

Agenda

Hightstown Borough Council

November 16, 2020

6:30 PM – Public Session

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 website.

Roll Call

Flag Salute

Approval of the Agenda

Minutes

November 2, 2020 – Public Session

November 2, 2020 – Executive Session

Engineering Items

Stormwater Ordinance

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

Resolution 2020-219 Authorizing Plan Specification Preparation, Contract Administration and Inspection for FEMA Flood Mitigation to the Hightstown Borough Water Treatment Plant

Resolution 2020-220 Authorizing Payment No. 4 and Change Order No. 3 – S&G Paving Construction (Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court)

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 2020-12 Final Reading and Public Hearing An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Ordinance 2020-13 Final Reading and Public Hearing An Ordinance Amending Chapter 3, “Police Regulations”, Section 3-7 “Noise Control” of the Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Ordinance 2020-14 Final Reading and Public Hearing An Ordinance Amending and Supplementing Chapter 5, Entitled “Animal Control”, Subsection 5-1.3, Entitled “Conduct”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey

Ordinance 2020-15 First Reading and Introduction Bond Ordinance Providing for Various Capital Improvements in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$105,000 Therefor and Authorizing the Issuance of \$100,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Ordinance 2020-16 First Reading and Introduction Bond Ordinance Providing for Various Improvements to the Water and Sewer Utility in and By the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$115,100 Therefor and Authorizing the Issuance of \$108,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Ordinance 2020-17 First Reading and Introduction Ordinance Appropriating \$505,500 From Funds Received from FEMA for Water and Sewer Utility Improvements in and by The Borough of Hightstown, in the County of Mercer, New Jersey

Resolutions

2020-221 Authorizing Payment of Bills

2020-222 Rejecting Proposal for a Redevelopment Area Circulation Study

New Business

Best Practices

Old Business

Ordinance Review – Fines (11/02/2020)

Subcommittee Reports

Mayor/Council/Administrative Reports

Executive Session

Resolution 2020-223 Authorizing a Meeting that Excludes the Public

Attorney Client Privilege

Contract Negotiations – Robbinsville

Contract Negotiations – Roosevelt Shared Services Agreements

Personnel – Professional Services RFP

Adjournment

**Meeting Minutes
Hightstown Borough Council
November 2, 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 and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Mayor Quattrone requested that the New Business item Construction Department Operations be removed from the agenda. Council President Musing requested that Resolution 2020-215 be removed from the Consent Agenda and voted on separately.

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

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

October 5, 2020 Public Session

Moved by Council President Musing; Seconded by Councilmember Stults.

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

Minutes approved 6-0.

October 5, 2020 – Executive Session

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Minutes approved 6-0.

October 19, 2020 – Public Session

Moved by Councilmember Misiura; Seconded by Councilmember Jackson.

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

Minutes approved 6-0.

October 19, 2020 – Executive Session

Moved by Councilmember Bluth; Seconded by Council President Musing.

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

Minutes approved 6-0.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street – Spoke about his immigrant grandparents. Spoke against President Trump. Stated that he hopes we will get rid of the Republican party during the election.

There being further comments, Mayor Quattrone closed the public comment period.

ORDINANCES

Ordinance 2020-12 First Reading and Introduction An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Moved for introduction by Councilmember Stults; Seconded by Councilmember Misiura.

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

Ordinance introduced 6-0.

Public Hearing scheduled for November 16, 2020.

Ordinance 2020-12

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND
EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN**

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

Section 1. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	RANGING FROM:	TO:
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$8082,000.00
Deputy Borough Clerk	\$30,000.00	\$6065,000.00
Part-Time Treasurer	\$15,000.00	\$30,000.00
Accounts Payable Clerk	\$30,000.00	\$60,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$5767,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$1525,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$6065,000.00
Tax/Utility Clerk	\$7,000.00	\$4750,000.00
Tax Assessor	\$7,500.00	\$20,000 .00
Registrar of Vital Statistics	\$2,500.00	\$5,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$4,600.00
Municipal Court Administrator	\$30,000.00	\$65,000.00
Deputy Municipal Court Administrator	\$28,000.00	-\$41,000.00
Municipal Magistrate	\$30,000.00	\$50,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$5355,000.00
Planning Board Secretary	\$1,000.00	\$25,000.00
Technical Assistant	\$28,000.00	\$40,000.00
Construction Code Official	\$18,000.00	\$35,000.00
Fire Subcode Official	\$3,500.00	\$8,000.00
Building Subcode Official	\$3,500.00	\$8,000.00
Superintendent of Public Works	\$50,000.00	\$100106,000.00

	RANGING FROM:	TO:
Assistant Superintendent of Public Works	\$50,000.00	\$66,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$25,000.00
Senior Water Plant Operator	\$35,000.00	\$80,000.00
Supervising AWWTP Operator	\$44,000.00	\$56,000.00
Superintendent of AWWTP	\$50,000.00	\$95 107,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$80 90,000.00
Lab Manager – AWWTP	\$35,000.00	\$65 80,000.00
Secretary Board of Health	\$500 100.00	\$1,500.00
Computer Systems Administrator	\$3,000.00	\$6,000.00
Chief Financial Officer	\$2,000.00	\$50 52,000.00
Deputy Chief Financial Officer	\$10,000.00	\$55 70,000.00
Building Inspector	\$3,500.00	\$5,500.00
Zoning Official	\$6,000.00	\$12,000.00
Health Officer	\$8,000.00	\$13 15,000.00
OEM Coordinator	\$2,000.00	\$ 5,000.00
Borough Administrator	\$30,000.00	\$90,000.00
Police Chief	\$120,000.00	\$140 157,000.00

Section 2. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$30.00
Violations Clerk (Part Time)	\$15.00	\$25.00
Disposition Clerk (Part Time)	\$12.50	\$25.00
Special Officer—Municipal Court	\$25.00	\$35.00
Public Health Nurse	\$25.00	\$45.00
School Crossing Guard	\$15.00	\$25.00
Special Officer I	\$8.00	\$18.00
Special Officer II	\$18.00	\$30.00
Clerical Assistant	\$10.50	\$20.00

	RANGING FROM:	TO:
Administrative Assistant	\$13.50	\$30.00
Secretary	\$10.00	\$20.00
Public Works Foreman	\$17.00	\$40.00
Public Works Heavy Equipment Operator	\$16.00	\$40.00
Public Works Automated Vehicle Operator	\$16.00	\$35.00
Public Works Driver/Laborer	\$15.00	\$35.00
Public Works Laborer	\$14.00	\$35.00
Public Works Municipal Building Maintenance	\$8.00	\$35.00
Public Works Mechanic	\$16.00	\$35.00
Seasonal/Temporary Labor	\$8 10.00	\$16 20.00
Assistant Water Plant Operator	\$15.00	\$25.00
Water Plant Operator	\$25.00	\$35.00
Water Plant Lead Operator	\$40.00	\$50.00
AWWTP Maintenance	\$16.00	\$30.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$20.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$30.00
Recreation Director (part-time)	\$20.00	\$40.00
Assistant Recreation Director (part-time)	\$8.00	\$20.00
Junior Recreation Counselor (part-time)	\$6.00	\$12 15.00
Housing Inspector	\$14.00	\$35.00
Fire Inspector	\$14.00	\$35.00
Building Inspector	\$14.00	\$35.00
Code Enforcement Officer	\$15.00	\$35.00
Fire Officer	\$14.00	\$35.00
Zoning Official	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$45 50.00
Plumbing Subcode Official	\$14.00	\$45 50.00

Section 3. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, 2019.

Section 4. The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

Ordinance 2020-13 First Reading and Introduction An Ordinance Amending Chapter 3, “Police Regulations”, Section 3-7 “Noise Control” of the Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Moved for introduction by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Ordinance introduced 6-0.

Public Hearing scheduled for November 16, 2020.

ORDINANCE 2020-13

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

AN ORDINANCE AMENDING CHAPTER 3, “POLICE REGULATIONS”, SECTION 3-7 “NOISE CONTROL” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Chief of Police, Zoning Official and Administration of the Borough have requested that the Noise Control Ordinance of the Borough be amended for appropriate enforcement; and

WHEREAS, in order to maintain a quality of life for residents within the Borough, the Hightstown Borough Council agrees with the recommendations suggested by the Chief of Police, Zoning Official and Administration for amendment to the Noise Control Ordinance within the Borough.

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

Section 1. Chapter 3, entitled “Police Regulations,” Section 3-7 “Noise Control,” of the “Revised General Ordinances of the Borough of Hightstown,” is hereby amended and supplemented in the following respects (additions are shown with underline, deletions are shown with ~~strikeout~~):

Section 3-7

NOISE CONTROL

Subsections:

- 3-7.1** Findings; Unnecessary Noise Unlawful.
3-7.2 Radios; Musical Instruments and Other Devices.

3-7.3	Advertising with Sound.
3-7.4	Sound Trucks and Other Instruments.
3-7.5	Vehicular Horns and Warning Devices.
3-7.6	<u>Pets and Animals</u>
3-7.7	<u>Lawnmowers, Leaf Blowers, Power tools, Chain Saws, Snow Blowers</u>
3-7.8	<u>People Noises</u>
3-7.9	<u>Construction</u>
3-7.10	<u>Miscellaneous Night Noises</u>
3-7.11	<u>Enforcement</u>
3-7.12	<u>Prevailing Time</u>
3-7.13	<u>Violations and Penalties</u>

3-7.1 Findings; Unnecessary Noise Unlawful.

Excessive noise is a serious hazard to the public health, safety and welfare, and to the quality of life of the residents of the Borough of Hightstown and is hereby declared to be a public nuisance. The residents of the Borough of Hightstown have a right to and should be insured an environment free from excessive sound. The following regulations are enacted to prevent excessive sound that may jeopardize the health, safety or welfare of the Borough's residents or degrade their quality of life.

In that regard, No no person shall permit, make or continue or cause to be permitted, made or continued any loud, disturbing, or unnecessary noise which annoys, injures, endangers or disturbs the comfort, rest and repose, or the peace, or the health or safety of any person being in his or her place of abode, or at any public or private meeting or at church services or make, cause or permit to be made or caused upon any premises owned, occupied or controlled by him or her or in any public place or upon any public street, alley or thoroughfare in the Borough any unnecessary noises or sounds by means of the human voice or by any other means or methods which are physically annoying to persons or which are so harsh or prolonged or unnatural or unusual in their use, time and place as to occasion physical discomfort or which are injurious to the lives, health, peace and comfort of the inhabitants of the Borough or any number thereof. Such conduct shall be deemed a nuisance.

3-7.2 **Radios; Musical Instruments and Other Devices.**

No person shall play, use, operate or permit to be played, used or operated any radio receiving set, musical instrument, phonograph or other machine or device for the production or reproduction of sound with louder volume than is necessary for convenient hearing of the person so playing, using or operating such instrument or device and persons who are voluntary listeners thereto or in such manner as to disturb the peace, quiet and comfort of neighboring inhabitants. The operation of any radio receiving set, musical instrument, phonograph or other machine or sound amplifying device for the production or reproduction of sound between the hours of 10:00 p.m. and 11:00 a.m. in such a manner as to be plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which it is located shall be evidence of a violation of this chapter. Any such conduct shall be deemed a nuisance. Nothing herein contained shall be construed to prohibit playing by a band or orchestra in a hall, building, or in the open air when sponsored by the Borough or an appropriately permitted special event. Downtown Businesses who provide such music on their property as entertainment for their customers and have hours extending past 10:00pm shall be permitted to continue the entertainment until 11:00pm. (1991 Code § 147-2)

3-7.3 **Advertising with Sound.**

No person shall, for advertising purposes or for the purpose of attracting the attention of the passing public, play, use, operate or permit to be played, used or operated any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound on the streets or public places of the Borough or in any place where the sound is cast directly upon the streets or public places or

which is so placed and operated that the sound can be heard to the annoyance or inconvenience of travelers upon any street or public place or of persons in neighboring premises. [Such conduct shall be deemed a nuisance.](#)

3-7.4 Sound Trucks and Other Instruments.

No person shall play, use or operate for advertising purposes or for any other purpose whatsoever in public places or in or upon the public streets, alleys or thoroughfares in the Borough any device known as a "sound truck," "loudspeaker" or "sound amplifier" or radio or phonograph with a loudspeaker or sound amplifier or any other instrument known as a "calliope" or any instrument of any kind or character which emits therefrom loud and raucous noises and is attached to and upon any vehicle operating or standing upon the streets or public places aforementioned. [Such conduct shall be deemed a nuisance.](#)

3-7.5 Vehicular Horns and Warning Devices.

No person shall sound any horn or warning device on any automobile, motorcycle, bus or other vehicle except when required by law or when necessary to give timely warning of the approach of the vehicle or as a warning of impending danger to persons driving other vehicles or to persons upon the street. No person shall sound any horn or warning device on any automobile, motorcycle, bus or other vehicle which emits an unreasonably loud or harsh sound or for any unnecessary or unreasonable purpose or period of time. [Such conduct shall be deemed a nuisance.](#)

3-7.6 Pets and Animals

~~No person shall keep any animal, including but not limited to any bird or dog, which, which causes frequent or long continued noise, or shall disturb the comfort or repose of any persons in the vicinity. For purposes of this subsection, a dog barking continually for ten (10) minutes or intermittently for thirty (30) minutes, and plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which or land on which it is located, shall be evidence of a violation of this section.~~

~~Noise nuisance regulations pertaining to pets and animals are addressed in Chapter 5, Subsection 5-1.3 of the Hightstown Borough Code.~~

3-7.7 Lawnmowers, Leaf Blowers, Power tools, Chain Saws, Snow Blowers

~~No person shall operate or use any power lawnmower, leaf blower, power tool, chain saw, snow blower or like item between the hours of 9:00 P.M. and 7:00 A.M., Mondays through Saturdays, and 9:00 P.M. and 9:00 A.M., on Sundays; except that the use of same shall not be prohibited during these times when used in response to an emergency, such as to clear a walkway or street from snow, fallen branches or trees following a storm or other natural disaster. Use of any lawnmower, leaf blower, power tool, chain saw, snow blower or like item within these hours that does not meet the emergency exemption shall be evidence of a violation of this section. [Any such conduct which does not meet the exceptions noted herein shall be deemed a nuisance.](#)~~

3-7.8 People Noises

~~No person shall yell, shout, hoot, whistle, sing or cause unnecessary vocal noises in the public street, particularly between the hours of 10:00 p.m. and 10:00 a.m., or at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, or in any other type of residence, or of any persons in the vicinity. [Such conduct shall be deemed a nuisance.](#)~~

3-7-9 Construction

All construction and demolition activity noise shall be restricted to the hours of 7:00 A.M. to 7:00 P.M., Monday through Friday, and 8:00 A.M. to 5:00 P.M. on Saturdays and those holidays when construction activity is not prohibited. All construction activity including but not limited to deliveries for same, shall be prohibited on Sundays and the following holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and Christmas Day.

1. The provisions of this subsection shall not apply to interior or exterior repairs or to interior alterations, the work for which is actually performed personally by a homeowner or other occupant or tenant between the hours of 8:00 A.M. and 10:00 P.M., provided, that the work shall be done without undue noise or disturbance of the peace and quiet of the nearby residences or of the neighborhood.
2. The provisions of this subsection shall not apply in cases of emergency or urgent necessity in the interest of public health and safety.
3. Any such conduct which does not meet the exceptions noted herein shall be deemed a nuisance.

3-7-10 Miscellaneous night noises

The warming up of diesel motors or motor vehicles; creation of loud or excessive noise in connection with the loading or unloading of any vehicle; the emptying of dumpsters; or the creation of any other loud or raucous sound or noise between the hours of 10:00 p.m. and 7:00 a.m. in proximity to any dwelling, residence or other inhabited buildings is prohibited. Such conduct shall be deemed a nuisance.

3-7.11 Enforcement

Violations in this section are enforceable by the Hightstown Police Department, Zoning Official and Housing Inspector for the purpose of enforcement and issuing violations.

3-7.12 Prevailing Time.

The hours referenced in this Section shall refer to current prevailing time, i.e., either Eastern Standard Time or Eastern Daylight Savings Time, depending upon the time of year.

3-7.13 Violations and Penalties.

- a. Any person violating any provision of this section shall, upon conviction, be liable to the penalty as stated in Chapter I, Section 1-5.
- b. Separate Violations. Except as otherwise provided, each and every day in which a violation of any provision of this section exists shall constitute a separate violation.
- c. Any violation of this section is hereby declared to be a nuisance. In addition to any other relief provided by this section, the Borough, through the Borough Attorney, may apply to the Superior Court for an injunction to prohibit the continuation or repetition of any violation of this section.

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.

Ordinance 2020-14 First Reading and Introduction An Ordinance Amending and Supplementing Chapter 5,

Entitled “Animal Control”, Subsection 5-1.3, Entitled “Conduct”, of the Revised General Ordinances of the Borough of Hightstown, New Jersey

Moved for introduction by Councilmember Jackson; Seconded by Councilmember Cicalese.

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

Ordinance introduced 6-0.

Public Hearing scheduled for November 16, 2020.

Ordinance 2020-14

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

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 5, ENTITLED “ANIMAL CONTROL”, SUBSECTION 5-1.3, ENTITLED “CONDUCT”, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY

WHEREAS, the Administration, Inspection, and Police Departments of the Borough desire to amend the ordinance of the Borough governing animal noises to increase the ability of responders to enforce same; and

WHEREAS, the Mayor and Borough Council find this change would be advantageous to the quality of life in the Borough.

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 5, entitled “Animal Control”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

5-1.3 Conduct.

- a. Running at Large. No dog shall run at large at any time within the limits of the Borough.
- b. Leashing. No dog shall be permitted off of the premises of the person owning, keeping or harboring it unless accompanied by a person who is capable of controlling it and who has the dog securely confined and controlled by an adequate leash or chain not more than six (6) feet long.
- c. Property Damage. No person owning, keeping or harboring a dog shall permit or suffer it to do any injury or to do any damage to any lawn, shrubbery, flowers, grounds or property of persons other than the owner or person having the care, custody and control of such dog.
- d. Defiling Public Places. No person owning, keeping or harboring a dog shall permit or suffer it to soil or defile or commit any nuisance upon any sidewalk, street or thoroughfare or in or upon any public property or place.
- e. Personal Injury. No person owning, keeping or harboring a dog shall permit or suffer it to cause any injury to any person.
- f. Disturbing the Peace. ~~No person shall keep, harbor or maintain any dog which habitually barks or cries.~~ No person shall keep any animal, including but not limited to any bird or dog, which causes frequent or long continued

noise, or shall disturb the comfort or repose of any persons in the vicinity. For purposes of this subsection, a dog barking, or other pet making a disturbing noise, continually for ten (10) minutes or intermittently for thirty (30) minutes, and plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which or land on which it is located, shall be evidence of a violation of this section.

g. Wearing of Registration. All dogs for which licenses are required by the provisions of this section shall wear a collar or harness with the registration tag securely fastened thereto. (1991 Code § 87-3)

5-1.10 Enforcement.

a. Authorized Enforcement Agents; Interference with Official Duties. This Ordinance may be enforced by any representative of the Code Enforcement Department of the Borough or any member of the Borough's Police Department. No person shall hinder, molest or interfere with anyone authorized or empowered to perform any duty under this section.

b. Access to Premises. Any officer or agent authorized or empowered to perform any duty under this section is hereby authorized to go upon any premises to seize for impounding any dog which he may lawfully seize and impound when such officer is in immediate pursuit of such dog, except upon the premises of the owner of the dog if the owner is present and forbids the same.

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 2020-207 Authorizing Payment of Bills

Moved by Councilmember Jackson; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2020-207

*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 \$569,584.70 from the following accounts:

Current		\$485,841.70
W/S Operating		41,782.45
General Capital		32,124.68
Water/Sewer Capital		1,272.00
Grant		0.00
Trust		2,951.15
Housing Trust		0.00
Animal Control		9.60
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Public Defender Trust		0.00
Escrow		<u>5,603.12</u>
Total		<u><u>\$569,584.70</u></u>

Resolution 2020-208 Extending a Contract for Removal, Transportation, Delivery and Disposal of Sludge Cake – Waste Management Services of New Jersey, Inc.

Moved by Council President Musing; Seconded by Councilmember Stults.

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

Resolution adopted 6-0.

