

Agenda Hightstown Borough Council

December 6, 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-Highs Herald*, and is posted on the Borough's website.

Roll Call

Flag Salute

Approval of the Agenda

Minutes

September 20, 2021 – Public Session

September 20, 2021 – Executive Session

Public Comment

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

Ordinances

Ordinance 2021-16 First Reading and Introduction Amending Chapter 19, "Water and Sewer", Section 19-2 "Charges and Rents", Subsection 19-2-2 "Water Charges" and Subsection 19-2-3 "Sewer Charges" of the Revised General Ordinances of the Borough of Hightstown

Ordinance 2021-17 First Reading and Introduction An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Resolutions

2021-177 Authorizing Payment of Bills

2021-178 Resolution Authorizing the Award of a Professional Services Contract without Competitive Bidding to General Code, LLC to Provide Code Publishing and Codification Services for Hightstown Borough

2021-179 Authorizing Payment No. 14 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)

2021-180 Awarding Contract for Zeta Lyte 1A Polyelectrolyte – Custom Environmental Technology

	2021-181	Awarding a Contract for Zeta Lyte 2800 CCH Cationic Polyelectrolyte – Custom Environmental Technology
	2021-182	Awarding a Contract for Mixed Oxidant Odor Control Formulation – George S. Coyne Chemical Co., Inc.
Consent Agenda	2021-183	A Resolution Supporting the Replacement of County Bridge #863.4 (East Ward Street Bridge) in the Borough of Hightstown
	2021-184	Authorizing Refund of Tax Overpayment – 212-214 Franklin Street
	2021-185	Authorizing Refund of Tax Overpayment – 32 Norton Avenue
	2021-186	Resolution Cancelling Taxes for Tax Exemption to Disabled Veteran
New Business		Borough FaceBook
		Reorganization Meeting 2022
Old Business		Cannabis Update
Subcommittee Reports		
Mayor/Council/Administrative Reports		
Executive Session	Resolution 2021-187	Authorizing a Meeting that Excludes the Public
		Contract Negotiations – 415A Mercer Street - Police Department Lease
		Contract Negotiations – Shared Services East Windsor Stockton Street Sidewalks
		Contract Negotiations – Professional Services Borough Engineer
		Attorney-Client Privilege
Adjournment		

Meeting Minutes
Hightstown Borough Council
September 20, 2021
6:30 p.m.

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

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved for approval by Council President Bluth; Seconded by Councilmember Cicalese.

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

Agenda approved 5-0.

ENGINEERING ITEMS

Resolution 2021-148 Authorizing Receipt of Bids for Improvements to Railroad Avenue, Dey Street, Center Street and South Academy Street

Moved by Councilmember Cicalese; Seconded by Councilmember Montferrat.

Discussion ensued.

Council President Bluth quested the increase in the cost of the project. She also questioned, since the Borough has purchased the property next to the YMCA, can we demolish the house and make a two-way driveway there.

Ms. Roberts explained that some of the increases are coming from pandemic pricing of materials. She continued to explain that there is not enough time to change the plans before we bid the project. If Council chooses to do away with the rear driveway, we could negotiate a change order with the contractor after awarding the contract.

Councilmember Misiura questioned why the \$32,500 for uniformed traffic control was not included with the grant amount. Ms. Roberts explained that when we submitted the grant application 3 years ago, there was a different procedure in place for road closures.

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

Resolution adopted 5-0.

Resolution 2021-148

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

AUTHORIZING RECEIPT OF BIDS FOR IMPROVEMENTS RAILROAD AVENUE, DEY STREET, CENTER STREET AND SOUTH ACADEMY STREET

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for improvements Railroad Avenue, Dey Street, Center Street and South Academy Street and that the Borough is authorized to receive same after proper advertisement.

BE IT FURTHER RESOLVED, that Borough Council approves and the CFO certifies the anticipated cost of said improvements to be \$608,440.00.

Ms. Roberts departed the meeting at this time.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street - Stated that Council should keep the rear driveway for the Municipal Building. It is extremely difficult to make a left onto Mercer Street and too dangerous. Spoke against the Republican party.

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

ORDINANCES

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

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

Eugene Sarafin, 628 South Main Street - Stated that he believes this is a wonderful decision. Happy that the Borough will purchase this property.

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

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

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

Ordinance adopted 5-0.

Ordinance 2021-11

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

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

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

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

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

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

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

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

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

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

Section 1. That, in accordance with N.J.S.A. 40A:12-1, *et seq.*, the Borough of Hightstown hereby authorizes

the acquisition of the property located at 240 Mercer Street in the Borough, more commonly known and designated as Block 60, Lot 15 on the Official Tax Map, so that the Property may be utilized in connection with the proposed new municipal building and associated facilities at the adjacent parcel which is located at 230 Mercer Street (Block 60, Lots 16 and 17).

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

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

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

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

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

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

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

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

Ordinance 2021-12 Public Hearing and Final Reading An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

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

Eugene Sarafin, 628 South Main Street - Stated that we need to pay our employees a living wage. He does not mind paying taxes to keep good employees. Please pass this ordinance.

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

Moved for adoption by Councilmember Cicalese; Seconded by Councilmember Montferrat.

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

Ordinance adopted 5-0.

Ordinance 2021-12

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

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

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

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

	RANGING FROM:	TO:
Mayor (\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00
Borough Clerk	\$40,000.00	\$87,000.00
Deputy Borough Clerk	\$30,000.00	\$69,000.00
Part-Time Treasurer	\$15,000.00	\$32,000.00
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$84,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	\$22,000 .00
Registrar of Vital Statistics	\$2,500.00	\$6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$5,000.00
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Municipal Magistrate	\$30,000.00	\$54,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$59,000.00
Planning Board Secretary	\$1,000.00	\$27,000.00
Technical Assistant	\$28,000.00	\$43,000.00
Construction Code Official	\$18,000.00	\$38,000.00
Fire Subcode Official	\$3,500.00	\$9,000.00
Building Subcode Official	\$3,500.00	\$9,000.00
Superintendent of Public Works	\$50,000.00	\$113,000.00

	RANGING FROM:	TO:
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	\$85,000.00
Supervising AWWTP Operator	\$44,000.00	\$60,000.00
Superintendent of AWWTP	\$50,000.00	\$114,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Secretary Board of Health	\$100.00	\$2,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00
Chief Financial Officer	\$2,000.00	\$56,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00
Building Inspector	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Health Officer	\$8,000.00	\$16,000.00
OEM Coordinator	\$2,000.00	\$ 6,000.00
Borough Administrator	\$30,000.00	\$96,000.00
Police Chief	\$120,000.00	\$167,000.00

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

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$32.00
Public Health Nurse	\$25.00	\$48.00
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00

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

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

RANGING FROM: TO:

School Crossing Guard	\$50	\$75
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Section 4. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, 2021, except for the salaries for Mayor and Council Members which will be retroactive to July 1, 2021

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

Ordinance 2021-13 Introduction and First Reading An Ordinance Authorizing the Borough of Hightstown to Acquire an Easement for Permanent Access Over a Portion of Certain Real Property Located at 111 Morrison Avenue (Lot 1, Block 57) Within the Borough, In Order to Facilitate the Railroad Avenue, Dey Street, Center Street and South Academy Street Improvement Project

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

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

Ordinance introduced 5-0.

Public Hearing scheduled for October 4, 2021.

ORDINANCE 2021-13

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO
ACQUIRE AN EASEMENT FOR PERMANENT ACCESS OVER A PORTION OF
CERTAIN REAL PROPERTY LOCATED AT 111 MORRISON AVENUE
(LOT 1, BLOCK 57) WITHIN THE BOROUGH, IN ORDER TO FACILITATE
THE RAILROAD AVENUE, DEY STREET, CENTER STREET AND
SOUTH ACADEMY STREET IMPROVEMENT PROJECT.**

WHEREAS, Caroline Muhindi and Miguel Santos, wife and husband, as tenants by the entirety, are the owners of certain real property located at 111 Morrison Avenue in the Borough of Hightstown (the “Borough”), County of Mercer, State of New Jersey, which property is more commonly known and designated as Lot 1, Block 57 on the Hightstown Borough Tax Map (hereinafter referred to as the “property”); and

WHEREAS, the Borough is undertaking a public project involving the construction of improvements to Railroad Avenue, Dey Street, Center Street, and South Academy Street within the Borough (hereinafter referred to as the “project”); and

WHEREAS, in order to facilitate the project, it will be necessary for the Borough to acquire an easement for permanent access over a portion of the property; and

WHEREAS, the area of the easement is described in more detail in a legal description prepared by Roberts

Engineering Group, LLC, dated September 7, 2021, a copy of which is attached hereto as Exhibit “A,” and

WHEREAS, the location of the easement is depicted in more detail on a map entitled “Proposed Right of Way Easement Plan,” dated September 7, 2021, as prepared by Roberts Engineering Group, LLC, a copy of which is attached hereto as Exhibit “B”; and

WHEREAS, pursuant to the New Jersey “Local Lands and Buildings Law,” N.J.S.A. 40A:12-1, *et seq.*, a municipality may acquire any real property, capital improvement, personal property, or any interest or estate whatsoever therein (including a permanent easement), by purchase, gift, devise, lease, exchange, condemnation, or installment purchase agreement, pursuant to the adoption of an Ordinance; and

WHEREAS, the Mayor and Council have determined that it would be in the best interests of the health, safety and welfare of the residents of the Borough, and the general public, to move forward to acquire the necessary easement for permanent access upon and across a portion of the property (as described and depicted in the attached Exhibits) in order to facilitate the project.

