

Agenda  
Hightstown Borough Council  
September 7, 2021  
6:30 PM – Public Session

[www.zoom.com](https://us02web.zoom.us/j/81588242600?pwd=d0RyVmhzdlRZWJveTR2OG1tVUttQT09)

Meeting ID: 815 8824 2600

Passcode: 32PUcQ

<https://us02web.zoom.us/j/81588242600?pwd=d0RyVmhzdlRZWJveTR2OG1tVUttQT09>

(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

### Minutes

July 6, 2021 – Public Session

July 19, 2021 – Public Session

July 19, 2021 – Executive Session

July 26, 2021 – Budget Workshop

### Engineering Items

**2021-139** Authorizing and Emergency Repair to the Peddie Lake Dam

**2021-140** Awarding a Contract for Emergency Repair to the Peddie Lake Dam - A. Pennacchi & Sons, Inc.

**2021-141** Authorizing Payment No. 1 and Change Order No. 1 – Earle Asphalt Company – Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive and Schuyler Avenue

### Budget

**Resolution 2021-142** Authorizing the Budget to be Read by Title Only

Public Hearing for the 2021 Budget

**Resolution 2021-143** Adoption of 2021 Budget

### 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.

### Ordinances

**Ordinance 2021-10 Final Reading and Public Hearing** Amending Section 3(a) of Bond Ordinance 2017-09 of the Borough of Hightstown, in the County of Mercer, Jersey, Finally Adopted August 21, 2017 in Order to Replace the Construction of a Retaining Wall with the Replacement of Curbs and Sidewalks

**Ordinance 2021-11 First Reading and Introduction** An Ordinance Authorizing the Purchase of Certain Real Property Known and Designated as Block 60, Lot 15 on the Official Tax Map of the Borough of Hightstown, Located at 240 Mercer Street in the Borough of Hightstown, County of Mercer and State of New Jersey

**Ordinance 2021-12 First Reading and Introduction** An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

<b>Resolutions</b>	<b>2021-144</b>	Authorizing Payment of Bills
	<b>2021-145</b>	Resolution Authorizing the Borough to Enter into a Contract for the Purchase of Certain Real Property Known and Designated as Block 60, Lot 15, Located at 240 Mercer Street, Hightstown, New Jersey and Authorizing the Waiver of Borough Inspection, Permit and Other Fees Associated Therewith
	<b>2021-146</b>	Amending Resolution 2021-026 Authorizing Depositories and Signatures for Borough Accounts

<b>New Business</b>	Towing Companies
	ARP Funding – Recodification of Code
	New Phone System Proposals
	Housing Ordinance (Inspection and Fees)

#### **Subcommittee Reports**

#### **Mayor/Council/Administrative Reports**

<b>Executive Session</b>	<b>Resolution 2021-147</b> Authorizing a Meeting that Excludes the Public
	Contract Negotiations – Police/Court Facilities

#### **Adjournment**

**Meeting Minutes**  
**Hightstown Borough Council**  
**July 6, 2021**  
**6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:31 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website." Do to COVID-19 and self-distancing protocols, this meeting was held remotely through [www.zoom.com](http://www.zoom.com).

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Susan Bluth</i>	✓	
<i>Councilmember Joseph Cicalese</i>	✓	
<i>Councilmember Cristina Fowler</i>	✓	
<i>Councilmember Joshua Jackson</i>	✓	
<i>Councilmember Steven Misiura</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk, Borough Engineer, Carmela Roberts and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

### **APPROVAL OF AGENDA**

Council President Bluth requested that Resolutions 2021-103 and 2021-108 be pulled from the agenda.

Council President Bluth moved the agenda as amended; Seconded by Councilmember Fowler.

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

Agenda approved as amended 5-0.

### **APPROVAL OF MINUTES**

#### **May 17, 2021 Public Session**

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

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

Agenda approved as amended 5-0.

### **June 1, 2021 Budget Workshop**

Council President Bluth moved the agenda as amended; Seconded by Councilmember Misiura.

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

Agenda approved as amended 5-0.

### **Council Vacancy**

With the resignation of Dimitri Musing, there exists a vacancy on Borough Council. The Democratic Committee submitted three names to fill this vacancy. They are Frederick Montferrat, Joe Studholme and Tori Watkins. Council President Bluth moved Fred Montferrat for the Council vacancy; Mr. Montferrat has been a resident for 33 years. He has been a member of Planning Board for 27 years, served as Chair of the Planning Board for the last 15 years. Councilmember Misiura seconded. Discussion ensued.

### **Resolution 2021-099 Appointing a Councilmember to Fill the Vacancy of an Unexpired Term Ending December 31, 2021**

Council President Bluth moved Resolution 2021-099 with Frederick Montferrat to fill the Council vacancy; Councilmember Fowler seconded.

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

Resolution adopted 5-0.

Resolution 2021-099

*BOROUGH OF HIGHTSTOWN*

*COUNTY OF MERCER*

*STATE OF NEW JERSEY*

### **APPOINTING A COUNCILMEMBER TO FILL THE VACANCY OF AN UNEXPIRED TERM ENDING DECEMBER 31, 2021**

**WHEREAS**, there exists a vacancy in the office of Councilmember due to the resignation of Dimitri Musing effective June 22, 2021; and

**WHEREAS**, the Municipal Vacancy Law (N.J.S.A. 40A:16-1 *et seq.*), provides that the Municipal Committee of the party that previously filled the seat shall submit within fifteen (15) days three (3) names for Council's consideration in filling the vacancy; and

**WHEREAS**, the Democratic Municipal Committee submitted the names of three (3) Nominees on June 25, 2021; and

**WHEREAS**, pursuant to the Municipal Vacancy Law, the Borough Council must, fill the vacancy by the appointment of a successor from the three (3) Nominees put forward from same political party which had nominated

the incumbent whose office had become vacant; and

**WHEREAS**, the Borough Council has publicly deliberated the nominees presented by the Democratic Municipal Committee to fill the vacancy with a member who would best serve the residents of the Borough; and

**WHEREAS**, by vote of Borough Council, the Council has decided to appoint Frederick Montferrat to fill the position of Councilmember for the unexpired term ending December 31, 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Frederick Montferrat is hereby appointed to serve in the position of Councilmember to fill the vacancy of the unexpired term ending December 31, 2021.

Deputy Clerk, Peggy Riggio, administered the Oath of Office to Councilmember Montferrat.

## **ENGINEERING ITEMS**

### **Railroad and Dye Project**

Borough Engineer Carmela Roberts stated that she's needs a decision from Council on how to move forward with the improvements to Railroad and Dye. Ms. Roberts once again reviewed the three options previously presented.

At this time, Mayor Quattrone allowed comments from the public for the Railroad and Dye Project.

**Eugene Sarafin, 628 South Main Street** – Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Annette Riffle, 410 Summit Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Miguel Santos, 111 Morrison Avenue** – He is concerned about the standing water on Railroad Avenue. This road needs to be paved. He is also an advocate for curb safety. He does not believe a sidewalk is needed on Railroad. He would endorse this driveway if there is a police station at the Municipal Facility.

**Josh Dale, 124 Center Street** – Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Jose Pasch, 118 Dye Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Stacey Judge, 307 Morrison Avenue** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Mike Stickle, 203 Summit Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Finn O'Brien, 123 Morrison Avenue** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Paul Batsel, 203 Summit Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Daniel Kluxen, 126 Morrison Avenue** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Stephanie Spann, 115 Morrison Avenue** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Alicia Morris, 126 Morrison Avenue** - Spoke in opposition of the rear driveway from the new Municipal

Facilities.

**Pamela Senatore, 207 Summit Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Grace Shaw 155, Second Avenue** - more concerned about the pit bulls that are not contained.

**Yan Troizier, 148 Second Avenue** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Carol Sisterhen, 131 Center Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

**Barb Harrington - 137 South Street** - Spoke in opposition of the rear driveway from the new Municipal Facilities.

Many residents stated that a traffic study is needed before a decision is made.

Mayor Quattrone closed the public comments for engineering items.

Ms. Roberts stated that we can postpone decision until the July 19th. NJDOT has already denied an extension of the award deadline. We will lose the grant if we do not award a contract by November 21, 2021.

Discussion ensued. Councilmember Misiura proposed moving forward with a design for a 24-foot driveway, 1 way, exit only. Railroad Avenue will be one way. Ms. Roberts will contact NJDOT to see if there is a way to extend the time for a decision regarding the driveway without losing any portion of the grant funding. Mayor Quattrone called for a straw vote on Councilmember Misiura's proposal. Councilmember's Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat voted yes. Borough Engineer was directed to move forward with the previously stated plan 6-0.

#### **NJDOT Safe Routes to School**

Borough Engineer, Carmela Roberts explained that the Safe Routes to School Program needs to benefit grammar school children. Ms. Roberts reviewed her letter to Council dated June 1, 2021. Discussion ensued. Council unanimously directed Ms. Roberts to move forward with an application the Stockton Street Roundabout at Oak Lane project.

#### **Resolution 2021-100 Authorizing Payment No. 7 Final and Change Order No. 5 Final – S&G Paving Construction (Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court**

Moved by Councilmember Jackson; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2021-100

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

**AUTHORIZING PAYMENT NO. 7 AND FINAL AND CHANGE ORDER NO. 5 AND  
FINAL – S & G PAVING CONSTRUCTION (IMPROVEMENTS TO LINCOLN  
AVENUE, HAGEMOUNT AVENUE AND ROCKY BROOK COURT)**

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

**WHEREAS**, the contractor has submitted Change Order No. 5, in the amount of a net reduction of \$123,367.86 which represents an adjustment to as-built quantities for a total contract amount of \$763,825.14. Change Order No. 5 also extends the contract time by 192 calendar due to poor weather during construction, additional utility improvements requested by the Borough and punch list improvements; and

**WHEREAS**, the contractor has submitted payment No. 7, in the amount of \$28,682.90, final payment, and

**WHEREAS**, the Borough Engineer has recommended approval of Change order No. 5; and

**WHEREAS**, the Borough Engineer has recommended approval of payment No. 7 Final, in the amount of \$28,682.90; and

**WHEREAS**, the Borough Engineer recommends the contract be closed out subject to the approval of the closeout documents by the Borough Attorney; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown Change Order No. 5 Final and payment No. 7 Final, in the amount of \$28,682.90 to S&G Paving Construction, Inc. of Monroe, New Jersey is hereby approved as detailed herein.

### **PUBLIC COMMENT**

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

**Eugene Sarafin, 628 South Main Street** – Welcomed to Councilmember Montferrat to Council. Spoke against the Republican Party.

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

### **ORDINANCES**

**Ordinance 2021-08 Introduction and First Reading Bond Ordinance Amending Bond Ordinance 2020-06, Finally Adopted July 20, 2021, In Order to Include an Additional Improvement and Providing a Supplemental Appropriation of \$665,000 for Drainage Improvements to the Water and Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, and Authorizing the Issuance of \$633,300 Bonds or Notes of the Borough to Finance Part of the Cost Thereof**

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

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

Ordinance introduced 6-0.

Public hearing scheduled for July 19, 2021.

## ORDINANCE 2021-08

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY**BOND ORDINANCE AMENDING BOND ORDINANCE #2020-6, FINALLY ADOPTED JULY 20, 2020, IN ORDER TO INCLUDE AN ADDITIONAL IMPROVEMENT AND PROVIDING A SUPPLEMENTAL APPROPRIATION OF \$665,000 FOR DRAINAGE IMPROVEMENTS TO THE WATER AND SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, AND AUTHORIZING THE ISSUANCE OF \$633,300 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of Bond Ordinance #2020-6, finally adopted July 20, 2020 (the "Original Bond Ordinance"), of the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") is hereby amended in order to include the Schuyler water main.

Section 2. The improvement described in Section 4(a) of this bond ordinance has heretofore been authorized to be undertaken by the Borough as a general improvement. For the improvement or purpose described in Section 4(a), there is hereby appropriated the supplemental amount of \$665,000, such sum being in addition to the \$310,000 appropriated therefor by the Original Bond Ordinance and including the sum of \$31,700 as the additional down payment from the Capital Improvement Fund required by the Local Bond Law. The additional down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 3. In order to finance the additional cost of the improvement or purpose not covered by application of the additional down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$633,300 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 4. (a) The improvement heretofore authorized and the purpose for the financing of which the bonds



are to be issued is drainage improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive and the Schuyler water main, including all work and materials necessary therefor and incidental thereto and further including all related costs and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is \$928,500, including the \$295,200 authorized by the Original Bond Ordinance and the \$633,300 bonds or bond anticipation notes authorized herein.

(c) The estimated cost of the improvement or purpose is \$975,000, including the \$310,000 appropriated by the Original Bond Ordinance and the \$665,000 appropriated herein.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 6. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or

temporary capital budget has been filed with the Division of Local Government Services.

Section 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 4(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

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

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$633,300, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$75,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement. Of this amount, \$40,000 was estimated for these items of expense in the Original Bond Ordinance and an additional \$35,000 is estimated therefor herein.

Section 8. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 3 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 4(a) of this bond ordinance. This Section 8 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 9. Any grant moneys received for the purpose described in Section 4(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such

funds are so used.

Section 10. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 11. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 12. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

## **RESOLUTIONS**

### **Resolution 2021-101 Authorizing Payment of Bills**

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2021-101

*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 \$163,811.93 from the following accounts:

Current		\$71,773.73
W/S Operating		49,360.48
General Capital		5,303.00
Water/Sewer Capital		15,928.56
Grant		20,646.16
Trust		800.00
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$163,811.93</u>

**Resolution 2021-102 Appointing a Borough Administrator and Authorizing the Execution of an Employment Agreement Associated Therewith**

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2021-102

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

**APPOINTING A BOROUGH ADMINISTRATOR AND AUTHORIZING THE  
EXECUTION OF AN EMPLOYMENT AGREEMENT ASSOCIATED THEREWITH.**

**WHEREAS**, Section 2-9.3 of the *Revised General Ordinances of the Borough of Hightstown* provides that “The Administrator shall be appointed by the Mayor with the advice and consent of the Council and shall serve at the pleasure of the Mayor and Council”; and,

**WHEREAS**, it is the desire of the Mayor to appoint Dimitri Musing of Hightstown, New Jersey to serve as Borough Administrator, in a full-time capacity, for a period of one year at a salary of \$50,000 per annum, effective as of September 1, 2021; and

**WHEREAS**, specific terms and conditions of employment have been set forth in the attached written Employment Agreement, and said Agreement is hereby approved by the Mayor and Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Hightstown that the Mayor’s designation of Dimitri Musing of Hightstown, New Jersey is hereby ratified and confirmed as Borough Administrator as set forth herein.

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized to execute, and the Borough Clerk or Deputy Borough Clerk is hereby authorized to attest, the attached Employment Agreement on behalf of the Borough.

#### **Resolution 2021-104 Amend Resolution 2020-209**

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2021-104

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

#### **AMENDING RESOLUTION 2020-209**

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

**WHEREAS**, Resolution 2020-209 was adopted by the Mayor and Council to set 2019 and 2020 salaries for certain non-union employees who do not have a separate employment agreement; and

**WHEREAS**, there is an error in the salary of the Borough Administrator for 2019 and 2020 pursuant to the employment agreement in place during 2019 and 2020 and Resolution 2018-127 which must be corrected to reflect the agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the salary for the Borough Administrator as stated in Resolution 2020-209 is hereby corrected to read:

<u>Position/Title</u>	<u>Jan. 1 – June 30 2019 Salary</u>	<u>July 1 – Dec. 31 2019 Salary</u>	<u>2020 Salary</u>
Administrator	15, 300.00	15,606.00	31,212.00

## **CONSENT AGENDA**

Councilmember Cicalese moved Resolutions 2021-105, 2021-106, 2021-107, 2021-109, 2021-110 and 2021-111 as a Consent Agenda; Councilmember Bluth seconded.

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

Resolutions adopted 6-0.

Resolution 2021-105

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

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT  
RELATING TO THE CONSTRUCTION OF A FENCE ACROSS A BOROUGH-HELD SEWER  
EASEMENT LOCATED ON AND ACROSS THE PROPERTY LOCATED AT 6 HAGEMOUNT AVENUE  
(BLOCK 7, LOT 92)**

**WHEREAS**, the owners (William and Donna Smith) of the property located at 6 Hagemount Avenue in the Borough of Hightstown (the “property”), more commonly known and designated as Block 7, Lot 92 on the official Borough Tax Map, have requested the Borough’s permission to construct a privacy fence along portion(s) of the property, per the plans submitted to the Borough’s Zoning Officer, which fence shall encroach, in part, upon an existing twenty foot (20’) wide sewer easement (the “easement”) that is held by the Borough; and

**WHEREAS**, the proposed fence is shall comply in all other respects with all requirements of the Borough; and

**WHEREAS**, the property owners have agreed to assume all liability associated with the proposed fence, and shall be responsible for all costs and expenses if the fence is ever required to be removed or dismantled (in whole or in part) by the Borough for any purpose, including the responsibility for all costs and expenses related to repair of any damages incurred to the fence or related to its reconstruction; and

**WHEREAS**, the property owners have agreed to execute an Agreement with the Borough in order to memorialize their assumption of all liability relating to the proposed fence, along with all other terms and conditions related to the within undertaking; and

**WHEREAS**, a copy of the proposed Agreement is attached hereto and made a part hereof.

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

1. That the Borough hereby provides its consent to the property owners for the construction of a privacy fence along portion(s) of the property, per the plans submitted to the Borough’s Zoning Officer, which fence shall encroach, in part, upon an existing twenty foot (20’) wide sewer easement that is held by the Borough, subject to the terms and conditions set forth in the attached Agreement.
2. That the Mayor or Borough Administrator is hereby authorized to execute, and the Deputy Municipal Clerk to attest, the attached Agreement on behalf of the Borough, or one which is substantially similar thereto and is in a form that is satisfactory to the Borough Attorney, relating to the above issues. The execution of said Agreement shall be a prerequisite to the issuance of any

permits associated with the construction of the said fence.

3. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Debra L. Sopronyi, Borough Administrator/Clerk; and
  - b. George Chin, Zoning Officer; and
  - c. Frederick C. Raffetto, Esq., Borough Attorney.

Resolution 2021-106

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

**RELEASE OF MAINTENANCE GUARANTEE MCD FINE HOMES - 565 NORTH MAIN STREET**

**WHEREAS**, in November of 2019, McD Fine Homes posted a maintenance guarantee with the Borough of Hightstown in the amount of \$1,667.65 in the form of check #316 for the project located at 565 North Main Street; and

**WHEREAS**, McD Fines Homes, has requested the release of said maintenance guarantee; and

**WHEREAS**, the Borough Engineer has stated that there are no troubles with the publicly installed improvements, and there are no outstanding escrow bills; and

**WHEREAS**, the Planning Board Secretary has stated that there are no open invoices for this property.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the CFO is authorized and directed to release the maintenance guarantee McD Fine Homes for the project located at 565 North Main Street.

1. A certified copy of this Resolution shall be provided to the following:
  - a. Ryan Deverin, Esq. – McD Fine Homes
  - b. Mickie O'Connor, Hightstown Borough Finance
  - c. Sandy S. Belan, Planning Board Secretary
  - d. Carmela Roberts, Borough Engineer

Resolution 2021-107

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

**ESTABLISHING AN ON-STREET HANDICAPPED PARKING SPACE AT 113 OAK LANE**

**WHEREAS**, Linda Olbrys of 113 Oak Lane has requested a handicapped parking space in front of her residence at 113 Oak Lane; and

**WHEREAS**, Ms. Olbrys has provided the Borough Clerk with the required documentation pursuant to section 7-35-

1 of the Hightstown Borough Code; and

**WHEREAS**, an exception to section 7-35-1(b) of the Hightstown Borough Code is being made in the issuance of this handicapped parking space due to the fact that her husband is also disabled and uses the driveway for his vehicle; and

**WHEREAS**, the Mayor and Borough Council find that a handicapped parking space in front of 113 Oak Lane is warranted.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the installation of a handicapped parking space in front of 113 Oak Lane is hereby authorized as stated herein and the Department of Public Works is hereby directed to install the required signage.

Resolution 2021-109

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

**ACCEPTING THE AWARD OF THE 2021 SFY21 BODY WORN CAMERA GRANT  
PROGRAM FROM THE STATE OF NEW JERSEY**

**WHEREAS**, the Borough of Hightstown Police Department has been awarded a grant in the sum of \$32,608.00 from the State of New Jersey Body Worn Camera Grant Program; and

**WHEREAS**, the funds will assist the Borough of Hightstown and the Hightstown Police Department with the purchase of Body Worn Cameras; and

**WHEREAS**, the Borough's contribution toward the grant will be the zero dollars.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, New Jersey that the Mayor is hereby authorized to accept this grant 21-BWC-194 in the amount of \$32,608.00 for the award period January 1, 2021 through December 31, 2025.

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to execute any and all documents necessary to accept this grant.

Resolution 2021-110

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

**AUTHORIZING AN AMENDMENT TO RESOLUTION 2020-238 AWARDING A  
CONTRACT FOR MIXED OXIDANT ODOR CONTROL FORMULATION –  
GEORGE S. COYNE CHEMICAL, CO., INC.**

**WHEREAS**, Resolution 2020-238 awarded a one-year contract for Mixed Oxidant Odor Control Formulation to George S. Coyne Chemical Co, Inc. of Croydon, Pennsylvania; and

**WHEREAS**, this contract was not to exceed \$5,340.46 without further authorization from Council; and,

**WHEREAS**, it has been found that additional funds in the amount of \$64.73 will be necessary to complete the contract through December 31, 2021; and,



**WHEREAS**, funds for this purpose will be made available in the 2021 budget; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the agreement George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania be amended to not exceed \$5,405.19.

Resolution 2021-111

*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:

	<i><b>THIS RESOLUTION</b></i>	<i><b>PREVIOUS TOTAL</b></i>	<i><b>CUMULATIVE TOTAL</b></i>
Current	331,000.00	1,445,497.00	<b>1,776,497.00</b>
Capital Outlay – Current	0.00	0.00	<b>0.00</b>
Debt Service – Current	0.00	0.00	<b>0.00</b>
Water/Sewer	136,000.00	625,966.00	<b>761,966.00</b>
Capital Outlay – W/S	0.00	0.00	<b>0.00</b>
Debt Service - W/S	0.00	0.00	<b>0.00</b>
<b>TOTAL</b>	<b>467,000.00</b>	<b>2,071,463.00</b>	<b>2,538,463.00</b>

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 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.

Borough of Hightstown  
Emergency Temporary No. 6  
7/6/2021

**SCHEDULE "A"**

**Current Fund**

Administrative and Executive	Salaries and Wages	3,000.00
Mayor and Council	Salaries and Wages	4,200.00
Municipal Clerk	Salaries and Wages	10,000.00
Financial Administration	Salaries and Wages	9,000.00
Collection of Taxes	Salaries and Wages	6,000.00
Assessment of Taxes	Salaries and Wages	2,500.00
Engineer	Other Expenses	32,000.00
Municipal Court	Salaries and Wages	3,000.00
Municipal Court	Other Expenses	10,000.00
Planning Board	Salaries and Wages	1,000.00
Group Health Insurance	Other Expenses	50,000.00
Police	Salaries and Wages	130,000.00
Streets and Roads	Salaries and Wages	15,000.00
Solid Waste	Salaries and Wages	15,000.00
Recycling	Salaries and Wages	20,000.00
Parks and Recreation	Salaries and Wages	5,000.00
Cultural Arts	Other Expenses	300.00
Uniform Construction Code	Salaries and Wages	10,000.00
Social Security	Other Expenses	5,000.00

Total Current Fund		<u>331,000.00</u>
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**Water-Sewer Operating Fund**

Salaries and Wages	50,000.00
Other Expenses	50,000.00
Capital Improvement Fund	32,000.00
Social Security	<u>4,000.00</u>

Total Water Sewer Operating	<u>136,000.00</u>
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Total	<u><u>467,000.00</u></u>
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**NEW BUSINESS**

**Replace Subcommittee Members and liaisons**

Mayor Quattrone stated that with the resignation of Dimitri Musing from Council, there is a need to replace subcommittee members and liaisons. Mayor Quattrone appointed Council President Bluth as Police Commissioner and Councilmember Montferrat the Construction Liaison.

**SUBCOMMITTEE REPORTS**

Councilmember Cicalese stated that Complete Streets always looking for people to get involved.

**MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

**Council President Bluth**

Welcomed Fred Montferrat to Council.

Cultural Arts Commission – Submission deadline for artwork for the 300 Anniversary Calendar is July 23<sup>rd</sup>.

Police Department – National Night Out will take place with year, August 3<sup>rd</sup> at Association Park.

**Councilmember Cicalese**

Thanked the residents for attending tonight's meeting. He also welcomed Mr. Montferrat to Council.

**Councilmember Fowler**

Welcomed Mr. Montferrat to Council.

Environmental Commission – A recycling flyer will be sent out with the tax bill. Watershed will be giving presentation to the Environmental Commission at the next meeting, July 27<sup>th</sup>. All councilmembers are invited to attend.

**Councilmember Misiura**

Welcomed Mr. Montferrat to Council and congratulated Mr. Musing on being named Administrator following Ms. Sopronyi's retirement. Regarding the Railroad Avenue and Dye Street project; this is a difficult decision for Council. All decisions have an impact on somebody. Council tries to make the best decisions for everyone.

**Councilmember Jackson**

Welcomed Mr. Montferrat to Council.

**Councilmember Montferrat**

Thanked everyone for their vote of confidence. He is looking forward to working with Council.

**Dimitri Musing**

Congratulated Mr. Montferrat. Stated that he is looking forward to working with Debbie until her retirement. Together they will continue managing all of the Borough's projects.

**Deputy Clerk, Peggy Riggio**

ARP Funding – First payment of \$277,581 has been received.

National Night Out – The Police will be hosting National Night Out August 3<sup>rd</sup> at Association Park.

**CFO, George Lang**

ARP Funding – We have received the first half. Council will need to decide how this will be spent.

**Borough Attorney, Fred Raffetto**

Congratulated both Mr. Montferrat and Mr. Musing.

**Mayor Quattrone**

Stated that he is excited to work with Mr. Musing and Mr. Montferrat.

It was good to hear from the public regarding the Railroad and Dye project. We will get this done and it will be done correctly.

Thanked Public Works and the Garden Club for the beautiful flowers downtown.

Excited to see the new businesses moving into town.

Thanked Council for all of their work. He is very fortunate to have a great Council.

**ADJOURNMENT**

Councilmember Montferrat moved to adjourn at 9:01 p.m.; Councilmember Fowler seconded. All ayes

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk

**Meeting Minutes  
Hightstown Borough Council  
July 19, 2021  
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 6:00 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website." Do to COVID-19 and self-distancing protocols, this meeting was held remotely through [www.zoom.com](http://www.zoom.com).

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Susan Bluth</i>	✓	
<i>Councilmember Joseph Cicalese</i>		✓
<i>Councilmember Cristina Fowler</i>	✓	
<i>Councilmember Joshua Jackson</i>	✓	
<i>Councilmember Steven Misiura</i>		✓
<i>Councilmember Frederick Montferrat</i>	✓	
<i>Mayor Lawrence Quattrone</i>	✓	

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

### **EXECUTIVE SESSION**

#### **Resolution 2021-112 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Jackson; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, and Montferrat voted yes.

Resolution adopted 4-0.

Resolution 2021-112

*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 July 19, 2021 via [www.zoom.com](http://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:

Attorney Client Privilege

Personnel – Municipal Clerk

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 October 19, 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.

Mayor Quattrone called the public meeting to order at 6:38 p.m. and again read the Open Public Meetings Statement. Councilmember Misiura and CFO, George Lang, joined the meeting during Executive Session and are now present.

The Flag Salute followed roll call.

### **APPROVAL OF AGENDA**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 5-0.

### **APPROVAL OF MINUTES**

#### **June 7, 2021 - Public Session**

Moved by Councilmember Bluth; Seconded by Councilmember Misiura.

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

Minutes approved 4-0 with one abstention.

#### **June 7, 2021 – Executive Session**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Minutes approved 4-0 with one abstention.

### **ENGINEERING ITEMS**

### **Railroad and Dye Project**

Borough Engineer, Carmela Roberts, stated that she will need a decision on the Railroad Avenue project. Councilmember Misiura had presented a new idea. A 24-foot wide drive way to support emergency vehicles. One way exit only, making a right out of the driveway. Rather than paving the entire 24 feet, 15 feet would be paved and the remainder would be a permeable paver to buffer into the greenway. Ms. Roberts explained that the permeable pavers can accommodate larger vehicles. The grass area can infiltrate some of the storm water. She believes this is a good suggestion. If this is the way Council would like to proceed, she would need to inform DOT that we are changing the specifications since the original plans called for a 2-way driveway. Councilmember Bluth stated that she supports this plan since this would have the least impact on the surrounding area. Discussion ensued. Following the discussion, Mayor Quattrone called for a straw vote. Council unanimously voted in favor of the new plan brought forward. Ms. Roberts stated that given the short timeline to send the plans to DOT, she requested a subcommittee be established to meet and review the options so the final design can be brought to council for approval at the August 16th meeting. Plans must be to DOT by September 1st. Mayor Quattrone Appointed Councilmembers Misiura and Montferrat. He asked that the Deputy Clerk email the Environmental Commission, Parks & Rec and the Planning Board for representatives to serve on the committee for design input. Ms. Roberts will meet with the subcommittee and have the final design for the August 16th meeting.

Ms. Roberts departed the meeting at this time.

### **PUBLIC COMMENT I**

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

**Eugene Sarafin, 628 South Main Street** - Stated that he is in fear for our democracy. Spoke about the insurrection. Spoke against the Republican Party and the Supreme Court.

**Joe Pasch, 118 Dye Street** - Questioned if the rest of the Railroad and Dye project is proceeding as previously discussed.

**Meg Chicco, 231 Morrison Avenue** - Thanked Councilmember Misiura for the logical sensible direction. Stated that she does not see the need for all the work that is proposed. This kind of construction will be very disruptive to the community.

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

### **ORDINANCES**

**Ordinance 2021-08 Final Reading and Public Hearing Bond Ordinance Amending Bond Ordinance 2020-06, Finally Adopted July 20, 2021, In Order to Include an Additional Improvement and Providing a Supplemental Appropriation of \$665,000 for Drainage Improvements to the Water and Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, and Authorizing the Issuance of \$633,300 Bonds or Notes of the Borough to Finance Part of the Cost Thereof**

Mayor Quattrone opened the public hearing and the following individuals spoke:

**Eugene Sarafin, 628 South Main Street** - Didn't quite understand the Bond Ordinance. Ms. Sopronyi explained that this added Schulyer Avenue to the ordinance. Mr. Sarafin stated that he supports this ordinance.

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

Moved for adoption by Councilmember Bluth; Seconded by Councilmember Misiura.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Ordinance adopted 5-0.

ORDINANCE 2021-08

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**BOND ORDINANCE AMENDING BOND ORDINANCE #2020-6, FINALLY ADOPTED JULY 20, 2020, IN ORDER TO INCLUDE AN ADDITIONAL IMPROVEMENT AND PROVIDING A SUPPLEMENTAL APPROPRIATION OF \$665,000 FOR DRAINAGE IMPROVEMENTS TO THE WATER AND SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, AND AUTHORIZING THE ISSUANCE OF \$633,300 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of Bond Ordinance #2020-6, finally adopted July 20, 2020 (the "Original Bond Ordinance"), of the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") is hereby amended in order to include the Schuyler water main.

Section 2. The improvement described in Section 4(a) of this bond ordinance has heretofore been authorized to be undertaken by the Borough as a general improvement. For the improvement or purpose described in Section 4(a), there is hereby appropriated the supplemental amount of \$665,000, such sum being in addition to the \$310,000 appropriated therefor by the Original Bond Ordinance and including the sum of \$31,700 as the additional down payment from the Capital Improvement Fund required by the Local Bond Law. The additional down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 3. In order to finance the additional cost of the improvement or purpose not covered by application of the additional down payment, negotiable bonds are hereby authorized to be issued in the principal amount of



\$633,300 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 4. (a) The improvement heretofore authorized and the purpose for the financing of which the bonds are to be issued is drainage improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive and the Schuyler water main, including all work and materials necessary therefor and incidental thereto and further including all related costs and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is \$928,500, including the \$295,200 authorized by the Original Bond Ordinance and the \$633,300 bonds or bond anticipation notes authorized herein.

(c) The estimated cost of the improvement or purpose is \$975,000, including the \$310,000 appropriated by the Original Bond Ordinance and the \$665,000 appropriated herein.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 6. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as

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

Section 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 4(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

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

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$633,300, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$75,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement. Of this amount, \$40,000 was estimated for these items of expense in the Original Bond Ordinance and an additional \$35,000 is estimated therefor herein.

Section 8. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 3 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 4(a) of this bond ordinance. This Section 8 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 9. Any grant moneys received for the purpose described in Section 4(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 10. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 11. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 12. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**Ordinance 2021-09 First Reading and Introduction An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A:4-45.14)**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Ordinance introduced 5-0.

Public hearing scheduled for August 2, 2021.

Ordinance 2021-09

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

**AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND  
TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 1.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

**WHEREAS**, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

**WHEREAS**, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

**WHEREAS**, the Mayor and Council hereby determine that a 2.5% increase in the budget for said year, amounting to \$142,846.27 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

**WHEREAS**, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$199,984.78, and that the CY 2021 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

**RESOLUTIONS**

**Resolution 2021-113 Authorizing Payment of Bills**

Moved by Councilmember Fowler; Seconded by Councilmember Montferrat.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 5-0.

**Resolution 2021-103 Establishing Salaries of Certain Officers and Employees of the Borough of Hightstown for the Year 2021**

Council President Bluth requested that the Borough Administrator 1/1/2021 - 9/1/2021 and the Zoning Official be removed from the resolution. There are still some questions and discrepancies that need to be resolved.

Moved as amended by Councilmember Bluth; Seconded by Councilmember Fowler.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 5-0

Resolution 2021-103

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

**ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE  
BOROUGH OF HIGHTSTOWN FOR THE YEAR 2021**

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

**WHEREAS**, it is the desire of the Mayor and Council to set 2021 salaries for certain non-union employees who do not have a separate employment agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2021:

<u>Position/Title</u>	<u>2021 Salary</u>
Chief Financial Officer	51,415.00
Administrator 09/01/2021 – 08/31/2022	50,000.00
Borough Clerk	80,701.00
Registrar of Vital Statistics	4,393.00
Health Official	14,060.00
Public Health Nurse	68,951.00
Collector	20,400.00
Assessor	19,322.00
Municipal Judge	32,473.00
Construction Code Official	25,665.00
Technical Assistant	36,099.00
Building Subcode Official	4,527.00
Building Inspector	4,527.00

**Resolution 2021-114 Authorizing Payment No. 1 – Earle Asphalt Company (Improvements to Stockton Street & Joseph Street, C.R. 571)**

Moved by Councilmember Jackson; Seconded by Councilmember Bluth.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolution adopted 5-0

Resolution 2021-114  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AUTHORIZING PAYMENT NO. 1 EARLE ASPHALT COMPANY  
(IMPROVEMENTS TO STOCKTON STREET AND JOSEPH STREET – C.R. 571)**

**WHEREAS**, on February 16, 2021, the Borough Council awarded a contract for improvements to Stockton Street and Joseph Street (C.R. 571) to Earle Asphalt Company of Wall, New Jersey in the Amount of \$370,013.13; and

**WHEREAS**, the contractor has submitted a request payment in the amount of \$353,189.71 for partial work performed from March 29, 2021 – July 1, 2021; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$353,189.71 to Earle Asphalt Company of Wall, New Jersey is hereby approved as detailed herein.

**CONSENT AGENDA**

Councilmember Jackson moved Resolutions 2021-115, 2021-116, 2021-117 and 2021-118 as a Consent Agenda; Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Fowler, Jackson, Misiura and Montferrat voted yes.

Resolutions adopted 5-0.

Resolution 2021-115  
*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY*

**AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR  
NJDOT SAFE ROUTES TO SCHOOLS GRANT – STOCKTON STREET  
ROUNDBOUT AT OAK LANE**

**WHEREAS**, the Borough of Hightstown wishes to file an application with the New Jersey Department of Transportation for a Safe Routes to Schools Grant for the Stockton Street Roundabout at Oak Lane; and

**WHEREAS**, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$7,000.00, to prepare the application for the NJDOT Safe Routes to Schools Grant application.

**NOW, THEREFORE BE IT RESOLVED**, that the Borough Engineer is hereby authorized to file an application with the New Jersey Department of Transportation for a Safe Routes to School Grant for the Stockton Street Roundabout at Oak Lane at a cost not to exceed \$7,000.00.

Resolution 2021-116

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

**AMENDING THE PRIMARY HUMAN RESOURCE OFFICER FOR THE PURPOSES OF  
HIGHTSTOWN BOROUGH'S DOMESTIC VIOLENCE POLICY (DVP)**

**WHEREAS**, on February 2, 2020, Hightstown Borough Council adopted Resolution 2020-50 Adopting a Domestic Violence Policy; and

**WHEREAS**, due to the retirement of Sandy S. Belan, it is necessary to appoint a new Primary Human Resources Officer (HRO); and

**WHEREAS**, Mayor and Council wish to Appoint Pamela Lewis as Primary Human Resources Officer (HRO) for the purposes of the DVP for the Borough of Hightstown

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Hightstown, that Pamela Lewis be named as the Primary Human Resources Office (HRO) for the purposes of the DVP.

**BE IT FURTHER RESOLVED** that:

1. The Hightstown Borough Domestic Violence Policy be updated to reflect the changes as set forth herein; and
2. A copy of this Resolution shall be forwarded to the Borough Clerk for distribution to all Borough employees.

