

Agenda
Hightstown Borough Council
June 21, 2021
6:30 PM – Public Session

[www.zoom.com](https://us02web.zoom.us/j/81588242600?pwd=d0RyVmgzdllrZWJveTR2OG1tVUttQT09)

Meeting ID: 815 8824 2600

Passcode: 32PUcQ

<https://us02web.zoom.us/j/81588242600?pwd=d0RyVmgzdllrZWJveTR2OG1tVUttQT09>

(929)205-6099

Meeting ID: 815 8824 2600#

Participant code #

Passcode: 574223#

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Engineering Items	Railroad & Dye Project	
	NJDOT Application for Safe Routes to Schools FY2022 (last meeting packet)	
Public Comment	Any person wishing to address Council with his or her comments will have a maximum of three minutes to do so at this time.	
Resolutions	2021-090	Authorizing Payment of Bills
	2021-091	Resolution Making and Confirming Appointment for the Hightstown Housing Authority
Consent Agenda	2021-092	Authorizing the Borough Engineer to Submit an Application for the 2022 NJDOT Municipal Aid Grant – Improvements to Orchard Avenue, Meadow Drive, Clover Lane and South Main Street
	2021-093	Waiving Certain Fees for Parking Permits (RISE)
	2021-094	Supporting East Windsor Township's Application for a LEAP Implementation Grant for Shared Services
	2021-095	Resolution of Compliance Regarding the 2019 Audit
	2021-096	Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance of the Consideration of Arrest and Conviction Records in the Employment Decisions Under Title VII of the Civil Rights Act of 1964"

2021-097 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2021 Budget

New Business Borough Phone Service

Subcommittee Reports

Mayor/Council/Administrative Reports

Executive Session **Resolution 2021-098** Authorizing a Meeting that Excludes the Public

Contract Negotiations – Police and Court Facilities
PRC Group (Redevelopment Agreement)

Personnel – Borough Administrator

Adjournment



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

May 3, 2021

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

Planning Board
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Environmental Commission
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Complete Streets Committee
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

Re: Improvements to Railroad Avenue and Dey Street
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1801

Dear Mayor, Council, Planning Board and Environmental Commission:

Enclosed with this letter, please find the following:

1. Five (5) partial sets of plans entitled, "Improvements to Railroad Avenue and Dey Street, Borough of Hightstown, Mercer County, New Jersey, dated April 30, 2021". These sets show conceptual layouts for Railroad Avenue, Dey Street, Center Street, and the crosswalk at Mercer Street.

The enclosed plans are to be distributed to the Council, Planning Board, Environmental Commission, and Complete Streets Committee.

As you know, the Borough has received a grant from the NJDOT in the amount of \$529,632.00 in November 2019. This office is in the process of preparing formal bid plans and specifications for advertisement and award prior to the grant deadline of November 21, 2021.

The enclosed plans show the proposed improvements as follows:

Railroad Avenue (Dey Street to Morrison Avenue)

1. Provide a new paved roadway in place of the existing stone roadway.
2. Provide concrete curb on both sides of road.
3. Provide 30-ft. wide driveway entrance to the future Borough Hall site.
4. Maintain the existing Greenway.
5. Provide a 3-way STOP at the intersection with Dey Street and Center Street.
6. Provide a new crosswalk at the new Borough Hall Driveway with concrete ramps, detectable warning surfaces, and bollards.

Concept No. 1

- Provide a 24-ft. wide road.
- Allow for 2-way traffic with no on-street parking.
- Utilize existing Greenway for pedestrian access route.
- Approximately 10 existing trees must be removed.

Concept No. 2

- Provide a 15-ft. wide road.
- Allow for 1-way traffic with no on-street parking.
- Approximately 10 existing trees must be removed.

Improvements to Railroad Avenue and Dey Street
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1801
 Page 2 of 2

Concept No. 3

- Provide a 15-ft. wide road.
- Allow for 1-way traffic with no on-street parking.
- Provide new 4-ft. wide concrete sidewalk along north side of roadway.
Provide a new crosswalk across Center Street.
- Approximately 9 existing trees must be removed.

Dey Street (Summit Street to Railroad Avenue)

1. Construct concrete curb on both sides of road where none exist.
2. Replace existing curbs as needed.
3. Extend 4-ft. wide sidewalk for entire length along north side of roadway.
4. Mill and pave roadway.
5. 8 existing trees to be removed.

Center Street (Dey Street to Morrison Avenue)

1. Construct concrete curb on west side where none exists.
2. Extend 4-ft. wide sidewalk for entire length along west side of roadway.
3. Approximately 4 trees to be removed.
4. If budget allows, milling and paving could be added to the contract.

South Academy Street (Morrison Avenue to Mercer Street)

1. Replace concrete curb and sidewalk as needed.
2. Reconstruct/realign curb ramps and crosswalks at the intersection with Mercer Street.
3. If budget allows, milling and paving of South Academy could be added to the contract.

Please note that we have not shown new tree plantings on the plan sheets. However, we will make accommodations in the bid documents to provide at least one new tree for every tree removed. We request that the Borough Shade Tree Commission provide a tree planting plan with proposed species and locations to this office for inclusion in the bid documents.

The NJDOT grant being used to fund this work requires that the contract be awarded to a contractor no later than November 21, 2021. In order to meet this deadline, I request that your comments be provided no later than June 4, 2021.

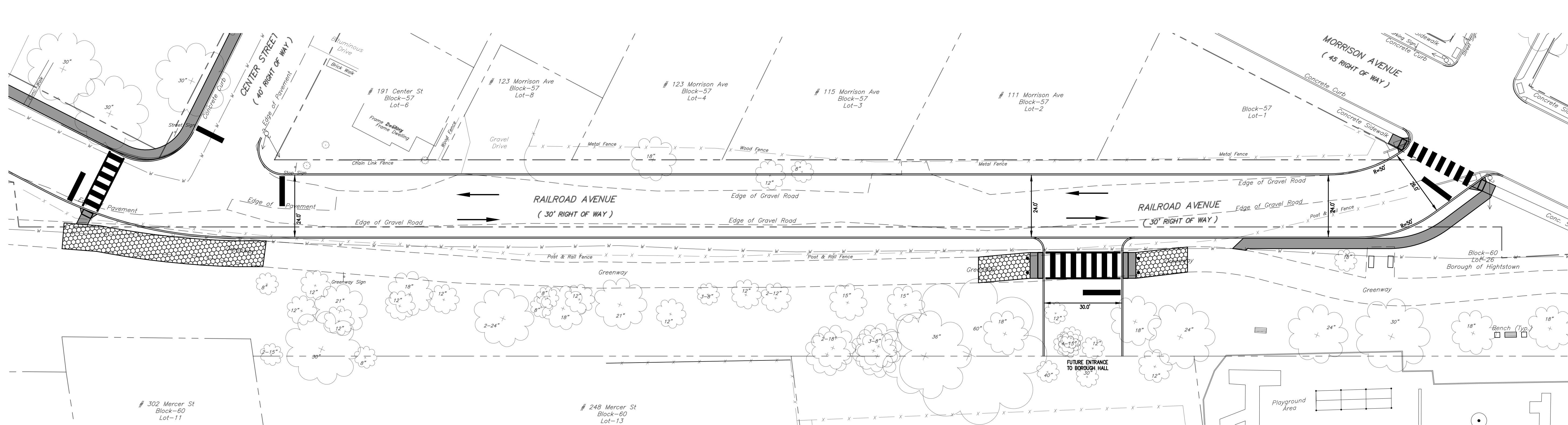
If you would like to meet with us or ask questions directly, please feel free to contact me.

Very truly yours,



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

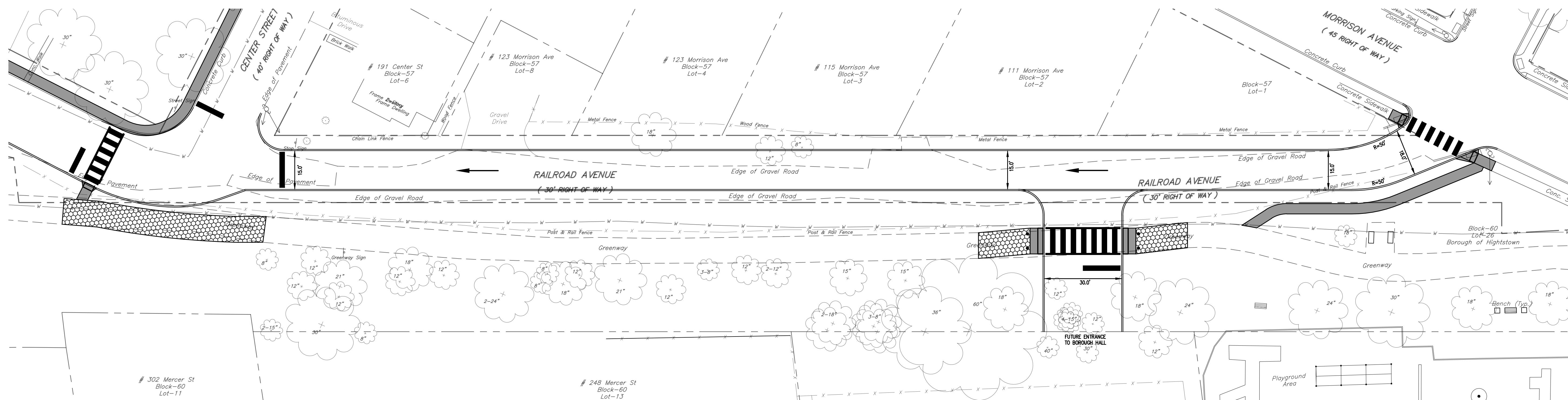
cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
 Peggy Riggio, RMC, CMR, Deputy Borough Clerk
 Sandy Belan, Borough Planning Board Secretary
 Ken Lewis, Borough Superintendent of Public Works
 Bill Searing, Borough Superintendent of AWWTP
 Chief Frank Gendron, Borough Police Department
 George Lang, Borough CFO
 Cameron Corini, PE, CME, Roberts Engineering Group, LLC
 Kelly Pham, Roberts Engineering Group, LLC



CONCEPT No. 1

CONCEPT No. 1 NOTES:

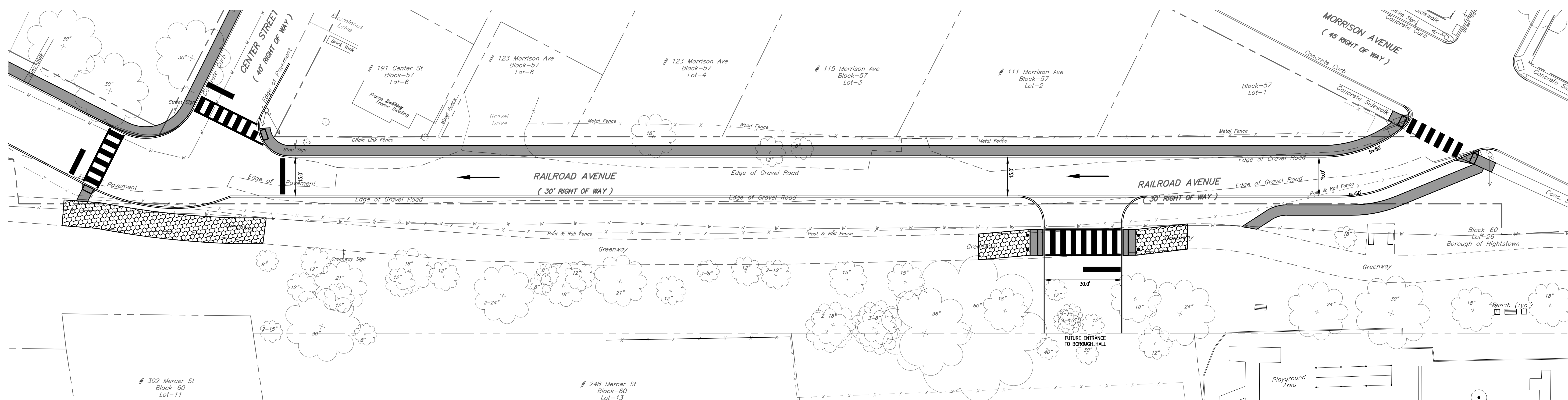
1. PROPOSED ROADWAY = 24-FT. WIDE.
2. PROPOSED FUTURE BOROUGH HALL DRIVEWAY = 30-FT. WIDE. WITH 10-FT. WIDE CROSSWALK, CONCRETE RAMPS AND BOLLARDS.
3. ALLOWS FOR 2-WAY TRAFFIC.
4. NO ON-STREET PARKING PERMITTED.
5. 3-WAY STOP AT THE INTERSECTION WITH CENTER STREET.
6. TREES REMOVED = 10
7. DOES NOT QUALIFY AS A 'MAJOR DEVELOPMENT' UNDER STORMWATER ORDINANCE.



CONCEPT No. 2

CONCEPT No. 2 NOTES:

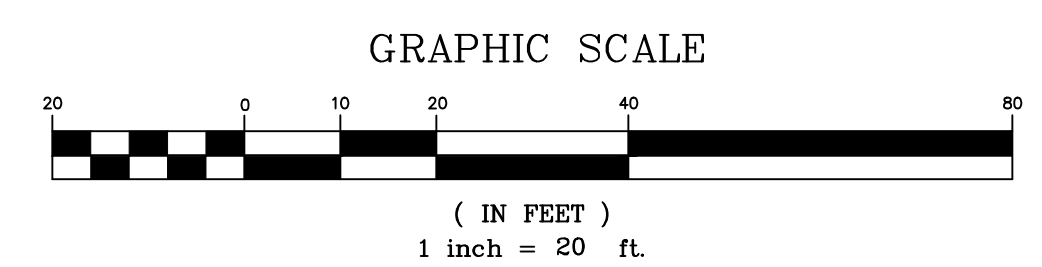
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2. PROPOSED FUTURE BOROUGH HALL DRIVEWAY = 30-FT. WIDE. WITH 10-FT. WIDE CROSSWALK, CONCRETE RAMPS, AND BOLLARDS.
3. ALLOWS FOR 1-WAY TRAFFIC. CURRENTLY SHOWN EAST TO WEST, BUT COULD BE CHANGED.
4. NO ON-STREET PARKING PERMITTED.
5. 3-WAY STOP AT THE INTERSECTION WITH CENTER STREET.
6. TREES REMOVED = 10
7. DOES NOT QUALIFY AS A 'MAJOR DEVELOPMENT' UNDER STORMWATER ORDINANCE.