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

Section 1. That, pursuant to N.J.S.A. 40A:12-1, *et seq.* the Borough is hereby authorized to acquire an easement for permanent access upon and across a portion of the property (as described and depicted in the attached Exhibits) in order to facilitate the project. This authorization includes utilization of the power of condemnation/eminent domain, if necessary, in accordance with N.J.S.A. 20:3-1, *et seq.*, in those circumstances where the easement cannot be acquired through amicable negotiations.

Section 2. That the Borough Attorney is hereby authorized and directed to prepare the necessary deed of easement for the property, and arrange for its execution and recording with the Mercer County Clerk’s Office. The Borough Attorney is also authorized to institute proceedings before the Superior Court of New Jersey in order to acquire the easement through the power of condemnation/eminent domain, in accordance with N.J.S.A. 20:3-1, *et seq.*, in any circumstance where the easement cannot be obtained through amicable negotiations.

Section 3. That all relevant Borough officials are authorized to execute any documents that are necessary in order to effectuate the acquisition of the necessary easement concerning the property, either through amicable negotiations or through the power of condemnation/eminent domain, so long as said documents are in a form satisfactory to the Borough Attorney.

Section 4. That all relevant Borough officials are authorized to undertake all necessary activities in furtherance of the intentions of the within Ordinance.

Section 5. That this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 6. That all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 7. That, in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Ordinance 2021-14 First Reading and Introduction Amending Chapter 12, Entitled “Housing”, of the Revised General Ordinances of the Borough of Hightstown

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

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

Ordinance introduced 5-0.

Public Hearing scheduled for October 4, 2021.

ORDINANCE 2021-14

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

AMENDING CHAPTER 13, ENTITLED “HOUSING”, OF THE *REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN*

WHEREAS, the Housing Inspector, in coordination with the Construction/Zoning Official recommends certain changes to the Housing ordinance of the Borough; and

WHEREAS, The Mayor and Council of Hightstown Borough have determined that said revision to the Housing ordinance is required pursuant to the request.

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

1. Section 1. The following subsections of Chapter 13, “Housing”, of the *Revised General Ordinances of the Borough of Hightstown* are hereby amended and supplemented as follows (deletions in ~~strikeout~~ text, additions underlined):

Chapter 13

HOUSING

Sections:

13-1	GENERAL PROVISIONS
13-2	ADMINISTRATION AND ENFORCEMENT
13-3	HOUSING STANDARDS FOR OWNER OCCUPIED UNITS AND RENTAL UNITS
13-4	ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS
13-5	INSPECTIONS; NOTICE; HEARINGS
13-6	UNFIT BUILDINGS
13-7	TRANSFER OF PROPERTY
13-8	CERTIFICATE OF COMPLIANCE REQUIREMENT FOR CHANGES IN OCCUPANCY OF RENTED DWELLINGS
13-9	VIOLATIONS AND PENALTIES
13-10	BOARDINGHOUSES AND ROOMING HOUSES
13-11	Reserved
13-12	REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES

Section 13-1

GENERAL PROVISIONS

Subsections:

13-1-1 Purpose.

13-1-2 Definitions and Word Usage.

Subsection 13-1-1 Purpose.

The purpose of this chapter shall be to establish and maintain every person's right to a decent home, located in a desirable, suitable and well-kept neighborhood environment; to establish minimum standards governing the required plumbing, heating and electrical facilities and their maintenance; to establish minimum standards governing the conditions and maintenance of dwellings and other structural things and conditions on the inside and outside of dwellings and the premises surrounding dwellings; to make dwellings safe, sanitary and fit for decent living; to establish minimum standards governing the conditions of dwellings offered for rent, fixing the responsibilities of both owners and occupants of dwellings; to authorize and command the inspection of dwellings and the condemnation of dwellings unfit for human habitation; and to fix the penalties for its violations.

However, the Borough, by this section, is not acting as a guarantor of the condition of any property insofar as any potential owner or occupant is concerned, nor shall the Borough be considered to be involved in any manner in the contractual relationships between parties buying, selling or renting property. Inspections by Borough officials are not a substitute for engineering or other inspections which may be required by contract in connection with a change in ownership or occupancy of any property. (1991 Code § 121-1; Ord. No. 823 § 1)

Subsection 13-1-2 Definitions and Word Usage.

a. Whenever the words "dwelling," "dwelling unit," "apartment," "living unit," "rooming house," "hotel," "motel," "rooming unit," "boardinghouse" and "premises" are used in this chapter, they shall be construed as though they were followed by the words "or any part thereof."

b. As used in this chapter:

Basement shall mean that portion of a building located partly or wholly underground and having more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Bathroom shall mean a room which has a floor area, including fixtures, of at least thirty-five (35) square feet and which contains a minimum of one (1) flush water closet, one (1) washbasin and one (1) bathtub or shower stall.

Bedroom shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for sleeping, equipped with a privacy door (which does not have any keyed locks), at least one window allowing access to the outside, and having a ceiling height of at least seven feet over at least one-half of the floor area. Square footage for determining occupancy load shall not include bathrooms, kitchens, dining rooms, living rooms, family rooms, water closet compartments, walk-in closets, laundries, pantries, foyers, hallways or storage spaces.

Boardinghouse shall mean any private dwelling or dwelling unit where the owner, tenant or operator thereof is engaged in keeping one (1) or more roomers or boarders who are not husband and wife or son or daughter, mother or father or sister or brother of the owner, tenant or operator or of the spouse of the owner, tenant or operator and in serving food to some or all of such lodgers for a part of a day or longer period under expressed contract or rate of payment.

Building shall mean any building or structure or part thereof used for human habitation, use or occupancy, including any accessory buildings and appurtenances belonging thereto or usually enjoyed therewith.

Cellar shall mean that portion of a building located partly or wholly underground and having more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Dwelling shall mean a building or structure or part thereof containing one (1) or more dwelling units or lodging units.

Dwelling unit shall mean an apartment, living unit or similar designation or any room or group of rooms or any part thereof located within a building and forming a single habitable unit with facilities which are used or designed to be used for living, sleeping, cooking and eating.

Garbage shall mean the animal and vegetable and other organic waste resulting from handling, preparation, cooking and consumption of food.

Habitable room shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers or communicating corridors, closets and storage spaces.

Historic landmark shall mean any building, the location, design, setting, materials or workmanship of which is specifically definable, and which is:

- a. Of particular historic significance; or
- b. Associated with historic personages; or
- c. An embodiment of the distinctive characteristics of a type, period or method of architecture or engineering.

Housing Inspector shall mean the officer or officers who are authorized by the provisions of this chapter to exercise the powers prescribed herein.

Infestation shall mean the presence within or around a building of any insects, rodents or other pests.

Lodging shall mean rooming.

Lodging house shall mean any building or that part of any building containing one (1) or more lodging units, each of which is rented by one (1) or more persons who are not husband and wife or son or daughter, mother or father or sister or brother of the owner or operator or of the spouse of the owner, tenant or operator.

Lodging unit shall mean a rented room or group of rooms containing no cooking facilities, used for living purposes by a separate family or group of persons living together, or by a person living alone, within a building.

Multiple dwelling or apartment house shall mean any dwelling containing more than three (3) dwelling units.

Occupant shall mean any person in actual possession of and living in the building or dwelling unit, including the owner.

Owner shall mean any person who, alone or jointly or severally with others:

- a. Has legal title to any dwelling, dwelling unit, hotel, motel, rooming house, rooming unit or boardinghouse, with or without accompanying actual possession thereof.
- b. Has charge, care or control of any dwelling or dwelling unit, hotel, motel, rooming house, rooming unit or boardinghouse as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall comply with the provisions of this chapter and the rules and regulations adopted pursuant thereto to the same extent as if he were owner.

Plumbing shall include all the supplied piping, facilities, fixtures and equipment; the house sewer from the septic tank, cesspool, curb or property line to the building foundation; the water service from the curb or property line to the building foundation; the system of soil, vent and waste pipes from their connection at the foundation to

the house sewer to their connections to the various plumbing fixtures and to their termination through the roof; all hot- and cold-water lines in the dwelling or building; every plumbing fixture, trap, floor drain or any fixture directly or indirectly connected to the plumbing system; the gas piping from the gas meter to the connections to the various gas appliances; and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rubbish shall mean combustible and noncombustible waste material, including boxes, barrels, sticks, stones, bricks, bottles, cans, metal drums, iron pipe, cold sheet metal, old furniture, unused motor vehicles and boats, auto parts, filth, junk, trash, debris and old lumber or firewood, unless such lumber or firewood is neatly stacked or piled on a support or platform at least eight (8) inches above the ground. It shall also include any other articles which the Housing Inspector, in his judgment, declares to be "rubbish."