Resolution 2020-208

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

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

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

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

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

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

WHEREAS, Mayor and Council approved renewal of one (1) six (6) month period with the adoption of Resolution 2020-81; and

WHEREAS, the six (6) month contract expired June 30, 2020; and

WHEREAS, the Mayor and Council wish to renew the contract for removal, transportation, delivery and disposal of sludge cake for the period of July 1, 2020 – December 31, 2020 which constitutes the final six month period applicable to the current contract; 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 present contract for removal, transportation, delivery and disposal of sludge cake is hereby extended with Waste Management Services of New Jersey for an additional six month period ending December 31, 2020, as detailed herein.

Resolution 2020-209 Establishing Salaries of Certain Officers and Employees of the Borough of Hightstown for the years 2019 and 2020

Moved by Council President Musing; Seconded by Councilmember Stults.

Debra Sopronyi, Borough Administrator/Clerk explained the salary resolution. The Borough settled union contracts, so we are able to update salary ranges. There is a 2% increase for both 2019 and 2020. The CFO has declined a 2020 increase. The Administrator salary has no increase for 2019 or 2020. The Collector is part time now so that is the change. Councilmember Bluth questioned why the Deputy Clerk position is not included in this resolution. Ms. Sopronyi explained that Deputy Clerk is not a title that the Council approves raises for. This resolution is for department heads. The Deputy Clerk raise, along with other non-department heads, nonunion positions are given by the Administrator. Ms. Sopronyi further stated that the unions have received their raises and all other nonunion employees will receive similar raises. Councilmember Bluth questioned if we have the funds to pay for the retroactive payments for almost 2 years. Ms. Sopronyi explained that those funds have been budgeted in the appropriate years.

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

Resolution adopted 6-0.

Resolution 2020-209

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

**ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE
BOROUGH OF HIGHTSTOWN FOR THE YEAR 2019 AND 2020**

WHEREAS, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

WHEREAS, it is the desire of the Mayor and Council to set 2019 and 2020 salaries for certain non-union employees who do not have a separate employment agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2019 and January 1, 2020 respectively:

<u>Position/Title</u>	<u>2019 Salary</u>	<u>2020 Salary</u>
Chief Financial Officer	50,407.00	50,407.00
Administrator	30,600.00	30,600.00
Borough Clerk	77,568.00	79,119.00
Registrar of Vital Statistics	4,223.00	4,307.00
Health Official	13,514.00	13,784.00
Public Health Nurse	66,273.00	67,599.00
Collector	25,000.00	20,000.00
Assessor	18,571.00	18,943.00
Municipal Judge	31,212.00	31,836.00
Construction Code Official	22,266.00	22,711.00
Technical Assistant	34,697.00	35,391.00
Building Subcode Official	4,351.00	4,438.00
Building Inspector	4,351.00	4,438.00
Zoning Official	11,409.00	11,637.00

CFO, George Lang, joined the meeting at this time.

CONSENT AGENDA

Council President Musing moved Resolutions 2020-210; 2020-211; 2020-212; 2020-213; 2020-214; 2020-216; and 2020-217 as a Consent Agenda; Councilmember Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2020-210
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

A RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Hightstown, (hereinafter “Local Unit”) has joined the Statewide Insurance Fund

(hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Mercer and State of New Jersey, as follows:

1. Borough of Hightstown hereby appoints Skylands Risk Management, Inc. its local Risk Management Consultant.
2. The Borough Clerk and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2021 in the form attached hereto.

**2021 FUND YEAR
STATEWIDE INSURANCE FUND**

RISK MANAGEMENT CONSULTANT’S AGREEMENT

THIS AGREEMENT entered into this 2nd day of NOVEMBER, 2020, among the Statewide Insurance Fund (“FUND”), a joint insurance fund of the State of New Jersey, Hightstown Borough (“MEMBER”) and Skylands Risk Management (“RISK MANAGEMENT CONSULTANT”) through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

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

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claim settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
 - (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as may be required from time to time by the FUND.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
 - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage

commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).

- (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2021** to **January 1, 2022**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
 4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
 5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

ATTEST:

Margaret Riggio, Deputy Clerk

Lawrence D. Quattrone, Mayor
Representative, Hightstown Borough

Member

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

Resolution 2020-211

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

RESOLUTION APPOINTING A FUND COMMISSIONER

WHEREAS, the Borough of Hightstown (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Hightstown that Debra L. Sopronyi is hereby appointed as the Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that Margaret M. Riggio is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution 2020-212

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

**REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE
IN THE 2020 BUDGET**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2020 as follows:

Source	Amount	Revenue Title	Appropriation Title
Bureau of Justice Assistance (BJA)	\$3,037.50	Bulletproof Vest Partnership	Bulletproof Vest Partnership

Resolution 2020-213

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

**AUTHORIZING THE BOROUGH GRANT WRITER TO SUBMIT AN APPLICATION
FOR THE LOCAL GOVERNMENT EMERGENCY FUND (CRF) GRANT**

WHEREAS, the Borough of Hightstown wishes to file an application with the New Jersey Department of Community Affairs (DCA), through the Division of Local Government Services (DLGS), for the Local Government

Emergency Fund (LGEF) Grant provided through an allocation of the State of New Jersey CARES Act Coronavirus Relief Fund (CRF); and

WHEREAS, the Borough Council has authorized the Borough Grant Writer, Randy Gottesman, of CGP&H, LLC, to prepare the application for the Local Government Emergency Fund (LGEF) Grant, for an amount not to exceed \$5,000.00,

NOW, THEREFORE BE IT RESOLVED, that the Borough Grant Writer is hereby authorized to file an application with the New Jersey Department of Community Affairs for a Local Government Emergency Fund (LGEF) Grant at a cost not to exceed \$5,000.00.

Resolution 2020-214

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

**BOROUGH OF HIGHTSTOWN RESOLUTION TO APPLY FOR THE
LOCAL GOVERNMENT EMERGENCY FUND (CRF) GRANT**

WHEREAS, as the public health emergency associated with the COVID-19 pandemic continues, the most significant negative financial impacts faced by county and municipal governments throughout New Jersey result from extreme economic contraction, deficits in tax and fee revenues, and extraordinary increases in public safety and health and human services expenditures; and

WHEREAS, severe fiscal stress limits the ability of counties and municipalities to maintain essential services and take the steps necessary to fight COVID-19; and

WHEREAS, without substantial federal assistance, residential taxpayers would absorb the primary impact of meeting these extraordinary needs and closing any associated operating deficits; and

WHEREAS, the Department of Community Affairs (“DCA”), through the Division of Local Government Services (“DLGS” or “Division”), has been deemed the lead agency for the distribution of the Local Government Emergency Fund (the “LGEF” or “Program”), provided through an allocation of the State of New Jersey’s CARES Act Coronavirus Relief Fund (CRF Funds); and

WHEREAS, counties and municipalities excluded from the federal government’s direct CRF allocation plan, as well as those counties and municipalities that are currently the most impacted by COVID-19 in comparison to their available resources, are eligible for LGEF funds pursuant to a maximum distribution determined by formula; and

WHEREAS, a total of \$60 million is currently being made available under the Program, with a potential \$60 million more to be allocated; and

WHEREAS, LGEF Grants exist to support costs incurred as part of a local unit’s response to COVID-19.

NOW, THEREFORE, BE IT RESOLVED by the Hightstown Borough Council, that the Borough of Hightstown will apply for a LGEF Grant in the amount of up to \$118,387.

Resolution 2020-216

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

PROCLAIMING DECEMBER 7, 2020 AS COMMUNITIES OF LIGHT DAY

WHEREAS, it is the policy of Hightstown Borough to recognize organizations that have contributed to the overall benefit of the community; and

WHEREAS, Womanspace, founded in 1977, has demonstrated a unique ability to provide comfort, support services, crisis intervention and safety to women who are victims of sexual assault and domestic violence; and

WHEREAS, Womanspace, in the belief that “peace begins at home”, has asked the Mercer County Community to join them in their struggle against violence toward women by participating in their annual Communities of Light project; and

WHEREAS, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 89,777 women, 15,279 children and 6,566 men. Additionally, Womanspace has assisted more than 290,782 hotline callers over the last 43 years; and

WHEREAS, Hightstown Borough commends Womanspace for their efforts to bring an end to the cycle of interpersonal violence imposed on women, children and men; and

WHEREAS, the Mayor and Council of Hightstown Borough urges that each and every household demonstrate their support of the concept that “peace begins at home” by placing luminaries along their driveways and sidewalks on Monday, December 7, 2020, as a visible symbol of that support; and

WHEREAS, the proceeds from Communities of Light 2020 will be used to fund vital services for victims of domestic violence, sexual assault, and human trafficking.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Monday, December 7, 2020 is Communities of Light Day and hereby commends Womanspace on its many accomplishments and wish them continued success with Communities of Light in the years to come.

Resolution 2020-217

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2020 BUDGET

WHEREAS N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2020 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Group Insurance		
Other Expenses	35,000.00	
Data Processing		
Other Expenses		35,000.00
TOTALS	\$ 35,000.00	\$ 35,000.00

Resolution 2020-215 Resolution Extending the Temporary Placement of a Refrigerated Container at 225 Franklin Street

Moved by Councilmember Stults; Seconded by Councilmember Cicalese.

Councilmember Stults stated that RISE has been struggling to find space to continue the food pantry drive through pick up. They need this permit extended so they can continue to help with their food drive. He fully supports this. He has seen where the refrigerated box located and it causes no issues.

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

Resolution adopted 5-0 with 1 abstention.

Resolution 2020-215

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

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

WHEREAS, Resolution 2020-123, adopted by Borough Council on June 1, 2020 permitted RISE to place a refrigerated container at 225 Franklin Street; and

WHEREAS, due to the ongoing public health emergency caused by COVID-19, it is necessary it is necessary to extend this permission until March 31, 2021; and

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

1. The time in which the refrigerated container may stay in place at 225 Franklin Street is extended to March 31, 2021.
2. RISE is required to maintain the area in a clean and orderly manner.
3. RISE is required to restore the area into its original condition when the refrigerated unit is removed.

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

OLD BUSINESS

Capital Budget

Ms. Sopronyi stated that we are moving forward with the refurbishment of the three (3) water towers and asked Council if we can we proceed with the other items that were discussed at the last meeting. This includes:

- The Monorail system for the AWWTP
- Crosswalk signal at on Franklin Street
- Police Department - copier, and other equip
- Fire Departments - SDKA bottles, turnout gear, bail out kits and AED replacements
- Improvements to Springcrest Pump station - Ms. Sopronyi explained that the funds for this has already been bonded.

Mr. Lang questioned if the funds for the water tower improvements need to be budgeted this year. Ms. Sopronyi reiterated that funds need to be in place to bid the project in February of 2021. Discussion ensued. Council was concerned that we are in a position that all three towers need improvements at the same time. They stated that they would like to be made aware of improvements regularly so we can avoid this happening again in the future. Mr. Lang stated that we can put an ordinance in place now that will cover the engineering costs to start the water tower improvements. The bond for the work on the water towers can be put into place in February of 2021.

After a unanimous straw vote, Council directed the Administrator and the CFO to move forward with the bond ordinance for the monorail system and equipment for the police department and fire department and engineering costs for the water tower refurbishments.

SUBCOMMITTEE REPORTS

Complete Streets

Councilmember Cicalese stated that Mercer County is completing sidewalks on Monmouth Street and will be moving onto Sunset and one additional location. Complete Streets will be holding a special meeting this Thursday to discuss the DVRPC proposal that was received.

Mayor Quattrone stated his concerned about the crosswalk at the library.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Environmental Commission - The October meeting had been cancelled. Cultural Arts Commission - This past Friday night residents dropped off pumpkins that they carved to Light up the Lake. Nineteen people brought their pumpkins to Memorial Park. They are hoping for more involvement next year.

Councilmember Stults

Reviewed the Police report for October. Downtown Hightstown has compiled menus and digital files they will put on an electronic table tent in all downtown restaurants that will share information.

Councilmember Misiura

The Mobility Master Plan presentation was given by the planner that was funded by the DOT Grant. Councilmember Misiura stated that they have excellent ideas. This will be presented to Council in December; it will be presented to Planning Board first. He feels this is really a worthwhile effort. Ward Street Bridge - The Borough met with the County engineer and the engineering firm completing the project. They stated that the bridge is obsolete according to their standard. It does not meet width or weight requirements and it is well over 100 years old. Their plan is to reinstall the truce to keep the historic appearance. There will be an increase to load limits. Mr. Misiura stated that the Borough will still have control over the truck use of the road. We can still put a limit on the trucks using that street. The extra width on the bridge will add bicycle and pedestrian lanes. There will be a minimum of three public meetings for this project. This is still at the beginning stages and the Borough needs to stay on top of this to make sure our input gets incorporated.

Council President Musing

HPC is moving along with the repairs to the historic district. The PRC group is allowing the HPC to go through the Willis house to mark items to be salvaged. They may be able to auction items as a fundraiser for HPC.

Councilmember Cicalese

Asked that everyone keep his family in their prayers. He lost aunt today. She was a Howell Councilmember for three decades. She was instrumental in him becoming a councilmember.

Borough Administrator/Clerk, Debra Sopronyi

A special newsletter containing election information was blast this weekend. The monthly newsletter will be sent tomorrow. Ms. Sopronyi explained that she, along with Judge Kurs, have been reviewing ordinances for court fees and fines so that every ticket does not require a court appearance. She is requesting a subcommittee be formed to review the ordinance and make recommendations to Council. Borough Attorney, Fred Raffetto, stated that he has been working with Judge Kurs. The governing body has a number of options which requires a detailed review. It would be beneficial to have a subcommittee as opposed to having the full Council go through the ordinance line by line at a Council meeting. The subcommittee can review the ordinance and present their recommendations to Council. Part of the process is submitting the changes to the assignment judge. Mayor Quattrone stated that he

would like time to think about the subcommittee and put this decisions off to the next meeting. Ms. Sopronyi stated that we have had some success with FEMA payments in relation to Hurricane Irene. We have received one payment. Other claims have been reopened. The Grant Writer will be applying for the CARES (COVID Relief) grant. Hightstown Borough is eligible for up to \$118,000. Whatever is not covered will be applied to FEMA for 75% reimbursement. The Statewide JIF is also offering grant funds for cyber security. We are currently looking to use this to update the server.

Deputy Clerk, Peggy Riggio

Reminded everyone that Election Day is tomorrow. Polls are open from 6:00 a.m. - 8:00 p.m. Mail in ballots can still be deposited into secure drop boxes until 8:00 p.m. Tuesday evening.

George Lang, CFO

Informed Council that we will be reviewing Best Practices at the 11/16 meeting.

Mayor Quattrone

Stated that he had been approached by two Hightstown Housing Authority members questioning the reason there was no Borough Council representative at their meetings. Mayor Quattrone informed them that he would attend the meetings. Lincoln Avenue; looks great. This project is long overdue.

EXECUTIVE SESSION

Resolution 218 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Cicalese; Seconded by Councilmember Stults.

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

Resolution adopted 6-0.

Resolution 2020-218

*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 November 2, 2020, via 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

Personnel – Borough Administrator

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 February 2, 2020, or when the need for

confidentiality no longer exists.

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

8:05 p.m. Council adjourned into executive session.

9:20 p.m. – Council reconvened into public session.

ADJOURNMENT

Councilmember Cicalese moved to adjourn at 9:20; Seconded by Councilmember Stults. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

November 2, 2020

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

Re: NJPDES Stormwater Permit
Stormwater Ordinance
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1533

Dear Mayor and Council:

As you know, the Borough maintains a Tier A MS4 New Jersey Pollutant Discharge Elimination System (NJPDES) Stormwater Permit and must remain in compliance each year. On March 2, 2020, the NJDEP informed the Borough that the Stormwater Management rules at NJAC 7:8 were amended and this will require the Borough to update its Stormwater Control Ordinance in order to stay in compliance with the NJPDES Stormwater Permit.

Attached to this letter, please find a copy of the updated Stormwater Control Ordinance prepared by this office to replace the existing ordinance. The proposed Stormwater Ordinance maintains the sections regarding review of private stormwater facilities as well as small scale developments which are issued zoning permits and do not appear before the Planning Board.

The new Stormwater Control Ordinance must be adopted and effective by March 3, 2021 at the latest. After the ordinance is adopted by the Borough, Mercer County must be given time to review it and to respond within 60 days.

As of today, there are only four (4) months until the March 3rd deadline. We recommend the new Stormwater Ordinance be reviewed and adopted as soon as possible to ensure the Borough remains in compliance with the NJPDES Stormwater Permit.

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

Very truly yours,

Carmela Roberts, P.E., CME
Borough Engineer

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Kenneth Lewis, Public Works Superintendent
Fred Raffetto, Esq., Borough Attorney
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC

CHAPTER 25 STORMWATER CONTROL

Subsections:

- 25-1. Scope and Purpose**
- 25-2. Definitions**
- 25-3. Design and Performance Standards for Stormwater Management Measures**
- 25-4. Stormwater Management Requirements for Major Development**
- 25-5. Calculation of Stormwater Runoff and Groundwater Recharge**
- 25-6. Sources for Technical Guidance**
- 25-7. Solids and Floatable Materials Control Standards**
- 25-8. Safety Standards for Stormwater Management Basins**
- 25-9. Requirements for a Site Development Stormwater Plan**
- 25-10. Maintenance and Repair**
- 25-11. Penalties**
- 25-12. Severability**
- 25-13. Effective Date**

25-1. Scope and Purpose

A. Policy Statement

Flood control, groundwater recharge, and pollutant reduction shall be achieved through the use of stormwater management measures, including green infrastructure Best Management Practices (GI BMPs) and nonstructural stormwater management strategies. GI BMPs and low impact development (LID) should be utilized to meet the goal of maintaining natural hydrology to reduce stormwater runoff volume, reduce erosion, encourage infiltration and groundwater recharge, and reduce pollution. GI BMPs and LID should be developed based upon physical site conditions and the origin, nature and the anticipated quantity, or amount, of potential pollutants. Multiple stormwater management BMPs may be necessary to achieve the established performance standards for water quality, quantity, and groundwater recharge.

B. Purpose

The purpose of this ordinance is to establish minimum stormwater management requirements and controls for “major development,” as defined below in Section 2.

C. Applicability

1. This ordinance shall be applicable to the following major developments:
 - a. Non-residential major developments; and
 - b. Aspects of residential major developments that are not pre-empted by the Residential Site Improvement Standards at N.J.A.C. 5:21.
2. This ordinance shall also be applicable to all major developments undertaken by the Borough of Hightstown.
3. This ordinance shall also apply to any Borough issued Zoning Permits which are not covered under items 1 and 2 above. The Zoning Officer shall provide a copy of all applications for Zoning Permits issued in accordance with this section to the Borough's Environmental Commission for review and recommendation.

D. Compatibility with Other Permit and Ordinance Requirements

Development approvals issued pursuant to this ordinance are to be considered an integral part of development approvals and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act, or ordinance. In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare.

This ordinance is not intended to interfere with, abrogate, or annul any other ordinances, rule or regulation, statute, or other provision of law except that, where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, the more restrictive provisions or higher standards shall control.

25-2. Definitions

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The definitions below are the same as or based on the corresponding definitions in the Stormwater Management Rules at N.J.A.C. 7:8-1.2.

"CAFRA Centers, Cores or Nodes" means those areas with boundaries incorporated by reference or revised by the Department in accordance with N.J.A.C. 7:7-13.16.

"CAFRA Planning Map" means the map used by the Department to identify the location of Coastal Planning Areas, CAFRA centers, CAFRA cores, and CAFRA nodes. The CAFRA Planning Map is available on the Department's Geographic Information System (GIS).

"Community basin" means an infiltration system, sand filter designed to infiltrate, standard constructed wetland, or wet pond, established in accordance with N.J.A.C. 7:8-4.2(c)14, that is designed and constructed in accordance with the New Jersey Stormwater Best Management Practices Manual, or an alternate design, approved in accordance with N.J.A.C. 7:8-

5.2(g), for an infiltration system, sand filter designed to infiltrate, standard constructed wetland, or wet pond and that complies with the requirements of this chapter.

“Compaction” means the increase in soil bulk density.

“Contributory drainage area” means the area from which stormwater runoff drains to a stormwater management measure, not including the area of the stormwater management measure itself.

“Core” means a pedestrian-oriented area of commercial and civic uses serving the surrounding municipality, generally including housing and access to public transportation.

