

Agenda Hightstown Borough Council

November 1, 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

September 7, 2021 – Public Session

September 7, 2021 – Executive Session

Presentations

Complete Streets – Redevelopment Area Circulation Study

Engineering Items

Improvements to Hausser Avenue, Bennett Place, and Prospect Drive

Resolution 2021-168 Awarding a Contract for Improvements to Railroad Avenue, Dey Street, Center Street and South Academy Street – S. Brothers, Inc.

Public Comment

Any person wishing to address Council with his or her comments will have a maximum of three minutes to do so at this time.

Resolutions

2021-169 Authorizing Payment of Bills

2021-170 Authorizing an Amendment to Resolution 2020-233 Awarding a Contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte – Custom Environmental Technology

New Business

Subcommittee – Review RFPs

Old Business

Recodification of Borough Code

Subcommittee Reports

Mayor/Council/Administrative Reports

Executive Session

Resolution 2021-171 Authorizing a Meeting that Excludes the Public

Contract Negotiations/Collective Bargaining Agreements

Attorney Client Privilege

Adjournment

Meeting Minutes
Hightstown Borough Council
September 7, 2021
6:30 p.m.

The meeting was called to order by Mayor Quattrone at 6:30 p.m. 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.

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 Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Borough Clerk; Dimitri Musing, Borough Administrator; Fred Raffetto, Borough Attorney; Carmela Roberts, Borough Engineer and George Lang, CFO.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Misiura; Seconded by Councilmember Fowler.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

July 6, 2021 – Public Session

Moved by Councilmember Bluth; Seconded by Councilmember Jackson

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

Minutes approved 6-0.

July 19, 2021 – Public Session

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler

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

Minutes approved 6-0.

July 19, 2021 – Executive Session

Moved by Councilmember Bluth; Seconded by Councilmember Montferrat

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

Minutes approved 4-0 with 1 abstention.

July 26, 2021 – Budget Workshop

Moved by Councilmember Fowler; Seconded by Councilmember Montferrat.

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

Minutes approved 6-0.

ENGINEERING ITEMS

Mr. Musing explained the Borough Engineer's, Carmela Roberts, letter dated September 2, 2021. Ms. Roberts recommends declaring an emergency for repairs to the Peddie Dam and awarding a contract to a specialist. Mr. Musing is looking into insurance to see if this can be covered under environmental insurance. He is awaiting an answer. CFO, George Lang, confirmed there are funds to cover this emergency repair. Councilmember Montferrat stated that this has been a problem for some time and he is familiar with the ongoing problems with the dam. He is happy to help with the insurance claim. Mr. Musing stated that we need to start budgeting yearly maintenance for the dam and the lake stating that the lake is one of the most significant assets in the Borough. Discussion ensued. It was stated that while the Borough owns the dam, we are tightly controlled over what can be done due to DEP requirements. Ms. Roberts stated that the contractor works on historic structures, and she is confident that they will make the repair so it blends with the age and fit of the existing structure. Mayor Quattrone stated that we need to continue to look for funding from DEP or maybe the Watershed. Council instructed Mr. Musing to move forward with beginning the claim with Statewide Insurance. Ms. Roberts will reach out to the Dam Safety section of DEP; Mr. Musing will reach out to the Watershed.

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

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

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.

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

Moved by Councilmember Montferrat; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

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.

Resolution 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

Ms. Roberts explained the change order. This formalizes direction Council approved several months ago, adding roadway, curbs and sidewalks to Schuyler Avenue. Council President Bluth questioned the total amount of the project. The awarded grant amount is \$600,000. The project is not over \$1.3 million. Ms. Roberts explained the additional costs to the project. 1. Removing the pump station at Springcrest. 2. Removing asbestos pipes 3. Adding Schulyer to the project to replace the watermain was requested by Public Works 4. The residents requested that the roadway on Schuyler be improved. All of these changes are needed, and Council approved all work previously.

Moved by Councilmember Jackson; Seconded by Councilmember Misiura.

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

Resolution adopted 6-0.

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.

Ms. Roberts left the meeting at this point.

2021 BUDGET

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

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 2021-142

*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
Ms. Bluth	✓		✓			
Ms. Cicalese			✓			
Ms. Fowler		✓	✓			
Mr. Jackson			✓			
Mr. Misiura			✓			
Mr. Montferrat			✓			

Public Hearing for the 2021 Budget

Mayor Quattrone opened the Public Hearing for the 2021 Budget and the following individuals spoke:

Eugene Sarafin, 628 South Main Street - Stated he would like to see an easier budget for the public to understand. Would like to see a breakdown by department.

Joe Balcewicz, 413 Stockton Street - Questioned why it took so long to approve the budget. Asked how the Borough paid bills.

George Lang, CFO - stated that many factors caused the delay.

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

Resolution 2021-143 Adoption of 2021 Budget

Moved by Councilmember Misiura; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Attached hereto and made part thereof.

PUBLIC COMMENT I

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

Eugene Sarafin, 628 South Main Street - Stated that the Pledge of Allegiance should go away. There has never been liberty and justice for all. Spoke against the republican party. Reiterated the storm water management problems in the Borough. People continually get water in the basements. It is affecting everyone, and we need to solve the problem.

Joe Balcewicz, 413 Stockton Street - Stated that he has a concern about the roundabout proposal on Stockton Street. He believes additional analysis needs to be done.

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

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

Mayor Quattrone opened the Public Hearing for Ordinance 2021-10 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street - Stated that he supports the ordinance.

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

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

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

Ordinance adopted 6-0.

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.

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

Moved for introduction by Councilmember Bluth; 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 September 25, 2021.

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.

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

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

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

Ordinance introduced 6-0. Public Hearing scheduled for September 25, 2021.

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 (\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00
Borough Clerk	\$40,000.00	\$87,000.00
Deputy Borough Clerk	\$30,000.00	\$69,000.00
Part-Time Treasurer	\$15,000.00	\$32,000.00
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$84,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	\$22,000 .00
Registrar of Vital Statistics	\$2,500.00	\$6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$5,000.00
<hr/>		
Municipal Magistrate	\$30,000.00	\$54,000.00

	RANGING FROM:	TO:
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$59,000.00
Planning Board Secretary	\$1,000.00	\$27,000.00
Technical Assistant	\$28,000.00	\$43,000.00
Construction Code Official	\$18,000.00	\$38,000.00
Fire Subcode Official	\$3,500.00	\$9,000.00
Building Subcode Official	\$3,500.00	\$9,000.00
Superintendent of Public Works	\$50,000.00	\$113,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	\$85,000.00
Supervising AWWTP Operator	\$44,000.00	\$60,000.00
Superintendent of AWWTP	\$50,000.00	\$114,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Secretary Board of Health	\$100.00	\$2,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00
Chief Financial Officer	\$2,000.00	\$56,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00
Building Inspector	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Health Officer	\$8,000.00	\$16,000.00
OEM Coordinator	\$2,000.00	\$ 6,000.00
Borough Administrator	\$30,000.00	\$96,000.00
Police Chief	\$120,000.00	\$167,000.00

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

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$32.00

	RANGING FROM:	TO:
Public Health Nurse	\$25.00	\$48.00
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00
Clerical Assistant	\$10.50	\$22.00
Administrative Assistant	\$13.50	\$32.00
Public Works Foreman	\$17.00	\$43.00
Public Works Heavy Equipment Operator	\$16.00	\$43.00
Public Works Automated Vehicle Operator	\$16.00	\$38.00
Public Works Driver/Laborer	\$15.00	\$38.00
Public Works Laborer	\$14.00	\$38.00
Public Works Municipal Building Maintenance	\$8.00	\$38.00
Public Works Mechanic	\$16.00	\$38.00
Seasonal/Temporary Labor	\$10.00	\$22.00
Assistant Water Plant Operator	\$15.00	\$27.00
Water Plant Operator	\$25.00	\$38.00
Water Plant Lead Operator	\$40.00	\$54.00
AWWTP Maintenance	\$16.00	\$32.00
AWWTP Maintenance (Out of Title)	+\$2.00	+\$4.00
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$22.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$32.00
Recreation Director (part-time)	\$20.00	\$43.00
Assistant Recreation Director (part-time)	\$8.00	\$22.00
Junior Recreation Counselor (part-time)	\$6.00	\$16.00
Housing Inspector	\$14.00	\$38.00
Fire Inspector	\$14.00	\$38.00
Building Inspector	\$14.00	\$38.00
Code Enforcement Officer	\$15.00	\$38.00

	RANGING FROM:	TO:
Fire Officer	\$14.00	\$38.00
Zoning Official	\$14.00	\$38.00
Electric Subcode Official	\$14.00	\$54.00
Plumbing Subcode Official	\$14.00	\$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:

	RANGING FROM:	TO:
School Crossing Guard	\$50	\$75

Section 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, 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.

RESOLUTIONS

Resolution 2021-144 Authorizing Payment of Bills

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

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>

Resolution 2021-145 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

Moved by Councilmember Misiura; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

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.

Resolution 2021-146 Amending Resolution 2021-026 Authorizing Depositories and Signatures for Borough Accounts

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

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 if 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
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 **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.

NEW BUSINESS

Towing Companies

Councilmember Misiura recused himself from this discussion and departed the meeting at this time.

Council reviewed the procedure regarding complaints for fees charged by towing companies in the Borough.

Mr. Musing received complaints from two residents regarding towing charges. Borough Attorney, Fred Raffetto, stated that he believes it would be appropriate to move forward with a public hearing. Discussion ensued. Council agreed that scheduling a hearing shows that we take the enforcing of the ordinance seriously. Mr. Musing was instructed to send a letter to the company notifying them that a hearing will be scheduled.

Councilmember Misiura returned at this time.

ARP Funding – Recodification of Borough Code

Borough Clerk, Peggy Riggio, stated that our current code is out of date and unsearchable online. There are also many inconsistencies. She reviewed a quote from ecode360. Borough Administrator, Dimitri Musing stated that this is an eligible expense under the ARP Funding. Discussion ensued. Council all agreed that the code does need to be updated and recodified, but a larger discussion needs to take place on how best to use the remainder of the ARP funding. Mayor Quattrone stated that our code is part of our infrastructure and transparency and needs to be updated. CFO, George Lang, was instructed to look for proper funding for the codification.

New Phone System

Borough Administrator, Dimitri Musing, spoke about the number of times the Borough phone system has gone down recently. This affects both the Municipal Offices and the Police Department. Our phone system still operates through cooper wire which are affected with heavy rain. Mr. Musing explained the need for reliability and redundancy. A quote has been received from Red Arrow Technologies.

Mike McCully of Red Arrow explained the new system. He explained that the 9-1-1 calls go through East Windsor. There would be four independent systems (Police, Borough offices, Water/Sewer and Fire). On the occasion of a system failure (power or internet outage), there would be a rollover to a cloud auto attendant which would email the proper department. Once the system is back up and running, it would automatically roll

back over.

Discussion ensued. Council questioned competitive pricing and if this could be put off until 2022. Borough Clerk, Peggy Riggio, was directed to look at competitive pricing.

Housing Ordinance and Inspection Fees

Construction/Zoning Official, George Chin, reviewed changes to the ordinance regarding the adjustment of inspection fees and changing the definition of common area. After discussion, Council directed the Borough Clerk to refer this to the Planning Board for their comments.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Misiura

Planning Board interviewed attorneys to fill the vacancy left by Jolenta Maiziar. Parker McCay was selected to complete the year as Planning Board Attorney.

Councilmember Fowler

Downtown Hightstown - September 23rd will be the last walking tour of the year.

Councilmember Jackson

HPC - Meeting has been rescheduled from the 16th to the 23rd

Councilmember Cicalese

Complete Streets - The committee has seen a lot of public participation recently. Residents from North Main Street have been calling in to talk about traffic problems.

Board of Health and Parks and Rec both meet next week.

Council President Bluth

Cultural Arts Commission - Next meeting September 21st. They are currently selling the 300th Anniversary historic calendars.

Borough Clerk, Peggy Riggio

Explained that she will be establishing new processes for Temporary Food Permits to ensure that vendors have the proper permits for events being held in town.

Borough Administrator, Dimitri Musing

Feels that the Borough is continuing to move forward in a positive direction.

Borough Attorney, Fred Raffetto,

Colvell OPRA - The Government Records Council has closed the case and found in favor of the Borough.

CFO, George Lang

He will get the adopted budget to the State and tax bills will be mailed out.

Mayor Quattrone

Congratulated Mr. Musing and Ms. Riggio on a great first meeting in their new roles. Keep up the good job.

Requested a Moment of Silence for the 20th anniversary of 9/11.

Stockton Street - now that the road is smooth, there are a lot more people speeding.

Heros of the weekend, Our Public Works Department. They did a fantastic job through both recent storms. Hats off to Kenny and his crew. They are short staffed, and it is amazing on what they get done.

EXECUTIVE SESSION**Resolution 2021-147 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Bluth; Seconded by Councilmember Fowler. All ayes.

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

Resolution adopted 6-0.

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, 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.

Council President Bluth moved to adjourn to executive session at 9:27; seconded by Councilmember Montferrat. All ayes.

Council returned to open session at 9:54 p.m.

ADJOURNMENT

Councilmember Jackson moved to adjourn at 9:55 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Borough Clerk

Minutes approved by Council: _____

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

Bluth
Cicalese
Fowler
Jackson
Misiura
Montferrat

Nays

Abstained

Absent

SUMMARY OF REVENUES

1. General 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

DRAFT

HIGHTSTOWN

REDEVELOPMENT AREA

CIRCULATION STUDY

Submitted: October 25, 2021

Prepared for:
Borough of Hightstown

Prepared by:
NV5, Inc.