Resolution 2021-117

*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:

	<i><b>THIS RESOLUTION</b></i>	<i><b>PREVIOUS TOTAL</b></i>	<i><b>CUMULATIVE TOTAL</b></i>
Current	29,000.00	1,776,497.00	<b>1,805,497.00</b>
Capital Outlay – Current	0.00	0.00	<b>0.00</b>
Debt Service – Current	0.00	0.00	<b>0.00</b>
Water/Sewer	40,000.00	761,966.00	<b>801,966.00</b>
Capital Outlay – W/S	0.00	0.00	<b>0.00</b>
Debt Service - W/S	0.00	0.00	<b>0.00</b>
<b>TOTAL</b>	<b>69,000.00</b>	<b>2,538,463.00</b>	<b>2,607,463.00</b>

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 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.

Borough of Hightstown  
Emergency Temporary  
7/19/2021

#### SCHEDULE "A"

##### **Current Fund**

Office Supplies/Paper Products	Other Expenses	2,000.00
Financial Administration	Other Expenses	2,000.00
Data Processing	Other Expenses	15,000.00
Fire Department	Other Expenses	4,000.00
First Aid	Other Expenses	1,000.00
Emergency Management	Salaries and Wages	1,000.00
Board of Health	Other Expenses	2,000.00
Telephone	Other Expenses	2,000.00
		<hr/>
Total Current Fund		<u>29,000.00</u>

##### **Water-Sewer Operating Fund**

Other Expenses	<u>40,000.00</u>
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Total Water Sewer Operating	40,000.00
Total	<u>69,000.00</u>

Resolution 2021-118

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

**A RESOLUTION AUTHORIZING A PARTIAL WAIVER OF CERTAIN FEES FOR  
USE OF OFF-DUTY POLICE OFFICERS – IMPROVEMENTS TO SPRINGCREST  
DRIVE, TAYLOR AVENUE, SPRUCE COURT, GLEN DRIVE & SCHUYLER  
AVENUE**

WHEREAS, the Borough is currently undertaking a public improvement project known as “Improvement to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue”; and

WHEREAS, in connection with said project, it is necessary for the contractor, Earle Asphalt Company, to secure police coverage for traffic control through the Borough’s third-party vendor; and

WHEREAS, pursuant to Hightstown Borough Code Chapter 2, Subsection 2-19.19, an administrative fee of \$15 per hour and a use of police vehicle fee of \$20 per hour shall be charged in addition to the officer’s hourly rate as determined by the negotiations bargaining agreement between the Borough and FOP; and

WHEREAS, the Borough wishes to waive the administrative and use of police vehicle fees for this public improvement project; and

WHEREAS, the contractor, is still required to schedule all police coverage for traffic control through the Borough’s third-party vendor and pay all other applicable fees including the officer’s hourly rate.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that certain fees associated with the use of off-duty officers for the “Improvement to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue” be waived as detailed herein.

**OLD BUSINESS**

**Budget Meeting Dates**

Discussion ensued regarding a date for the next budget meeting. Council agreed the next budget meeting will take place July 26th at 6:30 p.m. via [www.zoom.com](http://www.zoom.com)

**MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

**Councilmember Montferrat**

Will be meeting with George Chin in Construction to get up to speed with what is going on in that department.

### **Councilmember Misiura**

Complete Streets Committee - The planner performing the traffic study for Franklin Street and Main Street needs to speak with the Fire Department and are having trouble getting in touch with them. Looking for assistance to get in contact with them.

Minute Maid/Bruckner - Borough Planner, Brian Slauch, would like to schedule a meeting with Borough Representatives.

First Aid - Meets with Wednesday.

### **Councilmember Fowler**

Environmental Commission - Meeting is next week

Downtown Hightstown - Meets this week.

### **Borough Administrator/Clerk, Debra Sopronyi**

Has been working closing with Dimitri Musing getting him up to speed with the with the administrator's office.

### **Dimitri Musing**

Stated that he is excited to hit the ground running. Looking for suggestions for water/sewer charges. The last increase was 2017 at a 1% increase.

### **Deputy Clerk, Peggy Riggio**

Spoke about the number of OPRA Requests that the Borough has been receiving.

No Knock Ordinance – List is on the website. Residents have been signing up and stickers will be mailed as soon as we receive them.

League of Municipalities – Will be in person this year. November 16 – 18.

### **Mayor Quattrone**

Bicycle Ordinance - Stated that he does not see any need to amend this ordinance. If there are no objections, he would like to remove this from out open/old business items. Council had no objections.

Cannabis - Stated that Mr. Musing will remain on the subcommittee. He is looking for the subcommittee to come forward with their recommendations.

Thanked the Garden Club and Downtown Hightstown for making our town look beautiful.

Councilmember Montferrat moved to adjourn back into Executive Session at 7:46 p.m.; Councilmember Bluth seconded. All ayes.

Council reconvened into public session at 8:19 p.m.

**ADJOURNMENT**

Councilmember Montferrat moved to adjourn at 8:20 p.m.; Councilmember Bluth seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk

**Meeting Minutes  
Hightstown Borough Council  
July 26, 2021 – Budget Workshop  
6:30 p.m.**

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

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Susan Bluth</i>	✓	
<i>Councilmember Joseph Cicalese</i>		✓
<i>Councilmember Cristina Fowler</i>	✓	
<i>Councilmember Joshua Jackson</i>		✓
<i>Councilmember Steven Misiura</i>	✓	
<i>Councilmember Dimitri Musing</i>	✓	
<i>Mayor Quattrone</i>	✓	

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

The Flag Salute followed roll call.

### **APPROVAL OF AGENDA**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Agenda approved 4-0.

### **PUBLIC COMMENT I**

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

There being no public in attendance, Mayor Quattrone closed the public comment period.

### **DISCUSSION**

#### **Budget 2021**

#### **Water Sewer Budget**

George Lang, CFO, explained that at the end of 2020, Water/Sewer was no longer self-liquidating and he anticipates a deficit. The deficit would be taken from the current fund. The reduced revenue is a result of cutting the intake of graywater at the Waste Water Treatment Plant. Mr. Musing is looking at a rate increase which seems like a good idea.

### **Purchase of Police Car**

Council President Bluth asked if it would be a better idea to put the purchase of the Police car back into Capital so the current budget wouldn't take such a hit. Mr. Lang explained that it is more expensive to bond this expense and it should be kept in the annual budget.

### **First Aid**

Council President Bluth stated that she would like to see the First Aid Squad budget reduced. They are only answering about 1/3 of the calls. We are still paying Robbinsville and there is no limit to the amount calls that they will answer.

Councilmember Misiura stated the First Aid is moving in the right direction. They are not a full-time squad. Council needs to decide to shut down the squad or fund them for what they need.

Sneah, Captain of the First Aid Squad spoke about Robbinsville's response time. He stated that the squad is doing well. They have more members answering calls but it will cost more money.

### **Environmental Commission**

Councilmember Bluth questioned the Environmental Commission Budget. It looks as though it has more than doubled. Mr. Lang will look at the line items more closely to see if there is anything that is also included in other line items.

### **ARP Funding**

Mr. Lang advised that \$125,000 from ARP Funding is being used for revenue loss.

### **Police Budget**

Mayor Quattrone advised Council that the Police Department is in need of additional administrative support. There needs to be back up and redundancy. Mr. Lang believes that we can budget this from October until the end of the year.

### **Mayor and Council Salary**

Mr. Musing stated that salaries for Mayor and Council has not increased in over 12 years. He suggested a \$1,000 increase.

Mr. Lang will send an updated budget to Council in preparation for discussion and possible introduction at the August 2, 2021 meeting.

### **ADJOURNMENT**

Council President Bluth moved to adjourn at 8:32 p.m.; Councilmember Montferrat seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio  
Deputy Borough Clerk

# Resolution 2021-139

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

## **AUTHORIZING AN EMERGENCY REPAIR TO THE PEDDIE LAKE DAM**

**WHEREAS**, the Peddie Lake Dam piers and stonework have suffered damaged by the remnants of Hurricane Henri and a major rainstorm Hightstown experienced three weeks prior; and

**WHEREAS**, the Borough Engineer has inspected the damage which includes leaks in the dam and missing stones from the stone piers and wingwalls resulting in the dam not being able to provide proper channeling of flood water; and

**WHEREAS**, the Borough Engineer finds that this is an extremely dangerous condition that must be addressed immediately; and

**WHEREAS**, the Borough Clerk/Purchasing Agent concurs that the dangerous condition of the Peddie Lake Dam affects the health, safety and welfare of the community and qualifies as an emergency; and

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes that any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and

**WHEREAS**, the Hightstown Borough Mayor and Council wish to have immediate repairs made to the Peddie Lake Dam to protect the health, safety and welfare of the public.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Hightstown hereby concur with the Borough Engineer and Borough Clerk/Purchasing Agent that the repairs noted above are dangerous in nature and require immediate “emergency” repair.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 7, 2021.

---

Margaret Riggio  
Borough Clerk



# Roberts

ENGINEERING GROUP LLC

*Women Business Enterprise Certified*

September 2, 2021

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

Dimitri Musing, Administrator  
Borough of Hightstown  
156 Bank Street  
Hightstown, New Jersey

Re: Declaration of Emergency  
Peddie Lake Dam Stonework Damage  
Borough of Hightstown, Mercer County, New Jersey  
Our File No.: H1508

Dear Dimitri:

Please accept this letter as my declaration of an emergency requiring immediate repairs to the stonework at the Peddie Lake Dam as this affects public health, welfare, and safety. Repairs need to be made to the three (3) piers at the spillway; the side buttress and stone wingwalls adjacent to the spillway; and at the rear of the dam requiring resurfacing of the rear wingwall of the left exterior. Attached to this letter please find the cost provided by A. Pennacchi & Sons, Inc, a contractor that is experienced in this type of work and can begin this work within three weeks upon direction from the Borough. This is a specialized type of work and due to few contractors who are experienced with this and the delays generally caused by the pandemic, the start date is anticipated by the third week of September.

The dam piers and stonework were damaged by the remnants of Hurricane Henri and a storm three weeks prior. The dam has developed leaks which require immediate repair, and the stone piers and wingwalls have lost many stones and can no longer provide proper channeling of flood water. The piers are important for the movement of flood water through the spillway and are necessary for the proper functioning of the dam.

It is my recommendation that the Borough authorize A. Pennacchi & Sons, Inc to perform these repairs to the dam.

I will be available to discuss this at the next Council meeting.

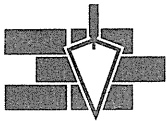
Should you have any questions regarding this, please feel free to contact me.

Very truly yours,

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

Cc; Peggy Riggio, RMC, CMR, Borough Clerk  
Frederick C. Raffetto, Esq.  
George Lang, Borough CFO  
Ken Lewis, Borough Superintendent of Public Works  
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC  
Kelly Pham, E.I.T., Roberts Engineering Group, LLC

Proposal



**A.PENNACCHI & SONS, INC**  
**Masonry Restoration Company**  
119 Buttonwood Street  
HAMILTON, NEW JERSEY 08619  
Trenton (609) 394-7354 • Hamilton (609) 584-0500  
Fax (609) 584-0505  
**CONTRACTOR'S LIC. #13VH011384001**

PROPOSAL SUBMITTED TO <b>Borough of Hightstown</b>		PHONE <b>609-731-5758</b>	DATE <b>August 30, 2021</b>
STREET		JOB NAME <b>Restoration of Stone Buttress-Posts and Wing Walls</b>	
CITY, STATE and ZIP CODE <b>Hightstown, NJ</b>		JOB LOCATION <b>Peddie Lake - Critical Stone Repairs</b>	
ARCHITECT	DATE OF PLANS <b>Same</b>	<b>Start Sept 2021</b>	JOB PHONE

**We Propose** hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ ).  
Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature \_\_\_\_\_  
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

We hereby submit specifications and estimates for:

**SCOPE OF WORK: RESTORATION OF THE STONE WORK OF THE BUTTRESSES, POSTS AND WING WALLS AT PEDDIE LAKE**

**Contractor will restore the complete 3 stone post - retaining walls of the waterfall. Rout all mortar joints of the posts of the center of the waterfall. Install new matching stone to the areas where the stone is missing. Re-point the complete stone mortar joints of the post 3 retaining walls, using Keystone mortar with pigment colors to match the original.**

**Cost: \$5,200.00 each for the 3 posts**

**Restore and re-point the left and right side buttress and stone wing walls. Rout the mortar joints. Re-point both buttresses and wing walls 100% using Keystone mortar. Re-set loose dis-bonded stone work where needed.**

**Cost: \$16,250.00 per side (left-right)**

**Hightstown Boro will lower the water level of the lake for contractor can service and restore the areas of critical restoration. Restore and re-surface the rear wing wall of the left exterior.**

**Cost: \$2,800.00**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



# Resolution 2021-140

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

**AWARDING A CONTRACT FOR AN EMERGENCY REPAIR PEDDIE LAKE DAM –  
A. PENNACCHI & SONS, INC.**

**WHEREAS**, Pursuant to resolution 2021-139 the Peddie Lake Dam is in dangerous condition and requires emergency repair; and

**WHEREAS**, the Borough Clerk/Purchasing Agent concurred that the dangerous condition of the Peddie Lake Dam affects the health, safety and welfare of the community and qualified as an emergency; and

**WHEREAS**, the Borough Engineer secured the services of A. Pennacchi & Sons, Inc. of Hamilton, New Jersey to perform the necessary emergency repairs at a cost of not to exceed \$50,900.00; and

**WHEREAS**, the Borough Council must award the contract for said emergency services; and

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes that any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Hightstown that an emergency contract is hereby awarded to A. Pennacchi & Sons, Inc. of Hamilton, New Jersey in the amount not to exceed \$50,900.00 for the emergency repairs noted above and in resolution 2021-139.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 7, 2021.

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Margaret Riggio  
Deputy Borough Clerk

# Resolution 2021-141

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

**AUTHORIZING PAYMENT #1 AND CHANGE ORDER #1– EARLE ASPHALT  
COMPANY – IMPROVEMENTS TO SPRINGCREST DRIVE, TAYLOR AVENUE,  
SPRUCE COURT, GLEN DRIVE & SCHUYLER AVENUE**

**WHEREAS**, on March 15, 2021, the Borough Council awarded a contract for the Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue to Earle Asphalt Company of Wall, New Jersey at the price of \$1,370,813.13; and

**WHEREAS**, the contractor has submitted a request for payment No. 1 in the amount of \$307,226.59 for partial work performed through August 2, 2021 for mobilization, clearing site, uniform traffic directors, tree removal, wet tap and valve, watermain and fire hydrant assemblies; and

**WHEREAS**, the contractor has submitted Change Order No. 1 which includes modification in the water main size on Schuyler Avenue; and

**WHEREAS**, Change Order No. 1 also includes the addition of curbs, sidewalk, driveway and curb ramps on Schuyler Avenue as previously authorized by Council; and

**WHEREAS**, Change Order No. 1 increases the contract by \$45,417.00 (3.31%); and

**WHEREAS**, the Borough Engineer has recommended approval of Change Order No. 1; and

**WHEREAS**, the Borough Engineer has recommended approval of Payment Request No. 1 to the contractor in the amount of \$307,226.59; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Change Order No. 1 and Payment Request No. 1 to Earle Asphalt Company of Wall, New Jersey for \$307,226.59, is hereby approved as detailed herein, and the CFO is authorized to issue same, which will close out the project.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 7, 2021.

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Margaret Riggio  
Borough Clerk



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## MEMORANDUM

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

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

**DATE:** August 24, 2021

**RE:** Improvements to Springcrest Drive, Taylor Avenue,  
Spruce Court, Glen Drive, and Schuyler Avenue  
Payment No. 1  
Our File No.: H1800

Attached please find the following in reference to Payment No. 1 and Change Order No. 1 which is a partial payment through August 2, 2021 for mobilization, clearing site, uniform traffic directors, tree removal, wet tap and valve, water main, and fire hydrant assemblies:

1. Payment No. 1
2. Invoice No. 1
3. Change Order No. 1
4. Certified Payrolls
5. Monthly Project Workforce Reports

This payment includes Change Order No. 1 which includes a modification in water main size on Schuyler Avenue from a proposed 6-inch water main to an 8-inch water main; the use of 1-inch copper water service instead of the proposed 1-inch crosslinked polyethylene water service; and the addition of curb, sidewalk, driveway, and curb ramps on Schuyler Avenue.

If you recall, Council previously requested and authorized the addition of curb, sidewalk, driveway, and curb ramps on Schuyler Avenue in April 2021. The quantities shown in this change order reflect that prior authorization. The increased contract value shown in Change Order No. 1 is a result of these improvements.

The water system changes included in Change Order No. 1 are being made without any increase in cost to the contract. Various modifications were made to ensure that the changes to the water improvements to have a net zero value with no increase in cost.

Change Order No. 1 increases the contract by \$45,417.00 (3.31%).

I recommend payment be made to Earle Asphalt Company in the amount of \$307,226.59.

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

cc: Debra Sopronyi, RMC, CMR, QPA, Borough Administrator/Clerk  
Dimitri Musing, Borough of Hightstown  
Peggy Riggio, RMC, CMR, Borough Deputy Borough Clerk  
George Lang, Borough CFO  
Bill Mead, Earle Asphalt Company  
Cameron Corini, PE, CME, Roberts Engineering Group, LLC  
Kelly Pham, EIT, Roberts Engineering Group, LLC



**PAYMENT No. 1**  
**IMPROVEMENTS TO SPRINGCREST DRIVE, TAYLOR AVENUE,**  
**SPRUCE COURT, GLEN DRIVE, AND SCHUYLER AVENUE**  
**Borough of Hightstown, Mercer County, New Jersey**  
August 9, 2021  
File No.: H1800

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	LS	1.00	0.75	0.75	\$130,000.00	\$97,500.00
2	Clearing Site	LS	1.00	0.20	0.20	\$90,000.00	\$18,000.00
3	Project Video	LS	1.00	0.00	0.00	\$0.01	\$0.00
4	Traffic Director, Flagger	HOUR	160.00	0.00	0.00	\$0.01	\$0.00
5	Uniform Traffic Director (State Non-Participating)	HOUR	500.00	40.96	40.96	\$95.00	\$3,891.00
6	Traffic Cone	UNIT	25.00	0.00	0.00	\$0.01	\$0.00
7	Drum	UNIT	15.00	0.00	0.00	\$0.01	\$0.00
8	Breakaway Barricade	UNIT	21.00	0.00	0.00	\$0.01	\$0.00
9	Construction Sign 'B' (60"x30")	UNIT	7.00	0.00	0.00	\$0.01	\$0.00
10	Construction Sign 'C' (72"x60")	UNIT	2.00	0.00	0.00	\$0.01	\$0.00
11	Construction Sign 'D' (72"x60")	UNIT	1.00	0.00	0.00	\$0.01	\$0.00
12	Construction sign 'E' (72"x60")	UNIT	1.00	0.00	0.00	\$0.01	\$0.00
13	Construction Sign 'F' (72"x60")	UNIT	1.00	0.00	0.00	\$0.01	\$0.00
14	Construction Sign 'G' (30"x24")	UNIT	6.00	0.00	0.00	\$0.01	\$0.00
15	Construction Sign 'H' (30"x24")	UNIT	7.00	0.00	0.00	\$0.01	\$0.00
16	Construction Sign 'I' (30"x24")	UNIT	4.00	0.00	0.00	\$0.01	\$0.00
17	Construction Sign 'J' (72"x60") (State Non-Participating)	UNIT	2.00	0.00	0.00	\$0.01	\$0.00
18	Inlet Filter, Type 2	UNIT	12.00	0.00	0.00	\$50.00	\$0.00
19	Excavation, Unclassified, 12" Depth	CY	225.00	0.00	0.00	\$60.00	\$0.00
20	Tree Removal, 6" to 12" Diameter	UNIT	19.00	19.00	19.00	\$400.00	\$7,600.00
21	Tree Removal, Over 24" to 30" Diameter	UNIT	7.00	7.00	7.00	\$2,000.00	\$14,000.00
22	Decommission Existing Sanitary Lift Station (State Non-Participating)	LS	1.00	0.00	0.00	\$9,500.00	\$0.00
23	Abandon Sanitary Manhole (State Non-Participating)	UNIT	1.00	0.00	0.00	\$2,500.00	\$0.00
24	Manhole Frame and Cover, Sanitary (State Non-Participating)	UNIT	8.00	0.00	0.00	\$400.00	\$0.00
25	Connect to Existing Manhole (State Non-Participating)	UNIT	2.00	0.00	0.00	\$2,500.00	\$0.00
26	Precast Sanitary Manhole with Frame and Cover, 4' Diameter (State Non-Participating)	UNIT	5.00	0.00	0.00	\$10,421.00	\$0.00
27	Precast Sanitary Doghouse Manhole with Frame and Cover, 4' Diameter (State Non-Participating)	UNIT	1.00	0.00	0.00	\$12,201.67	\$0.00
28	8" PVC Sanitary Main (State Non-Participating)	LF	389.00	0.00	0.00	\$85.00	\$0.00
29	10" PVC Sanitary Main (State Non-Participating)	LF	637.00	0.00	0.00	\$95.00	\$0.00
30	6" PVC Sanitary Lateral (State Non-Participating)	LF	498.00	0.00	0.00	\$170.00	\$0.00
31	PVC Cleanout, Sanitary (State Non-Participating)	UNIT	42.00	0.00	0.00	\$100.00	\$0.00
32	Concrete Encasement (State Non-Participating)	LF	50.00	0.00	0.00	\$0.01	\$0.00
33	Precast Inlet, Type 'B'	UNIT	1.00	0.00	0.00	\$5,000.00	\$0.00
34	Precast Doghouse Inlet, Type 'E'	UNIT	1.00	0.00	0.00	\$5,500.00	\$0.00
35	Precast Catch Basin, Type 'A'	UNIT	2.00	0.00	0.00	\$4,000.00	\$0.00
36	4" Type 'N' Eco Curb Piece	UNIT	1.00	0.00	0.00	\$400.00	\$0.00
37	8" Type 'N' Eco Curb Piece	UNIT	5.00	0.00	0.00	\$500.00	\$0.00
38	Inlet Frame and Grate, Bicycle Safe	UNIT	7.00	0.00	0.00	\$750.00	\$0.00
39	12" Reinforced Concrete Pipe (State Non-Participating)	LF	4.00	0.00	0.00	\$400.00	\$0.00
40	6" Perforated PVC Storm Pipe (State Non-Participating)	LF	25.00	0.00	0.00	\$80.00	\$0.00
41	4" PVC Underdrain (State Non-Participating)	LF	35.00	0.00	0.00	\$125.00	\$0.00
42	PVC Cleanout, Storm (State Non-Participating)	UNIT	1.00	0.00	0.00	\$750.00	\$0.00
43	1" Crosslinked Polyethylene Water Service (State Non-Participating)	LF	852.00	0.00	0.00	\$50.00	\$0.00
44	Curb Valve and Box (State Non-Participating)	UNIT	40.00	0.00	0.00	\$150.00	\$0.00
45	6" Cap (State Non-Participating)	UNIT	8.00	0.00	0.00	\$500.00	\$0.00
46	6" Insertion Valve (State Non-Participating)	UNIT	1.00	1.00	1.00	\$5,000.00	\$5,000.00
47	6"x6" Wet Tap and Valve (State Non-Participating)	UNIT	1.00	1.00	1.00	\$5,000.00	\$5,000.00
48	8"x6" Wet Tap and Valve (State Non-Participating)	UNIT	1.00	1.00	1.00	\$5,000.00	\$5,000.00
49	6" HDPE Water Main (State Non-Participating)	LF	1,269.00	824.00	824.00	\$100.00	\$82,400.00
50	Fire Hydrant Assembly, Complete (State Non-Participating)	UNIT	6.00	5.00	5.00	\$6,000.00	\$30,000.00
51	6"x8"x18" Concrete Vertical Curb	LF	3,752.00	0.00	0.00	\$30.00	\$0.00
52	Concrete Sidewalk, 4" Thick	SY	1,049.00	0.00	0.00	\$70.00	\$0.00
53	Concrete Sidewalk, Reinforced, 6" Thick	SY	360.00	0.00	0.00	\$95.00	\$0.00
54	Hot Mix Asphalt Driveway, 2" Thick	SY	194.00	0.00	0.00	\$30.00	\$0.00
55	Stone Driveway	SY	30.00	0.00	0.00	\$30.00	\$0.00
56	Detectable Warning Surface	SY	10.00	0.00	0.00	\$400.00	\$0.00



Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
57	HMA Milling, 3" or Less	SY	8,510.00	0.00	0.00	\$4.50	\$0.00
58	HMA Profile Milling	SY	950.00	0.00	0.00	\$4.50	\$0.00
59	HMA Pavement Repair	SY	1,515.00	0.00	0.00	\$15.00	\$0.00
60	Tack Coat	GAL	1,001.00	0.00	0.00	\$0.01	\$0.00
61	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	TON	1,300.00	0.00	0.00	\$60.00	\$0.00
62	Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	375.00	0.00	0.00	\$0.01	\$0.00
63	Hot Mix Asphalt 19M64 Base Course, 4" Thick	TON	150.00	0.00	0.00	\$88.97	\$0.00
64	Permanent Trench Restoration - Schuyler Avenue (State Non-Participating)	SY	300.00	0.00	0.00	\$14.00	\$0.00
65	Dense Graded Aggregate Base Course, 6" Thick	SY	650.00	0.00	0.00	\$10.00	\$0.00
66	1 1/2" Clean Stone, If & Where Directed	CY	50.00	0.00	0.00	\$25.00	\$0.00
67	30"x30" Regulatory Sign, R1-1 'Stop'	UNIT	5.00	0.00	0.00	\$200.00	\$0.00
68	12"x18" Regulatory Sign, 'Do Not Block Driveway'	UNIT	1.00	0.00	0.00	\$125.00	\$0.00
69	12"x18" Regulatory Sign, R7-2 'No Parking'	UNIT	1.00	0.00	0.00	\$125.00	\$0.00
70	12"x18" Regulatory Sign, R7-2 'No Parking 9AM-3PM MON-FRI'	UNIT	8.00	0.00	0.00	\$125.00	\$0.00
71	30"x30" Warning Sign, W14-1 'Dead End'	UNIT	2.00	0.00	0.00	\$200.00	\$0.00
72	Street Sign	UNIT	8.00	0.00	0.00	\$230.00	\$0.00
73	Traffic Markings, 24" Wide White	LF	305.00	0.00	0.00	\$4.00	\$0.00
74	Traffic Markings, 8" Wide White	LF	222.00	0.00	0.00	\$1.50	\$0.00
75	Traffic Markings, Sharrow Symbol	UNIT	14.00	0.00	0.00	\$400.00	\$0.00
76	Traffic Stripe, 4" Wide Yellow	LF	1,085.00	0.00	0.00	\$0.75	\$0.00
77	Tree Planting, 2" Cal	UNIT	22.00	0.00	0.00	\$345.00	\$0.00
78	Topsoiling, 5" Thick	SY	1,542.40	0.00	0.00	\$5.00	\$0.00
79	Fertilizing and Seeding, Type A-3	SY	1,542.00	0.00	0.00	\$0.01	\$0.00
80	Fuel Price Adjustment	DOLLAR	2,500.00	0.00	0.00	\$1.00	\$0.00
81	Asphalt Price Adjustment	DOLLAR	5,000.00	0.00	0.00	\$1.00	\$0.00
82	Allowance (State Non-Participating)	DOLLAR	100,000.00	0.00	0.00	\$1.00	\$0.00
S-1	8" HDPE Water Main (Schuyler Avenue) (State Non-Participating)	LF	370.00	332.00	332.00	\$135.86	\$45,105.52
<b>TOTAL WORK COMPLETED</b>							<b>\$313,496.52</b>
LESS: RETAINAGE 2%							\$6,269.93
<b>SUBTOTAL</b>							<b>\$307,226.59</b>
LESS: PREVIOUS PAYMENTS							\$0.00
<b>TOTAL AMOUNT DUE</b>							<b>\$307,226.59</b>
AMOUNT OF ORIGINAL CONTRACT							\$1,370,813.13
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NO. 1 (3.31%)							\$1,416,230.13

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT  
CHANGE ORDER NUMBER - 1  
STATE AID PROEJCT**

<b>Project</b>	Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive, and Schuyler Avenue
<b>Municipality</b>	Borough of Hightstown
<b>County</b>	Mercer County
<b>Contractor</b>	Earle Asphalt Company

In accordance with the project Supplementary Specification, the following are changes in the contract.

**Location and Reason for Change** (Attach additional sheets if required)

Sizing and material changes to the water main and services, respectively, per the Borough's request.

Additional site construction work on Schuyler Avenue.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
43	1" Crosslinked Polyethylene Water Service	-852.00 LF	\$50.00	-\$42,600.00
44	Curb Valve and Box	-7.00 UNIT	\$150.00	-\$1,050.00
49	6" HDPE Water Main	-370.00 LF	\$100.00	-\$37,000.00
51	6"x8"x18" Concrete Vertical Curb	505.00 LF	\$30.00	\$15,150.00
52	Concrete Sidewalk, 4" Thick	165.00 SY	\$70.00	\$11,550.00
53	Concrete Sidewalk, Reinforced, 6" Thick	25.00 SY	\$95.00	\$2,375.00
56	Detectable Warning Surface	4.00 SY	\$400.00	\$1,600.00
57	HMA Milling, 3" or Less	1260.00 SY	\$4.50	\$5,670.00
61	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	151.20 TON	\$60.00	\$9,072.00
82	Allowance	-0.066 LS	\$100,000.00	-\$6,622.85
S-1	8" HDPE Water Main	370.00 LF	\$135.86	\$50,268.20
S-2	1" Copper Water Service	643.00 LF	\$57.55	\$37,004.65
<b>Amount of Original Contract</b>		<b>\$1,370,813.13</b>	<b>Extra</b>	<b>\$45,417.00</b>
<b>Adjusted Amount Based on Change</b>			<b>Supplemental</b>	<b>\$87,272.85</b>
<b>Order No. 1</b>		<b>\$1,416,230.13</b>	<b>Reduction</b>	<b>-\$87,272.85</b>
			<b>Total Change</b>	<b>\$45,417.00</b>

**% Change in Contract**

[(+) Increase or (-) Decrease]

3.31 %

.....  
(Engineer)

.....  
(Date)

.....  
(Local Aid)

.....  
(Date)

.....  
(Presiding Officer)

.....  
(Date)

.....  
(Contractor)

.....  
(Date)

(Submit four (4) copies to the Local Aid District Office)

# Resolution 2021-142

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING THE BUDGET TO BE READ BY TITLE ONLY

**WHEREAS**, pursuant to 40A:4-10, as amended by Chapter 95, P.L.2015, provides that the budget may be by title when procedures required by N.J.S.40A:4-8 and N.J.S.40A:4-9 or section 12 of P.L.1995, c.259 (C.40A:4-6.1), as applicable, have been followed; and

**WHEREAS**, N.J.S.A. 40A:4-8, as amended by Chapter 259, P.L. 1995 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body; and

**WHEREAS**, the Borough Council finds that the budget for 2020 shall be read by title only.

**NOW, THEREFORE BE IT RESOLVED** that the budget shall be read by title only.

ROLL CALL RECORDED VOTE:

	1st	2nd	Yes	No	Abstain	Absent
<i>Ms. Bluth</i>						
<i>Ms. Cicalese</i>						
<i>Ms. Fowler</i>						
<i>Mr. Jackson</i>						
<i>Mr. Misiura</i>						
<i>Mr. Montferrat</i>						

## CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 7, 2021.

---

Margaret Riggio  
Borough Clerk

SECTION 2 - UPON ADOPTION FOR YEAR 2021

Be it Resolved by the COUNCIL MEMBERS of the BOROUGH  
of HIGHTSTOWN, County of MERCER that the budget hereinbefore set forth is hereby  
adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 5,587,207.85

(b) \$ -

(c) \$ -

(d) \$ -

(e) \$ -

(f) \$ -
- (Item 2 below) for municipal purposes, and

(Item 3 below) for school purposes in Type I School Districts only (N.J.S.A. 18A:9-2) to be raised by taxation and,

(Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in

Type II School Districts only (N.J.S.A. 18A:9-3) and certification to the County Board of Taxation of

the following summary of general revenues and appropriations.

(Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy

(Sheet 44) Arts and Culture Trust Fund Levy

(Item 5 Below) Minimum Library Tax

RECORDED VOTE  
(Insert last name)

Ayes

Nays

Abstained

Absent

1. General Revenues

SUMMARY OF REVENUES

Surplus Anticipated	08-100	\$	975,000.00
Miscellaneous Revenues Anticipated	13-099	\$	1,374,346.28
Receipts from Delinquent Taxes	15-499	\$	200,000.00
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSED (Item 6(a), Sheet 11)	07-190	\$	5,587,207.85
3. AMOUNT TO BE RAISED BY TAXATION FOR <u>SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:</u>			
Item 6, Sheet 42	07-195	\$	-
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)	07-191	\$	-
TOTAL AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY		\$	-
4. To Be Added TO THE CERTIFICATE FOR THE AMOUNT TO BE RAISED BY TAXATION FOR <u>SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:</u>			
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)	07-191		
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY TAX	07-192	\$	-
Total Revenues	13-299	\$	8,136,554.13



SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:	XXXXXX	XXXXXXXXXXXXXX
Within "CAPS"	XXXXXX	XXXXXXXXXXXXXX
(a & b) Operations Including Contingent	34-201	\$ 5,323,083.05
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$ 739,225.00
(g) Cash Deficit	46-885	\$ -
Excluded from "CAPS"	XXXXXX	XXXXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 507,702.08
(c) Capital Improvements	44-999	\$ 140,000.00
(d) Municipal Debt Service	45-999	\$ 876,451.00
(e) Deferred Charges - Municipal	46-999	\$ -
(f) Judgments	37-480	\$ -
(n) Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)	29-405	\$ 40,093.00
(g) Cash Deficit	46-885	\$ -
(k) For Local District School Purposes	29-410	\$ -
(m) Reserve for Uncollected Taxes	50-899	\$ 510,000.00
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICT ONLY (N.J.S.A. 40A:4-13)	07-195	
Total Appropriations	34-499	\$ 8,136,554.13

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the \_\_\_\_\_ day of \_\_\_\_\_, 2021. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2021 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, \_\_\_\_\_, Clerk

Signature

BOROUGH OF HIGHTSTOWN					
2021 BUDGET					
<b>BUDGET AT A GLANCE</b>					
		<b>2020</b>	<b>2021</b>	<b>Inc / Dec</b>	<b>Inc / Dec</b>
		<b>ADOPTED</b>	<b>PROPOSED</b>	<b>Amount</b>	<b>Percent</b>
	<b>APPROPRIATIONS</b>				
20	General Government	\$ 903,540.00	\$ 1,028,995.00	125,455.00	13.88%
21	Land Use Administration	57,069.00	57,094.00	25.00	0.04%
23	Insurance	658,546.00	626,884.00	(31,662.00)	-4.81%
25	Public Safety	1,773,246.80	1,982,554.05	209,307.25	11.80%
26	Public Works	885,448.00	879,266.00	(6,182.00)	-0.70%
27	Health & Human Services	78,370.00	79,020.00	650.00	0.83%
28	Park & Recreation	62,550.00	75,760.00	13,210.00	21.12%
30	Unclassified	111,550.00	76,850.00	(34,700.00)	-31.11%
31	Utilities	193,000.00	195,000.00	2,000.00	1.04%
32	Landfill/Solid Waste	201,000.00	266,500.00	65,500.00	32.59%
33	Construction Code	198,135.00	201,660.00	3,525.00	1.78%
36	Statutory Expenditures	673,396.00	739,225.00	65,829.00	9.78%
41	Grants	25,570.31	64,036.08	38,465.77	150.43%
43	Shared Services	397,617.00	407,166.00	9,549.00	2.40%
44	Capital Improvements	100,000.00	30,000.00	(70,000.00)	-70.00%
45	Debt Service	871,426.00	876,451.00	5,025.00	0.58%
46	Deferred Charges	-	-	-	0.00%
47	Transfer to Board of Education	39,879.00	40,093.00	214.00	0.54%
50	Reserve for Uncollected Taxes	500,000.00	510,000.00	10,000.00	2.00%
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 7,730,343.11</b>	<b>\$ 8,136,554.13</b>	<b>\$ 406,211.02</b>	<b>5.25%</b>
	<b>REVENUES</b>				
1	Surplus Anticipated	\$ 275,000.00	\$ 975,000.00	700,000.00	254.55%
3A	Local Revenues	404,500.00	344,200.00	(60,300.00)	-14.91%
3B	State Aid Without Offset Approp.	503,550.00	503,550.00	-	0.00%
3C	Uniform Construction Code	70,000.00	75,000.00	5,000.00	7.14%
3D	Shared Service Agreements	103,193.00	107,557.00	4,364.00	4.23%
3F	Public and Private - Grants	25,570.31	64,036.08	38,465.77	150.43%
3G	Special Items of Revenue	812,434.00	280,003.20	(532,430.80)	-65.54%
4	Receipts from Delinquent Taxes	200,000.00	200,000.00	-	0.00%
	Subtotal General Revenues	\$ 2,394,247.31	\$ 2,549,346.28	\$ 155,098.97	6.48%
6A	Amount Raised by Taxation	5,336,095.80	5,587,207.85	251,112.05	4.71%
	<b>TOTAL REVENUES</b>	<b>\$ 7,730,343.11</b>	<b>\$ 8,136,554.13</b>	<b>\$ 406,211.02</b>	<b>5.25%</b>
	Total Net Assessed Valuation	394,686,499.00	396,172,397.00	1,485,898.00	
	Tax Rate per \$100 of Assessed	\$ 1.352	\$ 1.411	\$ 0.059	
	Average Residential Assessment	214,558.00	214,558.00		
	Taxes on Average Home	\$ 2,900.82	\$ 3,027.41	\$ 126.59	

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET  
ANTICIPATED REVENUES**

55

	<u>2020</u>	<u>2021</u>	<u>Increase (Decrease)</u>
<b>1 Surplus Anticipated</b>	<b>275,000.00</b>	<b>975,000.00</b>	<b>700,000.00</b>
<b>Miscellaneous Revenues</b>			
3A Alcoholic Beverages	7,500.00	7,500.00	-
3A Other Licenses	17,000.00	9,000.00	(8,000.00)
3A Fees and Permits	45,000.00	21,000.00	(24,000.00)
3A Municipal Court	200,000.00	160,000.00	(40,000.00)
3A Interest on Taxes	57,000.00	56,700.00	(300.00)
3A Interest on Investments	20,000.00	25,000.00	5,000.00
3A Lease of Borough Owned Property - Cell Tower	58,000.00	65,000.00	7,000.00
3B NET CMPTRA	12,115.00	6,939.00	(5,176.00)
3B Energy Tax Receipts	491,435.00	496,611.00	5,176.00
3C Uniform Construction Code	70,000.00	75,000.00	5,000.00
3D Shared Services - Roosevelt Trash Collection	68,193.00	69,557.00	1,364.00
3D Shared Services - Roosevelt Landfill Cost	35,000.00	38,000.00	3,000.00
3F Clean Communities Programs	9,257.83	9,855.01	597.18
3F Alcohol Education and Rehabilitation Fund	6,751.66	1,363.19	(5,388.47)
3F JIF Safety Grant	2,645.88		(2,645.88)
3F Recycling Tonnage Grant	4,914.94	4,911.90	(3.04)
3F Cultural Arts Grant	2,000.00	-	(2,000.00)
3F Street Tree Planting Grant		14,000.00	14,000.00
3F State Body Armor Grant	-	1,297.98	1,297.98
3F NJ Body Worn Camera Grant	-	32,608.00	32,608.00
3G Uniform Fire Safety Act	10,000.00	9,400.00	(600.00)
3G CATV Franchise Fee	29,541.00	28,402.00	(1,139.00)
3G Peddie School Gift	23,000.00	23,000.00	-
3G Capital Fund Balance	16,000.00	-	(16,000.00)
3G Revenue Loss		125,000.00	125,000.00
3G Interfund Receivable	670,000.00	-	(670,000.00)
3G Hightstown Housing Authority In Lieu	30,000.00	30,000.00	-
3G Hightstown Housing Authority In Lieu Prior		32,051.20	32,051.20
3G Verizon Franchise Fee	33,893.00	32,150.00	(1,743.00)
	-	-	
Total Miscellaneous Revenues	1,919,247.31	1,374,346.28	(544,901.03)
<b>4 Delinquent Taxes</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>-</b>
<b>6A Taxes</b>	<b>5,336,095.80</b>	<b>5,587,207.85</b>	<b>251,112.05</b>
<b>Total General Revenues</b>	<b>7,730,343.11</b>	<b>8,136,554.13</b>	<b>406,211.02</b>

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET**

		<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>Variance</u>
	<b>GENERAL GOVERNMENT:</b>			
	<b>Administrative and Executive</b>			
20-100	Salaries and Wages	18,820.00	26,291.00	7,471.00
20-100	Other Expenses	1,800.00	2,050.00	250.00
	<b>Mayor and Council</b>			
20-110	Salaries and Wages	26,400.00	29,900.00	3,500.00
20-110	Other Expenses	2,295.00	2,350.00	55.00
	<b>Municipal Clerk</b>			
20-120	Salaries and Wages	136,118.00	136,740.00	622.00
20-120	Other Expenses	11,750.00	14,100.00	2,350.00
	<b>Elections</b>			
20-122	Other Expenses	4,000.00	5,500.00	1,500.00
	<b>Office Supplies/Paper Products</b>			
20-125	Other Expenses	11,960.00	12,500.00	540.00
	<b>Financial Administration</b>			
20-130	Salaries and Wages	151,518.00	149,276.00	(2,242.00)
20-130	Other Expenses	10,060.00	14,160.00	4,100.00
	<b>Audit Services</b>			
20-135	Other Expenses	15,100.00	15,400.00	300.00
	<b>Grant Writing</b>			
20-136	Other Expenses	10,000.00	10,000.00	-
	<b>Data Processing</b>			
20-140	Salaries and Wages	5,411.00	3,753.00	(1,658.00)
20-140	Other Expenses	61,000.00	108,000.00	47,000.00
	<b>Collection of Taxes</b>			
20-145	Salaries and Wages	46,269.00	71,200.00	24,931.00
20-145	Other Expenses	7,505.00	7,705.00	200.00
	<b>Assessment of Taxes</b>			
20-150	Salaries and Wages	18,572.00	19,322.00	750.00
20-150	Other Expenses	8,500.00	8,375.00	(125.00)
	<b>Interest on Tax Appeals</b>			
20-152	Other Expenses	100.00	100.00	-
	<b>Legal Services</b>			
20-155	Other Expenses	104,500.00	100,000.00	(4,500.00)
	<b>Engineering</b>			
20-165	Other Expenses	44,850.00	71,000.00	26,150.00
	<b>Historical Sites Commission</b>			
20-175	Other Expenses	3,800.00	3,800.00	-

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET**

		<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>Variance</u>
	<b>Municipal Court</b>			
20-176	Salaries and Wages	31,212.00	32,473.00	1,261.00
20-176	Other Expenses	172,000.00	185,000.00	13,000.00
	<b>Planning /Zoning Board</b>			
21-180	Salaries and Wages	26,409.00	26,638.00	229.00
21-180	Other Expenses	30,660.00	30,456.00	(204.00)
	<b>Insurance deductibles</b>			
23-210	Other Expenses	3,000.00	3,000.00	-
	<b>General Liability</b>			
23-212	Other Expenses	47,000.00	44,084.00	(2,916.00)
	<b>Workers Compensation</b>			
23-213	Other Expenses	83,546.00	84,800.00	1,254.00
	<b>Group Insurance</b>			
23-215	Other Expenses	500,000.00	470,000.00	(30,000.00)
	<b>Health Benefit Waiver</b>			
23-221	Other Expenses	20,000.00	20,000.00	-
	<b>Unemployment Comp. Insur.</b>			
23-225	Other Expenses	5,000.00	5,000.00	-
	<b>PUBLIC SAFETY FUNCTIONS</b>			
	<b>Police Department</b>			
25-240	Salaries and Wages	1,421,618.80	1,521,600.05	99,981.25
25-240	Other Expenses	142,513.00	155,189.00	12,676.00
	<b>Police Vehicle</b>			
25-241	Other Expenses	40,000.00	110,000.00	70,000.00
	<b>Emergency Management</b>			
25-252	Salaries and Wages	2,000.00	2,000.00	-
25-252	Other Expenses	4,000.00	4,000.00	-
	<b>Fire Department</b>			
25-253	Other Expenses	68,100.00	88,500.00	20,400.00
	<b>Aid to Fire Department</b>			
25-255	Other Expenses	-	-	-
	<b>Uniform Fire Safety Act</b>			
25-256	Salaries and Wages	10,000.00	10,000.00	-
25-256	Other Expenses	10,095.00	12,465.00	2,370.00
	<b>First Aid Organization</b>			
25-260	Other Expenses	24,520.00	33,400.00	8,880.00
	<b>First Aid Contribution</b>			
25-261	Other Expenses	-	1,000.00	1,000.00

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET**

		<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>Variance</u></b>
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	
	<b>Municipal Prosecutor</b>			
25-275	Other Expenses	14,400.00	14,400.00	-
	<b>PUBLIC WORKS FUNCTIONS</b>			
	<b>Streets and Roads</b>			
26-290	Salaries and Wages	230,000.00	210,000.00	(20,000.00)
26-290	Other Expenses	45,980.00	52,200.00	6,220.00
	<b>Snow Removal</b>			
26-291	Salaries and Wages	4,000.00	4,000.00	-
26-291	Other Expenses	4,000.00	5,000.00	1,000.00
	<b>Sanitation/Solid Waste Coll.</b>			
26-305	Salaries and Wages	62,800.00	63,000.00	200.00
26-305	Other Expenses	57,950.00	61,800.00	3,850.00
	<b>Buildings and Grounds</b>			
26-310	Salaries and Wages	43,060.00	43,300.00	240.00
26-310	Other Expenses	160,345.00	163,503.00	3,158.00
	<b>Recycling</b>			
26-311	Salaries and Wages	104,500.00	98,500.00	(6,000.00)
26-311	Other Expenses	93,863.00	93,963.00	100.00
	<b>Vehicle Maintenance</b>			
26-315	Other Expenses	38,950.00	42,000.00	3,050.00
	<b>Community Services Act</b>			
26-325	Other Expenses	40,000.00	42,000.00	2,000.00
	<b>HEALTH AND HUMAN SERVICES</b>			
	<b>Board of Health</b>			
27-330	Salaries and Wages	58,950.00	59,300.00	350.00
27-330	Other Expenses	13,950.00	13,950.00	-
	<b>Environmental Commission</b>			
27-335	Other Expenses	5,470.00	5,770.00	300.00
	<b>PARKS AND RECREATION</b>			
	<b>Maintenance of Parks</b>			
28-369	Salaries and Wages	37,500.00	37,500.00	-
28-369	Other Expenses	5,890.00	5,000.00	(890.00)
	<b>Recreation &amp; Open Sp(Park Commission)</b>			
28-370	Salaries and Wages	-	10,000.00	10,000.00
28-370	Other Expenses	17,260.00	19,260.00	2,000.00
	<b>Cultural Arts Commission</b>			
28-373	Other Expenses	1,900.00	4,000.00	2,100.00

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET**

		<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>Variance</u>
	<b>UNCLASSIFIED</b>			
	<b>Accumulated Sick &amp; Vacation</b>			
30-416	Other Expenses	100,000.00	65,000.00	(35,000.00)
	<b>Celebration Public Events</b>			
30-420	Other Expenses	2,850.00	2,850.00	-
	<b>#</b>			
30-421	<b>Postage</b>	8,700.00	9,000.00	300.00
31-430	<b>Electricity</b>	50,000.00	50,000.00	-
31-435	<b>Street Lighting</b>	32,000.00	32,000.00	-
31-440	<b>Telephone</b>	31,000.00	33,000.00	2,000.00
31-446	<b>Natural Gas</b>	14,000.00	14,000.00	-
31-460	<b>Gasoline &amp; Diesel Fuel</b>	66,000.00	66,000.00	-
32-465	<b>Landfill Disposal Costs</b>	195,000.00	260,000.00	65,000.00
	<b>State Uniform Construction Code</b>			
33-195	Salaries and Wages	132,925.00	132,573.00	(352.00)
33-195	Other Expenses	7,610.00	7,610.00	-
	<b>Housing Code Enforcement</b>			
33-196	Salaries and Wages	54,600.00	58,477.00	3,877.00
33-196	Other Expenses	3,000.00	3,000.00	-
36-471	<b>Public Employ. Retire. Sy</b>	151,000.00	172,650.00	21,650.00
36-472	<b>Social Security System</b>	130,000.00	130,000.00	-
36-475	<b>Police &amp; Fire Ret. Sys.</b>	387,396.00	398,747.00	11,351.00
36-477	<b>Defined Contribution Retirement Plan</b>	5,000.00	5,000.00	-
36-478	<b>Anticipated Deficit Water-Sewer</b>	-	32,828.00	32,828.00
	<b>TOTAL IN CAP</b>	<u>5,753,850.80</u>	<u>6,172,308.05</u>	<u>418,457.25</u>
	<b>Recycling Tax</b>			
43-496	Other Expenses	6,000.00	6,500.00	500.00
	<b>Length of Service - LOSAP</b>			
43-500	Other Expenses	36,000.00	30,000.00	(6,000.00)
	<b>Shared Service-County EMS Dispatch</b>			
43-508	Other Expenses	4,330.00	4,700.00	370.00
	<b>Shared Service Senior Citizens</b>			
43-509	Other Expenses	50,125.00	50,125.00	-
	<b>Shared Services -Sr Citizens Transp</b>			
43-510	Other Expenses	2,180.00	2,180.00	-
	<b>Shared Services- Health</b>			
43-511	Salaries and Wages	29,768.00	30,364.00	596.00
43-511	Other Expenses	31,149.00	31,768.00	619.00

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET**

	<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>Variance</u>
43-512 <b>Shared Services-EMS -</b> Other Expenses	40,000.00	40,000.00	-
43-515 <b>Shared Services Vehicle Maint</b> Other Expenses	15,000.00	15,000.00	-
43-516 <b>Shared Services Roosevelt</b> Other Expenses	35,000.00	38,000.00	3,000.00
43-517 <b>Shared Services EW Dispatch</b> Other Expenses	190,065.00	195,029.00	4,964.00
44-702 <b>Clean Communities Grant</b> Other Expenses	9,257.83	9,855.01	597.18
44-709 <b>Municipal Court Alcohol Ed and Rehab Fund</b> Other Expenses	6,751.66	1,363.19	(5,388.47)
44-701 <b>Recycling Tonnage Grant</b> Other Expenses	4,914.94	4,911.90	(3.04)
44-710 <b>Body Armor Grant-State</b> Other Expenses	-	1,297.98	1,297.98
44-711 <b>JIF Safety Program</b> Other Expenses	2,645.88	-	(2,645.88)
44-720 <b>Cultural Arts Grant</b> Other Expenses	2,000.00	-	(2,000.00)
44-724 <b>Street Tree Planting Grant</b> Other Expenses	-	14,000.00	14,000.00
44-821 <b>NJ Body Worn Camera Grant</b> Other Expenses	-	32,608.00	32,608.00
44-901 <b>Capital Improvement Fund</b>	100,000.00	30,000.00	(70,000.00)
45-920 <b>Bond Principal</b>	650,000.00	670,000.00	20,000.00
45-930 <b>Interest on Bonds</b>	211,500.00	185,325.00	(26,175.00)
45-935 <b>Interest on Notes</b>	-	11,200.00	11,200.00
45-945 <b>Dam Restoration Loan</b>	9,926.00	9,926.00	-
46-872 <b>Transfer to Board of Education</b>	39,879.00	40,093.00	214.00
<b>TOTAL OUT CAP</b>	1,476,492.31	1,454,246.08	(22,246.23)
50-899 <b>Reserve for Uncollected Taxes</b>	500,000.00	510,000.00	10,000.00
	-	-	-
<b>TOTAL BUDGET</b>	<u>7,730,343.11</u>	<u>8,136,554.13</u>	<u>406,211.02</u>



**HIGHTSTOWN BOROUGH  
WATER - SEWER UTILITY  
2021 BUDGET WORKSHEET  
ANTICIPATED REVENUES**

	<u>2020</u>	<u>2021</u>	<u>INCREASE (DECREASE)</u>
<b>Surplus Anticipated</b>	<u>189,000.00</u>	<u>250,000.00</u>	<u>61,000.00</u>
<b>Miscellaneous Revenues</b>			
Water Sewer Rents	2,500,000.00	2,498,000.00	(2,000.00)
Increased Rents	-	-	-
Miscellaneous	280,000.00	265,000.00	(15,000.00)
Deficit	-	32,828.00	32,828.00
			-
<b>Total Water / Sewer Utility Revenues</b>	<u><u>2,969,000.00</u></u>	<u><u>3,045,828.00</u></u>	<u><u>76,828.00</u></u>

**HIGHTSTOWN BOROUGH  
2021 BUDGET WORKSHEET**

		<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>Variance</u>
	<b>Operating</b>			
	<b>Water Sewer Salaries</b>			
500-0	Salaries and Wages	916,610.00	946,810.00	30,200.00
	<b>Water Other Expenses</b>			
501-1	Other Expenses	353,900.00	376,845.00	22,945.00
	<b>Sewer Other Expenses</b>			
501-2	Other Expenses	1,019,050.00	996,210.00	(22,840.00)
	<b>Capital Improvements</b>			
511-0	Capital Improvement Fund	-	32,000.00	32,000.00
	<b>Debt Service</b>			
522-1	Bond Principal	180,000.00	175,000.00	(5,000.00)
522-2	Bond Interest	57,425.00	50,564.00	(6,861.00)
522-9	Note Principal	-	-	-
522-3	Note Interest	-	19,629.00	19,629.00
522-4	NJEIT 2012 Principal	104,691.00	105,071.00	380.00
522-5	NJEIT 2012 Interest	8,310.00	7,902.00	(408.00)
522-6	Waste Water Loan Fund	-	-	-
522-7	Water Main Loan Principal	101,746.00	101,746.00	-
522-8	Water Main Loan -Interest	11,342.00	10,328.00	(1,014.00)
523-1	NJEIT 2017 Principal	10,193.00	10,193.00	-
523-2	NJEIT 2017 Interest	1,250.00	1,321.00	71.00
524-1	NJEIT 2018 Principal	37,494.00	37,494.00	-
524-2	NJEIT 2018 Interest	11,853.00	5,749.00	(6,104.00)
	<b>Statutory</b>			
540-1	PERS	81,136.00	92,966.00	11,830.00
541-1	Social Security System	72,000.00	74,000.00	2,000.00
542-0	Unemployment	2,000.00	2,000.00	-
		-	-	-
		<u>2,969,000.00</u>	<u>3,045,828.00</u>	<u>76,828.00</u>

# Ordinance 2021-10

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

**ORDINANCE AMENDING SECTION 3(a) OF BOND ORDINANCE #2017-09 OF  
THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW  
JERSEY, FINALLY ADOPTED AUGUST 21, 2017 IN ORDER TO REPLACE  
THE CONSTRUCTION OF A RETAINING WALL WITH THE REPLACEMENT  
OF CURBS AND SIDEWALKS.**

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

Section One. Section 3(a) of Bond Ordinance #2017-09 of the Borough of Hightstown, in the  
County of Mercer, New Jersey (the “Borough”), finally adopted August 21, 2017 is hereby amended to read as  
follows:

“The improvement hereby authorized and the purpose for the financing of which the bonds  
are to be issued is various capital improvements, including the replacement of curbs and sidewalks  
on Stockton Street (C.R. 571) between Oak Lane and the Borough limits to the west and  
improvements to First Avenue, including all work and materials necessary therefor and incidental  
thereto.”

Section Two. The capital budget of the Borough is hereby amended to conform with the  
provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by  
the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the  
Director of the Division of Local Government Services is on file with the Clerk and is available there for public  
inspection.

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

Introduction: August 16, 2021

Adoption:

**ATTEST:**

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MARGARET RIGGIO  
MUNICIPAL CLERK

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LAWRENCE D. QUATTRONE  
MAYOR

# Ordinance 2021-11

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**AN ORDINANCE AUTHORIZING THE PURCHASE OF CERTAIN  
REAL PROPERTY KNOWN AND DESIGNATED AS BLOCK 60, LOT 15  
ON THE OFFICIAL TAX MAP OF THE BOROUGH OF HIGHTSTOWN,  
LOCATED AT 240 MERCER STREET IN THE BOROUGH OF  
HIGHTSTOWN, COUNTY OF MERCER AND STATE OF NEW JERSEY.**

**WHEREAS**, pursuant to the New Jersey “Local Lands and Buildings Law,” N.J.S.A. 40A:12-1, *et seq.*, a municipality may acquire any real property for public use; and

**WHEREAS**, the Borough of Hightstown (the “Borough”) has determined that the purchase of certain real property located at 240 Mercer Street in the Borough, which is more commonly known and designated as Block 60, Lot 15 on the Official Tax Map (the “Property”) would be beneficial to the public, in that it will allow the Borough to expand the size of the site of the proposed new municipal building and associated facilities at the adjacent property (which is located at 230 Mercer Street - Block 60, Lots 16 and 17); and

**WHEREAS**, the Borough and Property’s owners, Jesus R. and Carmen M. Ortiz, have reached a meeting of the minds relating to the sale of the Property to the Borough, which understanding is set forth in more detail in a Contract for the Sale of Real Estate (the “Contract”); and

**WHEREAS**, the Contract contains all of the terms and conditions associated with the Borough’s acquisition of the Property, including the purchase price of One Hundred Ninety Thousand Dollars (\$190,000.00); and

**WHEREAS**, a copy of the Contract is on file in the office of the Borough Clerk; and

**WHEREAS**, the “Local Lands and Buildings Law,” specifically at N.J.S.A. 40A:12-5(a), requires a municipality to adopt an Ordinance in order to provide for the acquisition of any real property; and

**WHEREAS**, the Mayor and Borough Council wish to authorize the purchase of the Property through the adoption of the within Ordinance.

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

Section 1. That, in accordance with N.J.S.A. 40A:12-1, *et seq.*, the Borough of Hightstown hereby authorizes the acquisition of the property located at 240 Mercer Street in the Borough, more commonly known and designated as Block 60, Lot 15 on the Official Tax Map, so that the Property may be utilized in connection with the proposed new municipal building and associated facilities at the adjacent parcel which is located at 230 Mercer Street (Block 60, Lots 16 and 17).

Section 2. That the terms and conditions associated with the Borough’s purchase of the Property are set forth in the Contract, a copy of which is on file for public inspection at the office of the Borough Clerk.

Section 3. That the purchase price for the Property shall be One Hundred Ninety Thousand Dollars (\$190,000.00).

Section 4. That funding for the down payment and purchase of the Property shall be certified by the Borough’s Chief Financial Officer and shall be withdrawn from the following account number: Reserve for Municipal Building-FEMA/C-04-55-999-905-100.

Section 5. That the Mayor or Borough Administrator is hereby authorized to execute, and the Borough Clerk to attest, any documents deemed necessary to effectuate the purchase of the Property, so long as said documents are in a form satisfactory to the Borough Attorney.

Section 6. That all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Ordinance and the Contract.

Section 7. That this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 8. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 9. That, in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Introduction:

Adoption:

**ATTEST:**

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MARGARET RIGGIO  
MUNICIPAL CLERK

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LAWRENCE D. QUATTRONE  
MAYOR

# Ordinance 2021-12

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

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

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

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

	RANGING FROM:	TO:
Mayor	<del>\$4,800</del> 5,800.00	<del>\$4,800</del> 5,800.00
Councilmember	<del>\$3,600</del> 4,600.00	<del>\$3,600</del> 4,600.00
Borough Clerk	\$40,000.00	<del>\$82,000</del> 87,000.00
Deputy Borough Clerk	\$30,000.00	<del>\$65,000</del> 69,000.00
Part-Time Treasurer	\$15,000.00	<del>\$30,000</del> 32,000.00
Accounts Payable Clerk	\$30,000.00	<del>\$60,000</del> 64,000.00
Tax/Water/Sewer Collector	\$20,000.00	<del>\$67,000</del> 84,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	<del>\$25,000</del> 27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	<del>\$65,000</del> 69,000.00
Tax/Utility Clerk	\$7,000.00	<del>\$50,000</del> 54,000.00 <del>\$20,000</del> 22,000
Tax Assessor	\$7,500.00	.00
Registrar of Vital Statistics	\$2,500.00	<del>\$5,000</del> 6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	<del>\$4,600</del> 5,000.00
<hr/>		
Municipal Magistrate	\$30,000.00	<del>\$50,000</del> 54,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	<del>\$55,000</del> 59,000 .00
Planning Board Secretary	\$1,000.00	<del>\$25,000</del> 27,000.00
Technical Assistant	\$28,000.00	<del>\$40,000</del> 43,000.00
Construction Code Official	\$18,000.00	<del>\$35,000</del> 38,000.00
Fire Subcode Official	\$3,500.00	<del>\$8,000</del> 9,000.00

	<b>RANGING FROM:</b>	<b>TO:</b>
Building Subcode Official	\$3,500.00	<del>\$8,000</del> 9,000.00
Superintendent of Public Works	\$50,000.00	<del>\$106,000</del> 113,000.0
Assistant Superintendent of Public Works	\$50,000.00	<del>\$66,000</del> 71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	<del>\$25,000</del> 27,000.00
Senior Water Plant Operator	\$35,000.00	<del>\$80,000</del> 85,000.00
Supervising AWWTP Operator	\$44,000.00	<del>\$56,000</del> 60,000.00
Superintendent of AWWTP	\$50,000.00	<del>\$107,000</del> 114,000.0
Assistant Superintendent of AWWTP	\$45,000.00	<del>\$90,000</del> 96,000.00
Lab Manager – AWWTP	\$35,000.00	<del>\$80,000</del> 85,000.00
Secretary Board of Health	\$100.00	<del>\$1,500</del> 2,000.00
Computer Systems Administrator	\$3,000.00	<del>\$6,000</del> 7,000.00
Chief Financial Officer	\$2,000.00	<del>\$52,000</del> 56,000.00
Deputy Chief Financial Officer	\$10,000.00	<del>\$70,000</del> 75,000.00
Building Inspector	\$3,500.00	<del>\$5,500</del> 6,000.00
Zoning Official	\$6,000.00	<del>\$12,000</del> 13,000.00
Health Officer	\$8,000.00	<del>\$15,000</del> 16,000.00
OEM Coordinator	\$2,000.00	<del>\$5,000</del> 6,000.00
Borough Administrator	\$30,000.00	<del>\$90,000</del> 96,000.00
Police Chief	\$120,000.00	<del>\$157,000</del> 167,000.0

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

	<b>RANGING FROM:</b>	<b>TO:</b>
Administrative Assistant/Payroll Clerk	\$10.00	<del>\$30</del> 32.00
Public Health Nurse	\$25.00	<del>\$45</del> 48.00
<del>School Crossing Guard</del>	<del>\$15.00</del>	<del>\$25.00</del>
Special Officer I	\$8.00	<del>\$18</del> 20.00



	<b>RANGING FROM:</b>	<b>TO:</b>
Special Officer II	\$18.00	<del>\$30</del> 32.00
Clerical Assistant	\$10.50	<del>\$20</del> 22.00
Administrative Assistant	\$13.50	<del>\$30</del> 32.00
<hr/>		
Public Works Foreman	\$17.00	<del>\$40</del> 43.00
Public Works Heavy Equipment Operator	\$16.00	<del>\$40</del> 43.00
Public Works Automated Vehicle Operator	\$16.00	<del>\$35</del> 38.00
Public Works Driver/Laborer	\$15.00	<del>\$35</del> 38.00
Public Works Laborer	\$14.00	<del>\$35</del> 38.00
Public Works Municipal Building Maintenance	\$8.00	<del>\$35</del> 38.00
Public Works Mechanic	\$16.00	<del>\$35</del> 38.00
Seasonal/Temporary Labor	\$10.00	<del>\$20</del> 22.00
Assistant Water Plant Operator	\$15.00	<del>\$25</del> 27.00
Water Plant Operator	\$25.00	<del>\$35</del> 38.00
Water Plant Lead Operator	\$40.00	<del>\$50</del> 54.00
AWWTP Maintenance	\$16.00	<del>\$30</del> 32.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	<del>\$20</del> 22.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	<del>\$30</del> 32.00
Recreation Director (part-time)	\$20.00	<del>\$40</del> 43.00
Assistant Recreation Director (part-time)	\$8.00	<del>\$20</del> 22.00
Junior Recreation Counselor (part-time)	\$6.00	<del>\$15</del> 16.00
Housing Inspector	\$14.00	<del>\$35</del> 38.00
Fire Inspector	\$14.00	<del>\$35</del> 38.00
Building Inspector	\$14.00	<del>\$35</del> 38.00
Code Enforcement Officer	\$15.00	<del>\$35</del> 38.00
Fire Officer	\$14.00	<del>\$35</del> 38.00
Zoning Official	\$14.00	<del>\$35</del> 38.00
Electric Subcode Official	\$14.00	<del>\$50</del> 54.00
Plumbing Subcode Official	\$14.00	<del>\$50</del> 54.00

**Section 3.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on a daily basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
<u>School Crossing Guard</u>	<u>\$50</u>	<u>\$75</u>

**Section ~~34~~ 4.** This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, ~~2019~~2021, except for the salaries for Mayor and Council Members which will be retroactive to July 1, 2021.

**Section 5.** The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

Introduced:

Adopted:

**ATTEST:**

\_\_\_\_\_  
Margaret Riggio  
Municipal Clerk

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

# Resolution 2021-144

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

## AUTHORIZING PAYMENT OF BILLS

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,355,711.99 from the following accounts:

Current		\$1,096,698.48
W/S Operating		85,105.39
General Capital		93,565.89
Water/Sewer Capital		4,000.00
Grant		1,250.37
Trust		7,302.45
Unemployment Trust		0.00
Animal Control		28.20
Law Enforcement Trust		0.00
Tax Lien Trust		67,761.21
Public Defender Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$1,355,711.99</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 September 7, 2021.

---

Margaret Riggio  
Borough Clerk

Date: September 7, 2021

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 9/7/2021

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF NJ - DEPT OF TREASURY	8/13/2021	21-00934	1514	\$ 41,281.69
EAST WINDSOR REGIONAL SCHOOL	8/13/2021	21-00956	1515	\$ 908,817.00
COMCAST BUSINESS	8/27/2021	21-00983	32927	\$ 168.35
COMCAST	8/27/2021	21-01001	32928	\$ 195.30
HARDROCK HOTEL & CASINO	8/27/2021	21-00836	32929	\$ 1,760.00
HARDROCK HOTEL & CASINO	8/27/2021	21-00995	32929	\$ 320.00
JCP&L (STREET LIGHTING)	8/27/2021	21-00981	32930	\$ 2,063.57
PSE&G	8/27/2021	21-00986	32931	\$ 123.34
VERIZON WIRELESS	8/27/2021	21-00982	32932	\$ 342.17
VERIZON FIOS	8/27/2021	21-00984	32933	\$ 159.99
<b>TOTAL</b>				<b><u>\$955,231.41</u></b>
<u>WATER AND SEWER OPERATING</u>				
STATE OF NJ - DEPT OF TREASURY	8/13/2021	21-00934		\$ 19,485.84
WEBSTER BANK	9/1/2021	21-01003		\$ 11,864.10
<b>TOTAL</b>				<b><u>\$ 31,349.94</u></b>
<u>ESCROW</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>GRANT</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>TRUST- OTHER</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>ANIMAL CONTROL TRUST</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>LAW ENFORCEMENT TRUST</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>UNEMPLOYMENT TRUST</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>PUBLIC DEFENDER TRUST</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<u>TAX LIEN TRUST</u>				
CHRISTIANA T C/F	8/20/2021	21-00978	1035	\$ 67,761.21
<b>TOTAL</b>				<b><u>\$ 67,761.21</u></b>
<u>GENERAL CAPITAL</u>				
OMSUM ENGINEERING	8/24/2021	21-00980	6450	\$ 63,893.60
PARSONS BRINCKERHOFF-WSP USA	8/24/2021	17-00450-03	6451	\$ 3,272.44
<b>TOTAL</b>				<b><u>\$ 67,166.04</u></b>
<u>WATER AND SEWER CAPITAL</u>				
<b>TOTAL</b>				<b><u>\$ -</u></b>
<b>MANUAL TOTAL</b>				<b><u>\$1,121,508.60</u></b>

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

Vendor #	Name													
PO #	PO Date	Description		Contract	PO Type			First	Rcvd	Chk/Void			1099	
Item	Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice		Excl	
ACTI0010	ACTION UNIFORM CO, LLC													
21-00891	07/30/21	OFFICER RANK BADGE PATCH 36068												
1		OFFICER RANK BADGE PATCH 36068	300.00	1-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	07/30/21	09/01/21		36068		N	
		Vendor Total:	300.00											

A0107	ANSELL GRIMM & AARON, PC												
	21-01002	08/25/21		JULY 2021 INVOICES									
				1 GENERAL FILE 472008	1,176.38	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472008	N
				2 ORDINANCES 472009	27.00	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472009	N
				3 RESOLUTIONS 472010	94.50	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472010	N
				4 ENGINEERING MATTERS 472011	135.00	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472011	N
				5 LABOR MATTERS 472012	594.00	1-01-20-155-001-031	B	Labor,Personnel & Union Council	R	08/25/21	09/01/21	472012	N
				6 MEETINGS 472013	688.50	1-01-20-155-001-029	B	Attendance at Council Meetings	R	08/25/21	09/01/21	472013	N
				7 OPRA ISSUES 472014	13.50	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472014	N
				8 AFFORDABLE HOUSING MATTERS	297.00	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472015	N
				9 JOINT POLICE/MUNICIPAL COURT	243.00	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472016	N
				10 CANNABIS ISSUES 472017	219.35	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472017	N
				11 HIGHTS REALTY TEM U&O AGREEMNT	13.50	1-01-20-155-001-027	B	General Matters	R	08/25/21	09/01/21	472018	N
					3,501.73								
				Vendor Total:	3,501.73								

A1014	APPROVED FIRE PROTECTION, INC.												
	21-00996	08/24/21		AUG CAL OF ONE EXPLOSION METER									
				1 AUG CAL OF ONE EXPLOSION METER	63.00	1-09-55-501-002-518	B	Service Contracts - AWWTP	R	08/24/21	09/02/21	IN00059632	N
				Vendor Total:	63.00								

A0054	AQUA PRO-TECH LABORATORIES												
	21-00971	08/20/21		OUTSIDE LAB TESTING 1070390M									
				1 OUTSIDE LAB TESTING 1070390M	3,540.11	1-09-55-501-002-506	B	Lab. Equipment & Supplies	R	08/20/21	09/01/21	1070390M	N
				Vendor Total:	3,540.11								

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	Exc
ARBEE005 ARBEE ASSOCIATES											
		21-00678 06/11/21 HPD OFFICE SUPPLIES									
		1 HPD OFFICE SUPPLIES	370.00	1-01-25-240-001-036	B Office Supplies & Equipment	R	06/11/21	09/01/21		IN00059362	N
		Vendor Total:	370.00								
B0011 BEN MILLER											
		21-00948 08/13/21 REIMBURSEMENT FOR NNO									
		1 HERR FOOD INC	81.90	1-01-25-240-001-119	B Community Policing	R	08/13/21	09/01/21		8/2/21	N
		2 MANNINO'S 4	125.09	1-01-25-240-001-119	B Community Policing	R	08/13/21	09/01/21		8/2/21	N
		3 COSTCO	45.97	1-01-25-240-001-119	B Community Policing	R	08/13/21	09/01/21		8/2/21	N
		4 WALMART	9.33	1-01-25-240-001-119	B Community Policing	R	08/13/21	09/01/21		8/3/21	N
		5 DOLLAR TREE	8.00	1-01-25-240-001-119	B Community Policing	R	08/13/21	09/01/21		8/3/21	N
			270.29								
		Vendor Total:	270.29								
C0396 CAVANAUGH'S, INC.											
		21-00989 08/24/21 MONTHL PEST SERV/BEE TREATMENT									
		1 INV. 813957 - JULY PEST SERV	20.00	1-01-26-310-001-025	B Building Rental	R	08/24/21	09/01/21		813957	N
		2 INV. 813959 - JULY PEST SERV	20.00	1-01-26-310-001-025	B Building Rental	R	08/24/21	09/01/21		813959	N
		3 INV. 826413 - BEE TREATMENT	225.00	1-01-28-369-001-140	B Landscape Maintenance	R	08/24/21	09/01/21		826413	N
		4 INV. 821231 - AUG PEST SERV	20.00	1-01-26-310-001-025	B Building Rental	R	08/24/21	09/01/21		821231	N
		5 INV. 821232 - AUG PEST SERV	20.00	1-01-26-310-001-025	B Building Rental	R	08/24/21	09/01/21		821232	N
			305.00								
		Vendor Total:	305.00								
CGPH0005 CGP&H											
		21-00932 08/12/21 AFFORDABLE HOUSING ADMIN 41594									
		1 AFFORDABLE HOUSING ADMIN 41594	381.00	1-01-21-180-001-108	B COAH Planning	R	08/12/21	09/01/21		41594	N
		Vendor Total:	381.00								

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0742	CHARLES SOLANA & SONS	21-00702	06/21/21	FUME HOOD CALIBRATION	85.00	1-09-55-501-002-518	B Service Contracts - AWWTP	R	06/21/21	09/01/21		191135	N
		1		FUME HOOD CALIBRATION									
	Vendor Total:				85.00								
CHEST005	CHESTERFIELD ELECTRIC LLC	21-00871	07/27/21	REPAIR TO DPW TRAILER A/C UNIT	451.52	1-01-26-310-001-024	B Building Maintenance	R	07/27/21	09/01/21		2575	N
		1		REPAIR TO DPW TRAILER A/C UNIT									
		2		LESS NJ STATE SALES TAX	28.05	1-01-26-310-001-024	B Building Maintenance	R	07/27/21	09/01/21		2575	N
					423.47								
	Vendor Total:				423.47								
CHRIS020	CHRISTINA KOSYLA	21-00967	08/20/21	PARKWAY PLAYERS 2021	1,500.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	08/20/21	09/01/21		PWP 2021	N
		1		PARKWAY PLAYERS 2021									
	Vendor Total:				1,500.00								
CHRIS030	CHRISTINE MARTIN	21-00965	08/20/21	HTIP SUMMER 2021	700.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	08/20/21	09/01/21		2021	N
		1		HTIP SUMMER 2021									
	Vendor Total:				700.00								
C0058	CINTAS CORPORATION #061	21-00859	07/27/21	GLOVES	660.00	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	07/27/21	09/01/21		1902375563	N
		1		GLOVE BLK-OM PF 6 MIL 100CT									
21-00933	08/12/21 UNIFORM ADVANTAGE JULY 2021												
		1		INV 4088885334 7/2/21	52.64	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/12/21	09/01/21		4088885334	N
		2		INV 4089512913 7/9/21	52.64	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/12/21	09/01/21		4089512913	N
		3		INV 4090251440 7/16/21	52.64	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/12/21	09/01/21		4090251440	N
		4		INV 4090910695 7/23/21	52.64	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/12/21	09/01/21		4090910695	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	Invoice	Excl
C0058 CINTAS CORPORATION #061 Continued												
21-00933	08/12/21 UNIFORM ADVANTAGE JULY 2021	Continued										
5 INV	4091562068 7/30/21	55.27	1-09-55-501-002-507	B	Uniforms & Safety Equipment	R	08/12/21	09/01/21		4091562068	N	
		265.83										
	Vendor Total:	925.83										
CLARK005 CLARKE CATON HINTZ												
21-00899	08/10/21 PLANNING/ZONING MEETING #81102											
1	PLANNING/ZONING MEETING #81102	127.50	1-01-21-180-001-105	B	General Planning-Consulting	R	08/10/21	09/01/21		81102	N	
2	PREP/REVISE MASTER PLAN	510.00	1-01-21-180-001-105	B	General Planning-Consulting	R	07/15/21	09/01/21		81101	N	
		637.50										
	Vendor Total:	637.50										
COMCA005 COMCAST BUSINESS												
21-01035	09/01/21 8499 05 243 0051047 OAK LN											
1	8499 05 243 0051047 OAK LN	109.57	1-09-55-501-002-545	B	Internet Services	R	09/01/21	09/01/21		499052430051047	N	
	Vendor Total:	109.57										
CONCE005 CONCENTRA MEDICAL CENTERS												
21-00822	07/15/21 INV 513540154 N MITCHELL 6/23											
1 INV	513540154 N MITCHELL 6/23	87.50	1-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	07/15/21	09/01/21		513540154	N	
	Vendor Total:	87.50										
COREM005 CORE & MAIN LP												
21-01009	08/31/21 ANNUAL LOGIC & SENSUS FEE											
1	ANNUAL LOGIC & SENSUS FEE	9,615.00	1-09-55-501-001-503	B	Water Plant Maintenance	R	08/31/21	09/02/21		P426800	N	
2	ANNUAL LOGIC & SENSUS FEE	9,615.00	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/31/21	09/02/21		P426800	N	
		19,230.00										
	Vendor Total:	19,230.00										



