall exert the degree of care and skill in the performance of its services normally exercised by similar professionals under similar circumstances. This warranty is in lieu of and excludes all other warranties whether express or implied, by operation of law or otherwise, including any warranty of fitness for particular purpose.

EEMA's liability to the client for losses, injuries, damages or expenses arising from EEMA's services under this Agreement and which are covered by EEMA's general liability insurance coverage. For any other losses, injuries, damages or expenses arising from EEMA's services, the client agrees that EEMA's total aggregate liability therefore shall not exceed amount of EEMA's service revenue under this Agreement. In no event shall EEMA be liable for consequential damages.

For the purposes of this Agreement, the terms "liable" and "liability" shall mean liability of any kind that may be found to rest upon EEMA, whether arising from the negligence of EEMA, its subcontractors, agents or employees, breach of warranty, breach of contract, strict or absolute liability and/or any other cause.

Any and all claims arising therefrom shall be litigated in and only in a court located in the county and state of EEMA's office. Client will not contest venue or jurisdiction.

**INSURANCE**

Professional Liability	\$1,000,000
General Liability	\$1,000,000
Automobile	\$1,000,000

**EDWARD L. GILLETTE, JR., P.E.***President/Principal Engineer***Special****Competence:**

*More than forty six years sanitary engineering experience specializing in wastewater treatment and industrial facilities including concept desing, start-up, operator training, operations and maintenance preparation, operations and management, and troubleshooting.*

**Education:**

*BSCE (Sanitary Option), Tufts University, 1969.  
Graduate Studies: Sanitary Engineering; Tufts University, 1969-70.  
Business Management; Frostburg State College, 1972-73.*

**Employment  
History:**

*1988-Present           Environmental Engineering & Management Associates, Inc.  
President & Principal Engineer*

*1984-1987           PSC Environmental Services, Inc.  
Principal Engineer, Operations Consultant*

*1973-1984           Betz-Converse-Murdoch  
Concept Design and Operations Department Technical Consultant*

*1972-1973           Baker-Wibberley and Associates  
Sanitary Engineer*

*1970-1972           Linde Division of Union Carbide  
Wastewater Treatment Field Operations Pilot Plant  
Engineer*

**Registration:**

- *Diplomate, American Academy of Environmental Engineers*
- *Registered Professional Engineer in Pennsylvania (1973), Delaware, Maryland, West Virginia, New Jersey, Virginia, Arkansas, Tennessee, North Carolina, Ohio and Illinois*
- *Certified STP Operator in Pennsylvania (unlimited)*
- *Certified S-4 Operator in New Jersey (unlimited)*

**Professional  
Societies:**

- *Water Environment Federation*
- *Life Member, Eastern Pennsylvania Water Pollution Operators Association*
- *Past President, Pennsylvania Water Environment Association, 2008*

Edward L. Gillette, Jr., P.E.

Page 4

*Provided concept design services to a variety of industrial clients to define and correct wastewater problems, with specific emphasis on metals reduction.*

*Conducted seminars for the State of Pennsylvania relating to cost saving and improved operation efficiency at wastewater treatment plant.*

*Conducted all wastewater treatment plant operator training courses offered by the State of Pennsylvania for more than 30 years as an employee of Pennsylvania Community Affairs (PADCA).*

*Process Design Manager for \$16 million plant expansion and upgrade for nitrification an advanced waste treatment.*

*-Process troubleshooting, cost saving and permit compliance project for a 40 MGD activated sludge treatment plant.*

*Construction inspection and resident engineer of plants from 1.0 to 26 MGD for equipment installation, performance testing, and acceptance, including liaison with owner, contractor and engineer.*

*Complete process design for 7.0 MGD advanced secondary treatment plant.*

*Co-author of proprietary software, System Tw<sup>2</sup>o for operator training approved in Pennsylvania and used by PADEP.*

*Authority Engineer 1984-present 7.13 MGD advanced secondary activated sludge plant with a 125 mile collection system. All phases of engineering from concept, design, construction, startup and operations. Liason with state and federal regulatory agencies. Set up MIPP Program with local limits. Disinfection: UV.*

*Borough Engineer for Wastewater 1992-present 6.5 MGD advanced secondary two stage trickling filter plant. All phases of engineering from concept through startup. Complete EPA MIPP Program.*

*Borough Engineer for Wastewater 1991-present 0.345 MGD two stage trickling filter plant.*

*Industrial Process Engineer 1976-present for MGD, 20,000 lbs/day BOD wastewater treatment plant treating flow from a chemical processing plant.*

*Provide concept design and operations assistance at small commercial WWTPs from 5,000 to 50,000 gpd. 1988-present.*



STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Licensing Programs  
NJDEP  
Mail Code 401-04E  
PO BOX 420  
Trenton, NJ 08625-0420

Please detach your license and carry it with you for identification purposes.