CONCEPT No. 3

CONCEPT No. 3 NOTES:

1. PROPOSED ROADWAY = 15-FT. WIDE.
2. PROPOSED FUTURE BOROUGH HALL DRIVEWAY = 30-FT. WIDE. WITH 10-FT. WIDE CROSSWALK, CONCRETE RAMPS, AND BOLLARDS.
3. ALLOWS FOR 1-WAY TRAFFIC. CURRENTLY SHOWN EAST TO WEST, BUT COULD BE CHANGED.
4. NO ON-STREET PARKING PERMITTED.
5. 4-FT. WIDE SIDEWALK ALONG NORTH SIDE OF ROAD.
6. 3-WAY STOP AT THE INTERSECTION WITH CENTER STREET.
7. TREES REMOVED = 9
8. DOES NOT QUALIFY AS A 'MAJOR DEVELOPMENT' UNDER STORMWATER ORDINANCE.



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

CARMELA ROBERTS, PE
LICENSED PROFESSIONAL ENGINEER
STATE OF NEW JERSEY LIC. No. 24603441900

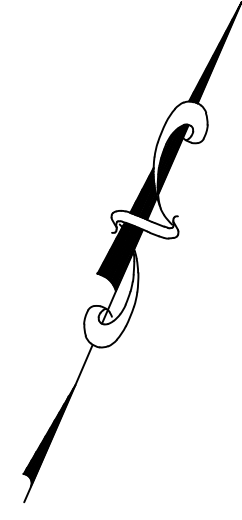
TED W. PIVOVARNICK, PLS
LICENSED PROFESSIONAL LAND SURVEYOR
STATE OF NEW JERSEY LIC. No. 246030586800

RAILROAD AVENUE - CONCEPT PLANS

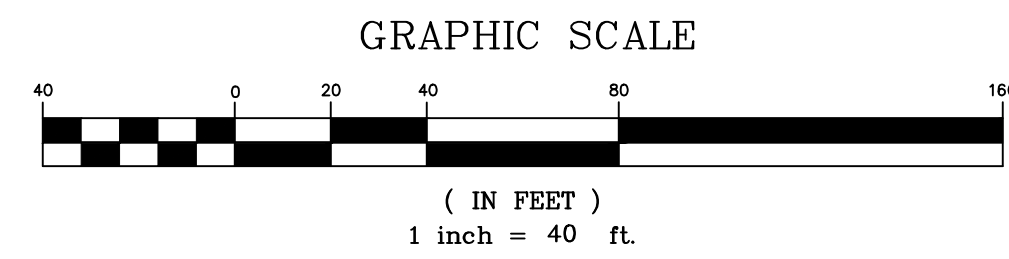
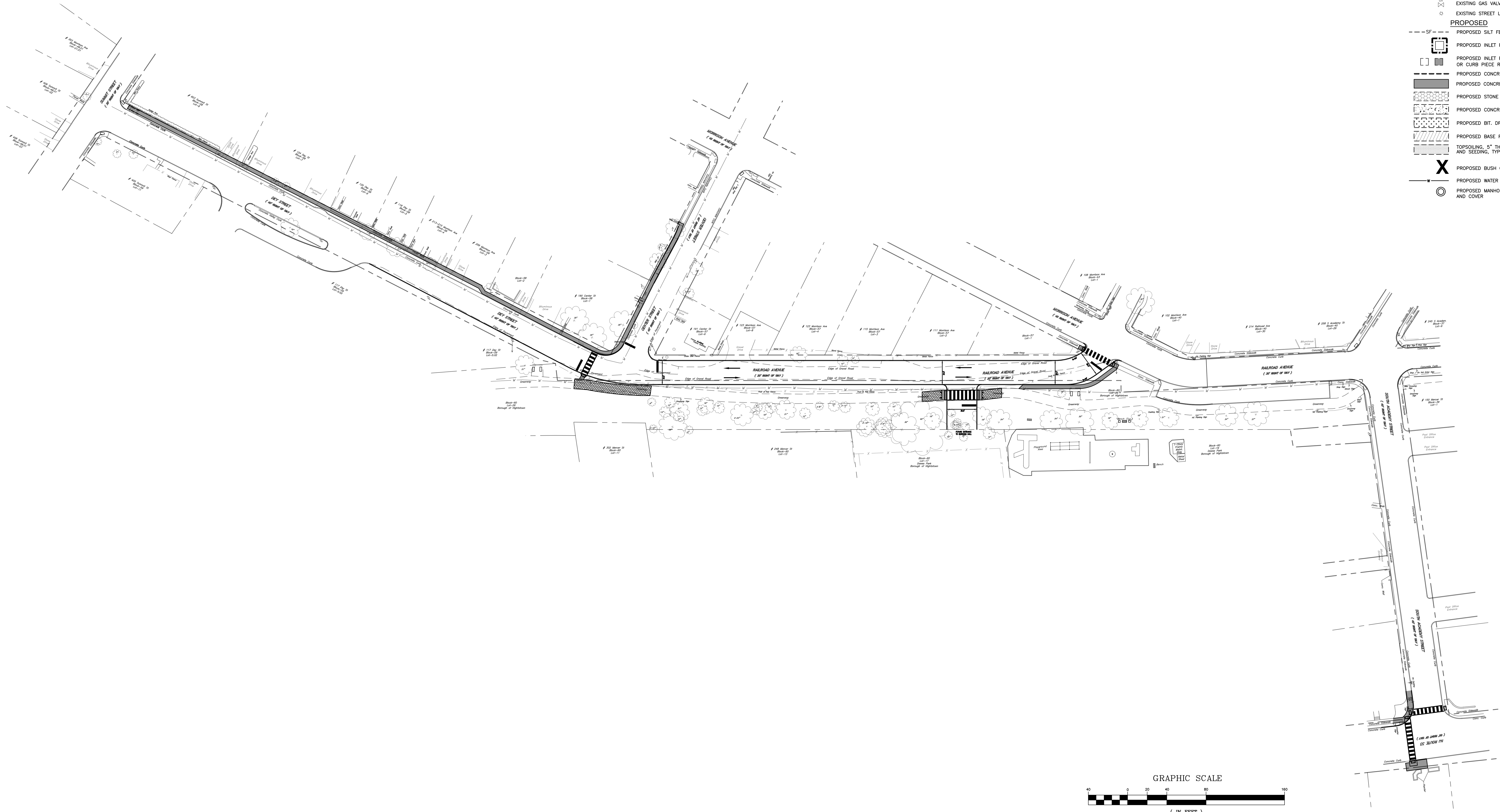
IMPROVEMENTS TO
RAILROAD AVENUE AND
DEY STREET

BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY

FILE No.:	DESIGNED BY:
H1801	CC
DRAWN BY:	DRAWN BY:
SP	CC
DATE:	4/30/2021
SCALE:	1"=20'
DWG. No.:	RR1
SHEET No.:	



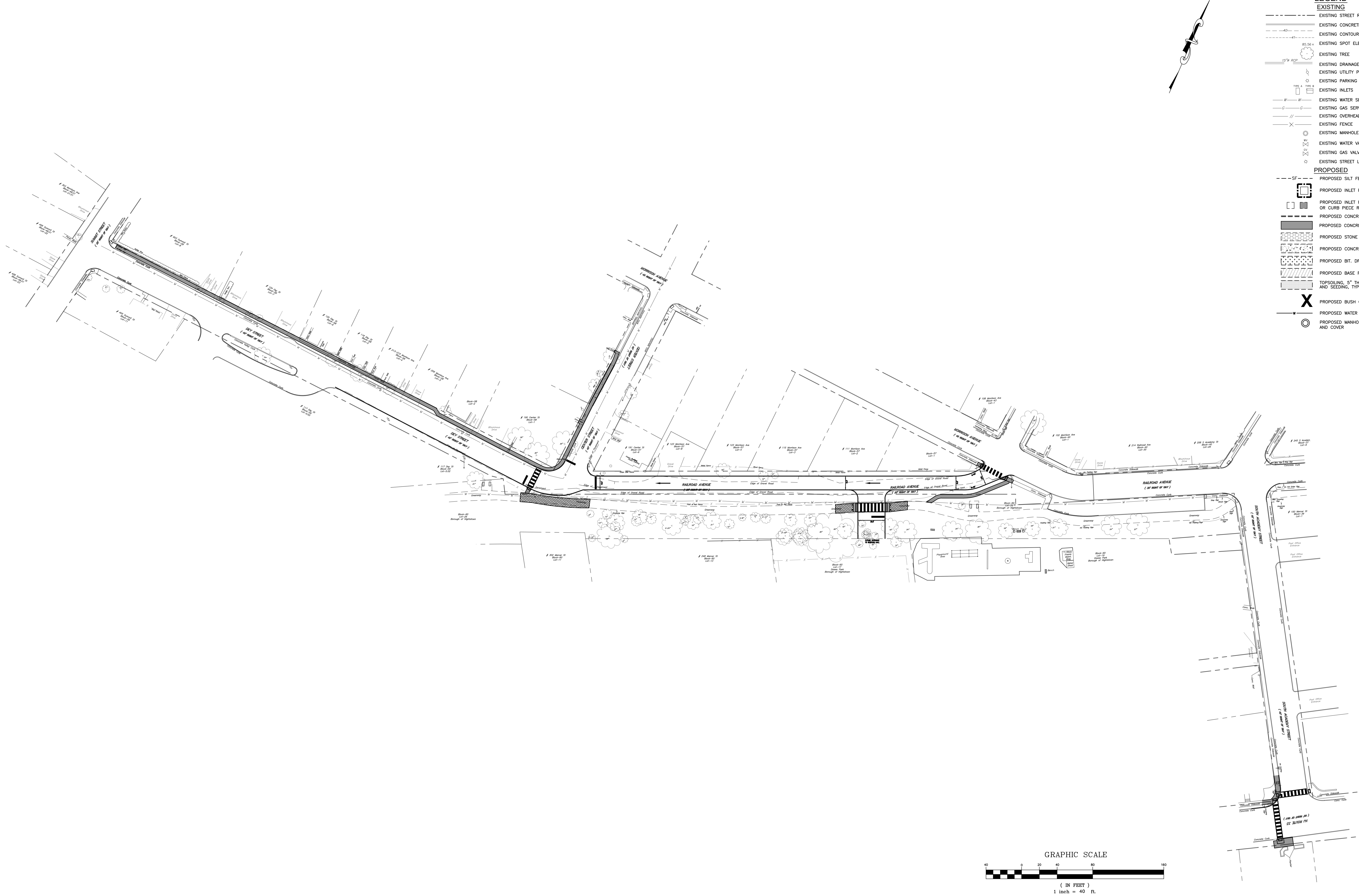
- LEGEND**
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 - EXISTING SPOT ELEVATION
 - EXISTING TREE
 - EXISTING DRAINAGE PIPE
 - EXISTING UTILITY POLE
 - EXISTING PARKING LOT LIGHT
 - EXISTING INLETS
 - EXISTING WATER SERVICE
 - EXISTING GAS SERVICE
 - EXISTING OVERHEAD WIRES
 - EXISTING FENCE
 - EXISTING MANHOLE
 - EXISTING WATER VALVE
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 - EXISTING STREET LIGHT
- PROPOSED**
- PROPOSED SILT FENCE
 - PROPOSED INLET PROTECTION
 - PROPOSED INLET FRAME, GRATE, OR CURB PIECE REPLACEMENT
 - PROPOSED CONCRETE VERTICAL CURB
 - PROPOSED CONCRETE SIDEWALK
 - PROPOSED STONE DRIVEWAY REPAIR
 - PROPOSED CONCRETE DRIVEWAY REPAIR
 - PROPOSED BIT. DRIVEWAY REPAIR
 - PROPOSED BASE REPAIR
 - TOPSOILING, 5" THICK, FERTILIZING AND SEEDING, TYPE A-3
 - PROPOSED BUSH OR TREE REMOVAL
 - PROPOSED WATER SERVICE
 - PROPOSED MANHOLE FRAME AND COVER



 Roberts ENGINEERING GROUP LLC Whisper Business Enterprise Certified CERTIFICATE OF AUTHORIZATION: 24GA2859100	1670 Whitehorse-Hamilton Square Rd. Hamilton, New Jersey 08690 609-586-1141 fax 609-586-1143 www.RobertsEngineeringGroup.com	RAILROAD AVENUE — CONCEPT No. 1	
	IMPROVEMENTS TO RAILROAD AVENUE AND DEY STREET		FILE No.: H1801 DRAWN BY: CC DATE: 4/30/2021 SCALE: 1"=40' DWG. No.: SC1 SHEET No.
CARMELA ROBERTS, PE LICENSED PROFESSIONAL ENGINEER STATE OF NEW JERSEY LIC. No. 24GE03441900	TED W. PIVOVARNICK, PLS LICENSED PROFESSIONAL LAND SURVEYOR STATE OF NEW JERSEY LIC. No. 24GS03586800	BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY	