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
C1092	CORRPRO COMPANIES, INC.											
21-00351	03/25/21	YEARLY CATHODIC PROTECTION										
1	YEARLY CATHODIC PROTECTION	2,520.00	1-09-55-501-001-518	B Maint. Contracts - Plant	R	03/25/21	09/01/21		656768		N	
	Vendor Total:	2,520.00										
C0088	CUSTOM ENVIRONMENTAL TECH, INC											
21-00062	02/01/21	ZETA LYTE 1A RES 2020-232		B								
4	INV 7301 ZETA LYTE 1A 8/5/21	1,730.85	1-09-55-501-002-554	B ZETA LYTE 1A POLYMER	R	02/01/21	09/01/21		7301		N	
	Vendor Total:	1,730.85										
DASTI005	DASTI, MURPHY & MCGUCKIN, P.C.											
21-00985	08/23/21	INV 110592 MUNI COURT APPEAL										
1	INV 110592 MUNI COURT APPEAL	630.00	1-01-20-155-001-027	B General Matters	R	08/23/21	09/01/21		110952		N	
	Vendor Total:	630.00										
D0050	DEPT OF CHILDREN & FAMILIES											
21-01021	08/31/21	2nd QUARTER MARRIAGE REPORT										
1	2nd QUARTER MARRIAGE REPORT	75.00	1-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	08/31/21	09/02/21		2ND QTR 2021		N	
2	2ND QUARTER DOMESTIC PARTNER	25.00	1-01-55-003-000-003	B DUE TO STATE-DOMESTIC PARTNERS	R	08/31/21	09/02/21		2ND QTR 2021		N	
		100.00										
	Vendor Total:	100.00										
E0576	EAST WINDSOR REGIONAL SCHOOL											
21-00945	08/13/21	YEAR END RECONCILIATION 20-21										
1	YEAR END RECONCILIATION 20-21	33.39	1-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	08/13/21	09/01/21		YEAR END 20-21		N	
2	YEAR END RECONCILIATION 20-21	166.94	1-01-31-460-001-145	B Motor Fuel - Police	R	08/13/21	09/01/21		YEAR END 20-21		N	
3	YEAR END RECONCILIATION 20-21	33.38	1-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	08/13/21	09/01/21		YEAR END 20-21		N	
4	YEAR END RECONCILIATION 20-21	166.93	1-01-31-460-001-147	B Motor Fuel - Public Works	R	08/13/21	09/01/21		YEAR END 20-21		N	
5	YEAR END RECONCILIATION 20-21	133.55	1-01-31-460-001-147	B Motor Fuel - Public Works	R	08/13/21	09/01/21		YEAR END 20-21		N	
6	YEAR END RECONCILIATION 20-21	33.39	1-01-31-460-001-147	B Motor Fuel - Public Works	R	08/13/21	09/01/21		YEAR END 20-21		N	
7	YEAR END RECONCILIATION 20-21	33.39	1-09-55-501-001-512	B Motor Fuel	R	08/13/21	09/01/21		YEAR END 20-21		N	
8	YEAR END RECONCILIATION 20-21	33.39	1-09-55-501-002-512	B Motor Fuel	R	08/13/21	09/01/21		YEAR END 20-21		N	
9	YEAR END RECONCILIATION 20-21	33.38	1-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	08/13/21	09/01/21		YEAR END 20-21		N	

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl		
E0576	EAST WINDSOR REGIONAL SCHOOL Continued											
21-00945	08/13/21	YEAR END RECONCILIATION 20-21	Continued									
10	YEAR END RECONCILIATION 20-21	2,918.06	1-01-31-460-001-144	B Upgrades to Fueling Facility	R	08/13/21	09/01/21		YEAR END 20-21	N		
		3,585.80										
21-00957	08/13/21	JUNE 2021 FUEL USE										
1	JUNE 2021 FUEL USE - FIRE	435.20	1-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	08/13/21	09/01/21		JUNE 2021	N		
2	JUNE 2021 FUEL USE - POLICE	1,615.56	1-01-31-460-001-145	B Motor Fuel - Police	R	08/13/21	09/01/21		JUNE 2021	N		
3	JUNE 2021 FUEL USE - 1ST AID	301.49	1-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	08/13/21	09/01/21		JUNE 2021	N		
4	JUNE 2021 FUEL USE - GARBAGE	1,308.13	1-01-31-460-001-147	B Motor Fuel - Public Works	R	08/13/21	09/01/21		JUNE 2021	N		
5	JUNE 2021 FUEL USE - PARKS	103.40	1-01-31-460-001-147	B Motor Fuel - Public Works	R	08/13/21	09/01/21		JUNE 2021	N		
6	JUNE 2021 FUEL USE - WATER	215.24	1-09-55-501-001-512	B Motor Fuel	R	08/13/21	09/01/21		JUNE 2021	N		
7	JUNE 2021 FUEL USE - STREETS	968.80	1-01-31-460-001-147	B Motor Fuel - Public Works	R	08/13/21	09/01/21		JUNE 2021	N		
8	JUNE 2021 FUEL USE - SEWER	121.10	1-09-55-501-002-512	B Motor Fuel	R	08/13/21	09/01/21		JUNE 2021	N		
9	JUNE 2021 FUEL USE FACILITYFEE	120.00	1-01-31-460-001-144	B Upgrades to Fueling Facility	R	08/13/21	09/01/21		JUNE 2021	N		
		5,188.92										
Vendor Total:		8,774.72										
E0054	ERIC M. BERNSTEIN & ASSOC.,LLC											
21-00961	08/18/21	LABOR GENERAL INV 71831 8/2/21										
1	LABOR GENERAL INV 71831 8/2/21	1,471.50	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	08/18/21	09/01/21		71831	N		
Vendor Total:		1,471.50										
ESRII005	ESRI, INC.											
21-00992	08/24/21	ARCGIS LICENSE RENEWAL										
1	ARCGIS LICENSE RENEWAL	500.00	1-09-55-501-001-518	B Maint. Contracts - Plant	R	08/24/21	09/01/21		26034191	N		
Vendor Total:		500.00										
Q0176	EUROFINS QC, LLC											
21-00886	07/30/21	WATER ANALYSIS										
1	INV 6300014057	WATER ANALYSIS	52.00	1-09-55-501-001-532	B Outside Testing/Labs	R	07/30/21	09/01/21	6300014057	N		
2	INV 6300014167	WATER ANALYSIS	204.00	1-09-55-501-001-532	B Outside Testing/Labs	R	07/30/21	09/01/21	6300014167	N		

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Item	Description	Amount	Charge	Account	Acct	Type Description	Enc	Date	Date	Date	Invoice	Excl
Q0176 EUROFINS QC, LLC Continued												
21-00886	07/30/21 WATER ANALYSIS	Continued										
3	INV 6300014263 WATER ANALYSIS	645.00	1-09-55-501-001-532	B	Outside Testing/Labs	R	07/30/21	09/01/21		6300014243	N	
		901.00										
	Vendor Total:	901.00										
EXTRA005 EXTRA DUTY SOLUTIONS												
21-00998	08/24/21 STOCKTON ST(EARLE) 6/14/21											
1	STOCKTON ST(EARLE) 6/14/21	657.60	C-04-55-876-001-447	B	IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	08/24/21	09/01/21		140166	N	
	Vendor Total:	657.60										
F0135 FBI NATIONAL ACADEMY ASSOC.												
21-00954	08/13/21 CONFERENCE GENDRON - MILLER											
1	GENDRON SESSION #249 OCT 3-5	300.00	1-01-25-240-001-042	B	Education & Training	R	08/13/21	09/01/21		21-019	N	
2	MILLER CONFERENCE OCT 3-5	300.00	1-01-25-240-001-042	B	Education & Training	R	08/13/21	09/01/21		21-019	N	
		600.00										
	Vendor Total:	600.00										
FERGU005 FERGUSON ENTERPRISES, LLC												
21-00943	08/13/21 WATER REPAIR PARTS											
1	INV. 0552674 - UNION/COUPLING/	428.91	1-09-55-501-001-535	B	Hydrants and Line Repair	R	08/13/21	09/01/21		0552674	N	
	Vendor Total:	428.91										
FIREA005 FIRE APPARATUS REPAIR, INC.												
21-00868	07/27/21 EMERGENCY LIGHT REPAIR ENG 41											
1	EMERGENCY LIGHT REPAIR ENG 41	320.00	1-01-25-252-002-121	B	Preventive Maintenance	R	07/27/21	09/01/21		16382	N	
	Vendor Total:	320.00										
G0181 FRANKLIN-GRIFFITH, LLC												
21-00903	08/11/21 LIGHTBULBS FOR PD											
1	INV S118525691 - REPLACEMENT	471.00	1-01-26-310-001-024	B	Building Maintenance	R	08/11/21	09/01/21		S118525691	N	
	Vendor Total:	471.00										





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		Item	Description	Amount	Charge Account	Acct Type Description		Enc Date	Date	Date	Invoice	Excl
J0010	JAMMER DOORS											
		21-00803	07/13/21 PROPOSAL #29872									
		1	LABOR UP TO 2 HOURS	398.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	07/13/21	09/01/21		29872	N
			Vendor Total:	398.00								
J0257	JCP&L											
		21-01036	09/01/21 MASTER ACCT 200 000 055 364									
		1	100 008 438 010 125 S MAIN ST	15.29	1-01-31-430-001-071	B Electric-Borough Hall	R	09/01/21	09/02/21		95009256222	N
		2	100 008 438 283 MAIN&STOCKTON	27.14	1-01-31-430-001-071	B Electric-Borough Hall	R	09/01/21	09/02/21		95009256222	N
		3	100 008 482 018 RT 33&MAXWELL	25.27	1-01-31-430-001-071	B Electric-Borough Hall	R	09/01/21	09/02/21		95009256222	N
		4	100 010 898 904 FRANKLIN ST &	28.04	1-01-31-430-001-071	B Electric-Borough Hall	R	09/01/21	09/02/21		95009256222	N
		5	100 012 487 714 148 N MAIN ST	1,974.60	1-01-31-430-001-071	B Electric-Borough Hall	R	09/01/21	09/02/21		95009256222	N
		6	100 012 487 714 148 N MAIN ST	1,061.29	1-01-31-430-001-071	B Electric-Borough Hall	R	09/01/21	09/02/21		95009256222	N
		7	100 012 487 862 FIREHOUSE	1,043.84	1-01-31-430-001-072	B Electric-Fire House	R	09/01/21	09/02/21		95009256222	N
		8	100 012 529 457 BOROHALL EQUIP	146.93	1-09-55-501-002-504	B Electricity	R	09/01/21	09/02/21		95009256222	N
		9	100 012 529 457 BOROHALL EQUIP	67.07	1-09-55-501-002-504	B Electricity	R	09/01/21	09/02/21		95009256222	N
				2,132.75								
			Vendor Total:	2,132.75								
JERRY010	JERRY MECCA											
		21-00915	08/11/21 NAT'L NIGHT OUT PIZZA REIMBURS									
		1	NAT'L NIGHT OUT PIZZA REIMBURS	220.00	1-01-25-240-001-119	B Community Policing	R	08/11/21	09/01/21		151	N
			Vendor Total:	220.00								
J0069	JERSEY ELEVATOR LLC											
		21-00944	08/13/21 AUG 2021 CONTRACTUAL SERVICE									
		1	INV. 258130	184.33	1-01-26-310-001-029	B Maintenance Contracts	R	08/13/21	09/01/21		258130	N
			Vendor Total:	184.33								
JONAT005	JONATHAN MARTIN											
		21-00964	08/20/21 HTIP SUMMER 2021									
		1	HTIP SUMMER 2021	1,500.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	08/20/21	09/01/21		2021	N
			Vendor Total:	1,500.00								

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		Item		Description	Amount	Charge Account	Acct Type	Enc Date	Date	Date	Invoice	Excl
JPMON005	JPMONZO MUNICIPAL CONSULTING											
	21-00743	06/29/21		Registration for Admin								
		1		Registration for Dimitri	50.00	1-01-20-100-001-042	B Education & Training	R	06/29/21	09/01/21	21-0708	N
				Vendor Total:	50.00							
JSHIN005	JSH INTERNATIONAL, LLC											
	21-00973	08/20/21		30 DAY SUPPLY OF BAE								
		1		30 DAY SUPPLY OF BAE	675.00	1-09-55-501-002-524	B BAE Digester	R	08/20/21	09/01/21	1502	N
				Vendor Total:	675.00							
KYLEB005	KYLE BUSSONE-PETERSON											
	21-00966	08/20/21		HTIP PARKWAY PLAYERS SUMMER'21								
		1		HTIP PARKWAY PLAYERS SUMMER'21	1,200.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	08/20/21	09/01/21	PWP 2021	N
				Vendor Total:	1,200.00							
L0210	LARRY GUNNELL											
	21-00947	08/13/21		REIMBURSEMENT FOR DAWES REC								
		1		REIMBURSEMENT FOR MANNINO'S 4	93.44	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/01/21	8	N
		2		REIMBURSEMENT PICTURE SHOW ENT	1.15	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/01/21	82199	N
		3		REIMBURSEMENT FOR HALO FARM	11.88	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/01/21	0519583	N
		4		REIMBURSEMENT FOR DOLLAR TREE	5.00	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/01/21	8/11/21	N
		5		REIMBURSEMENT FOR BJ'S	199.02	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/01/21	8/11/21	N
					310.49							
				Vendor Total:	310.49							
L0037	LINCOLN FINANCIAL GROUP											
	21-00979	08/23/21		SEPT 2021 LIFE INSURANCE								
		1		SEPT 2021 LIFE INSURANCE	290.56	1-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	08/23/21	09/01/21	SEPT 2021	N
		2		SEPT 2021 LIFE INSURANCE	5.91	1-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	08/23/21	09/01/21	SEPT 2021	N
		3		SEPT 2021 LIFE INSURANCE WTP	18.16	1-09-55-501-001-514	B INSURANCE	R	08/23/21	09/01/21	SEPT 2021	N

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		Item		Description	Amount	Charge Account		Enc Date	Date	Date	Invoice	Excl
L0037	LINCOLN FINANCIAL GROUP			Continued								
21-00979	08/23/21 SEPT 2021 LIFE INSURANCE			Continued								
	4 SEPT 2021 LIFE INSURANCE AWWTP				63.56	1-09-55-501-002-514	B Insurance	R	08/23/21	09/01/21	SEPT 2021	N
					378.19							
	Vendor Total:				378.19							
M0180	MCMASTER-CARR											
21-00969	08/20/21 V BELTS #61875K15											
	1 V BELTS #61875K15				33.09	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/20/21	09/01/21	63699931	N
	2 SHIPPING				6.89	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/21	09/01/21	63699931	N
					39.98							
21-00972	08/20/21 PIPE PLUGS AND CLAMPS											
	1 1/2" PIPE PLUGS				5.20	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/20/21	09/01/21	63707297	N
	2 1" PIPE CLAMPS				40.86	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/20/21	09/01/21	63707297	N
	3 SHIPPING INV 63707297				7.80	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/23/21	09/02/21	63707297	N
	4 SHIPPING INV 63841997				7.66	1-09-55-501-002-503	B Sewer Plant Maintenance	R	09/02/21	09/02/21	63841997	N
	5 CREDIT 63965606 PIPE CLAMPS				40.86	1-09-55-501-002-503	B Sewer Plant Maintenance	R	09/02/21	09/02/21	63965606	N
	6 ROUTING CLAMP INV 63841997				32.29	1-09-55-501-002-503	B Sewer Plant Maintenance	R	09/02/21	09/02/21	63841997	N
					52.95							
21-00987	08/24/21 PIPE CLAMPS & PLUGS											
	1 PIPE CLAMPS				33.40	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/24/21	09/01/21	63939734	N
	2 1/2" PLUG				9.60	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/24/21	09/01/21	63939734	N
	3 SHIPPING				7.24	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/26/21	09/01/21	63939734	N
					50.24							
	Vendor Total:				143.17							
M0256	MERCER CO IMPROVEMENT AUTH											
21-00938	08/13/21 JULY 2021 BILLING											
	1 JULY 2021 TIPPING				20,399.97	1-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	08/13/21	09/01/21	JULY 2021	N
	2 JULY 2021 RECYCLING TAX				532.17	1-01-43-496-001-174	B Recycling Tax	R	08/13/21	09/01/21	JULY 2021	N
					20,932.14							
	Vendor Total:				20,932.14							



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Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
00050 ONE CALL CONCEPT INC												
21-00909	08/11/21 JULY 2021 MARK OUT REQUESTS											
1	JULY 2021 MARK OUT REQUESTS	45.40	1-09-55-501-001-535	B Hydrants and Line Repair	R	08/11/21	09/02/21				1075084	N
Vendor Total:		45.40										
P0005 PARIS AUTOMOTIVE SUPPLY												
21-00940	08/13/21 JUL 2021 INVOICES											
1	JUL 2021 INVOICES	595.34	1-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	08/13/21	09/02/21				JULY 2021	N
Vendor Total:		595.34										
PEOPL005 PEOPLES PLUMBING LLC												
21-00705	06/21/21 BACKFLOW PREVENTER TESTING											
1	BACKFLOW PREVENTER TESTING	450.00	1-09-55-501-002-528	B Outside Consulting Services (B	R	06/21/21	09/01/21				I6198	N
Vendor Total:		450.00										
P0073 PRIME SOLUTION INC.												
21-00968	08/20/21 SOLENOID & PRESSURE TRANSMITTR											
1	1" RFP SOLENOID VALVE 110V	122.48	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/20/21	09/02/21				SH7400	N
2	PROSENSE SPTD25 PRESSURE	212.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	08/20/21	09/02/21				SH7400	N
		334.48										
Vendor Total:		334.48										
P0016 PRINCETON ONE THIRTY SUPPLY												
21-00952	08/13/21 PAPER SUPPLIES											
1	CASES OF PAPER TOWELS	222.30	1-09-55-501-002-523	B Paper Products/Janitorial	R	08/13/21	09/02/21				051951	N
2	CASES OF TOILET PAPER	79.98	1-09-55-501-002-523	B Paper Products/Janitorial	R	08/13/21	09/02/21				051951	N
		302.28										
Vendor Total:		302.28										
P0044 PSE&G												
21-01005	08/30/21 MASTER ACCT 13 014 184 04											
1	7341583509 140 N MAIN ST	69.97	1-01-31-446-001-143	B Gas/Heat - Fire House	R	08/30/21	09/02/21				503100091545	N
2	7341583606 148 N MAIN ST #R	51.30	1-01-31-446-001-070	B Gas Heat - Borough Hall	R	08/30/21	09/02/21				503100091545	N

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Item Description			Amount	Charge Account	Acct Type Description	Stat/chk	Enc Date	Date	Date	Invoice	Exc	
R0525	REGISTRARS ASSOC OF NJ											
21-01016	08/31/21	NJRA FALL 2021 CONFERENCE										
1	NJRA FALL 2021 CONFERENCE		86.00	1-01-27-330-001-041	B Conferences & Meetings	R	08/31/21	09/02/21		7632		N
Vendor Total:			86.00									
R0077	ROBERTS ENGINEERING GRP LLC											
21-00960	08/18/21	BILLING THROUGH 8/17/21										
1	COUNCIL MEETINGS 5062		132.00	1-01-20-165-001-104	B Attendance at Meetings (B)	R	08/18/21	09/02/21		5062		N
2	MISC REQUESTS 5063		843.00	1-01-20-165-001-028	B General Engineering	R	08/18/21	09/02/21		5063		N
3	SAFE ROUTES TO SCHOOL GRANTS		2,448.75	1-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	08/18/21	09/02/21		5064		N
4	MISC ROADS 5065		198.00	1-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	08/18/21	09/02/21		5065		N
5	GENERAL SEWERS 5066		1,386.75	1-09-55-501-002-508	B Engineer	R	08/18/21	09/02/21		5066		N
6	GENERAL WATER 5067		195.00	1-09-55-501-001-508	B Engineer	R	08/18/21	09/02/21		5067		N
7	AWWTP GENERATOR REPLACEMENT		737.00	1-09-55-501-002-508	B Engineer	R	08/18/21	09/02/21		5068		N
8	STOCKTON & JOSEPH ST SIDEWALKS		843.00	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	08/18/21	09/02/21		5069		N
9	IMP TO LINCOLN, HAGEMOUNT &		157.50	C-04-55-885-000-447	B LINCOLN, HAGEMOUNT, ROCKY BROOK SEC 20	R	08/18/21	09/02/21		5070		N
10	SPRINGCREST ROAD 5072		14,753.00	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	08/18/21	09/02/21		5072		N
11	IMP TO RR AVE & DEY ST 5073		7,321.25	C-04-55-894-002-447	B RAILROAD AVE & DEY STREET SOFT COSTS	R	08/18/21	09/02/21		5073		N
12	IMP TO HAUSSER, BENNETT &		2,667.50	C-04-55-894-001-447	B HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	08/18/21	09/02/21		5074		N
			31,682.75									
Vendor Total:			31,682.75									
R1140	RUBBER SUPPLY CO.											
21-00991	08/24/21	CLEAR PVC TUBING - 100 FT.										
1	INV 11007619-01		124.15	1-09-55-501-001-503	B Water Plant Maintenance	R	08/24/21	09/02/21		11007619-01		N
Vendor Total:			124.15									
R0114	RUTGERS, THE STATE UNIVERSITY											
21-00921	08/11/21	M.RIGGIO - PURCHASING CLASS										
1	M.RIGGIO - PURCHASING CLASS		944.00	1-01-20-120-001-042	B Education & Training	R	08/11/21	09/02/21		M.RIGGIO		N
Vendor Total:			944.00									

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		Item		Description	Amount	Charge Account	Acct Type	Enc Date	Date	Date	Invoice	Excl
SANFO005 SANFORD WERFEL STUDIOS												
	19-01954	12/20/19	PLAQUE - BRONZE INV 6588-U									
	1		PLAQUE - BRONZE INV 6588-U	1,320.00	1-01-55-001-000-025	B ACCOUNTS PAYABLE	R	12/20/19	09/02/21		6588-U	N
			Vendor Total:	1,320.00								
S0061 SEA BOX												
	21-00906	08/11/21	CONTAINER RENTAL									
	1		INV SI128932 CONTAINER RENTAL	75.00	1-01-26-310-001-024	B Building Maintenance	R	08/11/21	09/02/21		SI128932	N
			Vendor Total:	75.00								
SHERW010 SHERWIN WILLIAMS PAINT												
	21-00861	07/27/21	MINERAL SPIRITS FOR RFP									
	1		5 GALLON MINERAL SPIRITS FOR	331.35	1-09-55-501-002-535	B Chemicals Miscellaneous	R	07/27/21	09/02/21		9660-3	N
	2		30% DISC	99.41	1-09-55-501-002-535	B Chemicals Miscellaneous	R	08/10/21	09/02/21		9660-3	N
				231.94								
			Vendor Total:	231.94								
S0029 STATE TOXICOLOGY LABORATORY												
	21-00946	08/13/21	HPD DRUG SCREEN RANDOM									
	1		HPD DRUG SCREEN RANDOM	45.00	1-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	08/13/21	09/02/21		6/30/21	N
			Vendor Total:	45.00								
R0537 STITCHES N INK												
	21-00942	08/13/21	SLIDING BOARD LETTERING									
	1		SLIDING BOARD LETTERING	18.00	1-01-28-369-001-141	B Parks & Playgrd Maintenance	R	08/13/21	09/02/21		16556	N
	21-00955	08/13/21	T-SHIRTS AND LUNCH BAGS									
	1		INV 16302 T-SHIRTS DAWES REC	880.15	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/02/21		16302	N
	2		INV 16316 LUNCH BAGS DAWES REC	71.82	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/02/21		16316	N
				951.97								

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
R0537	STITCHES N INK	Continued										
21-00975	08/20/21	HTIP & PWP SUMMER 2021 TSHIRTS										
1	HTIP & PWP SUMMER 2021 TSHIRTS	444.20	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	08/20/21	09/02/21		16381		N
Vendor Total:		1,414.17										
T0022	TAYLOR FENCE COMPANY											
21-00930	08/11/21	REPLACE PHOTO EYE SENSORS										
1	REPLACE PHOTO EYE SENSORS	343.00	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/11/21	09/02/21		21-010778		N
Vendor Total:		343.00										
T0047	THE RODGERS GROUP, LLC											
21-00997	08/24/21	12 MO ONLINE SVC TRAINING PROG										
1	12 MO ONLINE SVC TRAINING PROG	1,536.00	1-01-25-240-001-042	B	Education & Training	R	08/24/21	09/02/21		7019		N
Vendor Total:		1,536.00										
T0060	TOWNSHIP OF ROBBINSVILLE											
21-00958	08/16/21	3RD QTR 2021 EMS SHARED SVCS										
1	3RD QTR 2021 EMS SHARED SVCS	10,000.00	1-01-43-514-001-169	B	Emerg. Medical Serv.-Robbinsville	R	08/16/21	09/02/21		3RD QTR EMS2021		N
21-01006	08/30/21	SHARED SVCS QTR 2 2021 COURT										
1	QTR 2 2021 COURT STAFF	39,986.92	1-01-20-176-000-199	B	Miscellaneous	R	08/30/21	09/02/21		QTR 2 2021		N
2	QTR 2 2021 USE OF FACILITIES	18,000.00	1-01-26-310-001-025	B	Building Rental	R	08/30/21	09/02/21		QTR 2 2021		N
3	QTR 2 2021 ADMIN FEE COURT	3,000.00	1-01-20-176-000-199	B	Miscellaneous	R	08/30/21	09/02/21		QTR 2 2021		N
4	QTR 2 2021 POSTAGE COURT	432.99	1-01-20-176-000-022	B	Postage and Express Charges	R	08/30/21	09/02/21		QTR 2 2021		N
5	QTR 2 2021 LANG LINE COURT	356.85	1-01-20-176-000-111	B	Interpreter/Outside Help	R	08/30/21	09/02/21		QTR 2 2021		N
6	QTR 2 2021 EQUIP&SUPPLIESCOURT	690.61	1-01-20-176-000-036	B	Office Supplies	R	08/30/21	09/02/21		QTR 2 2021		N
		62,467.37										
Vendor Total:		72,467.37										
T0061	TOWNSHIP OF ROBBINSVILLE DPW											
21-00949	08/13/21	HPD VEHICLE MAINTENANCE										
1	HPD VEHICLE MAINTENANCE	239.58	1-01-43-515-001-170	B	Mechanic Services	R	08/13/21	09/02/21		4458		N
2	HPD VEHICLE MAINTENANCE	1,519.34	1-01-43-515-001-170	B	Mechanic Services	R	08/13/21	09/02/21		4460		N
3	HPD VEHICLE MAINTENANCE	93.92	1-01-43-515-001-170	B	Mechanic Services	R	08/13/21	09/02/21		4463		N

Vendor #	Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
T0061	TOWNSHIP OF ROBBINSVILLE DPW		Continued								
21-00949	08/13/21	HPD VEHICLE MAINTENANCE	Continued								
4 HPD VEHICLE MAINTENANCE		123.36	1-01-43-515-001-170	B Mechanic Services	R	08/13/21	09/02/21		4468	N	
5 HPD VEHICLE MAINTENANCE		189.61	1-01-43-515-001-170	B Mechanic Services	R	08/13/21	09/02/21		4469	N	
		2,165.81									
Vendor Total:		2,165.81									
T0147	TRACTOR SUPPLY COMPANY										
21-00937	08/13/21	16 TINE RAKES									
1 INV 288144 - 16 TINE RAKES		31.98	1-01-28-369-001-140	B Landscape Maintenance	R	08/13/21	09/02/21		288144	N	
Vendor Total:		31.98									
T0110	TURF EQUIPMENT & SUPPLY CO LLC										
21-00939	08/13/21	PARTS FOR LAWN MOWER REPAIR									
1 PARTS FOR LAWN MOWER REPAIR		148.46	1-01-28-369-001-139	B Mower Repairs	R	08/13/21	09/02/21		1161904	N	
2 BELT FOR LAWN MOWER		98.16	1-01-28-369-001-139	B Mower Repairs	R	08/13/21	09/02/21		1161930	N	
		246.62									
Vendor Total:		246.62									
R0112	UNITED SITE SERVICES										
21-00951	08/13/21	DAWES PARK 7/30/21-8/13/21									
1 DAWES PARK 7/30/21-8/13/21		395.79	T-12-56-286-000-823	B RES-DAWES PARK/DONATIONS	R	08/13/21	09/02/21		0006259289	N	
Vendor Total:		395.79									
V0275	V.E. RALPH & SON, INC.										
21-00916	08/11/21	MEDICAL SUPPLIES 8/9/21									
1 STERILE BURN SHEET		82.50	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
2 DYNAREX HOT PACK REGULAR		30.95	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
3 MULTI-TRAUMA DRESSING		29.85	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
4 PARAMED SCISSOR - BLUE		30.45	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
5 DISPOSABLE MASK MED ADULT		24.50	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
6 ADULT NASAL CANNULA		6.20	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
7 AMBU PEEP VALVE		62.00	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	
8 RUSCH MANUAL RESUS ADULT		167.50	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212	N	

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl		
V0275	V.E. RALPH & SON, INC.	Continued										
21-00916	08/11/21	MEDICAL SUPPLIES	8/9/21	Continued								
9	ADULT NON-REBREATH MASK	17.50	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212		N	
10	PARAMED SHEARS ORANGE	9.90	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212		N	
11	DYNAREX COLD PACK, REGULAR	18.95	1-01-25-260-001-136	B Medical Supplies	R	08/11/21	09/02/21		424212		N	
		480.30										
	Vendor Total:	480.30										
V0007	VALLEY PHYSICIAN SERVICES, PC											
21-00877	07/27/21	2ND QUARTER DOT TESTING										
1	2ND QUARTER DOT TESTING	119.00	1-01-26-290-001-093	B Employee Physicals/Drug Tests	R	07/27/21	09/02/21		544159C5622		N	
	Vendor Total:	119.00										
V0019	VERIZON											
21-01004	08/30/21	ACCTS 1-53 & 1-69	8/15/21									
1	750-717-188-0001-53	PD MODEM	438.24	1-01-31-440-001-089	B Telephone-VERIZON	R	08/30/21	09/02/21	750717188000153		N	
2	250-717-367-0001-69	PUMP STN	174.26	1-09-55-501-003-545	B Telephone-w/S-VERIZON	R	08/30/21	09/02/21	250717367000169		N	
		612.50										
	Vendor Total:	612.50										
V0290	VITAL COMMUNICATIONS INC.											
21-00950	08/13/21	SAAS TAX ASSESSOR AUG 2021										
1	SAAS TAX ASSESSOR AUG 2021	210.00	1-01-20-150-001-029	B Maintenance Contracts	R	08/13/21	09/02/21		VITMN0000496		N	
21-00963	08/18/21	SAAS TAX ASSESSOR SEPT 2021										
1	SAAS TAX ASSESSOR SEPT 2021	210.00	1-01-20-150-001-029	B Maintenance Contracts	R	08/18/21	09/02/21		VITMN0000597		N	
	Vendor Total:	420.00										
W0002	W.B. MASON CO., INC.											
21-00789	07/12/21	HPD OFFICE SUPPLIES										
1	HPD OFFICE SUPPLIES	60.70	1-01-25-240-001-036	B Office Supplies & Equipment	R	07/12/21	09/01/21		221885181		N	



[illegible]



Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	1-01	141,467.07	0.00	141,467.07	0.00	0.00	141,467.07
	1-09	53,755.45	0.00	53,755.45	0.00	0.00	53,755.45
Year Total:		195,222.52	0.00	195,222.52	0.00	0.00	195,222.52
GENERAL CAPITAL	C-04	26,399.85	0.00	26,399.85	0.00	0.00	26,399.85
WATER/SEWER CAPITAL	C-08	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
Year Total:		30,399.85	0.00	30,399.85	0.00	0.00	30,399.85
	G-02	1,250.37	0.00	1,250.37	0.00	0.00	1,250.37
TRUST OTHER - FUND #12	T-12	7,302.45	0.00	7,302.45	0.00	0.00	7,302.45
ANIMAL CONTROL TRUST FUND #13	T-13	28.20	0.00	28.20	0.00	0.00	28.20
Year Total:		7,330.65	0.00	7,330.65	0.00	0.00	7,330.65
Total of All Funds:		234,203.39	0.00	234,203.39	0.00	0.00	234,203.39

# Resolution 2021-145

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

**RESOLUTION AUTHORIZING THE BOROUGH TO ENTER INTO A CONTRACT  
FOR THE PURCHASE OF CERTAIN REAL PROPERTY KNOWN AND  
DESIGNATED AS BLOCK 60, LOT 15, LOCATED AT  
240 MERCER STREET, HIGHTSTOWN, NEW JERSEY,  
AND AUTHORIZING THE WAIVER OF BOROUGH INSPECTION,  
PERMIT AND OTHER FEES ASSOCIATED THEREWITH.**

**WHEREAS**, the former municipal building for the Borough of Hightstown (the “Borough”), located at 148 North Main Street, and more commonly known and designated as Block 30, Lots 10, 11 and 12 on the Borough’s Official Tax Map, was severely damaged and rendered inoperable as a result of Hurricane Irene which struck in August of 2011; and

**WHEREAS**, since then, the Borough has relocated most of its administrative staff to the Borough’s Public Works building located at 156 Bank Street, and has relocated its Police Department and associated operations to the property located at 415A Mercer Street pursuant to a Lease Agreement with the private owner(s) of said property; and

**WHEREAS**, the operations at both of the aforementioned sites have been undertaken on a temporary basis, while the Borough pursues plans and construction of its new municipal facilities at the property located at 230 Mercer Street, more commonly known and designated as Block 60, Lots 16 and 17 on the Official Tax Map (the “former YMCA Property”); and

**WHEREAS**, the Mayor and Borough Council have determined that the purchase of an additional property situated immediately adjacent to the former YMCA Property would be advantageous to the Borough given its proximity to the proposed new municipal facilities and the fact that the acquisition of this parcel would expand the overall site of the proposed new municipal facilities; and

**WHEREAS**, the adjacent property is located at 240 Mercer Street, and is more commonly known and designated as Block 60, Lot 15 on the Official Tax Map (the “Property”); and

**WHEREAS**, the Borough and the Property’s owners, Jesus R. and Carmen M. Ortiz, have negotiated a proposed Contract for the Sale of Real Estate, which contains all of the terms and conditions associated with the Borough’s proposed acquisition of the Property; and

**WHEREAS**, a copy of the proposed Contract is attached hereto and made a part hereof; and

**WHEREAS**, the Mayor and Borough Council have determined that it would be in the best interests of the Borough to move forward to acquire the Property for use as a portion of the site of the new municipal facilities and for associated municipal purposes, pursuant to the terms and conditions set forth in the attached Contract; and

**WHEREAS**, the Mayor and Borough Council wish to authorize the waiver of Borough inspection, permit and other fees associated with the purchase of the Property.

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

1. That the Mayor or Borough Administrator is hereby authorized to execute, and the Borough Clerk to attest, the attached Contract (and any other documents deemed necessary by the Borough Attorney) in order for the Borough to acquire the property located at 240 Mercer

Street within the Borough (Block 60, Lot 15) in connection with the new municipal facilities to be constructed at the former YMCA Property.

2. That the Borough's acquisition of the Property is subject to and contingent upon the contingencies set forth in the Contract, including the adoption of an authorizing Ordinance pursuant to the N.J. "Local Lands and Buildings Law," N.J.S.A. 40A:12-1, *et seq.*
3. That funding for the down payment and purchase of the Property shall be certified by the Borough's Chief Financial Officer and shall be withdrawn from the following account number: Reserve for Municipal Building-FEMA/C-04-55-999-905-100.
4. That all Borough inspection, permit and other fees associated with the purchase of the Property are hereby waived.
5. That at all Borough officials are hereby authorized to undertake all necessary activities in furtherance of the intentions of the within Resolution and the Contract;
6. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Jesus R. Ortiz and Carmen M. Ortiz;
  - b. Dimitri Musing, Borough Administrator;
  - c. George Lang, Borough CFO;
  - d. Ken Pacera, Borough Tax Assessor; and
  - e. Frederick C. Raffetto, Esq., Hightstown Borough Attorney.

#### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 7, 2021.

---

Margaret Riggio  
Borough Clerk

# Resolution 2021-146

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

## **AMENDING RESOLUTION 2021-026 AUTHORIZING DEPOSITORIES AND SIGNATURES FOR BOROUGH ACCOUNTS**

**WHEREAS**, resolution 2021-026 authorized officers of the Borough of Hightstown to sign for the payment of money from the accounts that the Borough of Hightstown; and

**WHEREAS**, it is necessary to amend resolution 2021-026 by removing the name of Debra L. Sopronyi as a designated officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown; and

**WHEREAS**, it is necessary to further amend resolution 2021-026 by adding the names Dimitri Musing and Margaret Riggio as designated officers who are authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2021; and

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and that **all notes and drafts** of the Borough of Hightstown be signed in like manner by any two of said same officers:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the **payment of salaries and wages** from the accounts of the Borough of Hightstown:

Lawrence Quattrone, Mayor  
Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Animal Control Account**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Water & Sewer Operating Account**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Trust Accounts**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Unemployment Trust Fund**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Debra L. Sopronyi, Borough Administrator/ Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Public Defender Account**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator

Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Current Account**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Capital Funds** of the Borough of Hightstown:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Law Enforcement Trust Account**:

Lawrence Quattrone, Mayor  
 Michael J. O'Connor, Accounts Payable  
 George J. Lang, Chief Financial Officer  
 Nicolette Devish, Administrative Assistant-Finance  
 Dimitri Musing, Borough Administrator  
 Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Escrow Accounts (Subdivision Site Plan)**:

Lawrence Quattrone, Mayor



Michael J. O'Connor, Accounts Payable  
George J. Lang, Chief Financial Officer  
Nicolette Devish, Administrative Assistant-Finance  
Dimitri Musing, Borough Administrator  
Margaret Riggio, Borough Clerk

**BE IT FURTHER RESOLVED**, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Tax Collector, and the Municipal Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 7, 2021.

---

Margaret Riggio  
Borough Clerk

# Resolution 2021-147

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

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

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on September 7, 2021, via [www.zoom.com](http://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

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public December 7, 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 September 7, 2021.

---

Margaret Riggio  
Borough Clerk

**Chapter 8****TOWING AND STORAGE****Sections:**

- 8.1 PURPOSE**
- 8.2 APPLICABILITY OF PROVISIONS**
- 8.3 DEFINITIONS**
- 8.4 TOWING SERVICE REGISTRATION**
- 8.5 INSURANCE**
- 8.6 RATES AND FEES**
- 8.7 RULES AND REGULATIONS**
- 8.8 TOWING LIST; ROTATION**
- 8.9 STORAGE FACILITIES**
- 8.10 TOWING VEHICLE AND EQUIPMENT SPECIFICATIONS; CLEANUP AT SCENE**
- 8.11 RIGHTS OF OWNERS/OPERATORS OF MOTOR VEHICLES REQUIRED TO BE TOWED**
- 8.12 COLLECTION OF FEES**
- 8.13 COMPLAINTS; VIOLATIONS; HEARINGS**
- 8.14 SOLICITATION OF BUSINESS**
- 8.15 VEHICLES INVOLVED IN SUSPECTED CRIMES**
- 8.16 UNETHICAL CONDUCT PROHIBITED**
- 8.17 FINAL DETERMINATION BY OFFICER AT SCENE**
- 8.18 TOWING, STORAGE AND ROADSIDE ASSISTANCE RATES AND FEES**
- 8.19 APPROVED TOWING SERVICES**

## Hightstown Borough Revised General Ordinances

### **Section 8-1 Purpose.**

To establish rules and regulations, pursuant to N.J.S.A. 40:48-2.49, et seq., for the towing and storage of motor vehicles from public roadways by operators engaged in the business of towing and storing motor vehicles.

### **Section 8-2 Applicability of Provisions.**

a. The provisions of this chapter shall apply only when a towing service on the tow list is responding to a call initiated by the Hightstown Police Department.

b. This chapter shall only apply to all motor vehicle towing and storage operations within the Borough of Hightstown which occur at the initiation of the Hightstown Police Department. Nothing herein limits the right of the owner or operator of a motor vehicle to request or summon a tow operator of his or her own choosing or a tow operator from another municipality, unless a borough police officer at the scene determines that the tow service to be summoned cannot arrive at the scene within the limited time specified in section 8-7 hereof, or does not have the proper equipment to clear the scene, pursuant to subsection 8-10 hereof, and the safety of persons and motorists may be jeopardized thereby.

(Ord. No. 2019-05)

### **Section 8-3 Definitions.**

As used in this chapter:

#### **BASIC TOWING SERVICE**

Refers to the removal and transportation of an automobile from a highway, street or other public or private roadway, or a parking area, or from a storage facility, and other services incident thereto, but does not include recovery of an automobile from a position beyond the right-of-way or berm, or from being impaled upon any other object within the right-of-way or berm.

#### **DOUBLE TOW**

When any motor vehicle is brought from the original location to police headquarters for investigative purposes and, upon completion, is moved from police headquarters to a final destination, the charge will be one and one half times the actual rate for one tow.

#### **ROADSIDE ASSISTANCE CALLS**

Basic roadside assistance calls such as tire changing, up to two gallons of fuel, vehicle lockouts or jumpstarting. Due to traffic patterns, roadway design and the inability to conduct quick roadside assistance, the Borough of Hightstown does not recognize roadside assistance for vehicles in excess of 16,000 GVW. Disabled vehicles in excess of 16,000 GVW must be towed from the roadway or any other vehicle deemed to be unsafe on the roadway. If the roadside assistance call results in a tow, then the vehicle operator will only be charged for the towing.

#### **ENVIRONMENTAL CLEAN-UP**

Removal and/or disposal of any fluids or debris left on the roadway or property as a result of a motor vehicle accident or recovery.

## Hightstown Borough Revised General Ordinances

## COMMERICAL MOTOR VEHICLE

Any motor vehicle with a GVW greater than 16,000 pounds which is not classified as an automobile.

## MOTOR VEHICLE

shall mean any vehicles propelled otherwise than by muscular power, including trailers and recreational campers, excepting such vehicles as run only upon rails or tracks and motorized bicycles.

## STORAGE RATE

shall mean fees charged for the storage of motor vehicles.

## TOW LIST

shall mean a rotating list of all towing services registered with the Borough of Hightstown kept by the Borough Chief of Police.

## TOW OPERATOR

A person engaged in the business of or offering the services of a tow vehicle or tow truck and storage services.

## TOWING RATES

shall mean fees charged by a towing service for removal and transportation of a motor vehicle.

## TOWING SERVICE

shall mean a business engaged in the towing and storing of motor vehicles which has been approved for the towing list.

## TOWING VEHICLE

shall mean a motor vehicle employed by a towing service for the purpose of towing, transporting, conveying or removing motor vehicles from public roadways.

## WINCHING

An operation by which a vehicle is moved into the roadway from a position off the roadway or other operation in which substantial work is required to prepare a vehicle for normal towing (i.e. lifting, dragging, up righting a vehicle etc.).

(Ord. No. 2019-05)

**Section 8-4 Towing Service Registration.**

a. No towing service shall be placed upon the towing list for the towing or storing of motor vehicles within the Borough, unless the towing service shall first register with the Borough. In order to be placed upon the towing list for towing, a towing service must be located within five (5) miles of the geographic center of the Borough of Hightstown or within the Borough of Hightstown. Registration applications shall be made available by the Borough police department. A towing service that has met all the specifications and requirements of this chapter and has registered with the Borough shall be placed on the towing list by the Chief of Police; however, the maximum number of towing services on the Borough's towing list shall be up to three (3) such services. Currently the borough has five (5) towing services on its tow list. This number of approved towing services shall remain in effect, until such time that a currently approved towing company fails to re-register with the borough as an authorized towing service or is removed from the towing list for a violation of this chapter. A list of approved towing services is listed in Section 8-19 of this chapter.

## Hightstown Borough Revised General Ordinances

Services shall be placed on the Borough's towing list on a first-come first-served basis. Vacancies shall be filled in the same manner. Each towing service must submit their schedule of basic towing and storage rates with their registration application. The rates and fees for towing and storage of motor vehicles shall not exceed the rates set by this chapter.

b. The towing service owner or its authorized representative shall sign the registration application form indicating that the full requirements of this chapter have been met by the towing service applicant.

c. If any information provided by a towing service in its registration application changes, the towing service is responsible for notifying the police department of the change in the registration information within thirty (30) days of such change. Failure to comply with this provision will be deemed a violation of this chapter.

(Ord. No. 2009-19; Ord. No. 2019-05)

### **Section 8-5 Insurance.**

a. No towing service shall operate within the Borough unless it carries liability insurance in the following amounts:

1. Garage Liability/Comprehensive General Liability insurance policy in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit covering bodily injury and property damage liability, including but not limited to personal injury, products liability, independent contractor and completed operation coverage;

2. Garage Keepers Legal Liability insurance policy in an amount not less than One Hundred Thousand Dollars (\$100,000.00);

3. For heavy-duty towing and heavy-duty recovery vehicles, One Million Dollars (\$1,000,000.00) combined single limit with endorsement MSC-90;

4. Automobile Liability insurance policy in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit covering bodily injury and property damage liability, including but not limited to owned, non-owned and hired vehicles;

5. Worker's Compensation insurance as required by law, including but not limited to statutory New Jersey Worker's Compensation Benefits and employer's liability coverage;

6. All policies shall provide an endorsement for collision coverage for motor vehicles and cargo towed by towing service vehicles; and

7. On all liability policies, the Borough of Hightstown shall be added as an additional insured, and insurance policies and/or certificates shall indicate such coverage as primary coverage notwithstanding any insurance carried by the Borough.

### **Section 8-6 Rates and Fees.**

a. Fees and rates for the towing, roadside assistance and storage of motor vehicles shall be established by resolution of the Mayor and Borough Council, which rates shall be based on the usual, customary and reasonable rates of operators towing and storing motor vehicles in the Borough.

## Hightstown Borough Revised General Ordinances

b. Fees and rates for the towing and storage of motor vehicles shall be reviewed by the Chief of Police on an annual basis, and shall be revised, if necessary, by resolution of the Mayor and Borough Council. The Chief of Police shall advise all towing services placed on the towing list of any such revisions.

c. The fees and rates shall be set in Section 8-18 of this chapter, and any subsequent revisions thereto shall be submitted to the Division of Consumer Affairs for review, and shall be made available to the public during normal business hours of the Borough.

(Ord. No. 2019-05)

### **Section 8-7 Rules and Regulations.**

a. All towing services placed on the towing list shall be available to respond to a call in accordance with the towing rotation schedule of on-call status established by the Chief of Police.

b. All towing services shall respond to a call in any part of the Borough within twenty (20) minutes. If a towing service does not respond within twenty (20) minutes of a call, the towing service next on the list shall be called and entitled to provide services as needed, and the first towing service shall lose any claim to compensation.

c. All drivers and operators of towing vehicles shall be properly licensed to operate a motor vehicle within the State of New Jersey and are subject to driver's license checks by the Borough police department at the time of registration and at least on a bi-annual basis thereafter. All towing vehicles shall be properly registered and inspected in accordance with any applicable law.

d. All vehicles must be towed in a safe manner.

e. All towing services shall be capable of providing reasonable roadside services to disabled vehicles such as, but not limited to, jump-starting, changing of flat tires, vehicle lockouts and providing fuel. Such services will only be performed if they can be done so safely, as determined by the police officer on the scene. The fees charged for these services shall be in accordance with this chapter.

f. All towing services shall make available a copy of its basic rates and a business card to all owners and operators of motor vehicles which will be towed.

g. All towing services shall keep accurate records of all motor vehicles towed and stored at the direction of the Borough police department. A copy of such records shall be provided to the Borough upon request.

h. Towing services shall not remove any motor vehicle which has been abandoned or involved in an accident in any public roadway without first notifying the Borough police department.

i. The police department shall not call a towing service to remove a vehicle from private property. The police department shall provide the property owner with all available information regarding the ownership of the motor vehicle on their property, and the property owner will then be responsible for making their own arrangements to remove the vehicle.

j. The towing service shall notify the police department of all vehicles found by the towing service to have been abandoned and not claimed within fourteen (14) days after being stored. The police department shall, upon

## Hightstown Borough Revised General Ordinances

notification, expeditiously process the vehicle in accordance with the New Jersey Motor Vehicle Code concerning abandoned and unclaimed motor vehicles.

- k. Towing service shall be in compliance with the State Affirmative Action statutes and rules.
- l. Towing service must be in compliance with the Americans with Disabilities Act.
- m. Towing service shall confirm that it is an independent contractor and does not represent or act for the Borough of Hightstown in any way.
- n. All towing services authorized by the Borough of Hightstown must perform emergency roadside assistance when so requested by the Hightstown Police Department.
- o. Nothing in this chapter shall preclude the right of a motorist or vehicle operator to summon a tow operator of his or her own choosing, pursuant to the provisions of Section 8-2.
- p. The Borough of Hightstown shall not be liable for the cost of any services performed by the towing service unless those services are performed on borough vehicles.

(Ord. No. 2019-05)

### **Section 8-8 Towing List; Rotation.**

- a. A towing list will be kept with the Chief of Police. The towing list shall include all towing services which have registered with the Borough. A towing service shall be placed on the bottom of the towing list upon registration with the Borough. The towing list shall be a rotating list as provided in paragraphs b, c and d of this section.
- b. When the need arises, the police department will call the towing service on the top of the list, which is on-call on the towing rotation schedule. The towing service called, if it shall perform any of the services covered by this chapter, shall be placed at the bottom of the towing list and not called again until all other on-call towing services on the towing list have been called.
- c. If a towing service is unavailable to perform required services when called by the police department, for whatever reason, said towing service shall be charged with a call and placed at the bottom of the towing list, and the next available on-call towing service shall be called. The towing service that responds in its place shall remain at the top of the list.
- d. If a towing service, after being dispatched, is recalled and does not perform any duties or services covered by this chapter, the towing service shall remain on the top of the towing list. However, if a towing service arrives at the scene of an incident in which its services are required and cannot perform said services, it shall lose its place on the towing list, and the next on-call towing service on the list shall be called.

### **Section 8-9 Storage Facilities.**

- a. All storage facilities operated or used by towing services shall meet all local zoning and code requirements, and must be located within five (5) miles of the geographic center of the Borough of Hightstown or within the Borough.



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b. All towing services shall have an indoor storage facility at its disposal for motor vehicles which have been involved in criminal activity and impounded by the police department.

c. All storage facilities shall have a business office open to the public at least six (6) days in a calendar week and at least 40 hours in the week, excluding weeks that contain New Jersey State holidays. An employee is required to be at the storage yard during these hours, unless the employee is out on a towing assignment. The business hours of operation are to be posted in a conspicuous space.

d. All outside storage facilities shall be secured and fully enclosed by a sturdy fence having a minimum height of six (6) feet, with a lockable gate for ingress and egress, and shall be lighted from dusk to dawn.

e. A towing service shall not charge a release fee or other charge for releasing motor vehicles to their owners after normal business hours or on weekends. During all other hours and legal holidays, vehicle may be released at the sole discretion of the towing/storage facility.

f. All towing services shall be responsible for ensuring the proper and safe storage of all motor vehicles towed pursuant to this chapter, and shall be liable for any damage incurred by such motor vehicles while in transit to or while stored in the storage facilities.

g. All vehicles towed must be removed to an approved storage facility unless the owner or operator of the vehicle specifically requests that it be towed to another place and the police officer at the scene does not direct otherwise.

h. Storage begins at the date and time the vehicle is placed on the property of the towing service or storage facility and will be charged for each 24-hour period. Any vehicle released prior to 12 hours of storage will be charged only half of the 24-hour rate.

(Ord. No. 2019-05)

### **Section 8-10. Towing Vehicle and Equipment Specifications; Cleanup at Scene.**

a. All towing services engaged in light-duty towing shall have at least one (1) rollback truck and one (1) wrecker, with necessary brooms and equipment to do the complete removal. Each truck must have a manufacturer's capacity of at least ten thousand (10,000) pounds gross vehicle weight and a manufacturer's boom capacity of four (4) tons; one (1) heavy-duty wrecker with a manufacturer's capacity of not less than twenty-seven thousand (27,000) pounds gross vehicle weight and a boom capacity of not less than twenty-five thousand (25,000) pounds independently or twenty-four (24) tons jointly; two (2) power winches with pulling capacity of not less than twenty-five thousand pounds each; at least two hundred (200) feet of cable at least nine-sixteenths (9/16) of an inch diameter on each drum; double boom to permit splitting, or single boom hydraulically elevated and extendable with a 360-degree swivel on the end of the boom; air brakes so constructed as to lock rear wheels; heavy-duty under reach; two (2) snatch blocks with a twenty-five thousand (25,000) pound rating and two (2) scotch blocks.

b. All towing vehicles must have radio equipment with a 24-hour dispatch service or a cellular telephone for the purpose of maintaining communications with the police department radio desk.

c. All towing vehicles must be equipped with amber beacons or strobe lights, and amber-colored safety tow lights or magnetic tow lights for towing vehicles at night, as permitted by the State of New Jersey. All tow vehicles

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must have at least one (1) five-pound ABC-type fire extinguisher, safety chains, flares, jumper cables, shovel, pry bar, heavy-duty push broom and substances for application to small liquid spills.

d. Each tow operator, prior to departure from the scene of towing, shall clean and clear any customary or usual debris from the accident scene. Each tow operator shall also clean, clear, absorb or dilute any usual oil, gasoline or other motor vehicle fluid spill at the scene of the towing service. All materials disposed of by a tow operator shall be properly disposed of in accordance with the requirements of the New Jersey Department of Environmental Protection and the Federal Environmental Protection Agency. Nothing in this chapter shall prevent the Hightstown Police Department from summoning any other person, if an unusual or potentially dangerous situation occurs or it is otherwise necessary to do so. Such situations include, but are not limited to, accidents or breakdowns involving dangerous or potentially dangerous cargo, or spills of chemicals, solvents or other fluids.

e. Proof of towing vehicle and equipment specifications shall be provided to the Borough with the registration application.

f. All towing vehicles are to conform with all applicable State and Federal laws and shall be subject to inspection by Borough officials during normal business hours at the time of registration and on an annual basis thereafter.

(Ord. No. 2009-19; Ord. No. 2019-05)

### **Section 8-11 Rights of Owners/Operators of Motor Vehicles Required to be Towed.**

a. If a motor vehicle operator or owner wishes to have his vehicle towed by a particular towing service, their request shall be honored, providing the police officer in charge at the scene has not already dispatched a towing service or the police officer has determined that the motor vehicle in question will not be removed in an expeditious or safe manner and will jeopardize the public safety, in which case the motor vehicle operator or owner shall be required to utilize a compensated dispatched towing service.

b. The owner or operator of any motor vehicle required to be towed or stored shall have the right to remove all personal items and effects from the motor vehicle unless the police department has placed a police hold on any such items.

c. The motor vehicle owner or his representative shall have the right to take photographs of any stored vehicle for insurance purposes.

d. Upon request of the motor vehicle owner or his representative, a towing service shall provide a detailed and itemized bill for all services rendered.

### **Section 8-12 Collection of Fees.**

All towing services shall be responsible for collection of all fees for services rendered.

### **Section 8-13 Complaints; Violations; Hearings.**

a. All violations of this chapter and all complaints by the public or police department against any towing service shall be forwarded to the Mayor and Borough Council.

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b. The Mayor and Borough Council, in their discretion, shall determine if any complaint or violation against a towing service is of such a serious nature as to warrant a hearing and possible disciplinary measures. If the Mayor and Borough Council decide that a hearing is required, they shall, upon proper notice to all interested parties, conduct a hearing in which all parties may present evidence. If, after a hearing, the Mayor and Borough Council find that a towing service has violated any provision of this chapter, they may, depending on the seriousness of the offense:

1. Fine the violating party not more than One Thousand Dollars (\$1,000.00).

2. Suspend the violating party from the towing list for not more than three (3) months for a first offense; not more than six (6) months for a second offense; and permanently remove the violating party from the towing list for a third offense.

(Ord. No. 2009-19)

### **Section 8-14 Solicitation of Business.**

a. No tow service may respond to the scene of an accident or emergency with the purpose of towing vehicles unless specifically called there by the police for a person involved in the accident or emergency. This Section is intended to prohibit tow operators from soliciting business at the scene of accidents or emergencies and shall not be construed to prohibit any person from summoning a tow operator of his or her own choice in accordance with Section 8-2 of this chapter.

(Ord. No. 2019-05)

### **Section 8-15 Vehicles Involved in Suspected Crimes.**

a. Tow operators shall comply with the directions of the police investigator in connection with vehicles involved in suspected crimes.

(Ord. No. 2019-05)

### **Section 8-16 Unethical Conduct Prohibited.**

a. No reward, gratuity, gift or any type of remuneration shall be offered to any Hightstown Borough police officer, borough official or borough employee by any towing service or tow operator.

(Ord. No. 2019-05)

### **Section 8-17 Final Determination by Officer at Scene.**

a. When a borough police officer is at the scene of an accident requiring towing service, said officer shall be responsible for making the final determination as to when towing shall take place. The officer shall not be limited to the tow list when it is clear that special towing equipment is required for large vehicles and/or public safety may be threatened by vehicles requiring removal.

(Ord. No. 2019-05)

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**Section 8-18 Towing, Storage and Roadside Assistance Rates and Fees.**

For the purpose of setting towing and storage rates, vehicles shall be classified into four (4) categories:

- 1) Light-Duty (Class 1): Shall consist of all vehicles with a GVW of 10,000 pounds or less.
- 2) Medium-Duty (Class 2): Shall consist of all vehicles with a GVW between 10,000 and 16,000 pounds.
- 3) Heavy-Duty (Class 3): Shall consist of all vehicles with a GVW greater than 16,000 pounds.
- 4) Motorcycles: Shall consist of all types of motorcycle, dirt bikes, mopeds, ATV, Side by Side, off road utility vehicle, snowmobile, golf cart or any type of similar unlisted vehicle.

A. Towing fee rates:

Light Duty: \$150.00

Medium Duty: \$250.00

Heavy Duty: \$500.00

Heavy Duty with wheel lift required: \$550.00

Motorcycle: \$125.00

B. Winching rates:

Light Duty: \$50.00 per ½ hour

Medium Duty: \$50.00 per ½ hour

Heavy Duty: \$50.00 per ½ hour

Additional personal needed on scene: \$75.00 per hour.

C. Specialized equipment rates:

Crane service: \$450.00 per hour

Heavy-Duty Flatbed/Lowboy: \$350.00 per hour

D. Vehicle prep work needed to complete tow. (i.e. remove bumper, airlines, damaged vehicle parts, etc.)

## Hightstown Borough Revised General Ordinances

Light/Medium/Heavy Duty: \$50.00 per ½ Hour

Additional personnel needed at scene to complete tow: \$75.00 per hour

Stand-by/wait time: \$60.00 per hour

E. Environmental Service:

Environmental Service: \$65.00 per hour

Additional absorbent: \$ 20.00 per bag

F. Roadside assistance rates: (If roadside assistance results in a tow, then the towing service may only charge the rate of the tow and not the rate of the roadside assistance or both.)

Light-Duty: \$100.00

Medium-Duty: \$225.00

Heavy-Duty: \$450.00

G. Storage rates: (Any vehicle released prior to 12 hours storage will be charged only half of the 24-hour rate).

Light-Duty: \$45.00 per day

Medium-Duty: \$75.00 per day

Heavy-Duty: \$150.00 per day

Motorcycles: \$30.00 per day

H. Additional storage fees:

Administrative fee - Light-Duty: \$50.00

Administrative fee - Medium-Duty: \$100.00

Administrative fee - Heavy-Duty: \$100.00

Yard service fee - Light-Duty: \$45.00

Yard service fee - Medium-Duty: \$75.00

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Yard service fee - Heavy-Duty: \$175.00

Wrapping/Trapping fee: \$ 75.00 per hour.

(Ord. No. 2019-05)

**Section 8-19 Approved Towing Services.** (Reserved.)

(Ord. No. 2019-05)

## Codification Services eCode 360

Recodification of current code	\$ 13,995.00
Conversion to eCode	\$ 4,393.00
<b>Initial one time cost</b>	<b><u>\$ 18,388.00</u></b>

eCode 360 Annual Maintenance	\$ 1,195.00
Average Annual Supplement Costs	\$ 4,400.00
<b>Average Yearly Cost</b>	<b><u>\$ 5,595.00</u></b>

Current Annual Codification Cost	\$ 3,300.00
Candace Gallagher	

# GENERAL CODE



## Proposal for Codification Services

PREPARED FOR:

Borough of Hightstown, New Jersey

PREPARED BY:

**MICHELLE WOOD**

Solutions Account Executive

MWood@generalcode.com

800.836.8834

DATE:

June 18, 2021

(Valid for six months)



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## Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Borough of Hightstown's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Borough achieve its goals.

### Situation Analysis

The Borough of Hightstown's Code was originally codified in 1996, and it was last updated in 2021. However, the Code may contain inconsistencies, errors and outdated information that could potentially affect the Code's enforceability and alignment with relevant state statutes.

It is our understanding that the Borough would like a complete recodification, including a comprehensive review and update of the 1996 Code, to include all legislation of a general and permanent nature to Ordinance No. 2021-07. This process would ensure that legislation is up-to-date and is in line with state statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The Borough would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

### Our Solution

Our comprehensive codification solution for Hightstown includes:

- > **Create an Updated Code**  
General Code will provide the Borough with an updated Code that is clear and easy for your community to access and use.
- > **An Editorial and Legal Analysis**  
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with state statutes.
- > **Update your online Code housed on our innovative *eCode360* platform**  
Once your new Code is ready, we update your *eCode360* site to make it is available online to your community and staff.

## Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Hightstown's Code enforceable
3. Improve transparency with constituents
4. Save Hightstown's staff time and resources by empowering constituents to find Code information independently

## Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format.
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials.
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives.
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed.

## Hightstown's Investment

The price of General Code's recommended solution will be \$13,995.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 7.

## The General Code Recommended Solution and Process

Below is an outline of the process for completing your recodification project.

### Project Launch

General Code will consult with Hightstown's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Borough. To begin the project, the Borough shall provide the source materials for the new Code. For more detail, see the source materials listed on page 7.

### Editorial and Legal Analysis with Manuscript

The Borough's existing Code will be used as the Manuscript for the project. The Code will be supplemented just prior to preparation of the Editorial and Legal Analysis in order to optimize the Borough's review of the Code, and also so that General Code is reviewing the most up-to-date material.

To accompany your updated Code, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Borough officials, including the Borough Attorney, will have the final decision-making authority for the resolution of any and all issues. As part of this Analysis, a proposed reorganization of the Code may be provided for review and approval by the Borough if deemed appropriate. (Please note that if reorganization and renumbering is authorized by the Borough, this work shall occur at the Draft stage of the project.)

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with New Jersey statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

### Your Responsibilities

The Borough will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Borough officials and the Borough Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

## Code Supplement

In order to minimize the timeframe during which the Borough's Code is out-of-date prior to publication, the Code will be supplemented just prior to preparation of the Draft. Once the Draft is prepared, supplementation of the prior Code shall be discontinued until Code publication is complete.

## Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- > Proofread all copy to correct typographical and spelling errors

General Code will submit a Draft of the Code for final review by the Borough. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the Borough requires any additional changes, further charges will apply.

## Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Comprehensive Index**  
We will provide you with an index that is designed to let you quickly and easily locate information in the Code.
- > **A Disposition List**  
Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.
- > **Code Adoption Legislation**  
We will prepare adoption legislation for the proposed Code and give it to the Borough Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Borough and establish the Code as the permanent enforceable system of law in the Borough. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

### Update your online Code housed on eCode360

Once the project has been completed, we will update the Borough's eCode360 with the new version of the Borough's Code.

### Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Borough keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

# Project Materials

## Source Materials

General Code will use the following source materials for the codification project:

- > A library copy of the Borough's 1996 Code, as updated to Ordinance No. 2021-07

## Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. Please note that this project is structured to keep the City's Code updated through routine scheduled supplementation while the project is in process. Supplements to the current Code are outside the scope of the Code Project and shall be invoiced upon completion. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Hightstown set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

## Special Considerations

General Code has identified the following specific special considerations that will be addressed by our staff as the project progresses:

- > Please note that this proposal is contingent on the prior authorization and completion of the Borough's Conversion project, which is the subject of a separate proposal.
- > Please note that the Borough requests and the scope of work of this proposal is based on an electronic-only Code, with no print output.

## Investment Details and Options

### Codification Project Price

**\$13,995**

#### Services included with the codification project:

- > Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 2021-07
- > Editorial Work
- > Proofreading
- > Shipping

#### Initial deliverables included with the codification project:

- > Editorial and Legal Analysis
- > Manuscript
- > Draft

#### Final deliverables included with the codification project:

- > Updated eCode360
- > eCode360 Search App
- > Comprehensive Index
- > Disposition List
- > Customizable Tabs
- > Code Adoption Legislation

### Administrative Fees

**\$0**

General Code does not charge administrative fees; you will only pay for products and services you actually use.

### Ongoing Services

#### Supplementation

Charges for supplementation during the phases of the project are outside the scope of work and the base price of the project. Therefore, the Borough should budget separately for ongoing supplementation during the recodification project.



## Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
<b>New Code Project Launch</b>	Within 30 days of contract signing	20% of total project price due
<b>*Submission of the Editorial and Legal Analysis with Manuscript</b>	Within 180 days of contract signing; the Borough has 100 days for review	40% of total project price due
<b>Submission of Draft</b>	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Borough has 45 days to review	30% of total project price due
<b>Delivery of the Code</b>	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

*\*Code supplements shall be prepared prior to this stage to ensure that the Code remains up-to-date throughout the project.*

Code supplements shall be invoiced separately and are outside the scope of the project pricing. Estimates are available upon request.

## Authorization and Agreement

The Borough of Hightstown, Type 1S - Recodification, June 18, 2021

### Codification Project Price

**\$13,995**

*Please note that this proposal is contingent on the authorization and completion of the Borough's Conversion project, which is the subject of a separate proposal.*

The Borough of Hightstown, New Jersey, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

#### **Borough of Hightstown, Mercer County, New Jersey**

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_

#### **GENERAL CODE, LLC**

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Hightstown for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

## Appendix

### Additional Online Services

#### MapLink™ powered by ZoningHub™

*MapLink* is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Borough, which can help grow your community.

*MapLink* uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

#### eCode360® Enhanced Graphics™

*eCode360 Enhanced Graphics* can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

#### Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Borough only has one set of printed books.

For more information on our additional online services please contact us at [sales@generalcode.com](mailto:sales@generalcode.com)



# GENERAL CODE



## Proposal for Conversion Services

PREPARED FOR:

Borough of Hightstown, New Jersey

PREPARED BY:

**MICHELLE WOOD**

Solutions Account Executive

MWood@generalcode.com

800.836.8834

DATE:

May 18, 2021

(Valid for six months)

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## Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Borough of Hightstown's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Borough achieve its goals.

### Situation Analysis

The Borough of Hightstown's Code was originally codified in 1996, and is currently maintained both online and in printed Code volumes by Borough staff. However, the Borough would like to make it easier for constituents and staff to find information by implementing a feature-rich and fully searchable online version of its Code, housed on our unparalleled eCode360 platform. Additionally, the Borough would like to save staff time and keep its Code reliable, accurate and up-to-date through General Code's ongoing supplementation services.

### Our Solution

Our comprehensive codification solution for Hightstown includes:

- > **Converting your Code to be housed on our innovative eCode360 platform**  
General Code will convert your Code and place it on eCode360. Created for a variety of users, eCode360 makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **1 custom printed Code book, with an option for additional printed volumes**  
We will provide you with 1 fully customized print copy of your new Code, with additional copies as requested.

### Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Hightstown's Code enforceable
3. Improve transparency with constituents
4. Save Hightstown's staff time and resources by empowering constituents to find Code information independently

### Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials

3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

### Hightstown's Investment

The price of General Code's recommended solution will be \$4,393.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 7.



## General Code, America's Next Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At General Code, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

### Our Experience

For over 55 years, General Code has worked with more than 3,200 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 15 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

### A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

### Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With General Code, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, General Code provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

### Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

## The General Code Recommended Solution and Process

Below is an outline of the process for completing your conversion project.

### Project Launch

General Code will consult with Hightstown's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Borough. To begin the project, the Borough shall provide the source materials for the new Code. For more detail, see the source materials listed on page 7.

### Editorial Work

The text of the current Code and any additional materials that may not already be codified will be input and thoroughly proofread to ensure complete accuracy. While we will generally match the style of the Code, please note it is General Code's policy not to include the following code enhancements unless specifically directed to do so by the Borough Attorney: cross-references; state law references; and Code comparative tables.

### Convert Code

General Code will convert the Code into our XML publishing system. This system enables the Code to be printed efficiently. It also provides the foundation for providing the Code online in a variety of formats, outputs, and solutions.

### Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, General Code will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Hightstown's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

#### **eCode360 Benefits:**

**A centralized solution**—laws, regulations and related documents are integrated into a dynamic, centralized resource

**Simple to use**—*eCode360* is easy and intuitive and offers powerful time-saving features

**Always up-to-date**—We will update your *eCode360* site with each supplement to your Code.

**A trusted, "go-to" resource**—Empower staff to answer questions with clarity and confidence

**Always evolving**—We consistently release innovative functionality based on communities' needs

## Premium eCode360 Features:

	Premium eCode360
Annual Maintenance Fee	\$1,195
New Laws	x
Easy and Flexible Searching	x
Dynamic Table of Contents	x
Email or Share Links	x
Printing	x
Bookmarking Searches	x
Archive View	x
"Sticky" Table Headers	x
Administrative Tools	x
Translate	x
eCode360 Search App	x
Linked New Laws	x
Public and Private Notes	x
Sample Legislation (Multicode Search)	x
Download to Word	x
Download to PDF	x
New Laws Indicator	x
Advanced Search	x
Customizable Titles	x
eAlert	x
Public Documents Module	x

For more information about eCode360 and the service levels we offer, see page 12.

## Publish a Custom Printed Code

General Code will publish 1 printed copy of your Code in a three-ring binder with clear insert pockets. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

Each copy of the Code will include a printed index and will also be serial-numbered for easy identification.

## Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Borough keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

To select your ongoing supplementation schedule, please see page 9. For more information about General Code's Supplementation Services, see page 16.

# Project Materials

## Source Materials

The Borough of Hightstown has provided General Code with the following documents, which will be used as the source materials for the recodification project:

- > A copy of the Borough's 1996 Code, as updated to Ordinance No. 2021-05

## Project Scope

This proposal and the scope of this project consider only up to an estimated 750 pages, based on the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Hightstown set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

## Special Considerations

General Code has identified the following specific special considerations that will be addressed by our staff as the project progresses:

- > Please note that our initial review of the Code noted certain inconsistencies in the numbering of sections and subsections, as well as unnumbered articles, and some sections that are not numbered consecutively with the other sections. These can lead to confusion for the reader trying to find a particular Code section, and particularly for the user of the online Code when using the search functions. General Code will identify these inconsistencies and will work with the Borough to devise the best ways to impose consistent and uniform numbering and naming as needed to remedy them.

## Investment Details and Options

### Conversion Project Price

**\$4,393**

#### Services included with the codification project:

- > Convert the Code, as updated through Ordinance No. 2021-05, to XML Publishing System
- > Editorial Work
- > Proofreading
- > Shipping

#### Final deliverables included with the codification project:

- > Premium eCode360
- > eCode360 Search App
- > Publication of 1 Code Volume in a three-ring binder with clear insert pockets
- > Comprehensive Index
- > Disposition List

### Administrative Fees

**\$0**

General Code does not charge administrative fees; you will only pay for products and services you actually use.

### Ongoing Services

#### Premium eCode360 Annual Maintenance

**\$1,195**

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of eCode360. Therefore, we recommend that the Borough budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

We ask that the Borough select a supplementation schedule on page 9. If the Borough does not select a schedule, Annual Supplementation will be assigned by default.

### Performance and Payment Schedule

#### Performance Schedule:

- > Delivery of eCode360: within 10 to 12 weeks of contract signing and receipt of materials

#### Payment Schedule:

- > 100% will be invoiced upon posting of eCode360

# Authorization and Agreement

The Borough of Hightstown, eMigrate, May 18, 2021

## Conversion Project Price

**\$4,393**

## Supplementation Schedule Selection

Please select from the following supplementation schedules (an annual schedule is the default option):

- ☐ Annual Supplementation
- ☐ Semiannual Supplementation
- ☐ Quarterly Supplementation

## Total Investment

Including all of the options selected above, the total project price will be: \$ .....

The Borough of Hightstown, New Jersey, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

### Borough of Hightstown, Mercer County, New Jersey

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, LLC

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Hightstown for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elm Grove Road, Rochester, NY 14624.