In association with
Bright View Engineering

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DRAFT

Introduction

The Borough of Hightstown received funds from the Delaware Valley Regional Planning Commission (DVRPC) to conduct a Redevelopment Area Circulation Study to examine the change in circulation arising from the planned redevelopment of the the vacant Rug Mill in the downtown. The NV5/Brightview project team was tasked with reviewing the series of studies and plans that envision an active downtown with planned redevelopment and identify potential opportunities and constraints associated with circulation in the downtown area because of the planned improvements. Reviewing alternatives for the intersection of North Main Street and Franklin Street, including feasibility and assessment of a roundabout at this intersection instead of the existing traffic signal was the focus of the study, and set the groundwork for all the traffic analysis throughout the study area.

Major work tasks included:

1. Review Existing Plans and Traffic Projections
2. Traffic Count Data Collection (to complete the study area base information)
3. Traffic Model Development
4. Safety Enhancement Concept Development
5. Traffic Modeling for potential Build Scenarios
6. Community Input

NV5 worked with the Hightstown Complete Streets Committee and developed recommendations for enhancing pedestrian safety and access while maintaining motor vehicle circulation throughout the Redevelopment Area. This includes presentation to and coordination with the Hightstown Planning Board.

The study area for this project included the streets and intersections adjacent to all three phases of the redevelopment area as shown on Figure 1 below. The following intersections were included in the assessment:

1. N. Main Street and Franklin Street
2. N. Main Street and Stockton Street
3. N. Main Street and Bank Street
4. Franklin Street and Maxwell Avenue
5. Stockton Street and Academy Street



Figure 1: Study Area Map

Analysis of Existing Plans and Traffic Projections

NV5 staff reviewed the redevelopment plans for the Lakefront Plan and the Hightstown Mobility Master Plan to plan field work and identify site opportunities and constraints. The review of the report suggests that the increased parking and traffic growth associated with these projects appears to conform to industry standards and be consistent with the vision described by the Complete Streets Committee during project coordination meetings. NV5 collected additional data for the intersection of Franklin Street at Maxwell Avenue to develop the traffic models as the recent redevelopment studies did not include existing traffic counts at that intersection.

Community Outreach

The NV5 Team participated in monthly Complete Streets Committee meetings throughout the project. The plan to facilitate educational community outreach activities was modified due in part to the COVID-19 restrictions and reinforced once the roundabout concept was removed from consideration allowing the labor to be targeted to the concepts developed and analyzed. The team also presented to the Planning Board and is currently scheduled to brief the Town Council on the project findings.

Traffic Count Data Collection

NV5 collected turning movement counts using a video traffic data collection system at the intersection of Franklin Street at Maxwell Avenue to augment the data provided from other recent studies.

Appendix A – Traffic Data includes a summary of all traffic data collected.

Traffic Model Development

The NV5 Team built a traffic model using Synchro, version 11 to quantify existing operational conditions for the weekday morning, weekday evening and Saturday mid-day peak hours and set a base line for comparing future traffic and potential safety enhancement concept analysis. Using the existing conditions model as a base condition, The NV5 Team surcharged traffic from known planned developments in the area onto the existing conditions model to establish the anticipated future conditions for each of the study area intersections. The resulting 2022 projected future volumes are shown in Figure 2 below.

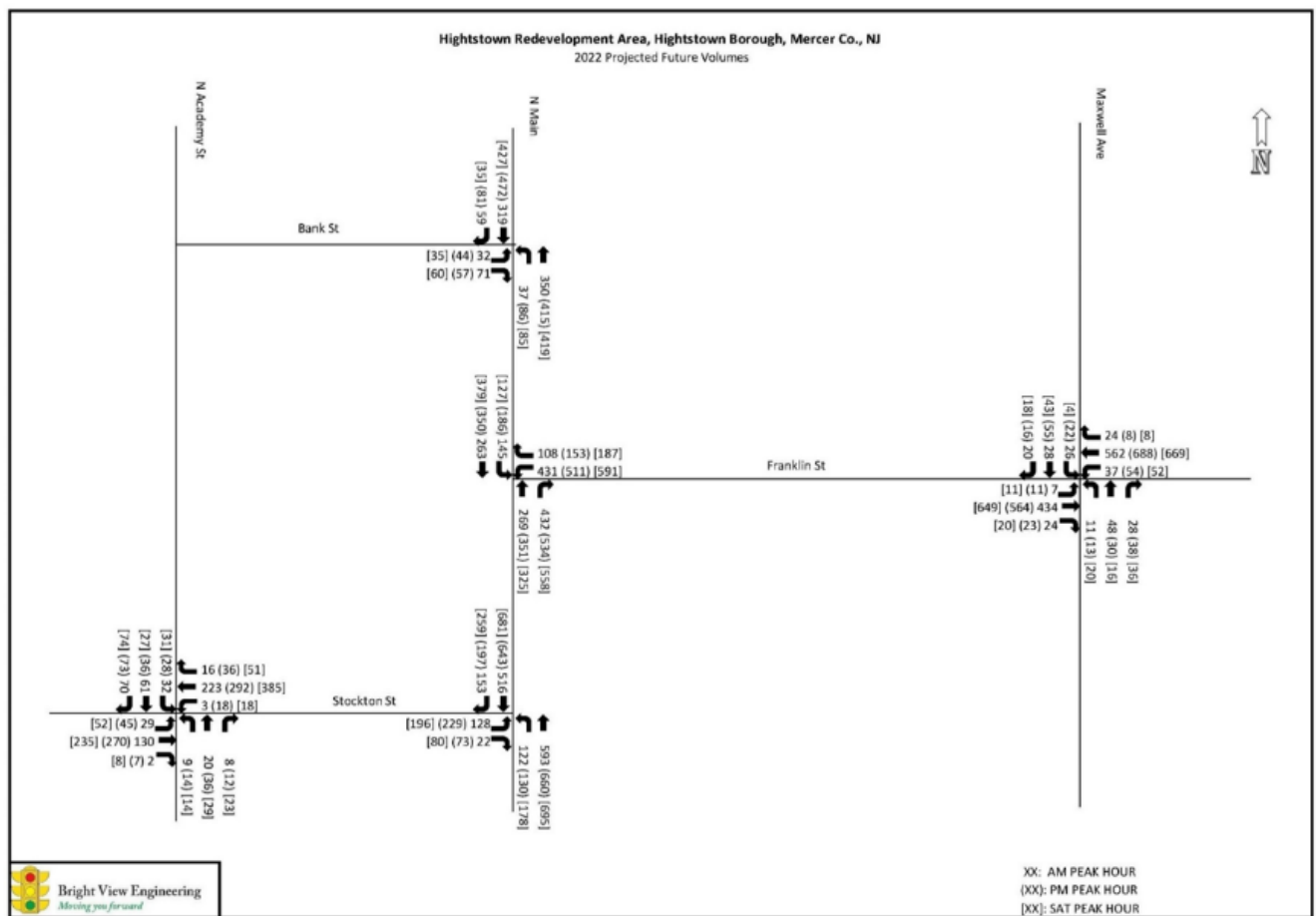


Figure 2: Traffic Model

Safety Enhancement Concept Development

Initial Screening

Central to the project is the identification of improvements at the intersection of North Main Street and Franklin Street. Previous efforts by the Borough identified a roundabout as a potential alternative to the existing traffic signal at the intersection. Based on the team's initial screening efforts focused on determining if a roundabout could effectively process the needed traffic volumes at the intersection without adversely affecting the surrounding area. Since roundabouts work most effectively with clear downstream conditions, one of the key measures in this analysis was to determine vehicle queues from adjacent intersections would queue back into the proposed roundabout.



Figure 3: Roundabout Concept

To that end, the NV5 team reviewed the expected operation of the roadway network with the introduction of a modern one lane roundabout at the intersection of North Main Street and Franklin Street. This included an estimation of the vehicle queues from the intersections surrounding the roundabout.

This screening produced several key findings that directed the intersection configuration of all safety concepts developed. The results of the queuing analysis showed that there is a high likelihood that the southbound traffic along N. Main Street approaching the Stockton Street intersection would likely backup into and through the intersection at Franklin Street. With a traditional signalized intersection, this can be mitigated with 'DO NOT BLOCK THE BOX' type treatments or roadway widening where possible. If a roundabout intersection configuration were considered, this downstream queue backing into the intersection could stop all circulating traffic and cause gridlock. This was particularly critical at the intersection of North Main Street and Franklin Street due to the firehouse located at the intersection. Traffic queued at the roundabout would be difficult to clear and could impede emergency response times. Figure 3 below shows the initial roundabout concept considered, which provides the minimum acceptable lane geometries while attempting to minimize impacts.

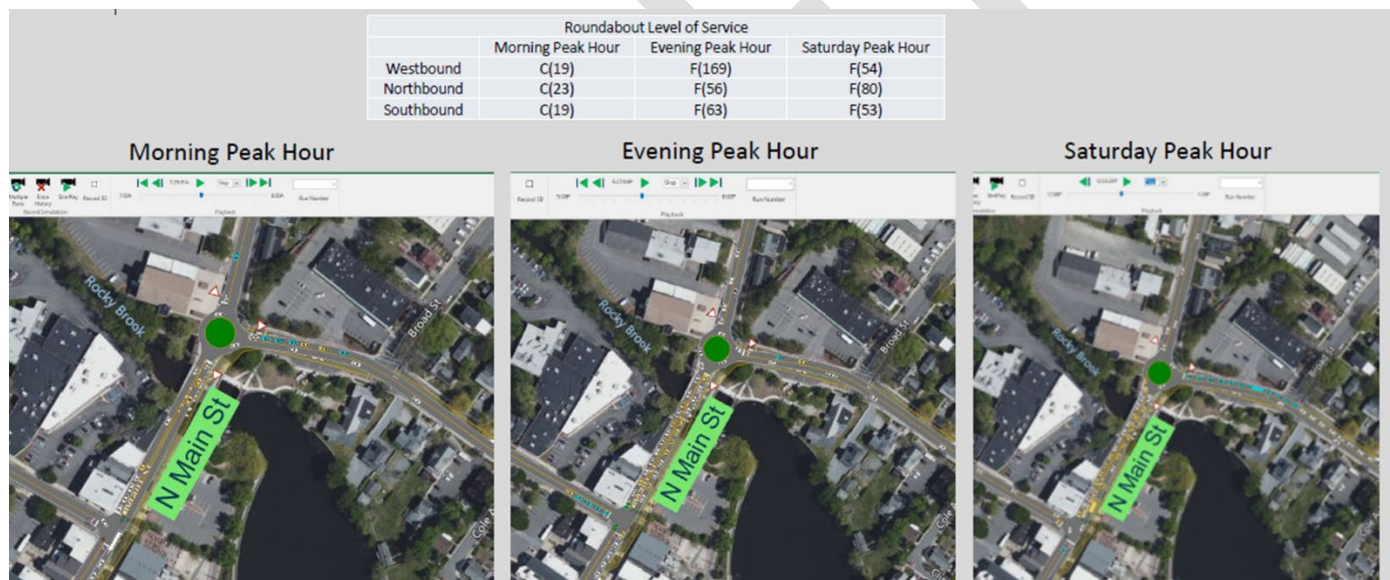


Figure 4: Roundabout Level of Service

The traffic simulation modeling indicated a fatal flow in the roundabout scenario, requiring it to be removed from future considerations. It was recommended that safety enhancements to the traditional traffic signal configuration be developed in lieu of the roundabout at the intersection.

Safety Enhancement Concepts

Seven scenarios were developed to model potential circulation and safety enhancement throughout the study area, these are summarized in Table 1, below:

- M1 – Add a Right Turn Lane along Franklin St approach to N. Main St & Update Signal Timing
- M2 – Add a Dedicated Pedestrian Signal Phase @ Franklin St and N. Main St & Update Signal Timing
- M3 – Add a Right Turn Lane along Franklin St approach to N. Main St, a Dedicated Pedestrian Signal Phase & Update Signal Timing
- M4 – Add a Lead Pedestrian Interval across Franklin St approach to N. Main St
- M5 – Add a Turn Lane AND Lead Pedestrian Interval across Franklin St approach to N. Main St & Update Signal Timing
- M6 – Add a Lead Pedestrian Interval at Stockton St & N. Main St & Update Signal Timing
- M7 – Add a 4-Way STOP at Stockton St & Academy St

Table 1: Traffic Model Scenarios

	Intersection	Right Turn Lane	Update Signal Timing	Dedicated Pedestrian Signal Phase	Lead Pedestrian Interval (LPI)	4-Way Stop
Model 1(M1)	N. Main St. & Franklin St.	●	●			
Model 2(M2)	N. Main St. & Franklin St.		●	●		
Model 3(M3)	N. Main St. & Franklin St.	●	●	●		
Model 4(M4)	N. Main St. & Franklin St.				●	
Model 5(M5)	N. Main St. & Franklin St.	●	●		●	
Model 6(M6)	Stockton St. & N. Main St.		●		●	
Model 7(M7)	Academy St. & Stockton St.					●

Traffic Modeling Scenarios

Traffic Modeling Scenario M1

The M1 traffic model is based on redesigning/reconfiguring the intersection of North Main Street and Franklin Street by adding a Right Turn Lane along the westbound Franklin St approach to N. Main St and updating the traffic signal timing accordingly. Table 2, below, compares the anticipated future intersection operation without any changes to the proposed mitigation measures.