Smoke sensitive alarm device shall mean a fire alarm device capable of sensing visible or invisible particles of combustion and providing a suitable alarm audible in all sleeping areas.

Supplied shall mean paid for, furnished or provided by or under the control of the owner or operator.

Utilities shall include electric, gas heating, water and sewage services and equipment therefor. (1991 Code § 121-2; Ord. No. 823 § 2; Ord. No. 2002-20)

Section 13-2

ADMINISTRATION AND ENFORCEMENT

Subsections:

- 13-2-1 Administration.**
- 13-2-2 Enforcing Authority Designated.**
- 13-2-3 Powers of Housing Inspector.**

Subsection 13-2-1 Administration.

The Housing Inspector shall be responsible for the administration of the Housing Code. (1991 Code § 121-3)

Subsection 13-2-2 Enforcing Authority Designated.

The enforcing authority for the provisions of this chapter shall be the Housing Inspector, who shall be appointed by the Mayor and confirmed by the Borough Council pursuant to law for a term of one (1) year. (1991 Code § 121-4)

Subsection 13-2-3 Powers of Housing Inspector.

The Housing Inspector shall be authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this chapter, including the following, in addition to others herein granted:

- a. To investigate dwelling conditions in the Borough in order to determine which dwellings therein are unfit for human habitation.
- b. To administer oaths and affirmations, examine witnesses and receive evidence.
- c. To enter upon premises for the purpose of making examination, provided that such entries are made in such manner as to cause the least possible inconvenience to the persons in possession.
- d. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this chapter.
- e. To delegate any of his functions and powers under this chapter to such officers and agents as he may designate. (1991 Code § 121-5)

Section 13-3

HOUSING STANDARDS FOR OWNER OCCUPIED UNITS AND RENTAL UNITS

Subsections:

13-3-00	Housing Standards for Owner Occupied Units and Rental Units.
13-3-1	Maintenance.*
13-3-2	Sump Pump and Sewer Line Clean-Outs.
13-3-3	Water Supply.
13-3-4	Plumbing and Heating.
13-3-5	Electrical.
13-3-6	Smoke and Carbon Monoxide Alarms Required.
13-3-7	Fences.
13-3-8	Use and Occupancy of Space.
13-3-9	Ventilation.
13-3-10	Historic Landmarks.
13-3-11	Egress
13-3-12	Signs

Subsection 13-3-00 **Housing Standards for Owner Occupied Units and Rental Units.**

Standards applicable to dwelling units which are owner-occupied and dwelling units and lodging units which are rented to tenants (all dwellings and dwelling units). (1991 Code AIV; Ord. No. 823 § 3)

Subsection 13-3-1 **Maintenance.***

a. Every foundation, floor, wall, ceiling, door, window, roof or other part of a building shall be maintained in a safe, sanitary, and structurally sound condition so as not to pose a threat to the public health, safety or welfare, and capable of the use intended by its design. Any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration.

b. Every inside and outside stairway, every porch and every appurtenance thereto shall be so constructed as to be safe to use and capable of safely supporting the imposed dead and live loads and shall be kept in sound condition and good repair. As of the effective date of this section, every stairway having four (4) or more risers shall be properly bannistered and safely balustraded pursuant to the Uniform Construction Code of the State of New Jersey.

c. Every porch, balcony, roof or similar place higher than thirty (30) inches above the ground used for egress or for use by occupants shall be provided with adequate railings or parapets. Such protective railings or parapets shall be properly balustraded and shall not be less than three (3) feet in height.

d. Every roof, wall, window, exterior door and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

e. Every dwelling shall be free from rodents, vermin and insects. Rodent or vermin extermination and rodent-proofing may be required by the Health Department.

f. Every building, dwelling, dwelling unit, and all other areas of the premises shall be clean and free from garbage or rubbish and hazards to safety. Lawns, hedges and bushes shall be kept trimmed and not permitted to become overgrown, thereby becoming a hazard to the public health, safety and welfare. Dead or broken limbs which may pose a threat to the safety and welfare of the public shall be removed.

g. The Housing Inspector may order the owner to clean, repair, paint, whitewash or paper any walls or ceilings within a dwelling which have deteriorated so as to provide a harborage for rodents or vermin.

h. Every sidewalk, walkway and driveway shall be maintained in such a manner as not to pose a safety hazard. There must be at least seven (7) foot clearance from the sidewalk to the lowest tree branch overhanging the sidewalk, and shrubbery must not overhang or obstruct the sidewalk.

i. All chimneys, smokestacks and similar appurtenances shall be maintained structurally safe, sound and in good repair. Various and sundry outbuildings, garages and sheds shall be maintained so as to be safe, and any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration. All sheds erected after the effective date of this section shall be safely anchored. (1991 Code § 121-6; Ord. No. 823 § 3; Ord. No. 2010-05)

* **Editor's Note:** For additional regulations on property maintenance, see Chapter XIV.

Subsection 13-3-2 Sump Pump and Sewer Line Clean-Outs.

No sump pump shall be connected to any sanitary sewer line within the Borough. All sewer line clean-outs shall be at least one (1) foot above floor level. This subsection shall be enforced by the Housing Inspector or the Superintendent of the Advanced Wastewater Treatment Plant in accordance with the provisions of subsection 19-3.1g. of Chapter XIX governing wastewater discharges. Certificates of Compliance, pursuant to Sections 13-7 and 13-8 of this chapter shall be not issued prior to compliance with the provisions of subsection 19-3.1g. of Chapter XIX. (1991 Code § 121-7; Ord. No. 823 § 3; Ord. No. 94-6 § 3)

Subsection 13-3-3 Water Supply.

Every dwelling and dwelling unit shall be provided with a safe supply of potable water meeting the standards set forth in the Potable Water Standards as published by the New Jersey Department of Environmental Protection and Energy. (1991 Code § 121-8; Ord. No. 823 § 3)

Subsection 13-3-4 Plumbing and Heating.

a. All plumbing and heating systems shall be in satisfactory working order.

b. No room heater, heating stove, space heater or tank water heater designed for the use of kerosene, gasoline, oil, gas, wood, coke, charcoal or coal as a fuel shall be used in any dwelling or dwelling unit unless it has an approved direct smoke pipe or flue connection to a properly constructed chimney capable of carrying all of the products of combustion to the outside air. (1991 Code § 121-9; Ord. No. 823 § 3)

Subsection 13-3-5 Electrical.

The electrical system shall be in proper working order so as not to pose a threat of electrical shock, fire or other hazard. All Ground fault Interrupt Outlets shall function as designed. All plates and covers shall be in place. No extension cords shall be connected to appliances and/or air conditioners, with the exception of use of a portable generator in times of emergency. (1991 Code § 121-10; Ord. No. 823 § 3; Ord. No. 2015-22)

Subsection 13-3-6 Smoke and Carbon Monoxide Alarms Required.

All dwellings and dwelling units shall have a ~~smoke sensitive alarm device~~ 10-year sealed battery-powered single station, or be hardwired if required at time of construction. Smoke alarms shall be installed on each level of the structure and outside each separate sleeping area and located on or near the ceiling in accordance with P.L. 1991, c. 92. A carbon monoxide detector must be located outside all sleeping areas. (1991 Code § 121-11; Ord. No. 823-3; Ord. No. 2015-22) **Tenants/residents shall test monthly to confirm operating and functional.**

Subsection 13-3-7 Fences.

Every fence shall be maintained and kept in a condition which shall not pose structural, health or safety dangers. (1991 Code § 121-12; Ord. No. 823-3)

Subsection 13-3-8 Use and Occupancy of Space.

a. It shall be the responsibility of the owner **and/or tenant** to ensure that the maximum number of occupants in a dwelling unit shall not exceed the following standard:

1. Every dwelling unit shall contain at least one hundred fifty (150) square feet of **common area (living room, dining room, etc)** floor space for the first occupant thereof and at least one hundred (100) additional square feet of floor space for every additional occupant thereof, such floor space is to be calculated on the basis of total **common area, excluding kitchens, bathrooms, water closet compartments, laundries, pantries, foyers, corridors, closets and storage spaces.**

b. **In addition, the following requirements shall apply:**

1. Every room in a dwelling unit occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor space, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least **an additional** fifty (50) square feet of floor space for ~~each the~~ **second** occupant ~~thereof~~. Under no circumstances shall there be more than two (2) occupants in each bedroom of a dwelling unit. Children under the age of two (2) shall not be considered to be additional occupants.
2. Notwithstanding the foregoing, in every lodging unit every room occupied for sleeping purposes by one (1) occupant shall contain at least eighty (80) square feet of floor space, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least sixty (60) square feet of floor space for each occupant thereof.

c. At least one-half (1/2) of the floor area of every habitable room shall have a ceiling height of at least seven (7) feet. The floor area of that part of any room where the ceiling is less than five (5) feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.

d. No room in a dwelling unit may be used for sleeping if the floor level of the room is lower than three and one-half (3 ½) feet below the average grade of the ground adjacent to and within fifteen (15) feet of the exterior walls of the room.

e. A room located below the level of the ground but with the floor level less than three and one-half (3 ½) feet below and the average grade of the ground adjacent to and within fifteen (15) feet of the exterior walls of the room may be used for sleeping, provided that the walls and floor thereof in contact with the earth have been damp proofed in accordance with a method approved by the Housing Inspector and that the windows thereof are at least fifteen (15) feet from the nearest building or wall.

f. Keyed and/or combination locks on interior doors are prohibited. Privacy locks are allowed on bedroom doors, provided that the lock can be opened easily and without the use of force from the outside of the room, or from any hallway or common area, in the event of emergency.

g. Non-habitable spaces, including storage and closet areas, kitchens, hallways and all portions of living rooms, dining rooms, dens, enclosed porches, attics and basements, shall not be used as bedrooms or otherwise occupied for sleeping purposes; notwithstanding the foregoing, attics and basements may be used as bedrooms if they have been rendered habitable pursuant to all requirements of the State Housing Code.

h. The number of bedrooms in a dwelling unit is determined by the number of bedrooms on the tax records for

the property.