## Appendix

### New Jersey Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 554 municipalities in New Jersey that have trusted General Code to codify their laws:

#### Hunterdon County

Borough of Bloomsbury  
Borough of Glen Gardner  
Borough of Hampton  
Borough of High Bridge  
Borough of Lebanon  
Borough of Milford  
Town of Clinton  
Township of Alexandria  
Township of Bethlehem  
Township of Clinton  
Township of Delaware  
Township of East Amwell  
Township of Franklin  
Township of Holland  
Township of Kingwood  
Township of Lebanon  
Township of Raritan  
Township of Readington  
Township of West Amwell

#### Mercer County

Borough of Pennington  
City of Trenton  
County of Mercer

Township of Ewing  
Township of Hamilton  
Township of Lawrence  
Township of Robbinsville  
Township of West Windsor  
Middlesex County  
Borough of Carteret  
Borough of Dunellen  
Borough of Highland Park  
Borough of Middlesex  
Borough of South Plainfield  
Borough of South River  
Borough of Spotswood  
Township of Cranbury  
Township of North Brunswick  
Township of Old Bridge  
Township of Plainsboro  
Monmouth County  
Borough of Atlantic Highlands  
Borough of Bradley Beach  
Borough of Eatontown  
Borough of Keyport

Borough of Monmouth Beach  
Borough of Oceanport  
Borough of Red Bank  
Borough of Sea Bright  
Borough of Shrewsbury  
City of Long Branch  
Township of Colts Neck  
Township of Freehold  
Township of Hazlet  
Township of Howell  
Township of Manalapan  
Township of Marlboro  
Township of Middletown  
Township of Wall

#### Somerset County

Borough of Bound Brook  
Borough of Far Hills  
Borough of Raritan  
Borough of Rocky Hill  
Township of Bernards  
Township of Bridgewater  
Township of Franklin  
Township of Green Brook  
Township of Hillsborough

## Municipal Contacts

The following municipalities have completed similar projects with General Code. Please feel free to contact anyone on the list.

### **Township of Ewing, New Jersey**

Kim Macellero, Township Clerk

(609) 883-2900

[Kmacellaro@ewingnj.org](mailto:Kmacellaro@ewingnj.org)

eCode360: <http://www.ecode360.com/EW1628>

### **Township of Hamilton, New Jersey**

Eileen Gore, Township Clerk

(609) 890-3622

[egore@Hamiltonnj.com](mailto:egore@Hamiltonnj.com)

eCode360: <http://www.ecode360.com/HA0682>

### **Township of Hopewell, New Jersey**

Laurie Gompf, Township Clerk

(609) 737-0605

[lgompf@hopewelltpw.org](mailto:lgompf@hopewelltpw.org)

eCode360: <http://www.ecode360.com/HO4061>

### **Township of Lawrence, New Jersey**

Kathleen Norcia, Township Clerk

(609) 844-7001

[Clerk@lawrencetwp.com](mailto:Clerk@lawrencetwp.com)

eCode360: <http://www.ecode360.com/LA1498>

### **Borough of Pennington, New Jersey**

Betty Sterling, Borough Clerk

(609) 737-0276

[bsterling@penningtonboro.org](mailto:bsterling@penningtonboro.org)

eCode360: <http://www.ecode360.com/PE1744>

### **Township of Robbinsville, New Jersey**

Michele Seigfried, Township Clerk

(609) 918-0002

[micheles@robbinsville.net](mailto:micheles@robbinsville.net)

eCode360: <http://www.ecode360.com/WA0755>

### **Township of West Windsor, New Jersey**

Gay Huber, Township Clerk

(609) 799-2400

[ghuber@westwindsortwp.com](mailto:ghuber@westwindsortwp.com)

eCode360: <http://www.ecode360.com/WE1666>



## eCode360 Platform

Our eCode360 platform is designed specifically to house codified laws and municipal information. eCode360's intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

### Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

### 24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

### Maintenance and Updates

eCode360 is maintenance-free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

### Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate eCode360's powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

### “Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With eCode360 Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at [sales@generalcode.com](mailto:sales@generalcode.com).

## Premium eCode360 Features

<b>New Laws</b>	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
<b>Custom Settings for Admin Users</b>	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
<b>Easy and Flexible Searching</b>	Search by key words, phrases, section numbers and more
<b>Electronic Index</b>	A comprehensive list of key words and phrases to speed searching
<b>Dynamic Table of Contents</b>	Users can find the information they need and see their current location with a table of contents that moves as users browse
<b>Email or Share Links</b>	Email a link to a specific Code section or share via social media
<b>Printing</b>	Print with user-friendly functionality and a variety of user options
<b>Bookmarking Searches</b>	Save “favorites” to quickly return to sections of the Code
<b>Archive View</b>	View a permanent archive of your Code, updated with each supplement
<b>“Sticky” Table Headers</b>	Table headers remain stationary as you scroll
<b>Translate</b>	Users can view your Code in more than 100 additional languages
<b>eCode360 Search App</b>	Use your mobile device to search your Code
<b>Linked New Laws</b>	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
<b>Public and Private Notes</b>	Create personalized links and annotations within the Code
<b>Multicode Search</b>	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
<b>Download to Word</b>	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
<b>Download to PDF</b>	Public users can directly download Code text to a PDF document
<b>New Laws Indicator</b>	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
<b>Advanced Search</b>	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
<b>Customizable Titles</b>	Administrative users can add customized titles and comments to your legislation in New Laws
<b>eAlert</b>	Public users can sign up to receive notifications of changes in the Code
<b>PubDocs Module</b>	Post non-Code documents along with your online Code

## Sample eCode360 Screens

The screenshot displays the City of Townsville eCode360 website. The header features the City of Townsville logo (1) and navigation links for Settings and Log Out. Below the header is a navigation bar with Home, Admin, and Help links, along with a search bar and Advanced/Multicode buttons. The main content area shows the Charter and Code sections (3), with a sidebar for Public Documents (4) including Agendas, Budgets, Comprehensive Plans, Legislation, Minutes, Misc. Documents, and Resolutions. The main content area displays the Chapter 295 Swimming Pools (2) section, which includes a Swimming Pool Application form with a photo of a pool and a description of the permit requirements. A [HISTORY: Adopted by the Common Council of the City of Townsville as Ch. 35 of the 1975 Municipal Code. Amendments noted where applicable.] note is also present. A Find Codes (5) modal is open, showing a list of codes with columns for Add, Type, Name, County, State, and Population. The list includes Adams County, WI; Albany County, NY; Allegany County, MD; Allegheny County, PA; Appleton City, MO; Appomattox County, VA; Atlantic City, NJ; and Atlantic County, NJ. A Search Codes section is also visible. At the bottom, a table (6) lists various laws, including L.L. No. 19-2018 - Sewer Amendment, L.L. No. 20-2018, L.L. No. 21-2018, L.L. No. 22-2018, L.L. No. 23-2018, L.L. No. 24-2018, and L.L. No. 25-2018, with columns for Title, Adopted, Subject, and Affects.

**1** Custom Banner

**2** Public and Private Notes

**3** View Archived Codes

**4** Public Documents Portal

**5** Multicode

**6** New Laws

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 82
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 85
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 85

## Additional Online Services

### MapLink™ powered by ZoningHub™

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*MapLink* uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

### eCode360® Enhanced Graphics™

*eCode360 Enhanced Graphics* can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

### Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Borough only has one set of printed books.

**For more information on our additional online services please contact us at**  
[sales@generalcode.com](mailto:sales@generalcode.com)

## Ongoing Code Maintenance

### Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

#### Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

#### Materials

After the enactment of new legislation, the Borough can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Borough. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

#### Posting of New Laws

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

#### Schedule

Code supplements will be provided on a schedule designed to meet the needs of Hightstown. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Borough. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Borough prefers.

### Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

### Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

### Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

### Delivery

Printed supplements to the Code will be delivered in bulk to Hightstown, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.





**From:** [Michelle Wood](#)  
**To:** [Peggy Riggio](#)  
**Subject:** Hightstown Borough-supplement and ecode360 estimates GC:022701728  
**Date:** Thursday, July 8, 2021 10:27:54 AM

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Hello Peggy,

Following our conversation, I have completed a look back at municipalities similar to Hightstown Borough in size and form of government to provide you with an estimate for the annual supplement costs.

Average supp costs for 2017—2020 years:	\$3200 to \$4200
Average supp costs for 2021 to date:	\$4400*
Ecode360 invoiced annually:	\$1195

\*With the end of 2020 and now in 2021, we are seeing a slightly higher number of ordinances, mainly due to mandated stormwater, flood damage prevention, cannabis, redevelopment areas.

While this is an average, we do rely on our clerks to keep us informed if a new comprehensive land development or a change in form of government is forthcoming. Then we can help establish the annual budget.

Thanks Peggy, and have a great day.

Michelle

Michelle Wood  
Code Services: Solutions Account Executive

**General Code**

A Member of the ICC Family of Solutions

[generalcode.com](https://generalcode.com) | 585-328-1819 x 303

**General Code: Building Vibrant Resilient Communities, Together**

**Project 1: Police Department****Startup Cost:****Yearly Cost:**

Project Scope: Installation and configuration of a new Avaya IP Office phone system. This will be a separate standalone system so it does not rely on the Main Office's system for Operability. The system will be upgraded with SIP trunks and all line systems will port over to Red Arrow VOIP services.

\$ 28,240.00

Support Contract Yearly Cost (\$400/month):

\$ 4,800.00

SIP Recurring Charges (\$280.28/month):

\$ 3,363.36

Total Yearly Charge (\$680.28/month):

\$ 8,163.36

**Project 2: Hightstown Borough Main Office****Startup Cost:****Yearly Cost:**

Project Scope: Upgrade existing phone system in the Borough's main office to latest IPO500 REL 11 software. Upgrade existing system with SIP Trunks and port over phone services to Red Arrow VOIP.

\$ 2,200.00

Support Contract Yearly Cost (\$200/month):

\$ 2,400.00

SIP Recurring Charges (\$429.54/month):

\$ 5,154.48

Total Yearly Charge (\$629.54/month) :

\$ 7,554.48

**Project 3: Fire Department****Startup Cost:****Yearly Cost:**

Project Scope: Upgrade existing phone system in the Fire Department main office to latest IPO500 REL 11 software. This will be a separate system, non-reliant and independent of the Main Office's system for operability. The existing system will be upgraded with SIP trunks and all existing lines will be ported over to Red Arrow VOIP systems. Installation of a new SonicWall Firewall and reconfiguring of VPN for interoffice communications.

\$ 2,000.00

Support Contract Yearly Cost (\$0/month):

\$ -

SIP Recurring Charges (\$128.37/month):

\$ 1,540.44

Total Yearly Charge (\$128.37/month) :

\$ 1,540.44

**Project 4: Advanced Waste Water Treatment Plant (AWWP)****Startup Cost:****Yearly Cost:**

Project Scope: Upgrade existing phone system in the AWWTP to the latest IPO500 REL 11 software. This will be a separate system, non-reliant and independent of the Main Office's system for operability. The existing system will be upgraded with SIP trunks and all existing lines will be ported over to Red Arrow VOIP systems.

\$ 1,400.00

Support Contract Yearly Cost (\$0/month):

\$ -

SIP Recurring Charges (\$170.87/month):

\$ 2,050.44

Total Yearly Charge (\$170.87/month) :

\$ 2,050.44

**Total Yearly Support Cost:**

\$ 7,200.00

**SIP Yearly Recurring Cost (this will ultimately replace the Telesystem yearly cost of approximately \$14,908.80)**

\$ 12,108.72

**Total Startup Cost**

\$ 33,840.00

**Total Yearly Cost**

\$ 19,308.72

### Current Phone System Costs:

#### Hunter

AVAYA IP Office phone system is configured with Server Edition R11

\$19,028.64

Hunter Yearly Maintenance Cost

\$1,400.00

#### Telesystem

One time Fee

\$ 75.00

Telesystem Yearly Cost (@\$1,242.40 / month)

\$ 14,908.80

**Initial Cost**

**\$19,103.64**

**Yearly Cost**

**\$16,308.80**



# Project Proposal

Proposal # 8623-1-0 – Hightstown Borough

**Prepared For:**

Debra Sopronyi  
Hightstown Borough  
156 Bank Street  
Hightstown, NJ 08520

Proposal Date: July 22, 2021  
Proposal Valid: August 22, 2021

**Michael McCully**

Red Arrow Technologies  
1 Meridian Road, Suite 8  
Eatontown, NJ 07724  
Office: 732-813-3939  
Email: [michael@redarrowtech.com](mailto:michael@redarrowtech.com)

# WELCOME

July 21, 2021

Debra Sopronyi  
Hightstown Borough  
156 Bank Street  
Hightstown, NJ 08520

Dear Debbie,

Thank you for calling on Red Arrow Technologies. It was a pleasure meeting with you. I have enclosed a proposal per our conversation for the **Hightstown Borough Phone Systems Upgrades & SIP Trunk Migration.**

After further reviewing of all the systems and meeting with Chief Gendron, we have updated the proposal to reflect all new findings for the Police Department as well as the other sites. While reviewing the with Chief Gendron, he wishes to have as much built in redundancy with the system, that is why we have quoted a secondary server to replicate the needs of Voicemail/Management and Chronical Reporting and Recording. Similar to how the Borough's servers are replicated is the same way that we would handle the Police Department's need for redundancy. The existing sites are all running extremely old version of the Avaya IP Office software which will not support SIP trunks. Quoted for the 3 sites is the Avaya IP Office software upgrade to Release Version 11.0.

While planning for the migration from PRI/POTS to SIP Trunk for the IP Office, we will need to review the needs for Fax, Alarm, Elevator, etc telephone lines that will need to remain as is or ported to Verizon or Comcast to fully cancel the Line Systems services for Telephony feeding the Hightstown Borough's phone systems.

Please review the enclosed at your earliest convenience. Upon your approval, sign and return the document where indicated along with your deposit. Once these documents are received, we can process and contact you with an installation date.

You can email the signed documents to:  
Email: michael@redarrowtech.com

Should you have any questions or require additional information, please do not hesitate to contact me. I look forward to being of service to you in the future.

Sincerely,



Michael McCully - President

## DESCRIPTION

### CLIENT INFORMATION

**Name: Hightstown Borough**

**Site**

Hightstown Borough  
156 Bank Street  
Hightstown, NJ 08520

**Billing**

Hightstown Borough  
156 Bank Street  
Hightstown, NJ 08520

**Contact**

Debra Sopronyi

**PROJECT NAME:** Hightstown Borough – Phone System Upgrades / SIP Trunk Migrations

### PROJECT SCOPE

**Project 1: (Police Department)**

Installation and configuration of new Avaya IP Office phone system for the Police Department. Separate system so it doesn't rely upon the Main Office's system for operability. Upgrade new system with SIP trunks and work with staff and Line Systems to port over phone services to Red Arrow VOIP Services. SIP Proposal Attached.

**Project 2: (Main Office)**

Upgrade existing phone system in Borough's main office to latest IPO500 REL 11 software and reprogram accordingly for optimal configuration. Upgrade existing system with SIP trunks and work with staff and Line Systems to port over phone services to Red Arrow VOIP Services. SIP Proposal Attached.

**Project 3: (Fire Department)**

Upgrade existing phone system in Fire Department main office to latest IPO500 REL 11 software and reprogram accordingly for optimal configuration. Separate system so it doesn't rely upon the Main Office's system for operability. Upgrade existing system with SIP trunks and work with staff and current telephone service provider to port over phone services to Red Arrow VOIP Services. Separate SIP Proposal Attached. Installation of new SonicWALL Firewall and reconfigure VPN for interoffice communications.

**Project 4: (Waste Water Treatment Plant)**

Upgrade existing phone system in Waste Water Treatment Plant to latest IPO500 REL 11 software and reprogram accordingly for optimal configuration. Separate system so it doesn't rely upon the Main Office's system for operability. Upgrade existing system with SIP trunks and work with staff and current telephone service provider to port over phone services to Red Arrow VOIP Services. Separate SIP Proposal Attached.

## PROJECT BUDGET

Hightstown Borough - Project 1 - Police Department			
QTY	Description	Unit Price	Extended Price
1	Avaya IP Office 500 V2 Control Unit	\$ 450.00	\$ 450.00
1	Avaya IP Office 500 V2 SD-Card MU-LAW	\$ 50.00	\$ 50.00
1	Avaya IP Office 500 V2 Rack Mount Kit	\$ 45.00	\$ 45.00
1	Avaya IP Office 500 V2 Phone 2 Card	\$ 350.00	\$ 350.00
1	Avaya IP Office 500 V2 VCM32	\$ 250.00	\$ 250.00
1	Avaya IP Office 500 V2 ATM4	\$ 375.00	\$ 375.00
1	Avaya IP Office PRI 8 Card	\$ 450.00	\$ 450.00
1	Avaya IP Office Essential Edition License	\$ 350.00	\$ 350.00
1	Avaya IP Office Voicemail Pro 4 Port License	\$ 1,400.00	\$ 1,400.00
8	Avaya IP Office SIP Line License	\$ 40.00	\$ 320.00
3	Avaya IP Office Power User License	\$ 75.00	\$ 225.00
1	Avaya IP Office Voice Networking License (4 Ports)	\$ 400.00	\$ 400.00
15	Avaya IP Office IP Endpoint License	\$ 40.00	\$ 600.00
15	Avaya J179 IP Phone	\$ 200.00	\$ 3,000.00
3	Avaya IP Office J1XX Wall Mount Bracket	\$ 25.00	\$ 75.00
12	Avaya IP Office - ChronicalI Call Recording (12 Ports)	\$ 250.00	\$ 3,000.00
1	Avaya IP Office - ChronicalI Call Reporting (1-100 User)	\$ 1,100.00	\$ 1,100.00
2	Dell R240 Rack Mount Server (Voicemail/Manager/ChonicalI)	\$ 4,000.00	\$ 8,000.00
1	Engenius 24 Port Gigabit POE+ Switch	\$ 800.00	\$ 800.00
1	Avaya IP Office RTS 8X5 - 120G7 3YPP MTC CONTRACT	\$ 2,500.00	\$ 2,500.00
30	Installation / Configuration / Training (estimated)	\$ 150.00	\$ 4,500.00
	** Monthly Support Contract - \$450/month **		
		Subtotal	\$ 28,240.00
		Tax	n/a
		Total	\$ 28,240.00

Hightstown Borough - Project 2 - Borough Office			
QTY	Description	Unit Price	Extended Price
1	Avaya IP Office 500 V2 Software Upgrade License to REL 11.0	\$ 400.00	\$ 400.00
12	Avaya IP Office SIP Trunk License	\$ 100.00	\$ 1,200.00
4	Installation / Configuration / Training (estimated)	\$ 150.00	\$ 600.00
	** Monthly Support Contract - \$250/month **		
		Subtotal	\$ 2,200.00
		Tax	n/a
		Total	\$ 2,200.00



## PROJECT BUDGET (cont'd)

Hightstown Borough - Project 3 - Fire Department			
QTY	Description	Unit Price	Extended Price
1	Avaya IP Office 500 V2 Software Upgrade License to REL 11.0	\$ 400.00	\$ 400.00
3	Avaya IP Office SIP Trunk License	\$ 100.00	\$ 300.00
1	SonicWALL TZ350 UTM Firewall	\$ 700.00	\$ 700.00
4	Installation / Configuration / Training (estimated)	\$ 150.00	\$ 600.00
	** Monthly Support Contract - \$250/month **		
		Subtotal	\$ 2,000.00
		Tax	n/a
		Total	\$ 2,000.00

Hightstown Borough - Project 4 - Waste Water Treatment Plant			
QTY	Description	Unit Price	Extended Price
1	Avaya IP Office 500 V2 Software Upgrade License to REL 11.0	\$ 400.00	\$ 400.00
4	Avaya IP Office SIP Trunk License	\$ 100.00	\$ 400.00
4	Installation / Configuration / Training (estimated)	\$ 150.00	\$ 600.00
	** Monthly Support Contract - \$250/month **		
		Subtotal	\$ 1,400.00
		Tax	n/a
		Total	\$ 1,400.00

## Investment Summary

Total Proposal Amount	\$33,840.00
Deposit Due in Advance	\$16,920.00
Balance Due Upon Completion	\$16,920.00
Monthly Recurring Support Contract	\$1,200.00
Monthly Reoccurring SIP Services	\$1,033.60

*Note: The above price does not include tax*

- Red Arrow Technologies labor is provided during normal business hours Monday through Friday from 7:00 AM- 7:00 PM.
- Overtime hours or prevailing wages are not included and will be charged additionally.
- Pricing based on non-union, non-prevailing wages.
- Taxes are excluded unless specifically shown as included at pricing summary lines.
- Customer to provide 110V Power and Network Link-up where required by Red Arrow Technologies.
- Additional devices or wire needed that are not specified in this proposal, will be quoted and invoiced under separate cover. Buyer will be notified in advance prior to any additional devices being added.
- All wiring will be installed in a professional manner and will confirm to the National Electric Code (N.E.C.).
- Clear access must be provided in all areas during the time of installation.
- Red Arrow Technologies retains title to Ownership of all materials until final payment is received.
- Buyer to provide Purchase Order number and tax-exempt certificate, if applicable, prior to work being scheduled.
- Buyer to provide deposit required to initiate job mobilization.
- This proposal is confidential and proprietary to the Corporation and not to be copied by others.
- Includes miscellaneous hardware needed to install accordingly.
- Pricing based on a prewired installation.
- All devices installed as per manufacturer's specifications.

#### ***NOTICE OF CANCELLATION***

YOU, THE BUYER, MAY CANCEL THIS CONTRACT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

**(CONSUMER TRANSACTIONS ONLY) BUYER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. PLEASE SEE THE ATTACHED NOTICE OF RIGHT OF RESCISSION FORM FOR AN EXPLANATION OF THIS RIGHT. BY SIGNING BELOW, BUYER ACKNOWLEDGES RECEIPT OF THE NOTICE OF RIGHT OF RESCISSION FORM.**

#### **PROPOSAL ACCEPTANCE:**

THIS AGREEMENT IS MADE BETWEEN Hightstown Borough ("BUYER") and Red Arrow Technologies, 1 Meridian Road, Suite 8, Eatontown, NJ 07724 (sometime referred to herein as the "CORPORATION").

FOR SALES AND INSTALLATIONS, this Proposal will become binding on the CORPORATION only if the BUYER and the CORPORATION sign this PROPOSAL below. The "TERMS & CONDITIONS APPLICABLE TO SALE AND INSTALLATION" in this PROPOSAL below apply to all Sales and Installations. **BUYER – PLEASE READ AND UNDERSTAND ALL OF THE "TERMS & CONDITIONS APPLICABLE TO SALE AND INSTALLATION" IN THIS PROPOSAL BELOW BEFORE SIGNING BELOW.**

**Hightstown Borough****Red Arrow Technologies**

By

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Title\_\_\_\_\_  
Title\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Printed Name**TERMS & CONDITIONS**

LIMITATION OF CORPORATION'S LIABILITY. IF THE CORPORATION IS FOUND LIABLE FOR ANY LOSS OR DAMAGE DUE TO BREACH OF CONTRACT; BREACH OF WARRANTY; CORPORATION'S OWN NEGLIGENCE, GROSS NEGLIGENCE AND/OR NEGLIGENT MISREPRESENTATION; STRICT PRODUCT LIABILITY; SUBROGATION; INDEMNIFICATION OR CONTRIBUTION; OR ANY OTHER THEORY OF LIABILITY ARISING FROM THIS AGREEMENT; THE DESIGN OF THE SYSTEM; THE LOCATION AND/OR POSITIONING OF THE SYSTEM OR ANY OF ITS DEVICES; THE COVERAGE OF THE SYSTEM OR ANY OF ITS DEVICES; THE NUMBER OF DEVICES; THE SELECTION OR RECOMMENDATION OF THE SYSTEM OR ANY OF ITS DEVICES; INSTALLATION, REPAIR, SERVICE, OPERATION OR NON-OPERATION, OF THE SYSTEM OR ANY OF ITS DEVICES IN ANY RESPECT AT ALL, THE MAXIMUM LIABILITY WILL BE LIMITED TO THE SUM OF TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500) COLLECTIVELY FOR CORPORATION (THROUGHOUT THESE TERMS & CONDITIONS, THE TERM CORPORATION SHALL INCLUDE ITS SHAREHOLDERS, BOARD OF DIRECTORS, OFFICERS, EMPLOYEES, AGENTS AND SUBCONTRACTORS), AND THIS LIABILITY SHALL BE EXCLUSIVE. THE CORPORATION MAY AGREE TO ASSUME A GREATER LIABILITY, BUT ONLY FOR AN ADDITIONAL CHARGE TO BE AGREED UPON BY THE BUYER AND THE CORPORATION. IF THE CORPORATION DOES SO, A RIDER WILL BE ATTACHED TO THIS AGREEMENT.

THE CORPORATION EXPRESSLY DENIES ALL LIABILITY FOR ANY LOSS OR DAMAGE ABOVE THE LIMITATION OF LIABILITY. THIS INCLUDES LIABILITY BASED ON CONTRACT, TORT, WARRANTY (INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE) AND ANY OTHER THEORY OF LIABILITY.

THIS LIMITATION OF LIABILITY SPECIFICALLY COVERS LIABILITY FOR, AMONG OTHER THINGS, LOST PROFITS; LOST OR DAMAGED PROPERTY; LOSS OF USE OF PROPERTY OR THE PREMISES; GOVERNMENT FINES AND CHARGES; PERSONAL INJURIES; CROSS-CLAIMS AND OTHER CLAIMS FOR INDEMNITY AND CONTRIBUTION; AND THE CLAIMS OF THIRD PARTIES. ALSO COVERED BY THIS LIMITATION ARE THE FOLLOWING TYPES OF DAMAGES: DIRECT, INDIRECT, SPECIAL, INCIDENTAL, AND CONSEQUENTIAL AND PUNITIVE.

WAIVER OF SUBROGATION. The BUYER understands that the CORPORATION is not an Insurer. The BUYER is responsible for obtaining all insurance the BUYER thinks is necessary, including coverage for personal injury and

property damage. The payments the BUYER makes under this Agreement are not related to the value of the Premises, the BUYERs possessions, or persons on or about the Premises, but rather are based on the cost of the System and the CORPORATION'S services.

To the extent permitted by applicable law, the BUYER releases the CORPORATION from any liability for any loss, event or condition covered by the BUYER'S insurance.

LIMITED WARRANTY. (Only applies to work performed, or products sold, by Corporation) Does Not Apply to a takeover of any existing systems or related equipment at the Premises).

- (a) For 12 months from the date of this Agreement, the CORPORATION warrants that if any part of the System does not work because of a defect or because of ordinary wear and tear, the CORPORATION will repair or replace that part at no charge to the BUYER. The Limited Warranty does not cover batteries, nor does it apply if the System has been damaged by the BUYER, accidents, power surges, misuse, vandalism, lack of proper maintenance, unauthorized changes or acts of God (such as fires, earthquakes, floods, tornadoes, etc.).
- (b) One (1) Year Warranty on all NEW Parts and Technical Labor required for troubleshooting, diagnosing, and repairing the problem. Products are warranted to be free from defects in material and workmanship, under normal and proper use. Manufacturer and/or Red Arrow Technologies agree to correct by repair or at its discretion by replacement, any defect of material or workmanship without charge during this period.
- (c) This limited warranty is the only warranty the CORPORATION makes, is made only if the CORPORATION installed the System, and takes the place of all other warranties whether express or implied. NO EXPRESS OR IMPLIED WARRANTIES EXTEND BEYOND THE FACE OF THIS AGREEMENT. THE CORPORATION MAKES NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ANY AND ALL SUCH WARRANTIES BEING EXPRESSLY WAIVED UNDER THIS AGREEMENT.
- (d) The BUYER understands and agrees that CORPORATION will provide no Warranty Service or any other service or repair to the System unless the BUYER first notifies the CORPORATION of a problem or need of repair or service. The BUYER further understands and agrees that, once notified, CORPORATION will service the System as soon as it reasonably can during normal business hours (7:00 a.m. to 7:00 p.m.), excluding Saturday, Sunday and Holidays. CORPORATION assumes no liability for any loss or damage which may occur after a service request has been made and before service is complete. The BUYER will pay the CORPORATION its then prevailing rates and charges on a time and materials basis for any service to the System which is not covered by the Limited Warranty, or which is requested on an emergency basis.
- (e) Once installation of the System is completed, the System is in the exclusive possession and control of the BUYER and, as such, it is the sole responsibility of the BUYER to test the operation of the System at least weekly, and immediately notify the CORPORATION of any problem or need of Warranty Service and/or repair or other service.

#### COMMENCEMENT OF WORK

THE CORPORATION will begin work within a reasonable time after this Agreement is signed by the CORPORATION and the BUYER. The CORPORATION shall not be liable for any damage or loss sustained by the BUYER, or any third party, which occurs before the commencement of work, or as a result of any delay in the commencement of work.

THE BUYER authorizes the CORPORATION to make all preparations, as it deems reasonably necessary to install the System, such as drilling holes, driving nails and screws, securing attachments and brackets, and other related matters. All such work shall be performed in a workmanlike manner.

#### BUYER'S PROTECTION OF CORPORATION

THIS AGREEMENT IS INTENDED ONLY FOR THE BUYER'S BENEFIT. THEREFORE, THE BUYER SHALL PROTECT, INDEMNIFY, DEFEND, RELEASE AND HOLD HARMLESS THE CORPORATION FROM AND AGAINST ALL THIRD PARTY CLAIMS OR LOSSES

(INCLUDING REASONABLE ATTORNEYS' FEES) BROUGHT AGAINST THE CORPORATION WHICH IN ANY WAY ARISE FROM, OR RELATE TO, THIS AGREEMENT, THE SYSTEM, AND/OR ANY SERVICES WHICH THE CORPORATION PERFORMED, OR FAILED TO PERFORM, UNDER THIS AGREEMENT.

THIS PROTECTION/INDEMNITY INCLUDES CLAIMS AGAINST THE CORPORATION ARISING UNDER CONTRACT, WARRANTY, CORPORATION'S OWN NEGLIGENCE OR GROSS NEGLIGENCE OR NEGLIGENT MISREPRESENTATION, STRICT PRODUCT LIABILITY, CROSS-CLAIMS OR OTHER CLAIMS FOR INDEMINIFICATION OR ANY OTHER THEORY OF LIABILITY.

THE BUYER'S DEFAULT. If the BUYER fails to make Payment as and when agreed under this Agreement, the CORPORATION can terminate this Agreement, and the BUYER must pay the CORPORATION: (a) the Total Contract Price; and (b) the CORPORATION's reasonable collection costs, including attorney's fees and costs.

The CORPORATION shall have no duty or obligation to perform any Work under this Agreement until any amounts past due are paid in full by the BUYER. If the CORPORATION waives any default by the BUYER that does not mean the CORPORATION waives later defaults. Any waiver by the CORPORATION must be in writing.

Any default by the BUYER under this Agreement will be deemed a cross-default under any other agreement between the CORPORATION and BUYER.

If the BUYER has contracted for a CCTV System, BUYER understands and agrees that the effectiveness, operation and functionality of the CCTV System may be adversely effected by, among others, number of cameras purchased by BUYER; location of Cameras selected by BUYER; quality of equipment selected and purchased by BUYER; obstruction of the camera(s); lighting; weather conditions; damage to camera(s), data cables, if any, and monitor(s); vandalism; alteration of location or positioning of camera(s); and failure to maintain or repair, or improper maintenance or repair. BUYER acknowledges and agrees that additional and more costly equipment, has been offered, or is available, which may provide increased monitoring or detection ability and BUYER has selected the CCTV System based upon BUYER'S personal and/or business budget and other reasons. BUYER agrees to utilize the CCTV only for lawful purposes in strict accordance with applicable Federal, State and Local Laws.

TRANSFERS. The BUYER cannot transfer or assign this Agreement without the CORPORATION'S prior written consent. However, the CORPORATION may transfer or assign this Agreement, or subcontract any of Contractor's duties or responsibilities hereunder, without the BUYER'S consent. Anyone to whom the CORPORATION transfers or assigns this Agreement, or any of the CORPORATION'S duties or responsibilities, shall receive the benefit of, and have the right to enforce, the terms and conditions of this Agreement, including, without limitation, the Limitation of CORPORATION'S Liability, Insurance Waiver of Subrogation, BUYER'S Protection of CORPORATION, and the Limitation on Lawsuits; Jury Trial.

LIMITATION ON LAWSUITS; JURY TRIAL. The BUYER must bring any lawsuit against the CORPORATION within 1 year after the act, omission or event occurred upon which the lawsuit is based. If the BUYER does not, the BUYER shall have no right to sue the CORPORATION and the CORPORATION shall have no liability whatsoever to the BUYER for that

claim. Time is of the essence. TO THE FULL EXTENT PERMITTED BY LAW, THE CORPORATION AND BUYER BOTH GIVE UP THEIR RIGHT TO A JURY TRIAL.

PROPOSAL/PURCHASE ORDERS/OTHER AGREEMENTS/CHANGE ORDERS. In the event of any conflict between this Agreement and any other agreement, proposal, contract or purchase order relating the subject matter hereof, the terms of this Agreement shall govern and control.

MISCELLANEOUS. This Agreement contains the entire understanding between the BUYER and the CORPORATION relating to this Agreement and its subject matter and replaces any earlier discussions or agreements. This Agreement cannot be changed except in writing signed by BUYER and CORPORATION. If any provision of this Agreement is found to be invalid, the remaining provisions are still effective. This Agreement is governed by New Jersey Law. This Agreement is not binding on the CORPORATION until the earlier of: (i) CORPORATION, through its Authorized Representative, signs this Agreement; or (ii) services are commenced under this Agreement.

If the CORPORATION does not approve this Agreement, the CORPORATION's only obligation is to refund any payments the BUYER has made.

BY SIGNING BELOW, THE BUYER ACKNOWLEDGES THAT BUYER HAS RECEIVED A COPY OF THIS AGREEMENT AND HAS READ IT AND UNDERSTANDS IT, INCLUDING THE TERMS RELATING TO LIMITATION OF CORPORATION'S LIABILITY AND PROTECTION OF CORPORATION.

(CONSUMER TRANSACTIONS ONLY) BUYER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. PLEASE SEE THE ATTACHED NOTICE OF RIGHT OF RESCISSION FORM FOR AN EXPLANATION OF THIS RIGHT. BY SIGNING BELOW, BUYER ACKNOWLEDGES RECEIPT OF THE NOTICE OF RIGHT OF RESCISSION FORM.



## Service Activation Form

**Red Arrow Technologies**

PO Box 1228  
Eatontown, NJ 07724

**Proposal #:** 209063  
**Date:** 7/22/2021  
**Quote Valid Until:** 8/21/2021  
**Order Type:** New Proposal  
**Sales Representative:** Michael McCully  
**Sales Rep. Email:** michael@redarrowtech.com  
**Payment Method:** Check

**Customer Name:** Hightstown Borough - AWWTP  
**Customer Since:** N/A  
**Contract Start:** TBD  
**Contract Maturity:** TBD  
**Term of Commitment:** 24 months from date of Service activation per the Terms of Service

**Customer Information**

	Billing Address	Shipping Address
<b>Company:</b>	Hightstown Borough - AWWTP	Hightstown Borough - AWWTP
<b>Contact:</b>	Waste Water Treatment Plant	Waste Water Treatment Plant
<b>Street 1:</b>	156 BANK ST	156 BANK ST
<b>Street 2:</b>		
<b>City, State, ZIP code:</b>	HIGHTSTOWN, NJ 08520	HIGHTSTOWN, NJ 08520
<b>Phone:</b>	(609) 490-5100	(609) 490-5100
<b>Fax:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Monthly Recurring Charges (MRC)**

QTY	Item ID	Description	Monthly	Monthly Ext.
1	100-06-E911	E911 Service Charge Monthly E911 Service Fee per DID, TN or unique physical address per Service Provider Terms of Service.	\$2.99	\$2.99
3	100-05-DID	Domestic Telephone Number (DID) One (1) DID or Telephone Number (TN) in one rate center	\$2.99	\$8.97
1	100-03-SIPTRUNKE	Enhanced SIP Trunk Connects to a physical premise device. Includes Disaster Recovery	\$39.99	\$39.99
4	100-03-CALLPATHM	Metered Call Path Includes Unlimited inbound calling (non toll-free). No pre-paid termination included. Default domestic rate \$0.039. Burstable call paths available upon request at a \$4 surcharge.	\$19.99	\$79.96
1	100-03-UNLIMITED	Unlimited Minutes Unlimited Minutes	\$0.00	\$0.00
			MRC Subtotal	
			\$131.91	

**Non-Recurring Charges (NRC)**

QTY	Item ID	Description	Price	Price Ext.
			NRC Subtotal	
			\$0.00	

## Service Activation Form





## Service Activation Form



Notes

Due at Signing	
Monthly Recurring	\$131.91
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.27
FUSF (VoIP)	\$27.22
Sales Tax	\$10.56
Total Due at Signing	\$170.87

Summary	
Monthly Recurring	\$131.91
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.27
FUSF (VoIP)	\$27.22
Sales Tax	\$10.56
Total	\$170.87

**\* Taxes and fees are subject to change.**

The undersigned acknowledges that they have received, read, accepted, and agreed to the Red Arrow Technologies Terms of Service, and ALL Red Arrow Technologies Terms and Conditions incorporated by this reference.

Please charge my existing credit card on file: Yes ☐ No ☐

**Signature:**

**Title:**

**Print Name:**

**Date:**

Confidential and Proprietary to Red Arrow Technologies . This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of Red Arrow Technologies .