Table 2: Traffic Model 1 Level of Service

Intersection	FBAM		FBPM		FBSA		FBAM-M1 WB L+R		FBPM-M1 WB L+R		FBSA-M1 WB L+R	
N Main St & Franklin St	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
WBLR	D	42.2	D	51.2	D	43.6						
WBL							D	44.8	D	45.3	D	43.7
WBR							D	25.2	C	22.6	C	20.2
NBT	C	23.3	D	36	D	38.5	B	17.9	C	25.5	C	25.3
NBR	D	37.2	F	198.1	F	275.5	A	6	A	7.9	A	6.5
SBL	E	56.8	E	66	F	122.7	D	46.6	D	45.1	E	56.5
SBT	B	12.5	B	17.8	C	24.8	A	8.8	B	12.2	B	15.4



Figure 5: Traffic Model 1

As Table 2 indicates, the addition of the westbound right turn lane in conjunction with traffic signal timing and phasing improvements results in significantly improved levels of service for vehicles. Pedestrian mobility, however, is not improved, as pedestrians in this scenario are required to cross concurrent with vehicle movements. The addition of the westbound right turn also increases pedestrian crossing time for the westbound approach.

Traffic Modeling Scenario M2

The M2 traffic model is based on redesigning/reconfiguring the intersection by adding a Dedicated Pedestrian Signal Phase at Franklin Street and N. Main Street and updating the traffic signal timing / phasing.

Table 3: Traffic Model 2 Level of Service

Intersection	FBAM		FBPM		FBSA		FBAM-M2 PED PHASE		FBPM-M2 PED PHASE		FBSA-M2 PED PHASE	
N Main St & Franklin St	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
WBLR	D	42.2	D	51.2	D	43.6	D	35.5	E	60.4	E	78.6
WBL												
WBR												
NBT	C	23.3	D	36	D	38.5	D	36.2	E	76.8	E	70
NBR	D	37.2	F	198.1	F	275.5	A	2.4	A	2.4	A	3.6
SBL	E	56.8	E	66	F	122.7	D	37.5	D	39.2	D	37.2
SBT	B	12.5	B	17.8	C	24.8	B	14.2	B	17.5	B	19.6



Figure 6: Traffic Model 2

As Table 3 indicates, revisions to the traffic signal timing improves vehicular flow and results in improved levels of service for vehicles. The dedicated pedestrian phase minimizes the conflicts between pedestrians and vehicles, improving pedestrian connectivity. It must be noted that while the timing has been balanced to eliminate any level of service 'F' conditions, very little capacity remains in this scenario for future increases in traffic volumes.

Traffic Modeling Scenario M3

The M3 traffic model is based on redesigning/reconfiguring the intersection by adding a Right Turn Lane along Franklin Street approach to N. Main Street, a Dedicated Pedestrian Signal Phase at Franklin Street and N. Main Street and updating the traffic signal timing.

Intersection	FBAM		FBPM		FBSA		FBAM-M3 PED PHASE, WB L+R		FBPM-M3 PED PHASE, WB L+R		FBSA-M3 PED PHASE, WB L+R	
N Main St & Franklin St	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
WBLR	D	42.2	D	51.2	D	43.6						
WBL							C	31.4	D	49.1	D	40.8
WBR							B	17.5	C	22.1	B	17.3
NBT	C	23.3	D	36	D	38.5	C	30.5	D	38.9	D	41
NBR	D	37.2	F	198.1	F	275.5	A	2.4	A	2.4	A	3.5
SBL	E	56.8	E	66	F	122.7	D	37.5	D	39.2	D	37.2
SBT	B	12.5	B	17.8	C	24.8	B	12.2	B	12.9	B	16.3

Table 4: Traffic Model 4



Figure 7: Traffic Model 3

As once could expect, Table 4 shows a hybrid result compared to scenarios M1 & M2, with improvements to both traffic flow and the addition of a dedicated pedestrian phase to improve pedestrian connectivity.

Traffic Modeling Scenario M4

The M4 traffic model is based on redesigning/reconfiguring the intersection by adding a Lead Pedestrian Interval across Franklin Street approach to N. Main Street.

Intersection	FBAM		FBPM		FBSA		FBAM-M4 LPI FRANKLIN ST		FBPM-M4 LPI FRANKLIN ST		FBSA-M4 LPI FRANKLIN ST	
	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
N Main St & Franklin St												
WBLR	D	42.2	D	51.2	D	43.6	D	43.3	E	60.4	E	68.3
NBT	C	23.3	D	36	D	38.5	C	32.3	D	53	D	51
NBR	D	37.2	F	198.1	F	275.5	A	2.7	A	5.4	A	4.2
SBL	E	56.8	E	66	F	122.7	D	46	D	46.7	D	49.7
SBT	B	12.5	B	17.8	C	24.8	B	14.7	B	17.5	C	22.5
Maxwell St & Franklin St	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay

Table 5: Traffic Model 4 Level of Service



Figure 8: Traffic Model 4

The lead pedestrian interval (LPI) consists of providing a comparatively short (3-5 second) head start for pedestrians prior to vehicles receiving a green light. While the timing changes proposed do improve vehicular circulation and the LPI does improve pedestrian movements, pedestrians and vehicles remain in conflict with each other moving through the intersection.

Traffic Modeling Scenario M5

The M5 traffic model is based on redesigning/reconfiguring the intersection by adding a Turn Lane and a Lead Pedestrian Interval across Franklin Street approach to N. Main Street and updating the traffic signal timing.

Intersection	FBAM		FBPM		FBSA		FBAM-M5 LPI FRANKLIN WB L+R		FBPM-M5 LPI FRANKLIN WB L+R		FBSA-M5 LPI FRANKLIN WB L+R	
	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
N Main St & Franklin St												
WBLR	D	42.2	D	51.2	D	43.6						
WBL							D	37.1	D	38.2	D	43.9
WBR							C	21.4	C	20.8	C	21.1
NBT	C	23.3	D	36	D	38.5	C	28.5	D	41.2	D	37.2
NBR	D	37.2	F	198.1	F	275.5	A	2.6	A	5.1	A	3.9
SBL	E	56.8	E	66	F	122.7	D	46	D	46	D	46
SBT	B	12.5	B	17.8	C	24.8	B	12.7	B	15.6	B	17.9

Table 6: Traffic Model 5 Level of Service



Figure 9: Traffic Model 5

Scenario M5 includes both the LPI and the westbound approach widening. Table 6 shows, this results in an improvement in vehicular levels of service but still has similar pedestrian concerns as Scenario M4 since pedestrians and vehicles are still required to traverse the intersection concurrently.

Traffic Modeling Scenario M6

The M6 traffic model is based on redesigning/reconfiguring the Stockton Street and N. Main Street intersection by adding a Lead Pedestrian Interval and updating the traffic signal timing.

Intersection	FBAM		FBPM		FBSA		FBAM-M6 LPI STOCKTON		FBPM-M6 LPI STOCKTON		FBSA-M6 LPI STOCKTON	
	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
N Main St & Stockton St												
EBLR	D	42.4	E	76.3	E	61.4	D	40.6	E	64.3	E	56.7
NBL	A	7	B	19.8	C	31.4	A	5.8	C	26.6	C	27.4
NBT	A	4.7	A	9	A	5	A	7.4	B	10.5	A	5.5
SBTR	B	11.8	C	28.5	D	48.8	C	21.1	F	81.1	F	84.4

Figure 10: Traffic Model 6



Table 7: Traffic Model 6 Level of Service

This alternative evaluates the intersection of North Main Street and Stockton Street with the addition of a Lead Pedestrian Interval. This results in a degradation in vehicular levels of service as time during the traffic signal cycle is diverted from vehicles to pedestrians.

Traffic Modeling Scenario M7

The M7 traffic model is based on adding a 4-way stop at Stockton Street and Academy Street intersection.

Average and Delay Percentile Queue Lengths (ft)												
Intersection	FBAM		FBPM		FBSA		FBAM-M7 4WAY ACAD & STOCKTON		FBPM-M7 4WAY ACAD & STOCKTON		FBSA-M7 4WAY ACAD & STOCKTON	
Academy St & Stockton St	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay
EBLTR	A	1.4	A	1.1	A	1.5	A	9.4	B	13.5	B	13.3
WBLTR	A	0.1	A	0.4	A	0.3	B	10.2	B	13.9	C	19.2
NBLTR	B	13.2	C	20.5	C	21	A	8.6	A	9.9	B	10.2
SBLTR	B	14.3	C	19.1	C	22.3	A	9.4	B	10.5	B	10.8

Table 8: Traffic Model 7 Level of Service



Figure 11: Traffic Model 7

As Table 8 indicates, the intersection is anticipated to operate at acceptable Levels of Service with an all-way stop in place. It is important to note, however, that prior to implementing an all-way stop at this intersection, a formal all-way stop analysis should be prepared for Mercer County review and approval.

Conclusions/Next Steps

The NV5 team with input from the Complete Street Committee recommends that Hightstown Borough should consider implementing the widening of Franklin Street at North Main Street to provide a dedicated right turn lane along with signal timing and phasing improvements. This reconfiguration will provide additional intersection capacity which will allow the introduction of an additional crosswalk across North Main Street on the south side of Franklin Street and implementation of a dedicated pedestrian phase, which will improve pedestrian safety and connectivity. While the team recognizes there is a significant cost to implementing this improvement, this improvement maintains the historic areas south of the intersection and minimizes impacts to the surrounding areas. Additional improvements such as timing changes at the intersection of North Main Street and Stockton Street and potentially adding a four way stop at Stockton Street and Academy Street will also help to improve pedestrian connectivity and balance the needs of pedestrian, bicycle, and vehicle users alike.

DRAFT

Appendices

Appendix A – Traffic Data (Level of Service, Delay and Queue)

Appendix B – Concept Plans

Appendix C – Cost Estimate

DRAFT

Appendix A – Traffic Data (Level of Service, Delay and Queue) (separate attachment)

DRAFT

Appendix B – Concept Plans

Concept 1: Maintain Existing Splitter Island

Concept 2: All Pedestrian Crossings Provided (1)

Concept 3: All Pedestrian Crossings Provided (2)