“County review agency” means an agency designated by the County Board of Chosen Freeholders to review municipal stormwater management plans and implementing ordinance(s). The county review agency may either be:

A county planning agency or

A county water resource association created under N.J.S.A 58:16A-55.5, if the ordinance or resolution delegates authority to approve, conditionally approve, or disapprove municipal stormwater management plans and implementing ordinances.

“Department” means the Department of Environmental Protection.

“Designated Center” means a State Development and Redevelopment Plan Center as designated by the State Planning Commission such as urban, regional, town, village, or hamlet.

“Design engineer” means a person professionally qualified and duly licensed in New Jersey to perform engineering services that may include, but not necessarily be limited to, development of project requirements, creation and development of project design and preparation of drawings and specifications.

“Development” means the division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation or enlarge-enlargement of any building or structure, any mining excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission is required under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

In the case of development of agricultural land, development means: any activity that requires a State permit, any activity reviewed by the County Agricultural Board (CAB) and the State Agricultural Development Committee (SADC), and municipal review of any activity not exempted by the Right to Farm Act , N.J.S.A 4:1C-1 et seq.

“Disturbance” means the placement or reconstruction of impervious surface or motor vehicle surface, or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Milling and repaving is not considered disturbance for the purposes of this definition.

“Drainage area” means a geographic area within which stormwater, sediments, or dissolved materials drain to a particular receiving waterbody or to a particular point along a receiving waterbody.

“Environmentally constrained area” means the following areas where the physical alteration of the land is in some way restricted, either through regulation, easement, deed restriction or ownership such as: wetlands, floodplains, threatened and endangered species sites or designated habitats, and parks and preserves. Habitats of endangered or threatened species are identified using the Department's Landscape Project as approved by the Department's Endangered and Nongame Species Program.

“Environmentally critical area” means an area or feature which is of significant environmental value, including but not limited to: stream corridors, natural heritage priority sites, habitats of endangered or threatened species, large areas of contiguous open space or upland forest, steep slopes, and well head protection and groundwater recharge areas. Habitats of endangered or threatened species are identified using the Department's Landscape Project as approved by the Department's Endangered and Nongame Species Program.

“Empowerment Neighborhoods” means neighborhoods designated by the Urban Coordinating Council “in consultation and conjunction with” the New Jersey Redevelopment Authority pursuant to N.J.S.A 55:19-69.

“Erosion” means the detachment and movement of soil or rock fragments by water, wind, ice, or gravity.

“Green infrastructure” means a stormwater management measure that manages stormwater close to its source by:

1. Treating stormwater runoff through infiltration into subsoil;
2. Treating stormwater runoff through filtration by vegetation or soil; or
3. Storing stormwater runoff for reuse.

“HUC 14” or “hydrologic unit code 14” means an area within which water drains to a particular receiving surface water body, also known as a subwatershed, which is identified by a 14-digit hydrologic unit boundary designation, delineated within New Jersey by the United States Geological Survey.

“Impervious surface” means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.

“Infiltration” is the process by which water seeps into the soil from precipitation.

“Lead planning agency” means one or more public entities having stormwater management planning authority designated by the regional stormwater management planning committee pursuant to N.J.A.C. 7:8-3.2, that serves as the primary representative of the committee.

“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in:

1. The disturbance of one or more acres of land since February 2, 2004;
2. The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;
3. The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021 *{or the effective date of this ordinance, whichever is earlier}*; or
4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

NOTE: The definition of major development above aligns with the definition at N.J.A.C. 7:8-1.2 and is recommended for consistency. Alternatively, a municipality may adopt the following definition, which is the minimum standard required. Municipalities that have already adopted the definition at N.J.A.C. 7:8-1.2 or another definition that goes beyond the minimum requirement should not reduce the stringency of their definition by adopting the minimum standard.

“Major development” means an individual “development,” as well as multiple developments that individually or collectively result in the disturbance of one or more acres of land since February 2, 2004.

Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually result in the disturbance of one or more acres of land since February 2, 2004. Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”

Additionally, individual municipalities may define major development with a smaller area of disturbance, a smaller area of regulated impervious or motor vehicle surface, or both.

“Motor vehicle” means land vehicles propelled other than by muscular power, such as automobiles, motorcycles, autocycles, and low speed vehicles. For the purposes of this definition, motor vehicle does not include farm equipment, snowmobiles, all-terrain vehicles, motorized wheelchairs, go-carts, gas buggies, golf carts, ski-slope grooming machines, or vehicles that run only on rails or tracks.

“Motor vehicle surface” means any pervious or impervious surface that is intended to be used by “motor vehicles” and/or aircraft, and is directly exposed to precipitation including, but not limited to, driveways, parking areas, parking garages, roads, racetracks, and runways.

“Municipality” means the Borough of Hightstown.

“New Jersey Stormwater Best Management Practices (BMP) Manual” or “BMP Manual” means the manual maintained by the Department providing, in part, design specifications, removal rates, calculation methods, and soil testing procedures approved by the Department as being capable of contributing to the achievement of the stormwater management standards specified in this chapter. The BMP Manual is periodically amended by the Department as necessary to provide design specifications on additional best management practices and new information on already included practices reflecting the best available current information regarding the particular practice and the Department’s determination as to the ability of that best management practice to contribute to compliance with the standards contained in this chapter. Alternative stormwater management measures, removal rates, or calculation methods may be utilized, subject to any limitations specified in this chapter, provided the design engineer demonstrates to the municipality, in accordance with Section IV.F. of this ordinance and N.J.A.C. 7:8-5.2(g), that the proposed measure and its design will contribute to achievement of the design and performance standards established by this chapter.

“Node” means an area designated by the State Planning Commission concentrating facilities and activities which are not organized in a compact form.

“Nutrient” means a chemical element or compound, such as nitrogen or phosphorus, which is essential to and promotes the development of organisms.

“Person” means any individual, corporation, company, partnership, firm, association, political subdivision of this State and any state, interstate or Federal agency.

“Pollutant” means any dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, refuse, oil, grease, sewage sludge, munitions, chemical wastes, biological materials, medical wastes, radioactive substance (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. §§ 2011 et seq.)), thermal waste, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, agricultural, and construction waste or runoff, or other residue discharged directly or indirectly to the land, ground waters or surface waters of the State, or to a domestic treatment works. “Pollutant” includes both hazardous and nonhazardous pollutants.

“Recharge” means the amount of water from precipitation that infiltrates into the ground and is not evapotranspired.

“Regulated impervious surface” means any of the following, alone or in combination:

1. A net increase of impervious surface;
2. The total area of impervious surface collected by a new stormwater conveyance system (for the purpose of this definition, a “new stormwater conveyance system” is a stormwater conveyance system that is constructed where one did not exist immediately prior to its construction or an existing system for which a new discharge location is created);
3. The total area of impervious surface proposed to be newly collected by an existing stormwater conveyance system; and/or
4. The total area of impervious surface collected by an existing stormwater conveyance system where the capacity of that conveyance system is increased.

“Regulated motor vehicle surface” means any of the following, alone or in combination:

1. The total area of motor vehicle surface that is currently receiving water;
2. A net increase in motor vehicle surface; and/or quality treatment either by vegetation or soil, by an existing stormwater management measure, or by treatment at a wastewater treatment plant, where the water quality treatment will be modified or removed.

“Sediment” means solid material, mineral or organic, that is in suspension, is being transported, or has been moved from its site of origin by air, water or gravity as a product of erosion.

“Site” means the lot or lots upon which a major development is to occur or has occurred.

“Soil” means all unconsolidated mineral and organic material of any origin.

“State Development and Redevelopment Plan Metropolitan Planning Area (PA1)” means an area delineated on the State Plan Policy Map and adopted by the State Planning Commission that is intended to be the focus for much of the State’s future redevelopment and revitalization efforts.

“State Plan Policy Map” is defined as the geographic application of the State Development and Redevelopment Plan’s goals and statewide policies, and the official map of these goals and policies.

“Stormwater” means water resulting from precipitation (including rain and snow) that runs off the land’s surface, is transmitted to the subsurface, or is captured by separate storm sewers or other sewage or drainage facilities, or conveyed by snow removal equipment.

“Stormwater management BMP” means an excavation or embankment and related areas designed to retain stormwater runoff. A stormwater management BMP may either be normally dry (that is, a detention basin or infiltration system), retain water in a permanent pool (a retention basin), or be planted mainly with wetland vegetation (most constructed stormwater wetlands).

“Stormwater management measure” means any practice, technology, process, program, or other method intended to control or reduce stormwater runoff and associated pollutants, or to induce or control the infiltration or groundwater recharge of stormwater or to eliminate illicit or illegal non-stormwater discharges into stormwater conveyances.

“Stormwater runoff” means water flow on the surface of the ground or in storm sewers, resulting from precipitation.

“Stormwater management planning agency” means a public body authorized by legislation to prepare stormwater management plans.

“Stormwater management planning area” means the geographic area for which a stormwater management planning agency is authorized to prepare stormwater management plans, or a specific portion of that area identified in a stormwater management plan prepared by that agency.

“Tidal Flood Hazard Area” means a flood hazard area in which the flood elevation resulting from the two-, 10-, or 100-year storm, as applicable, is governed by tidal flooding from the Atlantic Ocean. Flooding in a tidal flood hazard area may be contributed to, or influenced by, stormwater runoff from inland areas, but the depth of flooding generated by the tidal rise and fall of the Atlantic Ocean is greater than flooding from any fluvial sources. In some situations, depending upon the extent of the storm surge from a particular storm event, a flood hazard area may be tidal in the 100-year storm, but fluvial in more frequent storm events.

“Urban Coordinating Council Empowerment Neighborhood” means a neighborhood given priority access to State resources through the New Jersey Redevelopment Authority.

“Urban Enterprise Zones” means a zone designated by the New Jersey Enterprise Zone Authority pursuant to the New Jersey Urban Enterprise Zones Act, N.J.S.A. 52:27H-60 et. seq.

“Urban Redevelopment Area” is defined as previously developed portions of areas:

1. Delineated on the State Plan Policy Map (SPPM) as the Metropolitan Planning Area (PA1), Designated Centers, Cores or Nodes;
2. Designated as CAFRA Centers, Cores or Nodes;
3. Designated as Urban Enterprise Zones; and
4. Designated as Urban Coordinating Council Empowerment Neighborhoods.

“Water control structure” means a structure within, or adjacent to, a water, which intentionally or coincidentally alters the hydraulic capacity, the flood elevation resulting from the two-, 10-, or 100-year storm, flood hazard area limit, and/or floodway limit of the water. Examples of a water control structure may include a bridge, culvert, dam, embankment, ford (if above grade), retaining wall, and weir.

“Waters of the State” means the ocean and its estuaries, all springs, streams, wetlands, and bodies of surface or groundwater, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

“Wetlands” or “wetland” means an area that is inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation.

25-3. Design and Performance Standards for Stormwater Management Measures

A. Stormwater management measures for major development shall be designed to provide erosion control, groundwater recharge, stormwater runoff quantity control, and stormwater runoff quality treatment as follows:

1. The minimum standards for erosion control are those established under the Soil and Sediment Control Act, N.J.S.A. 4:24-39 et seq., and implementing rules at N.J.A.C. 2:90.
2. The minimum standards for groundwater recharge, stormwater quality, and stormwater runoff quantity shall be met by incorporating green infrastructure.

B. The standards in this ordinance apply only to new major development and are intended to minimize the impact of stormwater runoff on water quality and water quantity in receiving water bodies and maintain groundwater recharge. The standards do not apply to new major development to the extent that alternative design and performance standards are applicable under a regional stormwater management plan or Water Quality Management Plan adopted in accordance with Department rules.

Note: Alternative standards shall provide at least as much protection from stormwater-related loss of groundwater recharge, stormwater quantity and water quality impacts of major development projects as would be provided under the standards in N.J.A.C. 7:8-5.

25-4. Stormwater Management Requirements for Major Development

A. The development shall incorporate a maintenance plan for the stormwater management measures incorporated into the design of a major development in accordance with Section 25-10.

B. Stormwater management measures shall avoid adverse impacts of concentrated flow on habitat for threatened and endangered species as documented in the Department's Landscape Project or Natural Heritage Database established under N.J.S.A. 13:1B-15.147 through 15.150, particularly *Helonias bullata* (swamp pink) and/or *Clemmys muhlenbergi* (bog turtle).

C. The following linear development projects are exempt from the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity requirements of Section 25-4.P, Q and R:

1. The construction of an underground utility line provided that the disturbed areas are revegetated upon completion;
2. The construction of an aboveground utility line provided that the existing conditions are maintained to the maximum extent practicable; and
3. The construction of a public pedestrian access, such as a sidewalk or trail with a maximum width of 14 feet, provided that the access is made of permeable material.

D. A waiver from strict compliance from the green infrastructure, groundwater recharge, stormwater runoff quality, and stormwater runoff quantity requirements of Section 25-4.O, P, Q and R may be obtained for the enlargement of an existing public roadway or railroad; or the construction or enlargement of a public pedestrian access, provided that the following conditions are met:

1. The applicant demonstrates that there is a public need for the project that cannot be accomplished by any other means;
2. The applicant demonstrates through an alternatives analysis, that through the use of stormwater management measures, the option selected complies with the requirements of Section 25-4.O, P, Q and R to the maximum extent practicable;

3. The applicant demonstrates that, in order to meet the requirements of Section 25-4.O, P, Q and R, existing structures currently in use, such as homes and buildings, would need to be condemned; and
4. The applicant demonstrates that it does not own or have other rights to areas, including the potential to obtain through condemnation lands not falling under Section 25-4.D.3 above within the upstream drainage area of the receiving stream, that would provide additional opportunities to mitigate the requirements of Section 25-4.O, P, Q and R that were not achievable onsite.

E. Tables 1 through 3 below summarize the ability of stormwater best management practices identified and described in the New Jersey Stormwater Best Management Practices Manual to satisfy the green infrastructure, groundwater recharge, stormwater runoff quality and stormwater runoff quantity standards specified in Section 25-4.O, P, Q and R. When designed in accordance with the most current version of the New Jersey Stormwater Best Management Practices Manual, the stormwater management measures found at N.J.A.C. 7:8-5.2 (f) Tables 5-1, 5-2 and 5-3 and listed below in Tables 1, 2 and 3 are presumed to be capable of providing stormwater controls for the design and performance standards as outlined in the tables below. Upon amendments of the New Jersey Stormwater Best Management Practices to reflect additions or deletions of BMPs meeting these standards, or changes in the presumed performance of BMPs designed in accordance with the New Jersey Stormwater BMP Manual, the Department shall publish in the New Jersey Registers a notice of administrative change revising the applicable table. The most current version of the BMP Manual can be found on the Department's website at:

https://njstormwater.org/bmp_manual2.htm.

F. Where the BMP tables in the NJ Stormwater Management Rule are different due to updates or amendments with the tables in this ordinance the BMP Tables in the Stormwater Management rule at N.J.A.C. 7:8-5.2(f) shall take precedence.

Table 1 Green Infrastructure BMPs for Groundwater Recharge, Stormwater Runoff Quality, and/or Stormwater Runoff Quantity				
Best Management Practice	Stormwater Runoff Quality TSS Removal Rate (percent)	Stormwater Runoff Quantity	Groundwater Recharge	Minimum Separation from Seasonal High Water Table (feet)
Cistern	0	Yes	No	--
Dry Well ^(a)	0	No	Yes	2
Grass Swale	50 or less	No	No	2 ^(e) 1 ^(f)
Green Roof	0	Yes	No	--
Manufactured Treatment Device ^{(a) (g)}	50 or 80	No	No	Dependent upon the device
Pervious Paving System ^(a)	80	Yes	Yes ^(b) No ^(c)	2 ^(b) 1 ^(c)
Small-Scale Bioretention Basin ^(a)	80 or 90	Yes	Yes ^(b) No ^(c)	2 ^(b) 1 ^(c)
Small-Scale Infiltration Basin ^(a)	80	Yes	Yes	2
Small-Scale Sand Filter	80	Yes	Yes	2
Vegetative Filter Strip	60-80	No	No	--

(Notes corresponding to annotations (a) through (g) are found below Table 3)

Table 2 Green Infrastructure BMPs for Stormwater Runoff Quantity (or for Groundwater Recharge and/or Stormwater Runoff Quality with a Waiver or Variance from N.J.A.C. 7:8-5.3)				
Best Management Practice	Stormwater Runoff Quality TSS Removal Rate (percent)	Stormwater Runoff Quantity	Groundwater Recharge	Minimum Separation from Seasonal High Water Table (feet)
Bioretention System	80 or 90	Yes	Yes ^(b) No ^(c)	2 ^(b) 1 ^(c)
Infiltration Basin	80	Yes	Yes	2
Sand Filter ^(b)	80	Yes	Yes	2
Standard Constructed Wetland	90	Yes	No	N/A
Wet Pond ^(d)	50-90	Yes	No	N/A

(Notes corresponding to annotations (b) through (d) are found below Table 3)

Table 3 BMPs for Groundwater Recharge, Stormwater Runoff Quality, and/or Stormwater Runoff Quantity only with a Waiver or Variance from N.J.A.C. 7:8-5.3				
Best Management Practice	Stormwater Runoff Quality TSS Removal Rate (percent)	Stormwater Runoff Quantity	Groundwater Recharge	Minimum Separation from Seasonal High Water Table (feet)
Blue Roof	0	Yes	No	N/A
Extended Detention Basin	40-60	Yes	No	1
Manufactured Treatment Device ^(h)	50 or 80	No	No	Dependent upon the device
Sand Filter ^(c)	80	Yes	No	1
Subsurface Gravel Wetland	90	No	No	1
Wet Pond	50-90	Yes	No	N/A

Notes to Tables 1, 2, and 3:

- (a) subject to the applicable contributory drainage area limitation specified at Section 25-4.O.2;
- (b) designed to infiltrate into the subsoil;
- (c) designed with underdrains;
- (d) designed to maintain at least a 10-foot wide area of native vegetation along at least 50 percent of the shoreline and to include a stormwater runoff retention component designed to capture stormwater runoff for beneficial reuse, such as irrigation;
- (e) designed with a slope of less than two percent;
- (f) designed with a slope of equal to or greater than two percent;
- (g) manufactured treatment devices that meet the definition of green infrastructure at Section II;
- (h) manufactured treatment devices that do not meet the definition of green infrastructure at Section II.

G. An alternative stormwater management measure, alternative removal rate, and/or alternative method to calculate the removal rate may be used if the design engineer demonstrates the capability of the proposed alternative stormwater management measure and/or the validity of the alternative rate or method to the municipality. A copy of any approved alternative stormwater management measure, alternative removal rate, and/or alternative method to calculate the removal rate shall be provided to the Department in accordance with Section 25-6.B. Alternative stormwater management measures may be used to satisfy the requirements at Section 25-4.O only if the measures meet the definition of green infrastructure at Section 2. Alternative stormwater management measures that function in a similar manner to a BMP listed at Section O.2 are subject to the contributory drainage area limitation specified at Section O.2 for that similarly functioning BMP. Alternative stormwater management measures approved in accordance with this subsection that do not function in a similar manner to any BMP listed at Section O.2 shall have a contributory drainage area less than or equal to 2.5 acres, except for alternative stormwater management measures that function similarly to cisterns, grass swales, green roofs, standard constructed wetlands, vegetative filter strips, and wet ponds, which are not subject to a contributory drainage area limitation. Alternative measures that function similarly to standard constructed wetlands or wet ponds shall not be used for compliance with the stormwater runoff quality standard unless a variance in accordance with N.J.A.C. 7:8-4.6 or a waiver from strict compliance in accordance with Section 25-4.D is granted from Section 25-4.O.

H. Whenever the stormwater management design includes one or more BMPs that will infiltrate stormwater into subsoil, the design engineer shall assess the hydraulic impact on the groundwater table and design the site, so as to avoid adverse hydraulic impacts. Potential adverse hydraulic impacts include, but are not limited to, exacerbating a naturally or seasonally high water table, so as to cause surficial ponding, flooding of basements, or interference with the proper operation of subsurface sewage disposal systems or other subsurface structures within the zone of influence of the groundwater mound, or interference with the proper functioning of the stormwater management measure itself.

