

Agenda
Hightstown Borough Council
 November 15, 2021
 6:30 PM – Public Session

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

Meeting ID: 815 8824 2600

Passcode: 32PUcQ

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

(929)205-6099

Meeting ID: 815 8824 2600#

Participant code #

Passcode: 574223#

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Resolution 2021-172 Naming an Acting Deputy Clerk

Approval of the Agenda

Presentations Central Jersey Transportation Forum – Councilmember Cristina Fowler

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

2021-173 Authorizing Payment of Bills

2021-174 Awarding a Contract for Emergency and On-Call Services for Water and Sewer Utilities – Earle Asphalt Company

2021-175 Proclaiming December 6, 2021, as Communities of Light Day

New Business

Best Practices

Water Sewer Rate Ordinance

Old Business First Aid Vehicles

Subcommittee Reports

Mayor/Council/Administrative Reports

Executive Session **Resolution 2021-176** Authorizing a Meeting that Excludes the Public

Contract Negotiations - Bruckner Southern

Adjournment

Resolution 2021-172

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

NAMING AN ACTING DEPUTY CLERK

WHEREAS, The Borough Clerk is not available for the November 15, 2021, meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Borough Administrator, Dimitri Musing to perform the duties of the Borough Clerk for the public and executive portion of this meeting; and

WHEREAS, Dimitri Musing shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Dimitri Musing is hereby named as Acting Deputy Clerk for the meeting of the Borough Council on November 15, 2021, and shall perform the duties of the Borough Clerk for said meeting.

CERTIFICATION

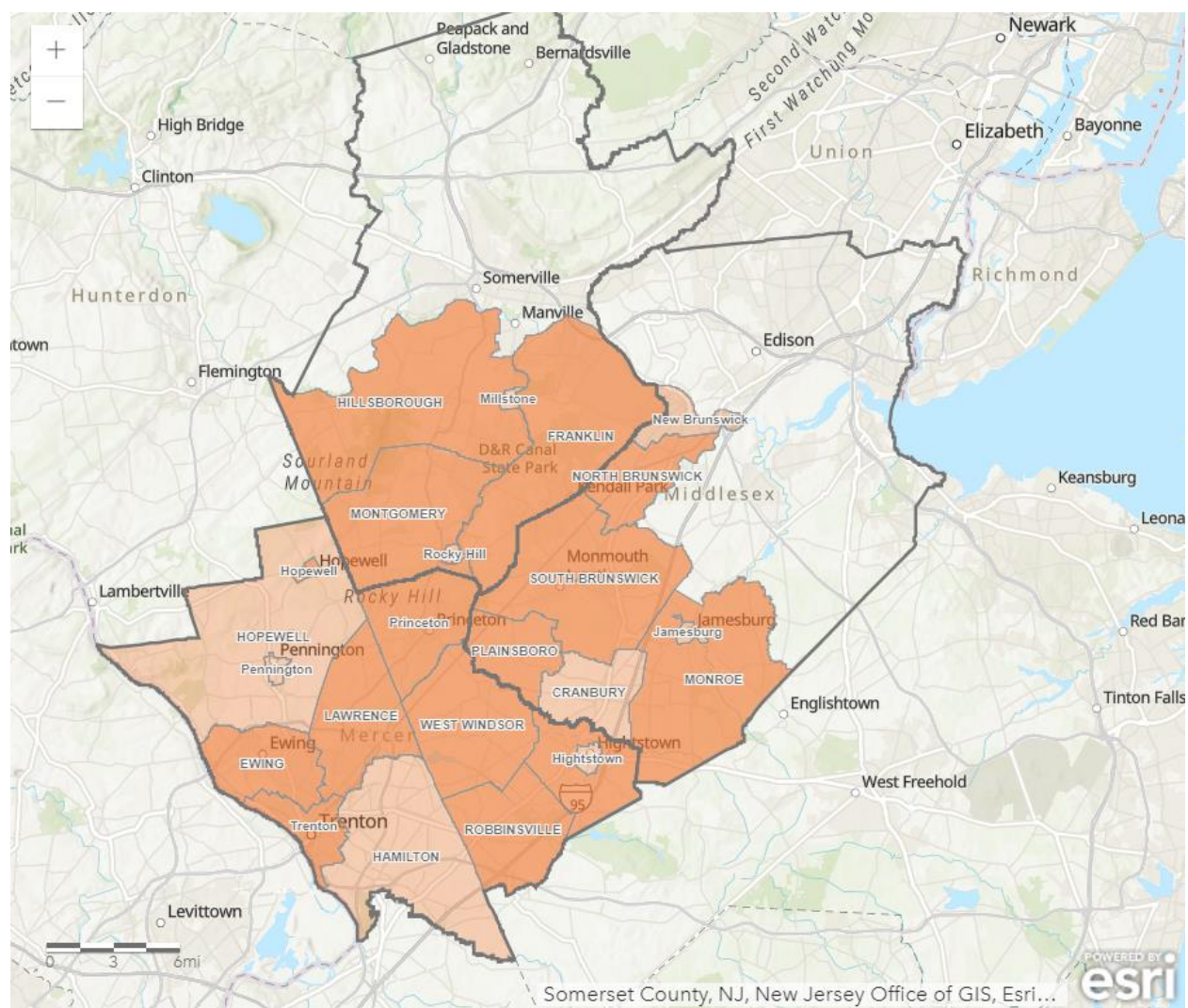
I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 15, 2021.

Margaret Riggio
Borough Clerk

Central Jersey Transportation Forum - <https://centraljerseytf.org/>

The Central Jersey Transportation Forum (CJTF) was formed in 1999 to coordinate planning among municipal and county leaders at the border of two Metropolitan Planning Organizations (MPOs) with the goals of managing growth and increasing mobility throughout the Central Jersey area. Chief elected officials and their representatives from 25 municipalities, three counties, numerous state agencies and other regional bodies meet three to four times per year to discuss transportation and land use issues, share best practices, and implement solutions to achieve improved and more integrated regional land use and transportation planning that will result in a better quality of community life in Central Jersey.

CJTF is a program of the Delaware Valley Regional Planning Commission and is facilitated in coordination with North Jersey Transportation Planning Authority (NJTPA) and New Jersey Department of Transportation (NJDOT).



The Forum adopted a formal voting structure to be better able to speak as a strong and effective regional voice for the needs of the broadly-defined Route 1 corridor of central New Jersey. Municipalities and counties included in the Central Jersey region are defined in the map below, along with supporting Transportation Management Associations (TMAs).

Current Steering Committee Members

Chair: Bill Neary, Keep Middlesex Moving TMA and former East Brunswick mayor

Action Team co-chairs: Tom Vigna, North Brunswick; Jack Kanarek, Dewberry

Municipal representative: Francis Guzik, West Windsor

Mercer County: Leslie Floyd, Matthew Lawson

Middlesex County: Douglas Greenfeld, Michael Dannemiller

Somerset County: Walt Lane, Ken Wedeen, Adam Bradford

NJDOT: Tom Houck, Nipa Maniar

NJ TRANSIT: Mike Viscardi, Leah Katz

Greater Mercer TMA: Cheryl Kastrenakes

NJTPA: Lois Goldman

DVRPC: Jaclyn Davis, Mike Boyer

2021 Forum Voting Members

East Windsor: Mayor Janice Mironov

Ewing: Mayor Bert Steinmann, Charles Latini, James McManimon

Franklin: Councilman Theodore Chase

Hillsborough: David Maski, David Kois

Hopewell: Mayor Kristin McLaughlin, Mark Kataryniak, Elaine Borges

Lawrence: Mayor James Kownacki, Kevin P. Nerwinski, James Parvesse

Monroe: Councilwoman Miriam Cohen, Mark Rasimowicz, Wayne Horbatt

Montgomery: Gail Smith, Donato Nieman, Lori Savron

North Brunswick: Tom Vigna, Bill Neary, Ralph Andrews

Plainsboro: Mayor Peter Cantu, Les Varga

Princeton: Councilman David Cohen, Mayor Mark Freda, Deanna Stockton

Robbinsville: Paul Renaud, Daniel Rafferty

South Brunswick: Dep. Mayor Joseph Camarota, Bryan Bidlack

Trenton City: Benjamin Delisle, Jeffrey Wilkerson, Anthony Santora

West Windsor: Mayor Hemant Marathe, Francis Guzik, John B. Taylor

Mercer County: Leslie Floyd, Matt Lawson

Middlesex County: County Commissioner Charles Kenny, Douglas Greenfeld, Anthony Gambilonghi

Somerset County: County Commissioner Deputy Director Sara Sooy, Walt Lane, Ken Wedeen

Resolution 2021-173

*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 \$115,364.69 from the following accounts:

Current		\$32,209.16
W/S Operating		62,313.82
General Capital		604.21
Water/Sewer Capital		0.00
Grant		19,360.00
Trust		0.00
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>877.50</u>
Total		<u>\$115,364.69</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 15, 2021.