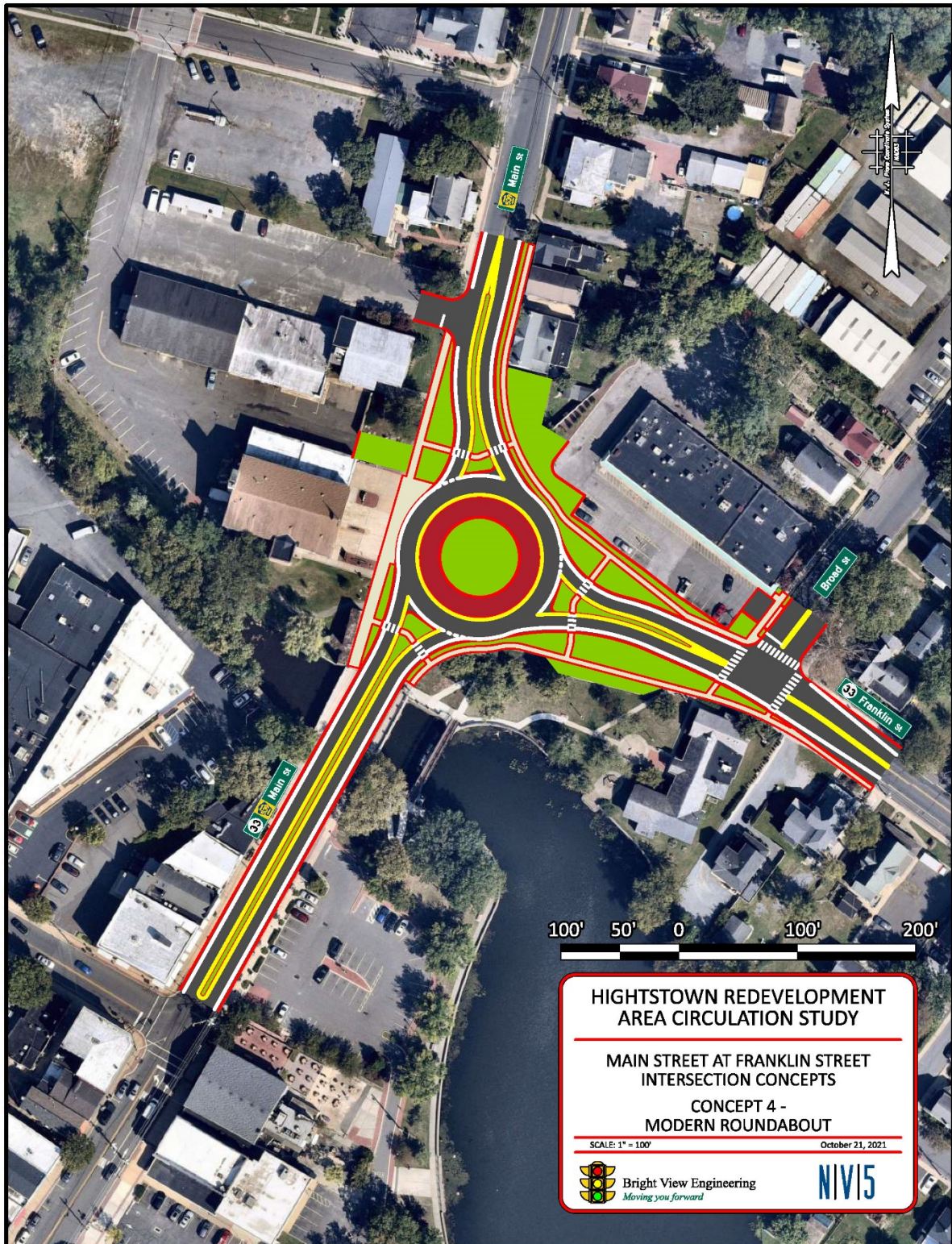
Concept 4: Modern Roundabout

DRAFT









Appendix C – Cost Estimate

Franklin-Main Order of Magnitude Cost Estimate				
Major Item	Unit	Unit Cost	Quantity	Item Cost
Full Depth Pavement	SY	\$ 70.00	190	\$ 13,300.00
2" Surface Course				
6" Base Course				
8" Dense Aggregate Base Course				
Milling & Resurfacing	SY	\$ 30.00	3,483	\$ 104,490.00
Milling 3" or Less				
2" HMA Surface Course				
Variable HMA Intermediate Course (assume 2.5")				
9"x16" Concrete Vertical Curb	LF	\$ 40.00	820	\$ 32,800.00
Brick Sidewalk	SY	\$ 100.00	34	\$ 3,400.00
Concrete Sidewalk, 4" Thick	SY	\$ 75.00	300	\$ 22,500.00
HMA Driveway	SY	\$ 30.00	-	\$ -
Concrete Driveway	SY	\$ 110.00	86	\$ 9,460.00
Roadway Drainage (per Roadway CL length)	LF	\$ 150.00	160	\$ 24,000.00
Landscape Wall	LF	\$ 250.00	-	\$ -
Topsoil/Seeding/Mulching	SY	\$ 40.00	377	\$ 15,080.00
New Traffic Signal	LS	\$ 250,000.00	1	\$ 250,000.00
Foundations, Poles, Mast Arms, Signs, Conduit,				
Junction Boxes, Signal Heads, Controller, Wiring,				
and Pedestrian Push Buttons				
Subtotal Estimated Cost:			\$ 475,030.00	
Non-Quantified Construction Costs:	Percent of Subtotal Costs:			
Stormwater Management	N/A		N/A	
Maintenance and Protection of Traffic	7%		\$ 33,252.10	
Lighting, Traffic Striping, Delineators, & Signs	3%		\$ 14,250.90	
ROW Impacts (1750 SF fee taking, 4 parking spaces)			\$ 75,000.00	
Utility Relocation (Based on anticipated utility impacts and relocations)			\$ 250,000.00	
Total Estimated Cost:			\$ 847,533.00	

USE FOR Franklin-Main: \$ 850,000.00





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October 25, 2021

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08690

Re: Improvements to Hausser Road, Bennet Place, and Prospect Drive
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1802

Dear Mayor and Council:

As you know, Roberts Engineering Group has been authorized to prepare bid documents for the above referenced project by way of Resolution 2021-131. This project includes roadway improvements (curb, sidewalk, ramps, pavement, etc.) and water main improvements.

As outlined in my letter to you dated February 4, 2021, attached, additional investigation needed to take place to determine whether sanitary improvement would be required. The Borough's Superintendent of the AWWTP, Bill Searing, has completed sewer main televising within the project limits and has determined that there are a number of orangeburg sanitary laterals and portions of sanitary sewer main that are in need of replacement.

The estimated construction cost for these improvements is approximately \$60,000.00.

We do not require an additional fee for designing and permitting these improvements. However, we do request that additional funds be allocated for engineering inspection during the construction phase in an amount not to exceed \$5,900.00.

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

Very truly yours,

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

cc: Dimitry Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
George Lang, Borough CFO
Ken Lewis, Borough Superintendent of Public Works
Bill Searing, Borough Superintendent of AWWTP
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC



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February 4, 2021

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

Re: Improvements to Hausser Avenue,
Bennett Place, and Prospect Drive
Borough of Hightstown, Mercer County
Our File No.: H1603

Dear Mayor and Council:

Enclosed with this letter, please find a copy of a letter received from the NJDOT notifying the Borough that it has been awarded funding through the Municipal Aid Program for Improvements to Hausser Avenue, Bennett Place, and Prospect Drive in the amount of \$500,000.00.

You may recall that the requested funding amount was for approximately \$630,000.00. The awarded allotment is \$130,000.00 less than the estimated construction cost. This cost does not include the costs for sanitary sewer repairs and water main replacement.

In reviewing with the Borough Water Department and as noted in the Borough's Water Asset Management Plan, there have been many water main/service breaks in this neighborhood. Therefore, there is a significant need to replace a portion of the existing water system. Hausser Avenue and Bennett Place require new water mains and water services. Prospect Drive requires new water services. The estimated construction cost to replace the water mains and services is approximately \$290,000.00.

We must review the sanitary collection system to determine if any improvements are needed there.

Design and inspection costs will not be eligible under the allotment and therefore were not included in the application made to the NJDOT. The anticipated costs for survey, design, permitting, bidding, and construction administration/inspection are as follows:

Roadway Improvements

Survey, Design, Permitting, and Bidding =	\$63,000.00
<u>Construction Administration and Inspection =</u>	<u>\$75,000.00</u>
TOTAL =	\$138,000.00

The deadline to award these improvements to a contractor is November 2022. I request that Council authorize this by Summer 2021. This will allow appropriate time for this office to prepare conceptual plans, review with Borough Committees, secure funding for the water improvements through USDA or NJ Infrastructure Bank loans, obtain permits, and meet NJDOT grant requirements.

Please review the above figures and advise as to how the Council would like to move forward. Should you have any questions please feel free to contact me.

Very truly yours,

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

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



State of New Jersey

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

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

SHEILA Y. OLIVER
Lt. Governor

RECEIVED

November 16, 2020

NOV 24 2020

The Honorable Lawrence Quattrone
Mayor, Hightstown
156 Bank Street
Hightstown, NJ 08520

Roberts Engineering Group, LLC

Dear Mayor Quattrone:

I am pleased to inform you that Hightstown has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2021 Municipal Aid Program for Improvements to Hausser Avenue, Bennett Place, and Prospect Drive in the amount of \$500,000.00.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 635 applications from 549 municipalities requesting more than \$342 million. There is \$161.25 million available in funds from the Transportation Trust Fund (TTF) supported by the State gas tax.

As part of the Department's Commitment to Communities, NJDOT provides statewide assistance for local governments for improvements to and preservation of the local transportation network, this network makes up about 90 percent of New Jersey's roadways. The successful completion of your project will help achieve this goal and provide your constituents and everyone that uses local roads a transportation system that provides the mobility they deserve.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington - 973-810-9166
District 2 - Newark - 973-877-1500

District 3 - Trenton - 609-963-2020
District 4 - Cherry Hill - 856-414-8414

Again, thank you for your support of this program and good luck with your project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Diane Gutierrez-Scaccetti".

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk; Municipal Engineer

Resolution 2021-131

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

AUTHORIZING DESIGN, INSPECTION AND ADMINISTRATION OF IMPROVEMENTS TO HAUSSER AVENUE, BENNETT PLACE AND PROSPECT DRIVE

WHEREAS, the Borough of Hightstown has been awarded a grant in the amount of 500,000.00 for improvements to Hausser Avenue, Bennett Place and Prospect Drive; and

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$63,000.00, for the engineering survey, design, permitting and bidding of the project; and

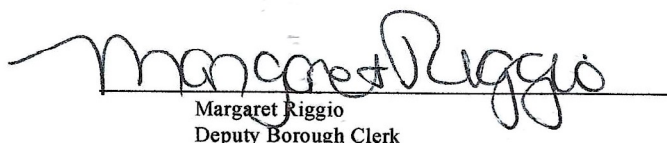
WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$75,000.00, for construction inspection and contract administration costs; and

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

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized as the design engineer, construction inspection and contract administration engineer for the Improvements to Hausser Avenue, Bennett Place and Prospect Drive at an amount not to exceed a total of \$138,000.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 16, 2021.


Margaret Riggio
Deputy Borough Clerk

Resolution 2021-168

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

AWARDING A CONTRACT FOR IMPROVEMENTS TO RAILROAD AVENUE, DEY STREET, CENTER STREET AND SOUTH ACADEMY STREET – S. BROTHERS, INC.

WHEREAS, six (6) bids were received on October 28, 2021, for Improvements to Railroad Avenue, Dey Street, Center Street and South Academy Street; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the for Improvements to Railroad Avenue, Dey Street, Center Street and South Academy Street; be awarded to the low bidder S. Brothers, Inc., of South River, New Jersey at the price of \$573,798.00; and

WHEREAS, this project is partially funded by the New Jersey Department of Transportation Municipal Aid Grant program, the award of this contract is conditional upon approval by the New Jersey Department of Transportation; and

WHEREAS, the execution of this contract is subject to the review and approval of the Borough Attorney to assure that the bid submitted by S. Brothers, Inc. is in order with respect to legal compliance; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the for Improvements to Railroad Avenue, Dey Street, Center Street and South Academy Street, be awarded to the low bidder, S. Brothers, Inc., of South River, New Jersey at the price of \$573,798.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 1, 2021.

Margaret Riggio
Borough Clerk



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

October 28, 2021

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

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

Dear Mayor and Council:

Bids were received for the Improvements to Railroad Avenue, Dey Street, Center Street, and South Academy Street project on Thursday, October 28, 2021. A total of eight (8) bidders obtained plans and specifications and six (6) contractors submitted bids. The bid results are as follows:

	Bid
1. S. Brothers, Inc. South River, New Jersey 08882	\$573,798.00
2. Black Rock Enterprises, LLC Old Bridge, New Jersey 08857	\$578,848.50
3. Lima Charlie Construction Tinton Falls, New Jersey 07724	\$614,614.00
4. Earle Asphalt Company Wall Township, New Jersey 07719	\$702,913.13
5. S&G Paving Construction, Inc. Monroe, New Jersey 08831	\$768,064.24
6. Seacoast Construction, Inc. East Brunswick, New Jersey 08816	\$812,463.18

This project is being funded through a FY2020 Municipal Aid Program grant as administered by the New Jersey Department of Transportation (NJDOT) in the amount of \$529,632.00. The Engineer's Estimate for this contract is \$621,100.00. The low bidder amount of \$573,798.00 is \$47,302.00 (8%) below the Engineer's Estimate.

I have reviewed the bid submitted by S. Brothers, Inc.. All conditions set forth in the bid proposal have been satisfied and the Contractor is not on the current list of debarred contractors.

We have worked with S. Brothers, Inc. in the past and have found them to be responsive, efficient and experienced.

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

Therefore, it is my recommendation that a contract be awarded to S. Brothers, Inc. of South River, New Jersey for the Improvements to Railroad Avenue, Dey Street, Center Street, and South Academy Street project in the amount of \$573,798.00, subject to the approval of the bid documents by the Borough Attorney and subject to the approval of the New Jersey Department of Transportation.

By way of this letter I am returning the original bids to the Clerk.

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

Very truly yours,



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

cc: Dimitri Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
George Lang, Borough CFO
Fred Raffetto, Esq., Borough Attorney
Ken Lewis, Borough Superintendent of Public Works
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC



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Improvements to Railroad Avenue and Dey Street