## Service Activation Form

**Red Arrow Technologies**  
PO Box 1228  
Eatontown, NJ 07724

**Proposal #:** 209064  
**Date:** 7/22/2021  
**Quote Valid Until:** 8/21/2021  
**Order Type:** New Proposal  
**Sales Representative:** Michael McCully  
**Sales Rep. Email:** michael@redarrowtech.com  
**Payment Method:** Check

**Customer Name:** Hightstown Borough - Fire Department  
**Customer Since:** N/A  
**Contract Start:** TBD  
**Contract Maturity:** TBD  
**Term of Commitment:** 24 months from date of Service activation per the Terms of Service

## Customer Information

	Billing Address	Shipping Address
<b>Company:</b>	Hightstown Borough - Fire Department	Hightstown Borough - Fire Department
<b>Contact:</b>	Fire Department	Fire Department
<b>Street 1:</b>	156 BANK ST	156 BANK ST
<b>Street 2:</b>		
<b>City, State, ZIP code:</b>	HIGHTSTOWN, NJ 08520	HIGHTSTOWN, NJ 08520
<b>Phone:</b>	(609) 490-5100	(609) 490-5100
<b>Fax:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

## Monthly Recurring Charges (MRC)

QTY	Item ID	Description	Monthly	Monthly Ext.
1	100-06-E911	E911 Service Charge Monthly E911 Service Fee per DID, TN or unique physical address per Service Provider Terms of Service.	\$2.99	\$2.99
2	100-05-DID	Domestic Telephone Number (DID) One (1) DID or Telephone Number (TN) in one rate center	\$2.99	\$5.98
1	100-03-SIPTRUNKE	Enhanced SIP Trunk Connects to a physical premise device. Includes Disaster Recovery	\$29.99	\$29.99
3	100-03-CALLPATHM	Metered Call Path Includes Unlimited inbound calling (non toll-free). No pre-paid termination included. Default domestic rate \$0.039. Burstable call paths available upon request at a \$4 surcharge.	\$19.99	\$59.97
1	100-03-UNLIMITED	Unlimited Minutes Unlimited Minutes	\$0.00	\$0.00
			MRC Subtotal	
			\$98.93	

## Non-Recurring Charges (NRC)

QTY	Item ID	Description	Price	Price Ext.
			NRC Subtotal	
			\$0.00	

## Service Activation Form





## Service Activation Form

Notes

Due at Signing	
Monthly Recurring	\$98.93
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.21
FUSF (VoIP)	\$20.42
Sales Tax	\$7.92
Total Due at Signing	\$128.37

Summary	
Monthly Recurring	\$98.93
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.21
FUSF (VoIP)	\$20.42
Sales Tax	\$7.92
Total	\$128.37

**\* Taxes and fees are subject to change.**

The undersigned acknowledges that they have received, read, accepted, and agreed to the Red Arrow Technologies Terms of Service, and ALL Red Arrow Technologies Terms and Conditions incorporated by this reference.

Please charge my existing credit card on file: Yes ☐ No ☐

**Signature:**

**Title:**

**Print Name:**

**Date:**

Confidential and Proprietary to Red Arrow Technologies . This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of Red Arrow Technologies .



## Service Activation Form

**Red Arrow Technologies**

PO Box 1228  
Eatontown, NJ 07724

**Proposal #:** 209065  
**Date:** 7/22/2021  
**Quote Valid Until:** 8/21/2021  
**Order Type:** New Proposal  
**Sales Representative:** Michael McCully  
**Sales Rep. Email:** michael@redarrowtech.com  
**Payment Method:** Check

**Customer Name:** Hightstown Borough - Main Office  
**Customer Since:** N/A  
**Contract Start:** TBD  
**Contract Maturity:** TBD  
**Term of Commitment:** 24 months from date of Service activation per the Terms of Service

**Customer Information**

	Billing Address	Shipping Address
<b>Company:</b>	Hightstown Borough - Main Office	Hightstown Borough - Main Office
<b>Contact:</b>	Main Office	Main Office
<b>Street 1:</b>	156 BANK ST	156 BANK ST
<b>Street 2:</b>		
<b>City, State, ZIP code:</b>	HIGHTSTOWN, NJ 08520	HIGHTSTOWN, NJ 08520
<b>Phone:</b>	(609) 490-5100	(609) 490-5100
<b>Fax:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Monthly Recurring Charges (MRC)**

QTY	Item ID	Description	Monthly	Monthly Ext.
1	100-06-E911	E911 Service Charge Monthly E911 Service Fee per DID, TN or unique physical address per Service Provider Terms of Service.	\$2.99	\$2.99
20	100-05-DID	Domestic Telephone Number (DID) One (1) DID or Telephone Number (TN) in one rate center	\$2.99	\$59.80
1	100-03-SIPTRUNKE	Enhanced SIP Trunk Connects to a physical premise device. Includes Disaster Recovery	\$29.99	\$29.99
12	100-03-CALLPATHM	Metered Call Path Includes Unlimited inbound calling (non toll-free). No pre-paid termination included. Default domestic rate \$0.039. Burstable call paths available upon request at a \$4 surcharge.	\$19.99	\$239.88
1	100-03-UNLIMITED	Unlimited Minutes Unlimited Minutes	\$0.00	\$0.00
			MRC Subtotal	
			\$332.66	

**Non-Recurring Charges (NRC)**

QTY	Item ID	Description	Price	Price Ext.
			NRC Subtotal	
			\$0.00	

## Service Activation Form





## Service Activation Form

Notes

Due at Signing	
Monthly Recurring	\$332.66
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.69
FUSF (VoIP)	\$68.66
Sales Tax	\$26.63
Total Due at Signing	\$429.54

Summary	
Monthly Recurring	\$332.66
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.69
FUSF (VoIP)	\$68.66
Sales Tax	\$26.63
Total	\$429.54

**\* Taxes and fees are subject to change.**

The undersigned acknowledges that they have received, read, accepted, and agreed to the Red Arrow Technologies Terms of Service, and ALL Red Arrow Technologies Terms and Conditions incorporated by this reference.

Please charge my existing credit card on file: Yes ☐ No ☐

**Signature:**

**Title:**

**Print Name:**

**Date:**

Confidential and Proprietary to Red Arrow Technologies . This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of Red Arrow Technologies .



## Service Activation Form

**Red Arrow Technologies**

PO Box 1228  
Eatontown, NJ 07724

**Proposal #:** 209066  
**Date:** 7/22/2021  
**Quote Valid Until:** 8/21/2021  
**Order Type:** New Proposal  
**Sales Representative:** Michael McCully  
**Sales Rep. Email:** michael@redarrowtech.com  
**Payment Method:** Check

**Customer Name:** Hightstown Borough - Police Department  
**Customer Since:** N/A  
**Contract Start:** TBD  
**Contract Maturity:** TBD  
**Term of Commitment:** 24 months from date of Service activation per the Terms of Service

**Customer Information**

	Billing Address	Shipping Address
<b>Company:</b>	Hightstown Borough - Police Department	Hightstown Borough - Police Department
<b>Contact:</b>	Police Department	Police Department
<b>Street 1:</b>	156 BANK ST	156 BANK ST
<b>Street 2:</b>		
<b>City, State, ZIP code:</b>	HIGHTSTOWN, NJ 08520	HIGHTSTOWN, NJ 08520
<b>Phone:</b>	(609) 490-5100	(609) 490-5100
<b>Fax:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Monthly Recurring Charges (MRC)**

QTY	Item ID	Description	Monthly	Monthly Ext.
1	100-06-E911	E911 Service Charge Monthly E911 Service Fee per DID, TN or unique physical address per Service Provider Terms of Service.	\$2.99	\$2.99
8	100-05-DID	Domestic Telephone Number (DID) One (1) DID or Telephone Number (TN) in one rate center	\$2.99	\$23.92
1	100-03-SIPTRUNKE	Enhanced SIP Trunk Connects to a physical premise device. Includes Disaster Recovery	\$29.99	\$29.99
8	100-03-CALLPATHM	Metered Call Path Includes Unlimited inbound calling (non toll-free). No pre-paid termination included. Default domestic rate \$0.039. Burstable call paths available upon request at a \$4 surcharge.	\$19.99	\$159.92
1	100-03-UNLIMITED	Unlimited Minutes Unlimited Minutes	\$0.00	\$0.00
			MRC Subtotal	
			\$216.82	

**Non-Recurring Charges (NRC)**

QTY	Item ID	Description	Price	Price Ext.
			NRC Subtotal	
			\$0.00	



## Service Activation Form





## Service Activation Form

Notes

Due at Signing	
Monthly Recurring	\$216.82
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.45
FUSF (VoIP)	\$44.75
Sales Tax	\$17.36
Total Due at Signing	\$280.28

Summary	
Monthly Recurring	\$216.82
Non-Recurring	\$0.00
E-911	\$0.90
FCC Regulatory Fee (VoIP)	\$0.45
FUSF (VoIP)	\$44.75
Sales Tax	\$17.36
Total	\$280.28

**\* Taxes and fees are subject to change.**

The undersigned acknowledges that they have received, read, accepted, and agreed to the Red Arrow Technologies Terms of Service, and ALL Red Arrow Technologies Terms and Conditions incorporated by this reference.

Please charge my existing credit card on file: Yes ☐ No ☐

**Signature:**

**Title:**

**Print Name:**

**Date:**

Confidential and Proprietary to Red Arrow Technologies . This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of Red Arrow Technologies .

Chapter 13  
HOUSING

Sections:

- 13-1 GENERAL PROVISIONS
- 13-2 ADMINISTRATION AND ENFORCEMENT
- 13-3 HOUSING STANDARDS FOR OWNER OCCUPIED UNITS AND RENTAL UNITS
- 13-4 ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS
- 13-5 INSPECTIONS; NOTICE; HEARINGS
- 13-6 UNFIT BUILDINGS
- 13-7 TRANSFER OF PROPERTY
- 13-8 CERTIFICATE OF COMPLIANCE REQUIREMENT FOR CHANGES IN OCCUPANCY OF  
RENTED DWELLINGS
- 13-9 VIOLATIONS AND PENALTIES
- 13-10 BOARDINGHOUSES AND ROOMING HOUSES
- 13-11 Reserved
- 13-12 REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES

## Hightstown Borough Revised General Ordinances

## Section 13-1

## GENERAL PROVISIONS

## Subsections:

13-1-1 Purpose.

13-1-2 Definitions and Word Usage.

## Subsection 13-1-1 Purpose.

The purpose of this chapter shall be to establish and maintain every person's right to a decent home, located in a desirable, suitable and well-kept neighborhood environment; to establish minimum standards governing the required plumbing, heating and electrical facilities and their maintenance; to establish minimum standards governing the conditions and maintenance of dwellings and other structural things and conditions on the inside and outside of dwellings and the premises surrounding dwellings; to make dwellings safe, sanitary and fit for decent living; to establish minimum standards governing the conditions of dwellings offered for rent, fixing the responsibilities of both owners and occupants of dwellings; to authorize and command the inspection of dwellings and the condemnation of dwellings unfit for human habitation; and to fix the penalties for its violations.

However, the Borough, by this section, is not acting as a guarantor of the condition of any property insofar as any potential owner or occupant is concerned, nor shall the Borough be considered to be involved in any manner in the contractual relationships between parties buying, selling or renting property. Inspections by Borough officials are not a substitute for engineering or other inspections which may be required by contract in connection with a change in ownership or occupancy of any property. (1991 Code § 121-1; Ord. No. 823 § 1)

## Subsection 13-1-2 Definitions and Word Usage.

a. Whenever the words "dwelling," "dwelling unit," "apartment," "living unit," "rooming house," "hotel," "motel," "rooming unit," "boardinghouse" and "premises" are used in this chapter, they shall be construed as though they were followed by the words "or any part thereof."

b. As used in this chapter:

Basement shall mean that portion of a building located partly or wholly underground and having more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Bathroom shall mean a room which has a floor area, including fixtures, of at least thirty-five (35) square feet and which contains a minimum of one (1) flush water closet, one (1) washbasin and one (1) bathtub or shower stall.

Bedroom shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for sleeping, equipped with a privacy door (which does not have any keyed locks), at least one window allowing access to the outside, and having a ceiling height of at least seven feet over at least one-half of the floor area. Square footage for determining occupancy load shall not include bathrooms, kitchens, dining rooms, living rooms, family rooms, water closet compartments, walk-in closets, laundries, pantries, foyers, hallways or storage spaces.

Boardinghouse shall mean any private dwelling or dwelling unit where the owner, tenant or operator thereof is engaged in keeping one (1) or more roomers or boarders who are not husband and wife or son or daughter, mother or father or sister or brother of the owner, tenant or operator or of the spouse of the owner, tenant or operator and in serving food to some or all of such lodgers for a part of a day or longer period under expressed contract or rate of payment.

## Hightstown Borough Revised General Ordinances

Building shall mean any building or structure or part thereof used for human habitation, use or occupancy, including any accessory buildings and appurtenances belonging thereto or usually enjoyed therewith.

Cellar shall mean that portion of a building located partly or wholly underground and having more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Dwelling shall mean a building or structure or part thereof containing one (1) or more dwelling units or lodging units.

Dwelling unit shall mean an apartment, living unit or similar designation or any room or group of rooms or any part thereof located within a building and forming a single habitable unit with facilities which are used or designed to be used for living, sleeping, cooking and eating.

Garbage shall mean the animal and vegetable and other organic waste resulting from handling, preparation, cooking and consumption of food.

Habitable room shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers or communicating corridors, closets and storage spaces.

Historic landmark shall mean any building, the location, design, setting, materials or workmanship of which is specifically definable, and which is:

- a. Of particular historic significance; or
- b. Associated with historic personages; or
- c. An embodiment of the distinctive characteristics of a type, period or method of architecture or engineering.

Housing Inspector shall mean the officer or officers who are authorized by the provisions of this chapter to exercise the powers prescribed herein.

Infestation shall mean the presence within or around a building of any insects, rodents or other pests.

Lodging shall mean rooming.

Lodging house shall mean any building or that part of any building containing one (1) or more lodging units, each of which is rented by one (1) or more persons who are not husband and wife or son or daughter, mother or father or sister or brother of the owner or operator or of the spouse of the owner, tenant or operator.

Lodging unit shall mean a rented room or group of rooms containing no cooking facilities, used for living purposes by a separate family or group of persons living together, or by a person living alone, within a building.

Multiple dwelling or apartment house shall mean any dwelling containing more than three (3) dwelling units.

Occupant shall mean any person in actual possession of and living in the building or dwelling unit, including the owner.

Owner shall mean any person who, alone or jointly or severally with others:

- a. Has legal title to any dwelling, dwelling unit, hotel, motel, rooming house, rooming unit or boardinghouse, with or without accompanying actual possession thereof.
- b. Has charge, care or control of any dwelling or dwelling unit, hotel, motel, rooming house, rooming unit or boardinghouse as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall

## Hightstown Borough Revised General Ordinances

comply with the provisions of this chapter and the rules and regulations adopted pursuant thereto to the same extent as if he were owner.

Plumbing shall include all the supplied piping, facilities, fixtures and equipment; the house sewer from the septic tank, cesspool, curb or property line to the building foundation; the water service from the curb or property line to the building foundation; the system of soil, vent and waste pipes from their connection at the foundation to the house sewer to their connections to the various plumbing fixtures and to their termination through the roof; all hot- and cold-water lines in the dwelling or building; every plumbing fixture, trap, floor drain or any fixture directly or indirectly connected to the plumbing system; the gas piping from the gas meter to the connections to the various gas appliances; and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rubbish shall mean combustible and noncombustible waste material, including boxes, barrels, sticks, stones, bricks, bottles, cans, metal drums, iron pipe, cold sheet metal, old furniture, unused motor vehicles and boats, auto parts, filth, junk, trash, debris and old lumber or firewood, unless such lumber or firewood is neatly stacked or piled on a support or platform at least eight (8) inches above the ground. It shall also include any other articles which the Housing Inspector, in his judgment, declares to be "rubbish."

Smoke sensitive alarm device shall mean a fire alarm device capable of sensing visible or invisible particles of combustion and providing a suitable alarm audible in all sleeping areas.

Supplied shall mean paid for, furnished or provided by or under the control of the owner or operator.

Utilities shall include electric, gas heating, water and sewage services and equipment therefor. (1991 Code § 121-2; Ord. No. 823 § 2; Ord. No. 2002-20)

**Section 13-2**

**ADMINISTRATION AND ENFORCEMENT**

**Subsections:**

**13-2-1 Administration.**

**13-2-2 Enforcing Authority Designated.**

**13-2-3 Powers of Housing Inspector.**

**Subsection 13-2-1 Administration.**

The Housing Inspector shall be responsible for the administration of the Housing Code. (1991 Code § 121-3)

**Subsection 13-2-2 Enforcing Authority Designated.**

The enforcing authority for the provisions of this chapter shall be the Housing Inspector, who shall be appointed by the Mayor and confirmed by the Borough Council pursuant to law for a term of one (1) year. (1991 Code § 121-4)

**Subsection 13-2-3 Powers of Housing Inspector.**

The Housing Inspector shall be authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this chapter, including the following, in addition to others herein granted:

- a. To investigate dwelling conditions in the Borough in order to determine which dwellings therein are unfit for human habitation.
- b. To administer oaths and affirmations, examine witnesses and receive evidence.
- c. To enter upon premises for the purpose of making examination, provided that such entries are made in such manner as to cause the least possible inconvenience to the persons in possession.
- d. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this chapter.
- e. To delegate any of his functions and powers under this chapter to such officers and agents as he may designate. (1991 Code § 121-5)

## Hightstown Borough Revised General Ordinances

## Section 13-3

## HOUSING STANDARDS FOR OWNER OCCUPIED UNITS AND RENTAL UNITS

## Subsections:

13-3-00	Housing Standards for Owner Occupied Units and Rental Units.
13-3-1	Maintenance.*
13-3-2	Sump Pump and Sewer Line Clean-Outs.
13-3-3	Water Supply.
13-3-4	Plumbing and Heating.
13-3-5	Electrical.
13-3-6	Smoke and Carbon Monoxide Alarms Required.
13-3-7	Fences.
13-3-8	Use and Occupancy of Space.
13-3-9	Ventilation.
13-3-10	Historic Landmarks.
13-3-11	Egress
13-3-12	Signs

**Subsection 13-3-00      Housing Standards for Owner Occupied Units and Rental Units.**

Standards applicable to dwelling units which are owner-occupied and dwelling units and lodging units which are rented to tenants (all dwellings and dwelling units). (1991 Code AIV; Ord. No. 823 § 3)

**Subsection 13-3-1      Maintenance.\***

a. Every foundation, floor, wall, ceiling, door, window, roof or other part of a building shall be maintained in a safe, sanitary, and structurally sound condition so as not to pose a threat to the public health, safety or welfare, and capable of the use intended by its design. Any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration.

b. Every inside and outside stairway, every porch and every appurtenance thereto shall be so constructed as to be safe to use and capable of safely supporting the imposed dead and live loads and shall be kept in sound condition and good repair. As of the effective date of this section, every stairway having four (4) or more risers shall be properly bannistered and safely balustraded pursuant to the Uniform Construction Code of the State of New Jersey.

c. Every porch, balcony, roof or similar place higher than thirty (30) inches above the ground used for egress or for use by occupants shall be provided with adequate railings or parapets. Such protective railings or parapets shall be properly balustraded and shall not be less than three (3) feet in height.

d. Every roof, wall, window, exterior door and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

e. Every dwelling shall be free from rodents, vermin and insects. Rodent or vermin extermination and rodent-proofing may be required by the Health Department.

f. Every building, dwelling, dwelling unit, and all other areas of the premises shall be clean and free from garbage or rubbish and hazards to safety. Lawns, hedges and bushes shall be kept trimmed and not permitted to become overgrown, thereby becoming a hazard to the public health, safety and welfare. Dead or broken limbs which may pose



## Hightstown Borough Revised General Ordinances

a threat to the safety and welfare of the public shall be removed.

g. The Housing Inspector may order the owner to clean, repair, paint, whitewash or paper any walls or ceilings within a dwelling which have deteriorated so as to provide a harborage for rodents or vermin.

h. Every sidewalk, walkway and driveway shall be maintained in such a manner as not to pose a safety hazard. There must be at least seven (7) foot clearance from the sidewalk to the lowest tree branch overhanging the sidewalk, and shrubbery must not overhang or obstruct the sidewalk.

i. All chimneys, smokestacks and similar appurtenances shall be maintained structurally safe, sound and in good repair. Various and sundry outbuildings, garages and sheds shall be maintained so as to be safe, and any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration. All sheds erected after the effective date of this section shall be safely anchored. (1991 Code § 121-6; Ord. No. 823 § 3; Ord. No. 2010-05)

\* **Editor's Note:** For additional regulations on property maintenance, see Chapter XIV.

### **Subsection 13-3-2 Sump Pump and Sewer Line Clean-Outs.**

No sump pump shall be connected to any sanitary sewer line within the Borough. All sewer line clean-outs shall be at least one (1) foot above floor level. This subsection shall be enforced by the Housing Inspector or the Superintendent of the Advanced Wastewater Treatment Plant in accordance with the provisions of subsection 19-3.1g. of Chapter XIX governing wastewater discharges. Certificates of Compliance, pursuant to Sections 13-7 and 13-8 of this chapter shall be not issued prior to compliance with the provisions of subsection 19-3.1g. of Chapter XIX. (1991 Code § 121-7; Ord. No. 823 § 3; Ord. No. 94-6 § 3)

### **Subsection 13-3-3 Water Supply.**

Every dwelling and dwelling unit shall be provided with a safe supply of potable water meeting the standards set forth in the Potable Water Standards as published by the New Jersey Department of Environmental Protection and Energy. (1991 Code § 121-8; Ord. No. 823 § 3)

### **Subsection 13-3-4 Plumbing and Heating.**

a. All plumbing and heating systems shall be in satisfactory working order.

b. No room heater, heating stove, space heater or tank water heater designed for the use of kerosene, gasoline, oil, gas, wood, coke, charcoal or coal as a fuel shall be used in any dwelling or dwelling unit unless it has an approved direct smoke pipe or flue connection to a properly constructed chimney capable of carrying all of the products of combustion to the outside air. (1991 Code § 121-9; Ord. No. 823 § 3)

### **Subsection 13-3-5 Electrical.**

The electrical system shall be in proper working order so as not to pose a threat of electrical shock, fire or other hazard. All Ground fault Interrupt Outlets shall function as designed. All plates and covers shall be in place. No extension cords shall be connected to appliances and/or air conditioners, with the exception of use of a portable generator in times of emergency. (1991 Code § 121-10; Ord. No. 823 § 3; Ord. No. 2015-22)

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### Subsection 13-3-6 Smoke and Carbon Monoxide Alarms Required.

All dwellings and dwelling units shall have a ~~smoke-sensitive alarm device~~ 10-year sealed battery-powered single station, or hardwired if required at time of construction, smoke alarms shall be installed on each level of the structure and outside each separate sleeping area and located on or near the ceiling in accordance with P.L. 1991, c. 92. A carbon monoxide detector must be located outside all sleeping areas. (1991 Code § 121-11; Ord. No. 823-3; Ord. No. 2015-22) Tenants/residents shall test monthly to confirm operating and functional.

### Subsection 13-3-7 Fences.

Every fence shall be maintained and kept in a condition which shall not pose structural, health or safety dangers. (1991 Code § 121-12; Ord. No. 823-3)

### Subsection 13-3-8 Use and Occupancy of Space.

a. It shall be the responsibility of the owner and/or tenant to ensure that the maximum number of occupants in a dwelling unit shall not exceed the following standard:

1. Every dwelling unit shall contain at least one hundred fifty (150) square feet of floor space for the first occupant thereof and at least one hundred (100) additional square feet of floor space for every additional occupant thereof, such floor space is to be calculated on the basis of total habitable room area, excluding kitchens, bathrooms, water closet compartments, laundries, pantries, foyers, corridors, closets and storage spaces.

b.

1. Every room in a dwelling unit occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor space, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least an additional fifty (50) square feet of floor space for each the second occupant thereof. Under no circumstances shall there be more than two (2) occupants in each bedroom of a dwelling unit. Children under the age of two (2) shall not be considered to be additional occupants.
2. Notwithstanding the foregoing, in every lodging unit every room occupied for sleeping purposes by one (1) occupant shall contain at least eighty (80) square feet of floor space, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least sixty (60) square feet of floor space for each occupant thereof.

c. At least one-half (1/2) of the floor area of every habitable room shall have a ceiling height of at least seven (7) feet. The floor area of that part of any room where the ceiling is less than five (5) feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.

d. No room in a dwelling unit may be used for sleeping if the floor level of the room is lower than three and one-half (3 ½) feet below the average grade of the ground adjacent to and within fifteen (15) feet of the exterior walls of the room.

e. A room located below the level of the ground but with the floor level less than three and one-half (3 ½) feet

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below and the average grade of the ground adjacent to and within fifteen (15) feet of the exterior walls of the room may be used for sleeping, provided that the walls and floor thereof in contact with the earth have been damp proofed in accordance with a method approved by the Housing Inspector and that the windows thereof are at least fifteen (15) feet from the nearest building or wall.

f. Keyed and/or combination locks on interior doors are prohibited. Privacy locks are allowed on bedroom doors, provided that the lock can be opened easily and without the use of force from the outside of the room, or from any hallway or common area, in the event of emergency.

g. Non-habitable spaces, including storage and closet areas, kitchens, hallways and all portions of living rooms, dining rooms, dens, enclosed porches, attics and basements, shall not be used as bedrooms or otherwise occupied for sleeping purposes; notwithstanding the foregoing, attics and basements may be used as bedrooms if they have been rendered habitable pursuant to all requirements of the State Housing Code.

h. The number of bedrooms in a dwelling unit is determined by the number of bedrooms on the tax records for the property.

i. The bedroom cannot be used to pass through to another habitable space, bedroom or kitchen.

j. Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:

1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in inappropriate areas of a dwelling unit in addition to those located in the kitchen, as determined by the Housing Inspector.

(1991 Code § 121-13; Ord. No. 823 § 3; Ord. No. 2010-05; Ord. No. 2014-14; Ord. No. 2015-22)

### **Subsection 13-3-9      Ventilation.**

All dwellings shall be adequately ventilated; every bathroom and water closet compartment shall have ventilation provided either by a window, skylight or mechanical ventilation system. (1991 Code § 121-14; Ord. No. 823 § 3)

### **Subsection 13-3-10      Historic Landmarks.**

Upon written request of the property owner, an historic landmark may be exempted by the Housing Inspector from strict compliance with the requirements of this chapter if such strict compliance would compromise the historic significance of the property; provided, however, that no exemption shall be granted which, in the opinion of the Housing Inspector, would create a health or safety hazard or allow such a hazard to continue. (1991 Code § 121-15; Ord. No. 823 § 3)

### **Subsection 13-3-11      Egress**

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All exit doors shall be readily opened from the side from which egress is to be made, without the use of a key, unless the key is permanently affixed in the lock, and without use of a combination lock, electronic code or similar special knowledge or effort. (Ord. No. 2002-20)

### **Subsection 13-3-12      Signs**

a. Posting of signs for rent, or advertising room or rooms for rent by any means of publication (whether through broadcast media, print media, or by electronic means, including the internet), is prohibited for any property in the Borough of Hightstown for which no license has been issued in accord with Sections 4-1, 13-8, and 13-10 of this Code to qualify that property as a boarding house, rooming house, or rooming unit.

b. Posting of signs, or advertising an apartment or house for rent by any means of publication (whether through broadcast media, print media, or by electronic means, including the internet), is prohibited for any property in the Borough of Hightstown for which a Rental Certificate of Compliance has not been issued by the Housing Inspector, pursuant to Subsection 13-8-1 of this Code. (Ord. No. 2010-05)

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## Section 13-4

## ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS

## Subsections:

- 13-4-1 Required Facilities.
- 13-4-2 Ventilation and Glass.
- 13-4-3 Lighting.
- 13-4-4 Minimum Standards for Heating.
- 13-4-5 Egress.
- 13-4-6 Water Damage.
- 13-4-7 Additional Maintenance Requirements.
- 13-4-8 Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials.
- 13-4-9 Additional Responsibilities Concerning Insects and Rodents.
- 13-4-10 Owner Responsible.

## Subsection 13-4-1 Required Facilities.

a. Every foundation, floor, wall, ceiling, door, window, roof or other part of a building in a dwelling unit, hotel, motel and rooming house, shall be maintained in a safe, sanitary, and structurally sound condition so as not to pose a threat to the public health, safety or welfare, that is, free from cracks, holes, breaks, split or splintering boards on woodwork, loose plaster, flaking or peeling paint or other materials. Loose or defective sections shall be removed and replaced so that the sound material is flush and smooth. Floors, walls, ceilings and other exposed surfaces shall be kept clean, free from visible foreign matter, and sanitary at all times. If necessary to accomplish the foregoing, these surfaces shall be kept well painted, whitewashed, papered, covered or treated with ceiling material or other coating as needed. The original design and material shall be matched as near as reasonably possible and when completed shall be aesthetically acceptable. Any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration.

b. All plumbing fixtures shall function perfectly at all times. The finish of toilets, sinks and tubs shall not be chipped or cracked and shall have a smooth finish. There shall not be any leaks, clogs or broken handles on any fixture. All plumbing fixtures and all floors, walls and ceilings in any room containing plumbing fixtures shall be kept in a sanitary condition at all times.

c. Every water closet compartment floor and bathroom floor shall be constructed and maintained so as to be reasonably impervious to water and permit such floor to be kept in a clean condition.

d. In dwellings containing two (2) or more dwelling units having a common source of heat for domestic hot water, it shall be the responsibility of the owner to make provision for the proper operation of such facilities at all times.

e. Every roof, wall, window, exterior door and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

f. Every foundation, floor and wall of a dwelling shall be free from chronic dampness.

g. No owner or occupant shall cause any services, facilities, equipment or utilities which are required under this chapter to be removed from, shut off or discontinued in any occupied dwelling let or occupied by him, except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is authorized by the Housing Inspector. If any service or utility which the owner has agreed to supply is discontinued, the owner shall take immediate steps to cause the restoration of any such service or utility, unless the owner can prove that the tenant has agreed to supply such service or utility. (1991 Code §

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121-16; Ord. No. 823 § 3)

**Subsection 13-4-2 Ventilation and Glass.**

a. Means of ventilation shall be provided for every habitable room. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least forty-five (45%) percent of the minimum window area or minimum skylight area as required by this section or by other means acceptable to the Housing Inspector which will provide at least two (2) air changes per hour.

b. Means of ventilation shall be provided for every bathroom or water closet compartment. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least forty-five (45%) percent of the minimum window area or minimum skylight area as required by this section or by other means acceptable to the Housing Inspector which will provide at least six (6) air changes per hour.

c. All glass panes will be free from cracks and breaks. All panes will be securely anchored and properly glazed within their frames. All voids and cracks around window frames which may allow the entrance of weather or insects shall be sealed. All ground-level windows shall be equipped with latches.

d. Every openable window, exterior door, skylight and other opening to the outdoors shall be supplied with properly-fitting screens in good repair from May 1 to October 1 of each year. Such screens shall have a mesh of not less than No. 16. (1991 Code § 121-17; Ord. No. 823 § 3)

**Subsection 13-4-3 Lighting.**

a. Every habitable or occupiable room shall have lights available at all times, with an illumination of at least six (6) footcandles. Every required exit shall have lights available at all times, with an illumination of at least three (3) footcandles. All such light shall be measured thirty (30) inches from the floor at the center of the exit.

b. Every habitable room shall have at least one (1) window or skylight facing directly to the outdoors. The minimum total window or skylight area, measured between stops, for every habitable room shall be ten (10%) percent of the floor area of such room. Whenever walls or other portions of structures face a window of any habitable room and are located less than three (3) feet from the window and extend to a level above that of the ceiling of the room, such a window shall not be included in calculating the required minimum total window area. Whenever the only window in a room is a skylight-type window in the top of such room, the total window area of such skylight shall equal at least fifteen (15%) percent of the total floor area of such room. Skylight-type windows existing on December 1, 1971, may, if less than fifteen (15%) percent of the total floor space, be increased to fifteen (15%) percent, but no skylight-type window shall be installed in lieu of a window where a skylight has not previously existed.

c. Every dwelling shall be provided with electric service.

d. Every habitable room shall contain at least two (2) separate wall-type electric convenience outlets or one (1) such convenience outlet and one (1) ceiling or wall-type electric light fixture. Every such outlet and fixture shall be connected to the source of electric power. No temporary wiring shall be used, except extension cords which run directly from portable electrical fixtures to convenience outlets and which do not lie under rugs or other floor coverings nor extend through doorways, transoms or other openings through structural elements.

e. Every portion of each staircase, hall, cellar, basement, landing, furnace room, utility room and all similar nonhabitable space located in a dwelling shall have either natural or artificial light available at all times, with an illumination of at least two (2) footcandles in the darkest portions.

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f. Every portion of any interior or exterior passageway or staircase common to two (2) or more families in a dwelling shall be illuminated naturally or artificially at all times with an illumination of at least two (2) footcandles in the darkest portion of the normally traveled stairs and passageways. In dwellings comprising two (2) dwelling units, such illumination shall not be required at all times if separate switches, convenient and readily accessible to each dwelling unit, are provided for the control of such artificial light by the occupants thereof.

g. Every bathroom and water closet compartment shall have either natural or artificial light available at all times, with an illumination of at least three (3) footcandles. Such light shall be measured thirty-six (36) inches from the floor at the center of the room. Artificial lighting shall be controlled by a wall switch located so as to avoid danger of electrical hazards. (1991 Code § 121-18; Ord. No. 823 § 3)

### Subsection 13-4-4 Minimum Standards for Heating.

a. When any part of any premises shall be rented to another for habitation, the premises so rented shall be served by a heating system which can provide heat sufficient to maintain a minimum inside temperature of sixty-eight (68E) degrees Fahrenheit in all habitable rooms, measured at least one (1) foot away from any surface at the coldest portion of the space subject to regular use by occupants of any room when the average temperature outside the rented premises within a twenty-four (24)-hour period is below fifty-five (55E) degrees Fahrenheit.

b. When the heating system is not controlled by the person renting the premises, the owner shall be responsible for providing that, from October 1 of each year to the next succeeding May 1, every unit of dwelling space and every habitable room therein shall be maintained at a temperature of at least sixty-eight (68E) degrees Fahrenheit between the hours of 6:00 a.m. and 11:00 p.m. and at least sixty-five (65E) degrees between the hours of 11:00 p.m. and 6:00 a.m. Such levels of heat shall also be provided by the owner between May 1 and the next succeeding October 1 during any period in which the average temperature outside the rented premises within a twenty-four (24)-hour period is below sixty-five (65E) degrees Fahrenheit. (1991 Code § 121-19; Ord. No. 823 § 3)

**C. If heat is not operating properly to maintain required temperature the landlord is responsible for relocation of tenants until heat is restored.**

### Subsection 13-4-5 Egress.

a. Every dwelling, dwelling unit or lodging unit shall have safe and unobstructed means of egress. Each means of egress shall not be through any other dwelling unit or part thereof and shall lead to a safe and open space at ground level accessible to a street.

b. A room used for sleeping purposes under the provisions of this chapter shall be provided with a safe and unobstructed means of egress leading directly to an outside area accessible to a street. (1991 Code § 121-20; Ord. No. 823 § 3)

### Subsection 13-4-6 Water Damage.

Every roof, wall, window, exterior door, foundation and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness. (1991 Code § 121-21; Ord. No. 823 § 3)

### Subsection 13-4-7 Additional Maintenance Requirements.

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- a. The Housing Inspector may order the owner to clean, repair or paint any walls or ceilings within a dwelling when such walls or ceiling have become stained or soiled, or the plaster, wallboard or other covering has become loose or badly cracked or missing.
- b. All exterior parts of the structure which are subject to corrosion shall be kept painted and the Housing Inspector may order the owner to paint the exterior of the premises when the painting is necessary in order to retard leakage, deterioration or excessive dampness.
- c. Nothing herein shall be construed so as to place upon a nonresident owner the responsibility of a tenant to keep in a clean and sanitary condition that part of the dwelling which the tenant occupies and controls.
- d. No owner shall let to an occupant any vacant dwelling, dwelling unit or lodging unit unless it is clean and sanitary.
- e. Every owner of a dwelling containing three (3) or more dwelling or lodging units shall comply with all maintenance requirements of Title 5, Chapter 10 of the New Jersey Administrative Code as they pertain to multiple dwellings. In the event any of the requirements set forth therein are less strict than the requirements of this chapter, this chapter shall control. (1991 Code § 121-22; Ord. No. 823 § 3)

### **Subsection 13-4-8      Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials.**

- a. In dwellings containing no more than three (3) dwelling units, it shall be the responsibility of the occupant of each dwelling unit to furnish such receptacles outside the dwelling unit as are needed for the storage of garbage, rubbish and recyclable materials until removed from the premises. In lodging houses and in dwellings containing four (4) or more dwelling units, it shall be the responsibility of the owner to furnish such receptacles outside the lodging units or dwelling units as are needed for the storage of garbage, rubbish and recyclable materials until removal from the premises.
- b. Every occupant of a dwelling unit in a dwelling containing no more than three (3) dwelling units shall be responsible, unless provided for otherwise under a lease agreement, for the periodic removal of all garbage, rubbish and recyclable materials from the premises each week in accordance with the regulations of the Borough for the collection of garbage, rubbish and recyclable materials.
- c. Every occupant of a dwelling unit shall dispose of all solid wastes in the manner required by Chapter XVIII. (1991 Code § 121-23; Ord. No. 823 § 3)

### **Subsection 13-4-9      Additional Responsibilities Concerning Insects and Rodents.**

Every occupant of a dwelling unit in a dwelling containing more than one (1) dwelling unit shall be responsible for extermination of any insects, rodents or other pests whenever his dwelling unit is the only one infested. Notwithstanding the foregoing provisions, whenever infestation is caused by failure of the owner to maintain a dwelling in a rat-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more dwelling units in any dwelling or in the common parts of any dwelling containing two (2) or more dwelling units, extermination thereof shall be the responsibility of the owner. (1991 Code § 121-24; Ord. No. 823 § 3)

### **Subsection 13-4-10      Owner Responsible.**



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The owner shall be responsible for compliance with all of the provisions of this chapter not specified as the responsibility of the occupant. (1991 Code § 121-25; Ord. No. 823 § 3)

The owner shall be responsible to relocate tenants if violations and/or emergency causes dwelling unit to be deemed un-inhabitable.

### Section 13-5

#### INSPECTIONS; NOTICE; HEARINGS

##### Subsections:

- 13-5-1 Promulgation of Rules and Regulations.
- 13-5-2 Inspections.
- 13-5-3 Access to Premises.
- 13-5-4 Search Warrants.
- 13-5-5 Notice of Violation.
- 13-5-6 Hearings.