Margaret Riggio
Borough Clerk

Date: November 15, 2021

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 11/15/2021

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
WILFREDO RODRIGUEZ	11/4/2021	21-01310	33244 \$	1,015.04

TOTAL	<u>\$1,015.04</u>
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WATER AND SEWER OPERATING

TOTAL	<u>\$ -</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

TOTAL	<u>\$ -</u>
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MANUAL TOTAL	<u>\$1,015.04</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		First	Rcvd	Chk/Void	1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice
ACTI0010 ACTION UNIFORM CO, LLC									
21-01210	10/01/21	CLOTHING ALLOWANCE - DOELL							
1	CLOTHING ALLOWANCE - DOELL	850.00	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/01/21	11/09/21	39215
21-01245	10/07/21	CLOTHING ALLOWANCE - GENDRON							
1	CLOTHING ALLOWANCE - GENDRON	240.00	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/07/21	11/09/21	38947
21-01339	10/29/21	HPD SLEEVE PATCHES							
1	HPD SLEEVE PATCHES	800.00	1-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	10/29/21	11/09/21	39022
Vendor Total:		1,890.00							
A0107 ANSELL GRIMM & AARON, PC									
21-01377	11/09/21	OCTOBER 2021 INVOICES							
1	GENERAL FILE 475832	1,174.50	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475832
2	ORDINANCES 475833	13.50	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475833
3	RESOLUTIONS 475834	54.00	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475834
4	ENGINEERING MATTERS 475835	121.50	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475835
5	LABOR MATTERS 475836	54.00	1-01-20-155-001-031	B	Labor,Personnel & Union Council	R	11/09/21	11/09/21	475836
6	MEETINGS 475837	607.50	1-01-20-155-001-029	B	Attendance at Council Meetings	R	11/09/21	11/09/21	475837
7	AFFORDABLE HOUSING MATTERS	270.00	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475839
8	JOINT POLICE/MUNICIPAL COURT	94.50	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475840
9	HOUSING AUTHORITY (HHA)	337.50	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475841
10	RIGHT-OF-WAY EASEMENT 475842	604.21	C-04-55-999-905-100	B	RESERVE FOR BUILDING _FEMA	R	11/09/21	11/09/21	475842
11	BORO ADV MARY B COLVELL 475843	297.00	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475843
12	TOWING HEARING 475844	783.00	1-01-20-155-001-027	B	General Matters	R	11/09/21	11/09/21	475844
		4,411.21							
Vendor Total:		4,411.21							

November 9, 2021
11:50 AM

Borough of Hightstown
Bill List By Vendor Name

Page No: 2
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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
A0054 AQUA PRO-TECH LABORATORIES												
21-01345	10/29/21	INVOICE #1090101M										
1	OUTSIDE LAB TESTING	1,632.55	1-09-55-501-002-532	B Outside Lab Testing	R	10/29/21	11/09/21			1090101M		N
Vendor Total:			1,632.55									
A0025 AT&T MOBILITY												
21-01350	11/01/21	INV 287298218043X10282021										
1	INV 287298218043X10282021	FI	82.96	1-01-25-256-002-094	B Computer Service,Support & Software	R	11/02/21	11/09/21		X10282021		N
2	INV 287298218043X10282021	HPD	389.52	1-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	11/02/21	11/09/21		X10282021		N
3	INV 287298218043X10282021	DPW	213.86	1-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	11/02/21	11/09/21		X10282021		N
4	INV 287298218043X10282021	WTP	157.46	1-09-55-501-003-545	B Telephone-w/S-VERIZON	R	11/02/21	11/09/21		X10282021		N
5	INV 287298218043X10282021	AWWTP	104.28	1-09-55-501-003-545	B Telephone-w/S-VERIZON	R	11/02/21	11/09/21		X10282021		N
			948.08									
Vendor Total:			948.08									
BANK0005 BANK OF AMERICA												
21-01381	11/09/21	OCT INVOICES RIGGIO 0914										
1	NETWORK SOLUTIONS RIGGIO 0914	158.96	1-01-20-140-001-060	B Internet Services and Web Services	R	11/09/21	11/09/21			1256770515		N
2	QUADIENT INK RIGGIO 0914	194.91	1-01-20-125-001-036	B Office Supplies	R	11/09/21	11/09/21			0-00710361		N
3	FIRST AID SUPPLIES 0914	255.54	1-01-25-260-001-136	B Medical Supplies	R	11/09/21	11/09/21			9317113-1407420		N
4	FIRST AID SUPPLIES 0914	24.99	1-01-25-260-001-136	B Medical Supplies	R	11/09/21	11/09/21			9317113-1407420		N
5	RUTGERS GENDRON 10/8/21 0914	806.00	1-01-25-240-001-042	B Education & Training	R	11/09/21	11/09/21			61796		N
			1,440.40									
Vendor Total:			1,440.40									
BUCKM005 BUCK MINING & MATERIAL INC												
21-01365	11/04/21	OCT 2021 YARD WASTE DISPOSAL										
1	OCT 2021 YARD WASTE DISPOSAL	448.00	1-01-26-311-001-168	B Yardwaste	R	11/04/21	11/09/21			1028		N
Vendor Total:			448.00									
C0747 CAMPBELL FOUNDRY CO., INC.												
21-00704	06/21/21	CASTING FRAME, MANHOLE COVER										
1	SEWER 8" CASTING FRAME	1,110.00	1-09-55-501-002-529	B Sewer Main Repair/Supplies	R	06/21/21	11/09/21			1030890		N

[illegible]

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0088	CUSTOM ENVIRONMENTAL TECH, INC													
	21-00064	02/01/21	RES 2020-233	ZETA LYTE 2800CH			B							
	15 INV 7407	10/20/21	ZETA 2800CH		5,363.60	1-09-55-501-002-544		B Zeta Lyte 2800CH-Custom Envir.Tech, Inc.	R	02/01/21	11/09/21		7407	N
	Vendor Total:				5,363.60									
E0578	EAST WINDSOR REGIONAL SCHOOL													
	21-01335	10/29/21	SUMMER REC	TRANSPORTATION 2021										
	1 SUMMER REC		TRANSPORTATION 2021		825.00	1-01-28-370-002-021		B RECREATION SUMMER PROGRAM	R	10/29/21	11/09/21		SUMMER 2021	N
	Vendor Total:				825.00									
E0054	ERIC M. BERNSTEIN & ASSOC.,LLC													
	21-01356	11/03/21	OCTOBER 2021	INVOICES										
	1 FOP LODGE 140		RANK & FILE		216.00	1-01-20-155-001-031		B Labor,Personnel & Union Council	R	11/03/21	11/09/21		74473	N
	2 OPEIU LOCAL 32		WHITE COLLAR		216.00	1-01-20-155-001-031		B Labor,Personnel & Union Council	R	11/03/21	11/09/21		74473	N
	3 OPEIU LOCAL 32		BLUE COLLAR		378.00	1-01-20-155-001-031		B Labor,Personnel & Union Council	R	11/03/21	11/09/21		74532	N
					810.00									
	Vendor Total:				810.00									
Q0176	EUROFINS QC, LLC													
	21-01321	10/26/21	WATER ANALYSIS											
	1 INV 6300016923		WATER ANALYSIS		404.00	1-09-55-501-001-532		B Outside Testing/Labs	R	10/26/21	11/09/21		6300016923	N
	Vendor Total:				404.00									
FERGU005	FERGUSON ENTERPRISES, LLC													
	21-01319	10/26/21	CLAMPS/VALVE BOX											
	1 INV 0556448		CLAMPS/VALVE BOX		324.97	1-09-55-501-001-535		B Hydrants and Line Repair	R	10/26/21	11/09/21		0556448	N
	Vendor Total:				324.97									
FIREA005	FIRE APPARATUS REPAIR, INC.													
	21-01172	09/28/21	ENGINE 41	MAINTENANCE										
	1 ENGINE 41		CHASSIS PM		825.00	1-01-25-252-002-121		B Preventive Maintenance	R	09/28/21	11/09/21		16500	N
	2 ENGINE 41		OIL ANALYSIS		40.00	1-01-25-252-002-121		B Preventive Maintenance	R	09/28/21	11/09/21		16500	N
	3 ENGINE 41		PUMP PM		365.00	1-01-25-252-002-121		B Preventive Maintenance	R	09/28/21	11/09/21		16500	N

[illegible]

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H0048	HIGHTS REALTY LLC	21-01351	11/02/21	NOV 2021 HPD RENT									
		1	NOV 2021	HPD RENT	4,668.70	1-01-26-310-001-025	B Building Rental	R	11/02/21	11/09/21		NOVEMBER 2021	N
	Vendor Total:				4,668.70								
H1100	HOME DEPOT CREDIT SERVICES	21-01332	10/26/21	OCT 2021 INVOICES									
		1	INV	1041939 - SOFT BRUSH	23.94	1-01-26-310-001-024	B Building Maintenance	R	10/26/21	11/09/21		1041939	N
		2	INV	5042739 - INSULATION/ROD/	204.41	1-09-55-501-002-503	B Sewer Plant Maintenance	R	10/26/21	11/09/21		5042736	N
		3	INV	4042855 - CONCRETE MIX	7.12	1-01-26-290-001-127	B Street Repair & Maintenance	R	10/26/21	11/09/21		4042855	N
					235.47								
	Vendor Total:				235.47								
J0378	J.W. KENNEDY & SON INC WELDING	21-01363	11/04/21	OCT. 2021 BILLING									
		1	INV	R11782 - CYLINDER RENTAL	12.40	1-01-26-290-001-050	B DPW Work Equipment	R	11/04/21	11/09/21		R11782	N
		2	INV	11190 - DELIVER OF NEW	223.00	1-01-26-290-001-050	B DPW Work Equipment	R	11/04/21	11/09/21		11190	N
					235.40								
	Vendor Total:				235.40								
J0257	JCP&L	21-01372	11/05/21	MASTER ACCT 200 000 055 364									
		1	100 008 438 010	125 S MAIN ST	9.73	1-01-31-430-001-071	B Electric-Borough Hall	R	11/05/21	11/09/21		95009343857	N
		2	100 008 438 283	MAIN &	25.76	1-01-31-430-001-071	B Electric-Borough Hall	R	11/05/21	11/09/21		95009343857	N
		3	100 008 482 018	RT 33 AND	24.78	1-01-31-430-001-071	B Electric-Borough Hall	R	11/05/21	11/09/21		95009343857	N
		4	100 010 898 904	FRANKLIN ST	29.24	1-01-31-430-001-071	B Electric-Borough Hall	R	11/05/21	11/09/21		95009343857	N
		5	100 012 487 714	148 N MAIN ST	481.96	1-01-31-430-001-071	B Electric-Borough Hall	R	11/05/21	11/09/21		95009343857	N
		6	100 012 487 862	FIREHOUSE	724.23	1-01-31-430-001-072	B Electric-Fire House	R	11/05/21	11/09/21		95009343857	N
		7	100 012 529 457	BORO HALL	26.66	1-09-55-501-002-504	B Electricity	R	11/05/21	11/09/21		95009343857	N
					1,322.36								
	21-01373	11/08/21	VARIOUS ACCT DATED NOV 4,5,8										
		1	100 077 953 188	BANK ST PARK	3.17	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21		95656662335	N
		2	100 100 104 247	MAIN ST	28.48	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21		95586728292	N
		3	100 029 000 310	156 BANK ST	399.16	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21		95546774561	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Exc
00257 JCP&L Continued												
21-01373 11/08/21 VARIOUS ACCT DATED NOV 4,5,8 Continued												
4	100 131 110 379 230 MERCER ST	61.98	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21				95636686659	N
5	100 051 508 677 MAIN ST	136.30	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21				95546774562	N
6	100 079 096 689 GRANT ST PARK	3.17	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21				95546774564	N
7	100 051 508 750 STOCKTON ST	189.87	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21				95546774563	N
8	100 072 968 868 STREET LIGHTS	73.23	1-01-31-430-001-071	B Electric-Borough Hall	R	11/08/21	11/09/21				95376925198	N
9	100 012 445 936 FIRST AID	298.06	1-01-25-260-001-074	B Electric	R	11/09/21	11/09/21				95386943453	N
		1,193.42										
21-01376 11/09/21 MASTER ACCT 200 000 055 315												
1	100 008 482 778 MAXWELL AVE	40.95	1-09-55-501-002-504	B Electricity	R	11/09/21	11/09/21				95009352433	N
2	100 009 294 701 WESTERLEA AVE	18.44	1-09-55-501-001-504	B Electricity	R	11/09/21	11/09/21				95009352433	N
3	100 009 296 102 SPRINGCREST DR	30.69	1-09-55-501-002-504	B Electricity	R	11/09/21	11/09/21				95009352433	N
4	100 012 445 746 BANK ST	3,461.12	1-09-55-501-001-504	B Electricity	R	11/09/21	11/09/21				95009352433	N
5	100 012 529 309 OAK LANE	20,650.42	1-09-55-501-002-504	B Electricity	R	11/09/21	11/09/21				95009352433	N
		24,201.62										
Vendor Total:		26,717.40										
00258 JCP&L (STREET LIGHTING)												
21-01378 11/09/21 NOV 2021 ACCT 041 & 240												
1	100 086 395 041 STOCKTON ST	33.60	1-01-31-435-001-075	B Street Lighting	R	11/09/21	11/09/21				95376925199	N
2	100 081 608 240 BLK LT 0	65.32	1-09-55-501-001-504	B Electricity	R	11/09/21	11/09/21				95636686658	N
		98.92										
Vendor Total:		98.92										
00260 KEVIN L. SCIBILIA FORESTRY												
21-01323 10/26/21 ANNUAL TREE SEMINAR 10/9/21												
1	ANNUAL TREE SEMINAR 10/9/21	475.00	1-01-27-335-001-042	B Seminars/Workshops/Conventions	R	10/26/21	11/09/21				10/15/21	N
Vendor Total:		475.00										