Thursday, October 28, 2021 at 11:00 am

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

Summary of Bids Our File No.: H1801			Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, New Jersey 08690 Phone: (609) 586-1141		S. Brothers, Inc. P.O. Box 317 South River, New Jersey 08882 Phone: (732) 446-3390 Fax: (732) 446-0076		Black Rock Enterprises, LLC 1316 Englishtown Road Old Bridge, New Jersey 08857 Phone: (732) 967-6400 Fax: (732) 967-6402		Lima Charlie Construction 2 Hance Avenue Tinton Falls, New Jersey 07724 Phone: (833) 242-2427 Fax: (732) 955-8301		Earle Asphalt Company 1800 State Highway 34 Wall Township, New Jersey 07719 Phone: (732) 308-1113 Ext. 206 Fax: (732) 308-1034	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization	LS	1	\$15,000.00	\$15,000.00	\$4,800.00	\$4,800.00	\$16,750.00	\$16,750.00	\$59,000.00	\$59,000.00	\$60,000.00	\$60,000.00
2 Clearing Site	LS	1	\$15,000.00	\$15,000.00	\$48,380.00	\$48,380.00	\$7,500.00	\$7,500.00	\$71,326.50	\$71,326.50	\$62,995.28	\$62,995.28
3 Project Video	LS	1	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,250.00	\$1,250.00	\$1.00	\$1.00	\$100.00	\$100.00
4 Traffic Director, Flagger	HOURL	200	\$80.00	\$16,000.00	\$0.01	\$2.00	\$1.00	\$200.00	\$1.00	\$200.00	\$50.00	\$10,000.00
5 Uniform Traffic Director (State Non-Participating)	HOURL	250	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00
6 Traffic Cone	UNIT	30	\$10.00	\$300.00	\$1.00	\$30.00	\$1.00	\$30.00	\$1.00	\$30.00	\$0.01	\$0.30
7 Drum	UNIT	15	\$15.00	\$225.00	\$1.00	\$15.00	\$15.00	\$225.00	\$1.00	\$15.00	\$0.01	\$0.15
8 Breakaway Barricade	UNIT	9	\$25.00	\$225.00	\$1.00	\$9.00	\$75.00	\$675.00	\$1.00	\$9.00	\$0.01	\$0.09
9 Construction Sign 'B' (60"x30")	UNIT	3	\$250.00	\$750.00	\$1.00	\$3.00	\$100.00	\$300.00	\$1.00	\$3.00	\$0.01	\$0.03
10 Construction Sign 'C' (48"x30")	UNIT	2	\$250.00	\$500.00	\$1.00	\$2.00	\$150.00	\$300.00	\$1.00	\$2.00	\$0.01	\$0.02
11 Construction Sign 'D' (72"x60")	UNIT	3	\$350.00	\$1,050.00	\$600.00	\$1,800.00	\$350.00	\$1,050.00	\$1.00	\$3.00	\$1,000.00	\$3,000.00
12 Construction Sign 'E' (72"x60")	UNIT	2	\$350.00	\$700.00	\$600.00	\$1,200.00	\$350.00	\$700.00	\$1.00	\$2.00	\$1,000.00	\$2,000.00
13 Construction Sign 'F' (72"x60")	UNIT	2	\$350.00	\$700.00	\$600.00	\$1,200.00	\$350.00	\$700.00	\$1.00	\$2.00	\$1,000.00	\$2,000.00
14 Construction Sign 'G' (24"x18")	UNIT	4	\$150.00	\$600.00	\$1.00	\$4.00	\$100.00	\$400.00	\$1.00	\$4.00	\$0.01	\$0.04
15 Construction Sign 'H' (24"x18")	UNIT	7	\$150.00	\$1,050.00	\$1.00	\$7.00	\$100.00	\$700.00	\$1.00	\$7.00	\$0.01	\$0.07
16 Construction Sign 'I' (24"x18")	UNIT	4	\$150.00	\$600.00	\$50.00	\$200.00	\$100.00	\$400.00	\$1.00	\$4.00	\$0.01	\$0.04
17 Construction Sign 'J' (30"x18")	UNIT	2	\$150.00	\$300.00	\$50.00	\$100.00	\$100.00	\$200.00	\$1.00	\$2.00	\$0.01	\$0.02
18 Construction Sign 'K' (30"x18")	UNIT	2	\$150.00	\$300.00	\$50.00	\$100.00	\$100.00	\$200.00	\$1.00	\$2.00	\$0.01	\$0.02
19 Construction Sign 'L' (30"x18")	UNIT	3	\$150.00	\$450.00	\$50.00	\$150.00	\$100.00	\$300.00	\$1.00	\$3.00	\$0.01	\$0.03
20 Construction Sign 'M' (30"x18")	UNIT	4	\$150.00	\$600.00	\$50.00	\$200.00	\$100.00	\$400.00	\$1.00	\$4.00	\$0.01	\$0.04
21 Inlet Filter, Type 2	UNIT	16	\$100.00	\$1,600.00	\$1.00	\$16.00	\$150.00	\$2,400.00	\$1.00	\$16.00	\$25.00	\$400.00
22 Silt Fence	LF	650	\$4.00	\$2,600.00	\$0.01	\$6.50	\$4.00	\$2,600.00	\$1.00	\$650.00	\$2.00	\$1,300.00
23 Tree Removal, 6" to 12" Diameter	UNIT	8	\$600.00	\$4,800.00	\$1,000.00	\$8,000.00	\$1,700.00	\$13,600.00	\$750.00	\$6,000.00	\$1,250.00	\$10,000.00
24 Tree Removal, Over 24" to 30" Diameter	UNIT	6	\$1,200.00	\$7,200.00	\$1,600.00	\$9,600.00	\$2,500.00	\$15,000.00	\$2,000.00	\$12,000.00	\$2,250.00	\$13,500.00
25 Excavation, Test Pit	CY	75	\$100.00	\$7,500.00	\$1.00	\$75.00	\$85.00	\$6,375.00	\$25.00	\$1,875.00	\$0.01	\$0.75
26 1" Type 'K' Copper Water Service (State Non-Participating)	LF	150	\$100.00	\$15,000.00	\$90.00	\$13,500.00	\$50.00	\$7,500.00	\$20.00	\$3,000.00	\$10.00	\$1,500.00
27 1" Curb Valve and Box (State Non-Participating)	UNIT	10	\$500.00	\$5,000.00	\$800.00	\$8,000.00	\$1,875.00	\$18,750.00	\$200.00	\$2,000.00	\$1,750.00	\$17,500.00
28 Fire Hydrant Assembly, Complete (State Non-Participating)	UNIT	1	\$9,000.00	\$9,000.00	\$8,000.00	\$8,000.00	\$7,500.00	\$7,500.00	\$9,500.00	\$9,500.00	\$10,225.00	\$10,225.00
29 Manhole Frame and Cover, Sanitary (State Non-Participating)	UNIT	2	\$650.00	\$1,300.00	\$1,000.00	\$2,000.00	\$785.00	\$1,570.00	\$600.00	\$1,200.00	\$1,090.00	\$2,180.00
30 Precast Doghouse Inlet, Type 'B'	UNIT	1	\$2,000.00	\$2,000.00	\$4,500.00	\$4,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$7,000.00	\$7,000.00
31 Precast Inlet, Type 'B'	UNIT	1	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$6,500.00	\$6,500.00	\$6,000.00	\$6,000.00
32 Precast Inlet, Type 'E'	UNIT	1	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00
33 Inlet Repair	UNIT	5	\$1,200.00	\$6,000.00	\$800.00	\$4,000.00	\$1,250.00	\$6,250.00	\$500.00	\$2,500.00	\$650.00	\$3,250.00
34 4" Type 'N' Eco Curb Piece	UNIT	1	\$500.00	\$500.00	\$400.00	\$400.00	\$350.00	\$350.00	\$500.00	\$500.00	\$250.00	\$250.00
35 6" Type 'N' Eco Curb Piece	UNIT	2	\$550.00	\$1,100.00	\$360.00	\$720.00	\$375.00	\$750.00	\$500.00	\$1,000.00	\$250.00	\$500.00
36 8" Type 'N' Eco Curb Piece	UNIT	2	\$600.00	\$1,200.00	\$600.00	\$1,200.00	\$400.00	\$800.00	\$500.00	\$1,000.00	\$250.00	\$500.00
37 Bicycle Safe Frame and Grate, Type 'B'	UNIT	1	\$750.00	\$750.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00
38 Bicycle Safe Frame and Grate, Type 'E'	UNIT	3	\$1,100.00	\$3,300.00	\$900.00	\$2,700.00	\$1,250.00	\$3,750.00	\$1,500.00	\$4,500.00	\$1,500.00	\$4,500.00
39 6" Perforated HDPE Pipe	LF	190	\$60.00	\$11,400.00	\$55.00	\$10,450.00	\$60.00	\$11,400.00	\$50.00	\$9,500.00	\$75.00	\$14,250.00
40 Trench Drain with Frame and Grate (State Non-Participating)	UNIT	1	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00
41 Belgian Block Curb	LF	550	\$55.00	\$30,250.00	\$32.00	\$17,600.00	\$32.00	\$17,600.00	\$35.00	\$19,250.00	\$33.50	\$18,425.00
42 6"x8"x18" Concrete Vertical Curb	LF	1865	\$32.00	\$59,680.00	\$30.00	\$55,950.00	\$30.00	\$55,950.00	\$30.00	\$55,950.00	\$30.00	\$55,950.00
43 6"x9"x18" Concrete Vertical Curb	LF	110	\$40.00	\$4,400.00	\$30.00	\$3,300.00	\$30.00	\$3,300.00	\$30.00	\$3,300.00	\$50.50	\$5,555.00
44 Concrete Sidewalk, 4" Thick	SY	483	\$80.00	\$38,640.00	\$90.00	\$43,470.00	\$77.00	\$37,191.00	\$54.00	\$26,082.00	\$95.00	\$45,885.00
45 Reinforced Concrete Sidewalk, 6" Thick	SY	132	\$90.00	\$11,880.00	\$95.00	\$12,540.00	\$88.00	\$11,616.00	\$80.00	\$10,560.00	\$115.00	\$15,180.00
46 Hot Mix Asphalt Driveway, 2" Thick	SY	81	\$75.00	\$6,075.00	\$35.00	\$2,835.00	\$50.00	\$4,050.00	\$25.00	\$2,025.00	\$50.00	\$4,050.00
47 Stone Driveway	SY	22	\$25.00	\$550.00	\$1.00	\$22.00	\$25.00	\$550.00	\$40.00	\$880.00	\$32.50	\$715.00
48 9" Wide Emergency Access Drive (State Non-Participating)	SY	245	\$60.00	\$14,700.00	\$45.00	\$11,025.00	\$55.00	\$13,475.00	\$100.00	\$24,500.00	\$150.00	\$36,750.00
49 Detectable Warning Surface	SY	26	\$350.00	\$9,100.00	\$340.00	\$8,840.00	\$550.00	\$14,300.00	\$350.00	\$9,100.00	\$275.00	\$7,150.00
50 Brick Paver Crosswalk	SY	30	\$200.00	\$6,000.00	\$380.00	\$11,400.00	\$200.00	\$6,000.00	\$125.00	\$3,750.00	\$325.00	\$9,750.00
51 Stone Path	SY	275	\$75.00	\$20,625.00	\$30.00	\$8,250.00	\$25.00	\$6,875.00	\$30.00	\$8,250.00	\$45.00	\$12,375.00
52 Split Rail Fence	LF	510	\$100.00	\$51,000.00	\$46.00	\$23,460.00	\$55.00	\$28,050.00	\$40.00	\$20,400.00	\$30.00	\$15,300.00
53 Beam Guide Rail	LF	60	\$150.00	\$9,000.00	\$100.00	\$6,000.00	\$110.00	\$6,600.00	\$100.00	\$6,000.00	\$99.00	\$5,940.00
54 Bollard	UNIT	4	\$500.00	\$2,000.00	\$1,300.00	\$5,200.00	\$1,700.00	\$6,800.00	\$750.00	\$3,000.00	\$1,000.00	\$4,000.00
55 Excavation, Unclassified, 12" Depth or Less	SY	1000	\$10.00	\$10,000.00	\$0.01	\$10.00	\$15.00	\$15,000.00	\$15.00	\$15,000.00	\$20.00	\$20,000.00
56 HMA Milling, 3" or Less	SY	2000	\$4.50	\$9,000.00	\$6.00	\$12,000.00	\$4.50	\$9,000.00	\$5.00	\$10,000.00	\$7.00	\$14,000.00
57 HMA Pavement Repair	SY	125	\$45.00	\$5,625.00	\$35.00	\$4,375.00	\$45.00	\$5,625.00	\$50.00	\$6,250.00	\$25.00	\$3,125.00
58 Tack Coat	GAL	300	\$1.00	\$300.00	\$6.00	\$1,800.00	\$3.50	\$1,050.00	\$1.00	\$300.00	\$0.01	\$3.00
59 Hot Mix Asphalt 9.5M64 Course, 2" Thick	TON	410	\$95.00	\$38,950.00	\$115.00	\$47,150.00	\$93.00	\$38,130.00	\$100.00	\$41,000.00	\$105.00	\$43,050.00
60 Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	150	\$95.00	\$14,250.00	\$115.00	\$17,250.00	\$92.00	\$13,800.00	\$50.00	\$7,500.00	\$0.01	\$1.50
61 Hot Mix Asphalt 19M64 Base Course, 4" Thick	TON	300	\$95.00	\$28,500.00	\$115.00	\$34,500.00	\$92.00	\$27,600.00	\$120.00	\$36,000.00	\$100.00	\$30,000.00
62 Comp. Dense Graded Aggregate, 6" Thick	CY	100	\$25.00	\$2,500.00	\$1.00	\$100.00	\$45.00	\$4,500.00	\$20.00	\$2,000.00	\$60.0	



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Improvements to Railroad Avenue and Dey Street