2 OF 4

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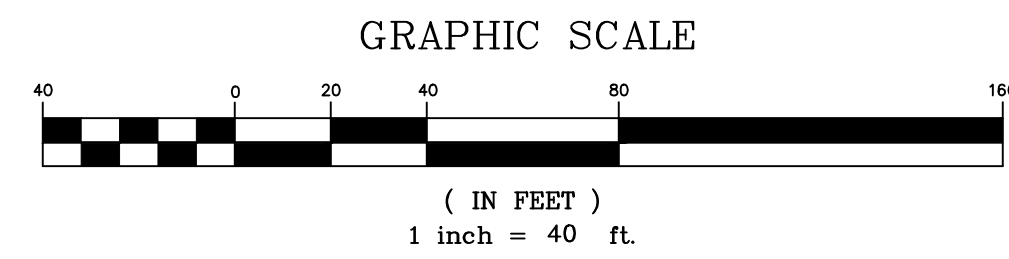
LEGEND

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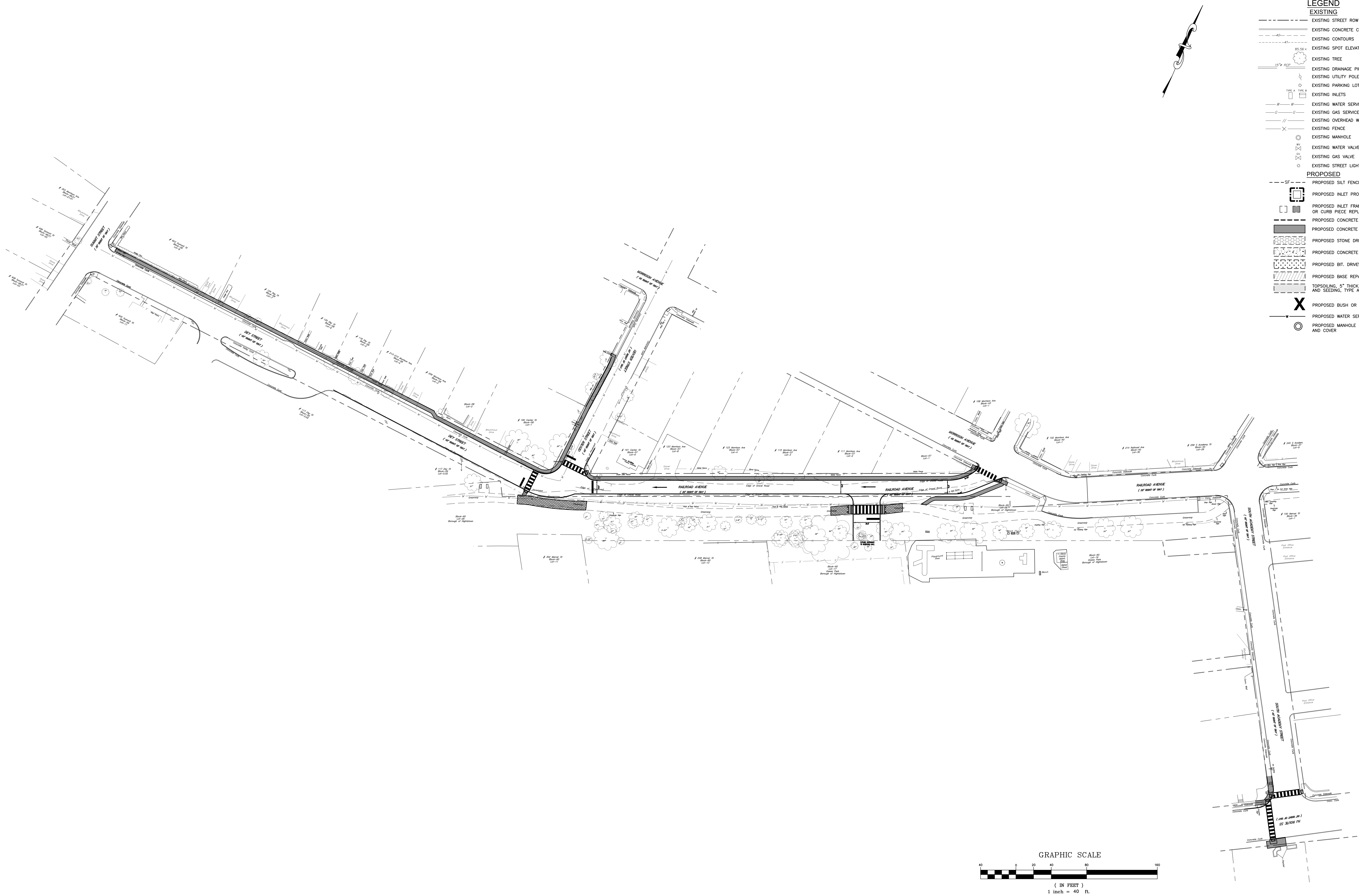
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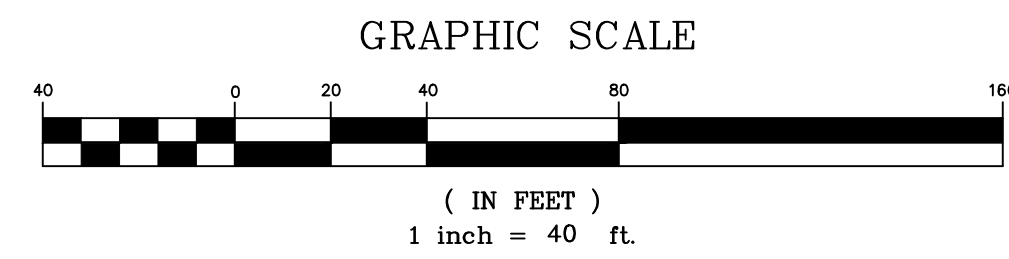
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	CARMELA ROBERTS, PE LICENSED PROFESSIONAL ENGINEER STATE OF NEW JERSEY LIC. No. 24GE03441900	TED W. PIVOVARNICK, PLS LICENSED PROFESSIONAL LAND SURVEYOR STATE OF NEW JERSEY LIC. No. 24G503586800	IMPROVEMENTS TO RAILROAD AVENUE AND DEY STREET BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY
		FILE No.: H1801 DRAWN BY: CC SP: CC	DESIGNED BY: CC CHECKED BY: CC DATE: 4/30/2021 SCALE: 1"=40' DWG. No.: 502 SHEET No.
		3 OF 4	



- LEGEND**
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- EXISTING STREET ROW LINE
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	CARMELA ROBERTS, PE LICENSED PROFESSIONAL ENGINEER STATE OF NEW JERSEY LIC. No. 24GE03441900	TED W. PIVOVARNICK, PLS LICENSED PROFESSIONAL LAND SURVEYOR STATE OF NEW JERSEY LIC. No. 24GS03586800	IMPROVEMENTS TO RAILROAD AVENUE AND DEY STREET BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY
		FILE No.: H1801 DRAWN BY: CC DATE: 4/30/2021 SCALE: 1"=40' DWG. No.: 503 SHEET No.	DESIGNED BY: CC CHECKED BY: CC DATE: 4/30/2021 SCALE: 1"=40' DWG. No.: 503 SHEET No.

4 OF 4



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Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

May 13, 2021

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

Re: Improvements to Railroad Avenue and Dey Street
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1801

Dear Mayor and Council;

Enclosed with this letter, please find the following:

1. One (1) plan entitled, "Railroad Avenue – Concept No. 4, Improvements to Railroad Avenue and Dey Street, Borough of Hightstown, Mercer County, New Jersey, dated May 11, 2021". This plan shows an additional conceptual layout for Railroad Avenue, Dey Street, and Center Street.

This is a follow up to my letter to you dated May 3, 2021 which included three concept plans for Railroad Avenue, Dey Street, Center Street, and South Academy Street.

I attended the Planning Board meeting of May 10, 2021 to review the various concept plans prepared by this office. The Planning Board offered the following comments:

1. The intersection of Morrison Avenue, Railroad Avenue, and Outcalt Street should have striped crosswalks at all four corners of the intersection.

We have no objection to making this intersection a 4-way crosswalk.

2. We are to confirm that the greenway is ADA complaint.
An evaluation of the greenway will be conducted during the formal design phase and if necessary, improvements will be made to ensure the greenway is ADA compliant within the project area.

3. A fourth concept plan for Railroad Avenue was requested showing two-way traffic between the Borough Hall parking lot entrance and Morrison Avenue and one-way traffic between the Borough Hall parking lot entrance and Dey Street.

A concept plan showing this concept is attached.

4. Mercer Street (NJSH Route 33) should be improved in accordance with the recent Mobility Master Plan. This includes two (2) crosswalks across Mercer Street at the intersection with South Academy Street and two (2) crosswalks at the intersection with West Ward Street. In addition, a raised pedestrian refuge area is to be provided at Mercer Street.

These improvements will require significant traffic control including a detour to Route 130. In the past, the NJDOT has required repaving, curb to curb, of areas that are disturbed. We estimate the construction cost plus traffic control and police for this work to be approximately \$130,000.00 which would not be funded by the NJDOT grant.

Additionally, the intersection of Mercer Street with West Ward Street is not compliant with current ADA standards. I anticipate that conventional curb ramps may be insufficient at this intersection due to existing steep slopes in the area. When conventional curb ramps are not sufficient, alternative ramp layouts may need to be utilized. Examples of ramps that we have designed in the past and may be needed at West Ward Street are shown below:



On May 12, 2022, I met with Borough Chief of Police Gendron to review the scope of work and Planning Board comments. Chief Gendron offered the following comments:

1. There are no concerns with the requested four way crosswalk system proposed at the intersection of Morrison Avenue, Railroad Avenue, and Outcalt Street.
2. There are no concerns with the layout for Concept No. 4 of Railroad Avenue.
3. The Borough Police Department does not recommend pedestrian refuge islands on Mercer Street in the area of South Academy Street and West Ward Street. There are a number of large trucks per day that turn onto South Academy from Mercer Street in order to access the Post Office. In addition, there are a number of trucks that have difficulty turning onto West Ward Street and tow trucks that have to access the City Auto Center parking lot.

The Police Department recommends Rectangular Rapid Flashing Beacons (RRFBs) at the proposed crosswalks at Mercer Street in lieu of pedestrian refuge islands.

Proposed Mercer Street Improvements

As noted above, the Planning Board expressed interest in expanding the scope of work at Mercer Street to include additional crosswalks at South Academy and West Ward Street as well as pedestrian refuge areas.

This work was not originally anticipated or requested by Council when the initial NJDOT grant application was prepared in 2019. Our cost to provide additional survey, design, permit, analyze truck movements/turns, and administer and inspect construction will be at a fee not to exceed \$25,000.00. Due to the existing truck traffic within the area, it is critical that truck movements be analyzed to ensure that they can continue to operate as needed while also providing the necessary pedestrian safety improvements.

In order to make these improvements, a permit will be required from the NJDOT. In the past, the NJDOT has required that roadways be completed milled and repaved if improvements are made near or within the paved area. In addition, this work will likely require a full detour around the Borough by way of NJSH Route 130 and Route 133. We anticipate the cost of these improvements to be approximately \$130,000.00 which would have to be funded by the Borough.

The NJDOT permit review offices have had slower response times since the pandemic began. Should the Borough want to move forward with this work, I request that we be authorized to move forward with the design immediately so that the advertisement deadline of November 2021 is met.

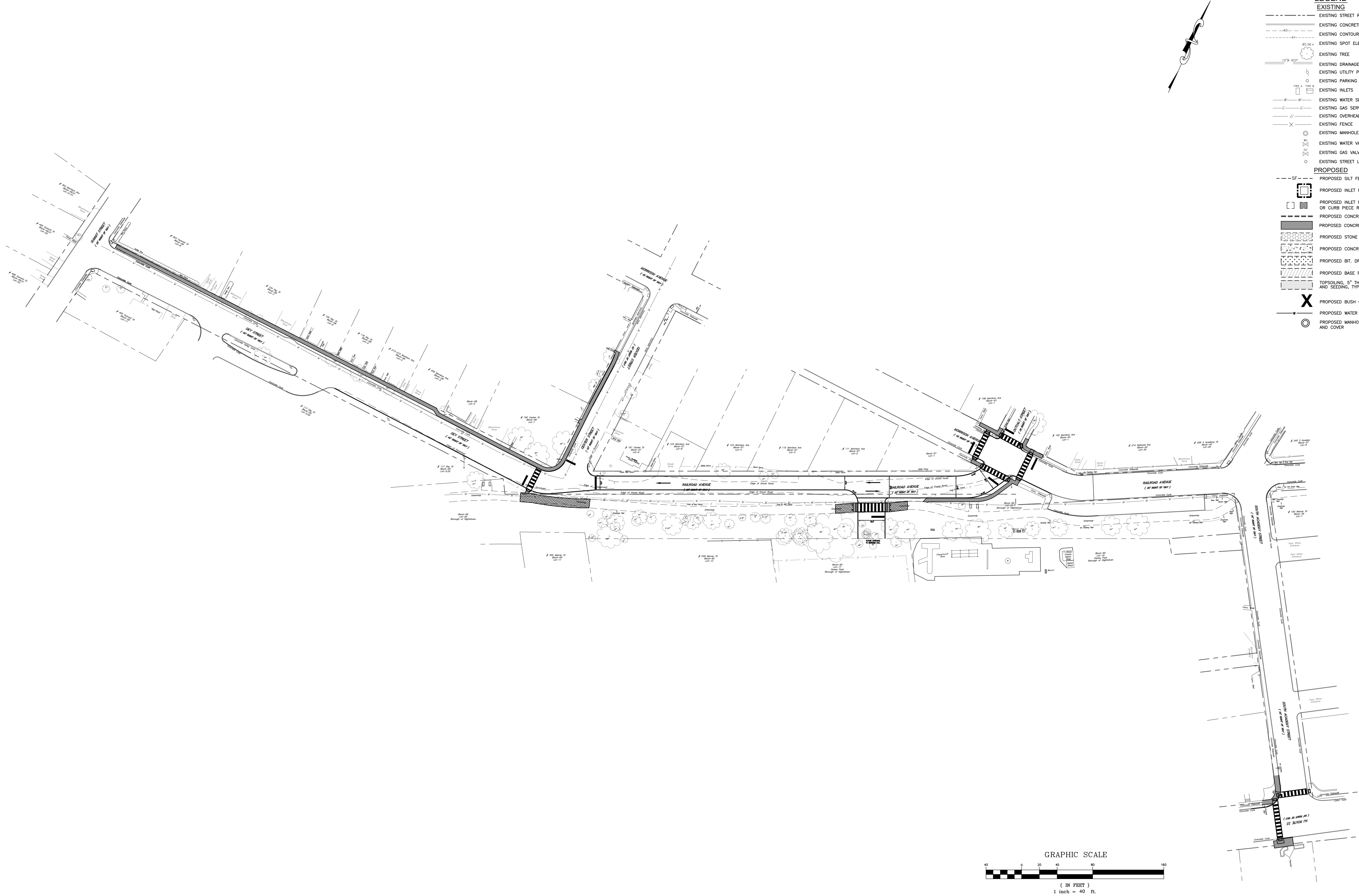
Should you have any questions or concerns, please do not hesitate to contact my office.