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc	
N0652	NJ STATE POLICE CHIEF ASSN											
21-01367	11/04/21	TRAINING - GENDRON										
1	TRAINING - GENDRON	350.00	1-01-25-240-001-042	B	Education & Training	R	11/04/21	11/09/21		IN-11145		N
Vendor Total:		350.00										
N1001	NJWEA											
21-01206	10/01/21	MAINTENANCE WORKSHOP/ANNUAL DU										
1	MAINTENANCE WORKSHOP	105.00	1-09-55-501-002-519	B	Professional Assoc. Dues	R	10/01/21	11/09/21		E3895		N
2	ANNUAL DUES	117.00	1-09-55-501-002-519	B	Professional Assoc. Dues	R	10/01/21	11/09/21		E3895		N
		222.00										
Vendor Total:		222.00										
N0170	NORCIA CORP.											
21-01316	10/26/21	REPAIRS TO TRUCK 10										
1	INV 80870 - REPAIRS TO TRK 10	386.19	1-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	10/26/21	11/09/21		80870		N
Vendor Total:		386.19										
O0019	O'BRIEN CONSULTING SERVICES											
21-01257	10/12/21	MONTHLY IT FEE - SEPT 2021										
1	MONTHLY IT FEE - SEPT 2021	900.00	1-01-25-240-001-029	B	Maint. Contracts - Other	R	10/12/21	11/09/21		21-5733		N
2	MONTHLY IT FEE - SEPT 2021	250.00	1-01-25-240-001-029	B	Maint. Contracts - Other	R	10/12/21	11/09/21		21-5733		N
3	MONTHLY IT FEE - SEPT 2021	8.50	1-01-25-240-001-029	B	Maint. Contracts - Other	R	10/12/21	11/09/21		21-5733		N
		1,158.50										
Vendor Total:		1,158.50										
O0050	ONE CALL CONCEPT INC											
21-01243	10/07/21	SEPT. 2021 ONE CALL MESSAGES										
1	INV 1095084 - SEPT 2021 ONE	96.52	1-09-55-501-001-535	B	Hydrants and Line Repair	R	10/07/21	11/09/21		1095084		N
Vendor Total:		96.52										

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	chk/Void Date	Invoice	1099 Excl
A0300 ONE CALL SYSTEMS, INC.														
21-01364	11/04/21	OCT 2021	ONE CALL MESSAGES											
1	OCT 2021	ONE CALL MESSAGES	31.46	1-09-55-501-001-535	B Hydrants and Line Repair	R	11/04/21	11/09/21					1105083	N
Vendor Total:				31.46										
P0063 PREMIER MAGNESIA, LLC														
21-00069	02/02/21	MAGNESIUM HYDROXIDE	THIOGUARD			B								
5	INV 607347	11/1/21	THIOGUARD	9,352.38	1-09-55-501-002-541	B Magnesium Hydroxide (Flomag H)	R	07/23/21	11/09/21				607347	N
Vendor Total:				9,352.38										
P0073 PRIME SOLUTION INC.														
21-01348	11/01/21	SHIPPING CHARGES	PO 21-00968											
1	SHIPPING CHARGES	PO 21-00968	19.84	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/01/21	11/09/21					SH7400 SHIPPING	N
Vendor Total:				19.84										
R0031 RICHARD T. BARRETT PAVING														
21-00344	03/24/21	DAWES PARK IMPROVEMENTS												
1	DAWES PARK IMPROVEMENTS		19,360.00	G-02-41-763-001-000	B Mercer At Play Grant	R	03/25/21	11/09/21					1	N
Vendor Total:				19,360.00										
R0077 ROBERTS ENGINEERING GRP LLC														
21-01355	11/03/21	#5273;10/16/21	HHS parking lot											
1	#5273;10/16/21	HHS parking lot	612.00	1-01-21-180-001-106	B Planning Board Engineer-General	R	11/03/21	11/09/21					5273	N
Vendor Total:				612.00										
R0114 RUTGERS, THE STATE UNIVERSITY														
21-01259	10/12/21	TRAINING - STEPHENSEN												
1	TRAINING - STEPHENSEN		806.00	1-01-25-240-001-042	B Education & Training	R	10/12/21	11/09/21					61835	N
Vendor Total:				806.00										

[illegible]

[illegible]

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	1-01	31,194.12	0.00	31,194.12	0.00	0.00	0.00	31,194.12
	1-09	62,313.82	0.00	62,313.82	0.00	0.00	0.00	62,313.82
	1-21	0.00	0.00	0.00	0.00	0.00	877.50	877.50
Year Total:		93,507.94	0.00	93,507.94	0.00	0.00	877.50	94,385.44
GENERAL CAPITAL	C-04	604.21	0.00	604.21	0.00	0.00	0.00	604.21
	G-02	19,360.00	0.00	19,360.00	0.00	0.00	0.00	19,360.00
Total of All Funds:		113,472.15	0.00	113,472.15	0.00	0.00	877.50	114,349.65

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Variance - Sign	2021-01	877.50	0.00	877.50
Total of All Projects:		<u>877.50</u>	<u>0.00</u>	<u>877.50</u>

Resolution 2021-174

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

AWARDING A CONTRACT EMERGENCY AND ON-CALL SERVICES FOR WATER AND SEWER UTILITIES – EARLE ASPHALT COMPANY

WHEREAS, one (1) bid was received on October 28, 2021, for Emergency and On-Call Services for Water and Sewer Utilities; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the for Emergency and On-Call Services for Water and Sewer Utilities be awarded to the low bidder Earle Asphalt Company of Wall, New Jersey at the price of Bid A - Emergency Services \$30,078.00, Bid B - Critical but non-emergency services \$9,484.00 and Bid C - neither critical nor emergency services \$15,594.00; 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,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the for Emergency and On-Call Services for Water and Sewer Utilities, be awarded to the low bidder, Earle Asphalt Company of Wall, New Jersey, New Jersey as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 15, 2021.

Margaret Riggio
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

November 2, 2021

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

Re: Emergency and On-Call Services for Water and Sewer Utilities
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1537

Dear Mayor and Council:

Bids were received for the Emergency and On-Call Services for Water and Sewer Utilities Contract on Thursday, October 28, 2021. A total of six (6) bidders picked up plans and specifications and one (1) bidder submitted a bid. The bid consists of three (3) types of emergency and on-call services. The first type is for emergency services (Bid A). The second type is for critical but non-emergency services (Bid B) and the third type is for planned services that are neither critical nor an emergency (Bid C). The bid received was as follows:

<u>Bidders</u>	<u>Bid A</u>	<u>Bid B</u>	<u>Bid C</u>
Earle Asphalt Company	\$30,078.00	\$9,484.00	\$15,594.00

We have worked with Earle Asphalt Company in the past and have found them to be responsive, efficient, and responsive.

Earle Asphalt Company's bid falls below the Engineer's Estimate and the prices provided are reasonable. It is our recommendation that a contract be awarded to Earle Asphalt Company for all Bids A, B, and C in the amount of \$30,078.00, \$9,484.00, and \$15,593.00, respectively, subject to review of the contract documents by the Borough Attorney.

Upon award of contract, this office will prepare a formal procedure for determining how the contractor will be contacted in case of an emergency.

By way of this letter the original bids are being returned to the Clerk.