Thursday, October 28, 2021 at 11:00 am

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

Summary of Bids Our File No.: H1801				Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse Hamilton Square Road Hamilton, New Jersey 08690 Phone: (609) 586-1141		S&G Paving Construction, Inc. 224C Forsgate Drive Monroe, New Jersey 08831 Phone: (732) 521-1936 Fax: (732) 521-3104		Seacoast Construction, Inc. 15 Addington Court East Brunswick, New Jersey 08816 Phone: (732) 238-6963 Fax: (732) 238-6083		Construct Connect 30 Technology Parkway South, Suite 100 Norcross, Georgia 30092 Phone: (800) 364-2059 Fax: (866) 870-8187		James R. Ientile, Inc. 28 Vandenberg Road Marlboro, New Jersey 07746 Phone: (732) 303-0637 Fax: (732) 303-0631				
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total				
1 Mobilization	LS	1	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$29,500.00	\$29,500.00								
2 Clearing Site	LS	1	\$15,000.00	\$15,000.00	\$62,500.00	\$62,500.00	\$29,500.00	\$29,500.00								
3 Project Video	LS	1	\$2,000.00	\$2,000.00	\$950.00	\$950.00	\$1,750.00	\$1,750.00								
4 Traffic Director, Flagger	HOURL	200	\$80.00	\$16,000.00	\$18.00	\$3,600.00	\$0.01	\$2.00								
5 Uniform Traffic Director (State Non-Participating)	HOURL	250	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00								
6 Traffic Cone	UNIT	30	\$10.00	\$300.00	\$0.01	\$0.30	\$0.01	\$0.30								
7 Drum	UNIT	15	\$15.00	\$225.00	\$0.01	\$0.15	\$0.01	\$0.15								
8 Breakaway Barricade	UNIT	9	\$25.00	\$225.00	\$0.01	\$0.09	\$0.01	\$0.09								
9 Construction Sign 'B' (60"x30")	UNIT	3	\$250.00	\$750.00	\$0.01	\$0.03	\$0.01	\$0.03								
10 Construction Sign 'C' (48"x30")	UNIT	2	\$250.00	\$500.00	\$0.01	\$0.02	\$0.01	\$0.02								
11 Construction Sign 'D' (72"x60")	UNIT	3	\$350.00	\$1,050.00	\$950.00	\$2,850.00	\$0.01	\$0.03								
12 Construction Sign 'E' (72"x60")	UNIT	2	\$350.00	\$700.00	\$950.00	\$1,900.00	\$0.01	\$0.02								
13 Construction Sign 'F' (72"x60")	UNIT	2	\$350.00	\$700.00	\$950.00	\$1,900.00	\$0.01	\$0.02								
14 Construction Sign 'G' (24"x18")	UNIT	4	\$150.00	\$600.00	\$0.01	\$0.04	\$0.01	\$0.04								
15 Construction Sign 'H' (24"x18")	UNIT	7	\$150.00	\$1,050.00	\$0.01	\$0.07	\$0.01	\$0.07								
16 Construction Sign 'I' (24"x18")	UNIT	4	\$150.00	\$600.00	\$0.01	\$0.04	\$0.01	\$0.04								
17 Construction Sign 'J' (30"x18")	UNIT	2	\$150.00	\$300.00	\$550.00	\$1,100.00	\$0.01	\$0.02								
18 Construction Sign 'K' (30"x18")	UNIT	2	\$150.00	\$300.00	\$550.00	\$1,100.00	\$0.01	\$0.02								
19 Construction Sign 'L' (30"x18")	UNIT	3	\$150.00	\$450.00	\$550.00	\$1,650.00	\$0.01	\$0.03								
20 Construction Sign 'M' (30"x18")	UNIT	4	\$150.00	\$600.00	\$550.00	\$2,200.00	\$0.01	\$0.04								
21 Inlet Filter, Type 2	UNIT	16	\$100.00	\$1,600.00	\$90.00	\$1,440.00	\$0.01	\$0.16								
22 Silt Fence	LF	650	\$4.00	\$2,600.00	\$3.00	\$1,950.00	\$0.01	\$6.50								
23 Tree Removal, 6" to 12" Diameter	UNIT	8	\$600.00	\$4,800.00	\$1,500.00	\$12,000.00	\$2,500.00	\$20,000.00								
24 Tree Removal, Over 24" to 30" Diameter	UNIT	6	\$1,200.00	\$7,200.00	\$3,600.00	\$21,600.00	\$5,500.00	\$33,000.00								
25 Excavation, Test Pit	CY	75	\$100.00	\$7,500.00	\$10.00	\$750.00	\$150.00	\$11,250.00								
26 1" Type 'K' Copper Water Service (State Non-Participating)	LF	150	\$100.00	\$15,000.00	\$150.00	\$22,500.00	\$325.00	\$48,750.00								
27 1" Curb Valve and Box (State Non-Participating)	UNIT	10	\$500.00	\$5,000.00	\$1,250.00	\$12,500.00	\$1,200.00	\$12,000.00								
28 Fire Hydrant Assembly, Complete (State Non-Participating)	UNIT	1	\$9,000.00	\$9,000.00	\$6,500.00	\$6,500.00	\$17,500.00	\$17,500.00								
29 Manhole Frame and Cover, Sanitary (State Non-Participating)	UNIT	2	\$650.00	\$1,300.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00								
30 Precast Doghouse Inlet, Type 'B'	UNIT	1	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00								
31 Precast Inlet, Type 'B'	UNIT	1	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00								
32 Precast Inlet, Type 'E'	UNIT	1	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00								
33 Inlet Repair	UNIT	5	\$1,200.00	\$6,000.00	\$2,850.00	\$14,250.00	\$1,200.00	\$6,000.00								
34 4" Type 'N' Eco Curb Piece	UNIT	1	\$500.00	\$500.00	\$350.00	\$350.00	\$900.00	\$900.00								
35 6" Type 'N' Eco Curb Piece	UNIT	2	\$550.00	\$1,100.00	\$350.00	\$700.00	\$900.00	\$1,800.00								
36 8" Type 'N' Eco Curb Piece	UNIT	2	\$600.00	\$1,200.00	\$350.00	\$700.00	\$900.00	\$1,800.00								
37 Bicycle Safe Frame and Grate, Type 'B'	UNIT	1	\$750.00	\$750.00	\$750.00	\$750.00	\$1,200.00	\$1,200.00								
38 Bicycle Safe Frame and Grate, Type 'E'	UNIT	3	\$1,100.00	\$3,300.00	\$950.00	\$2,850.00	\$1,200.00	\$3,600.00								
39 6" Perforated HDPE Pipe	LF	190	\$60.00	\$11,400.00	\$130.00	\$24,700.00	\$65.00	\$12,350.00								
40 Trench Drain with Frame and Grate (State Non-Participating)	UNIT	1	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00	\$37,500.00	\$37,500.00								
41 Belgian Block Curb	LF	550	\$55.00	\$30,250.00	\$40.00	\$22,000.00	\$35.00	\$19,250.00								
42 6"x8"x18" Concrete Vertical Curb	LF	1865	\$32.00	\$59,680.00	\$35.00	\$65,275.00	\$35.00	\$65,275.00								
43 6"x9"x18" Concrete Vertical Curb	LF	110	\$40.00	\$4,400.00	\$35.00	\$3,850.00	\$38.00	\$4,180.00								
44 Concrete Sidewalk, 4" Thick	SY	483	\$80.00	\$38,640.00	\$145.00	\$70,035.00	\$72.00	\$34,776.00								
45 Reinforced Concrete Sidewalk, 6" Thick	SY	132	\$90.00	\$11,880.00	\$145.00	\$19,140.00	\$99.00	\$13,068.00								
46 Hot Mix Asphalt Driveway, 2" Thick	SY	81	\$75.00	\$6,075.00	\$35.00	\$2,835.00	\$54.00	\$4,374.00								
47 Stone Driveway	SY	22	\$25.00	\$550.00	\$18.00	\$396.00	\$54.00	\$1,188.00								
48 9' Wide Emergency Access Drive (State Non-Participating)	SY	245	\$60.00	\$14,700.00	\$27.00	\$6,615.00	\$90.00	\$22,050.00								
49 Detectable Warning Surface	SY	26	\$350.00	\$9,100.00	\$450.00	\$11,700.00	\$350.00	\$9,100.00								
50 Brick Paver Crosswalk	SY	30	\$200.00	\$6,000.00	\$225.00	\$6,750.00	\$400.00	\$12,000.00								
51 Stone Path	SY	275	\$75.00	\$20,625.00	\$15.00	\$4,125.00	\$54.00	\$14,850.00								
52 Split Rail Fence	LF	510	\$100.00	\$51,000.00	\$65.00	\$33,150.00	\$90.00	\$45,900.00								
53 Beam Guide Rail	LF	60	\$150.00	\$9,000.00	\$150.00	\$9,000.00	\$325.00	\$19,500.00								
54 Bollard	UNIT	4	\$500.00	\$2,000.00	\$950.00	\$3,800.00	\$1,250.00	\$5,000.00								
55 Excavation, Unclassified, 12" Depth or Less	SY	1000	\$10.00	\$10,000.00	\$36.00	\$36,000.00	\$25.00	\$25,000.00								
56 HMA Milling, 3" or Less	SY	2000	\$4.50	\$9,000.00	\$8.00	\$16,000.00	\$8.50	\$17,000.00								
57 HMA Pavement Repair	SY	125	\$45.00	\$5,625.00	\$36.00	\$4,500.00	\$45.00	\$5,625.00								
58 Tack Coat	GAL	300	\$1.00	\$300.00	\$5.00	\$1,500.00	\$3.50	\$1,050.00								
59 Hot Mix Asphalt 9.5M64 Course, 2" Thick	TON	410	\$95.00	\$38,950.00	\$125.00	\$51,250.00	\$95.00	\$38,950.00								
60 Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	150	\$95.00	\$14,250.00	\$125.00	\$18,750.00	\$95.00	\$14,250.00								
61 Hot Mix Asphalt 19M64 Base Course, 4" Thick	TON	300	\$95.00	\$28,500.00	\$110.00	\$33,000.00	\$110.00	\$33,000.00								
62 Comp. Dense Graded Aggregate, 6" Thick	CY	100	\$25.00	\$2,500.00	\$9.00	\$900.00	\$75.00	\$7,500.00								
63 30"x30" Regulatory Sign, R1-1 'Stop'	UNIT	5	\$300.00	\$1,500.00	\$450.00	\$2,250.00	\$235.00	\$1,175.00								
64 30"x30" Regulatory Sign, R5-1 'Do Not Enter'	UNIT	4	\$300.00	\$1,200.00	\$450.00	\$1,800.00	\$235.00	\$940.00								
65 30"x18" Regulatory Sign, R5-1A 'Wrong Way'	UNIT	2	\$225.00	\$450.00	\$450.00	\$900.00	\$225.00	\$450.00								
66 36"x12" Regulatory Sign, R6-1R 'One Way'	UNIT	1	\$200.00	\$200.00	\$450.00	\$450.00	\$185.00	\$185.00								
67 24"x18" Regulatory Sign, R7-200 'No Parking Anytime'	UNIT	2	\$200.00	\$400.00	\$450.00	\$900.00	\$175.00	\$350.00								
68 18"x12" Regulatory Sign, R7-203 'No Parking When Road Is Snow Covered'	UNIT	1	\$200.00	\$200.00	\$450.00	\$450.00	\$175.00	\$175.00								
69 Street Sign	UNIT	4	\$150.00	\$600.00	\$450.00	\$1,800.00	\$350.00	\$1,400.00								
70 Traffic Markings, 24" Wide White	LF	454	\$15.00	\$6,810.00	\$5.00	\$2,270.00	\$5.40	\$2,451.60								
71 Traffic Markings, 8" Wide White	LF	445	\$12.00	\$5,340.00	\$3.00	\$1,335.00	\$1.80	\$801.00								
72 Long Life Epoxy Resin Curb Marking, Yellow	LF	365	\$10.00	\$3,650.00	\$1.50	\$547.50	\$1.00	\$365.00								
73 Topsoil Spreading, 5" Thick	SY	1625	\$5.00	\$8,125.00	\$8.00	\$13,000.00	\$10.00	\$16,250.00								
74 Fertilizing and Seeding, Type A-3	SY	1625	\$4.00	\$6,500.00	\$4.00	\$6,500.00	\$5.00	\$8,125.00								
75 Tree Planting, 2" Cal.	UNIT	20	\$500.00	\$10,000.00	\$650.00	\$13,000.00	\$850.00	\$17,000.00								
76 Fuel Price Adjustment	DOLLAR	5000	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00								
77 Asphalt Price Adjustment	DOLLAR	4000	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00								
78 Allowance (State Non-Participating)	DOLLAR	20000	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00								
Total Cost:				\$621,100.00	Total Cost:		\$768,064.24	Total Cost:		\$812,463.18	Total Cost:		NO BID RECEIVED	Total Cost:		NO BID RECEIVED

The Contactor miswrote the total cost for Pay Item No. 37. The unit price and total price have been revised to correspond to the price written in the bid.

Carmela Roberts
Carmela Roberts, P.E., C.M.E.
NJ License No. 34419

Resolution 2021-169

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,690,010.97 from the following accounts:

Current		\$1,031,514.88
W/S Operating		48,472.89
General Capital		56,074.04
Water/Sewer Capital		548,638.66
Grant		0.00
Trust		3,100.00
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>2,210.50</u>
Total		<u>\$1,690,010.97</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 1, 2021.

Margaret Riggio
Borough Clerk

Date: November 1, 2021

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 11/1/2021

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF N.J. - DEPT OF TREASURY	10/15/2021	21-01220	1521	\$ 41,529.29
EAST WINDSOR REGIONAL SCHOOL	10/15/2021	21-01252	1522	\$ 908,817.00
NJ DIV OF FISH & WILDLIFE	10/15/2021	21-01282	33129	\$ 2.00

TOTAL				<u>\$950,348.29</u>
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WATER AND SEWER OPERATING

STATE OF N.J. - DEPT OF TREASURY	10/15/2021	21-01220	1367	\$ 20,011.38
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TOTAL				<u>\$ 20,011.38</u>
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ESCROW

TOTAL				<u>\$ -</u>
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GRANT

TOTAL				<u>\$ -</u>
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TRUST- OTHER

TOTAL				<u>\$ -</u>
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ANIMAL CONTROL TRUST

TOTAL				<u>\$ -</u>
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LAW ENFORCEMENT TRUST

TOTAL				<u>\$ -</u>
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UNEMPLOYMENT TRUST

TOTAL				<u>\$ -</u>
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PUBLIC DEFENDER TRUST

TOTAL				<u>\$ -</u>
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TAX LIEN TRUST

TOTAL				<u>\$ -</u>
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GENERAL CAPITAL

TOTAL				<u>\$ -</u>
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WATER AND SEWER CAPITAL

EARLE ASPHALT COMPANY	10/27/2021	21-01096-01	33183	\$ 307,226.59
EARLE ASPHALT COMPANY	10/27/2021	21-01096-02	33183	\$ 241,412.07