- i. The bedroom cannot be used to pass through to another habitable space, bedroom or kitchen.
- j. Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:
 - 1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
 - 2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
 - 3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in inappropriate areas of a dwelling unit in addition to those located in the kitchen, as determined by the Housing Inspector.

(1991 Code § 121-13; Ord. No. 823 § 3; Ord. No. 2010-05; Ord. No. 2014-14; Ord. No. 2015-22)

Subsection 13-3-9 Ventilation.

All dwellings shall be adequately ventilated; every bathroom and water closet compartment shall have ventilation provided either by a window, skylight or mechanical ventilation system. (1991 Code § 121-14; Ord. No. 823 § 3)

Subsection 13-3-10 Historic Landmarks.

Upon written request of the property owner, an historic landmark may be exempted by the Housing Inspector from strict compliance with the requirements of this chapter if such strict compliance would compromise the historic significance of the property; provided, however, that no exemption shall be granted which, in the opinion of the Housing Inspector, would create a health or safety hazard or allow such a hazard to continue. (1991 Code § 121-15; Ord. No. 823 § 3)

Subsection 13-3-11 Egress

All exit doors shall be readily opened from the side from which egress is to be made, without the use of a key, unless the key is permanently affixed in the lock, and without use of a combination lock, electronic code or similar special knowledge or effort. (Ord. No. 2002-20)

Subsection 13-3-12 Signs

a. Posting of signs for rent, or advertising room or rooms for rent by any means of publication (whether through broadcast media, print media, or by electronic means, including the internet), is prohibited for any property in the Borough of Hightstown for which no license has been issued in accord with Sections 4-1, 13-8, and 13-10 of this Code to qualify that property as a boarding house, rooming house, or rooming unit.

b. Posting of signs, or advertising an apartment or house for rent by any means of publication (whether through broadcast media, print media, or by electronic means, including the internet), is prohibited for any property in the Borough of Hightstown for which a Rental Certificate of Compliance has not been issued by the Housing Inspector, pursuant to Subsection 13-8-1 of this Code. (Ord. No. 2010-05)

Section 13-4

ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS

Subsections:

- 13-4-1 Required Facilities.**
- 13-4-2 Ventilation and Glass.**
- 13-4-3 Lighting.**
- 13-4-4 Minimum Standards for Heating.**
- 13-4-5 Egress.**
- 13-4-6 Water Damage.**
- 13-4-7 Additional Maintenance Requirements.**
- 13-4-8 Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials.**
- 13-4-9 Additional Responsibilities Concerning Insects and Rodents.**
- 13-4-10 Owner Responsible.**

Subsection 13-4-1 Required Facilities.

a. Every foundation, floor, wall, ceiling, door, window, roof or other part of a building in a dwelling unit, hotel, motel and rooming house, shall be maintained in a safe, sanitary, and structurally sound condition so as not to pose a threat to the public health, safety or welfare, that is, free from cracks, holes, breaks, split or splintering boards on woodwork, loose plaster, flaking or peeling paint or other materials. Loose or defective sections shall be removed and replaced so that the sound material is flush and smooth. Floors, walls, ceilings and other exposed surfaces shall be kept clean, free from visible foreign matter, and sanitary at all times. If necessary to accomplish the foregoing, these surfaces shall be kept well painted, whitewashed, papered, covered or treated with ceiling material or other coating as needed. The original design and material shall be matched as near as reasonably possible and when completed shall be aesthetically acceptable. Any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration.

b. All plumbing fixtures shall function perfectly at all times. The finish of toilets, sinks and tubs shall not be chipped or cracked and shall have a smooth finish. There shall not be any leaks, clogs or broken handles on any fixture. All plumbing fixtures and all floors, walls and ceilings in any room containing plumbing fixtures shall be kept in a sanitary condition at all times.

c. Every water closet compartment floor and bathroom floor shall be constructed and maintained so as to be reasonably impervious to water and permit such floor to be kept in a clean condition.

d. In dwellings containing two (2) or more dwelling units having a common source of heat for domestic hot water, it shall be the responsibility of the owner to make provision for the proper operation of such facilities at all times.

e. Every roof, wall, window, exterior door and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

f. Every foundation, floor and wall of a dwelling shall be free from chronic dampness.

g. No owner or occupant shall cause any services, facilities, equipment or utilities which are required under this chapter to be removed from, shut off or discontinued in any occupied dwelling let or occupied by him, except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is authorized by the Housing Inspector. If any service or utility which the owner has agreed to supply is discontinued, the owner shall take immediate steps to cause the restoration of any such service or utility, unless the owner can prove that the tenant has agreed to supply such service or utility. (1991 Code § 121-16; Ord. No. 823 § 3)

Subsection 13-4-2 Ventilation and Glass.

a. Means of ventilation shall be provided for every habitable room. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least forty-five (45%) percent of the minimum window area or minimum skylight area as required by this section or by other means acceptable to the Housing Inspector which will provide at least two (2) air changes per hour.

b. Means of ventilation shall be provided for every bathroom or water closet compartment. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least forty-five (45%) percent of the minimum window area or minimum skylight area as required by this section or by other means acceptable to the Housing Inspector which will provide at least six (6) air changes per hour.

c. All glass panes will be free from cracks and breaks. All panes will be securely anchored and properly glazed within their frames. All voids and cracks around window frames which may allow the entrance of weather or insects shall be sealed. All ground-level windows shall be equipped with latches.

d. Every openable window, exterior door, skylight and other opening to the outdoors shall be supplied with properly-fitting screens in good repair from May 1 to October 1 of each year. Such screens shall have a mesh of not less than No. 16. (1991 Code § 121-17; Ord. No. 823 § 3)

Subsection 13-4-3 Lighting.

a. Every habitable or occupiable room shall have lights available at all times, with an illumination of at least six (6) footcandles. Every required exit shall have lights available at all times, with an illumination of at least three (3) footcandles. All such light shall be measured thirty (30) inches from the floor at the center of the exit.

b. Every habitable room shall have at least one (1) window or skylight facing directly to the outdoors. The minimum total window or skylight area, measured between stops, for every habitable room shall be ten (10%) percent of the floor area of such room. Whenever walls or other portions of structures face a window of any habitable room and are located less than three (3) feet from the window and extend to a level above that of the ceiling of the room, such a window shall not be included in calculating the required minimum total window area. Whenever the only window in a room is a skylight-type window in the top of such room, the total window area of such skylight shall equal at least fifteen (15%) percent of the total floor area of such room. Skylight-type windows existing on December 1, 1971, may, if less than fifteen (15%) percent of the total floor space, be increased to fifteen (15%) percent, but no skylight-type window shall be installed in lieu of a window where a skylight has not previously existed.

c. Every dwelling shall be provided with electric service.

d. Every habitable room shall contain at least two (2) separate wall-type electric convenience outlets or one (1) such convenience outlet and one (1) ceiling or wall-type electric light fixture. Every such outlet and fixture shall be connected to the source of electric power. No temporary wiring shall be used, except extension cords which run directly from portable electrical fixtures to convenience outlets and which do not lie under rugs or other floor coverings nor extend through doorways, transoms or other openings through structural elements.

e. Every portion of each staircase, hall, cellar, basement, landing, furnace room, utility room and all similar nonhabitable space located in a dwelling shall have either natural or artificial light available at all times, with an illumination of at least two (2) footcandles in the darkest portions.

f. Every portion of any interior or exterior passageway or staircase common to two (2) or more families in a dwelling shall be illuminated naturally or artificially at all times with an illumination of at least two (2) footcandles in the darkest portion of the normally traveled stairs and passageways. In dwellings comprising two (2) dwelling units, such illumination shall not be required at all times if separate switches, convenient and readily accessible to each dwelling unit, are provided for the control of such artificial light by the occupants thereof.

g. Every bathroom and water closet compartment shall have either natural or artificial light available at all

times, with an illumination of at least three (3) footcandles. Such light shall be measured thirty-six (36) inches from the floor at the center of the room. Artificial lighting shall be controlled by a wall switch located so as to avoid danger of electrical hazards. (1991 Code § 121-18; Ord. No. 823 § 3)

Subsection 13-4-4 Minimum Standards for Heating.

a. When any part of any premises shall be rented to another for habitation, the premises so rented shall be served by a heating system which can provide heat sufficient to maintain a minimum inside temperature of sixty-eight (68E) degrees Fahrenheit in all habitable rooms, measured at least one (1) foot away from any surface at the coldest portion of the space subject to regular use by occupants of any room when the average temperature outside the rented premises within a twenty-four (24)-hour period is below fifty-five (55E) degrees Fahrenheit.

b. When the heating system is not controlled by the person renting the premises, the owner shall be responsible for providing that, from October 1 of each year to the next succeeding May 1, every unit of dwelling space and every habitable room therein shall be maintained at a temperature of at least sixty-eight (68E) degrees Fahrenheit between the hours of 6:00 a.m. and 11:00 p.m. and at least sixty-five (65E) degrees between the hours of 11:00 p.m. and 6:00 a.m. Such levels of heat shall also be provided by the owner between May 1 and the next succeeding October 1 during any period in which the average temperature outside the rented premises within a twenty-four (24)-hour period is below sixty-five (65E) degrees Fahrenheit. (1991 Code § 121-19; Ord. No. 823 § 3)

C. If heat is not operating properly to maintain required temperature the landlord is responsible for relocation of tenants until heat is restored.