Very truly yours,

Carmela Roberts, PE, CME
Borough Engineer

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



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Emergency and On-Call Services for Water and Sewer Utilities
Thursday, October 28, 2021 at 11:30 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.: H1537			Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, New Jersey 08690 Phone: (609) 586-1141 Fax: (609) 586-1143		Earle Asphalt Company 1800 Highway 34 Wall Township, New Jersey 07719 Phone: (732) 308-1113 Ext. 216 Fax: (732) 308-1034		Crest Construction Group, LLC 880 Route 9 Little Egg Harbor, New Jersey 08087 Phone: (609) 698-2122 Fax: (609) 698-2422		Dodge Data & Analytics 2860 South State Highway 161, Suite 160 #501 Grand Prairie, Texas 75052 Phone: (413) 893-0645 Fax: (609) 336-2767		JR Cruz Corporation 33 West Main Street Holmdel, New Jersey 07733 Phone: (732) 290-0700 Fax: (732) 290-7740		Lima Charlie Construction 2 Hance Avenue Tinton Falls, New Jersey 07724 Phone: (833) 242-2427 Fax: (732) 955-8301		Montana Construction Corp., Inc. 80 Contact Avenue Lodi, New Jersey 07644 Phone: (973) 478-5200 Fax: (973) 478-7604	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BID A - EMERGENCY REPAIRS																
A-1 Supply Construction Superintendent of Foreman	HOURS	24	\$225.00	\$5,400.00	\$225.00	\$5,400.00										
A-2 Supply Laborer	HOURS	72	\$190.00	\$13,680.00	\$180.00	\$12,960.00										
A-3 Supply Backhoe with Operator	HOURS	20	\$210.00	\$4,200.00	\$220.00	\$4,400.00										
A-4 Supply Backhoe - Front End Loader Combination with Operator	HOURS	20	\$200.00	\$4,000.00	\$182.50	\$3,650.00										
A-5 Supply Dump Truck - 10 CY Capacity with Driver	HOURS	20	\$185.00	\$3,700.00	\$180.00	\$3,600.00										
A-6 Supply Air Compressor and Jack Hammer	HOURS	20	\$10.00	\$200.00	\$1.00	\$20.00										
A-7 Supply All Necessary Equipment for Base Paving Operations (Vibratory Plate, Dump, Saw, Etc.)	HOURS	12	\$100.00	\$1,200.00	\$2.00	\$24.00										
A-8 Supply All Necessary Equipment for Final Paving Operations (Vibratory Plate, Dump, Saw, Etc.)	HOURS	12	\$150.00	\$1,800.00	\$2.00	\$24.00										
			Total Cost:	\$34,180.00	Total Cost:	\$30,078.00	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received

Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BID B - CRITICAL REPAIRS																
B-1 Supply Construction Superintendent of Foreman	HOURS	8	\$200.00	\$1,600.00	\$180.00	\$1,440.00										
B-2 Supply Laborer	HOURS	24	\$170.00	\$4,080.00	\$160.00	\$3,840.00										
B-3 Supply Backhoe with Operator	HOURS	8	\$190.00	\$1,520.00	\$200.00	\$1,600.00										
B-4 Supply Backhoe - Front End Loader Combination with Operator	HOURS	8	\$170.00	\$1,360.00	\$162.50	\$1,300.00										
B-5 Supply Dump Truck - 10 CY Capacity with Driver	HOURS	8	\$160.00	\$1,280.00	\$160.00	\$1,280.00										
B-6 Supply Air Compressor and Jack Hammer	HOURS	8	\$10.00	\$80.00	\$1.00	\$8.00										
B-7 Supply All Necessary Equipment for Base Paving Operations (Vibratory Plate, Dump, Saw, Etc.)	HOURS	4	\$100.00	\$400.00	\$2.00	\$8.00										
B-8 Supply All Necessary Equipment for Final Paving Operations (Vibratory Plate, Dump, Saw, Etc.)	HOURS	4	\$150.00	\$600.00	\$2.00	\$8.00										
			Total Cost:	\$10,920.00	Total Cost:	\$9,484.00	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received

Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BID C - SCHEDULED REPAIRS																
C-1 Supply Construction Superintendent of Foreman	HOURS	16	\$185.00	\$2,960.00	\$180.00	\$2,880.00										
C-2 Supply Laborer	HOURS	40	\$165.00	\$6,600.00	\$160.00	\$6,400.00										
C-3 Supply Backhoe with Operator	HOURS	12	\$185.00	\$2,220.00	\$200.00	\$2,400.00										
C-4 Supply Backhoe - Front End Loader Combination with Operator	HOURS	12	\$170.00	\$2,040.00	\$162.50	\$1,950.00										
C-5 Supply Dump Truck - 10 CY Capacity with Driver	HOURS	12	\$160.00	\$1,920.00	\$160.00	\$1,920.00										
C-6 Supply Air Compressor and Jack Hammer	HOURS	12	\$10.00	\$120.00	\$1.00	\$12.00										
C-7 Supply All Necessary Equipment for Base Paving Operations (Vibratory Plate, Dump, Saw, Etc.)	HOURS	8	\$100.00	\$800.00	\$2.00	\$16.00										
C-8 Supply All Necessary Equipment for Final Paving Operations (Vibratory Plate, Dump, Saw, Etc.)	HOURS	8	\$150.00	\$1,200.00	\$2.00	\$16.00										
			Total Cost:	\$17,860.00	Total Cost:	\$15,594.00	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received	Total Cost:	No Bid Received

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

Resolution 2021-175

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

PROCLAIMING DECEMBER 6, 2021, AS COMMUNITIES OF LIGHT DAY

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

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

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

WHEREAS, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 89,777 women, 15,279 children and 6,566 men. Additionally, Womanspace has assisted more than 290,782 hotline callers over the last 44 years; and

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

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

WHEREAS, the proceeds from Communities of Light 2021 will be used to fund vital services for victims of domestic violence, sexual assault, and human trafficking.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Monday, December 6, 2021 is Communities of Light Day and hereby commends Womanspace on its many accomplishments and wish them continued success with Communities of Light in the years to come.

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 15, 2021.

Margaret Riggio
Borough Clerk

20th Annual Communities of Light



**Help light up the community with Womanspace for our 20th Annual Communities of Light™
December 6, 2021**

In the early December winter, Communities of Light™ (COL) candles line the streets of central New Jersey – a powerful symbol of hope for men, women and children impacted by domestic violence, sexual assault, and human trafficking in our community. Communities of Light raises awareness of the services available to help those victims in Mercer County. The candles come from luminary kits which help spread our important message that Peace Begins at Home.

Buy your Luminary & Virtual Luminary Kits, Sponsorship, or make a donation!

Retail Locations

Visit one of the following retail locations to purchase a luminary kit and support Womanspace!

Luminary kits are officially in! Please check with individual retailers as to their availability.

Terhune Orchards (330 Cold Soil Road, Princeton, NJ 08540)

Pennington Quality Market (25 Route 31 South, Suite X, Pennington, NJ 08534)

Keller Williams (2355 Route 33, Robbinsville, NJ 08691)

McCaffrey's Princeton (301 N. Harrison St., Princeton, NJ 08540)

McCaffrey's West Windsor (335 Princeton-Hightstown Road, West Windsor, NJ 08550)

Dandelion Wishes (45 West Broad St., Hopewell NJ 08525)

Old Hightstown Brewing Company (123 West Ward Street Hightstown NJ 08520)

Resolution 2021-176

*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 15, 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 – Bruckner Southern

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 15, 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 15, 2021.

Margaret Riggio
Borough Clerk

Your Survey has been Submitted.



[Return to Question List \(../?id=61fa943a-b021-ec11-b6e6-001dd802eaf0\)](#)

Best Practices Inventory Online Platform

Hightstown Borough

Sign and Submit

Municipal Clerk's Certification

I hereby certify that the Governing Body of **Hightstown Borough** in discussed/will discuss the CY2021/SFY2022 Best Practice Inventory as completed herein at a public meeting on 11/15/2021, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.

Discussion Date *

11/15/2021



Municipal Clerk

Margaret Riggio

Signed (Municipal Clerk) *

Margaret Riggio

Current Best Practices Inventory Signatures

Signed (Chief Administrative Officer) *

Dimitri Musing

Signed (Chief Financial Officer) *

GEORGE LANG

Save

Submit Completed Survey

Best Practices Inventory Online Platform

28

2021 Survey

Hightstown Borough

Printable Current Answers

001	Core Competencies	Personnel	
<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>			[1.00] Yes
002	Core Competencies	Personnel	
<p>Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>			[1.00] Yes Comment: 2/5/20, 12/21/20
003	Core Competencies	Budget	
<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>			[1.00] Yes

Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.	[0.00] No Comment: Very few employees qualify with years required and the limits. Borough budgets each year for payouts
--	---

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

006	Core Competencies	Transparency
Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?		[1.00] Yes

007	Best Practices	Transparency
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content? Answer N/A if your municipality does not have a social media account.		[0.50] Yes Comment: Police Dept, Various Boards and Commissions, working on Overall Social Media Account

008	Core Competencies	Procurement
Do your municipality's professional services contracts include a "not to exceed" amount?		[1.00] Yes

009	Best Practices	Procurement	30
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.			[0.50] N/A Comment: NJ State Health Benefits
010	Best Practices	Procurement	
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.			[0.50] N/A Comment: NJ State Health Benefits
011	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?			[1.00] Yes
012	Core Competencies	Cybersecurity	
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?			[0.00] No Comment: Borough to expand training
013	Core Competencies	Financial Administration	
Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?			[1.00] Yes

Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.	[1.00] Yes
---	------------

Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?	[1.00] Yes Comment: Ongoing
---	--------------------------------

Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.	[0.50] Yes
---	------------

Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?	[1.00] Yes
---	------------

Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	[1.00] Yes
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N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.

[1.00] Yes

Does your municipality perform off-network daily incremental backups with weekly full backups of all data?

[1.00] Yes

N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?

[1.00] Yes

If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the district can adopt its annual budget. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. *Oughton v. Board of Fire Comrs., etc.*, 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?