Very truly yours,



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

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Clerk
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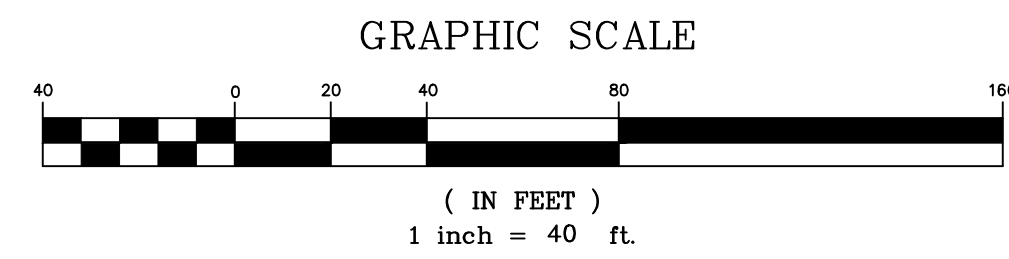
LEGEND

EXISTING

- EXISTING STREET ROW LINE
- EXISTING CONCRETE CURB
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		FILE No.: H11801 DRAWN BY: CC DATE: 5/11/2021 SCALE: 1"=40' DWG. No.: SC4 SHEET No.	DESIGNED BY: CC CHECKED BY: CC 5 OF 5

L:\MapFiles - Roberts\hightstown\11801 - Improvements to DeY Street and Railroad Avenue\Drawings\Concept Plans\Concept - Railroad Avenue.dwg, 5/11/2021 9:46:59 AM



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609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

May 27, 2021

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

Re: Improvements to Railroad Avenue and Dey Street
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1801

Dear Mayor and Council;

This is a followup to my letter to you dated May 13, 2021.

As you know, the Complete Streets Committee has recommended additional crosswalks and pedestrian refuge islands on Mercer Street (NJSH Route 33) between the intersections with South Academy Street and West Ward Street. A conceptual layout from the Mobility Master Plan is attached for your reference.

As these improvements were not included in the original scope of work as outlined in the grant application, this work will not be funded by the NJDOT grant. Therefore, the Borough must fund these improvements should Council choose to move forward with the work.

Please note that this work will require an NJDOT permit as the improvements will be within State Right-Of-Way. As the NJDOT permit will have a long lead time, I request that Council determine whether these improvements will be included in the scope of work at the Council meeting of June 7, 2021. This will assure that there is enough time to design and receive a permit before contract advertisement in October 2021.

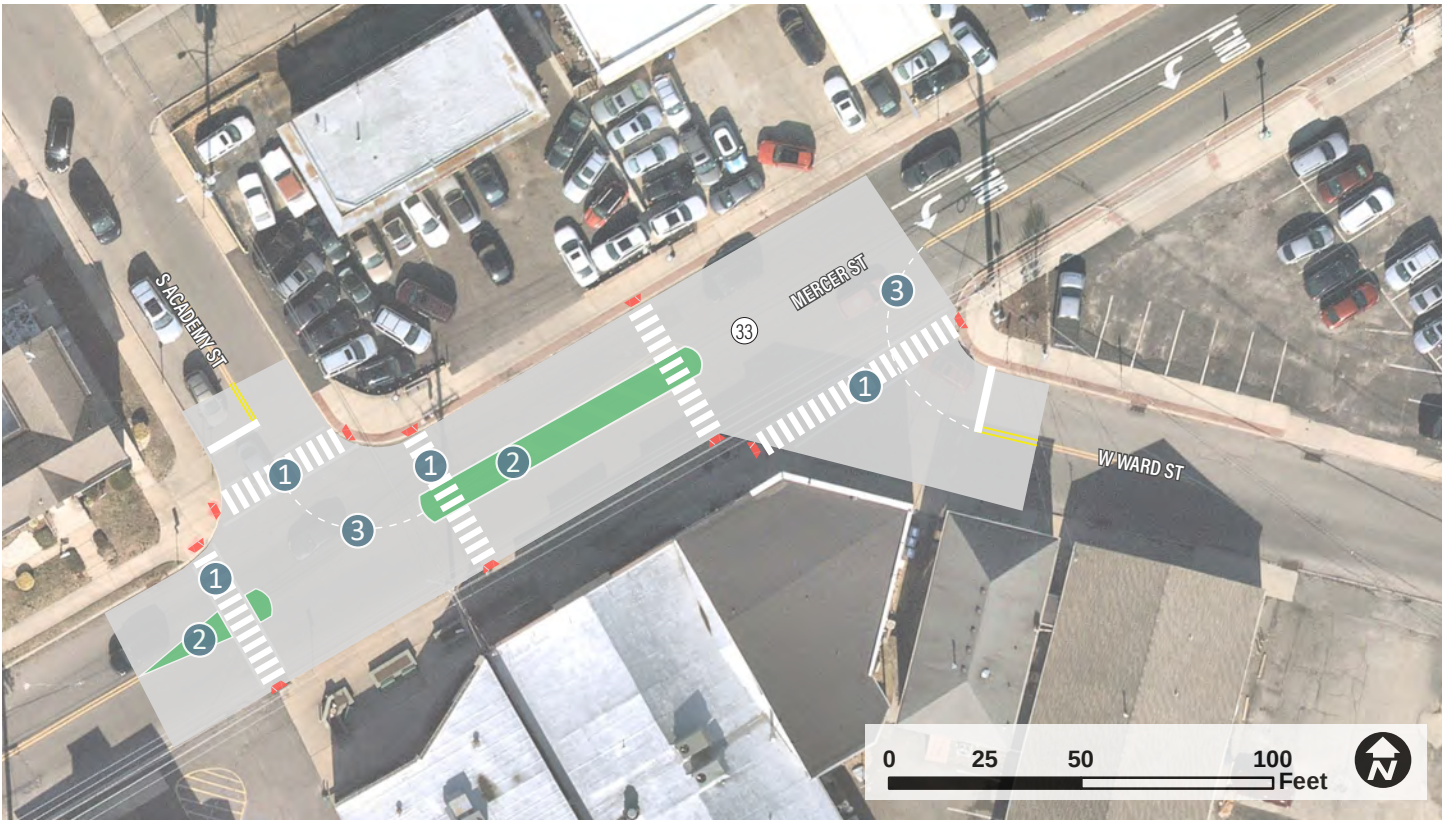
If Council chooses to include these improvements in this contract, the estimated construction cost is approximately \$130,000.00. The cost to complete additional field survey, design, permitting, and construction administration and inspection will be at a fee not to exceed \$25,000.00.

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

Very truly yours,

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

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



PROPOSED TREATMENT

The intersection of Mercer Street, West Ward Street, and South Academy Street hosts a combination of problematic features including high traffic volumes and vehicle speeds. Converting the existing striped median to a painted (Phase 1) or built (Phase 2) pedestrian refuge island would serve the dual purpose of decreasing crossing distance for pedestrians and passive traffic calming by reducing roadway width and alerting vehicles to the presence of pedestrians. Truck traffic on West Ward Street should be restricted.

COMPONENTS

- 1 High visibility striping at pedestrian crosswalks and consider pedestrian crossing beacons
- 2 Pedestrian refuge island to reduce crossing distances and increase comfort for pedestrians
- 3 Dashed white lines to delineate turning movements

Examples of Pedestrian Refuge Islands



SOURCE: NACTO URBAN STREET DESIGN GUIDE (2013)



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

May 27, 2021

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

Re: Improvements to Railroad Avenue and Dey Street
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1801

Dear Debra;

As you know, the above referenced contract is being funded with a NJDOT Municipal Aid Grant in the amount of \$529,632.00. The grant requires the project to be awarded to a contractor no later than November 21, 2021.

We understand that the Borough continues to review conceptual plans for the proposed roadway at Railroad Avenue and coordinating with the proposed Borough Hall improvements in the area.

As a result, this office investigated the possibility of requesting a 6-month extension to the contract award deadline as required by the NJDOT funding. The NJDOT has very specific criteria that must be met to qualify for a 6-month extension of time. The criteria are related to Right-Of-Way restriction, utility relocations, and bidding delays.

The Borough does not qualify for an extension of time under the NJDOT criteria/guidelines. Therefore, a contract must be awarded no later than November 21, 2021. I request that Council provide direction on how the roadway is to be designed no later than the Council meeting of July 6, 2021 in order for there to be enough time to complete the design documents and obtain the necessary State approvals for advertisement.

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

Very truly yours,

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

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

Borough of Hightstown Environmental Commission

To: Roberts Engineering Group LLC

From: Environmental Commission

Date: June 1, 2021

RE: Review of Partial Sets of Plans Entitled “Improvements to Railroad Avenue and Dey Streets, Borough of Hightstown, Mercer County New Jersey, dated April 30, 2021”

Introduction

The members of the Environmental Commission have reviewed the proposed conceptual layouts for Railroad Avenue, Dey Street, Center Street, and the crosswalk at Mercer Street included in the partial sets of plans entitled “Improvements to Railroad Avenue and Dey Streets, Borough of Hightstown, Mercer County New Jersey, dated April 30, 2021.” These plans were received from Roberts Engineering Group LLC in a letter dated May 3, 2021. The plans were reviewed and discussed during the regular meeting of the Hightstown Environmental Commission on May 25, 2021. Our comments are provided below.

- **General Comment:** The improvements to Railroad Ave and Dey Street are required as part of the development of the site of the future Borough Hall. If the site of the future Borough Hall did not include an access/egress point onto Railroad Ave., these proposed improvements would not be necessary. With this in mind, the conceptual plans for improvements to Railroad Ave and Dey Street must be considered in conjunction with planned development and improvements on the adjacent site of the future Borough Hall. A holistic assessment of stormwater management, tree resources, mobility plans for pedestrians, bicycles and vehicles, etc. must be completed to understand the overall impact of the development of the future Borough Hall site rather than a piecemeal approach which often leads to poor development choices and unintended consequences such as flooding and from excessive stormwater runoff.
- **Support Mobility** (pedestrian, bicycle and vehicular): Much of the proposed work is in close proximity to, or directly impacts, the Roger Cook Greenway along Railroad Ave. The Greenway is vital for pedestrian and bicycle traffic and offers the Borough residents a scenic path, away from the busy streets. The current proposed plans designed minimum to no buffers between pedestrians on the Greenway and vehicle traffic. Design options that promote pedestrian safety and mobility while maintaining the natural characteristics of the Greenway should be considered and included in the plans.
- **Stormwater Runoff:** This project includes providing a new, paved (impervious) roadway in place of the existing stone surface for Railroad Ave from Dey Street to Morrison Ave. This will add a great deal of impervious surface, and unless specifically addressed, will increase stormwater run-off. The conceptual plans fail to address stormwater management in any capacity. There is no indication of stormwater systems, direction of runoff, capture and containment of stormwater, etc. Finally, the conceptual plans indicate “does not qualify as a Major Development under stormwater ordinance.” The Borough stormwater ordinance defines a Major Development as an individual development or multiple developments that individually or collectively meet one or more criteria defined in the ordinance. The improvements to Railroad Ave and Dey Street are

Review of Proposed Plans for
Improvements to Railroad Avenue and Dey Street
June 1, 2021
Page 2

required as part of the comprehensive development plans for the future Borough Hall. While the improvements to Railroad Ave and Dey Street as described in the conceptual plans may not meet the criteria for a Major Development individually, it is unclear if they meet the criteria for a Major Development when considered in conjunction with the plans for the future Borough Hall which will also likely include considerable paving, etc.

- **Effectively Manage the Tree Resource:** Given the proximity of this project to the Greenway, conservation of existing large trees is essential. Managing this resource requires an integrated design approach that balances the preservation of existing trees, the creation of potential tree locations and the addition of new trees with the needs of sidewalks, curbs and streets. Design options that preserve trees in good condition and create opportunities for expanding the tree resource should be prioritized. The Environmental Commission and Shade Tree Commission will work with the Borough Engineer to develop a tree planting plan with proposed species and locations. However, as noted above, conservation of the existing tree resource as well as a plan for planting must be developed with consideration given to the overall development plans for the future Borough Hall.

Conclusions and Recommendations

At this time, the Environmental Commission cannot provide substantive comments on the proposed improvements to Railroad Ave and Dey Streets. The Environmental Commission recommends a holistic assessment of these proposed improvements in conjunction with the overall development of the site of the future Borough Hall. Only with this type of overall development plan can a meaningful review of important issues such as stormwater management, tree resources, and greenway preservation and safety be considered.