I. Design standards for stormwater management measures are as follows:

1. Stormwater management measures shall be designed to take into account the existing site conditions, including, but not limited to, environmentally critical areas; wetlands; flood-prone areas; slopes; depth to seasonal high water table; soil type, permeability, and texture; drainage area and drainage patterns; and the presence of solution-prone carbonate rocks (limestone);
2. Stormwater management measures shall be designed to minimize maintenance, facilitate maintenance and repairs, and ensure proper functioning. Trash racks shall be installed at the intake to the outlet structure, as appropriate, and shall have parallel bars with one-inch spacing between the bars to the elevation of the water quality design storm. For elevations higher than the water quality design storm, the parallel bars at the outlet structure shall be spaced no greater than one-third the width of the diameter of the orifice or one-third the width of the weir, with a minimum spacing between bars of one inch and a maximum spacing between bars of six inches. In addition, the design of trash racks must comply with the requirements of Section 25-8.C;

3. Stormwater management measures shall be designed, constructed, and installed to be strong, durable, and corrosion resistant. Measures that are consistent with the relevant portions of the Residential Site Improvement Standards at N.J.A.C. 5:21-7.3, 7.4, and 7.5 shall be deemed to meet this requirement;
4. Stormwater management BMPs shall be designed to meet the minimum safety standards for stormwater management BMPs at Section VIII; and
5. The size of the orifice at the intake to the outlet from the stormwater management BMP shall be a minimum of two and one-half inches in diameter.

J. Manufactured treatment devices may be used to meet the requirements of this subchapter, provided the pollutant removal rates are verified by the New Jersey Corporation for Advanced Technology and certified by the Department. Manufactured treatment devices that do not meet the definition of green infrastructure at Section II may be used only under the circumstances described at Section 25-4.O.4.

K. Any application for a new agricultural development that meets the definition of major development at Section 25-2 shall be submitted to the Soil Conservation District for review and approval in accordance with the requirements at Sections 25-4.O, P, Q and R and any applicable Soil Conservation District guidelines for stormwater runoff quantity and erosion control. For purposes of this subsection, "agricultural development" means land uses normally associated with the production of food, fiber, and livestock for sale. Such uses do not include the development of land for the processing or sale of food and the manufacture of agriculturally related products.

L. If there is more than one drainage area, the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards at Section 25-4.P, Q and R shall be met in each drainage area, unless the runoff from the drainage areas converge onsite and no adverse environmental impact would occur as a result of compliance with any one or more of the individual standards being determined utilizing a weighted average of the results achieved for that individual standard across the affected drainage areas.

M. Any stormwater management measure authorized under the municipal stormwater management plan or ordinance shall be reflected in a deed notice recorded in the Mercer County's Office of the County Clerk. A form of deed notice shall be submitted to the municipality for approval prior to filing. The deed notice shall contain a description of the stormwater management measure(s) used to meet the green infrastructure, groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards at Section 25-4.O, P, Q and R and shall identify the location of the stormwater management measure(s) in NAD 1983 State Plane New Jersey FIPS 2900 US Feet or Latitude and Longitude in decimal degrees. The deed notice shall also reference the maintenance plan required to be recorded upon the deed pursuant to Section 25-10.B.5. Prior to the commencement of construction, proof that the above required deed notice has been filed shall be submitted to the municipality. Proof that the required information has been recorded on the deed shall be in the form of either a copy of the complete recorded document or a receipt from the clerk or other proof of recordation provided by the recording office. However, if the initial proof provided to the municipality is not a copy of the

complete recorded document, a copy of the complete recorded document shall be provided to the municipality within 180 calendar days of the authorization granted by the municipality.

N. A stormwater management measure approved under the municipal stormwater management plan or ordinance may be altered or replaced with the approval of the municipality, if the municipality determines that the proposed alteration or replacement meets the design and performance standards pursuant to Section 25-4 of this ordinance and provides the same level of stormwater management as the previously approved stormwater management measure that is being altered or replaced. If an alteration or replacement is approved, a revised deed notice shall be submitted to the municipality for approval and subsequently recorded with the Mercer County's Office of the County Clerk and shall contain a description and location of the stormwater management measure, as well as reference to the maintenance plan, in accordance with M above. Prior to the commencement of construction, proof that the above required deed notice has been filed shall be submitted to the municipality in accordance with M above.

O. Green Infrastructure Standards

1. This subsection specifies the types of green infrastructure BMPs that may be used to satisfy the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards.
2. To satisfy the groundwater recharge and stormwater runoff quality standards at Section 25-4.P and Q, the design engineer shall utilize green infrastructure BMPs identified in Table 1 at Section 25-4.F. and/or an alternative stormwater management measure approved in accordance with Section IV.G. The following green infrastructure BMPs are subject to the following maximum contributory drainage area limitations:

Best Management Practice	Maximum Contributory Drainage Area
Dry Well	1 acre
Manufactured Treatment Device	2.5 acres
Pervious Pavement Systems	Area of additional inflow cannot exceed three times the area occupied by the BMP
Small-scale Bioretention Systems	2.5 acres
Small-scale Infiltration Basin	2.5 acres
Small-scale Sand Filter	2.5 acres

3. To satisfy the stormwater runoff quantity standards at Section 25-4.R, the design engineer shall utilize BMPs from Table 1 or from Table 2 and/or an alternative stormwater management measure approved in accordance with Section 25-4.G.
4. If a variance in accordance with N.J.A.C. 7:8-4.6 or a waiver from strict compliance in accordance with Section 25-4.D is granted from the requirements of this subsection, then BMPs from Table 1, 2, or 3, and/or an alternative stormwater management measure

approved in accordance with Section 25-4.G may be used to meet the groundwater recharge, stormwater runoff quality, and stormwater runoff quantity standards at Section 25-4.P, Q and R.

5. For separate or combined storm sewer improvement projects, such as sewer separation, undertaken by a government agency or public utility (for example, a sewerage company), the requirements of this subsection shall only apply to areas owned in fee simple by the government agency or utility, and areas within a right-of-way or easement held or controlled by the government agency or utility; the entity shall not be required to obtain additional property or property rights to fully satisfy the requirements of this subsection. Regardless of the amount of area of a separate or combined storm sewer improvement project subject to the green infrastructure requirements of this subsection, each project shall fully comply with the applicable groundwater recharge, stormwater runoff quality control, and stormwater runoff quantity standards at Section 25-4.P, Q and R, unless the project is granted a waiver from strict compliance in accordance with Section 25-4.D.

P. Groundwater Recharge Standards

1. This subsection contains the minimum design and performance standards for groundwater recharge as follows:
2. The design engineer shall, using the assumptions and factors for stormwater runoff and groundwater recharge calculations at Section 25-5, either:
 - a. Demonstrate through hydrologic and hydraulic analysis that the site and its stormwater management measures maintain 100 percent of the average annual pre-construction groundwater recharge volume for the site; or
 - b. Demonstrate through hydrologic and hydraulic analysis that the increase of stormwater runoff volume from pre-construction to post-construction for the 2-year storm is infiltrated.
3. This groundwater recharge requirement does not apply to projects within the “urban redevelopment area,” or to projects subject to 4 below.
4. The following types of stormwater shall not be recharged:
 - a. Stormwater from areas of high pollutant loading. High pollutant loading areas are areas in industrial and commercial developments where solvents and/or petroleum products are loaded/unloaded, stored, or applied, areas where pesticides are loaded/unloaded or stored; areas where hazardous materials are expected to be present in greater than “reportable quantities” as defined by the United States Environmental Protection Agency (EPA) at 40 CFR 302.4; areas where recharge would be inconsistent with Department approved remedial action work plan or landfill closure plan and areas with high risks for spills of toxic materials, such as gas stations and vehicle maintenance facilities; and

- b. Industrial stormwater exposed to “source material.” “Source material” means any material(s) or machinery, located at an industrial facility, that is directly or indirectly related to process, manufacturing or other industrial activities, which could be a source of pollutants in any industrial stormwater discharge to groundwater. Source materials include, but are not limited to, raw materials; intermediate products; final products; waste materials; by-products; industrial machinery and fuels, and lubricants, solvents, and detergents that are related to process, manufacturing, or other industrial activities that are exposed to stormwater.

Q. Stormwater Runoff Quality Standards

1. This subsection contains the minimum design and performance standards to control stormwater runoff quality impacts of major development. Stormwater runoff quality standards are applicable when the major development results in an increase of one-quarter acre or more of regulated motor vehicle surface.
2. Stormwater management measures shall be designed to reduce the post-construction load of total suspended solids (TSS) in stormwater runoff generated from the water quality design storm as follows:
 - a. Eighty percent TSS removal of the anticipated load, expressed as an annual average shall be achieved for the stormwater runoff from the net increase of motor vehicle surface.
 - b. If the surface is considered regulated motor vehicle surface because the water quality treatment for an area of motor vehicle surface that is currently receiving water quality treatment either by vegetation or soil, by an existing stormwater management measure, or by treatment at a wastewater treatment plant is to be modified or removed, the project shall maintain or increase the existing TSS removal of the anticipated load expressed as an annual average.
3. The requirement to reduce TSS does not apply to any stormwater runoff in a discharge regulated under a numeric effluent limitation for TSS imposed under the New Jersey Pollutant Discharge Elimination System (NJPDES) rules, N.J.A.C. 7:14A, or in a discharge specifically exempt under a NJPDES permit from this requirement. Every major development, including any that discharge into a combined sewer system, shall comply with 2 above, unless the major development is itself subject to a NJPDES permit with a numeric effluent limitation for TSS or the NJPDES permit to which the major development is subject exempts the development from a numeric effluent limitation for TSS.
4. The water quality design storm is 1.25 inches of rainfall in two hours. Water quality calculations shall take into account the distribution of rain from the water quality design storm, as reflected in Table 4, below. The calculation of the volume of runoff may take into account the implementation of stormwater management measures.

Table 4 - Water Quality Design Storm Distribution

Time (Minutes)	Cumulative Rainfall (Inches)	Time (Minutes)	Cumulative Rainfall (Inches)	Time (Minutes)	Cumulative Rainfall (Inches)
1	0.00166	41	0.1728	81	1.0906
2	0.00332	42	0.1796	82	1.0972
3	0.00498	43	0.1864	83	1.1038
4	0.00664	44	0.1932	84	1.1104
5	0.00830	45	0.2000	85	1.1170
6	0.00996	46	0.2117	86	1.1236
7	0.01162	47	0.2233	87	1.1302
8	0.01328	48	0.2350	88	1.1368
9	0.01494	49	0.2466	89	1.1434
10	0.01660	50	0.2583	90	1.1500
11	0.01828	51	0.2783	91	1.1550
12	0.01996	52	0.2983	92	1.1600
13	0.02164	53	0.3183	93	1.1650
14	0.02332	54	0.3383	94	1.1700
15	0.02500	55	0.3583	95	1.1750
16	0.03000	56	0.4116	96	1.1800
17	0.03500	57	0.4650	97	1.1850
18	0.04000	58	0.5183	98	1.1900
19	0.04500	59	0.5717	99	1.1950
20	0.05000	60	0.6250	100	1.2000
21	0.05500	61	0.6783	101	1.2050
22	0.06000	62	0.7317	102	1.2100
23	0.06500	63	0.7850	103	1.2150
24	0.07000	64	0.8384	104	1.2200
25	0.07500	65	0.8917	105	1.2250
26	0.08000	66	0.9117	106	1.2267
27	0.08500	67	0.9317	107	1.2284
28	0.09000	68	0.9517	108	1.2300
29	0.09500	69	0.9717	109	1.2317
30	0.10000	70	0.9917	110	1.2334
31	0.10660	71	1.0034	111	1.2351
32	0.11320	72	1.0150	112	1.2367
33	0.11980	73	1.0267	113	1.2384
34	0.12640	74	1.0383	114	1.2400
35	0.13300	75	1.0500	115	1.2417
36	0.13960	76	1.0568	116	1.2434
37	0.14620	77	1.0636	117	1.2450
38	0.15280	78	1.0704	118	1.2467
39	0.15940	79	1.0772	119	1.2483
40	0.16600	80	1.0840	120	1.2500

5. If more than one BMP in series is necessary to achieve the required 80 percent TSS reduction for a site, the applicant shall utilize the following formula to calculate TSS reduction:

$$R = A + B - (A \times B) / 100,$$

Where

R = total TSS Percent Load Removal from application of both BMPs,

A = the TSS Percent Removal Rate applicable to the first BMP, and

B = the TSS Percent Removal Rate applicable to the second BMP.

6. Stormwater management measures shall also be designed to reduce, to the maximum extent feasible, the post-construction nutrient load of the anticipated load from the developed site in stormwater runoff generated from the water quality design storm. In achieving reduction of nutrients to the maximum extent feasible, the design of the site shall include green infrastructure BMPs that optimize nutrient removal while still achieving the performance standards in Section 25-4.P, Q and R.
7. In accordance with the definition of FW1 at N.J.A.C. 7:9B-1.4, stormwater management measures shall be designed to prevent any increase in stormwater runoff to waters classified as FW1.
8. The Flood Hazard Area Control Act Rules at N.J.A.C. 7:13-4.1(c)1 establish 300-foot riparian zones along Category One waters, as designated in the Surface Water Quality Standards at N.J.A.C. 7:9B, and certain upstream tributaries to Category One waters. A person shall not undertake a major development that is located within or discharges into a 300-foot riparian zone without prior authorization from the Department under N.J.A.C. 7:13.
9. Pursuant to the Flood Hazard Area Control Act Rules at N.J.A.C. 7:13-11.2(j)3.i, runoff from the water quality design storm that is discharged within a 300-foot riparian zone shall be treated in accordance with this subsection to reduce the post-construction load of total suspended solids by 95 percent of the anticipated load from the developed site, expressed as an annual average.
10. This stormwater runoff quality standards do not apply to the construction of one individual single-family dwelling, provided that it is not part of a larger development or subdivision that has received preliminary or final site plan approval prior to December 3, 2018, and that the motor vehicle surfaces are made of permeable material(s) such as gravel, dirt, and/or shells.

R. Stormwater Runoff Quantity Standards

1. This subsection contains the minimum design and performance standards to control stormwater runoff quantity impacts of major development.

2. In order to control stormwater runoff quantity impacts, the design engineer shall, using the assumptions and factors for stormwater runoff calculations at Section 25-5, complete one of the following:
 - a. Demonstrate through hydrologic and hydraulic analysis that for stormwater leaving the site, post-construction runoff hydrographs for the 2-, 10-, and 100-year storm events do not exceed, at any point in time, the pre-construction runoff hydrographs for the same storm events;
 - b. Demonstrate through hydrologic and hydraulic analysis that there is no increase, as compared to the pre-construction condition, in the peak runoff rates of stormwater leaving the site for the 2-, 10- and 100-year storm events and that the increased volume or change in timing of stormwater runoff will not increase flood damage at or downstream of the site. This analysis shall include the analysis of impacts of existing land uses and projected land uses assuming full development under existing zoning and land use ordinances in the drainage area;
 - c. Design stormwater management measures so that the post-construction peak runoff rates for the 2-, 10- and 100-year storm events are 50, 75 and 80 percent, respectively, of the pre-construction peak runoff rates. The percentages apply only to the post-construction stormwater runoff that is attributable to the portion of the site on which the proposed development or project is to be constructed; or
3. The stormwater runoff quantity standards shall be applied at the site's boundary to each abutting lot, roadway, watercourse, or receiving storm sewer system.

25-5. Calculation of Stormwater Runoff and Groundwater Recharge

A. Stormwater runoff shall be calculated in accordance with the following:

1. The design engineer shall calculate runoff using one of the following methods:
 - a. The USDA Natural Resources Conservation Service (NRCS) methodology, including the NRCS Runoff Equation and Dimensionless Unit Hydrograph, as described in Chapters 7, 9, 10, 15 and 16 Part 630, Hydrology National Engineering Handbook, incorporated herein by reference as amended and supplemented. This methodology is additionally described in Technical Release 55 - Urban Hydrology for Small Watersheds (TR-55), dated June 1986, incorporated herein by reference as amended and supplemented. Information regarding the methodology is available from the Natural Resources Conservation Service website at:

https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1044171.pdf

or at United States Department of Agriculture Natural Resources Conservation Service, 220 Davison Avenue, Somerset, New Jersey 08873; or

- b. The Rational Method for peak flow and the Modified Rational Method for hydrograph computations. The rational and modified rational methods are described in "Appendix A-9 Modified Rational Method" in the Standards for Soil

Erosion and Sediment Control in New Jersey, January 2014. This document is available from the State Soil Conservation Committee or any of the Soil Conservation Districts listed at N.J.A.C. 2:90-1.3(a)3. The location, address, and telephone number for each Soil Conservation District is available from the State Soil Conservation Committee, PO Box 330, Trenton, New Jersey 08625. The document is also available at:

<http://www.nj.gov/agriculture/divisions/anr/pdf/2014NJSoilErosionControlStandardsComplete.pdf>.

2. For the purpose of calculating runoff coefficients and groundwater recharge, there is a presumption that the pre-construction condition of a site or portion thereof is a wooded land use with good hydrologic condition. The term “runoff coefficient” applies to both the NRCS methodology above at Section 25-5.A.1.i and the Rational and Modified Rational Methods at Section 25-5.A.1.ii. A runoff coefficient or a groundwater recharge land cover for an existing condition may be used on all or a portion of the site if the design engineer verifies that the hydrologic condition has existed on the site or portion of the site for at least five years without interruption prior to the time of application. If more than one land cover have existed on the site during the five years immediately prior to the time of application, the land cover with the lowest runoff potential shall be used for the computations. In addition, there is the presumption that the site is in good hydrologic condition (if the land use type is pasture, lawn, or park), with good cover (if the land use type is woods), or with good hydrologic condition and conservation treatment (if the land use type is cultivation).
3. In computing pre-construction stormwater runoff, the design engineer shall account for all significant land features and structures, such as ponds, wetlands, depressions, hedgerows, or culverts, that may reduce pre-construction stormwater runoff rates and volumes.
4. In computing stormwater runoff from all design storms, the design engineer shall consider the relative stormwater runoff rates and/or volumes of pervious and impervious surfaces separately to accurately compute the rates and volume of stormwater runoff from the site. To calculate runoff from unconnected impervious cover, urban impervious area modifications as described in the NRCS Technical Release 55 – Urban Hydrology for Small Watersheds or other methods may be employed.
5. If the invert of the outlet structure of a stormwater management measure is below the flood hazard design flood elevation as defined at N.J.A.C. 7:13, the design engineer shall take into account the effects of tailwater in the design of structural stormwater management measures.

B. Groundwater recharge may be calculated in accordance with the following:

The New Jersey Geological Survey Report GSR-32, A Method for Evaluating Groundwater-Recharge Areas in New Jersey, incorporated herein by reference as amended and supplemented. Information regarding the methodology is available from the New Jersey Stormwater Best Management Practices Manual; at the New Jersey Geological Survey website at:

<https://www.nj.gov/dep/njgs/pricelst/greport/gsr32.pdf>

or at New Jersey Geological and Water Survey, 29 Arctic Parkway, PO Box 420 Mail Code 29-01, Trenton, New Jersey 08625-0420.

25-6. Sources for Technical Guidance

A. Technical guidance for stormwater management measures can be found in the documents listed below, which are available to download from the Department's website at:

http://www.nj.gov/dep/stormwater/bmp_manual2.htm.

1. Guidelines for stormwater management measures are contained in the New Jersey Stormwater Best Management Practices Manual, as amended and supplemented. Information is provided on stormwater management measures such as, but not limited to, those listed in Tables 1, 2, and 3.
2. Additional maintenance guidance is available on the Department's website at:

https://www.njstormwater.org/maintenance_guidance.htm.

B. Submissions required for review by the Department should be mailed to:

The Division of Water Quality, New Jersey Department of Environmental Protection, Mail Code 401-02B, PO Box 420, Trenton, New Jersey 08625-0420.

25-7. Solids and Floatable Materials Control Standards

A. Site design features identified under Section 25-4.F above, or alternative designs in accordance with Section 25-4.G above, to prevent discharge of trash and debris from drainage systems shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see Section 25-7.A.2 below.

1. Design engineers shall use one of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:
 - a. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines; or
 - b. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges),

driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater system floors used to collect stormwater from the surface into a storm drain or surface water body.