EDWARD L GILLETTE JR  
1509 FAIRVIEW WAY  
LANSDALE PA 19446

Document #: 201378140  
D0003F FRONT



STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
NJDEP

Licensing Programs  
Mail Code 401-04E  
PO BOX 420  
Trenton, NJ 08625-0420

Please detach your license and carry it with you for identification purposes.

EDWARD L GILLETTE JR  
1509 FAIRVIEW WAY  
LANSDALE PA 19446

Document #: 201378130



Hereby Certifies the Goodstanding of:  
EDWARD L GILLETTE JR SSN:

License No. 772184 Reg No. 772184

C4 COLLECTION AS A LICENSED:

Expires: 09/30/21 Document#: 201378140



Hereby Certifies the Goodstanding of:  
EDWARD L GILLETTE JR SSN:

License No. 763623 Reg No. 763623

S4 PUBLIC WASTEWATER AS A LICENSED:

Expires: 09/30/21 Document#: 201378130

**BOROUGH OF HIGHTSTOWN  
156 BANK STREET  
HIGHTSTOWN NEW JERSEY 08520**

**AGREEMENT FOR: Back up Operator, Advanced Wastewater  
Treatment Plant**

This AGREEMENT, made this 5<sup>th</sup> day of October, 2020 by and between:

THE BOROUGH OF HIGHTSTOWN, a Municipal Corporation of the State of New  
Jersey with offices located at 156 Bank Street, Hightstown, New Jersey 08520  
("Borough")

and

Environmental Engineering & Management Associates, Inc.  
P.O. Box 232  
Kulpsville, PA 19443

("Supplier")

In connection with the Supplier's bid proposal dated September 17, 2020, and the Borough's Notice of Award (Resolution 2020-194) of same dated October 5, 2020, the Borough and Supplier agree as follows:

**1. Scope of Work**

The Supplier hereby agrees to provide backup operator coverage for the Hightstown Advanced Wastewater Treatment Plant. Coverage will be on demand and billed hourly plus expenses in accordance with the terms of aforesaid bid proposal.

**2. Time of Completion**

The work performed under this contract will be on demand coverage for the Hightstown Advanced Wastewater Treatment Plant

**3. Contract Sum**

The hourly rate will be \$185.00 per hour plus expenses. (Expenses will be less than \$100 per trip.)

**4. Hold Harmless Agreement**

The Supplier agrees to make payment of all proper charges for labor and materials required in the aforementioned work, indemnify, defend and save harmless the Borough, its Officers, Agents and Servants, on each and every one of them, against and from all suits and costs of every description

including but not limited to costs of legal and any claims under the prevailing Wage Rate laws, the American with Disabilities Act, and from all damage which the Borough or any of its Officers, Agents and Servants may be put, by reason of injury to the person or property of others resulting from the carelessness in the performance of work, or through any improper or defective machinery, implement or appliances used by the Supplier in work, or through any act or omission on the part of the Supplier or his Agent or Agents.

**5. Payment of Supplier**

In consideration of the Supplier's agreements as set forth herein, the Borough hereby agrees to pay the Supplier for the work, when completed in accordance with the specification at the unit price or lump sum prices bid for the respective items, the said payments to be made in accordance with the provisions contained in the Contract Documents. Payments will be made after a properly executed Borough purchase order/voucher has been received and formally approved by the Borough Council at its subsequent regular meeting. The voucher will be certified correct by the Department Head who received the goods or services.

**6. Contract Documents**

The Contract Documents, proposal dated September 17, 2020, received from Environmental Engineering and Management, Inc., are incorporated herein and made a part hereof by reference.

**7. Affirmative Action Regulations**

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall



include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division’s website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

- 8. This agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior written consent of the Borough.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first written above.

ATTEST:

BOROUGH OF HIGHTSTOWN:

\_\_\_\_\_  
Debra L. Sopronyi, RMC/QPA  
Administrator/Clerk/Purchasing Agent

\_\_\_\_\_  
Lawrence D. Quattrone, Mayor

ATTEST or WITNESS:

Environmental Engineering  
Management Associates, Inc.

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

# Resolution 2020-195

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

**AUTHORIZING RELEASE OF ESCROW FUNDS – SCICORE ACADEMY,  
CERTIFICATE OF OCCUPANCY 125 RAILROAD AVENUE, SUITES 3,4 & 5**

**WHEREAS**, SciCore Academy deposited escrow funds for Certificate of Occupancy for 125 Railroad Avenue, Suites 3, 4 & 5 accounts 2011-01 and 2011-06; and

**WHEREAS**, SciCore has requested that the escrow funds on deposit with the Borough for accounts 2011-01 and 2011-06; be released as SciCore Academy has vacated the premises and the lease has expired; and

**WHEREAS**, The Borough has determined that there are no outstanding invoices for this project; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Finance Officer is authorized and directed to release the escrow funds on deposit with the Borough for SciCore Academy Accounts 2011-01 and 2011-06 to SciCore Academy c/o OptoMechanical Enterprises, Inc., 7 Waterbury Court, Allentown, NJ 08501

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

- a. SciCore Academy
- b. Hightstown Borough Finance Officer
- c. George Chin, Hightstown Borough Construction Official
- d. Sandy Belan, Planning Board Secretary

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2020.