TOTAL				<u>\$ 548,638.66</u>
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MANUAL TOTAL				<u>\$1,518,998.33</u>
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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	Stat/Chk	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type Description	Enc Date	Date	Date	Invoice	Excl		
A0007 AAMCO TRANSMISSIONS										
21-01301 10/22/21 2016 FORD E-450 TRANSMISSION										
1 2016 FORD E-450 TRANSMISSION	3,870.80	1-01-25-260-001-034	B Vehicle Repair	R	10/22/21	10/28/21	1121551	N		
2 2016 FORD E-450 TRANSMISSION	3,000.00	1-01-26-315-001-134	B Vehicle Maint.-EMS	R	10/22/21	10/28/21	1121551	N		
	6,870.80									
Vendor Total:	6,870.80									
ACTIO010 ACTION UNIFORM CO, LLC										
21-01171 09/28/21 CLOTHING ALLOWANCE - BUCK										
1 CLOTHING ALLOWANCE - BUCK	749.05	1-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	09/28/21	10/27/21	38773	N		
Vendor Total:	749.05									
A0107 ANSELL GRIMM & AARON, PC										
21-01283 10/18/21 Prof. services thru 5/31/21										
1 #469938 - Correspondence	17.50	3PRCLLC	P Site Plan Application #2020-01	R	10/18/21	10/27/21	469938	N		
21-01334 10/27/21 SEPTEMBER 2021 INVOICES										
1 GENERAL FILE 475099	2,254.50	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475099	N		
2 ORDINANCES 475100	283.50	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475100	N		
3 ENGINEERING MATTERS	40.50	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475101	N		
4 LABOR MATTERS 475102	256.50	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	10/27/21	10/28/21	475102	N		
5 MEETINGS 475103	945.00	1-01-20-155-001-029	B Attendance at Council Meetings	R	10/27/21	10/28/21	475103	N		
6 BORO TO AMERICANA R.D., INC.	701.55	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475104	N		
7 OPRA ISSUES 475105	27.00	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475105	N		
8 AFFORDABLE HOUSING MATTERS	274.17	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475106	N		
9 JOINT POLICE/MUNICIPAL COURT	486.00	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475107	N		
10 HOUSING AUTHORITY (HHA)	27.00	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475108	N		
11 CANNABIS ISSUES 475109	13.50	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475109	N		
12 BORO FROM JESUS R. & CARMEN M.	580.50	C-04-55-999-905-100	B RESERVE FOR BUILDING _FEMA	R	10/27/21	10/28/21	475110	N		
13 RIGHT-OF-WAY EASEMENT 475111	365.74	C-04-55-999-905-100	B RESERVE FOR BUILDING _FEMA	R	10/27/21	10/28/21	475111	N		
14 HIGHTS REALTY, LLC 475112	54.00	1-01-20-155-001-027	B General Matters	R	10/27/21	10/28/21	475112	N		
15 GENERAL FILE 4/30/21 468830	526.50	1-01-20-155-001-027	B General Matters	R	10/28/21	10/28/21	468830	N		

Vendor # Name													
PO #	PO Date	Description		Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description		Stat/chk	Enc Date	Date	Date	Invoice	Exc	
A0107	ANSELL GRIMM & AARON, PC		Continued										
21-01334	10/27/21	SEPTEMBER 2021 INVOICES		Continued									
16 HIGHTS REALTY	4/30/21	468840	31.50	1-01-20-155-001-027	B General Matters	R		10/28/21	10/28/21		468840	N	
			6,867.46										
		Vendor Total:	6,884.96										
A1014	APPROVED FIRE PROTECTION, INC.												
21-01322	10/26/21	INV #00061286											
1 EXPLOSION GAS METER REPAIR			187.88	1-09-55-501-002-518	B Service Contracts - AWWTP	R		10/26/21	10/27/21		IN00061286	N	
		Vendor Total:	187.88										
BELS0005	BELSON, LLC												
21-01156	09/28/21	REPLACEMENT SLATS FOR BENCHES											
1 QUOTE WQ 2964110 - REPLACEMENT			745.41	1-01-28-369-001-141	B Parks & Playgrd Maintenance	R		09/28/21	10/27/21		196003	N	
		Vendor Total:	745.41										
B0921	BRITTON INDUSTRIES, INC												
21-01240	10/07/21	BRUSH/WOOD DISPOSAL											
1 INV. 0697683-IN			197.47	1-01-26-311-001-168	B Yardwaste	R		10/07/21	10/27/21		0697683-IN	N	
		Vendor Total:	197.47										
B0065	BROWNELLS, INC												
21-01189	09/28/21	HPD AMMUNITION SUPPLIES											
1 HPD AMMUNITION SUPPLIES			139.90	1-01-25-240-001-117	B Ammunition & Target Practice	R		09/28/21	10/27/21		21628887	N	
2 HPD AMMUNITION SUPPLIES			210.24	1-01-25-240-001-117	B Ammunition & Target Practice	R		09/28/21	10/27/21		21628887	N	
3 HPD AMMUNITION SUPPLIES			157.49	1-01-25-240-001-117	B Ammunition & Target Practice	R		09/28/21	10/27/21		21628887	N	
4 HPD AMMUNITION SUPPLIES			31.39	1-01-25-240-001-117	B Ammunition & Target Practice	R		09/28/21	10/27/21		21628887	N	
5 HPD AMMUNITION SUPPLIES			31.39	1-01-25-240-001-117	B Ammunition & Target Practice	R		09/28/21	10/27/21		21628887	N	
6 HPD AMMUNITION SUPPLIES			6.95	1-01-25-240-001-117	B Ammunition & Target Practice	R		09/28/21	10/27/21		21628887	N	
			577.36										
		Vendor Total:	577.36										

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description				
ELADL005 ELADIO TORRES							
21-01302 10/22/21 REIMBURSEMENT FOR WORK BOOTS							
1 REIMBURSEMENT FOR WORK BOOTS	100.00	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	10/22/21	10/27/21	67764 N
Vendor Total:	100.00						
ERIKV005 ERIK V. PETRUSHUN							
21-01313 10/26/21 HTIP SCRIPT SUMMER 2021							
1 HTIP SCRIPT SUMMER 2021	300.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	10/26/21	10/27/21	SUMMER 2021 N
Vendor Total:	300.00						
EXTRA005 EXTRA DUTY SOLUTIONS							
21-01221 10/04/21 SPRINGCREST/STOCKTONJOBS-EARLE							
1 STOCKTON ST (EARLE) 850155	1,285.20	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	10/04/21	10/27/21	850155 N
2 SPRINGCREST DR (EARLE) 140173	5,893.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/04/21	10/27/21	140173 N
3 STOCKTON ST (EARLE) 140173	1,116.00	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	10/04/21	10/27/21	140173 N
4 SPRINGCREST DR (EARLE) 850166	3,715.20	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/04/21	10/27/21	850166 N
5 STOCKTON ST (EARLE) 850166	1,350.00	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	10/04/21	10/27/21	850166 N
6 SPRINGCREST DR (EARLE) 140179	1,544.40	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/04/21	10/27/21	140179 N
7 SPRINGCREST DR (EARLE) 850179	5,194.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/04/21	10/27/21	850179 N
	20,099.40						
21-01324 10/26/21 SPRINGCREST/TAYLOR EARLE CO							
1 TAYLOR AVE (EARLE CO) 140184	714.90	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/26/21	10/28/21	140184 N
2 SPRINGCREST (EARLE CO) 140184	714.90	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/26/21	10/28/21	140184 N
3 SPRINGCREST (EARLE CO) 850185	896.40	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/26/21	10/28/21	850185 N
4 SPRINGCREST (EARLE CO) 140182	2,974.20	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	10/26/21	10/28/21	140182 N
	5,300.40						
Vendor Total:	25,399.80						
FIREA005 FIRE APPARATUS REPAIR, INC.							
21-01174 09/28/21 RESCUE 41 MAINTENANCE							
1 RESCUE 41 CHASSIS SERVICE	825.00	1-01-25-252-002-121	B Preventive Maintenance	R	09/28/21	10/28/21	16488 N
2 RESCUE 41 GENERATOR SERVICE	235.00	1-01-25-252-002-121	B Preventive Maintenance	R	09/28/21	10/28/21	16488 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	
FIREA005 FIRE APPARATUS REPAIR, INC. Continued												
21-01174	09/28/21	RESCUE 41 MAINTENANCE	Continued									
3		RESCUE 41 OIL ANALYSIS	40.00	1-01-25-252-002-121	B Preventive Maintenance	R	09/28/21	10/28/21		16488	N	
			1,100.00									
Vendor Total:		1,100.00										
F1183 FRANK GENDRON												
21-01267	10/15/21	REIMBURSEMENT - GENDRON										
1		REIMBURSEMENT - GENDRON	250.34	1-01-25-240-001-042	B Education & Training	R	10/15/21	10/27/21		OCT 2021	N	
2		REIMBURSEMENT - GENDRON	8.96	1-01-25-240-001-117	B Ammunition & Target Practice	R	10/15/21	10/27/21		10/7 & 10/12/21	N	
			259.30									
Vendor Total:		259.30										
GEETA005 GEETANJALI JAIN												
21-01253	10/12/21	MILEAGE REIMBURSE JUL-SEP										
1		MILEAGE REIMBURSE JUL-SEP	341.60	1-01-27-330-001-045	B Mileage/Travel	R	10/12/21	10/27/21		JUL-SEPT 2021	N	
Vendor Total:		341.60										
G1077 GEORGE S. COYNE CO., INC.												
21-00065	02/01/21	SODIUM BICARBONATE RES 20-239		B								
11	INV 369641	10/12/21 SOD BICARB	2,314.40	1-09-55-501-002-552	B Sodium Bicarbonate	R	09/21/21	10/27/21		369641	N	
Vendor Total:		2,314.40										
G0115 GILMARTIN, ROBERT D.												
21-00406	04/09/21	BOH RECORDING SEC 2021		B								
7		BOH RECORDING SEC 10/13/21	98.70	1-01-27-330-001-039	B Recording Secty.	R	04/09/21	10/27/21		10/13/21	N	
Vendor Total:		98.70										
G0050 GROVE SUPPLY INC												
21-01027	08/31/21	COUPLING/STIFFENER										
1	INV S5459596	COUPLING/STIFFENER	121.39	1-09-55-501-001-503	B Water Plant Maintenance	R	08/31/21	10/27/21		S5459596	N	
Vendor Total:		121.39										

[illegible]

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		
JERRY010 JERRY MECCA											
21-01273	10/15/21	REIMBURSEMENT - MECCA									
1 REIMBURSEMENT - MECCA	439.28	1-01-25-240-001-042	B	Education & Training	R	10/15/21	10/27/21	10/3 - 10/6/21	N		
Vendor Total:	439.28										
J0069 JERSEY ELEVATOR LLC											
21-01279	10/15/21	OCT 2021 ELEVATOR SERVICE									
1 OCT 2021 ELEVATOR SERVICE	184.33	1-01-26-310-001-029	B	Maintenance Contracts	R	10/15/21	10/27/21	261145	N		
Vendor Total:	184.33										
K0917 KENNETH LARSEN											
21-01254	10/12/21	REIMBURSEMENT - LARSEN									
1 REIMBURSEMENT - LARSEN	49.99	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/12/21	10/28/21	4993812-3979433	N		
2 REIMBURSEMENT - LARSEN	139.90	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/12/21	10/28/21	1932710-8917855	N		
	189.89										
Vendor Total:	189.89										
KERRI005 KERRIE PETERSON											
21-01327	10/26/21	ASST EXEC DIR HTIP SUMMER 2021									
1 ASST EXEC DIR HTIP SUMMER 2021	700.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	10/26/21	10/27/21	SUMMER 2021	N		
Vendor Total:	700.00										
LAWSO005 LAWSON PRODUCTS, INC.											
21-01242	10/07/21	NUTS AND BOLTS									
1 INV 9308821059 - NUTS/BOLTS	390.18	1-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	10/07/21	10/27/21	9308821059	N		
2 INV 9308821059 - SHIPPING	30.63	1-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	10/07/21	10/27/21	9308821059	N		
	420.81										
Vendor Total:	420.81										
L0037 LINCOLN FINANCIAL GROUP											
21-01285	10/20/21	NOV 2021 LIFE INSURANCE									
1 NOV 2021 LIFE INSURANCE	272.40	1-01-23-210-003-115	B	Medical Ins-Emp'l Grp Health	R	10/20/21	10/27/21	NOV 2021	N		
2 NOV 2021 LIFE INSURANCE	5.91	1-01-23-210-003-115	B	Medical Ins-Emp'l Grp Health	R	10/20/21	10/27/21	NOV 2021	N		