- c. For curb-opening inlets, including curb-opening inlets in combination inlets, the clear space in that curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

2. The standard in A.1. above does not apply:

- a. Where each individual clear space in the curb opening in existing curb-opening inlet does not have an area of more than nine (9.0) square inches;
- b. Where the municipality agrees that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;
- c. Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
 - i. A rectangular space four and five-eighths (4.625) inches long and one and one-half (1.5) inches wide (this option does not apply for outfall netting facilities); or
 - ii. A bar screen having a bar spacing of 0.5 inches.

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

- d. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1 inch) spacing between the bars, to the elevation of the Water Quality Design Storm as specified in N.J.A.C. 7:8; or
- e. Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

25-8. Safety Standards for Stormwater Management Basins

A. This section sets forth requirements to protect public safety through the proper design and operation of stormwater management BMPs. This section applies to any new stormwater management BMP.

B. The provisions of this section are not intended to preempt more stringent municipal or county safety requirements for new or existing stormwater management BMPs. Municipal and county stormwater management plans and ordinances may, pursuant to their authority, require existing stormwater management BMPs to be retrofitted to meet one or more of the safety standards in Section 25-8.C.1, 25-8.C.2, and 25-8.C.3 for trash racks, overflow grates, and escape provisions at outlet structures.

C. Requirements for Trash Racks, Overflow Grates and Escape Provisions

1. A trash rack is a device designed to catch trash and debris and prevent the clogging of outlet structures. Trash racks shall be installed at the intake to the outlet from the Stormwater management BMP to ensure proper functioning of the BMP outlets in accordance with the following:
 - a. The trash rack shall have parallel bars, with no greater than six-inch spacing between the bars;
 - b. The trash rack shall be designed so as not to adversely affect the hydraulic performance of the outlet pipe or structure;
 - c. The average velocity of flow through a clean trash rack is not to exceed 2.5 feet per second under the full range of stage and discharge. Velocity is to be computed on the basis of the net area of opening through the rack; and
 - d. The trash rack shall be constructed of rigid, durable, and corrosion resistant material and designed to withstand a perpendicular live loading of 300 pounds per square foot.
2. An overflow grate is designed to prevent obstruction of the overflow structure. If an outlet structure has an overflow grate, such grate shall meet the following requirements:
 - a. The overflow grate shall be secured to the outlet structure but removable for emergencies and maintenance.
 - b. The overflow grate spacing shall be no less than two inches across the smallest dimension.
 - c. The overflow grate shall be constructed and installed to be rigid, durable, and corrosion resistant, and shall be designed to withstand a perpendicular live loading of 300 pounds per square foot.
3. Stormwater management BMPs shall include escape provisions as follows:

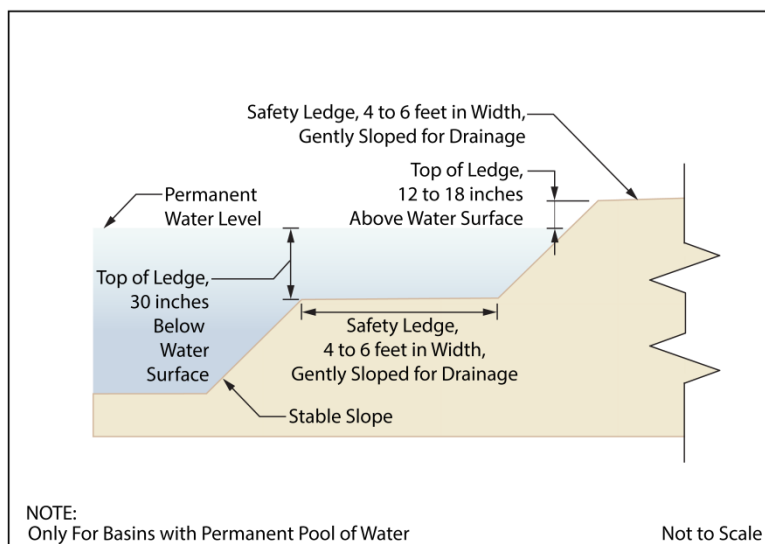
- a. If a stormwater management BMP has an outlet structure, escape provisions shall be incorporated in or on the structure. Escape provisions include the installation of permanent ladders, steps, rungs, or other features that provide easily accessible means of egress from stormwater management BMPs. With the prior approval of the municipality pursuant to 25-8.C, a free-standing outlet structure may be exempted from this requirement;
- b. Safety ledges shall be constructed on the slopes of all new stormwater management BMPs having a permanent pool of water deeper than two and one-half feet. Safety ledges shall be comprised of two steps. Each step shall be four to six feet in width. One step shall be located approximately two and one-half feet below the permanent water surface, and the second step shall be located one to one and one-half feet above the permanent water surface. See 25-8.E for an illustration of safety ledges in a stormwater management BMP; and
- c. In new stormwater management BMPs, the maximum interior slope for an earthen dam, embankment, or berm shall not be steeper than three horizontal to one vertical.

D. Variance or Exemption from Safety Standard

A variance or exemption from the safety standards for stormwater management BMPs may be granted only upon a written finding by the municipality that the variance or exemption will not constitute a threat to public safety.

E. Safety Ledge Illustration

Elevation View –Basin Safety Ledge Configuration



25-9. Requirements for a Site Development Stormwater Plan

A. Submission of Site Development Stormwater Plan

1. Whenever an applicant seeks municipal approval of a development subject to this ordinance, the applicant shall submit all of the required components of the Checklist for the Site Development Stormwater Plan at Section 25-9.C below as part of the submission of the application for approval.
2. The applicant shall demonstrate that the project meets the standards set forth in this ordinance.
3. The applicant shall submit 16 copies of the materials listed in the checklist for site development stormwater plans in accordance with Section 25-9.C of this ordinance.

B. Site Development Stormwater Plan Approval

The applicant's Site Development project shall be reviewed as a part of the review process by the municipal board or official from which municipal approval is sought. That municipal board or official shall consult the municipality's review engineer to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this ordinance.

C. Submission of Site Development Stormwater Plan

The following information shall be required:

1. Topographic Base Map

The reviewing engineer may require upstream tributary drainage system information as necessary. It is recommended that the topographic base map of the site be submitted which extends a minimum of 200 feet beyond the limits of the proposed development, at a scale of 1"=200' or greater, showing 2-foot contour intervals. The map as appropriate may indicate the following: existing surface water drainage, shorelines, steep slopes, soils, erodible soils, perennial or intermittent streams that drain into or upstream of the Category One waters, wetlands and flood plains along with their appropriate buffer strips, marshlands and other wetlands, pervious or vegetative surfaces, existing man-made structures, roads, bearing and distances of property lines, and significant natural and manmade features not otherwise shown.

2. Environmental Site Analysis

A written and graphic description of the natural and man-made features of the site and its surroundings should be submitted. This description should include a discussion of soil conditions, slopes, wetlands, waterways and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally sensitive features and to those that provide particular opportunities or constraints for development.

3. Project Description and Site Plans

A map (or maps) at the scale of the topographical base map indicating the location of existing and proposed buildings roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations will occur in the natural terrain and cover, including lawns and other landscaping, and seasonal high groundwater elevations. A written description of the site plan and justification for proposed changes in natural conditions shall also be provided.

4. Land Use Planning and Source Control Plan

This plan shall provide a demonstration of how the goals and standards of Sections 25-3 through 25-5 are being met. The focus of this plan shall be to describe how the site is being developed to meet the objective of controlling groundwater recharge, stormwater quality and stormwater quantity problems at the source by land management and source controls whenever possible.

5. Stormwater Management Facilities Map

The following information, illustrated on a map of the same scale as the topographic base map, shall be included:

- a. Total area to be disturbed, paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control and dispose of stormwater.

- b. Details of all stormwater management facility designs, during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.

6. Calculations

- a. Comprehensive hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in Section 25-4 of this ordinance.
- b. When the proposed stormwater management control measures depend on the hydrologic properties of soils or require certain separation from the seasonal high water table, then a soils report shall be submitted. The soils report shall be based on onsite boring logs or soil pit profiles. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soils present at the location of the control measure.

7. Maintenance and Repair Plan

The design and planning of the stormwater management facility shall meet the maintenance requirements of Section 10.

8. Waiver from Submission Requirements

The municipal official or board reviewing an application under this ordinance may, in consultation with the municipality's review engineer, waive submission of any of the requirements in Section 25-9.C.1 through 25-9.C.6 of this ordinance when it can be demonstrated that the information requested is impossible to obtain or it would create a hardship on the applicant to obtain and its absence will not materially affect the review process.

25-10. Maintenance and Repair

A. Applicability

Projects subject to review as in Section 25-1.C of this ordinance shall comply with the requirements of Section 25-10.B and 25-10.C.

B. General Maintenance

1. The design engineer shall prepare a maintenance plan for the stormwater management measures incorporated into the design of a major development.
2. The maintenance plan shall contain specific preventative maintenance tasks and schedules; cost estimates, including estimated cost of sediment, debris, or trash removal; and the name, address, and telephone number of the person or persons responsible for preventative and corrective maintenance (including replacement). The plan shall contain information on BMP location, design, ownership, maintenance tasks and frequencies, and

other details as specified in Chapter 8 of the NJ BMP Manual, as well as the tasks specific to the type of BMP, as described in the applicable chapter containing design specifics.

3. If the maintenance plan identifies a person other than the property owner (for example, a developer, a public agency or homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's or entity's agreement to assume this responsibility, or of the owner's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation.
4. Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project. The individual property owner may be assigned incidental tasks, such as weeding of a green infrastructure BMP, provided the individual agrees to assume these tasks; however, the individual cannot be legally responsible for all of the maintenance required.
5. If the party responsible for maintenance identified under Section 25-10.B.3 above is not a public agency, the maintenance plan and any future revisions based on Section 25-10.B.7 below shall be recorded upon the deed of record for each property on which the maintenance described in the maintenance plan must be undertaken.
6. Preventative and corrective maintenance shall be performed to maintain the functional parameters (storage volume, infiltration rates, inflow/outflow capacity, etc.) of the stormwater management measure, including, but not limited to, repairs or replacement to the structure; removal of sediment, debris, or trash; restoration of eroded areas; snow and ice removal; fence repair or replacement; restoration of vegetation; and repair or replacement of non-vegetated linings.
7. The party responsible for maintenance identified under Section 25-10.B.3 above shall perform all of the following requirements:
 - a. maintain a detailed log of all preventative and corrective maintenance for the structural stormwater management measures incorporated into the design of the development, including a record of all inspections and copies of all maintenance-related work orders;
 - b. evaluate the effectiveness of the maintenance plan at least once per year and adjust the plan and the deed as needed; and
 - c. retain and make available, upon request by any public entity with administrative, health, environmental, or safety authority over the site, the maintenance plan and the documentation required by Section 25-10.B.6 and B.7 above.
8. The requirements of Section 25-10.B.3 and B.4 do not apply to stormwater management facilities that are dedicated to and accepted by the municipality or another governmental agency, subject to all applicable municipal stormwater general permit conditions, as issued by the Department.

Note: It may be appropriate to delete requirements in the maintenance and repair plan that are not applicable if the ordinance requires the facility to be dedicated to the municipality. If the municipality does not want to take this responsibility, the ordinance should require the posting of a two-year maintenance guarantee in accordance with N.J.S.A. 40:55D-53. Maintenance and inspection guidance can be found on the Department's website at:

https://www.njstormwater.org/maintenance_guidance.htm.

9. In the event that the stormwater management facility becomes a danger to public safety or public health, or if it is in need of maintenance or repair, the municipality shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the municipal engineer or his designee. The municipality, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair, the municipality or County may immediately proceed to do so and shall bill the cost thereof to the responsible person. Nonpayment of such bill may result in a lien on the property.
10. The owner of a private stormwater facility is required to inspect the facility after each major storm event and perform any maintenance and/or repairs that may be required, in addition to routine mowing and removal and disposal of accumulated debris from the facility. The owner shall file a report with the Borough annually which provides its inspection dates (which shall be performed quarterly) and any action(s) taken to rectify any condition(s) found. The Borough shall inspect the facility once per year at the cost of \$100.00 to the property owner. The Borough shall also maintain a log and map to demonstrate compliance with maintenance requirements and shall document any actions taken by the Borough to enforce compliance. If inspection reveals that maintenance has not been maintained by the owner of the stormwater facility, then the Borough Official will issue an order to correct the deficiency within 30 days. If the deficiency is not corrected within 30 days, the Borough will correct the deficiency and recover the cost under the Property Maintenance Section of the Borough Code (Section 14-12). The Borough, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause as approved by the Borough Engineer or his/her designee.

C. Nothing in this subsection shall preclude the municipality in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D-53.

25-11. Penalties

Any person(s) who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure or land in violation of this ordinance shall be subject to the following penalties:

Chapter 1, Section 5 of the Revised General Ordinances of the Borough of Hightstown.

25-12. Severability

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

25-13. Effective Date

This Ordinance shall be in full force and effect from and after its adoption and any publication as required by law.

ALL OF WHICH IS ADOPTED THIS _____ day of _____, 20____, by the
_____.



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

November 13, 2020

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

Re: Improvements to Springcrest Drive, Taylor Avenue,
Spruce Court, and Glen Drive
Borough of Hightstown
Our File No.: H1800

Dear Mayor and Council:

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

As we are preparing the plans, we need to address the possibility that water service lines and sewer laterals may need to be replaced. Public Works does not currently have the staff to dig test holes to determine actual locations where replacement might be needed.

Additionally, as of November 11, 2020, the Borough Water Department has informed us that the existing water main on Taylor Avenue is a transit pipe. We have also been alerted that there are no sanitary sewer cleanouts on Taylor Avenue and possibly on the other roads in this contract.

The Borough Water Department has indicated that the transite water main on Taylor Avenue has not had any breaks or leaks. However, in my experience, when transite mains start to fail, they fail quickly and significantly. Although the main is in good condition now, there may be a time after construction or during construction when the main starts to fail which would require additional costs to replace after the roadway is paved.

Additionally, the Borough Water Department does not have records on the existing water service pipe material on Taylor Avenue. Based on prior direction, we intend to include water service and sewer lateral replacement in the contract (if and where needed). Replacing water services on a transite water main could put the pipe at risk of failure. Therefore, I would like Council to consider the replacement of the water mains and services on Taylor Avenue. The construction cost for replacement of water main and services on Taylor Avenue is estimated to be \$250,000.00. We also recommend an additional \$150,000.00 be allocated for water service and sewer lateral replacement at the 25 additional properties on Spring Crest Drive, Glen Drive, and Spruce Court.

Please note, that the Borough Police Department has also directed this office to include Police Traffic Directors in construction contracts whenever a roadway is to be closed to thru traffic. We anticipate Taylor Avenue, Spruce Court, and portions of Spring Crest Drive to be closed during construction. We estimate the cost of Police Traffic Directors for these three (3) roads to be approximately \$45,000.00.

In total, the additional costs outlined above are \$445,000.00. I would like to discuss with Council how to accommodate the above work in our upcoming contract.

Please do not hesitate to contact this office should you have questions prior to the Council meeting.

Very truly yours,

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

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

Resolution 2020-219

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

AUTHORIZING PLAN SPECIFICATION PREPARATION, CONTRACT ADMINISTRATION AND INSPECTION FOR FEMA FLOOD MITIGATION TO THE HIGHTSTOWN BOROUGH WATER TREATMENT PLANT

WHEREAS, the Borough of Hightstown has received funding through FEMA for flood mitigation measures and a new emergency generator for the Water Treatment Plant; and

WHEREAS, the Borough Council wishes to authorize Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$49,500.00, for the preparation of plans, specifications, soil borings, permitting and receipt of bids and;

WHEREAS, the Borough Council wishes to authorize Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$35,000.00, for contract administration and inspection; and

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

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to prepare plans, specifications, soil borings, permitting and receiving bids as well as perform contract administration and inspection services for the mitigation of the Hightstown Water Treatment Plant at a cost not to exceed a total of \$84,500.00 as detailed within.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2020.

Margaret Riggio
Deputy Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

November 6, 2020

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

Re: Water Plant Pump Room
Borough of Hightstown, Mercer County, New Jersey
Our File No: H1679

Dear Debra;

As you know, the Borough has received funding through FEMA for flood mitigation measures and a new emergency generator for the Water Treatment Plant. The anticipated improvements include a new 250 KW Diesel Emergency Generator mounted on a raised platform) and flood gates at doorways to the main Treatment Plant Building and well houses. In order to comply with the funding requirements, these improvements must be installed and operational no later than December 2021. The anticipated cost of construction is \$411,000.00.

These improvements will require a Soil Erosion and Sediment Control Certification from the Mercer County Soil Conservation District and a Flood Hazard Area Hardship Waiver from the NJDEP for construction within the Flood Hazard Area. Permit application fees are anticipated to be approximately \$10,000.00.

Our fee to prepare plans, specifications, soil borings, permitting, and receiving bids will be at a cost not to exceed \$49,500.00.

Our fee for construction administration and inspection will be at a cost not to exceed \$35,000.00.

Due to the deadline requirements, I request that Council authorize Roberts Engineering Group to move forward with this work at the next Council Meeting.

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

Very truly yours,

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

cc: Mayor and Council
Peggy Riggio, RMC/CMR, Deputy Borough Clerk
George Lang, Borough CFO
Ken Lewis, Superintendent of Public Works
Ted W. Pivovarnick, PLS, Roberts Engineering Group, LLC

**ENGINEER'S ESTIMATE
ELEVATED EMERGENCY GENERATOR REPLACEMENT
AT BOROUGH WATER TREATMENT PLANT**
SITUATED IN
BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY
Our File No.: H1679
October 7, 2020

ITEM	DESCRIPTION	UNITS	QUANTITY	PRICE	TOTAL
1	Mobilization	LS	1	\$15,000.00	\$15,000.00
2	Site Clearing	LS	1	\$5,000.00	\$5,000.00
3	Soil Erosion and Sediment Control	LS	1	\$3,000.00	\$3,000.00
4	Test Pits, If & Where Directed	CY	20	\$100.00	\$2,000.00
5	Garage Door Flood Gate (Well Houses)	UNIT	2	\$15,000.00	\$30,000.00
6	Flood Gate - 4' Wide (Well Houses)	UNIT	2	\$7,500.00	\$15,000.00
7	Flood Gate - 4' Wide (Pump Room)	UNIT	1	\$7,500.00	\$7,500.00
8	Flood Gate - 4' Wide (Chlorine Room)	UNIT	1	\$7,500.00	\$7,500.00
9	Timber Pilings				
	Materials	UNIT	5	\$1,500.00	\$7,500.00
	Labor	LS	1	\$3,500.00	\$3,500.00
10	Elevated Platform				
	Materials	LS	1	\$25,000.00	\$25,000.00
	Labor	LS	1	\$50,000.00	\$50,000.00
11	250 KW Emergency Generator, Diesel (550 Gal), 400A ATS Complete				
	Materials	LS	1	\$85,000.00	\$70,000.00
	Labor	LS	1	\$120,000.00	\$110,000.00
12	Electrical Connections and Wiring, Complete				
	Materials	LS	1	\$15,000.00	\$15,000.00
	Labor	LS	1	\$35,000.00	\$35,000.00
13	Miscellaneous Site Improvements and Restoration of Construction Site	LS	1	\$10,000.00	\$10,000.00
TOTAL ESTIMATED CONSTRUCTION COST					\$411,000.00
ENGINEERING DESIGN FEES					\$42,000.00
SOIL BORING AND GEOTECHNICAL ANALYSIS					\$7,500.00
PERMIT FEES					\$10,000.00
INSPECTION FEES					\$35,000.00
TOTAL ESTIMATED COST					\$505,500.00

NOTES:

1. Permits: NJDEP FHA IP/Hardship and Soil Erosion and Sediment Control Certification.
2. Generator to be set on top of platform.
3. Platform to be constructed to above flood hazard elevation.

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

Resolution 2020-220

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

**AUTHORIZING PAYMENT NO. 4 AND CHANGE ORDER 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 Change Order No. 3, in the amount of \$21,348.62 which represents additional quantity of supplemental items, additional uniformed traffic control requested by the Borough Police Department and additional HDPE Pipe which increases the contract by 2.8% to a total contract amount of \$888,776.77; and

WHEREAS, the contractor has submitted payment No. 4, in the amount of \$150,889.32, partial payment through October 29, 2020; and

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

WHEREAS, the Borough Engineer has recommended approval of payment No. 4, in the amount of \$150,889.32; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown Change Order No. 3 and payment No. 4, in the amount of \$150,889.32 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 November 16, 2020.