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Margaret Riggio  
Deputy Clerk

# Resolution 2020-196

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

## **AUTHORIZING SIGNATURES FOR REDEVELOPMENT AREA CIRCULATION PLAN GRANT (DVRPC)**

**WHEREAS**, The Borough of Hightstown has been awarded a Redevelopment Area Circulation Plan Grant through Delaware Valley Regional Planning Commission (DVRPC); and

**WHEREAS**, it is necessary to authorize three individuals to sign required documentation associated with said grant.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown, that the persons whose names and titles appear below are authorized to sign any documents in connection therewith.

1. Debra Sopronyi, Borough Administrator
2. Joseph Cicalese, Councilmember/Chair, Complete Streets Committee
3. Beverly Asselstine, Planning Board Member/Secretary, Complete Street Committee

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2020.

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Margaret Riggio  
Deputy Clerk

# Resolution 2020-197

BOROUGH OF HIGHTSTOWN  
 COUNTY OF MERCER  
 STATE OF NEW JERSEY

## RESOLUTION ESTABLISHING STANDARD PROCEDURES AND REQUIREMENTS FOR PUBLIC COMMENTS MADE DURING REMOTE MEETINGS OF THE BOROUGH OF HIGHTSTOWN COUNCIL

**WHEREAS**, the COVID-19 pandemic has forced local government entities throughout the State of New Jersey to hold public meetings remotely; and

**WHEREAS**, Section 8 of P.L. 2020, c. 34 authorized the Director of the Division of Local Government Services (“Director”) to promulgate regulations establishing standard protocols for remote meetings held by a “local public body” during a Governor-declared emergency (“Regulations”); and

**WHEREAS**, the Director promulgated the Regulations, which are codified as N.J.A.C. 5:39-1.1 through 1.7; and

**WHEREAS**, the Hightstown Borough Council is a “local public body” as defined in the Regulations and is therefore subject to the requirements thereof; and

**WHEREAS**, N.J.A.C. 5:39-1.4(h) requires a local public body to adopt a resolution establishing standard procedures and requirements for public comment made during a remote public meeting as well as for public comments submitted in writing ahead of the remote public meeting; and

**WHEREAS**, in order to fulfill the requirements set forth in N.J.A.C. 5:39-1.4(h) the procedures and requirements appearing below are hereby established by the Council;

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Hightstown, County of Mercer, State of New Jersey, hereby establishes the following procedures and requirements to satisfy the requirement set forth in N.J.A.C. 5:39-1.4(h):

- 1) Members of the public wishing to make a comment during a remote meeting shall be permitted to do so using the audio and/or video technology under which the remote meeting is being held.
- 2) Members of the public may also submit written comments to the Council, through the Deputy Borough Clerk, by either e-mail to ([deputyclerk@hightstownborough.com](mailto:deputyclerk@hightstownborough.com)) or written letter to Deputy Borough Clerk, Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520. Written comments must be received by 12:00 noon on the scheduled day of the remote meeting in order to be included in the meeting.
- 3) Public comments shall be received and/or read into the record during times designated during the meeting for public participation.
- 4) The Council reserves the right to pass over duplicative written comments; however, each duplicative comment shall be noted for the record with the content summarized.
- 5) A member of the public wishing to speak during a remote meeting shall state their name and address for the record prior to making their comment. Said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the “Mayor/Council/Administrative Comments” portion of the meeting.

6) Members of the public commenting during a remote meeting shall not act in any manner to disrupt the meeting. If such a member of the public becomes disruptive during the meeting, the individual chairing the meeting shall mute, or direct the muting of, the disruptive member and warn that any continued disruption may result in the member being prevented from speaking during the meeting or be removed from the remote meeting. Disruptive conduct includes, but is not limited to, sustained inappropriate behaviors such as shouting, interruption, and the use of profanity.

7) Any member who continues to be disruptive after receiving a warning may be muted while other members of the public are allowed to proceed with their comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public are provided an opportunity to comment. Should the individual remain disruptive, the individual may be muted or kept on mute for the remainder of the remote meeting or removed from the meeting.

#### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2020.

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Margaret Riggio  
Deputy Borough Clerk

# Resolution 2020-198

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

## **AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on October 5, 2020, via [www.freeconferencecall.com](http://www.freeconferencecall.com), that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Contract Negotiations – Robbinsville  
Contract Negotiations – Hightstown Housing Authority

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public January 5, 2021, or when the need for confidentiality no longer exists.

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

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 5, 2020.

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Margaret Riggio  
Deputy Borough Clerk