[1.00] N/A

<p>N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.</p>	[1.00] Yes
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<p>Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2018 audit been identified in a corrective action plan and not been repeated in the 2019 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2019 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box.</p>	<p>[1.00] N/A Comment: Did Not Answer No</p>
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<p>Does your municipality feature a link on its website to the Division of Taxation’s Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml?</p>	[0.50] Yes
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<p>Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. Does your municipality have a single fire district or, if your municipality has multiple fire districts, is it reviewing the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district.</p>	[0.50] N/A
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<p>Have public electric vehicle charging stations been installed, or are they currently being installed, on municipal property?</p>	[0.00] No
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<p>Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (a) Chief Financial Officer</p>	<p>[0.00] No Comment: N/A</p>
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028b	Unscored Survey	Shared Services	34
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (b) Tax Collector			[0.00] No Comment: N/A
028c	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (c) Tax Assessor			[0.00] No Comment: N/A
028d	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (d) Municipal Clerk			[0.00] No Comment: N/A
028e	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (e) Municipal Treasurer			[0.00] No Comment: N/A
028f	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (f) Qualified Purchasing Agent			[0.00] No Comment: N/A
028g	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (g) Certified Public Works Manager			[0.00] No Comment: N/A
028h	Unscored Survey	Shared Services	
Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (h) Public Works Superintendent			[0.00] No Comment: N/A

<p>If the answer to at least one part of Question 28 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.</p>	<p>[0.00] No Comment: N/A</p>
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030	Unscored Survey	Environment	
<p>How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.</p>			<p>Comment: part of overall DPW budget 26-290</p>

031	Unscored Survey	Financial Administration	
<p>Does your municipality currently retain a chief financial officer through a professional services contract?</p>			<p>[0.00] No</p>

032a	Unscored Survey	American Rescue Plan Act	
<p>Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (a) Public Health (EC 1)</p>			<p>[0.00] No</p>

032b	Unscored Survey	American Rescue Plan Act	
<p>Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (b) Negative Econ. Impacts (EC 2)</p>			<p>[0.00] No</p>

032c	Unscored Survey	American Rescue Plan Act	
<p>Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (c) Services to Disproportionately Impacted Communities (EC 3)</p>			<p>[0.00] No</p>

032d	Unscored Survey	American Rescue Plan Act	36
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (d) Premium Pay (EC 4)			[0.00] No
032e	Unscored Survey	American Rescue Plan Act	
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (e) Water/Sewer/Broadband Infrastructure (EC5)			[0.00] Yes
032f	Unscored Survey	American Rescue Plan Act	
Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (f) Revenue Replacement (EC 6)			[0.00] Yes
032g	Unscored Survey	American Rescue Plan Act	
Is your municipality currently undecided on how to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the previously referenced expenditure categories? Please answer Yes if none of the previous subparts were Yes, otherwise answer No			[0.00] No
032h	Unscored Survey	American Rescue Plan Act	
Did your municipality decline ARP Local Fiscal Recovery Fund (LFRF) dollars instead? Please answer Yes if none of the previous subparts were Yes, otherwise answer No			[0.00] No
033	Unscored Survey	American Rescue Plan Act	
What portion of the first tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2021?			[0.00] Less than 50%
034	Unscored Survey	American Rescue Plan Act	
What portion of the first tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2022?			[0.00] Currently Undecided
035	Unscored Survey	Financial Administration	
Does your municipality pay one or more of its vendors or contractors via an automated clearing house (ACH) transfer and/or a procurement card? Please select one or more of the options provided , as applicable. This question excludes debt service, pension bills, and employee health benefits.			[0.00] Procurement Card

036a

Unscored Survey

Procurement

37

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (a) Minority Business Enterprises

[0.00] No
Comment: N/A

036b

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (b) Women's Business Enterprises

[0.00] No
Comment: N/A

036c

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (c) Small Business Enterprises

[0.00] No
Comment: N/A

036d	Unscored Survey	Procurement	38
<p>N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (d) Veteran Business Enterprises</p>			<p>[0.00] No Comment: N/A</p>
037	Unscored Survey	Procurement	
<p>If your municipaity has established a set-aside program for qualified business enterprises pursuant to N.J.S.A. 40A:11-41 et seq, did your municipality's contract awards meet or exceeded the set-aside goals established by the governing body in the prior fiscal year for each of your municipality's set-aside programs? Only answer N/A if your municipality does not have a set-aside program.</p>			<p>[0.00] N/A Comment: N/A</p>
038	Unscored Survey	Procurement	
<p>For a municipality having established a set-aside program for qualified business enterprises, N.J.S.A. 40A:11-48 requires each municipal authority, board, commitee or commission authorized to independently award contracts to issue a report to the municipal governing body by January 31 of each year 1) describing their efforts in attaining the municipality's set-aside goals for the prior calendar year; and 2) the percentage of the dollar value of total procurements awarded in the prior calendar year under each set-aside program established by the municipality. Did each of the above-referenced entities submit this report to the municipal governing body in 2021? Answer N/A if your municipality does not have a set-aside program or does not have any authorities, boards, committees or commissions authorized to independently award contracts.</p>			<p>[0.00] N/A</p>
039	Unscored Survey	Tax Collection	
<p>Has your municipality established a ten-day grace period for the payment of property taxes and other municipal charges as authorized by N.J.S.A. 54:5-19?</p>			<p>[0.00] Yes</p>
040	Unscored Survey	Tax Collection	
<p>Complete the Excel-based Tax Sale Report. Upload the completed report using the "Attach File" button toward the bottom of your screen. Type "File Uploaded" in the Comment Box</p>			<p>Comment: File Uploaded</p>

041

Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?

[0.00] N/A

042

Unscored Survey

Opportunity Zones

If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.

Comment: N/A

043

Unscored Survey

Planning & Economic
Development

Does your municipality currently plan to sell any municipally-owned vacant conforming lots by December 31, 2022?

[0.00] Yes

044a

Unscored Survey

Planning & Economic
Development

Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (a) Dedication of Space or Open-Space

[0.00] No

044b

Unscored Survey

Planning & Economic
Development

Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (b) Fee In-Lieu of Dedicating Space or Open Space

[0.00] No

044c

Unscored Survey

Planning & Economic
Development

Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (c) Fee In-Lieu of Parking

[0.00] No

044d	Unscored Survey	Planning & Economic Development	40
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Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (d) Impact Fee(s) (pro rata share of infrastructure improvement costs)	[0.00] No
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044e	Unscored Survey	Planning & Economic Development
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Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (e) Provision of Affordable Housing Units	[0.00] Yes
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044f	Unscored Survey	Planning & Economic Development
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Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (f) Affordable Housing Trust Fund Payments	[0.00] Yes
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045	Unscored Survey	Planning & Economic Development
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Does your municipal land use ordinance provide for an historic preservation commission that is governed under N.J.S.A. 40:55D-107?	[0.00] Yes
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046	Unscored Survey	Planning & Economic Development
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Does your municipality have an environmental commission, or is your municipality part of a joint environmental commission, that is governed under N.J.S.A. 40:56A-1 et seq.?	[0.00] Yes
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047	Unscored Survey	Planning & Economic Development
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Does your municipality have an industrial commission that is governed under N.J.S.A. 40:55B-1 et seq.?	[0.00] No
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Does your municipality have a recreation commission that is governed under N.J.S.A. 40:61-17 et seq.?

[0.00] Yes
Comment: Parks and Recreation Commission

[Return to Question List \(../?id=61fa943a-b021-ec11-b6e6-001dd802eaf0\)](#)

Best Practices Inventory Online Platform

2021 Survey

Hightstown Borough

Scoring

Current Score: 21.00

Score

0 - 6

7 - 10

11 - 14

15 +

Aid Withheld

100% of final aid payment withheld

50% of final aid payment withheld

25% of final aid payment withheld

No aid withholding

Peggy Riggio

From: DCA DoNotReply [DCA] <DoNotReply@dca.nj.gov>
Sent: Thursday, November 4, 2021 5:11 PM
To: George Lang; Peggy Riggio; Dimitri Musing
Subject: Best Practices Inventory Submission 11/4/2021

The 2,021 Best Practices Inventory for Hightstown Borough has been submitted successfully on 11/4/2021.

Section 19-2

CHARGES AND RENTS

Subsections:

19-2-1	Applicability; Payment of Charges.
19-2-2	Water Charges.
19-2-3	Sewer Charges.
19-2-4	Supplying Water and Sewer Services Outside Borough.
19-2-5	Formula for Billing.
19-2-6	Connections to Be Supervised; Application.
19-2-7	Connection Charge.
19-2-8	Billing.
19-2-9	Water Meters; Accessibility; Repairs; Line Maintenance.
19-2-10	Swimming Pools.

Subsection 19-2-1 Applicability; Payment of Charges.

a. The following schedule of charges and rents for connection with and the use and service of the water and sewer system are fixed and prescribed under the separate schedules set forth below, and the schedules are to apply to each business unit and dwelling unit, as those terms are defined in subsection 19-2.5b., and which are referred to herein as "premises" or "unit," which may have a connection with the sewer and water system. The Borough shall charge to the owner of each premises or unit, and each owner shall pay to the Borough quarterly, the following charges and rents per quarter without discount or rebate for or on account of disconnection from or nonuse of the water and sewer system for a portion of a quarter.

b. All water and sewer bills shall be payable within thirty (30) days from the date of billing. Water and sewer charges shall bear interest at the same rate as delinquent taxes, commencing thirty (30) days from the date of the bill.

c. If payment of any water or sewer rent or rents or for work done or materials furnished is not made within sixty (60) forty-five (45) days of the date when due, the water may be shut off from such real estate in accordance with the process specified in Subsection 19-2-8c and shall not be again supplied thereto until the arrears with interest and penalties shall be fully paid.

d. If any water or sewer rent or other charge shall remain in arrears for six (6) months, the officer charged with the duty of collecting water or sewer rents shall file with the officer charged with the collection of tax arrears a statement showing such arrearages, and from the time of such filing, the water or sewer rent or other charge shall be a lien upon the real estate to which the water or sewer service was furnished and in connection with which the charges were incurred to the same extent as taxes are a lien upon real estate in the municipality and shall be collected and enforced by the same officers and in the same manner as liens for taxes.

e. The Borough shall not charge standby fees for any new fire protection system required to be installed pursuant to the "Dormitory Safety Trust Fund Act", N.J.S.A. 52:27D-198.9, as amended. (1991 Code § 227-7; Ord. No. 836 § 1; Ord. No. 2003-08; Ord. No. 2013-18)

Subsection 19-2-2 Water Charges.