##### Subsection 13-5-1 Promulgation of Rules and Regulations.

The Housing Inspector may make rules and regulations which interpret or amplify any provision of this chapter or for the purpose of making the provisions of this chapter more effective. No regulation shall be inconsistent with or alter or amend any provision of this chapter, and no regulation shall impose any requirement which is in addition to or greater than the requirements that are expressly or by implication imposed by any provision of this chapter. Rules and regulations shall be subject to the same penalty as other violations of this chapter. (1991 Code § 121-17)

##### Subsection 13-5-2 Inspections.

The Housing Inspector or his agents or employees shall make inspections to determine the condition of dwellings, dwelling units, rooming units and premises located within the Borough. For the purpose of making inspections, the Housing Inspector or his agents are authorized to enter and examine any dwelling, dwelling unit, rooming unit or premises at such reasonable hours as the circumstances of the case permit. This subsection shall not be construed to prohibit the entry of the Housing Inspector or his agents at any time when an actual emergency exists which tends to create a danger to public health or safety or at any time when an inspection is requested by an owner or occupant. (1991 Code § 121-18)

##### Subsection 13-5-3 Access to Premises.

Upon presentation of proper identification, the owner, occupant or person in charge of a dwelling, dwelling unit or rooming unit shall give the Housing Inspector or his agents free access to the premises for the purpose of inspection or of making any repairs or alterations which are necessary to effect compliance with this chapter. (1991 Code § 121-19)

##### Subsection 13-5-4 Search Warrants.

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The Housing Inspector or his agents may, upon affidavit, apply to the Judge of the Municipal Court for a search warrant setting forth factually the actual conditions and circumstances that provide a reasonable basis for believing that a nuisance or violation of this chapter exists on the premises, and if the Judge of the Municipal Court is satisfied as to the matter set forth in the affidavit, he shall authorize the issuance of a search warrant permitting access to and inspection of that part of the premises on which the nuisance or violation exists. Search warrants may also be applied for and obtained as part of a general program of inspections, for which program reasonable grounds exist. (1991 Code § 121-20)

### **Subsection 13-5-5 Notice of Violation.**

a. Whenever the Housing Inspector determines that there are reasonable grounds to believe that there has been a violation of any provision of this chapter or of any rule or regulations adopted pursuant thereto, he shall give notice of the alleged violation to the person responsible therefor as hereinafter provided. The notice shall:

1. Be written.
2. Include a statement of the reasons why it is being issued.
3. Allow a reasonable time for the performance of any act it requires.

4. Be served upon the owner or his agent or the occupant, as the case may require, provided that notice shall be deemed to be properly served upon such owner or agent or upon such occupant personally if a copy thereof is sent by certified mail to his last known address or if a copy thereof is posted in a conspicuous place in or about the dwelling affected by the notice or if he is served with such notice by any other method authorized or required under the laws of this State.

b. The notice may contain an outline of remedial action which, if taken, will effect compliance with the provisions of this chapter and with rules and regulations adopted pursuant thereto. (1991 Code § 121-21)

### **Subsection 13-5-6 Hearings.**

Any person affected by any notice which has been issued in connection with the enforcement of any provision of this chapter or of any rule or regulation adopted pursuant thereto may request and shall be granted a hearing on the matter before the Housing Inspector, provided that such person files in the office of the Housing Inspector a written petition requesting a hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice is served. Upon receipt of the petition, the Housing Inspector shall set a time and place for the hearing and shall give the petitioner written notice thereof. At the hearing the petitioner shall be given an opportunity to be heard and to show why the notice should be modified or withdrawn. The hearing shall be commenced no later than ten (10) days after the day on which the petition is filed, provided that, upon application of the petitioner, the Housing Inspector may postpone the date of the hearing for a reasonable time beyond the ten (10)-day period if, in his judgment, the petitioner has submitted a good and sufficient reason for the postponement. After the hearing, the Housing Inspector shall sustain, modify or withdraw the notice, depending upon his findings as to whether the provisions of this chapter and the rules and regulations adopted pursuant thereto have been complied with. If the Housing Inspector sustains or modifies the notice, it shall be deemed to be an order. Any notice served pursuant to this section shall automatically become an order if a written petition for a hearing is not filed in the office of the Housing Inspector within ten (10) days after the notice is served. The proceedings at the hearing, including the findings and the decision of the Housing Inspector, shall be summarized, reduced to writing and entered as a matter of public record in the office of the Housing Inspector. The record shall also include a copy of every notice or order issued in connection with the matter.

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Any person aggrieved by the decision of the Housing Inspector may seek relief therefrom in any court of competent jurisdiction as provided by the laws of the State. Whenever the Housing Inspector finds that an emergency exists which requires immediate action to protect public health or safety, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he deems necessary to meet the emergency. Notwithstanding the other provisions of this section, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately but, upon petition to the Housing Inspector shall be afforded a hearing as soon as possible. After such hearing, depending upon his findings as to whether the provisions of this chapter and of the rules and regulations adopted pursuant thereto have been complied with, the Housing Inspector shall continue such order in effect, modify it or revoke it. (1991 Code § 121-22)

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## Section 13-6

### UNFIT BUILDINGS

**Subsections:**

- 13-6-1 Legislative Findings; Purpose.
- 13-6-2 Definitions.
- 13-6-3 Powers of the Housing Inspector.
- 13-6-4 Standards for Finding of Unfitness.
- 13-6-5 Petition; Issuance of Complaint; Hearing.
- 13-6-6 Order for Abatement or Demolition.
- 13-6-7 Failure to Comply with Order.
- 13-6-8 Removal or Demolition by Borough.
- 13-6-9 Damaged Buildings; Repair or Demolition by Borough.
- 13-6-10 Recovery of Costs.
- 13-6-11 Summary Judgment.
- 13-6-12 Service of Complaints or Orders.
- 13-6-13 Compliance Required.
- 13-6-14 Remedies; Injunctive Relief.

**Subsection 13-6-1 Legislative Findings; Purpose.**

It is hereby found that there exist in the Borough buildings that are unfit for human habitation or occupancy, or use, due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitation facilities, or due to other conditions rendering such buildings, or parts thereof, unsafe and unsanitary, or dangerous or detrimental to the health or safety or otherwise inimical to the welfare of the residents of the Borough. It is hereby declared that this section is in the exercise of the police powers of the municipality to repair, close or demolish, or cause or require the repairing, closing or demolition of such building or buildings, or parts thereof, in the manner herein provided. (1991 Code § 121-32; Ord. No. 823 § 5)

**Subsection 13-6-2 Definitions.**

As used in this section:

Building shall mean any building or structure, or part thereof, used for human habitation or otherwise, or intended to be so used, including any outhouses and appurtenances belonging thereto or usually adjoined therewith.

Housing Inspector shall mean the Housing Inspector and such assistants as shall be designated in writing.

Owner shall mean the holder or holders of the title in fee simple.

Parties in interest shall mean all individuals, associations and corporations who have interest of record in a dwelling, and any who are in possession thereof.

Public authority shall mean any authority having jurisdiction in the municipality or any officer who is in charge of any department or branch of the government of the Borough of the County or the State relating to health, fire or building regulations, or to other activities concerning dwellings in the Borough. (1991 Code § 121-33; Ord. No. 823 § 5)

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### **Subsection 13-6-3          Powers of the Housing Inspector.**

The Housing Inspector is hereby authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this section, including the following powers in addition to others granted herein:

- a. To investigate the building conditions in the municipality in order to determine which buildings therein are unfit for human habitation, occupancy or use.
- b. To administer oaths and affirmations, examine witnesses and receive evidence.
- c. To enter upon premises for the purpose of making examinations with the consent of the owner, his designated agent or occupant thereof, or failing that, pursuant to a properly issued search warrant in such manner as to cause the least possible inconvenience to the persons in possession.
- d. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this section.
- e. To delegate any of his functions and powers under this section to such officers and agents as he may designate. (1991 Code § 121-34; Ord. No. 823 § 5)

### **Subsection 13-6-4          Standards for Finding of Unfitness.**

The Housing Inspector may determine that a building is unfit for human habitation, occupancy or use if he finds that conditions exist in such building which are dangerous and injurious to the health or safety of the occupants of such building, the occupants of neighboring buildings or other residents of the Borough. Such conditions may include defects therein increasing the hazards of fire, accident or other calamity; lack of adequate ventilation, light or sanitary facilities; dilapidation; disrepair; structural defects; and uncleanness. (1991 Code § 121-35; Ord. No. 823 § 5)

### **Subsection 13-6-5          Petition; Issuance of Complaint; Hearing.**

A petition may be filed with the Housing Inspector by a public authority or by at least five (5) residents of the Borough charging that any dwelling is unfit for human habitation as defined in this section. The Housing Inspector shall then undertake a preliminary investigation of the dwelling which is the subject of the petition. The Housing Inspector may, on his own motion, conduct a preliminary investigation whenever it appears to the Housing Inspector that any dwelling is unfit for human habitation. The Housing Inspector shall issue and cause to be served upon the owner and parties in interest of such a dwelling, as defined in subsection 13-6.2, a complaint if the preliminary investigation discloses a basis for such charges. The complaint must state the charges and contain a notice that a hearing will be held before the Housing Inspector at a place identified in the complaint not less than seven (7) days nor more than thirty (30) days after the serving of the complaint, and that the owner and parties in interest shall be given the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place identified in the complaint. The rules of evidence prevailing in the courts need not control in hearings before the Housing Inspector. (1991 Code § 121-36; Ord. No. 823 § 5)

### **Subsection 13-6-6          Order for Abatement or Demolition.**

If, after notice and hearing, the Housing Inspector determines that the dwelling under consideration is unfit for human habitation, he shall state, in writing, his findings of fact in support of such determination and shall issue and

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cause to be served upon the owner thereof and parties in interest an order requiring:

- a. The repair, alteration or improvement of the building to be made by the owner, within a reasonable time, which shall be set forth in the order, or, at the option of the owner, that the owner vacate or have the building vacated and closed within the time set forth in the order.
- b. If the building is in such condition as to make it dangerous to the health and safety of persons on or near the premises and the owner fails to repair, alter or improve the building within the time specified in the order, that the owner shall remove or demolish the building within a reasonable time as specified in the order issued by the Housing Inspector. (1991 Code § 121-37; Ord. No. 823 § 5)

### **Subsection 13-6-7      Failure to Comply with Order.**

If the owner fails to comply with an order to repair, alter or improve, or at the option of the owner, to vacate and close the building, the Housing Inspector may cause such building to be repaired, altered or improved or to be vacated, closed and boarded up, and may order utilities disconnected if the dwelling is to be vacated, closed and boarded up. The Housing Inspector may post a placard on the main entrance of any building with the following language: "This building is unfit for human habitation or occupancy or use; the use or occupation of this building is prohibited and unlawful." (1991 Code § 121-38; Ord. No. 823 § 5)

### **Subsection 13-6-8      Removal or Demolition by Borough.**

If the owner fails to comply with an order to remove or demolish the building, the Housing Inspector, with the approval of the Borough Council, may cause such building to be removed or demolished or may contract for the removal or demolition thereof after advertisement and receipt of bids therefor. (1991 Code § 121-39; Ord. No. 823 § 5)

### **Subsection 13-6-9      Damaged Buildings; Repair or Demolition by Borough.**

Any building or buildings, or parts thereof, which have been damaged to such an extent that nothing remains but the walls, or parts of the walls and other supports, shall, regardless of the safety and sturdiness of those remaining walls or parts thereof, be deemed inimical to the welfare of the residents of the municipality wherein it is located, and the municipality may exercise its police powers to repair, demolish, or cause the repairing or demolishing of the building or buildings, or parts thereof, pursuant to P.L. 1942, (c. 112 C. 40:48-2.3 et seq.), and the procedures set forth therein. (1991 Code § 121-40; Ord. No. 823 § 5)

### **Subsection 13-6-10      Recovery of Costs.**

- a. The amount of:
  1. The cost of the filing of legal papers, expert witnesses' fees, search fees and advertising charges incurred in the course of any proceeding taken under this section shall be determined in favor of the Borough.
  2. The cost of repairs, alterations, improvements, vacating, closing, boarding up, removal or demolition, if any, shall be a municipal lien against the real property upon which such cost was incurred. If any money is realized from the sale of materials derived from such building or from any contract for removal or demolition thereof, the amount of the money thus realized shall be deducted from the costs incurred which shall be a municipal lien against the real property.

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b. If the building is removed or demolished by the Housing Inspector, he shall sell the materials of such building. There shall be credited against the cost of removal or demolition thereof, including the clearance and, if necessary, levelling at the site, the proceeds of any sale of such materials or any sum derived from any contract for the removal or demolition of the building. If there are no such credits or if the sum total of such costs exceeds the total of such credits, a detailed statement of the aforesaid costs and the amount so due shall be filed with the Municipal Tax Assessor or other custodian of the records of tax liens, and a copy thereof shall be forthwith forwarded to the owner by registered mail. If the total of the credits exceeds such costs, the balance remaining shall be deposited in the Superior Court by the Housing Inspector, shall be secured in such manner as may be directed by such Court and shall be disbursed according to the order or judgment of the Court to the persons found to be entitled thereto by final order or judgment of such Court. Any owner or party in interest may, within thirty (30) days from the date of the filing of the lien certificate, proceed in a summary manner in the Superior Court to contest the reasonableness of the amount or the accuracy of the costs set forth in the municipal lien certificate.

c. Nothing in this section shall be construed to impair or limit in any way the power of the Borough to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

d. Nothing in this section is intended to limit the authority of the Construction Official under the "State Uniform Construction Code Act", N.J.S. 52:27D-119 et seq. or any rules or regulations adopted thereunder. (1991 Code § 121-41; Ord. No. 823 § 5)

### **Subsection 13-6-11      Summary Judgment.**

If an actual and immediate danger to life is posed by the threatened collapse of any fire-damaged or other structurally unsafe building, the Housing Inspector may, after taking such measures as may be necessary to make such building temporarily safe, seek a judgment in summary proceedings for the demolition thereof. (1991 Code § 121-42; Ord. No. 823 § 5)

### **Subsection 13-6-12      Service of Complaints or Orders.**

Complaints or orders issued by the Housing Inspector pursuant to this section shall be served upon any person either personally or by certified mail, but if the whereabouts of such person is unknown and the same cannot be ascertained by the Housing Inspector in the exercise of reasonable diligence and the Housing Inspector makes an affidavit to that effect, then the serving of the complaint or order upon such person may be made by publishing the same once each week for two (2) successive weeks in a newspaper having circulation in the Borough. A copy of such complaint or order shall be posted in a conspicuous place on the premises affected by the complaint or order, and a copy of the complaint or order shall be duly recorded or lodged for record with the Mercer County Recording Officer. (1991 Code § 121-43; Ord. No. 823 § 5)

### **Subsection 13-6-13      Compliance Required.**

No person shall occupy as owner or occupant or rent to another for occupancy any dwelling or dwelling unit for the purpose of living therein which does not conform to the provisions of this section, which is established as the standard to be used in determining whether a dwelling is safe, sanitary and fit for human habitation. (1991 Code § 121-44; Ord. No. 823 § 5)

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**Subsection 13-6-14 Remedies; Injunctive Relief.**

Any person aggrieved by an order issued by the Housing Inspector under this section may, within sixty (60) days after the posting and service of such order, bring an action for injunctive relief to restrain the Housing Inspector from carrying out the provisions of the order and for any other appropriate relief. The remedy herein provided shall be exclusive, and no person affected by an order of the Housing Inspector shall be entitled to recover any damages for action taken pursuant thereto, or because of noncompliance by any person with any order of the Housing Inspector. (1991 Code § 121-45; Ord. No. 823 § 5)



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## Section 13-7

## TRANSFER OF PROPERTY

## Subsections:

13-7-1 Certificate of Compliance Required for Occupancy/Transfer of Title.

13-7-2 Fees; Inspections.

**Subsection 13-7-1 Certificate of Compliance Required for Occupancy/Transfer of Title.**

Pursuant to N.J.S. 40:48-2.2(a), at least thirty (30) days prior to the scheduled date of a new occupancy of any dwelling house which has been sold or is under contract to be sold, the seller or buyer thereof, or the authorized agent of either, shall apply to the Housing Office for a certificate stating that the building and premises comply with the requirements of this chapter. A Certificate of Compliance is still required for any dwelling house which has been sold and in which occupancy is not immediately planned. The new owner has to obtain the Certificate of Compliance within ten (10) business days after closing on the house. The Housing Inspector needs to determine the safety of the house and inform First Responders of any hazardous conditions in the dwelling unit. In the event occupancy is to take place more than one hundred (120) days after the issuance of the certificate, an additional inspection and new certificate shall be required prior to occupancy. No such dwelling shall be occupied prior to the issuance of such a certificate unless such occupancy is permitted in writing, on a temporary basis, by the Housing Inspector, for a term to be determined by him depending upon the particular circumstances of each case; provided, however, that such term shall not exceed a cumulative period of one hundred twenty (120) days. The Housing Inspector may, upon receiving a written petition detailing unique circumstances, and upon good cause shown, permit an extension of the one hundred twenty (120) day term for an additional sixty (60) days. A dwelling house shall mean an owner-occupied single-family house or an owner-occupied dwelling unit in a building containing more than one (1) owner-occupied dwelling unit, including a condominium unit. See subsection 13-8.1 for Certificate of Occupancy requirements for rental units. (1991 Code § 121-46; Ord. No. 823 § 6; Ord. No. 94-6 § 4; Ord. No. 2018-03)

**Subsection 13-7-2 Fees; Inspections.**

The Housing Code Certificate required by subsection 13-7.1 hereof shall be secured from the Borough Housing Inspector. At the time of the fully completed application for such certificate, a fee of one hundred (\$100.00) dollars shall be paid, if submitted a minimum of 10 business days prior to the closing date. For fully completed applications submitted less than 10 business days prior to the closing date, a fee of one hundred fifty (\$150.00) dollars shall be paid. For fully completed applications submitted less than 5 business days prior to the closing date, a fee of two hundred (\$200.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the owner to comply with the provisions of this chapter, an additional fee of fifty (\$50.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough of Hightstown and be delivered to the Borough Offices and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-47; Ord. No. 823 § 6; Ord. No. 94-6 § 4; Ord. No. 2004-31 § 4; Ord. No. 2008-09 § 7; Ord. No. 2015-22; Ord. No. 2018-03)

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## Section 13-8

## CERTIFICATE OF COMPLIANCE REQUIREMENT FOR CHANGES IN OCCUPANCY OF RENTED DWELLINGS

## Subsections:

13-8-1 Certificate of Compliance Required; Exceptions.

13-8-2 Fees; Inspections.

## Subsection 13-8-1 Certificate of Compliance Required; Exceptions.

The rental and occupancy of buildings and parts thereof for human habitation or use shall be subject to the following: No person shall rent to another or suffer or permit occupancy by another of any building or part thereof for human habitation or use without first obtaining from the Housing Inspector a certificate stating that the premises, at the time of the proposed rental to or occupancy by such other person, comply with the requirements of the housing standards set forth in this chapter, provided that this section shall not apply to:

a. Rental or occupancy under a temporary permit issued by the Housing Inspector authorizing rental or occupancy for a specified period, not to exceed sixty (60) days, during the making of repairs, alterations and improvements required by such inspection certificate;

b. Rentals to or occupancies by students, faculty or staff of nonprofit educational institutions of on-campus premises owned and maintained by such institutions, nor shall it apply to transient occupancies of hotel rooms.

This section shall apply to all dwellings and dwelling units and shall include single-family dwellings, any multiple dwelling or apartment house, or any rented dwelling unit in a commercial or mixed-use building. The certificate required herein shall be obtained **annually and/or** prior to a change of occupancy in any such dwelling. (1991 Code § 121-48; Ord. No 823 § 7)

## Subsection 13-8-2 Fees; Inspections.

The Housing Code Certificate required by subsection 13-8.1 hereof shall be secured from the Borough Housing Inspector. At the time of the application for such Certificate, a fee of one hundred (\$100.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the landlord or owner to comply with the provisions of this chapter, an additional fee of fifty (\$50.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough and be delivered to the Housing Office and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-49; Ord. No. 823 § 7; Ord. No. 2004-31 §5; Ord. No. 2015-22 )

## Section 13-9

## VIOLATIONS AND PENALTIES

## Subsections:

## 13-9-1 Violations and Penalties.

## Subsection 13-9-1 Violations and Penalties.

a. Notwithstanding the provisions of any other section of this chapter, the Housing Inspector, any member of the Police Department, any other authorized municipal official, and, with respect to subsection 13-3.2, the Superintendent of the Advanced Wastewater Treatment Plant or his designee, may issue Orders, Notices of Violation and Summonses to any person, firm or corporation violating any of the provisions of this chapter, the person, firm or corporation to be liable for fines for each separate offense not exceeding one thousand (\$1,000.00) dollars or imprisonment for a period not exceeding ninety (90) days, or both.

b. Each day of a continuing violation of any provision of this chapter shall constitute a separate and additional offense. (1991 Code § 121-50; Ord. No. 823 § 8; Ord. No. 94-6 § 5)

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## Section 13-10

## BOARDINGHOUSES AND ROOMING HOUSES

## Subsections:

- 13-10-1 License Required.\*
- 13-10-2 Definition.
- 13-10-3 Additional Application Information.
- 13-10-4 Referral of Application; Issuance of License.
- 13-10-5 Compliance with Other Standards Required.

**Subsection 13-10-1 License Required.\***

No person shall manage, conduct or operate the business of keeping a boardinghouse, rooming house or rooming unit without first having obtained a license therefor. (1991 Code § 67-1)

**Subsection 13-10-2 Definition.**

As used in this section:

Boardinghouse shall mean any building in which three (3) or more persons not related by blood or marriage to the owner or operator of the business are lodged and served meals for a consideration.

Dwelling shall mean any building which is wholly or partly used or intended to be used for living or sleeping by human occupants.

Operator shall mean any person who has charge, care or control of a building or part thereof in which dwelling units or rooming units are let. "Operator" may be synonymous with the terms "owner," "lessee" and "tenant" if the facts of any situation coincide with the accepted meaning of the words "owner," "lessee" and "tenant."

Owner shall mean any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this section to the same extent as if he were the owner.

Rooming house shall mean any dwelling or that part of any dwelling containing one (1) or more rooming units in which space is let by the owner or operator for a consideration to three (3) or more persons not related by blood or marriage to the owner or operator of the rooming house.

Rooming unit shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping but not for cooking or eating purposes. (1991 Code § 67-2)

\* **Editor's Note:** For license fees for rooming houses and boardinghouses see Chapter IV, subsection 4-1.4.

**Subsection 13-10-3 Additional Application Information.**

In addition to standard requirements, the application under Chapter IV, Section 4-1 shall disclose:

- a. The number and location of bedrooms to be used for boarding and rooming and the size of each room.
  - b. The number of baths and toilets and their location in the boardinghouse, rooming house or rooming unit.
- (1991 Code § 67-3)

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### **Subsection 13-10-4 Referral of Application; Issuance of License.**

Each application shall be referred to the Health Officer and the Board of Health for inspection, report and recommendation. The Board of Health may request the Police Department to conduct an investigation of the applicant. If the report of the Health Officer or the Police Department discloses a violation of the housing or health codes or an undesirable history, no license shall be issued. If the report of the Health Officer discloses no violation of the housing or health codes and the report of the Police Department is favorable, a license may be issued. (1991 Code § 67-4)

### **Subsection 13-10-5 Compliance with Other Standards Required.**

All rooming houses, rooming units and boardinghouses shall comply at all times with the ordinances, laws, rules and regulations of the Board of Health and with the provisions of the Housing Code, as well as all other laws and ordinances. (1991 Code § 67-5)

**Section 13-11    Reserved**

Section 13-11, which was created with Ord. No. 1997-20, was deleted in its entirety with Ord. 2000-30.

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## Section 13-12

## REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES

## Subsections:

13-12-1	Definitions
13-12-2	Registration Required
13-12-3	Fees
13-12-4	Taxes and Other Municipal Charges; Payment Precondition for Registration and Certificate of Occupancy
13-12-5	Providing Copy of Registration to Occupants and Tenants
13-12-6	Maximum Number of Occupants; Posting
13-12-7	Rental Unit Standards
13-12-8	Occupant Standards
13-12-9	Procedure For Revocation or Suspension of License
13-12-10	Violations; Penalties

## Subsection 13-12-1 Definitions

Unless the context clearly indicates a different meaning, the following words or phrases when used in this Section shall be defined as follows:

"Agent" shall mean the individual or individuals designated by the owner as the person(s) authorized by the owner to perform any duty imposed upon the owner by this Ordinance.

"Apartment Complex" shall mean two or more buildings, each containing two or more apartments, which are located within close proximity of each other and are owned by the same owner.

"Apartment" or "dwelling" shall mean any apartment, cottage, bungalow, or room or rooms in a rooming/boarding house, dormitory or other dwelling unit consisting of one or more rooms, whether designed with or without housekeeping facilities, for dwelling purposes, and notwithstanding whether the apartment be designed for residence, for office, for the operation of any industry or business or for any other type of independent use.

"License" shall mean the license issued by the Borough Clerk or designee attesting that the rental unit has been properly registered in accordance with this Ordinance.

"Licensee" shall mean the person to whom the license is issued pursuant to this Ordinance. The term "licensee" includes within its definition the term "agent" where applicable.

"Owner" shall mean an individual, firm, corporation or officer thereof, partnership association, or trust who owns, operates, exercises control over or is in charge of a rental facility

"Owner-occupied" shall mean a portion of a rental facility, dwelling, commercial unit or dwelling unit will be considered owner-occupied if the owner makes their primary residence therein. A person may have only one primary residence.

"Person" shall mean an individual, firm, corporation, partnership, association, trust, or other legal entity; or any combination thereof.

"Rental facility" shall mean a building, group of buildings or any portion thereof which is kept, used, maintained, advertised or held out to be a place where accommodations are supplied.

"Rent or Rented" Shall mean occupied by any person other than the owner, regardless of whether there is a

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written or oral agreement and regardless of whether the owner receives consideration for the occupancy

"Reside" shall mean to dwell permanently or continuously, or to occupy a place as one's legal domicile.

### Subsection 13-12-2 Registration Required

(a) Owners of every residential rental facility located within the Borough are required to register with the Borough Clerk or his/her designee, on forms supplied by the Borough. A separate registration shall be required for each rental unit, even if more than one (1) rental unit is contained in the property. Such registration shall contain, at minimum, the following information:

- 1) The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;
- 2) If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;
- 3) If the address of any record owner is not located in Mercer County, the name and address of a person who resides in Mercer County and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the record owner;
- 4) The name and address of the managing agent of the premises, if any;
- 5) The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any;
- 6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- 7) The name and address of every holder of a recorded mortgage on the premises;
- 8) If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- 9) The number of rental units located in the facility;
- 10) The type of unit being licensed (i.e. room, apartment, single family home, etc.); and
- 11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.

(b) Registrations shall cover a one-year period running from April 1 through March 31. Initial registrations under this Section are due no later than April 30th. Newly acquired units must be registered prior to their rental and annually thereafter.

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or, in any event, at least once every two years. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Routine biennial inspections will be scheduled by the Housing



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Officer.

(d) It shall be a violation of this article for a person to knowingly provide false or inaccurate information on any form submitted to the rental housing coordinator pursuant to this article.

(e) Any change pertaining to this rental (rental status, ownership, tenant, emergency contact) must be reported to the Code Enforcement/Housing Inspector within twenty (20) days.

(f) Any failure to receive notice from the Borough shall not constitute grounds for failing to register.

(Ord. No. 2015-22)

### Subsection 13-12-3 Fees

(a) At the time of registration, the owner or agent of the owner must pay a one-year registration fee as follows:

(1) For one- to three-unit dwellings: \$100.00 per unit

(2) For dwellings of more than three but ~~less than~~ **not more than** 50 units: \$90.00 per unit, to a maximum fee of ~~two thousand (\$2,000.00)~~ **two thousand five hundred (\$2,500.00)** dollars.

(3) For dwellings which include more than 50 units: \$80.00 per unit, **to a maximum fee of seven thousand five hundred (\$7,500) dollars**

**(a) Annual inspection for rental properties with 25 and more units will consist of: common areas and a minimum of 20 percent of rental units, chosen by the Housing inspector, will be inspected. If units fail another 20 percent will be chosen and inspected until all units pass or entire complex has been inspected.**

**(b) Inspection at change of tenant must be completed and certificate of occupancy issued prior to tenant moving in**

(b) One re-inspection is included within the fees listed above, provided that the re-inspection occurs within fifteen (15) days of the initial inspection. Otherwise, re-inspection fees shall be \$50.00 per unit.

(c) If the owner of the property is a Senior Citizen who resides in one unit of a two-unit property and rents out the remaining unit, and who would otherwise qualify under the State of New Jersey property tax deduction under New Jersey Statue 54:4-8.41, there shall be no fee.

(d) The completed rental registration process must be received by April 30<sup>th</sup>. Beginning May 1<sup>st</sup> a late fee of \$25.00 per month/per unit will be assessed on all Rental Renewal applications.

(Ord. No. 2015-22)

**Rental registration required prior to advertising for rent. See subsection 13-3-12**

### Subsection 13-12-4 Taxes and Other Municipal Charges; Payment Precondition for Registration and Certificate of Occupancy

No Certificate of Occupancy shall be issued for any property containing a rental unit unless all municipal taxes, water

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and sewer charges and any other municipal assessments for that property are paid on a current basis. (Ord. No. 2015-22)

### **Subsection 13-12-5      Providing Copy of Registration to Occupants and Tenants**

Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the registration required by this Ordinance. This particular provision shall not apply to any hotel, motel, or guest house registered with the State of New Jersey pursuant to the Hotel and Multiple Dwelling Act as defined in N.J.S.A. 55:13A-3. Compliance with this provision may be attained by posting a copy of the registration in a conspicuous place within the rental unit(s). (Ord. No. 2015-22)

### **Subsection 13-12-6      Maximum Number of Occupants; Posting**

The maximum number of occupants shall be posted in each rental unit. It shall be unlawful for any person, including the owner, agent, tenant, or registered tenant, to allow a greater number of persons than the posted maximum number of occupants to sleep in or occupy overnight the rental unit for a period exceeding 28 days. Any person violating this provision shall be subject to the penalty provisions of Section 13-12.10.

Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:

1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in various areas of a dwelling unit in addition to those located in the kitchen.

(Ord. No. 2015-22)

### **Subsection 13-12-7      Rental Unit Standards**

All dwelling units shall be maintained in accordance with Chapter 13 ("Housing") of the Revised General Ordinances of the Borough of Hightstown, and with the 2000 International Property Maintenance Code.

### **Subsection 13-12-8      Occupant Standards**

(a) OCCUPANTS. Only those occupants whose names are on file with the Borough Clerk as provided in the Ordinance may reside in the licensed premises. It shall be unlawful for any other person to reside in said premises, and this provision may be enforced against the landlord, tenant, or other person residing in said premises.

(b) NUISANCE PROHIBITED. No rental facility shall be conducted in a manner which shall result in any unreasonable disturbance or disruption to the surrounding property owners or of the public in general.

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- (c) **COMPLIANCE WITH OTHER LAWS.** The maintenance of all rental facilities and the conduct engaged in and upon the premises by occupants and their guests shall at all times be in full compliance with all applicable Ordinances and Regulations of the Borough of Hightstown and with all applicable State and Federal Laws.
- (d) **PENALTIES.** Any landlord, tenant, or other person violating the provisions of this section shall be subject to the penalty provisions of Section 13-12.10.

### **Subsection 13-12-9      Procedure For Revocation or Suspension of License**

**Grounds.** In addition to any other penalty provision prescribed herein, an owner may be subject to the revocation or suspension of any license issued hereunder upon the occasion of one or more of the following:

- (1) Conviction of a violation of this Ordinance in the Municipal Court or any other Court of competent jurisdiction.
  - (2) Determination of a violation of this Ordinance at a hearing held pursuant to Section 13-12.8(b).
  - (3) Repeatedly renting the unit or units to a tenant or tenants who are convicted of violating the provisions of Section 3-7 of the Revised General Ordinances of the Borough of Hightstown ("Noise Control")
  - (4) Maintaining the rental unit or units or the property of which the rental unit is a part, in a dangerous condition likely to result in injury to person or property.
- (b) **Procedure; Written Complaint; Notice; Hearing.**
- (1) A complaint seeking the revocation or suspension of a license may be filed by any one or more of the following: Director of Public Safety, Chief of Police, Construction Code Official, Housing Inspector, Zoning Enforcement Officer or any other person(s) or office authorized to file such complaint. Such complaint shall be specific and shall be sufficient to apprise the licensee of the charges so as to permit the licensee to present a defense. The individual(s) filing the complaint may do so on the basis of information and belief and need not rely only on personal information.
  - (2) Upon the filing of such written complaint, the Borough Clerk or his/her designee shall immediately inform the Borough Council and a date for a hearing shall be scheduled which shall not be sooner than 10 nor more than 30 days thereafter. The Borough Clerk or his/her designee shall forward a copy of the complaint and a notice of the hearing date to the licensee and the agent, if any, at the address indicated on the registration form. Service upon the agent only shall be considered to be sufficient notice under this Section.
  - (3) The hearing required by this section shall be held before the Borough Council, unless, in its discretion, the Borough Council determines that the matter should be heard by a Hearing Officer who shall be appointed by the Borough Council. If the matter is referred to a Hearing Officer, such officer shall transmit findings of fact and conclusions of law to the Borough Council within 30 days of the conclusion of the hearing. The Borough Council shall then review the matter and may accept, reject, or modify the recommendations of the Hearing Officer based on the record before such hearing officer. In the event that the matter is not referred to a Hearing Officer and is heard by the Borough Council, then the decision of the Borough Council shall be rendered, either dismissing the complaint, revoking or suspending the license or determining that the license shall not be renewed or reissued for one (1) or more subsequent license years. Decisions of the Borough Council shall be rendered no later than the second meeting following either receipt of the Hearing Officer's recommendations or hearing by the Borough Council.
  - (4) A recorded transcript shall be made of the hearing. Such transcript may be in the form of an audio tape, a

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stenographic transcript and/or meeting minutes as recorded by the Borough Clerk and approved by Council. All witnesses shall be sworn prior to testifying. The strict rules of evidence shall not apply and the evidential rules and burden of proof shall be those which generally control administrative hearings.

(5) The Borough Attorney or his designee shall appear and prosecute on behalf of the complainant in all hearings conducted by the Borough Council pursuant to this section.

(c) Defenses. It shall be considered to be a defense to any proceeding for the revocation, suspension or other disciplinary action involving a rental license if it may be demonstrated that the owner has taken appropriate action and has made a good faith effort to abate the conditions or circumstances giving rise to the revocation proceeding, including but not limited to institution of legal action against the tenant(s), occupant(s), or guests for recovery of the premises; eviction of the tenant(s); or otherwise.

### Subsection 13-12-10      Violations; Penalties

a. **General Penalty.** Except as otherwise set forth herein, any person who shall violate any of the provisions of this chapter shall be subject to penalties as set forth in Section 1-5 of the Revised General Ordinances of the Borough of Hightstown. Each violation of any of the provisions of this chapter and each day that such violation shall continue shall be deemed to be a separate and distinct offense.

b. **Payable violations.**

Subsection 13-3-1	Maintenance.
Subsection 13-3-3	Water Supply.
Subsection 13-3-2	Sump Pump and Sewer Line Clean-Outs.
Subsection 13-3-4	Plumbing and Heating
Subsection 13-3-5	Electrical.
Subsection 13-3-6	Smoke and Carbon Monoxide Alarms Required
Subsection 13-3-7	Fences
<b>First offense</b>	<b>\$100</b>
<b>Second offense</b>	<b>\$200 Court appearance required</b>
<b>Subsequent Offenses</b>	<b>Not to Exceed \$2,000 Court appearance required</b>
Subsection 13-3-12	Signs
Subsection 13-4-4	Minimum Standards for Heating
Subsection 13-4-5	Egress.
Subsection 13-4-7	Additional Maintenance Requirements
Subsection 13-4-8	Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials
Subsection 13-4-9	Additional Responsibilities Concerning Insects and Rodents
Subsection 13-4-10	Owner Responsible
<b>First offense</b>	<b>\$150</b>
<b>Second offense</b>	<b>\$300 Court appearance required</b>
<b>Subsequent Offenses</b>	<b>Not to Exceed \$2,000 Court appearance required</b>
Subsection 13-3-8	Use and Occupancy of Space.
Subsection 13-6-13	Compliance Required

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Subsection 13-7-1	Certificate of Compliance Required for Occupancy/Transfer of Title
Subsection 13-8-1	Certificate of Compliance Required
Subsection 13-12-2	Registration Required
Subsection 13-12-6	Maximum Number of Occupants; Posting
Subsection 13-12-8	Occupant Standards
<b>First offense</b>	<b>\$250</b>
<b>Second offense</b>	<b>\$500 Court appearance required</b>
<b>Subsequent Offenses</b>	<b>Not to Exceed \$2,000 Court appearance required</b>

- c. Lien to be Placed on Property. In addition to the foregoing, and all other remedies available to the Borough, the Borough Treasurer, upon appropriate notification from the Mayor and Council and appropriate certification from the enforcement officer, shall place a lien on any property determined by the enforcement officer to be in violation of the provisions of this code, in the amount of any and all administrative expenses and any and all actual expenditures for work necessary in order to maintain the property and/or abate the violation, including the cost of removal of any offensive construction materials, refuse, hazards, overhanging objects or any other offending physical object. The lien placed upon such lands shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officers and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this Chapter.

(Ord. No. 2015-22; Ord. No. 2018-03)