Subsection 13-4-5 Egress.

a. Every dwelling, dwelling unit or lodging unit shall have safe and unobstructed means of egress. Each means of egress shall not be through any other dwelling unit or part thereof and shall lead to a safe and open space at ground level accessible to a street.

b. A room used for sleeping purposes under the provisions of this chapter shall be provided with a safe and unobstructed means of egress leading directly to an outside area accessible to a street. (1991 Code § 121-20; Ord. No. 823 § 3)

Subsection 13-4-6 Water Damage.

Every roof, wall, window, exterior door, foundation and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness. (1991 Code § 121-21; Ord. No. 823 § 3)

Subsection 13-4-7 Additional Maintenance Requirements.

a. The Housing Inspector may order the owner to clean, repair or paint any walls or ceilings within a dwelling when such walls or ceiling have become stained or soiled, or the plaster, wallboard or other covering has become loose or badly cracked or missing.

b. All exterior parts of the structure which are subject to corrosion shall be kept painted and the Housing Inspector may order the owner to paint the exterior of the premises when the painting is necessary in order to retard leakage, deterioration or excessive dampness.

c. Nothing herein shall be construed so as to place upon a nonresident owner the responsibility of a tenant to keep in a clean and sanitary condition that part of the dwelling which the tenant occupies and controls.

d. No owner shall let to an occupant any vacant dwelling, dwelling unit or lodging unit unless it is clean and

sanitary.

e. Every owner of a dwelling containing three (3) or more dwelling or lodging units shall comply with all maintenance requirements of Title 5, Chapter 10 of the New Jersey Administrative Code as they pertain to multiple dwellings. In the event any of the requirements set forth therein are less strict than the requirements of this chapter, this chapter shall control. (1991 Code § 121-22; Ord. No. 823 § 3)

Subsection 13-4-8 Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials.

a. In dwellings containing no more than three (3) dwelling units, it shall be the responsibility of the occupant of each dwelling unit to furnish such receptacles outside the dwelling unit as are needed for the storage of garbage, rubbish and recyclable materials until removed from the premises. In lodging houses and in dwellings containing four (4) or more dwelling units, it shall be the responsibility of the owner to furnish such receptacles outside the lodging units or dwelling units as are needed for the storage of garbage, rubbish and recyclable materials until removal from the premises.

b. Every occupant of a dwelling unit in a dwelling containing no more than three (3) dwelling units shall be responsible, unless provided for otherwise under a lease agreement, for the periodic removal of all garbage, rubbish and recyclable materials from the premises each week in accordance with the regulations of the Borough for the collection of garbage, rubbish and recyclable materials.

c. Every occupant of a dwelling unit shall dispose of all solid wastes in the manner required by Chapter XVIII. (1991 Code § 121-23; Ord. No. 823 § 3)

Subsection 13-4-9 Additional Responsibilities Concerning Insects and Rodents.

Every occupant of a dwelling unit in a dwelling containing more than one (1) dwelling unit shall be responsible for extermination of any insects, rodents or other pests whenever his dwelling unit is the only one infested. Notwithstanding the foregoing provisions, whenever infestation is caused by failure of the owner to maintain a dwelling in a rat-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more dwelling units in any dwelling or in the common parts of any dwelling containing two (2) or more dwelling units, extermination thereof shall be the responsibility of the owner. (1991 Code § 121-24; Ord. No. 823 § 3)

Subsection 13-4-10 Owner Responsible.

The owner shall be responsible for compliance with all of the provisions of this chapter not specified as the responsibility of the occupant. (1991 Code § 121-25; Ord. No. 823 § 3)

The owner shall be responsible to relocate tenants if violations and/or emergency causes dwelling unit to be deemed un-inhabitable.

Section 13-5

INSPECTIONS; NOTICE; HEARINGS

Subsections:

- 13-5-1 Promulgation of Rules and Regulations.**
- 13-5-2 Inspections.**

- 13-5-3 Access to Premises.**
- 13-5-4 Search Warrants.**
- 13-5-5 Notice of Violation.**
- 13-5-6 Hearings.**

Subsection 13-5-1 Promulgation of Rules and Regulations.

The Housing Inspector may make rules and regulations which interpret or amplify any provision of this chapter or for the purpose of making the provisions of this chapter more effective. No regulation shall be inconsistent with or alter or amend any provision of this chapter, and no regulation shall impose any requirement which is in addition to or greater than the requirements that are expressly or by implication imposed by any provision of this chapter. Rules and regulations shall be subject to the same penalty as other violations of this chapter. (1991 Code § 121-17)

Subsection 13-5-2 Inspections.

The Housing Inspector or his agents or employees shall make inspections to determine the condition of dwellings, dwelling units, rooming units and premises located within the Borough. For the purpose of making inspections, the Housing Inspector or his agents are authorized to enter and examine any dwelling, dwelling unit, rooming unit or premises at such reasonable hours as the circumstances of the case permit. This subsection shall not be construed to prohibit the entry of the Housing Inspector or his agents at any time when an actual emergency exists which tends to create a danger to public health or safety or at any time when an inspection is requested by an owner or occupant. (1991 Code § 121-18)

Subsection 13-5-3 Access to Premises.

Upon presentation of proper identification, the owner, occupant or person in charge of a dwelling, dwelling unit or rooming unit shall give the Housing Inspector or his agents free access to the premises for the purpose of inspection or of making any repairs or alterations which are necessary to effect compliance with this chapter. (1991 Code § 121-19)

Subsection 13-5-4 Search Warrants.

The Housing Inspector or his agents may, upon affidavit, apply to the Judge of the Municipal Court for a search warrant setting forth factually the actual conditions and circumstances that provide a reasonable basis for believing that a nuisance or violation of this chapter exists on the premises, and if the Judge of the Municipal Court is satisfied as to the matter set forth in the affidavit, he shall authorize the issuance of a search warrant permitting access to and inspection of that part of the premises on which the nuisance or violation exists. Search warrants may also be applied for and obtained as part of a general program of inspections, for which program reasonable grounds exist. (1991 Code § 121-20)

Subsection 13-5-5 Notice of Violation.

a. Whenever the Housing Inspector determines that there are reasonable grounds to believe that there has been a violation of any provision of this chapter or of any rule or regulations adopted pursuant thereto, he shall give notice of the alleged violation to the person responsible therefor as hereinafter provided. The notice shall:

1. Be written.
2. Include a statement of the reasons why it is being issued.
3. Allow a reasonable time for the performance of any act it requires.

4. Be served upon the owner or his agent or the occupant, as the case may require, provided that notice shall be deemed to be properly served upon such owner or agent or upon such occupant personally if a copy thereof is sent by certified mail to his last known address or if a copy thereof is posted in a conspicuous place in or about the dwelling affected by the notice or if he is served with such notice by any other method authorized or required under the laws of this State.

b. The notice may contain an outline of remedial action which, if taken, will effect compliance with the provisions of this chapter and with rules and regulations adopted pursuant thereto. (1991 Code § 121-21)

Subsection 13-5-6 Hearings.