- a. Quarterly base charge for water connections
(per connection unit)

~~\$44.00~~46.75 per unit

- b. Quarterly base charge for auxiliary residential water-only connection (per connection unit), installed as per subsection 19-2.5c ~~\$25.00~~30.00 per unit
- c. Water usage charge per each 100 cubic feet of metered water usage (all account types except auxiliary residential water-only connections) ~~\$1.96~~2.08
- d. Water usage charge per each 100 cubic feet of metered water usage for auxiliary residential water-only connections ~~\$2.85~~3.03 per unit
- e. Tanked water ~~\$10.00~~20.00 per 1,000 gallons
- f. Quarterly base charge for private fire service lines:

Size of fire service line	
2"	\$10.00 <u>10.05</u>
4"	\$50.00 <u>52.5</u>
6"	\$155.00 <u>162.75</u>
8"	\$335.00 <u>351.75</u>
10"	\$600.00 <u>630.00</u>

g. The Borough shall assess a charge of fifteen (\$15.00) dollars for all water meter readings not required for the calculation of quarterly water bills.

h. ~~Water~~ All water charges in a. to f. shall increase by an additional 1% on January 1, 2017 every January 1st, starting on January 1st, 2023.

(1991 Code § 227-8; Ord. No. 836 § 2; Ord. No. 1995-11 § 1; Ord. No. 1996-20 § 2; Ord. No. 2002-11; Ord. No. 2002-24; Ord. No. 2004-04; Ord. No. 2004-10; Ord. No. 2006-29; Ord. No. 2014-19)

Subsection 19-2-3 Sewer Charges.

The following charges and rents shall be charged for use of the sewer system. For premises connected with the water mains of the public water and sewer system owned by the Borough, a sum shall be charged in accordance with the following rates and be computed from the amount and use of water taken from the water mains during the most recently billed quarter of the calendar year as evidenced by the reading of the water meter for the premises. Sewer charges shall be based upon the following:

- a. Quarterly base charge for sewage connections (per connection unit) whether or not any water is used during the quarter ~~\$74.00~~78.50 per unit
- b. Sewage usage charge per each 100 cubic feet of metered water usage (all account types) ~~\$4.06~~4.31
- c. Rates for a. and b. above shall increase by 1% ~~effective January 1, 2017~~ every January 1st, starting on January 1st, 2023.

RECEIPT OF SEPTAGE/GREY WATER

a. For processing of grey water delivered via tank truck by commercial entities:

~~(1) For the first 1,500,000 gallons delivered by a commercial entity within a calendar year~~ ~~\$37.00~~39.00 per 1,000 gallons

~~(2) For volume in excess of 1,500,000 gallons delivered by a commercial entity within a calendar year~~ ~~\$26.00~~per 1,000 gallons

~~(3.1)~~ The contents of each tanker will be tested so as to determine the pH level of the material.

For material with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed \$ ~~5.00~~7.50 per 1,000 gallons

For material with a measured pH found to be below 5.0, an additional surcharge will be assessed ~~\$10.00~~15.00 per 1,000 gallons

b. For processing of septic tank waste delivered via tank truck by commercial entities:

(1) Septic containing less than 3% total solids:

~~(1.1) For the first 1,500,000 gallons delivered by a commercial entity within a calendar year~~ ~~\$58.00~~61.00 per 1,000 gallons

~~(1.2) For volume in excess of 1,500,000 gallons delivered by a commercial entity within a calendar year~~ ~~\$45.00~~per 1,000 gallons

~~(1.3.1)~~ The contents of each tanker will be tested so as to determine the pH level of the material.

For material with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed \$ ~~5.00~~7.50 per 1,000 gallons

For material with a measured pH found to be below 5.0, an additional surcharge will be assessed ~~\$10.00~~15.00 per 1,000 gallons

(2) Septic containing greater than 3% total solids but less than 4% total solids:

~~(2.1) Per 1,000 gallons~~ ~~\$68.00~~72.00 per 1,000 gallons

~~(2.2.1)~~ The contents of each tanker will be tested so as to determine the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge
will be assessed \$ ~~5.00~~7.50 per
1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge \$ ~~10.00~~15.00 per
will be assessed 1,000 gallons

(3) Septic containing greater than 4% total solids but less than 5% total solids:

~~(3.1) — Per 1,000 gallons~~ \$ ~~78.00~~82.00 per 1,000 gallons

(3.~~2~~1) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge \$ ~~10.00~~15.00 per
will be assessed 1,000 gallons

(4) Septic containing greater than 5% total solids:

~~(4.1) — Per 1,000 gallons~~ \$ ~~88.00~~93.00 per 1,000 gallons

(4.~~2~~1) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge \$ ~~10.00~~15.00 per
will be assessed 1,000 gallons

(5) Septic (Jugglers):

~~(5.1) — Per 1,000 gallons or any portion thereof~~ \$ ~~88.00~~93.00 per 1,000 gallons

(5.~~2~~1) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge \$ ~~5.00~~7.50 per
will be assessed 1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge
will be assessed \$~~10.00~~15.00 per
1,000 gallons

(6) Car Wash:

~~(6.1) Per 1,000 gallons or any portion thereof~~ ~~\$68.00~~72.00 per 1,000 gallons

(6.21) The contents of each tanker will be tested so as to determine
the pH level of the material.

For material with a measured pH
found to be between 5.0 and 5.5, an additional surcharge
will be assessed \$ ~~5.00~~7.50 per
1,000 gallons

For material with a measured pH
found to be below 5.0, an additional surcharge
will be assessed \$~~10.00~~15.00 per
1,000 gallons

c. Septic from Recreational Vehicles (RV): ~~Per 1,000 gallons or any portion thereof~~ ~~\$10.00~~15.00 per
1,000 gallons

~~d. For processing of fats and grease derived solely from animal,
and/or vegetable sources delivered via tank truck by
commercial entities, BY APPOINTMENT ONLY:~~ ~~\$115.00 per
1,000 gallons~~

~~ed.~~ No petroleum oil or grease from mineral sources will be accepted at the Advanced
Wastewater Treatment Plant.

~~fe.~~ The term "calendar year" as used in this Section shall be the period between January 1 and
December 31.

(1991 Code § 227-9; Ord. No. 836 § 3; Ord. No. 1995-11 § 2; Ord. No. 1996-7 §§ 1, 2; Ord. No. 1996-20
§3; Ord. No. 2002-11; Ord. No. 2003-30; Ord. No. 2005-10; Ord. No. 2006-29; Ord. No. 2008-15; Ord.
No. 2011-12; Ord. No. 2013-11; Ord. No. 2014-19)

Subsection 19-2-4 Supplying Water and Sewer Services Outside Borough.

The charges for supplying water and sewer service outside the corporate limits of the Borough shall be
the same as set forth in subsection 19-2.2 and subsection 19-2.3. (1991 Code § 227-10; Ord. No. 836 § 4;
Ord. No. 1995-11 § 3; Ord. No. 1996-20 § 4)

Subsection 19-2-5 Formula for Billing.

a. For sewer service where non-Borough water is used, the quarterly base charge shall be the same as
set forth in subsection 19-2.3a and the charge per each one hundred (100) cubic feet of metered sewage
flow shall be the same as set forth in subsection 19-2.3b.

b. Each dwelling unit and each business unit with water and sewer in a building or structure shall be
considered as a separate entity for rate purposes. If a water meter or sewage flow meter is provided for each
dwelling unit and for each business unit, the rate set forth above shall prevail. Otherwise, each dwelling

unit and business unit shall be billed in accordance with the following formula:

1. For business units except restaurants, billing for base charges shall be determined by the number of fixtures within the business unit. Every ten (10) fixtures or fraction thereof shall constitute one (1) base charge.. The determination of the number of fixtures in a business unit shall be made by the Water Plant Operator.
2. Restaurants shall be billed at the rate of one (1) base charge for each restaurant plus an additional one-fourth (1/4) base charge for each ten seats or fraction thereof.
3. Dwelling units. Each dwelling unit as defined herein shall constitute (1) one base charge.
4. The minimum rate shall apply to each dwelling unit and each business unit, and to that rate shall be added the average rate of water or sewer used according to the meter divided by the number of dwelling units and business units. In any event, the bill for each quarter shall not be less than the total of the minimum rates for each dwelling unit and each business unit.
5. "Business unit" shall mean any place of business of whatever nature using water and sewer fixtures within its own floor space.
6. "Dwelling unit" shall mean any room or group of rooms located within a building and forming a single habitable unit with facilities which are used or can be used for living, sleeping, cooking and eating.
7. "Fixture" shall mean a toilet, sink, urinal, shower, washing machine, dishwasher or swimming pool.

c. Separate Water Meters.

1. A property owner may install a separate water meter, located on the owner's premises before the point of the water meter serving the premises, provided that none of the water flowing through the separate meter is ultimately discharged into the Borough's sanitary sewer system. The quantity of water so used and not discharged into the Borough's sewer system shall not be used to calculate sewer charges and rents.

2. The aforesaid separate meter shall be furnished to the property owner by the Borough; upon receipt of the meter, the property owner shall reimburse the Borough for the cost of the meter. It shall be the responsibility of the property owner to obtain any necessary permit, and to have the meter properly installed and located in accordance with the requirements of the Plumbing Subcode Official. The cost of the permit, installation and inspection of the meter and any related work shall be borne by the property owner.

3. The Borough shall retain ownership of the separate water meter and shall maintain it in the same manner as the principal water meter on the owner's premises. The Borough shall have no responsibility for maintenance or repair of any equipment other than the meter itself. The responsibilities of the property owner and the Borough shall be as set forth in subsection 19-2.9.

4. A separate Borough water account shall be established for a property owner who installs a separate water meter, and the property owner shall be billed for water usage through the separate meter as set forth in subsections 19-2.1 and 19-2.2. Provided the water flowing through the meter is not discharged into the Borough's sewer system, the water usage shall not be used to calculate sewer charges and rents.