June 1, 2021

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

Re: NJDOT Application for Safe Routes to Schools FY2022
Our File No.: H1604

Dear Mayor and Council:

Enclosed with this letter, please find the following:

1. Copy of a letter from NJDOT dated May 25, 2021 soliciting grant applications for the Safe Routes to School Program.

The NJ Department of Transportation has announced that it will be accepting applications for the Safe Routes to School (SRTS) grant program. Applications must be submitted on or before October 14, 2021. The SRTS grant program objectives are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- To facilitate the development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of New Jersey's primary and middle schools (Grades K-8).

Funding is available for infrastructure projects such as installation of sidewalks, crosswalks, bike lanes, multi-use paths, traffic calming measures, and other means to ensure the ease and safety of children walking or biking to school. Projects must be within 2-miles of primary and middle schools and must be endorsed by the School District. The Grace and Black Schools have a Travel Plan which highlights specific roads/neighborhoods that they will endorse for improvements.

This is the same grant program currently being used to fund the Stockton Street and Joseph Street sidewalks between Summit Street and Oak Lane. Should Council wish to move forward with a new application, I am recommending one of the following:

1. Stockton Street Roundabout at Oak Lane. A roundabout has been proposed by multiple agencies as a way to improve traffic flow and provide a safer route for pedestrians across Stockton Street. This project would have to be designed in consultation with the County Engineer.

2. Summit Street Sidewalk Improvements between First Avenue and Morrison Avenue. This would complete the sidewalk network between the Greenway and Stockton Street and would require removal of large trees.
3. Sidewalk Improvements at Hausser Avenue, Bennett Place, and Prospect Drive.
Grant funding has been received from the NJDOT to improve this neighborhood. If Council chooses to move forward with this SRTS application, the current grant could be used for curb and pavement improvements and sidewalks can be added under a future contract.

We are available to meet directly with the Complete Streets Committee to review any options or considerations that they may want to consider in the application.

We are prepared to move forward with preparation of the application as outlined above and request authorization at your next Council Meeting. Our fee to prepare the application will be at a cost not to exceed \$7,000.00

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

Very truly yours,



Carmela Roberts, PE, CME
Borough Engineer

cc: Debra Sopronyi, RMC, QPA, CMR, Borough Administrator/Clerk
Peggy Riggio, RMC, CMR, Deputy Borough Administrator
Ken Lewis, Borough Superintendent of Public Works
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC



State of New Jersey

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

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCACETTI
Commissioner

SHEILA Y. OLIVER
Lt. Governor



RECEIVED

MAY 28 2021

May 25, 2021

Re: Safe Routes to School
Request for Applications

Roberts Engineering Group, LLC

Dear Prospective Applicant:

On behalf of Governor Philip D. Murphy, I am pleased to announce that applications are now being accepted for the 2022 Safe Routes to School (SRTS) Program. The SRTS program is funded through the Federal Highway Administration's Federal Aid Program and is being administered by the New Jersey Department of Transportation (NJDOT), in partnership with the North Jersey Transportation Planning Authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO).

The objectives of the SRTS Program are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- To facilitate the development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of New Jersey's primary and middle schools, (Grades K-8).

Projects must be located within two miles of a school that serves students in grades K-8. Funding for the 2022 SRTS Program will be available for the construction of infrastructure projects only. Infrastructure projects may include the installation of sidewalks, crosswalks, bike lanes, multi-use paths, traffic calming measures, and other means to ensure the ease and safety of children walking or biking to school.

For this solicitation, applicants may apply only for construction funds. Any municipality, school district, or county is eligible to apply for funding. Nonprofit organizations are not eligible as direct grant sub-recipients for SRTS funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency, school, or an entity responsible for the administration of local transportation safety programs).

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Nonprofit entities are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit. The NJDOT has final authority to make a determination on the eligibility of an applicant.

In addition to the traditional grant criteria, for this solicitation, consideration will be given to applications that provide additional benefits to vulnerable members of our communities, including low-income residents, minorities, those with limited English proficiency, persons with disabilities, children and older adults. Census data for these categories will be used to determine if a project meets the equity criteria. Information regarding equity will be available through NJDOT's Local Aid Resource Center web site at:

<https://www.njdotlocalaidrc.com/equity>

Information about scheduling a one on one pre-submission meeting will be forthcoming on the website as well as dates for informational webinars about the Safe Routes to School Program.

As with all federally funded programs, the funds will be disbursed on a reimbursement basis. The award of SRTS grants will be contingent upon the recipient's ability to comply with all applicable federal financial management, project implementation, and oversight regulations. Before applying, applicants should assess their capability to comply with state and federal requirements for the administration of federal-aid highway grants set forth in Title 23 - Highways, and OMB requirements related to uniform administrative requirements, cost principles, and audit requirements for federal awards (2 CFR Part 200).

Public rights-of-way and facilities are required to be accessible for all users through the statutes regardless of funding source. Recipients of federal and state grants will be required to comply with the provisions of Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Applications for the SRTS Program are due on or before October 14, 2021. Due to the extra challenges this year, the typical solicitation time has been extended to provide notification as this school year winds down, opportunity to advance an application in the summer, and additional time in the fall to finish the process. The October 14th deadline provides an additional 31 days for applicants to prepare and submit the application. Applications must be submitted online through NJDOT SAGE at:

<https://njsage.intelligrants.com/>

Additional information on the SRTS Program is available at:

<https://njdotlocalaidrc.com/federally-funded-programs/safe-routes-to-school>

I recommend that you consult your Local Aid District Office and your corresponding Metropolitan Planning Organization for assistance in preparing applications for this program. Contact information is included.

The Division of Local Aid offers a SRTS Design Assistance Program, which provides consultant engineering services to assist Local Public Agencies (LPAs) with the development of plans, specifications, and estimates for their SRTS projects. Recipients of the 2022 SRTS grant solicitation will be eligible to participate in the program. The program was developed by NJDOT as part of the Federal Highway Administration's Every Day Counts (EDC) initiative and is intended to shorten time, reduce costs, and improve quality in the delivery of NJDOT SRTS projects. Consultant costs for this program are paid by NJDOT and are not part of the grant amount if your LPA chooses to participate.

Please take advantage of this opportunity to improve safety for New Jersey's school children. Good luck with your application.

Sincerely,

A handwritten signature in cursive script, reading "Diane Gutierrez-Scaccetti".

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk
Municipal Engineer
County Engineer

Enclosure

New Jersey's Metropolitan Planning Organizations (MPOs)

North Jersey Transportation Planning Authority (NJTPA)

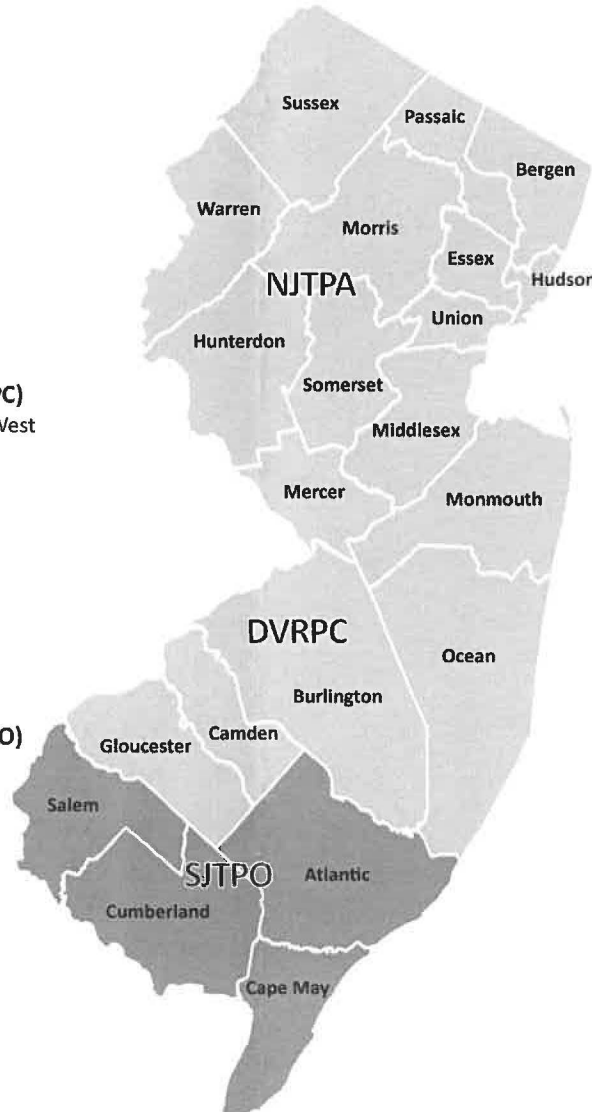
One Newark Center
17th Floor
Newark, NJ 07012
Phone: (973) 639-8400
Fax: (973) 639-1953
SRTS Contact: Eve Chamberlain
Email: echamberlain@njtpa.org

Delaware Valley Regional Planning Commission (DVRPC)

190 North Independence Mall West
8th Floor
Philadelphia, PA 19106
Phone: (215) 592-1800
Fax: (215) 592-9125
SRTS Contact: John Coscia Jr.
Email: jcosciajr@dvrpc.org

South Jersey Transportation Planning Organization (SJTPO)

782 South Brewster Road
Unit B6
Vineland, NJ 08360
Phone: (856) 794-1941
Fax: (856) 794-2549
SRTS Contact: Alan Huff
Email: ahuff@sjtpo.org



New Jersey Department of Transportation Local Aid and Economic Development

Main Office

1035 Parkway Avenue, PO Box 600
Trenton, NJ 08625-0600
Phone: 609.963.2021
Fax: 609.530.8044
Manager: David Bruccoleri

District 1, Mount Arlington

Roxbury Corporate Center
200 Stierli Court
Mount Arlington, NJ 07856
Phone: 973.810.9120
Fax: 973.601.6709
Manager: Adam Iervolino

District 2, Newark

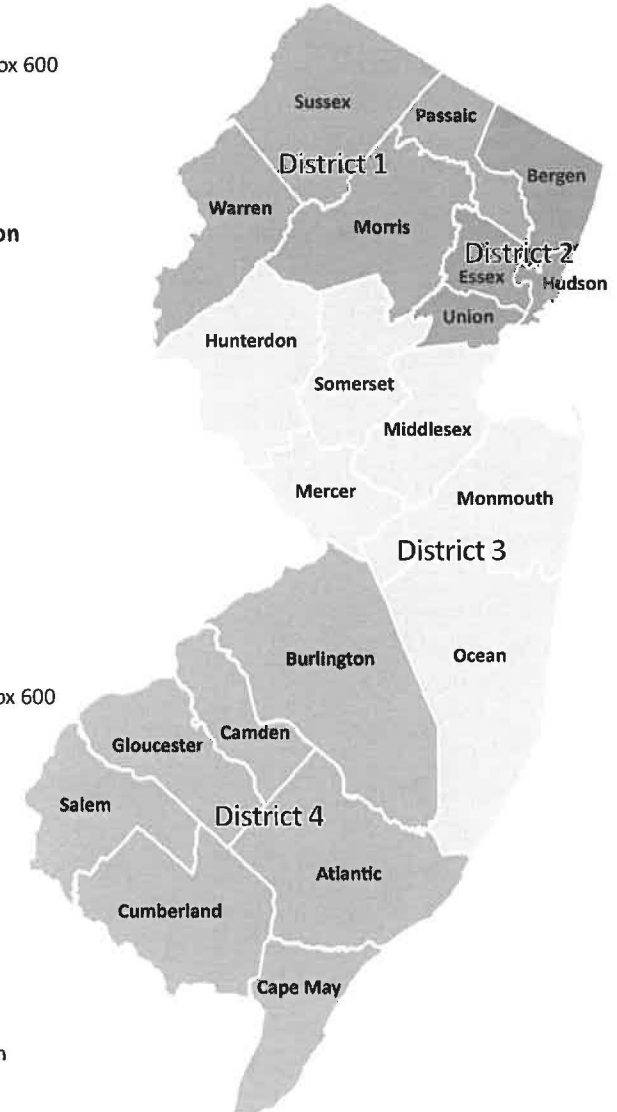
153 Halsey Street, 5th floor
Newark, NJ 07102
Phone: 973.877.1500
Fax: 973.648.4547
Manager: Eileen Schack

District 3, Trenton

1035 Parkway Avenue PO Box 600
Trenton, NJ 08625-0600
Phone: 609.963.2020
Fax: 609.530.8044
Manager: Deval Desai

District 4, Cherry Hill

One Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002
Phone: 856.414.8414
Fax: 856.486.6771
Manager: Thomas Berryman



Resolution 2021-090

*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 \$940,194.10 from the following accounts:

Current		\$838,118.29
W/S Operating		70,469.37
General Capital		11,759.00
Water/Sewer Capital		2,305.00
Grant		14,000.00
Trust		14.15
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		2,226.29
Public Defender Trust		0.00
Escrow		<u>1,302.00</u>
Total		<u>\$940,194.10</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 June 21, 2021.