Margaret Riggio
Deputy Borough Clerk



MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

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

DATE: October 30, 2020

RE: Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court
Payment No. 4
Our File No.: H1749

Attached please find the following in reference to Payment No. 4 which is a partial payment through October 29, 2020 for test pits, manhole frame and covers, valves, fire hydrant assemblies, lawn inlets, underdrain, storm pipe, storm cleanouts, concrete curb, concrete sidewalk, driveway repair, detectable warning surface, uniformed traffic directors, inlet repair, and inlet frame, grate, and curb piece.

1. Payment No. 4
2. Invoice No. 4
3. Change Order No. 3
4. Certified Payrolls

This payment includes Change Order No. 3 which adds extra quantity for supplemental items S-5 and S-6. Additional Uniformed Traffic Control was requested by the Borough Police Department during construction and additional HDPE Pipe for supplemental item S-6 was required in lieu of the specified DIP due to unforeseen existing conditions found during excavation. The change order provides additional supplemental item S-7 for inlet repairs which was found to be needed during excavations. Change Order No. 3 increases the contract by \$21,348.62 (2.8%).

I recommend Change Order No. 3 be approved and payment be made to S & G Paving Construction, Inc. in the amount of \$150,889.32.

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. 4
IMPROVEMENTS TO LINCOLN AVENUE, HAGEMONT AVENUE, AND ROCKY BROOK COURT
Borough of Hightstown, Mercer County, New Jersey
October 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	HOUR	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	18.41	7.78	\$25.00	\$460.25
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"	3.00	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	0.00	\$500.00	\$9,000.00
23	Sanitary Manhole Frame and Cover	13.00	UNIT	7.00	7.00	\$750.00	\$5,250.00
24	6" Insertion Valve	2.00	UNIT	1.00	1.00	\$900.00	\$900.00
25	Fire Hydrant Assembly, Complete	2.00	UNIT	2.00	2.00	\$4,500.00	\$9,000.00
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	0.00	\$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	0.00	\$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	0.00	\$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	0.00	\$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	1.00	1.00	\$950.00	\$950.00
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	4.00	4.00	\$950.00	\$3,800.00
38	Lawn Inlet	6.00	UNIT	6.00	2.00	\$1,250.00	\$7,500.00
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	0.00	\$55.00	\$7,040.00
42	8" Ductile Iron Pipe	259.00	LF	0.00	0.00	\$75.00	\$0.00
43	6" Perforated HDPE Underdrain	1,086.00	LF	993.00	345.00	\$45.00	\$44,685.00
44	4" HDPE Storm Pipe	207.00	LF	303.00	14.00	\$42.00	\$12,726.00
45	PVC Cleanout, Storm	28.00	UNIT	27.00	7.00	\$650.00	\$17,550.00
46	6"x8"x18" Concrete Vertical Curb	4,440.00	LF	3,825.00	2,572.00	\$22.00	\$84,150.00
47	Concrete Sidewalk, 4" Thick	809.00	SY	679.67	187.67	\$85.00	\$57,771.95
48	Reinforced Concrete Sidewalk, 6" Thick	325.00	SY	270.58	179.67	\$99.00	\$26,787.42
49	Detectable Warning Surface	6.00	SY	4.67	2.67	\$450.00	\$2,101.50
50	Bituminous Driveway Repair	203.00	SY	45.28	0.00	\$24.00	\$1,086.72



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

51 Stone Driveway Repair	21.00	SY	4.00	4.00	\$15.00	\$60.00
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 Topsoiling, 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	1.00	LS	0.00	0.00	\$13,000.00	\$0.00
S-2 Raise Manhole	1.00	UNIT	0.00	0.00	\$1,100.00	\$0.00
S-3 Credit: 1" Type 'K' Copper Water Service	200.00	LF	139.00	0.00	(\$10.00)	(\$1,390.00)
S-4 Credit: Curb Valve and Box	33.00	UNIT	20.00	0.00	(\$100.00)	(\$2,000.00)
S-5 Uniformed Traffic Directors	1.00	LS	1.61	0.84	\$20,000.00	\$32,286.62
S-6 8" HDPE Pipe	165.00	LF	422.00	0.00	\$65.00	\$27,430.00
S-7 Inlet Repair	2.00	UNIT	2.00	2.00	\$1,150.00	\$2,300.00

TOTAL WORK COMPLETED					\$446,005.90	
LESS: RETAINAGE					2%	
					\$8,920.12	
SUBTOTAL					\$437,085.78	
LESS: PREVIOUS PAYMENTS					\$286,196.46	
TOTAL AMOUNT DUE					\$150,889.32	
AMOUNT OF ORIGINAL CONTRACT					\$764,028.15	
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NOS. 1, 2, & 3 (16.33%)					\$888,776.77	

**¹ Improvements to Lincoln Avenue, Hagemount Avenue, and Rocky Brook Court
Borough of Hightstown, Mercer County
CHANGE ORDER No. 3**

Project	Improvements to Lincoln Avenue, Hagemount Avenue, and Rocky Brook Court
Municipality	Borough of Hightstown
County	Mercer County
Contractor	S&G Paving Construction, Inc.
In accordance with the project Specification, the following are changes in the contract.	
Location and Reason for Change (Attach additional sheets if required) -	
Provide additional HDPE pipe to replace ductile iron pipe Pay Item per Borough request.	
Increase Pay Item S-5 for Uniformed Traffic Control Directors as requested by Borough Police Department during construction.	
Additional Pay Item S-7 for Inlet Repairs as required found during excavations.	

EXTRA

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>		<u>Unit Price</u>	<u>Amount</u>
33	Modified Type 'B' Inlet with Frame, Bicycle Safe Grate, and 4" Type 'N' Eco Curb Piece	1.00	UNIT	\$2,850.00	\$2,850.00
44	4" HDPE Storm Pipe	96.00	LF	\$42.00	\$4,032.00
S-5	Uniformed Traffic Directors	0.61	LS	\$20,000.00	\$12,286.62
S-6	8" HDPE Pipe	297.00	LF	\$65.00	\$19,305.00
					\$38,473.62

SUPPLEMENTAL

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>		<u>Unit Price</u>	<u>Amount</u>
S-7	Inlet Repair	2.00	UNIT	\$1,150.00	\$2,300.00
					\$2,300.00

REDUCTION

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>		<u>Unit Price</u>	<u>Amount</u>
42	8" Ductile Iron Pipe	259.00	LF	\$75.00	\$19,425.00
					\$19,425.00

Amount of Original Contract	\$764,028.15	Extra	\$38,473.62
Adjusted Amount Based on Change		Supplemental	\$2,300.00
Order Nos. 1, 2, & 3	\$888,776.77	Reduction	\$19,425.00
		Total Change	\$21,348.62

% Change in Contract **16.33 %**
 [(+) Increase or (-) Decrease]

..... (Engineer)	 (Date)	 (Local Aid)	 (Date)
..... (Presiding Officer)	 (Date)		
..... (Contractor)	 (Date)		

Ordinance 2020-12

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN

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

Section 1. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	RANGING FROM:	TO:
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$82,000.00
Deputy Borough Clerk	\$30,000.00	\$65,000.00
Part-Time Treasurer	\$15,000.00	\$30,000.00
Accounts Payable Clerk	\$30,000.00	\$60,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$67,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$25,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$65,000.00
Tax/Utility Clerk	\$7,000.00	\$50,000.00
Tax Assessor	\$7,500.00	\$20,000 .00
Registrar of Vital Statistics	\$2,500.00	\$5,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$4,600.00
Municipal Magistrate	\$30,000.00	\$50,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$55,000.00
Planning Board Secretary	\$1,000.00	\$25,000.00
Technical Assistant	\$28,000.00	\$40,000.00
Construction Code Official	\$18,000.00	\$35,000.00
Fire Subcode Official	\$3,500.00	\$8,000.00

	RANGING FROM:	TO:
<u>Building Subcode Official</u>	\$3,500.00	\$8,000.00
<u>Superintendent of Public Works</u>	\$50,000.00	\$106,000.00
<u>Assistant Superintendent of Public Works</u>	\$50,000.00	\$66,000.00
<u>Water Plant Superintendent (Part-Time)</u>	\$10,000.00	\$25,000.00
<u>Senior Water Plant Operator</u>	\$35,000.00	\$80,000.00
<u>Supervising AWWTP Operator</u>	\$44,000.00	\$56,000.00
<u>Superintendent of AWWTP</u>	\$50,000.00	\$107,000.00
<u>Assistant Superintendent of AWWTP</u>	\$45,000.00	\$90,000.00
<u>Lab Manager – AWWTP</u>	\$35,000.00	\$80,000.00
<u>Secretary Board of Health</u>	\$100.00	\$1,500.00
<u>Computer Systems Administrator</u>	\$3,000.00	\$6,000.00
<u>Chief Financial Officer</u>	\$2,000.00	\$52,000.00
<u>Deputy Chief Financial Officer</u>	\$10,000.00	\$70,000.00
<u>Building Inspector</u>	\$3,500.00	\$5,500.00
<u>Zoning Official</u>	\$6,000.00	\$12,000.00
<u>Health Officer</u>	\$8,000.00	\$15,000.00
<u>OEM Coordinator</u>	\$2,000.00	\$ 5,000.00
<u>Borough Administrator</u>	\$30,000.00	\$90,000.00
<u>Police Chief</u>	\$120,000.00	\$157,000.00

Section 2. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	RANGING FROM:	TO:
<u>Administrative Assistant/Payroll Clerk</u>	\$10.00	\$30.00
<u>Public Health Nurse</u>	\$25.00	\$45.00
<u>School Crossing Guard</u>	\$15.00	\$25.00
<u>Special Officer I</u>	\$8.00	\$18.00
<u>Special Officer II</u>	\$18.00	\$30.00

	RANGING FROM:	TO:
Clerical Assistant	\$10.50	\$20.00
Administrative Assistant	\$13.50	\$30.00
Public Works Foreman	\$17.00	\$40.00
Public Works Heavy Equipment Operator	\$16.00	\$40.00
Public Works Automated Vehicle Operator	\$16.00	\$35.00
Public Works Driver/Laborer	\$15.00	\$35.00
Public Works Laborer	\$14.00	\$35.00
Public Works Municipal Building Maintenance	\$8.00	\$35.00
Public Works Mechanic	\$16.00	\$35.00
Seasonal/Temporary Labor	\$10.00	\$20.00
Assistant Water Plant Operator	\$15.00	\$25.00
Water Plant Operator	\$25.00	\$35.00
Water Plant Lead Operator	\$40.00	\$50.00
AWWTP Maintenance	\$16.00	\$30.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$20.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$30.00
Recreation Director (part-time)	\$20.00	\$40.00
Assistant Recreation Director (part-time)	\$8.00	\$20.00
Junior Recreation Counselor (part-time)	\$6.00	\$15.00
Housing Inspector	\$14.00	\$35.00
Fire Inspector	\$14.00	\$35.00
Building Inspector	\$14.00	\$35.00
Code Enforcement Officer	\$15.00	\$35.00
Fire Officer	\$14.00	\$35.00
Zoning Official	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$50.00
Plumbing Subcode Official	\$14.00	\$50.00

Section 3. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, 2019.

Section 4. The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

Introduced: November 2, 2020

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

ORDINANCE 2020-13

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING CHAPTER 3, “POLICE REGULATIONS”, SECTION 3-7 “NOISE CONTROL” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Chief of Police, Zoning Official and Administration of the Borough have requested that the Noise Control Ordinance of the Borough be amended for appropriate enforcement; and

WHEREAS, in order to maintain a quality of life for residents within the Borough, the Hightstown Borough Council agrees with the recommendations suggested by the Chief of Police, Zoning Official and Administration for amendment to the Noise Control Ordinance within the Borough.

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

Section 1. Chapter 3, entitled “Police Regulations,” Section 3-7 “Noise Control,” of the “Revised General Ordinances of the Borough of Hightstown,” is hereby amended and supplemented in the following respects (additions are shown with underline, deletions are shown with ~~strikeout~~):

Section 3-7

NOISE CONTROL

Subsections:

- 3-7.1 Findings; Unnecessary Noise Unlawful.
- 3-7.2 Radios; Musical Instruments and Other Devices.
- 3-7.3 Advertising with Sound.
- 3-7.4 Sound Trucks and Other Instruments.
- 3-7.5 Vehicular Horns and Warning Devices.
- 3-7.6 Pets and Animals
- 3-7.7 Lawnmowers, Leaf Blowers, Power tools, Chain Saws, Snow Blowers
- 3-7.9 Construction
- 3-7.10 Miscellaneous Night Noises
- 3-7.11 Enforcement
- 3-7.12 Prevailing Time
- 3-7.13 Violations and Penalties
- 3-7.8 People Noises

3-7.1 Findings; Unnecessary Noise Unlawful.

Excessive noise is a serious hazard to the public health, safety and welfare, and to the quality of life of the residents of the Borough of Hightstown and is hereby declared to be a public nuisance. The residents of the Borough of Hightstown have a right to and should be insured an environment free from excessive sound. The following regulations are enacted to prevent excessive sound that may jeopardize the health, safety or welfare of the Borough’s residents or degrade their quality of life.

In that regard, no person shall permit, make or continue or cause to be permitted, made or continued any loud, disturbing, or unnecessary noise which annoys, injures, endangers or disturbs the comfort, rest and repose, or the peace, or the health or safety of any person being in his or her place of abode, or at any public or private meeting or at church services or make, cause or permit to be made or caused upon any premises owned, occupied or controlled by him or her or in any public place or upon any public street, alley or thoroughfare in the Borough any unnecessary noises or sounds by means of the human voice or by any other means or methods which are physically annoying to persons or which are so harsh or prolonged or unnatural or unusual in their use, time and place as to occasion physical discomfort or which are

injurious to the lives, health, peace and comfort of the inhabitants of the Borough or any number thereof. Such conduct shall be deemed a nuisance.

3-7.2 Radios; Musical Instruments and Other Devices.

No person shall play, use, operate or permit to be played, used or operated any radio receiving set, musical instrument, phonograph or other machine or device for the production or reproduction of sound with louder volume than is necessary for convenient hearing of the person so playing, using or operating such instrument or device and persons who are voluntary listeners thereto or in such manner as to disturb the peace, quiet and comfort of neighboring inhabitants. The operation of any radio receiving set, musical instrument, phonograph or other machine or sound amplifying device for the production or reproduction of sound between the hours of 10:00 p.m. and 11:00 a.m. in such a manner as to be plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which it is located shall be evidence of a violation of this chapter. Any such conduct shall be deemed a nuisance. Nothing herein contained shall be construed to prohibit playing by a band or orchestra in a hall, building, or in the open air when sponsored by the Borough or an appropriately permitted special event. Downtown Businesses who provide such music on their property as entertainment for their customers and have hours extending past 10:00pm shall be permitted to continue the entertainment until 11:00pm. (1991 Code § 147-2)

3-7.3 Advertising with Sound.

No person shall, for advertising purposes or for the purpose of attracting the attention of the passing public, play, use, operate or permit to be played, used or operated any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound on the streets or public places of the Borough or in any place where the sound is cast directly upon the streets or public places or which is so placed and operated that the sound can be heard to the annoyance or inconvenience of travelers upon any street or public place or of persons in neighboring premises. Such conduct shall be deemed a nuisance.

3-7.4 Sound Trucks and Other Instruments.

No person shall play, use or operate for advertising purposes or for any other purpose whatsoever in public places or in or upon the public streets, alleys or thoroughfares in the Borough any device known as a "sound truck," "loudspeaker" or "sound amplifier" or radio or phonograph with a loudspeaker or sound amplifier or any other instrument known as a "calliope" or any instrument of any kind or character which emits therefrom loud and raucous noises and is attached to and upon any vehicle operating or standing upon the streets or public places aforementioned. Such conduct shall be deemed a nuisance.

3-7.5 Vehicular Horns and Warning Devices.

No person shall sound any horn or warning device on any automobile, motorcycle, bus or other vehicle except when required by law or when necessary to give timely warning of the approach of the vehicle or as a warning of impending danger to persons driving other vehicles or to persons upon the street. No person shall sound any horn or warning device on any automobile, motorcycle, bus or other vehicle which emits an unreasonably loud or harsh sound or for any unnecessary or unreasonable purpose or period of time. Such conduct shall be deemed a nuisance.

3-7.6 Pets and Animals

Noise nuisance regulations pertaining to pets and animals are addressed in Chapter 5, Subsection 5-1.3 of the Hightstown Borough Code.

3-7.7 Lawnmowers, Leaf Blowers, Power tools, Chain Saws, Snow Blowers

No person shall operate or use any power lawnmower, leaf blower, power tool, chain saw, snow blower or like item between the hours of 9:00 P.M. and 7:00 A.M., Mondays through Saturdays, and 9:00 P.M. and 9:00 A.M., on Sundays; except that the use of same shall not be prohibited during these times when used in response to an emergency, such as to clear a walkway or street from snow, fallen branches or trees following a storm or other natural disaster. Use of

any_lawnmower, leaf blower, power tool, chain saw, snow blower or like item within these hours that does not meet the emergency exemption shall be evidence of a violation of this section. Any such conduct which does not meet the exceptions noted herein shall be deemed a nuisance.

3-7.8 People Noises

No person shall yell, shout, hoot, whistle, sing or cause unnecessary vocal noises in the public street, particularly between the hours of 10:00 p.m. and 10:00 a.m., or at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, or in any other type of residence, or of any persons in the vicinity. Such conduct shall be deemed a nuisance.

3-7-9 Construction

All construction and demolition activity noise shall be restricted to the hours of 7:00 A.M. to 7:00 P.M., Monday through Friday, and 8:00 A.M. to 5:00 P.M. on Saturdays and those holidays when construction activity is not prohibited. All construction activity including but not limited to deliveries for same, shall be prohibited on Sundays and the following holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and Christmas Day.

1. The provisions of this subsection shall not apply to interior or exterior repairs or to interior alterations, the work for which is actually performed personally by a homeowner or other occupant or tenant between the hours of 8:00 A.M. and 10:00 P.M., provided, that the work shall be done without undue noise or disturbance of the peace and quiet of the nearby residences or of the neighborhood.
2. The provisions of this subsection shall not apply in cases of emergency or urgent necessity in the interest of public health and safety.
3. Any such conduct which does not meet the exceptions noted herein shall be deemed a nuisance.

3-7-10 Miscellaneous night noises

The warming up of diesel motors or motor vehicles; creation of loud or excessive noise in connection with the loading or unloading of any vehicle; the emptying of dumpsters; or the creation of any other loud or raucous sound or noise between the hours of 10:00 p.m. and 7:00 a.m. in proximity to any dwelling, residence or other inhabited buildings is prohibited. Such conduct shall be deemed a nuisance.

3-7.11 Enforcement

Violations in this section are enforceable by the Hightstown Police Department, Zoning Official and Housing Inspector for the purpose of enforcement and issuing violations.

3-7.12 Prevailing Time.

The hours referenced in this Section shall refer to current prevailing time, i.e., either Eastern Standard Time or Eastern Daylight Savings Time, depending upon the time of year.

3-7.13 Violations and Penalties.

- a. Any person violating any provision of this section shall, upon conviction, be liable to the penalty as stated in Chapter I, Section 1-5.
- b. Separate Violations. Except as otherwise provided, each and every day in which a violation of any provision of this section exists shall constitute a separate violation.
- c. Any violation of this section is hereby declared to be a nuisance. In addition to any other relief provided by this section, the Borough, through the Borough Attorney, may apply to the Superior Court for an injunction to prohibit the continuation or repetition of any violation of this section.

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: November 2, 2020

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2020-14

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 5, ENTITLED “ANIMAL CONTROL”, SUBSECTION 5-1.3, ENTITLED “CONDUCT”, OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY

WHEREAS, the Administration, Inspection, and Police Departments of the Borough desire to amend the ordinance of the Borough governing animal noises to increase the ability of responders to enforce same; and

WHEREAS, the Mayor and Borough Council find this change would be advantageous to the quality of life in the Borough.

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 5, entitled “Animal Control”, is hereby amended to read as follows (underline for additions, strikethroughs for deletions):

5-1.3 Conduct.