Any person affected by any notice which has been issued in connection with the enforcement of any provision of this chapter or of any rule or regulation adopted pursuant thereto may request and shall be granted a hearing on the matter before the Housing Inspector, provided that such person files in the office of the Housing Inspector a written petition requesting a hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice is served. Upon receipt of the petition, the Housing Inspector shall set a time and place for the hearing and shall give the petitioner written notice thereof. At the hearing the petitioner shall be given an opportunity to be heard and to show why the notice should be modified or withdrawn. The hearing shall be commenced no later than ten (10) days after the day on which the petition is filed, provided that, upon application of the petitioner, the Housing Inspector may postpone the date of the hearing for a reasonable time beyond the ten (10)-day period if, in his judgment, the petitioner has submitted a good and sufficient reason for the postponement. After the hearing, the Housing Inspector shall sustain, modify or withdraw the notice, depending upon his findings as to whether the provisions of this chapter and the rules and regulations adopted pursuant thereto have been complied with. If the Housing Inspector sustains or modifies the notice, it shall be deemed to be an order. Any notice served pursuant to this section shall automatically become an order if a written petition for a hearing is not filed in the office of the Housing Inspector within ten (10) days after the notice is served. The proceedings at the hearing, including the findings and the decision of the Housing Inspector, shall be summarized, reduced to writing and entered as a matter of public record in the office of the Housing Inspector. The record shall also include a copy of every notice or order issued in connection with the matter. Any person aggrieved by the decision of the Housing Inspector may seek relief therefrom in any court of competent jurisdiction as provided by the laws of the State. Whenever the Housing Inspector finds that an emergency exists which requires immediate action to protect public health or safety, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he deems necessary to meet the emergency. Notwithstanding the other provisions of this section, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately but, upon petition to the Housing Inspector shall be afforded a hearing as soon as possible. After such hearing, depending upon his findings as to whether the provisions of this chapter and of the rules and regulations adopted pursuant thereto have been complied with, the Housing Inspector shall continue such order in effect, modify it or revoke it. (1991 Code § 121-22)

Section 13-6

UNFIT BUILDINGS

Subsections:

13-6-1	Legislative Findings; Purpose.
13-6-2	Definitions.
13-6-3	Powers of the Housing Inspector.
13-6-4	Standards for Finding of Unfitness.
13-6-5	Petition; Issuance of Complaint; Hearing.
13-6-6	Order for Abatement or Demolition.
13-6-7	Failure to Comply with Order.
13-6-8	Removal or Demolition by Borough.
13-6-9	Damaged Buildings; Repair or Demolition by Borough.
13-6-10	Recovery of Costs.
13-6-11	Summary Judgment.
13-6-12	Service of Complaints or Orders.
13-6-13	Compliance Required.
13-6-14	Remedies; Injunctive Relief.

Subsection 13-6-1 Legislative Findings; Purpose.

It is hereby found that there exist in the Borough buildings that are unfit for human habitation or occupancy, or use, due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitation facilities, or due to other conditions rendering such buildings, or parts thereof, unsafe and unsanitary, or dangerous or detrimental to the health or safety or otherwise inimical to the welfare of the residents of the Borough. It is hereby declared that this section is in the exercise of the police powers of the municipality to repair, close or demolish, or cause or require the repairing, closing or demolition of such building or buildings, or parts thereof, in the manner herein provided. (1991 Code § 121-32; Ord. No. 823 § 5)

Subsection 13-6-2 Definitions.

As used in this section:

Building shall mean any building or structure, or part thereof, used for human habitation or otherwise, or intended to be so used, including any outhouses and appurtenances belonging thereto or usually adjoined therewith.

Housing Inspector shall mean the Housing Inspector and such assistants as shall be designated in writing.

Owner shall mean the holder or holders of the title in fee simple.

Parties in interest shall mean all individuals, associations and corporations who have interest of record in a dwelling, and any who are in possession thereof.

Public authority shall mean any authority having jurisdiction in the municipality or any officer who is in charge of any department or branch of the government of the Borough of the County or the State relating to health, fire or building regulations, or to other activities concerning dwellings in the Borough. (1991 Code § 121-33; Ord. No. 823 § 5)

Subsection 13-6-3 Powers of the Housing Inspector.

The Housing Inspector is hereby authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this section, including the following powers in addition to others granted herein:

- a. To investigate the building conditions in the municipality in order to determine which buildings therein are unfit for human habitation, occupancy or use.
- b. To administer oaths and affirmations, examine witnesses and receive evidence.
- c. To enter upon premises for the purpose of making examinations with the consent of the owner, his designated agent or occupant thereof, or failing that, pursuant to a properly issued search warrant in such manner as to cause the least possible inconvenience to the persons in possession.
- d. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this section.
- e. To delegate any of his functions and powers under this section to such officers and agents as he may designate. (1991 Code § 121-34; Ord. No. 823 § 5)

Subsection 13-6-4 Standards for Finding of Unfitness.

The Housing Inspector may determine that a building is unfit for human habitation, occupancy or use if he finds that conditions exist in such building which are dangerous and injurious to the health or safety of the occupants of such building, the occupants of neighboring buildings or other residents of the Borough. Such conditions may include defects therein increasing the hazards of fire, accident or other calamity; lack of adequate ventilation, light or sanitary facilities; dilapidation; disrepair; structural defects; and uncleanness. (1991 Code § 121-35; Ord. No. 823 § 5)

Subsection 13-6-5 Petition; Issuance of Complaint; Hearing.

A petition may be filed with the Housing Inspector by a public authority or by at least five (5) residents of the Borough charging that any dwelling is unfit for human habitation as defined in this section. The Housing Inspector shall then undertake a preliminary investigation of the dwelling which is the subject of the petition. The Housing Inspector may, on his own motion, conduct a preliminary investigation whenever it appears to the Housing Inspector that any dwelling is unfit for human habitation. The Housing Inspector shall issue and cause to be served upon the owner and parties in interest of such a dwelling, as defined in subsection 13-6.2, a complaint if the preliminary investigation discloses a basis for such charges. The complaint must state the charges and contain a notice that a hearing will be held before the Housing Inspector at a place identified in the complaint not less than seven (7) days nor more than thirty (30) days after the serving of the complaint, and that the owner and parties in interest shall be given the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place identified in the complaint. The rules of evidence prevailing in the courts need not control in hearings before the Housing Inspector. (1991 Code § 121-36; Ord. No. 823 § 5)

Subsection 13-6-6 Order for Abatement or Demolition.

If, after notice and hearing, the Housing Inspector determines that the dwelling under consideration is unfit for human habitation, he shall state, in writing, his findings of fact in support of such determination and shall issue and cause to be served upon the owner thereof and parties in interest an order requiring:

- a. The repair, alteration or improvement of the building to be made by the owner, within a reasonable time, which shall be set forth in the order, or, at the option of the owner, that the owner vacate or have the building vacated and closed within the time set forth in the order.
- b. If the building is in such condition as to make it dangerous to the health and safety of persons on or near the premises and the owner fails to repair, alter or improve the building within the time specified in the order, that the owner shall remove or demolish the building within a reasonable time as specified in the order issued by the Housing Inspector. (1991 Code § 121-37; Ord. No. 823 § 5)

Subsection 13-6-7 Failure to Comply with Order.

If the owner fails to comply with an order to repair, alter or improve, or at the option of the owner, to vacate and close the building, the Housing Inspector may cause such building to be repaired, altered or improved or to be vacated, closed and boarded up, and may order utilities disconnected if the dwelling is to be vacated, closed and boarded up. The Housing Inspector may post a placard on the main entrance of any building with the following language: "This building is unfit for human habitation or occupancy or use; the use or occupation of this building is prohibited and unlawful." (1991 Code § 121-38; Ord. No. 823 § 5)

Subsection 13-6-8 Removal or Demolition by Borough.

If the owner fails to comply with an order to remove or demolish the building, the Housing Inspector, with the approval of the Borough Council, may cause such building to be removed or demolished or may contract for the removal or demolition thereof after advertisement and receipt of bids therefor. (1991 Code § 121-39; Ord. No. 823 § 5)

Subsection 13-6-9 Damaged Buildings; Repair or Demolition by Borough.

Any building or buildings, or parts thereof, which have been damaged to such an extent that nothing remains but the walls, or parts of the walls and other supports, shall, regardless of the safety and sturdiness of those remaining walls or parts thereof, be deemed inimical to the welfare of the residents of the municipality wherein it is located, and the municipality may exercise its police powers to repair, demolish, or cause the repairing or demolishing of the building or buildings, or parts thereof, pursuant to P.L. 1942, (c. 112 C. 40:48-2.3 et seq.), and the procedures set forth therein. (1991 Code § 121-40; Ord. No. 823 § 5)

Subsection 13-6-10 Recovery of Costs.

a. The amount of:

1. The cost of the filing of legal papers, expert witnesses' fees, search fees and advertising charges incurred in the course of any proceeding taken under this section shall be determined in favor of the Borough.

2. The cost of repairs, alterations, improvements, vacating, closing, boarding up, removal or demolition, if any, shall be a municipal lien against the real property upon which such cost was incurred. If any money is realized from the sale of materials derived from such building or from any contract for removal or demolition thereof, the amount of the money thus realized shall be deducted from the costs incurred which shall be a municipal lien against the real property.

b. If the building is removed or demolished by the Housing Inspector, he shall sell the materials of such building. There shall be credited against the cost of removal or demolition thereof, including the clearance and, if necessary, levelling at the site, the proceeds of any sale of such materials or any sum derived from any contract for the removal or demolition of the building. If there are no such credits or if the sum total of such costs exceeds the total of such credits, a detailed statement of the aforesaid costs and the amount so due shall be filed with the Municipal Tax Assessor or other custodian of the records of tax liens, and a copy thereof shall be forthwith forwarded to the owner by registered mail. If the total of the credits exceeds such costs, the balance remaining shall be deposited in the Superior Court by the Housing Inspector, shall be secured in such manner as may be directed by such Court and shall be disbursed according to the order or judgment of the Court to the persons found to be entitled thereto by final order or judgment of such Court. Any owner or party in interest may, within thirty (30) days from the date of the filing of the lien certificate, proceed in a summary manner in the Superior Court to contest the reasonableness of the amount or the accuracy of the costs set forth in the municipal lien certificate.

c. Nothing in this section shall be construed to impair or limit in any way the power of the Borough to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

d. Nothing in this section is intended to limit the authority of the Construction Official under the "State Uniform Construction Code Act", N.J.S. 52:27D-119 et seq. or any rules or regulations adopted thereunder. (1991 Code § 121-41; Ord. No. 823 § 5)

Subsection 13-6-11 Summary Judgment.