October 28, 2021
02:31 PM

Borough of Hightstown
Bill List By Vendor Name

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Vendor #	Name													
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099			
Item Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl			
L0037	LINCOLN FINANCIAL GROUP	Continued												
21-01285	10/20/21 NOV 2021 LIFE INSURANCE		Continued											
3 NOV 2021 LIFE INSURANCE WTP		18.16	1-09-55-501-001-514	B	INSURANCE	R	10/20/21	10/27/21		NOV 2021	N			
4 NOV 2021 LIFE INSURANCE AWWTP		63.56	1-09-55-501-001-514	B	INSURANCE	R	10/20/21	10/27/21		NOV 2021	N			
		360.03												
Vendor Total:		360.03												
LINDS005	LINDSEY STEFAN													
21-01326	10/26/21 EXEC DIR HTIP SUMMER 2021													
1 EXEC DIR HTIP SUMMER 2021		1,000.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	10/26/21	10/27/21		SUMMER 2021	N			
Vendor Total:		1,000.00												
MADEL005	MADELYN ELIZABETH STRICKLAND													
21-01293	10/21/21 PARKWAY PLAYERS SUMMER 2021													
1 PARKWAY PLAYERS SUMMER 2021		500.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	10/21/21	10/27/21		SUMMER 2021	N			
Vendor Total:		500.00												
MANNI005	MANNINO'S 4 PIZZERIA													
21-01052	09/08/21 MEAL FOR DPW DURING STORM													
1 MEAL FOR DPW DURING STORM		73.46	1-01-26-290-001-199	B	Miscellaneous	R	09/08/21	10/27/21		6	N			
2 TAX EXEMPT - REMOVE TAX		4.56	1-01-26-290-001-199	B	Miscellaneous	R	09/08/21	10/27/21		6	N			
		68.90												
Vendor Total:		68.90												
M0180	MCMASTER-CARR													
21-01274	10/15/21 GALVANIZED NIPPLES													
1 4"x4" GALVANIZED NIPPLES		158.20	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/15/21	10/27/21		66752255	N			
2 SHIPPING		8.38	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/19/21	10/27/21		66752255	N			
		166.58												
21-01325	10/26/21 PUSH TO CONNECT FITTINGS													
1 PUSH TO CONNECT TUBE FITTING		18.25	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	10/26/21	10/28/21		67094525	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
NCARN005 N. CARNEVALE & SONS, INC												
21-01191	09/28/21 EAGLE CARPORT- REPAIRS											
1	EAGLE CARPORT-REPAIRS FROM	2,500.00	1-09-55-501-002-515	B County Insurance - JIF	R		09/28/21	10/27/21		4028		N
Vendor Total:		2,500.00										
NJADV005 NJ Advance Media												
21-01268	10/15/21 SEPTEMBER 2021 LEGAL ADS											
1	ORD 2021-10 ADOPT	35.38	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010094541		N
2	ORD 2021-11 INTRO	29.00	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010094546		N
3	ORD 2021-12 INTRO	24.94	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010094550		N
4	ORD 2021-14	23.20	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010104416		N
5	ORD 2021-13 INTRO	31.90	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010104419		N
6	ORD 2021-12 ADPOP	13.34	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010104422		N
7	ORD 2021-11 ADOPT	16.82	1-01-20-120-001-021	B Advertisements	R		10/15/21	10/27/21		0010104426		N
		174.58										
Vendor Total:		174.58										
N0275 NJ LEAGUE OF MUNICIPALITIES												
21-01269	10/15/21 MAGAZINE SUBSCRIPTION											
1	MAGAZINE SUBSCRIPTION	25.00	1-01-20-100-001-033	B Books & Publications	R		10/15/21	10/27/21		21M-15340		N
Vendor Total:		25.00										
N0105 NJMMA												
21-01262	10/12/21 2021-2022 DIMITRI MUSING DUES											
1	2021-2022 DIMITRI MUSING DUES	200.00	1-01-20-100-001-044	B Professional Assoc. Dues	R		10/12/21	10/27/21		10/12/21		N
Vendor Total:		200.00										
P0557 PACKET MEDIA, LLC												
21-01270	10/15/21 HYDRANT FLUSHING FALL 2021											
1	HYDRANT FLUSING 9/24	26.16	1-09-55-501-001-510	B Advertisements	R		10/15/21	10/28/21		300616560		N
2	HYDRANT FLUSHING 10/01/2021	11.16	1-09-55-501-001-510	B Advertisements	R		10/15/21	10/28/21		300617421		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	
P0557	PACKET MEDIA, LLC	Continued										
21-01270	10/15/21 HYDRANT FLUSHING FALL 2021	Continued										
3	NOTICE TO BIDDERS	86.61	1-01-20-120-001-021	B	Advertisements	R	10/15/21	10/28/21		300618776	N	
		123.93										
	Vendor Total:	123.93										
P0005	PARIS AUTOMOTIVE SUPPLY											
21-01275	10/15/21 SEPT. 2021 PARTS INVOICES											
1	SEPT. 2021 PARTS INVOICES	25.50	1-09-55-501-002-502	B	Vehicle Maintenance	R	10/15/21	10/28/21		SEPT 2021	N	
2	SEPT. 2021 PARTS INVOICES	609.49	1-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	10/15/21	10/28/21		SEPT 2021	N	
3	SEPT. 2021 PARTS INVOICES	390.63	1-01-26-311-001-034	B	Equipment Parts & Accessories	R	10/15/21	10/28/21		SEPT 2021	N	
		1,025.62										
	Vendor Total:	1,025.62										
P0088	PARKER MCCAY, P.A.											
21-01292	10/21/21 #3137317/Attend PB Mtg & Corre											
1	#3137317/Attend PB Mtg & Corre	445.50	1-01-21-180-001-107	B	Planning Board - Attorney	R	10/21/21	10/28/21		3137317	N	
21-01294	10/21/21 #3137319/Americana Review											
1	#3137319/Americana Review	643.50	2019-05	P	Preliminary/Final Site Plan	R	10/21/21	10/28/21		3137319	N	
	Vendor Total:	1,089.00										
POLIC005	POLICE & SHERIFFS PRESS, INC											
21-01314	10/26/21 HPD ID'S											
1	HPD ID'S	165.00	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/26/21	10/28/21		154327	N	
2	HPD ID'S	9.15	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/26/21	10/28/21		154327	N	
		174.15										
	Vendor Total:	174.15										
P0044	PSE&G											
21-01311	10/25/21 ENERGY BILLS DATED 10/18/21											
1	66 878 908 08 156 BANK ST	26.98	1-01-31-446-001-070	B	Gas Heat - Borough Hall	R	10/25/21	10/28/21		600407476063	N	
2	65 039 876 09 1ST AVE W TOWER	17.75	1-09-55-501-001-505	B	Gas Service	R	10/25/21	10/28/21		603906603055	N	
3	75 235 176 09 415 MERCER ST	17.75	1-01-31-446-001-070	B	Gas Heat - Borough Hall	R	10/25/21	10/28/21		606103215017	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		
P0044	PSE&G	Continued											
21-01311	10/25/21	ENERGY BILLS DATED 10/18/21	Continued										
4 66 759 467 06	140 N MAIN ST	22.36	1-01-31-446-001-143	B Gas/Heat - Fire House	R	10/25/21	10/28/21			602707583380	N		
5 65 503 262 06	168 BANK ST	24.66	1-01-25-260-001-073	B Natural Gas Heat	R	10/25/21	10/28/21			602608284802	N		
6 74 199 082 06	232 MERCER ST	17.75	1-01-31-446-001-070	B Gas Heat - Borough Hall	R	10/25/21	10/28/21			602407062303	N		
		127.25											
21-01333	10/26/21	MASTER ACCT 13 014 184 04											
1 7341583509	140 N MAIN ST	78.02	1-01-31-446-001-143	B Gas/Heat - Fire House	R	10/26/21	10/28/21			503100093903	N		
2 7341583606	148 N MAIN ST #R	51.96	1-01-31-446-001-070	B Gas Heat - Borough Hall	R	10/26/21	10/28/21			503100093903	N		
3 7341583703	BANK ST	57.38	1-09-55-501-001-505	B Gas Service	R	10/26/21	10/28/21			503100093903	N		
4 7341583800	OAK LN	2,400.72	1-09-55-501-002-505	B Gas Service	R	10/26/21	10/28/21			503100093903	N		
		2,588.08											
Vendor Total:		2,715.33											
READY005	READY REFRESH BY NESTLE												
21-01110	09/16/21	DEER PARK DISTILLED WATER											
1 DEER PARK DISTILLED WATER		167.88	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/16/21	10/28/21				N		
2 DELIVERY FEE		6.95	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/16/21	10/28/21				N		
		174.83											
Vendor Total:		174.83											
R0077	ROBERTS ENGINEERING GRP LLC												
21-01251	10/12/21	Services for App #2021-01											
1 #4978 - Application Review		237.00	2021-01	P Variance - Sign	R	10/12/21	10/28/21			4978	N		
2 #5194 - Attend PB Mtg		165.00	2021-01	P Variance - Sign	R	10/12/21	10/28/21			5194	N		
		402.00											
21-01284	10/20/21	OCTOBER INVOICES AND #5179											
1 EMER REPAIR CONTRACT 5179		1,552.50	1-09-55-501-001-508	B Engineer	R	10/20/21	10/28/21			5179	N		
2 COUNCIL MEETINGS 5262		66.00	1-01-20-165-001-104	B Attendance at Meetings (B)	R	10/20/21	10/28/21			5262	N		
3 PEDDIE LAKE DAM 5263		165.00	1-01-20-165-001-105	B Peddie Lake Dam-Inspection	R	10/20/21	10/28/21			5263	N		
4 EMER REPAIR CONTRACT 5264		2,016.00	1-09-55-501-002-508	B Engineer	R	10/20/21	10/28/21			5264	N		
5 SAFE RTES TO SCHOOLS GRANTS		2,013.00	1-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	10/20/21	10/28/21			5265	N		
6 MISC ROADS 5266		579.00	1-01-20-165-001-106	B Misc. Road & Drainage Issues(B)	R	10/20/21	10/28/21			5266	N		
7 GENERAL SEWERS 5267		2,208.00	1-09-55-501-002-508	B Engineer	R	10/20/21	10/28/21			5267	N		

[illegible]

[illegible]

Total Purchase Orders: 72 Total P.O. Line Items: 183 Total List Amount: 171,012.64 Total Void Amount: 0.00

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	0-01	527.89	0.00	527.89	0.00	0.00	0.00	527.89
CURRENT FUND	1-01	80,638.70	0.00	80,638.70	0.00	0.00	0.00	80,638.70
	1-09	28,461.51	0.00	28,461.51	0.00	0.00	0.00	28,461.51
	1-21	0.00	0.00	0.00	0.00	0.00	2,210.50	2,210.50
Year Total:		109,100.21	0.00	109,100.21	0.00	0.00	2,210.50	111,310.71
GENERAL CAPITAL	C-04	56,074.04	0.00	56,074.04	0.00	0.00	0.00	56,074.04
TRUST OTHER - FUND #12	T-12	3,100.00	0.00	3,100.00	0.00	0.00	0.00	3,100.00
Total of All Funds:		168,802.14	0.00	168,802.14	0.00	0.00	2,210.50	171,012.64

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Preliminary/Final Site Plan	2019-05	1,791.00	0.00	1,791.00
Variance - Sign	2021-01	402.00	0.00	402.00
Site Plan Application #2020-01	3PRCLLC	17.50	0.00	17.50
Total of All Projects:		<u>2,210.50</u>	<u>0.00</u>	<u>2,210.50</u>

Resolution 2021-170

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

**AUTHORIZING AN AMENDMENT TO RESOLUTION 2020-233 AWARDED A
CONTRACT FOR ZETA LYTE 2800 CH CATIONIC POLYELECTROLYTE -
CUSTOM ENVIRONMENTAL TECHNOLOGY**

WHEREAS, on December 7, 2020, Borough Council adopted Resolution 2020-233 awarding a contract to Custom Environmental Technologies for Zeta Lyte 2800 CH Cationic Polyelectrolyte; and

WHEREAS, the total contract amount awarded was \$40,277.00; and

WHEREAS, it has been found that additional funds in the amount of \$1,600.00 will be necessary to complete the contract through December 31, 2021; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the agreement with Custom Environmental Technology of Collegeville, PA be amended to not exceed \$41,827.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 1, 2021.

Margaret Riggio
Borough Clerk

Codification Services eCode 360

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

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

Current Annual Codification Cost	<u>\$ 3,300.00</u>
Candace Gallagher	

From: [Michelle Wood](#)
To: [Peggy Riggio](#)
Subject: Hightstown Borough-supplement and ecode360 estimates GC:022701728
Date: Thursday, July 8, 2021 10:27:54 AM

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 | 585-328-1819 x 303

General Code: Building Vibrant Resilient Communities, Together

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. 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

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

Township of Hamilton, New Jersey

Eileen Gore, Township Clerk

(609) 890-3622

egore@Hamiltonnj.com

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

Township of Hopewell, New Jersey

Laurie Gompf, Township Clerk

(609) 737-0605

lgompf@hopewelltpw.org

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

Township of Lawrence, New Jersey

Kathleen Norcia, Township Clerk

(609) 844-7001

Clerk@lawrencetwp.com

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

Borough of Pennington, New Jersey

Betty Sterling, Borough Clerk

(609) 737-0276

bsterling@penningtonboro.org

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

Township of Robbinsville, New Jersey

Michele Seigfried, Township Clerk

(609) 918-0002

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

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.

Premium eCode360 Features

New Laws	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save “favorites” to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	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
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	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
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	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, Code, Archives, New Laws (16), Index, and Notes sections (3). The Public Documents section (4) includes Agendas, Budgets, Comprehensive Plans, Legislation, Minutes, Misc. Documents, and Resolutions. The main content area displays the Chapter 295 Swimming Pools section (2), 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 modal window (5) is open, showing a list of codes and a search bar. The bottom section (6) displays a table of 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

1 Custom Banner

2 Public and Private Notes

3 View Archived Codes

4 Public Documents Portal

5 Multicode

6 New Laws

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

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. 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.



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)

Table of Contents

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The General Code Recommended Solution and Process	4
Project Materials	7
Investment Details and Options	8
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Authorization and Agreement	10
Appendix.....	11
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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
New Code Project Launch	Within 30 days of contract signing	20% of total project price due
*Submission of the Editorial and Legal Analysis with Manuscript	Within 180 days of contract signing; the Borough has 100 days for review	40% of total project price due
Submission of Draft	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
Delivery of the Code	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. 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.

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For more information on our additional online services please contact us at sales@generalcode.com



Resolution 2021-171

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on November 1, 2021, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Attorney Client Privilege

Contract Negotiations/Collective Bargaining Agreements

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public February 1, 2022, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 1, 2021.

Margaret Riggio
Borough Clerk