Margaret Riggio
Deputy Borough Clerk

MANUAL TOTAL	\$809,669.41
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[illegible]

AUTOM005 AUTOMATIC COMMUNICATIONS ALARM									
21-00505	04/27/21	ANNUAL ALARM SERVICE	INV 565						
1	ANNUAL ALARM SERVICE	INV 565	350.00	1-09-55-501-002-517	B Maint. Contracts - Office	R	04/27/21 06/16/21	565	N
	Vendor Total:		350.00						

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
B0055 B & H CONTRACTING, INC												
21-00530	05/05/21 BUTTERFLY VALVE REPLACEMENT											
1	BUTTERFLY VALVE REPLACEMENT	5,630.00	1-09-55-501-001-503	B Water Plant Maintenance	R	05/05/21	06/16/21			1		N
2	DEDUCTION FOR USE OF BOROUGH	900.00	1-09-55-501-001-503	B Water Plant Maintenance	R	05/05/21	06/16/21			1		N
3	REMOVE & REPLACE ADD'L 12"LUG	1,000.00	1-09-55-501-001-503	B Water Plant Maintenance	R	06/15/21	06/16/21			1		N
		5,730.00										
Vendor Total:		5,730.00										
BRIGH005 BRIGHTVIEW LANDSCAPES, LLC												
21-00511	04/30/21 TREE PLANTING											
1	TREE PLANTING SERVICEBERRY	1,193.16	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
2	TREE PLANTING EASTERN REDBUD	1,491.45	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
3	TREE PLANTNG FLOWERING DOGWOOD	1,491.45	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
4	TREE PLANTNG COCKSPUR HAWTHORN	1,491.45	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
5	TREE PLANTING HOPHORNBEAM	1,193.16	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
6	TREE PLANTING HACKBERRY	596.58	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
7	TREE PLANTNG AMERICAN HORNBEAM	1,193.16	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
8	TREE PLANTING HONEYLOCUST	1,195.41	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
9	TREE PLANT SEEDLESS SWEETGUM	796.94	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
10	TREE PLANTING TULIP TREE	1,992.35	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
11	LONDON PLANETREE 4 @ 398.47 EA	1,364.89	G-02-41-765-001-000	B Parks/Forestry 2020	Street Tree Planting	R	04/30/21	06/16/21		7405989		N
12	LONDON PLANETREE BALANCE	228.99	1-01-27-335-001-135	B Shade Tree Program	R	04/30/21	06/16/21			7405989		N
		14,228.99										
Vendor Total:		14,228.99										
BUCKM005 BUCK MINING & MATERIAL INC												
21-00679	06/11/21 YARD WASTE DISPOSAL											
1	INV 1015 - YARD WASTE DISPOSAL	672.00	1-01-26-311-001-168	B Yardwaste	R	06/11/21	06/16/21			1015		N
Vendor Total:		672.00										
C0396 CAVANAUGH'S, INC.												
21-00623	05/28/21 MONTHLY PEST SERVICE											
1	INV 800960 156 BANK ST	20.00	1-01-26-310-001-029	B Maintenance Contracts	R	05/28/21	06/16/21			800960		N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
COMCA005 COMCAST BUSINESS												
21-00665	06/10/21 8499 05 243 0036659 OFC1											
1	8499 05 243 0036659 OFC1	294.57		1-01-20-140-001-060	B	Internet Services and Web Services	R	06/10/21	06/16/21		499052430036659	N
Vendor Total:		294.57										
C0088 CUSTOM ENVIRONMENTAL TECH, INC												
21-00064	02/01/21 RES 2020-233 ZETA LYTE 2800CH			B								
7	INV 7140B 5/25/21 2800CH	5,363.60		1-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	04/21/21	06/16/21		7140B	N
8	INV 7140B 5/25/21 2800CH	1,340.90		1-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	06/07/21	06/16/21		7140B	N
9	INV 7140B 5/25/21 RUSH SHIP	85.00		1-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	06/07/21	06/16/21		7140B	N
10	INV 7189 6/3/21 ZETALYTE2800CH	1,340.90		1-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	06/07/21	06/16/21		7189	N
		8,130.40										
Vendor Total:		8,130.40										
D0269 DENNIS SALES & SERVICE INC.												
21-00621	05/28/21 REMOTE METER PANELS											
1	REMOTE METER PANELS	784.00		1-09-55-501-001-524	B	Meter & Meter Parts	R	05/28/21	06/16/21		21-2995	N
2	SHIPPING	24.35		1-09-55-501-001-524	B	Meter & Meter Parts	R	05/28/21	06/16/21		21-2995	N
		808.35										
21-00644	06/03/21 EJECTOR ASSEMBLIES AND KITS											
1	EJECTOR ASSEMBLIES AND KITS	473.35		1-09-55-501-001-503	B	Water Plant Maintenance	R	06/03/21	06/16/21		21-3004	N
Vendor Total:		1,281.70										
E0576 EAST WINDSOR REGIONAL SCHOOL												
21-00669	06/11/21 MAY 2021 FUEL USE											
1	MAY 2021 FUEL USE - FIRE	347.69		1-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	06/11/21	06/16/21		MAY 2021	N
2	MAY 2021 FUEL USE - POLICE	1,591.65		1-01-31-460-001-145	B	Motor Fuel - Police	R	06/11/21	06/16/21		MAY 2021	N
3	MAY 2021 FUEL USE - 1ST AID	324.13		1-01-31-460-001-148	B	Motor Fuel - Emergency Medical	R	06/11/21	06/16/21		MAY 2021	N
4	MAY 2021 FUEL USE - GARBAGE	1,022.27		1-01-31-460-001-147	B	Motor Fuel - Public Works	R	06/11/21	06/16/21		MAY 2021	N
5	MAY 2021 FUEL USE - STREETS	764.00		1-01-31-460-001-147	B	Motor Fuel - Public Works	R	06/11/21	06/16/21		MAY 2021	N
6	MAY 2021 FUEL USE - PARKS	130.78		1-01-31-460-001-147	B	Motor Fuel - Public Works	R	06/11/21	06/16/21		MAY 2021	N
7	MAY 2021 FUEL USE - WATER	60.21		1-09-55-501-001-512	B	Motor Fuel	R	06/11/21	06/16/21		MAY 2021	N
8	MAY 2021 FUEL USE - CONSTRUC	28.39		1-01-31-460-001-151	B	MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	06/11/21	06/16/21		MAY 2021	N
9	MAY 2021 FUEL FACILITY FEE	120.00		1-01-31-460-001-144	B	Upgrades to Fueling Facility	R	06/11/21	06/16/21		MAY 2021	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
H 85 HACH CO.												
21-00523 05/03/21 QUOTE #100659726v1												
1	SCOOP SPATULA	9.70		1-09-55-501-002-506		B Lab. Equipment & Supplies	R	05/03/21	06/16/21		12464847	N
2	DESICCATOR PLATE CERAMIC,	83.98		1-09-55-501-002-506		B Lab. Equipment & Supplies	R	05/03/21	06/16/21		12464847	N
3	AMMONIA IONIC STRENGTH	403.20		1-09-55-501-002-506		B Lab. Equipment & Supplies	R	05/03/21	06/16/21		12464847	N
4	WEIGHING PAPER 102X102MM	94.68		1-09-55-501-002-506		B Lab. Equipment & Supplies	R	05/03/21	06/16/21		12461860	N
		591.56										
	Vendor Total:	591.56										
H1100 HOME DEPOT CREDIT SERVICES												
21-00647 06/03/21 MAY 2021 INVOICES												
1	INV. 8021034 - BULBS/FITTINGS/	67.33		1-09-55-501-002-503		B Sewer Plant Maintenance	R	06/03/21	06/16/21		8021034	N
2	INV. 4624228 - BRASS KEY	2.98		1-01-26-290-001-127		B Street Repair & Maintenance	R	06/03/21	06/16/21		4624228	N
3	INV. 2523063 - BOLT/NUT/LUBE/	23.81		1-09-55-501-002-503		B Sewer Plant Maintenance	R	06/03/21	06/16/21		2523063	N
4	INV. 6283395 - HOOKS/BRASS FIT	32.31		1-01-28-369-001-141		B Parks & Playgrd Maintenance	R	06/03/21	06/16/21		6283395	N
5	INV. 6043657 - EMITTER TUBING	22.81		1-01-28-369-001-141		B Parks & Playgrd Maintenance	R	06/03/21	06/16/21		6043657	N
		149.24										
	Vendor Total:	149.24										
J0378 J.W. KENNEDY & SON INC WELDING												
21-00643 06/03/21 CYLINDER RENTAL												
1	INV R9636 - CYLINDER RENTAL	12.40		1-01-26-290-001-050		B DPW Work Equipment	R	06/03/21	06/16/21		R9636	N
	Vendor Total:	12.40										
J0257 JCP&L												
21-00666 06/10/21 MASTER ACCT 200 000 055 315												
1	100 008 482 778 MAXWELL AVE	22.76		1-09-55-501-002-504		B Electricity	R	06/10/21	06/16/21		95009134055	N
2	100 009 294 701 WESTERLEA AVE	13.05		1-09-55-501-001-504		B Electricity	R	06/10/21	06/16/21		95009134055	N
3	100 009 296 102 SPRINGCREST DR	17.00		1-09-55-501-002-504		B Electricity	R	06/10/21	06/16/21		95009134055	N
4	100 012 445 746 BANK ST	4,663.67		1-09-55-501-001-504		B Electricity	R	06/10/21	06/16/21		95009134055	N
5	100 012 529 309 OAK LN	6,631.32		1-09-55-501-002-504		B Electricity	R	06/10/21	06/16/21		95009134055	N
		11,347.80										
21-00667 06/10/21 MASTER ACCT 200 000 055 364												
1	100 008 438 010 125 S MAIN ST	9.98		1-01-31-430-001-071		B Electric-Borough Hall	R	06/10/21	06/16/21		95009127504	N

[illegible]

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
L0205 LANGUAGE LINE SERVICES														
21-00485	04/26/21	INV	10207336	3/31/21 HPD&COURT										
1	INV	10207336	3/31/21	HPD&COURT	133.64	1-01-20-176-000-111	B	Interpretor/Outside Help	R	04/26/21	06/16/21		10207336	N
Vendor Total:					133.64									
L1085 LORCO PETROLEUM SERVICES														
21-00624	05/28/21	USED OIL DISPOSAL												
1	INV	1590789	USED OIL DISPOSAL		100.00	1-01-26-311-001-167	B	Oil Disposal	R	05/28/21	06/16/21		1590789	N
Vendor Total:					100.00									
M0010 MARYLAND BIOCHEMICAL CO.														
21-00597	05/24/21	5 GALLON SUPER BIO KLEEN												
1	5 GALLON SUPER BIO KLEEN				99.75	1-09-55-501-002-549	B	MAXWELL AVE PUMPING STATION	R	05/24/21	06/16/21		5PP1154	N
2	SHIPPING				35.32	1-09-55-501-002-549	B	MAXWELL AVE PUMPING STATION	R	05/24/21	06/16/21		5PP1154	N
					135.07									
Vendor Total:					135.07									
M0180 MCMASTER-CARR														
21-00616	05/28/21	V-BELTS												
1	V-BELT 4L200				7.42	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/28/21	06/16/21		59262157	N
2	V-BELT 4L180				7.42	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/28/21	06/16/21		59262157	N
3	V-BELT 4L470				10.68	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	06/02/21	06/16/21		59262157	N
4	SHIPPING				13.22	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	06/02/21	06/16/21		59262157	N
					38.74									
Vendor Total:					38.74									
M0256 MERCER CO IMPROVEMENT AUTH														
21-00675	06/11/21	MAY 2021 TIPPING												
1	MAY 2021 TIPPING				17,727.34	1-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	06/11/21	06/16/21		MAY 2021	N
2	MAY 2021 RECYCLING TAX				462.45	1-01-43-496-001-174	B	Recycling Tax	R	06/11/21	06/16/21		MAY 2021	N
					18,189.79									
Vendor Total:					18,189.79									

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0536	MGL PRINTING SOLUTIONS												
	21-00641	06/03/21	2021-2022	PARKING PERMITS									
	1	2021-2022	PARKING PERMITS		375.00	1-01-25-240-001-116	B Traffic Bureau	R	06/03/21	06/16/21		180636	N
	21-00683	06/14/21	PO/VOUCHERS INV	181006									
	1	PO/VOUCHERS INV	181006		603.00	1-01-20-125-001-023	B Printing & Stationary	R	06/14/21	06/16/21		181006	N
	2	PO/VOUCHERS INV	181006		603.00	1-09-55-501-002-509	B Office Supplies - Admin.	R	06/14/21	06/16/21		181006	N
	3	SHIPPING INV	181006		39.50	1-09-55-501-002-509	B Office Supplies - Admin.	R	06/14/21	06/16/21		181006	N
	4	SHIPPING INV	181006		39.50	1-01-20-125-001-023	B Printing & Stationary	R	06/14/21	06/16/21		181006	N
					1,285.00								
	Vendor Total:				1,660.00								
M0127	MONMOUTH COUNTY												
	21-00672	06/11/21	MAY 2021	ROOSEVELT TIPPING									
	1	MAY 2021	ROOSEVELT TIPPING		2,795.69	1-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	06/11/21	06/16/21		MAY 2021	N
	Vendor Total:				2,795.69								
N0275	NJ LEAGUE OF MUNICIPALITIES												
	21-00608	05/26/21	Animal Control	Ad									
	1	Animal Control	Services Ad		115.00	1-01-20-100-001-199	B Miscellaneous	R	05/26/21	06/16/21		DB15098	N
	Vendor Total:				115.00								
N1116	NJPO												
	21-00656	06/07/21	Ad for PB Secretary										
	1	Ad for Planning Bd	Secretary		52.50	1-01-20-100-001-199	B Miscellaneous	R	06/07/21	06/16/21		51562	N
	Vendor Total:				52.50								
00050	ONE CALL CONCEPT INC												
	21-00642	06/03/21	MAY 2021	ONE CALL MESSAGES									
	1	MAY 2021	ONE CALL MESSAGES		61.49	1-09-55-501-001-535	B Hydrants and Line Repair	R	06/03/21	06/16/21		1055085	N
	Vendor Total:				61.49								