If an actual and immediate danger to life is posed by the threatened collapse of any fire-damaged or other structurally unsafe building, the Housing Inspector may, after taking such measures as may be necessary to make such building temporarily safe, seek a judgment in summary proceedings for the demolition thereof. (1991 Code § 121-42; Ord. No. 823 § 5)

Subsection 13-6-12 Service of Complaints or Orders.

Complaints or orders issued by the Housing Inspector pursuant to this section shall be served upon any person either personally or by certified mail, but if the whereabouts of such person is unknown and the same cannot be ascertained by the Housing Inspector in the exercise of reasonable diligence and the Housing Inspector makes an affidavit to that effect, then the serving of the complaint or order upon such person may be made by publishing the same once each week for two (2) successive weeks in a newspaper having circulation in the Borough. A copy of such complaint or order shall be posted in a conspicuous place on the premises affected by the complaint or order, and a copy of the complaint or order shall be duly recorded or lodged for record with the Mercer County Recording Officer. (1991 Code § 121-43; Ord. No. 823 § 5)

Subsection 13-6-13 Compliance Required.

No person shall occupy as owner or occupant or rent to another for occupancy any dwelling or dwelling unit for the purpose of living therein which does not conform to the provisions of this section, which is established as the standard to be used in determining whether a dwelling is safe, sanitary and fit for human habitation. (1991 Code § 121-44; Ord. No. 823 § 5)

Subsection 13-6-14 Remedies; Injunctive Relief.

Any person aggrieved by an order issued by the Housing Inspector under this section may, within sixty (60) days after the posting and service of such order, bring an action for injunctive relief to restrain the Housing Inspector from carrying out the provisions of the order and for any other appropriate relief. The remedy herein provided shall be exclusive, and no person affected by an order of the Housing Inspector shall be entitled to recover any damages for action taken pursuant thereto, or because of noncompliance by any person with any order of the Housing Inspector. (1991 Code § 121-45; Ord. No. 823 § 5)

Section 13-7

TRANSFER OF PROPERTY

Subsections:

13-7-1 Certificate of Compliance Required for Occupancy/Transfer of Title.

13-7-2 Fees; Inspections.

Subsection 13-7-1 Certificate of Compliance Required for Occupancy/Transfer of Title.

Pursuant to N.J.S. 40:48-2.2(a), at least thirty (30) days prior to the scheduled date of a new occupancy of any dwelling house which has been sold or is under contract to be sold, the seller or buyer thereof, or the authorized agent of either, shall apply to the Housing Office for a certificate stating that the building and premises comply with the requirements of this chapter. A Certificate of Compliance is still required for any dwelling house which has been sold and in which occupancy is not immediately planned. The new owner has to obtain the Certificate of Compliance within ten (10) business days after closing on the house. The Housing Inspector needs to determine the safety of the house and inform First Responders of any hazardous conditions in the dwelling unit. In the event occupancy is to take place more than one hundred (120) days after the issuance of the certificate, an additional inspection and new certificate shall be required prior to occupancy. No such dwelling shall be occupied prior to the issuance of such a certificate unless such occupancy is permitted in writing, on a temporary basis, by the Housing Inspector, for a term to be determined by him depending upon the particular circumstances of each case; provided, however, that such term shall not exceed a cumulative period of one hundred twenty (120) days. The Housing Inspector may, upon receiving a written petition detailing unique circumstances, and upon good cause shown, permit an extension of the one hundred twenty (120) day term for an additional sixty (60) days. A dwelling house shall mean an owner-occupied single-family house or an owner-occupied dwelling unit in a building containing more than one (1) owner-occupied dwelling unit, including a condominium unit. See subsection 13-8.1 for Certificate of Occupancy requirements for rental units. (1991 Code § 121-46; Ord. No. 823 § 6; Ord. No. 94-6 § 4; Ord. No. 2018-03)

Subsection 13-7-2 Fees; Inspections.

The Housing Code Certificate required by subsection 13-7.1 hereof shall be secured from the Borough Housing Inspector. At the time of the fully completed application for such certificate, a fee of one hundred (\$100.00) dollars shall be paid, if submitted a minimum of 10 business days prior to the closing date. For fully completed applications submitted less than 10 business days prior to the closing date, a fee of one hundred fifty (\$150.00) dollars shall be paid. For fully completed applications submitted less than 5 business days prior to the closing date, a fee of two hundred (\$200.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the owner to comply with the provisions of this chapter, an additional fee of fifty (\$50.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough of Hightstown and be delivered to the Borough Offices and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-47; Ord. No. 823 § 6; Ord. No. 94-6 § 4; Ord. No. 2004-31 §4; Ord. No. 2008-09 § 7; Ord. No. 2015-22; Ord. No. 2018-03)

Section 13-8

CERTIFICATE OF COMPLIANCE REQUIREMENT FOR CHANGES IN OCCUPANCY OF RENTED DWELLINGS

Subsections:

13-8-1 Certificate of Compliance Required; Exceptions.

13-8-2 Fees; Inspections.

Subsection 13-8-1 Certificate of Compliance Required; Exceptions.

The rental and occupancy of buildings and parts thereof for human habitation or use shall be subject to the following: No person shall rent to another or suffer or permit occupancy by another of any building or part thereof for human habitation or use without first obtaining from the Housing Inspector a certificate stating that the premises, at the time of the proposed rental to or occupancy by such other person, comply with the requirements of the housing standards set forth in this chapter, provided that this section shall not apply to:

- a. Rental or occupancy under a temporary permit issued by the Housing Inspector authorizing rental or occupancy for a specified period, not to exceed sixty (60) days, during the making of repairs, alterations and improvements required by such inspection certificate;
- b. Rentals to or occupancies by students, faculty or staff of nonprofit educational institutions of on-campus premises owned and maintained by such institutions, nor shall it apply to transient occupancies of hotel rooms.

This section shall apply to all dwellings and dwelling units and shall include single-family dwellings, any multiple dwelling or apartment house, or any rented dwelling unit in a commercial or mixed-use building. The certificate required herein shall be obtained prior to a change of occupancy in any such dwelling. (1991 Code § 121-48; Ord. No 823 § 7)

Subsection 13-8-2 Fees; Inspections.

The Housing Code Certificate required by subsection 13-8.1 hereof shall be secured from the Borough Housing Inspector. At the time of the application for such Certificate, a fee of one hundred (\$100.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the landlord or owner to comply with the provisions of this chapter, an additional fee of fifty (\$50.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough and be delivered to the Housing Office and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-49; Ord. No. 823 § 7; Ord. No. 2004-31 §5; Ord. No. 2015-22)

Section 13-9

VIOLATIONS AND PENALTIES

Subsections:

13-9-1 Violations and Penalties.

Subsection 13-9-1 Violations and Penalties.

a. Notwithstanding the provisions of any other section of this chapter, the Housing Inspector, any member of the Police Department, any other authorized municipal official, and, with respect to subsection 13-3.2, the Superintendent of the Advanced Wastewater Treatment Plant or his designee, may issue Orders, Notices of Violation and Summonses to any person, firm or corporation violating any of the provisions of this chapter, the person, firm or corporation to be liable for fines for each separate offense not exceeding one thousand (\$1,000.00) dollars or imprisonment for a period not exceeding ninety (90) days, or both.

b. Each day of a continuing violation of any provision of this chapter shall constitute a separate and additional offense. (1991 Code § 121-50; Ord. No. 823 § 8; Ord. No. 94-6 § 5)

Section 13-10

BOARDINGHOUSES AND ROOMING HOUSES

Subsections:

- 13-10-1 License Required.***
- 13-10-2 Definition.**
- 13-10-3 Additional Application Information.**
- 13-10-4 Referral of Application; Issuance of License.**
- 13-10-5 Compliance with Other Standards Required.**

Subsection 13-10-1 License Required.*

No person shall manage, conduct or operate the business of keeping a boardinghouse, rooming house or rooming unit without first having obtained a license therefor. (1991 Code § 67-1)

Subsection 13-10-2 Definition.

As used in this section:

Boardinghouse shall mean any building in which three (3) or more persons not related by blood or marriage to the owner or operator of the business are lodged and served meals for a consideration.

Dwelling shall mean any building which is wholly or partly used or intended to be used for living or sleeping by human occupants.

Operator shall mean any person who has charge, care or control of a building or part thereof in which dwelling units or rooming units are let. "Operator" may be synonymous with the terms "owner," "lessee" and "tenant" if the facts of any situation coincide with the accepted meaning of the words "owner," "lessee" and "tenant."

Owner shall mean any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this section to the same extent as if he were the owner.