5. Any property owner or other person or entity who discharges into the Borough's sewer system any of the water which has passed through the separate water meter shall be subject to one (1) or more of the following:

- (a) Calculation of sewer charges and rents based upon part or all of the water flowing through the separate water meter;
- (b) Removal of the separate water meter by the Borough at the property owner's expense;
- (c) Termination of the separate water account;
- (d) Imposition of the penalties as set forth in Section 19-4.

The final determination with respect to action under paragraphs (a), (b) and (c) hereof shall rest with the Mayor and Council. (1991 Code § 227-11; Ord. No. 857 § 1; Ord. No. 1996-20 § 5; Ord. No. 2002-24)

Subsection 19-2-6 Connections to Be Supervised; Application.

a. No connection or tapping of the Borough water or sewer lines shall be made except by or under the supervision of the Borough Engineer, the Superintendent of Public Works, the Superintendent of the Sewer Department, Water Department or the Plumbing Subcode Official.

b. All connections shall be made by application to the Superintendent of the Public Works Department for approval, who shall notify the Borough Engineer and Plumbing Subcode Official of each application. (1991 Code § 227-12; Ord. 2002-24)

Subsection 19-2-7 Connection Charge.

a. Whenever a service connection to a water or sewer main is made, or when a property is redeveloped and/or an increase in water or sewage usage is requested, the owner of the property for whose benefit the connection is made shall pay a charge therefor. For purposes of this section, the term “redeveloped” shall include, but not be limited to, circumstances where the use of a property is changed or the intensity of the use of a property is increased. A connection unit, which shall be the basic unit upon which user fees and rates are established, shall be equivalent to usage of 300 gallons per day (g.p.d.). Each dwelling unit shall be assigned one (1) water and (1) sewer connection unit. The number of water and sewer connection units to be assigned to each business unit, excluding industrial users, shall be based on the projected flow for such unit calculated in accordance with N.J.A.C. 7:14A-23.3. For each connection unit, a connection fee shall be paid as follows:

- | | |
|--------------------------|------------|
| 1. Water Connection Fee: | \$4,232.00 |
| 2. Sewer Connection Fee: | \$2,177.00 |

Connection fees shall be paid at the rate in effect at the time that the connection is made. The fee shall be due and payable upon presentation of the approved application to the Department of Public Works, who shall issue the permit upon receipt of the fee. Payment shall be made prior to the issuance of a temporary or regular certificate of occupancy. All such fees collected by the Public Works Department shall be turned over by that Department to the Borough Treasurer on a daily basis.

b. If the Borough finds it necessary to make a new connection with the water or sewer main in front of any property for the benefit of the property, the connection shall be deemed necessary for the proper functioning of the water and sewer utility system in connection with service to the property, and if the fee aforesaid shall not be paid, the stated fee shall be a lien upon the house, tenement, building or lot until paid and satisfied and, after notice thereof by registered mail to the owner, shall carry interest at the rate of eight (8%) percent until paid and satisfied.

c. The property owner shall be responsible for the cost of installation and repair of sewer and water lines as follows:

1. Water lines: from (but not including) the curb stop located in the Borough right-of-way to the house, tenement, building, structure or lot, or if there is no curb stop, from a point two (2) feet beyond the edge of the Borough's cartway to the house, tenement, building, structure or lot.

2. Sewer lines: from a point two (2) feet beyond the edge of the Borough's cartway to the house, tenement, building, structure or lot.

The connection charges shall be in accordance with the foregoing paragraphs a.1 through a.4., inclusive. Prior to any such installation or repair, the property owner shall coordinate such activity with the Superintendent of the Public Works Department, and shall obtain any required permits. Each such owner shall indemnify and save harmless the Borough from any and all loss or damage that may be occasioned, directly or indirectly, as a result of construction or repair of such sewer or water lines. (1991 Code § 227-13; Ord. No. 820 §1; Ord. No. 2002-24; Ord. No. 2003-18; Ord. No. 2004-07; Ord. No. 2005-05; Ord. No. 2006-11; Ord. No. 2007-03; Ord. No. 2008-08; Ord. No. 2009-07; Ord. No. 2010-10)

Subsection 19-2-8 Billing.

a. Billing to Owners. Billing by the Borough water and sewer utility office shall be to the record owners of the lot served by the utility.

b. Procedure for Unpaid Bills. Use charges for water and sewer service shall be a first lien or charge against the property benefitted therefrom. The liens shall be enforceable in the manner provided for real property tax liens in Chapter 5 of Title 54 of the New Jersey Revised Statutes.

Unpaid water and sewer charges shall be subject to an interest charge in the same manner as past-due real property taxes in the Borough.

c. Discontinuance of Service.

(1) Discontinuance of service due to nonpayment of charges. The Borough Administrator may discontinue water and/or sewer service to any property if any water and/or sewer charges for such property are more than forty-five days in arrears for residential or non-residential properties, if written notice of the proposed discontinuance of service and of the reasons therefor is given to the owner of record of the property at least fifteen (15) calendar days prior to the date of discontinuance. The notice shall be deemed complete if it is (1) mailed by regular mail to the last known address of the owner of record, (2) mailed by regular mail for information purposes to any known occupant, and (3) postmarked at least fifteen (15) days prior to the date of discontinuance, and (4) posted in a conspicuous manner at the property at least fifteen (15) days prior to the date of discontinuance.

(2) Discontinuance of service at request of property owner. Water and/or sewer service may be temporarily discontinued to any property at the request of the property owner, provided that the property is unoccupied. Such requests for temporary discontinuation of service shall be made in writing, signed by the property owner, and shall certify that the property is unoccupied. Accounts for which service has been temporarily discontinued in accordance with this Section shall continue to accrue quarterly base charges for water and sewer as set forth in Section 19-2.2, and the property owner will continue to bear full responsibility for payment of same as set forth in paragraphs a. and b. above.

(3) In the event that the Borough discontinues water service, whether or not at the request of the property owner, a fee of fifty (\$50.00) dollars shall be charged for reestablishment of water service. Billing of the charge and the procedure for unpaid bills shall be as set forth in paragraphs a. and b. above.

d. Disputed bills related to water leaks. Water charges will not be waived if a leak occurs after the water meter. Sewer charges may be waived if the water plant operator can verify that the water which leaked did not enter the sewer system, or if a licensed plumber provides written verification that the water which leaked did not enter the sewer system.

(1991 Code § 227-14; Ord. No. 827 § 1; Ord. No. 855 § 1; Ord. No. 1997-34 § 1; Ord. No. 2002-24; Ord. No. 2003-01; Ord. No. 2004-10; Ord. No. 2013-18)

Subsection 19-2-9 Water Meters; Accessibility; Repairs; Line Maintenance.

a. Water Meters to Be Furnished by Borough. All water meters shall be furnished to the property owner by the Borough. For all new water meters and for replacement meters installed due to

damage or neglect by the property owner, the property owner shall reimburse the Borough for the cost of the meter. The charges for such meter shall, if not paid, become a lien upon the property and be collected as other water and sewer utility liens may be collected by law. Installation after the effective date of this Ordinance of any water meter not furnished by the Borough shall constitute a violation of this Code.

b. Permitting and Installation of Meters to be Responsibility of Property Owner. It shall be the responsibility of the property owner to obtain any necessary permit, and to have the meter properly installed and located in accordance with the requirements of the Plumbing Subcode Official. The cost of the permit, installation and inspection of the meter and any related work shall be borne by the property owner.

c. Water Meters to Be Accessible. All water meters shall be accessible to the meter reader during the Borough's regular hours of operation as established annually by Resolution of the Borough Council. Notice may be given by the Superintendent of Public Works, the Borough Water Department, the Borough Administrator or by any official duly authorized by the Borough Council to any property owner advising that the location of the water meter is not satisfactory to the Borough because of inaccessibility and directing that the meter be relocated at a place approved by the Borough. Such notice shall be deemed to be complete if it is mailed by the Borough via regular and certified mail, return receipt requested, to the property owner of record. A reasonable time to accomplish the removal of any meter to a new location shall be afforded but shall be not less than thirty (30) days. If the meter is not relocated in accordance with the notice, the Borough may relocate the meter and charge the cost of relocation to the owner of the property to be collected at such time as water and sewer utility bills are issued. The responsible charges for such location shall, if not paid, become a lien upon the property and be collected as other water and sewer utility liens may be collected by law.

d. Replacement of Water Meters. In the event that a water meter is not working properly, or if the Borough requires replacement of the meter for any other reason, written notice may be given by the Superintendent of Public Works, the Borough Water Department or the Borough Administrator or by any official duly authorized by the Borough Council to any property owner directing that the meter be replaced. Such notice shall be deemed to be complete if it is mailed by the Borough via regular and certified mail, return receipt requested, to the property owner of record. The property owner shall contact the Borough Water Department within 30 days of the date of notice to arrange for replacement by the Borough of the meter. If there is no response by the property owner within such time, or if property owner fails to make the meter accessible as provided in paragraph c. above within such time, service shall be immediately discontinued, with the exception of any development where water service is shared by more than one property owner. In those cases, service shall not be discontinued; however, the property owner shall be subject to fines and/or penalties as set forth in Section 4.1 of this Chapter.

e. Costs and Repairs to Water Meters. All costs of ~~or~~ repairs to water meters which become necessary by reason of damage or neglect by the property owner or his tenant or occupant, including allowing the meter to freeze, shall be charged against the owner of the premises whose neglect or whose tenant's or occupant's neglect is responsible therefor. Charges shall be reasonable and shall include the cost of labor and materials as certified by the Superintendent of Public Works, and shall be billed to the owner on whose property the damaged meter is located. In the event of failure to pay when billed, such reasonable charges shall become a lien upon the premises and be collected as other water and sewer utility liens are collected by law.

f. Responsibility; for Maintenance of Meters and Line to Premises; Ownership of Meters.