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Acct Type	Description	Stat/Chk	First	Rcvd	Chk/Void	1099	
		Item		Description		Charge	Account				Enc Date	Date	Date	Invoice	Excl
PRIMA005 PRI MANAGEMENT GROUP															
		21-00450	04/15/21	TRAINING GENDRON - ALEXANDER											
		1		TRAINING GENDRON - ALEXANDER	298.00	1-01-25-240-001-042		B	Education & Training	R	04/15/21	06/16/21		12453	N
		2		TRAINING GENDRON - ALEXANDER	500.00	1-01-25-240-001-042		B	Education & Training	R	04/15/21	06/16/21		12452	N
		3		TRAINING GENDRON - ALEXANDER	9.99	1-01-25-240-001-042		B	Education & Training	R	04/15/21	06/16/21		12452	N
					807.99										
				Vendor Total:	807.99										
P0073 PRIME SOLUTION INC.															
		21-00374	03/31/21	ROTARY FAN PRESS PARTS											
		1		36" RADIAL SEAL	2,784.00	1-09-55-501-002-503		B	Sewer Plant Maintenance	R	03/31/21	06/16/21		SH7347	N
		2		PNEUMATIC RADIAL SEAL TUBE	1,500.00	1-09-55-501-002-503		B	Sewer Plant Maintenance	R	03/31/21	06/16/21		SH7347	N
		3		SENSOR CABLE	13.50	1-09-55-501-002-503		B	Sewer Plant Maintenance	R	06/04/21	06/16/21		SH7347	N
		4		SHIPPING	66.07	1-09-55-501-002-503		B	Sewer Plant Maintenance	R	06/04/21	06/16/21		SH7347	N
					4,363.57										
		21-00457	04/19/21	FLASH BLEND MIXER O'RING											
		1		FLASH BLEND MIXER O'RING	76.00	1-09-55-501-002-503		B	Sewer Plant Maintenance	R	04/19/21	06/16/21		SH7350	N
				Vendor Total:	4,439.57										
QUADI005 QUADIENT, INC.															
		21-00661	06/09/21	LEASEN20031800 6/29/21-9/28/21											
		1		LEASEN20031800 6/29/21-9/28/21	441.57	1-01-30-421-001-029		B	Meter Rental/Maintance	R	06/09/21	06/16/21		N8890840	N
				Vendor Total:	441.57										
READY005 READY REFRESH BY NESTLE															
		21-00525	05/03/21	DEER PARK DISTILLED WATER											
		1		DEER PARK DISTILLED WATER	155.88	1-09-55-501-002-506		B	Lab. Equipment & Supplies	R	05/03/21	06/16/21		01E5050008134	N
		2		DELIVERY FEE	6.95	1-09-55-501-002-506		B	Lab. Equipment & Supplies	R	05/03/21	06/16/21		01E5050008134	N
		3		BOTTLE DEPOSIT	60.00	1-09-55-501-002-506		B	Lab. Equipment & Supplies	R	06/11/21	06/16/21		01E5050008134	N
		4		BOTTLE RETURN	35.00	1-09-55-501-002-506		B	Lab. Equipment & Supplies	R	06/11/21	06/16/21		01E5050008134	N
					187.83										
				Vendor Total:	187.83										

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	
SHERW010 SHERWIN WILLIAMS PAINT													
21-00603 05/25/21 5 GALLON MINERAL SPIRITS (3)													
1 5 GALLON MINERAL SPIRITS					375.00	1-09-55-501-002-535	B Chemicals Miscellaneous	R	05/25/21	06/16/21	8551-7	N	
2 30% DISCOUNT					112.50	1-09-55-501-002-535	B Chemicals Miscellaneous	R	05/28/21	06/16/21	8551-7	N	
					262.50								
21-00607 05/25/21 DURA- PLATE FOR POST AERATION													
1 DURA-PLATE 2300 WBE FOR POST					850.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	05/25/21	06/16/21	9230-5	N	
Vendor Total:					1,112.50								
S0029 STATE TOXICOLOGY LABORATORY													
21-00595 05/24/21 HPD DRUG SCREEN													
1 HPD DRUG SCREEN					90.00	1-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	05/24/21	06/16/21	2/28/21	N	
Vendor Total:					90.00								
BLOCK005 TELESYSTEM													
21-00653 06/07/21 INV 474037 6/1/2021													
1 INV 474037 6/1/2021					1,307.69	1-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	06/07/21	06/16/21	474037	N	
Vendor Total:					1,307.69								
T0972 TIMBERWOLF TREE SERVICE													
20-01652 12/24/20 TREE REMOVAL													
1 STUMP REMOVAL @ MANNINO'S					400.00	0-01-26-290-001-129	B Maint.& Replace-Street Trees	R	12/24/20	06/16/21	002826	N	
2 TREE REMOVAL @ 1ST AVE TOWER					1,200.00	0-01-26-290-001-129	B Maint.& Replace-Street Trees	R	06/08/21	06/16/21	002826	N	
3 TREE REMOVAL @ 333 MORRISON					850.00	0-01-26-290-001-129	B Maint.& Replace-Street Trees	R	06/08/21	06/16/21	002826	N	
4 TREE REMOVAL @ 108 ETRA BEHIND					1,000.00	0-01-26-290-001-129	B Maint.& Replace-Street Trees	R	06/08/21	06/16/21	002826	N	
					3,450.00								
Vendor Total:					3,450.00								
T0110 TURF EQUIPMENT & SUPPLY CO LLC													
21-00645 06/03/21 LAWNMOWER BELTS													
1 INV 1119401 - V BELTS					98.83	1-01-28-369-001-139	B Mower Repairs	R	06/03/21	06/16/21	1119401	N	
Vendor Total:					98.83								

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
TYLER005 TYLER TECHNOLOGIES, INC.														
21-00370	03/31/21	MOBILE EYES CONTRACTOR PORTAL												
1	MOBILE EYES CONTRACTOR PORTAL	499.00	1-01-25-256-002-094	B Computer Service,Support & Software	R	03/31/21	06/16/21		025-333283		N			
Vendor Total:					499.00									
U0013 USA BLUE BOOK														
21-00579	05/19/21	INJECTION CHECK VALVE/SPRING												
1	INJECTION CHECK VALVE ASSEMBLY	411.10	1-09-55-501-002-503	B Sewer Plant Maintenance	R	05/19/21	06/16/21		630963		N			
2	SPRING	53.90	1-09-55-501-002-503	B Sewer Plant Maintenance	R	05/19/21	06/16/21		630963		N			
3	FREIGHT	12.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	06/15/21	06/16/21		630963		N			
					477.00									
Vendor Total:					477.00									
W0002 W.B. MASON CO., INC.														
21-00689	06/15/21	JUNE OFFICE SUPPLIES												
1	CENTRAL OFFICE SUPPLIES	125.69	1-01-20-125-001-036	B Office Supplies	R	06/15/21	06/16/21		220704719		N			
Vendor Total:					125.69									
W0071 WASTE MGMT OF NEW JERSEY, INC.														
21-00168	02/18/21	GRIT & SCREENING RES 2020-230	B											
4	INV 2995847-0502-2 6/1/21	1,241.96	1-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	02/18/21	06/16/21		2995847-0502-2		N			
21-00169	02/18/21	SLUDGE REMOVAL RES 2020-229	B											
6	INV 2995902-0502-5 6/1/21	11,483.06	1-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	05/11/21	06/16/21		2995902-0502-5		N			
Vendor Total:					12,725.02									
W0008 WEBER SCIENTIFIC														
21-00227	03/05/21	QUOTE #184367 LAB SUPPLY												
1	TIPS, UNIVERSAL FIT 201-1000UL	16.57	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	03/05/21	06/16/21		930370		N			
2	SHIPPING/HANDLING	14.72	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	06/11/21	06/16/21		930370		N			
					31.29									
Vendor Total:					31.29									

Total Purchase Orders: 63 Total P.O. Line Items: 170 Total List Amount: 130,524.69 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	3,450.00	0.00	3,450.00	0.00	0.00	0.00	3,450.00
CURRENT FUND	1-01	48,476.96	0.00	48,476.96	0.00	0.00	0.00	48,476.96
	1-09	49,231.73	0.00	49,231.73	0.00	0.00	0.00	49,231.73
	1-21	0.00	0.00	0.00	0.00	0.00	1,302.00	1,302.00
Year Total:		97,708.69	0.00	97,708.69	0.00	0.00	1,302.00	99,010.69
GENERAL CAPITAL	C-04	11,759.00	0.00	11,759.00	0.00	0.00	0.00	11,759.00
WATER/SEWER CAPITAL	C-08	2,305.00	0.00	2,305.00	0.00	0.00	0.00	2,305.00
Year Total:		14,064.00	0.00	14,064.00	0.00	0.00	0.00	14,064.00
	G-02	14,000.00	0.00	14,000.00	0.00	0.00	0.00	14,000.00
Total of All Funds:		129,222.69	0.00	129,222.69	0.00	0.00	1,302.00	130,524.69

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Swig Arts Center Expansion	2019-06IF	1,236.00	0.00	1,236.00
Site Plan Application #2020-01	3PRCLLC	66.00	0.00	66.00
Total of All Projects:		<u>1,302.00</u>	<u>0.00</u>	<u>1,302.00</u>

Resolution 2021-091

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

RESOLUTION MAKING AND CONFIRMING APPOINTMENT FOR THE HIGHTSTOWN HOUSING AUTHORITY

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

Housing Authority

Terry Parliaros

Ux. 5 yrs.

December 31, 2022

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 21, 2021.

Margaret Riggio
Deputy Borough Clerk

Resolution 2021-092

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

**AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR
THE 2022 NJDOT MUNICIPAL AID GRANT – IMPROVEMENTS TO ORCHARD
AVENUE, MEADOW DRIVE, CLOVER LANE, AND SOUTH MAIN STREET**

WHEREAS, the Borough of Hightstown wishes to file an application with NJDOT for a 2022 Municipal Aid Grant for Improvements to Orchard Avenue, Meadow Drive, Clover Lane, and South Main Street; and

WHEREAS, the Borough Council has authorized the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$4,500.00, to prepare the application for the NJDOT 2022 Municipal Aid Grant application.

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to file an application with NJDOT for a 2022 Municipal Aid Grant for Improvements to Orchard Avenue, Meadow Drive, Clover Lane, and South Main Street, at a cost not to exceed \$4,500.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 21, 2021.

Margaret Riggio
Deputy Borough Clerk

Resolution 2021-093

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

WAIVING FEES FOR CERTAIN PARKING PERMITS

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk shall issue Rise eight (8) 2021-2022 parking permits as detailed herein and that the fees for these permits shall be waived.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 21, 2021.

Margaret Riggio
Deputy Borough Clerk

Resolution 2021-094

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

SUPPORTING EAST WINDSOR TOWNSHIP'S APPLICATION FOR A LEAP IMPLEMENTATION GRANT FOR SHARED SERVICES

WHEREAS, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

WHEREAS, East Windsor Township and the Borough of Hightstown propose to enter into a shared services agreement, and face certain expenses associated with implementation that present a burden to the local units; and

WHEREAS, the purpose of this shared services agreement is to share dispatch services and to improve the technology of East Windsor Township's dispatch center, which will benefit the residents of both participating local units; and

WHEREAS, East Windsor Township has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of the participating units.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, State of New Jersey, that The Borough of Hightstown does hereby endorse the Township of East Windsor's application to the New Jersey Division of Local Government Services for a LEAP Implementation Grant in the amount of \$111,000 to support implementation of this shared service.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 21, 2021.

Margaret Riggio
Deputy Borough Clerk



TOWNSHIP OF EAST WINDSOR

16 Lanning Boulevard
East Windsor, N.J. 08520-1999
609-443-4000
Fax 609-443-8303
www.east-windsor.nj.us

¹⁴⁶Mayor
JANICE S. MIRONOV

Members of Council
DENISE DANIELS
MARC LIPPMAN
ALAN ROSENBERG
PERRY M. SHAPIRO
PETER V. YEAGER
JOHN H. ZOLLER

June 9, 2021

Attn: LEAP Grant
New Jersey Department of Community Affairs
Division of Local Government Services
P.O. Box 803
Trenton, NJ 08625-0803

RE: Local Efficiency Achievement Program (LEAP)
Grant Application – East Windsor Township

To Whom It May Concern:

Enclosed please find two copies of East Windsor Township's Local Efficiency Achievement Program (LEAP) grant application package, including certified Resolutions from East Windsor Township and Hightstown Borough. The Township appreciates your review of our application, so that our funding request for technology costs for shared dispatch services can be considered for approval.

Please feel free to contact me if you have any questions or require any further information, at (609) 443-4000, extension 252. Thank you.

Sincerely,

JANICE S. MIRONOV
Mayor



Local Efficiency Achievement Program (LEAP) Implementation Grant APPLICATION CHECKLIST

PLEASE ENSURE THAT EACH OF THE FOLLOWING ITEMS IS IN YOUR APPLICATION PACKAGE.

PLEASE NOTE THAT, IN ADDITION TO E-MAIL SUBMISSION TWO HARD COPIES OF THE APPLICATION PACKAGE MUST BE SUBMITTED BY REGULAR MAIL:

- ☒ Application Checklist
- ☒ Certified governing body resolutions from each participating local unit.
2ND RESOLUTION IS PENDING - DRAFT IS ATTACHED
- ☒ Applicant Identification and Project Summary Form (LEAP-1)
- ☒ Project Narrative and Statement of Need Form (LEAP-2)
- ☒ Planned Expenditure and Funding Report Form (LEAP-3)
- ☐ Consultant Proposal or Planned Expenditures Form - Consultant Assistance Form (LEAP-4) *N/A*
- ☒ Estimation of Savings (LEAP-5)
- ☐ RFP for consultant services (if applicable) *N/A*

RESOLUTION R2021-046**EAST WINDSOR TOWNSHIP
MERCER COUNTY**

WHEREAS, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

WHEREAS, East Windsor Township and the Borough of Hightstown propose to enter into a shared services agreement, and face certain expenses associated with implementation that present a burden to the local units; and

WHEREAS, the purpose of this shared services agreement is to share dispatch services and to improve the technology of East Windsor Township's emergency dispatch center by improving the integration between East Windsor Township and Hightstown Borough and the capability of including additional municipalities for the future, which will benefit the residents of all participating local units; and

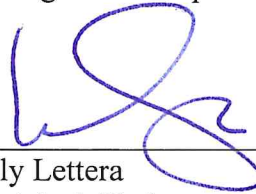
WHEREAS, East Windsor Township will be the lead agency in this program and will submit the application to DLGS on behalf of the participating units.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, that:

1. The Mayor is hereby authorized and directed to submit an electronic application, followed by two original copies (within seven calendar days) via regular mail submission, on behalf of East Windsor Township to the New Jersey Department of Community Affairs, Division of Local Government Services, Attention: LEAP Grant, P.O. Box 803, Trenton, NJ 08625-0803, to improve the technology of East Windsor Township's Emergency Dispatch Center by improving the integration between East Windsor Township and Hightstown Borough and the capability of including additional municipalities for the future.