- a. Running at Large. No dog shall run at large at any time within the limits of the Borough.
- b. Leashing. No dog shall be permitted off of the premises of the person owning, keeping or harboring it unless accompanied by a person who is capable of controlling it and who has the dog securely confined and controlled by an adequate leash or chain not more than six (6) feet long.
- c. Property Damage. No person owning, keeping or harboring a dog shall permit or suffer it to do any injury or to do any damage to any lawn, shrubbery, flowers, grounds or property of persons other than the owner or person having the care, custody and control of such dog.
- d. Defiling Public Places. No person owning, keeping or harboring a dog shall permit or suffer it to soil or defile or commit any nuisance upon any sidewalk, street or thoroughfare or in or upon any public property or place.
- e. Personal Injury. No person owning, keeping or harboring a dog shall permit or suffer it to cause any injury to any person.
- f. Disturbing the Peace. No person shall keep any animal, including but not limited to any bird or dog, which causes frequent or long continued noise, or shall disturb the comfort or repose of any persons in the vicinity. For purposes of this subsection, a dog barking, or other pet making a disturbing noise, continually for ten (10) minutes or intermittently for thirty (30) minutes, and plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which or land on which it is located, shall be evidence of a violation of this section.
- g. Wearing of Registration. All dogs for which licenses are required by the provisions of this section shall wear a collar or harness with the registration tag securely fastened thereto. (1991 Code § 87-3)

5-1.10 Enforcement.

a. Authorized Enforcement Agents; Interference with Official Duties. This Ordinance may be enforced by any representative of the Code Enforcement Department of the Borough or any member of the Borough's Police Department. No person shall hinder, molest or interfere with anyone authorized or empowered to perform any duty under this section.

b. Access to Premises. Any officer or agent authorized or empowered to perform any duty under this section is hereby authorized to go upon any premises to seize for impounding any dog which he may lawfully seize and impound when such officer is in immediate pursuit of such dog, except upon the premises of the owner of the dog if the owner is present and forbids the same.

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: November 2, 2020

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2020-15

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

**BOND ORDINANCE PROVIDING FOR VARIOUS
CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH
OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW
JERSEY, APPROPRIATING \$105,000 THEREFOR AND
AUTHORIZING THE ISSUANCE OF \$100,000 BONDS OR
NOTES OF THE BOROUGH TO FINANCE PART OF THE
COST THEREOF**

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

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as general improvements. For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$105,000, including the aggregate sum of \$5,000 as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$100,000 pursuant to the Local Bond Law. In anticipation of

the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation & Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds & Notes</u>	<u>Period of Usefulness</u>
a) Acquisition and installation of a crosswalk signal for Franklin and Broad Street, including all related costs and expenditures incidental thereto and further including all related costs and expenditures incidental thereto.	\$15,500	\$14,725	10 years
b) Acquisition of self-contained breathing apparatus bottles, bailout kits and the replacement of an automatic external defibrillator for the Fire Department and the acquisition of a copier and a radar and traffic counter for the Police Department, including all related costs and expenditures incidental thereto.	\$89,500	\$85,275	15 years
TOTAL:	<u>\$105,000</u>	<u>\$100,000</u>	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount

of the down payment for each purpose.

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

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

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

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 14.26 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$100,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$2,500 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

(e) Any action taken prior to the date of adoption of this bond ordinance in furtherance of the several improvements or purposes described in Section 3, including but not limited to, expenditures of funds appropriated hereby, are hereby ratified, confirmed and approved.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use

the proceeds to pay or reimburse expenditures for the costs of the purposes or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

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

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2020-16

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

BOND ORDINANCE PROVIDING FOR VARIOUS IMPROVEMENTS TO THE WATER AND SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$115,100 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$108,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

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

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$115,100, including the aggregate sum of \$7,100 as the several down payments for the improvements or purposes, \$5,400 of which is from the Capital Improvement Fund as required by the Local Bond Law and additional funds from capital surplus in the amount of \$1,700 not otherwise required. The down payments have been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to

be issued in the principal amount of \$108,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation & Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds & Notes</u>	<u>Period of Usefulness</u>
a) Acquisition and installation of a monorail lift system with filters, including all related costs and expenditures incidental thereto and further including all related costs and expenditures incidental thereto.	\$39,500	\$37,180	40 years
b) Design costs, including the application of paint and repairs to the First Avenue water tank, Leshin Lane Standpipe and the Cranbury Station water tank, including all related costs and expenditures incidental thereto and further including all work and materials necessary therefor and incidental thereto.	\$75,600	\$70,820	15 years
TOTAL:	<u>\$115,100</u>	<u>\$108,000</u>	

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall

mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

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

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

(a) The improvements or purposes described in Section 3 of this bond ordinance are

not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 23.60 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$108,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$1,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

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

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations

authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

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

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2020-17

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

**ORDINANCE APPROPRIATING \$505,500 FROM
FUNDS RECEIVED FROM FEMA FOR WATER AND
SEWER UTILITY IMPROVEMENTS IN AND BY
THE BOROUGH OF HIGHTSTOWN, IN THE
COUNTY OF MERCER, NEW JERSEY.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY AS FOLLOWS:

Section 1. \$505,500 is hereby appropriated from funds received from FEMA for water and sewer utility improvements, including water treatment plant flood mitigation, the acquisition of a generator, construction, engineer design, soil boring, geotechnical and permit fees, including all related costs and expenditures incidental thereto and further including all work and materials necessary therefor and incidental thereto, in and by the Borough of Hightstown, in the County of Mercer, New Jersey (the “Borough”).

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2020-221

*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 \$73,733.63 from the following accounts:

Current		\$32,537.90
W/S Operating		29,030.21
General Capital		0.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		5,045.52
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Public Defender Trust		0.00
Escrow		<u>7,120.00</u>
Total		<u>\$73,733.63</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 November 16, 2020.

Margaret Riggio
Deputy Borough Clerk

\$6,582.18

P.O. Type: All		Include Project Line Items: Yes		Open: N	Paid: N	Void: N			
Range: First		to Last		Rcvd: Y	Held: Y	Aprv: N			
Format: Detail without Line Item Notes				Bid: Y	State: Y	Other: Y	Exempt: Y		
Vendor # Name									
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void	1099
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
ACTIO010 ACTION UNIFORM CO, LLC									
20-01310 10/15/20 CLOTHING ALLOWANCE - JIMENEZ									
1 CLOTHING ALLOWANCE - JIMENEZ		803.51	0-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/15/20	11/10/20		32345
Vendor Total:		803.51							
BANKO005 BANK OF AMERICA									
20-01432 11/12/20 OCTOBER 2020 INVOICES 3938									
1 NJ EZPASS FIRE 3/16/20 3938		32.60	0-01-25-252-002-199	B Miscellaneous	R	11/12/20	11/12/20		07 0362 52019
2 BLUE HOST WEB HOSTING 3938		539.64	0-01-20-140-001-060	B Internet Services and Web Services	R	11/12/20	11/12/20		56676924
3 INTL INST OF MUN CLKS 3938		50.00	0-01-20-120-001-042	B Education & Training	R	11/12/20	11/12/20		D67829M2603180W
4 AMAZON UTOOL ENGRAVER &		108.07	0-01-25-260-001-080	B Medical Equipment	R	11/12/20	11/12/20		7677143-9016265
5 TYVEK DISP COVERALL&HOOD 3938		629.86	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	11/12/20	11/12/20		200396548
6 AMAZON CAMCO ROOF VENT CVR3938		37.46	0-01-25-240-001-116	B Traffic Bureau	R	11/12/20	11/12/20		0071832-9146611
7 AMAZON ROOF VENT COVER 3938		23.96	0-01-25-240-001-116	B Traffic Bureau	R	11/12/20	11/12/20		6715418-4205800
8 FREECONFERENCECALL.COM 3938		5.00	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	11/12/20	11/12/20		59734118
9 AMAZON EMER STROBE LIGHTS 3938		77.97	0-01-25-260-001-080	B Medical Equipment	R	11/12/20	11/12/20		0383051-3745852
		1,504.56							
Vendor Total:		1,504.56							
B0076 BERGEY'S TRUCK CENTER									
20-01267 10/08/20 LEVEL SENSOR FOR MACK 10-A									
1 LEVEL SENSOR FOR MACK 10-A		122.61	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	10/08/20	11/10/20		PM319789R
Vendor Total:		122.61							
COMCA010 COMCAST									
20-01393 10/30/20 INV 109899691 10/15/20ETHERNET									
1 INV 109899691 10/15/20ETHERNET		195.30	0-01-20-140-001-060	B Internet Services and Web Services	R	10/30/20	11/10/20		109899691
Vendor Total:		195.30							

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
COMCA005 COMCAST BUSINESS											
20-01414	11/06/20	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	11/06/20	11/10/20		499052440157826	N
20-01430	11/10/20	8499 05 243 0036659 BANK OFC 1									
1 8499 05 243 0036659 BANK OFC 1			294.57	0-01-20-140-001-060	B Internet Services and Web Services	R	11/10/20	11/10/20		499052430036659	N
Vendor Total:			404.14								
C0087 CUSTOM BANDAG, INC											
20-01402	11/04/20	HPD VEHICLE TIRES (STOCK)									
1 HPD VEHICLE TIRES (STOCK)			1,620.00	0-01-26-315-001-131	B Vehicle Maint. - Police	R	11/04/20	11/10/20		80176610	N
Vendor Total:			1,620.00								
D0274 DIAMOND MACHINE CO, INC											
20-01377	10/29/20	MACHINE TOP MAST/LOWER MAST									
1 MACHINE TOP MAST ASSEMBLY/			565.00	0-09-55-501-002-503	B Sewer Plant Maintenance	R	10/29/20	11/10/20		205728	N
Vendor Total:			565.00								
E0025 EARL GROENDYKE											
20-01332	10/21/20	STOCKTON STREETScape REPAIR									
1 STOCKTON STREETScape REPAIR			2,750.00	0-01-20-175-000-028	B Historic District Expenses	R	10/21/20	11/10/20		11/3/2020	N
Vendor Total:			2,750.00								
E0576 EAST WINDSOR REGIONAL SCHOOL											
20-01331	10/19/20	SEPT 2020 FUEL USE									
1 SEPT 2020 FUEL USE - FIRE			245.58	0-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	10/19/20	11/10/20		SEPT 2020	N
2 SEPT 2020 FUEL USE - POLICE			951.12	0-01-31-460-001-145	B Motor Fuel - Police	R	10/19/20	11/10/20		SEPT 2020	N
3 SEPT 2020 FUEL USE - 1ST AID			109.63	0-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	10/19/20	11/10/20		SEPT 2020	N
4 SEPT 2020 FUEL USE - GARBAGE			543.63	0-01-31-460-001-147	B Motor Fuel - Public Works	R	10/19/20	11/10/20		SEPT 2020	N
5 SEPT 2020 FUEL USE - STREETS			426.98	0-01-31-460-001-147	B Motor Fuel - Public Works	R	10/19/20	11/10/20		SEPT 2020	N
6 SEPT 2020 FUEL USE - PARKS			20.99	0-01-31-460-001-147	B Motor Fuel - Public Works	R	10/19/20	11/10/20		SEPT 2020	N
7 SEPT 2020 FUEL USE - WATER			87.55	0-09-55-501-001-512	B Motor Fuel	R	10/19/20	11/10/20		SEPT 2020	N
8 SEPT 2020 FUEL USE - SEWER			98.16	0-09-55-501-002-512	B Motor Fuel	R	10/19/20	11/10/20		SEPT 2020	N
9 SEPT 2020 FUEL USE - CONSTRU			12.78	0-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	10/19/20	11/10/20		SEPT 2020	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
FRENCO05 French & Parrello Associates															
20-00255	03/02/20	2020 FORMAL DAM INSPECTION				B									
3	2020DAM INSP	100% COMPLETE	588.00	0-01-20-165-001-028	B General Engineering	R	03/02/20	11/10/20			120772				N
Vendor Total:			588.00												
S0081 GARY STEVENS															
20-00443	04/03/20	WEBSITE ADA COMPLIANT				B									
3	BALANCE DUE INV	0001143	3,880.00	0-01-20-140-001-060	B Internet Services and Web Services	R	04/03/20	11/10/20			0001143				N
Vendor Total:			3,880.00												
M0714 GENSERVE, INC.															
20-01363	10/27/20	GENERATOR SERVICE - WTP													
1	B GENERATOR SERVICE - WTP		195.00	0-09-55-501-001-511	B Generator/Engine Maintenance (B)	R	10/27/20	11/10/20			0216630				N
20-01382	10/29/20	GENERATOR B SERVICE													
1	INV. 0217035	GENERATOR SERVICE	195.00	0-01-26-310-001-040	B Generator-Municipal Bldg	R	10/29/20	11/10/20			0217035				N
2	INV. 0217036	GENERATOR SERVICE	195.00	0-01-26-310-001-040	B Generator-Municipal Bldg	R	10/29/20	11/10/20			0217036				N
			390.00												
Vendor Total:			585.00												
G1077 GEORGE S. COYNE CO., INC.															
20-00113	02/04/20	HYDROFLUOSILICIC ACID FLUORIDE				B									
11	INV 346913A DATED	10/21/2020	947.76	0-09-55-501-001-528	B Fluorosilic Acid-	R	02/04/20	11/10/20			346913A				N
20-00124	02/05/20	LIME HI-CALC HYDRATED CARMEUSE				B									
11	INV 346913B DATED	10/21/2020	2,207.00	0-09-55-501-001-527	B Calcium Hydroxide - Lime	R	02/05/20	11/10/20			346913B				N
Vendor Total:			3,154.76												
G0175 GEORGE'S GARAGE & TOWING, INC.															
20-01328	10/19/20	HEAVY DUTY TOW													
1	INV. 45916 - HEAVY DUTY TOW		275.00	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	10/19/20	11/10/20			45916				N
Vendor Total:			275.00												

Vendor # Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
G0185 GRAINGER, INC.										
20-01378	10/29/20	SILICONE GREASE/ AIR FILTERS								
1 ITEM #436P95 SILICONE GREASE	81.00	0-09-55-501-002-513	B	Education & Training	R	10/29/20	11/10/20		9701664295	N
2 ITEM #2DYV3 16X24X2 AIR FILTER	107.04	0-09-55-501-002-513	B	Education & Training	R	10/29/20	11/10/20		9701664295	N
	188.04									
Vendor Total:	188.04									
H0048 HIGHTS REALTY LLC										
20-01394	11/02/20	NOVEMBER 2020 RENT HPD								
1 NOVEMBER 2020 RENT HPD	4,446.38	0-01-26-310-001-025	B	Building Rental	R	11/02/20	11/10/20		NOVEMBER 2020	N
Vendor Total:	4,446.38									
H1100 HOME DEPOT CREDIT SERVICES										
20-01359	10/27/20	OCT 2020 INVOICES								
1 INV. 8611069 - ELECT TAPE/	65.04	0-09-55-501-001-503	B	Water Plant Maintenance	R	10/27/20	11/10/20		8611069	N
2 INV. 7521821 - STRIPING PAINT/	58.34	0-09-55-501-001-503	B	Water Plant Maintenance	R	10/27/20	11/10/20		7521821	N
3 INV. 0513245 - ELECT TAPE/	25.01	0-09-55-501-001-503	B	Water Plant Maintenance	R	10/27/20	11/10/20		0513245	N
4 INV. 9523004 - DIAMOND BLADES	25.94	0-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/27/20	11/10/20		9523004	N
	174.33									
Vendor Total:	174.33									
J0257 JCP&L										
20-01415	11/06/20	MASTER ACCT 200 000 055 364								
1 100 008 438 010 125 S MAIN ST	13.22	0-01-31-430-001-071	B	Electric-Borough Hall	R	11/06/20	11/10/20		95008824113	N
2 100 008 438 283 MAIN &STOCKTON	25.58	0-01-31-430-001-071	B	Electric-Borough Hall	R	11/06/20	11/10/20		95008824113	N
3 100 008 482 018 RT 33 &MAXWELL	24.52	0-01-31-430-001-071	B	Electric-Borough Hall	R	11/06/20	11/10/20		95008824113	N
4 100 010 898 904 FRANKLIN ST &	28.00	0-01-31-430-001-071	B	Electric-Borough Hall	R	11/06/20	11/10/20		95008824113	N
5 100 012 487 714 148 N MAIN ST	463.64	0-01-31-430-001-071	B	Electric-Borough Hall	R	11/06/20	11/10/20		95008824113	N
6 100 012 487 862 FIRHOUSE 148	718.01	0-01-31-430-001-072	B	Electric-Fire House	R	11/06/20	11/10/20		95008824113	N
7 100 012 529 457 BOROHALL EQUIP	27.39	0-09-55-501-002-504	B	Electricity	R	11/06/20	11/10/20		95008824113	N
	1,300.36									
20-01416	11/06/20	MASTER ACCT 200 000 055 315								
1 100 008 482 778 MAXWELL AVE	18.13	0-09-55-501-002-504	B	Electricity	R	11/06/20	11/10/20		95008832249	N
2 100 009 294 701 WESTERLEA AVE	3.10	0-09-55-501-001-504	B	Electricity	R	11/06/20	11/10/20		95008832249	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type				First	Rcvd	Chk/Void	1099
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
J0257 JCP&L Continued											
20-01416	11/06/20	MASTER ACCT 200 000 055 315	Continued								
3 100 009 296 102		SPRINGCREST DR	13.88	0-09-55-501-002-504	B Electricity	R	11/06/20	11/10/20		95008832249	N
4 100 012 445 746		BANK ST	5,680.34	0-09-55-501-001-504	B Electricity	R	11/06/20	11/10/20		95008832249	N
5 100 012 529 309		OAK LN	13,039.34	0-09-55-501-002-504	B Electricity	R	11/06/20	11/10/20		95008832249	N
6 100 012 529 309		OAK LN	7,115.49	0-09-55-501-002-504	B Electricity	R	11/06/20	11/10/20		95008832249	N
			11,639.30								
Vendor Total:			12,939.66								
J1050 JOHN THOMAS JONES											
20-01429	11/10/20	LAB MGR CONSULT PPE 11/5/20									
1 LAB MGR CONSULT PPE 11/5/20			590.00	0-09-55-501-002-528	B Outside Consulting Services (B	R	11/10/20	11/10/20		PPE 11/5/20	N
Vendor Total:			590.00								
N0275 NJ LEAGUE OF MUNICIPALITIES											
20-01312	10/16/20	AWWTP LAB MGR AD									
1 AWWTP LAB MANAGER AD			115.00	0-09-55-501-002-510	B Advertisements	R	10/16/20	11/10/20		DB14122	N
Vendor Total:			115.00								
N0170 NORCIA CORP.											
20-01380	10/29/20	REPAIR TO HYDRAULIC TANK									
1 INV 79338 - REPAIR TO			197.37	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	10/29/20	11/10/20		79338	N
Vendor Total:			197.37								
00019 O'BRIEN CONSULTING SERVICES											
20-01369	10/27/20	LAPTOPS/WEBCAMS/HEADSETS									
1 DELL LATITUDE LAPTOPS			2,865.00	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	10/27/20	11/10/20		20-5429	N
2 LOGITECH HD WEBCAMS			953.91	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	10/27/20	11/10/20		20-5429	N
3 LOGITECH USB HEADSET			591.75	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	10/27/20	11/10/20		20-5429	N
			4,410.66								
20-01404	11/04/20	MONTHLY IT RATE - OCT. 2020									
1 MONTHLY IT RATE - OCT. 2020			900.00	0-01-25-240-001-029	B Maint. Contracts - Other	R	11/04/20	11/10/20		20-5399	N