- (1) The Borough shall retain ownership of all water meters.
- (2) The Borough shall be responsible for routine maintenance of all water meters up to 5/8 inch. The Borough shall have no responsibility for maintenance or repair of any equipment other than the meter itself.
- (3) The property owner shall:
 - a. Be responsible for maintenance of all water meters over 5/8 inch, and keep such meters in good repair and protected at all times from damage from any cause.
 - b. Be responsible for the maintenance of the water and sewer service line

between the curb line and the premises and keep such line in good repair and protected at all times from damage from any cause.

- c. Be held liable for damage or loss of water or sewage from failure to do so.
- d. Report promptly to the Department and shall repair all leaks in the service from the curb line to the premises. If repairs are not so made, the water shall be shut off by the Water Department and not turned on again until the line is placed in serviceable condition and all charges for damage or loss of water have been paid.

g. Prohibition; Curb Turnoff or Turn-on. No person, except an employee of the Water Department, shall turn water on or off at a curb stop unless an emergency exists. In such case the Water Department shall be advised immediately of the action taken.

(1991 Code § 227-15; Ord. No. 2002-11; Ord. No. 2004-10; Ord. No. 2006-20)

Subsection 19-2-10 Swimming Pools.

Any property owner having a swimming pool upon premises served by the Borough water supply may apply for a permit to fill the swimming pool with water. Thereafter, upon certification by the Superintendent of the Water Department as to the size of the pool, that it has been filled after the granting of such a permit, and the amount of water used to fill the pool, such amount of water shall be deducted from the calculation of sewer charges and rents on the next bill to be rendered by the Borough for the premises. All applications for such permits shall be made to and upon forms supplied by the Borough Clerk and shall be processed upon payment of a fee of fifteen (\$15.00) dollars for each permit. To be eligible for such deduction, the property owner shall not fill the pool until after it has been inspected by the Superintendent of the Water Department. Nothing herein shall prevent a property owner from filling a swimming pool without a permit; however, such property owner shall not be eligible for the aforesaid deduction. (1991 Code § 227-16; Ord. No. 855 § 2; Ord. No. 2008-09)

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a. For processing of grey water delivered via tank truck by commercial entities:							2022 Proposed Price Increases			
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Proposed Price	2022 \$ Price Change	2022 % Change	Comments
(1)	For the first 1,500,000 gallons delivered by a commercial entity within a calendar year (cost per 1,000 gallons)	\$33.00	\$37.00	\$4.00	12.12%	n/a	\$39.00	\$2.00	5.41%	November 17, 2014 was last major W&S increase with 2017 seeing a 1% increase. January 1, 2015 - January 1, 2022 is a 7 year period with no increase except in 1 year (2017). Subtract the one year from the total of seven years seeing no increases and this leaves 6 years of no increases.
(2)	For volume in excess of 1,500,000 gallons delivery by a commercial entity within a calendar year (cost per 1,000 gallons)	\$26.00	\$26.00	\$0.00	0.00%	n/a	\$39.00	\$13.00	50.00%	We do not want to give price discounts on volume any longer. We should either make the amounts equal or eliminate the 1,500,000 gallon volume price break completely and go with a single "Cost per 1,000 gallons". I would recommend the latter since it is cleaner.
(3)	The contents of each tanker will be tested so as to determine the pH level of the material.									
	For materials with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed (cost per 1,000 gallons)	\$5.00	\$5.00	\$0.00	0.00%	n/a	\$7.50	\$2.50	50.00%	This line item has not been adjusted since before 2014. The increase is as per Biff Searing's suggestion since septage with low pH is quite low and indicative of grease.
	For materials with a measured pH found to be below 5.0, an additional surcharge will be assessed (cost per 1,000 gallons)	\$10.00	\$10.00	\$0.00	0.00%	n/a	\$15.00	\$5.00	50.00%	This line item has not been adjusted since before 2014. The increase is as per Biff Searing's suggestion since septage with low pH is quite low and indicative of grease.
b. For processing of septic tank waste delivered via tank truck by commercial entities:							2022 Proposed Price Increases			
(1)	Septic containing less than 3% total solids:	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Proposed Price	2022 \$ Price Change	2022 % Change	Comments
	(1.1) For the first 1,500,000 gallons delivered by a commercial entity within a calendar year (cost per 1,000 gallons)	\$53.00	\$58.00	\$5.00	9.43%	n/a	\$61.00	\$3.00	5.17%	Biff Searing suggested an approximate 5% increase, in line with other water & sewer rate increases.
	(1.2) For volume in excess of 1,500,000 gallons delivery by a commercial entity within a calendar year (cost per 1,000 gallons)	\$45.00	\$45.00	\$0.00	0.00%	n/a	\$61.00	\$16.00	35.56%	We do not want to give price discounts on volume any longer. We should either make the amounts equal or eliminate the 1,500,000 gallon volume price break completely and go with a single "Cost per 1,000 gallons". I would recommend the latter since it is cleaner.
	(1.3) The contents of each tanker will be tested so as to determine the pH level of the material.									

	For materials with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed (cost per 1,000 gallons)	\$5.00	\$5.00	\$0.00	0.00%	n/a		\$7.50	\$2.50	50.00%	This line item has not been adjusted since before 2014. The increase is as per Biff Searing's suggestion since septage with low pH is quite low and indicative of grease.
	For materials with a measured pH found to be below 5.0, an additional surcharge will be assessed (cost per 1,000 gallons)	\$10.00	\$10.00	\$0.00	0.00%	n/a		\$15.00	\$5.00	50.00%	This line item has not been adjusted since before 2014. The increase is as per Biff Searing's suggestion since septage with low pH is quite low and indicative of grease.
(2)	Septic containing greater than 3% total solids but less than 4% total solids:						2022 Proposed Price Increases				
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Proposed Price	2022 \$ Price Change	2022 % Change	Comments	
	(2.1) Per 1,000 gallons	\$63.00	\$68.00	\$5.00	7.94%	n/a	\$72.00	\$4.00	5.88%	Biff Searing suggested an approximate 5% increase, in line with other water & sewer rate increases.	
	(2.2) The contents of each tanker will be tested so as to determine the pH level of the material.										
	For materials with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed (cost per 1,000 gallons)	\$5.00	\$5.00	\$0.00	0.00%	n/a	\$7.50	\$2.50	50.00%		
	For materials with a measured pH found to be below 5.0, an additional surcharge will be assessed (cost per 1,000 gallons)	\$10.00	\$10.00	\$0.00	0.00%	n/a	\$15.00	\$5.00	50.00%		
(3)	Septic containing greater than 4% total solids but less than 5% total solids:						2022 Proposed Price Increases				
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Proposed Price	2022 \$ Price Change	2022 % Change	Comments	
	(3.1) Per 1,000 gallons	\$73.00	\$78.00	\$5.00	6.85%	n/a	\$82.00	\$4.00	5.13%	Biff Searing suggested an approximate 5% increase, in line with other water & sewer rate increases.	
	(3.2) The contents of each tanker will be tested so as to determine the pH level of the material.										
	For materials with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed (cost per 1,000 gallons)	\$5.00	\$5.00	\$0.00	0.00%	n/a	\$7.50	\$2.50	50.00%		

	For materials with a measured pH found to be below 5.0, an additional surcharge will be assessed (cost per 1,000 gallons)	\$10.00	\$10.00	\$0.00	0.00%	n/a	\$15.00	\$5.00	50.00%	
(4)	Septic containing greater than 5% total solids:						2022 Proposed Price Increases			
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Proposed Price	2022 \$ Price Change	2022 % Change	Comments
	(4.1) Per 1,000 gallons	\$83.00	\$88.00	\$5.00	6.02%	n/a	\$93.00	\$5.00	5.68%	Biff Searing suggested an approximate 5% increase, in line with other water & sewer rate increases.
	(4.2) The contents of each tanker will be tested so as to determine the pH level of the material.									
	For materials with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed (cost per 1,000 gallons)	\$5.00	\$5.00	\$0.00	0.00%	n/a	\$7.50	\$2.50	50.00%	
	For materials with a measured pH found to be below 5.0, an additional surcharge will be	\$10.00	\$10.00	\$0.00	0.00%	n/a	\$15.00	\$5.00	50.00%	
(5)	Septic (jugglers):						2022 Proposed Price Increases			
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Proposed Price	2022 \$ Price Change	2022 % Change	Comments
	(5.1) Per 1,000 gallons or any portion thereof	\$83.00	\$88.00	\$5.00	6.02%	n/a	\$93.00	\$5.00	5.68%	Biff Searing suggested an approximate 5% increase, in line with other water & sewer rate increases.
	(5.2) The contents of each tanker will be tested so as to determine the pH level of the material.									
	For materials with a measured pH found to be between 5.0 and 5.5, an additional surcharge will be assessed (cost per 1,000 gallons)	\$5.00	\$5.00	\$0.00	0.00%	n/a	\$7.50	\$2.50	50.00%	
	For materials with a measured pH found to be below 5.0, an additional surcharge will be assessed (cost per 1,000 gallons)	\$10.00	\$10.00	\$0.00	0.00%	n/a	\$15.00	\$5.00	50.00%	

Note: 1 Person usage is approximately 500 cubic feet of water per quarter (family of 4 is 2,000).

2017 and Onward Rate							
	Usage	\$ Base	\$ Rate / 100 cubic feet	Multiplier = Usage / 100	Total Volume usage	Total Water Cost	
Water	500	\$ 44.44	\$ 1.98	5	\$ 9.90	\$ 54.34	
Sewer	500	\$ 74.74	\$ 4.10	5	\$ 20.50	\$ 95.24	
Total		\$ 119.18			\$ 30.40	\$ 149.58	
2022 Proposed Price							
	Usage	\$ Base	\$ Rate / 100 cubic feet	Multiplier = Usage / 100	Total Volume usage	Total Water Cost	
Water	500	\$ 46.75	\$ 2.08	5	\$ 10.40	\$ 57.15	
Sewer	500	\$ 78.50	\$ 4.31	5	\$ 21.55	\$ 100.05	
Total		\$ 125.25			\$ 31.95	\$ 157.20	
			Quarterly \$ Change from 2017 Rate			\$ 7.62	
RECEIPT OF			Quarterly % Change from 2017 Rate			5.09%	

November 17,
November 17,

November 17,