2. The Mayor is hereby authorized to sign the grant agreement on behalf of East Windsor Township and her signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on April 6, 2021.



Kelly Lettera
Municipal Clerk

APPLICANT IDENTIFICATION AND PROJECT SUMMARY FORM - LEAP 1

Project Name:	East Windsor Township & Hightstown Borough Technology Costs for Shared Dispatch Services
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Applicant (Lead Entity):

Entity Name: East Windsor Township		County: Mercer
Address: 16 Lanning Boulevard East Windsor, NJ 08520		
Program Contact Information		
<i>Grant Administrator: James Brady Township Manager</i>		<i>Contact Person & Title: Christopher Jackson Assistant Township Manager</i>
Voice phone: (609)443-4000 ext. 244		Voice phone: (609)443-4000 ext. 241
Fax: 609)443-8303		Fax: (609)443-8303
E-mail: manager@east-windsor.nj.us		E-mail: assistantmanager@east-windsor.nj.us

Total Grant Amount Requested: (Insert Grant Amount from Form LEAP-4)	\$111,000
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Participating Local Unit:

Entity Name: Hightstown Borough		County: Mercer
Address: 156 Bank Street Hightstown, NJ 08520		
Program Contact Information		
<i>Grant Administrator: Debra L. Sopronyi, Borough Administrator/Clerk</i>		<i>Contact Person & Title: Debra L. Sopronyi, Borough Administrator/Clerk</i>
Voice phone: (609)490-5100 ext. 620		Voice phone: (609)490-5100 ext. 620
Fax:		Fax:
E-mail: clerk@hightstownborough.com		E-mail: clerk@hightstownborough.com

☐ Check this box if there are additional participants. Include the required information on supplemental sheet (LEAP-1a).

PROJECT NARRATIVE AND STATEMENT OF NEED – LEAP-2

PROJECT NARRATIVE: Summarize the project in the space below:

On May 16, 2021, East Windsor Township and Hightstown Borough entered into a renewed shared services agreement for Police/Fire/EMS dispatch services that will operate out of East Windsor Township Police Department Headquarters, located at 80 One Mile Road, East Windsor, NJ 08520. Emergency 9-1-1 calls and non-emergency telephone calls for both police agencies are received at the dispatch center. The center is equipped with dispatch consoles that are specifically dedicated to each jurisdiction and staffing of the dispatch center is the responsibility of East Windsor Township. Staffing is currently supplied by employees of an outside contracted vendor, IXP Corporation. All equipment remains the responsibility of East Windsor Township.

Several critical technology improvements have been identified that will significantly improve operations of the dispatch center and improve the overall ability of the dispatch center to effectively operate.

Technology Improvement #1: Purchase of an Internet Protocol (IP) based phone system for East Windsor Township Police Headquarters, to include hardware, software, wiring and installation. The project includes the wiring of the building to more modern standards to support digital services, which the current system cannot do. The total cost of the new system and installation is \$110,000.

Technology Improvement #2: Purchase of a new Telephone/Radio recording system for the Dispatch Center at the East Windsor Township Police Department that will be utilized to record phone calls and radio transmissions. The total cost of the new system is \$18,000.

Technology Improvement #3: Purchase of an Internet Protocol (IP) based phone system for Hightstown Borough Police Headquarters, to include hardware, software, wiring and installation. The project includes the wiring of the building to more modern standards to support digital services, which the current system cannot do. The total cost of the new system and installation is \$20,000.

Making the technology improvements that have been requested in this grant application, will significantly increase the effectiveness of the shared services agreement between East Windsor Township and Hightstown Borough, but will also improve the dispatch center's capability to accommodate additional municipalities in the future, should that opportunity arise.

STATEMENT OF NEED: Summarize the statement of need in the space below:

The needs for the technology improvements for the Shared Dispatch Services between East Windsor Township and Hightstown Borough are as follows:

Technology Improvement #1: The existing telephone system was installed in 2003 and the technology is no longer supported. The existing system wiring was designed for analog trunking and will not properly support digital services that are necessary to integrate current technology that would allow the dispatch center to operate optimally. This upgrade would improve the overall operation of the dispatch center for both East Windsor Township and Hightstown Borough.

Technology Improvement #2: The existing phone/radio recording system is installed in 2009 and the technology is no longer supported. A new digital phone/radio recording system would provide improved accessibility and reliability. This upgrade would improve the overall operation of the dispatch center for both East Windsor Township and Hightstown Borough.

Technology Improvement #3: The existing telephone system was installed in 2009 and the technology is no longer supported. The existing system wiring was designed for analog trunking and will not properly support digital services that are necessary to integrate current technology that would allow the East Windsor Township Dispatch Center to better and more efficiently communicate with the Hightstown Borough Police Department. The new technology would allow non-emergency telephone calls to be directly transferred to the Hightstown Borough Police Department. This upgrade would improve the overall operation of the dispatch center for both East Windsor Township and Hightstown Borough.

Making the technology improvements that have been requested in this grant application, will significantly increase the effectiveness of the shared services agreement between East Windsor Township and Hightstown Borough, but will also improve the dispatch center's capability to accommodate additional municipalities in the future, should that opportunity arise. The East Windsor Township Police Department Dispatch Center is capable of accommodating additional municipal police agencies who would be interested in future shared dispatch services agreements.

PLANNED EXPENDITURE AND FUNDING REPORT - LEAP 3

Applicant: East Windsor Township
Project Name: East Windsor Township & Hightstown Borough Technology Costs for Shared Dispatch Services

PLANNED EXPENDITURES

(Please refer to the Implementation Guidelines for eligible activities)

ACTIVITY/TASK	Project Total
Purchase and Installation of IP Based Phone System at EWPD	\$110,000
Purchase and Installation of Phone/Radio Recording System	\$18,000
Purchase and Installation of IP Based Phone System at HPD	\$20,000
Professional Services (Submit proposal with application) ¹	
Consulting	
Engineering	
Legal	
TOTAL PLANNED EXPENDITURES	\$148,000

PARTICIPANT CONTRIBUTION BREAKDOWN

Funding Source	Amount
Grant funds ²	\$111,000
Applicant/participant cash	\$37,000
Applicant/Participant in-kind resources	\$0
Other funds	\$0
TOTAL PROGRAM COST	\$148,000

¹ Complete Planned Expenditures Form - Consultant Assistance (LEAP-5) or submit detailed consultant proposal.² Insert Amount on LEAP Form 1

Explanation of In-Kind Resources:

N/A

Explanation of Other Funds:

N/A

PLANNED EXPENDITURES FORM – CONSULTANT SERVICES - LEAP 4*Submit this form or a separate consultant proposal detailing the following information.***Applicant:** East Windsor Township**Project Name:** East Windsor Township & Hightstown Borough Technology Costs for Shared Dispatch Services**Identify the consultant and describe the service(s) to be provided.**

(Continue on the back of this form if additional space is needed)

N/A

Activity/Task	Consultant Staff Level Assigned	Rate Per Hour/Per Day	Est. Time for Completion (hours/days)	(A) Cost Per Activity/Task
1.		\$		\$
2.				
3.				
4.				
5.				
6.				
TOTAL				\$

OTHER EXPENSES (Itemize)	(B) COST
	\$
TOTAL Column (B) Costs	\$
TOTAL Columns (A) and (B) Costs (Also enter this amount on Form LEAP-4 next to "Consulting")	\$

ESTIMATE OF POTENTIAL SAVINGS - LEAP 5

Achieving cost savings and efficiencies through shared services motivates the LEAP. The information provided below is an important factor in application assessment. Please be as specific as possible. Although the outcome of local or regional service activities cannot be fully predicted in advance, please be as specific as possible and refer to your goals. Savings can include reduction of current expenditures, productivity improvements, current or future cost avoidance, reduced rates of cost increases, or improved service levels without increased expenditures. Provide an additional page if necessary.

1. List each area in which the participating local units anticipate efficiencies and cost savings will arise due to undertaking the proposed shared service project. For each identified area, list the current total operating costs for all initial participants and project (in dollars or %) potential savings.

Cost areas	Current cost	Potential Savings
East Windsor IXP Contract	\$752,400	\$196,635
Hightstown Dispatch	\$196,635	\$403,365

1. Describe potential productivity or other efficiencies that can result from local or regional agreement. Entering into this shared dispatch services agreement, and including the IXP Corporation component, will not only benefit both municipalities financially, but has logistical benefits as well. Geographically East Windsor Township surrounds Hightstown Borough, and the Police Departments often interact and assist one another. Calls for service can sometimes involve both jurisdictions so having the dispatch personnel sitting next to one another in the same dispatch center logistically makes sense. This can streamline getting information relayed between the agencies, and in a crisis situation sometimes saving just a few seconds can make a difference.
2. Describe reductions in staffing that could result from the areas described above. Significant staffing reductions will be experienced by both municipalities under the shared services agreement as neither municipality will directly employ dispatch personnel by utilizing IXP Corporation as a third party provider. However, even absent the IXP component, there would still remain a significant reduction in the overall number of dispatchers necessary to staff one dispatch center dispatching for both municipalities, than there would be under the original format of two entirely separate dispatch centers operating independently. This would include not only a reduction in the number of dispatchers, but the number of Police Officers necessary to oversee the dispatch operations on a day to day basis.
3. Describe potential costs or expenditures that can be avoided. It is anticipated that East Windsor Township will pay \$752,400.00 for dispatch services to IXP Corporation for one year commencing May 15, 2021. This amount will be offset by \$196,635.60 by the shared services agreement with Hightstown Borough. It is estimated that Hightstown Borough would pay \$600,000 for dispatch services for one year if they funded their own dispatch center, so their savings as a result of this shared services agreement is \$403,365.

Resolution 2021-095

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION OF COMPLIANCE REGARDING THE 2019 AUDIT

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

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

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

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

General Comments
Recommendations

; and

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

General Comments
Recommendations

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

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

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

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

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

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 18, 2021.

Margaret Riggio
Deputy Borough Clerk

Resolution 2021-096

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 21, 2021.

Margaret Riggio
Deputy Borough Clerk

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

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF MERCER

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

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

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

Sworn to and subscribed before me this

_____ day of _____

Notary Public of New Jersey

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

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

Resolution 2021-097

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2021 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2021 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2021 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	THIS RESOLUTION	PREVIOUS TOTAL	CUMULATIVE TOTAL
Current	463,000.00	982,497.00	1,445,497.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service – Current	0.00	0.00	0.00
Water/Sewer	148,000.00	477,966.00	625,966.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	611,000.00	1,460,463.00	2,071,463.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2021 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 21, 2021.

Margaret Riggio
Deputy Borough Clerk

Borough of Hightstown
Emergency Temporary No. 1
6/21/2021

SCHEDULE "A"

Current Fund

Administrative and Executive	Salaries and Wages	3,000.00
Municipal Clerk	Salaries and Wages	11,000.00
Financial Administration	Salaries and Wages	11,000.00
Data Processing	Other Expenses	6,000.00
Collection of Taxes	Salaries and Wages	7,000.00
Assessment of Taxes	Salaries and Wages	2,500.00
Municipal Court	Salaries and Wages	2,000.00
Municipal Court	Other Expenses	44,000.00
Planning Board	Salaries and Wages	3,500.00
Group Health Insurance	Other Expenses	50,000.00
Office of Emergency Management	Other Expenses	1,000.00
Police	Salaries and Wages	100,000.00
Fire	Other Expenses	4,000.00
Uniform Fire Safety Act	Salaries and Wages	1,000.00
First Aid	Other Expenses	8,000.00
Streets and Roads	Salaries and Wages	15,000.00
Solid Waste	Salaries and Wages	15,000.00
Buildings and Grounds	Salaries and Wages	5,000.00
Buildings and Grounds	Other Expenses	30,000.00
Recycling	Salaries and Wages	12,000.00
Recycling	Other Expenses	20,000.00
Board of Health-Shared Services	Salaries and Wages	15,000.00
Parks and Recreation	Salaries and Wages	5,000.00
Landfill	Other Expenses	25,000.00
Electricity	Other Expenses	5,000.00
Street Lighting	Other Expenses	6,000.00
Telephone	Other Expenses	6,000.00
Uniform Construction Code	Salaries and Wages	10,000.00
Housing Code Enforcement	Salaries and Wages	5,000.00
Social Security	Other Expenses	5,000.00
Recycling Tax	Other Expenses	2,000.00
Roosevelt Shared Service Landfill	Other Expenses	10,000.00
Emergency Medical Services -Robbinsville	Other Expenses	18,000.00
Total Current Fund		<u>463,000.00</u>

Water-Sewer Operating Fund

Salaries and Wages	60,000.00
Other Expenses	80,000.00
Social Security	<u>8,000.00</u>
Total Water Sewer Operating	<u>148,000.00</u>

Total	<u><u>611,000.00</u></u>
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Resolution 2021-098

*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 June 21, 2021, via www.zoom.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 – Police Court Facilities

PRC Group (Redevelopment Agreement)

Personnel – Business 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 September 21, 2021, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 21, 2021.

Margaret Riggio
Deputy Borough Clerk