Vendor # Name											1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void			Excl
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	
00019 O'BRIEN CONSULTING SERVICES Continued											
20-01404	11/04/20	MONTHLY IT RATE - OCT. 2020	Continued								
2	MONTHLY IT RATE - OCT. 2020	250.00	0-01-25-240-001-029	B Maint. Contracts - Other	R	11/04/20	11/10/20			20-5399	N
		1,150.00									
Vendor Total:		5,560.66									
P0005 PARIS AUTOMOTIVE SUPPLY											
20-01329	10/19/20	SEPT 2020 INVOICES									
1	SEPT 2020 INVOICES	847.75	0-09-55-501-002-502	B Vehicle Maintenance	R	10/19/20	11/10/20			SEPT 2020	N
2	SEPT 2020 INVOICES	136.44	0-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/19/20	11/10/20			SEPT 2020	N
3	SEPT 2020 INVOICE 181722	273.98	0-09-55-501-001-502	B Vehicle Maintenance	R	10/19/20	11/10/20			SEPT 2020	N
4	SEPT 2020 INVOICES	120.14	0-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	10/19/20	11/10/20			SEPT 2020	N
		1,378.31									
Vendor Total:		1,378.31									
PARTS005 PARTSMaster, NCH CORPORATION											
20-01381	10/29/20	CONNECTORS AND FASTENERS									
1	INV. 23596952 - ASSORTED	573.53	0-01-26-305-001-038	B General Hardware Tools & Parts	R	10/29/20	11/10/20			23596952	N
Vendor Total:		573.53									
PENNC005 PENN CARE, INC.											
20-01398	11/04/20	EMS CHARTS NOV INV S79409									
1	EMS CHARTS NOV INV S79409	205.00	0-01-25-260-001-054	B Computer Exp/Equipmt Repairs	R	11/04/20	11/10/20			S79409	N
Vendor Total:		205.00									
P1081 PROCESS EQUIPMENT SALES & SERV											
20-01396	11/04/20	FREIGHT ONLY ON PO 20-00929									
1	FREIGHT ONLY ON PO 20-00929	8.75	0-09-55-501-001-503	B Water Plant Maintenance	R	11/04/20	11/10/20			20287-01	N
Vendor Total:		8.75									
RACOM005 RACO MANUFACTURING &											
20-01306	10/15/20	ALARM DIALING SYSTEM									
1	RACO CATALYST 96 CHANNEL ALARM	2,885.00	0-09-55-501-002-513	B Education & Training	R	10/15/20	11/12/20			102855	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc
S0061 SEA BOX											
20-01362	10/27/20	CONTAINER RENTAL									
1 INV SI110757		CONTAINER RENTAL	75.00	0-01-26-310-001-025	B Building Rental	R	10/27/20	11/12/20		SI110757	N
Vendor Total:		75.00									
W0156 SEARING, WILLIAM											
20-01400	11/04/20	REIMBURSEMENT FOR DOLLAR TREE									
1 DOLLAR TREE PLASTIC CONTAINERS		3.00	0-09-55-501-002-522		B Printing w/s Bills	R	11/04/20	11/12/20		030377/031679	N
2 DOLLAR TREE PAINT BRUSHES		12.00	0-09-55-501-002-522		B Printing w/s Bills	R	11/04/20	11/12/20		025090/039361	N
3 DOLLA TREE PAINT BRUSHES		15.00	0-09-55-501-002-522		B Printing w/s Bills	R	11/04/20	11/12/20		002010/059359	N
4 BAILS STRAWS- SEED GRASS FROM		20.00	0-09-55-501-002-522		B Printing w/s Bills	R	11/04/20	11/12/20		126685-00008	N
5 HOME DEPOT ELBOWS		11.96	0-09-55-501-002-522		B Printing w/s Bills	R	11/04/20	11/12/20		04360C/0522904	N
6 AT&T CL2909 CHORDED PHONE		24.50	0-09-55-501-002-522		B Printing w/s Bills	R	11/04/20	11/12/20		113183054798930	N
		86.46									
Vendor Total:		86.46									
T0061 TOWNSHIP OF ROBBINSVILLE DPW											
20-01389	10/29/20	HPD VEHICLE MAINTENANCE									
1 HPD VEHICLE MAINTENANCE		35.70	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3697	N
2 HPD VEHICLE MAINTENANCE		155.75	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3969	N
3 HPD VEHICLE MAINTENANCE		92.82	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3971	N
4 HPD VEHICLE MAINTENANCE		123.54	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3974	N
5 HPD VEHICLE MAINTENANCE		438.76	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3975	N
6 HPD VEHICLE MAINTENANCE		143.53	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3976	N
7 HPD VEHICLE MAINTENANCE		689.87	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3977	N
8 HPD VEHICLE MAINTENANCE		92.49	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3979	N
9 HPD VEHICLE MAINTENANCE		25.00	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		3980	N
10 HPD VEHICLE MAINTENANCE		10.00	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		4002	N
11 HPD VEHICLE MAINTENANCE		108.01	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		4003	N
12 HPD VEHICLE MAINTENANCE		105.37	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		4004	N
13 HPD VEHICLE MAINTENANCE		104.99	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		4005	N
14 HPD VEHICLE MAINTENANCE		129.99	0-01-43-515-001-170		B Mechanic Services	R	10/29/20	11/12/20		4006	N
		2,255.82									
Vendor Total:		2,255.82									

Vendor # Name												
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description		Stat/Chk	Enc Date	Date	Date Invoice	Exc	
U0013	USA BLUE BOOK											
20-01089	09/02/20	PH ELECTRODE										
1 ORDER #912702			239.94	0-09-55-501-001-506	B Laboratory Supplies	R	09/02/20	11/12/20		329712	N	
		Vendor Total:	239.94									
V0290	VITAL COMMUNICATIONS INC.											
20-01424	11/09/20	MONTHLY CHARGE INV V78263										
1 MONTHLY CHARGE INV V78263			210.00	0-01-20-150-001-029	B Maintenance Contracts	R	11/09/20	11/12/20		v78263	N	
		Vendor Total:	210.00									
WORKN005	WORK N GEAR, INC											
20-01222	09/30/20	UNIFORMS/BOOTS AND ACCESSORIES										
1 UNIFORMS/BOOTS AND ACCESSORIES			412.12	0-01-26-290-001-032	B Uniforms	R	09/30/20	11/12/20		HA134886	N	
20-01229	09/30/20	UNIFORMS/BOOTS AND ACCESSORIES										
1 UNIFORMS/BOOTS AND ACCESSORIES			440.82	0-09-55-501-001-507	B Uniforms & Safety Equipment	R	09/30/20	11/12/20		HA134966	N	
		Vendor Total:	852.94									
Total Purchase Orders:	47	Total P.O. Line Items:	113	Total List Amount:	67,151.45	Total Void Amount:	0.00					

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	0-01	32,087.22	0.00	32,087.22	0.00	0.00	0.00	32,087.22
	0-09	22,898.71	0.00	22,898.71	0.00	0.00	0.00	22,898.71
	0-21	0.00	0.00	0.00	0.00	0.00	7,120.00	7,120.00
Year Total:		54,985.93	0.00	54,985.93	0.00	0.00	7,120.00	62,105.93
TRUST OTHER - FUND #12	T-12	5,045.52	0.00	5,045.52	0.00	0.00	0.00	5,045.52
Total of All Funds:		60,031.45	0.00	60,031.45	0.00	0.00	7,120.00	67,151.45

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Capital Pro/Rogers & High Sch.	EWRS20-02	7,120.00	0.00	7,120.00
Total of All Projects:		<u>7,120.00</u>	<u>0.00</u>	<u>7,120.00</u>

Resolution 2020-222

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

REJECTING PROPOSAL FOR A REDEVELOPMENT AREA CIRCULATION PLAN STUDY

WHEREAS, one (1) proposal was received on October 27, 2020 for a Redevelopment Area Circulation Plan Study; and

WHEREAS, the Complete Streets Committee and the Borough Administrator reviewed the proposal received from CME Associates; and

WHEREAS, it is the recommendation of the Complete Streets Committee that the bid received from CME Associates for a Redevelopment Area Circulation Plan Study be rejected; and

WHEREAS, the Complete Streets Committee, along with the Borough Administrator, will revise the specifications and scope of services to give a better understanding of the project.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bid received on October 27, 2020, for a Redevelopment Area Circulation Plan Study is hereby rejected.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2020.

Margaret Riggio
Deputy Borough Clerk

Hightstown Borough Complete Streets Committee

Date: November 11, 2020

From: Beverly Asselstine, Secretary

To: Debra Sopronyi, Borough Administrator

Subject: Complete Streets Committee and DVRPC Transportation and Community Development Initiative Grant Project Committee Comments on CME Associates Proposal

The Complete Streets Committee, acting as the DVRPC Transportation and Community Development Initiative Grant Project Committee, met and discussed the proposal from CME Associates and had the following comments:

- CME Associates is qualified to do this project.
- The proposal did not reflect a correct understanding of the project RFP, which stated (bold added):

“The Redevelopment Area Circulation Study **will include a round-about feasibility assessment and concept design centered at the intersection of Franklin and Main Streets** (State Route 33 and County Route 639) and must include **the interaction of a potential round-about on** other signaled intersections existing and those proposed as part of the Traffic Impact Study prepared by Maser Consulting, P.A. as part of the redevelopment plan presented to the Borough by the redeveloper, PRC Hightstown.

The CME proposal included the statement: “The RFP also requires the inclusion of potential roundabouts at other existing signalized intersections and proposed signalized intersections...” Because of this misunderstanding, their proposal provided costs for a total of 7 roundabouts.

- The proposal provided cost estimates for traffic counts and projections that may not be necessary and were not included in the RFP, because they have already been provided by the Redevelopment Area Traffic Impact Study. The existing Traffic Impact Study was cited as a resource for this project in the RFP.

We recommend that we reject the CME Associates proposal, revise the scope description for more clarity and rebid the project. Thank you.

Resolution 2020-223

*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 November 16, 2020, via 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:

Attorney Client Privilege

Contract Negotiations – Robbinsville

Contract Negotiations – Roosevelt Shared Services Agreements

Personnel – Professional Services RFP

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 February 2, 2020, or when the need for confidentiality no longer exists.

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

CERTIFICATION

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

Margaret Riggio
Deputy Borough Clerk

2020 Best Practices Inventory Online Platform

Hightstown Borough

Printable Current Answers

001	Core Competencies	Personnel
	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?	[1.00] Yes
002	Core Competencies	Personnel
	Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.	[1.00] Yes Comment: 2/6/17, 5/7/18, 2/5/20
003	Core Competencies	Budget
	Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?	[1.00] Yes

004	Core Competencies	Budget
	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?	[1.00] N/A Comment: Very few employees qualify with years required and limits. The Borough budgets each year for pay as go and buyback program

005	Core Competencies	Budget
	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?	[1.00] Yes

006	Core Competencies	Financial Administration
	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?	[1.00] Yes

007	Core Competencies	Capital Projects
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?	[1.00] Yes

008	Core Competencies	Capital Projects
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.	[1.00] Yes

009	Core Competencies	Transparency	
Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?			[1.00] Yes
010	Best Practices	Transparency	
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?			[0.50] Yes
011	Core Competencies	Procurement	
Do your municipality's professional services contracts include a "not to exceed" amount?			[1.00] Yes
012	Best Practices	Procurement	
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?			[0.50] N/A Comment: NJ State Health Benefits
013	Best Practices	Procurement	
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?			[0.50] N/A Comment: NJ State Health Benefits
014	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?			[1.00] Yes

015	Core Competencies	Cybersecurity
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?		[1.00] Yes
016	Core Competencies	Ratables/PILOTs
Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?		[1.00] N/A Comment: No Pilots
017	Best Practices	Environment
If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.		[0.50] Yes Comment: Engineer is reviewing, addressed as part of capital projects
018	Core Competencies	Financial Administration
Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?		[1.00] Yes
019	Best Practices	Budget
Does your municipality periodically review the historical activity and balances of all trust fund accounts not created through public referendum (i.e. open space) to determine the need for, and adequacy of, each account? Only answer N/A if your municipality does not have any non-referendum trust funds.		[0.50] Yes

020	Core Competencies	Budget
	Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2019 or 2020.	[1.00] Yes
021	Core Competencies	Capital Projects
	Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?	[1.00] Yes
022	Best Practices	Financial Administration
	Are monthly cash-flow statements prepared to assist in identifying and managing liquidity risk and used to conduct regular stress test forecasting payments based on known due dates and anticipated revenues received during the same period?	[0.50] Yes Comment: informal
023	Best Practices	Budget
	Has your municipality reviewed individual grants receivable and appropriated to 1) ensure all grants are appropriately charged; 2) receivables are collected in a timely manner; and 3) considered cancelling any expired or otherwise stale grants? Doing so minimizes or avoids fund balance depletion due to use of current fund cash to cover grant expenses. Only answer N/A if your municipality does not have any grants receivable and appropriated.	[0.50] Yes
024	Best Practices	Personnel
	In the event of a staff vacancy, municipalities should ensure there is backup to critical positions through cross-training staff and/or entering into shared services agreements with other local units. Has your municipality 1) cross-trained staff for multiple functions to the extent permitted by employee titles, labor agreements and Civil Service, as applicable; and/or 2) entered into a shared service agreement with another municipality or local government entity for the provision of staffing as may be needed?	[0.50] Yes Comment: cross training and sharing Court staff with Robbinsville

025	Best Practices	Personnel
Has your municipality established by ordinance an anti-nepotism policy that, at minimum, prohibits hiring the immediate family members of elected officials, department heads, or supervisors?		[0.50] Yes
026	Core Competencies	Procurement
Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer; purchasing agent) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?		[1.00] Yes
027	Core Competencies	Transparency
Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?		[1.00] Yes
028	Core Competencies	Transparency
N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.		[0.00] No Comment: Working on recently approved contracts
029	Core Competencies	Cybersecurity
Does your municipality perform off-network daily incremental backups with weekly full backups of all data?		[1.00] Yes

030	Unscored Survey	COVID-19 Response
	How has the COVID-19 crisis impacted your municipality's cash flow and/or anticipated surplus going into 2021? Please select one answer only.	[0.00] Moderately
031	Unscored Survey	COVID-19 Response
	Has your municipality had to make any reductions in expenditures due to COVID-19? If so, please include under Comments the departments or programs impacted by COVID-19 related spending reductions. If the answer is no, insert None under Comments.	[0.00] Yes Comment: Summer camp canceled, various other programs : Parks and Recreation, Cultural Arts, Environmental Commission
032	Unscored Survey	COVID-19 Response
	Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please insert \$0 under Comments.	[0.00] No Comment: Currently working on a reimbursement
033	Unscored Survey	COVID-19 Response
	Please select the one most critical area in which your municipality currently requires technical non-monetary assistance.	[0.00] Shared Services
034	Unscored Survey	COVID-19 Response
	In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has been most strained by the pandemic?	[0.00] Health and Human Services
035	Unscored Survey	COVID-19 Response
	Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.	Comment: Employee safety separation of public and staff

036	Unscored Survey	COVID-19 Response
Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses approved for grants thusfar, the total amount in grants approved, and a link to the grant program guidelines. If your municipality is not providing grants, please insert N/A under Comments.		[0.00] No Comment: N/A
037	Unscored Survey	Alcoholic Beverage Licensing
Have any liquor licenses for Type 33 plenary retail consumption licenses (e.g. bars) been sold in your municipality by private sale during 2019 and 2020? If yes, please state the date of sale along with sale price for each license under Comments. If no, please insert the number zero under Comments.		[0.00] No Comment: 0
038(a)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (a) Police		[0.00] No
038(b)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (b) Fire		[0.00] No
038(c)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (c) Dispatch		[0.00] Yes
038(d)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (d) Public Works		[0.00] No Comment: currently provide services for Roosevelt Borough

038(e)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (e) Health Department / Board of Health

[0.00] No
Comment: currently share services with West Windsor

038(f)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement

[0.00] No

039	Unscored Survey	Shared Services
-----	-----------------	-----------------

Does your municipality handle the entirety of its public safety and emergency dispatching with its own employees? If Yes, please indicate in the Comments what, if anything, has been done to explore a more regional approach to dispatch along with any barriers. If the answer is No, please list under Comments the other local government entities and/or private entity and the dispatching services each provides for the municipality.

[0.00] No
Comment: East Windsor Twp

040(a)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (a) Chief Financial Officer

[0.00] No
Comment: N/A

040(b)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (b) Tax Collector

[0.00] No
Comment: N/A

040(c)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (c) Tax Assessor

[0.00] No
Comment: N/A

040(d)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (d) Municipal Clerk

[0.00] No
Comment: N/A

040(e)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (e) Municipal Treasurer

[0.00] No
Comment: N/A

040(f)	Unscored Survey	Shared Services
--------	-----------------	-----------------

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (f) Qualified Purchasing Agent

[0.00] No
Comment: N/A

040(g)	Unscored Survey	Shared Services
Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (g) Certified Public Works Manager		[0.00] No Comment: N/A

040(h)	Unscored Survey	Shared Services
Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (h) Public Works Superintendent		[0.00] No Comment: N/A

041	Unscored Survey	Shared Services
If the answer to any subpart in Question 40 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments the position or positions where an agreement resulted in the dismissal of a tenured official. If no or N/A, please also insert No or N/A under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.		[0.00] N/A Comment: N/A

042	Unscored Survey	Environment
How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. For projects with definite but ancillary stormwater runoff benefits, describe those benefits under Comments. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.		Comment: part of overall DPW budget 26-290

Unscored Survey

Environment

043

Please list which projects in your municipality's most recent adopted capital budget, if any, are associated with stormwater management. State "None" if no project fits this criteria or "N/A" if your municipality has not adopted a capital budget in the most recent fiscal year.

Comment: Road Improvements- Springcrest, Taylor Ave., Spruce Ct , Glen Dr Dye and Railroad Road Improvements

044

Unscored Survey

Environment

Is your municipality considering establishing a stormwater utility, authorizing a sewerage authority or MUA to establish a separate stormwater operation, or joining a regional stormwater utility? If the answer to the above is "Yes", please explain under Comments where your municipality is in the process. If the answer to the above is "No", please explain under Comments the reason(s) why your municipality is not currently pursuing the creation of a stormwater utility.

[0.00] No
Comment: Not Feasible at this time

045

Unscored Survey

Environment

What type of residential recycling program does your municipality have? Select only one.

[0.00] Single-stream

046

Unscored Survey

Environment

Has your residential recycling program changed from single-stream to dual-stream in the past two years?

[0.00] No

047

Unscored Survey

Environment

If your residential recycling program is single-stream, is your municipality considering a conversion to dual-stream recycling?

[0.00] No

048

Unscored Survey

Environment

Is recycling in your municipality picked up utilizing a truck with an automated single-arm?

[0.00] No
Comment: Private contractor

049	Unscored Survey	Opportunity Zones
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment? Only answer N/A if your municipality is not located within an Opportunity Zone.		[0.00] No Comment: N/A
050	Unscored Survey	Opportunity Zones
If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.		Comment: N/A
051	Unscored Survey	Planning & Econ. Devt.
Does your municipality have a minimum lot size requirement of one acre or more for new residential development?		[0.00] No Comment: Only smaller lots available
052	Unscored Survey	Planning & Econ. Devt.
Does your municipality place annual limits on the total allowable number of permits or dwellings for new single family construction?		[0.00] No Comment: limited space available
053	Unscored Survey	Planning & Econ. Devt.
Does your municipality place annual limits on the total allowable number of permits or dwellings for new multi-family construction?		[0.00] No Comment: limited space available
054	Unscored Survey	Planning & Econ. Devt.
Does your municipality have an urban growth or containment ordinance or policy in place?		[0.00] No

055	Unscored Survey	Planning & Econ. Devt.
Does your municipality currently have a development moratorium or a set of regulations that effectively create a development moratorium?		[0.00] No
056	Unscored Survey	Planning & Econ. Devt.
Does your municipality currently have a ban on mobile homes?		[0.00] Yes
057	Unscored Survey	Planning & Econ. Devt.
Does your municipality have any restrictions on the pace of residential development (i.e. number of units that can be added each year)?		[0.00] No Comment: limited space available
058	Unscored Survey	Planning & Econ. Devt.
Inclusionary zoning ordinances require developments to provide a percentage of the residential units constructed/developed/created be set-aside and available to low- and moderate-income households. Does your municipality have an inclusionary zoning ordinance in place?		[0.00] Yes
059	Unscored Survey	Planning & Econ. Devt.
Density bonuses encourage the production of affordable housing by allowing developers to build more units than would ordinarily be allowed on a site by the underlying zoning code, in exchange for a commitment to include a certain number of below-market units in the development. Do you offer a density bonus for affordable housing development?		[0.00] No
060	Unscored Survey	Planning & Econ. Devt.
Please describe the general attitude of your residents toward additional affordable housing development? (Select only one answer)		[0.00] Neutral

Return to Question List (../?id=8136367e-52fc-ea11-a816-001dd8018921)

2020 Best Practices Inventory Online Platform

Hightstown Borough

Scoring

Current Score: 23.50

Score	Aid Withheld
0 - 7	100% of final aid payment withheld
8 - 11	50% of final aid payment withheld
12 - 15	25% of final aid payment withheld
16 +	No aid withholding