Rooming house shall mean any dwelling or that part of any dwelling containing one (1) or more rooming units in which space is let by the owner or operator for a consideration to three (3) or more persons not related by blood or marriage to the owner or operator of the rooming house.

Rooming unit shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping but not for cooking or eating purposes. (1991 Code § 67-2)

* **Editor's Note:** For license fees for rooming houses and boardinghouses see Chapter IV, subsection 4-1.4.

Subsection 13-10-3 Additional Application Information.

In addition to standard requirements, the application under Chapter IV, Section 4-1 shall disclose:

- a. The number and location of bedrooms to be used for boarding and rooming and the size of each room.
- b. The number of baths and toilets and their location in the boardinghouse, rooming house or rooming unit. (1991 Code § 67-3)

Subsection 13-10-4 Referral of Application; Issuance of License.

Each application shall be referred to the Health Officer and the Board of Health for inspection, report and

recommendation. The Board of Health may request the Police Department to conduct an investigation of the applicant. If the report of the Health Officer or the Police Department discloses a violation of the housing or health codes or an undesirable history, no license shall be issued. If the report of the Health Officer discloses no violation of the housing or health codes and the report of the Police Department is favorable, a license may be issued. (1991 Code § 67-4)

Subsection 13-10-5 Compliance with Other Standards Required.

All rooming houses, rooming units and boardinghouses shall comply at all times with the ordinances, laws, rules and regulations of the Board of Health and with the provisions of the Housing Code, as well as all other laws and ordinances. (1991 Code § 67-5)

Section 13-11 Reserved

Section 13-11, which was created with Ord. No. 1997-20, was deleted in its entirety with Ord. 2000-30.

Section 13-12

REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES

Subsections:

13-12-1	Definitions
13-12-2	Registration Required
13-12-3	Fees
13-12-4	Taxes and Other Municipal Charges; Payment Precondition for Registration and Certificate of Occupancy
13-12-5	Providing Copy of Registration to Occupants and Tenants
13-12-6	Maximum Number of Occupants; Posting
13-12-7	Rental Unit Standards
13-12-8	Occupant Standards
13-12-9	Procedure For Revocation or Suspension of License
13-12-10	Violations; Penalties

Subsection 13-12-1 Definitions

Unless the context clearly indicates a different meaning, the following words or phrases when used in this Section shall be defined as follows:

“Agent” shall mean the individual or individuals designated by the owner as the person(s) authorized by the owner to perform any duty imposed upon the owner by this Ordinance.

“Apartment Complex” shall mean two or more buildings, each containing two or more apartments, which are located within close proximity of each other and are owned by the same owner.

“Apartment” or “dwelling” shall mean any apartment, cottage, bungalow, or room or rooms in a rooming/boarding house, dormitory or other dwelling unit consisting of one or more rooms, whether designed with or without housekeeping facilities, for dwelling purposes, and notwithstanding whether the apartment be designed for residence, for office, for the operation of any industry or business or for any other type of independent use.

“License” shall mean the license issued by the Borough Clerk or designee attesting that the rental unit has been properly registered in accordance with this Ordinance.

“Licensee” shall mean the person to whom the license is issued pursuant to this Ordinance. The term “licensee” includes within its definition the term “agent” where applicable.

“Owner” shall mean an individual, firm, corporation or officer thereof, partnership association, or trust who owns, operates, exercises control over or is in charge of a rental facility

“Owner-occupied” shall mean a residential dwelling unit which the owner utilizes as its primary residence. A person may have only one primary residence.

“Person” shall mean an individual, firm, corporation, partnership, association, trust, or other legal entity; or any combination thereof.

“Rental facility” shall mean a building, group of buildings or any portion thereof which is kept, used, maintained, advertised or held out to be a place where accommodations are supplied.

“Rent” or “Rented” shall mean occupied by any person other than the owner, regardless of whether there is a written or oral agreement and regardless of whether the owner receives consideration for the occupancy.

“Reside” shall mean to dwell permanently or continuously, or to occupy a place as one’s legal domicile.

Subsection 13-12-2 Registration Required

(a) Owners of every residential rental facility located within the Borough are required to register with the Borough Clerk or his/her designee, on forms supplied by the Borough. A separate registration shall be required for each rental unit, even if more than one (1) rental unit is contained in the property. Such registration shall contain, at minimum, the following information:

- 1) The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;
- 2) If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;
- 3) If the address of any record owner is not located in Mercer County, the name and address of a person who resides in Mercer County and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the record owner;
- 4) The name and address of the managing agent of the premises, if any;
- 5) The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any;
- 6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- 7) The name and address of every holder of a recorded mortgage on the premises;
- 8) If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- 9) The number of rental units located in the facility;
- 10) The type of unit being licensed (i.e. room, apartment, single family home, etc.); and
- 11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.

(b) Registrations shall cover a one-year period running from April 1 through March 31. Initial registrations under this Section are due no later than April 30th. Newly acquired units must be registered prior to their rental and annually thereafter.

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or, in any event, at least once every two years. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Routine biennial inspections will be scheduled by the Housing Officer.

(d) It shall be a violation of this article for a person to knowingly provide false or inaccurate information on any form submitted to the rental housing coordinator pursuant to this article.

(e) Any change pertaining to this rental (rental status, ownership, tenant, emergency contact) must be reported to the Code Enforcement/Housing Inspector within twenty (20) days.

(f) Any failure to receive notice from the Borough shall not constitute grounds for failing to register.

(g) Rental registration is required prior to advertising for rent. (See subsection 13-3-12).

(Ord. No. 2015-22)

Subsection 13-12-3 Fees

(a) At the time of registration, the owner or agent of the owner must pay a one-year registration fee as follows:

- (1) For one- to three-unit dwellings: \$100.00 per unit
- (2) For dwellings of more than three but ~~less than~~ **not more than** 50 units: \$90.00 per unit, to a maximum fee of ~~two thousand (\$2,000.00)~~ **two thousand five hundred (\$2,500.00)** dollars.
- (3) For dwellings which include more than 50 units: \$80.00 per unit, **to a maximum fee of seven thousand five hundred (\$7,500) dollars**

(a) Inspection for rental properties with 25 and more units will consist of: common areas and a minimum of 20 percent of rental units, chosen by the Housing inspector, will be inspected. If units fail another 20 percent will be chosen and inspected until all units pass or entire complex has been inspected.

(b) Inspection at change of tenant must be completed and certificate of occupancy issued prior to tenant moving in.

(b) One re-inspection is included within the fees listed above, provided that the re-inspection occurs within fifteen (15) days of the initial inspection. Otherwise, re-inspection fees shall be \$50.00 per unit.

(c) If the owner of the property is a Senior Citizen who resides in one unit of a two-unit property and rents out the remaining unit, and who would otherwise qualify under the State of New Jersey property tax deduction under New Jersey Statue 54:4-8.41, there shall be no fee.

(d) The completed rental registration process must be received by April 30th. Beginning May 1st a late fee of \$25.00 per month/per unit will be assessed on all Rental Renewal applications.

(Ord. No. 2015-22)

Subsection 13-12-4 Taxes and Other Municipal Charges; Payment Precondition for Registration and Certificate of Occupancy

No Certificate of Occupancy shall be issued for any property containing a rental unit unless all municipal taxes, water and sewer charges and any other municipal assessments for that property are paid on a current basis. (Ord. No. 2015-22)

Subsection 13-12-5 Providing Copy of Registration to Occupants and Tenants

Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the registration required by this Ordinance. This particular provision shall not apply to any hotel, motel, or guest house registered with the

State of New Jersey pursuant to the Hotel and Multiple Dwelling Act as defined in N.J.S.A. 55:13A-3. Compliance with this provision may be attained by posting a copy of the registration in a conspicuous place within the rental unit(s). (Ord. No. 2015-22)

Subsection 13-12-6 Maximum Number of Occupants; Posting

The maximum number of occupants shall be posted in each rental unit. It shall be unlawful for any person, including the owner, agent, tenant, or registered tenant, to allow a greater number of persons than the posted maximum number of occupants to sleep in or occupy overnight the rental unit for a period exceeding 28 days. Any person violating this provision shall be subject to the penalty provisions of Section 13-12.10.

Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:

1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in various areas of a dwelling unit in addition to those located in the kitchen.

(Ord. No. 2015-22)

Subsection 13-12-7 Rental Unit Standards

All dwelling units shall be maintained in accordance with Chapter 13 (“Housing”) of the Revised General Ordinances of the Borough of Hightstown, and with the 2000 International Property Maintenance Code.

Subsection 13-12-8 Occupant Standards

(a) OCCUPANTS. Only those occupants whose names are on file with the Borough Clerk as provided in the Ordinance may reside in the licensed premises. It shall be unlawful for any other person to reside in said premises, and this provision may be enforced against the landlord, tenant, or other person residing in said premises.

(b) NUISANCE PROHIBITED. No rental facility shall be conducted in a manner which shall result in any unreasonable disturbance or disruption to the surrounding property owners or of the public in general.

(c) COMPLIANCE WITH OTHER LAWS. The maintenance of all rental facilities and the conduct engaged in and upon the premises by occupants and their guests shall at all times be in full compliance with all applicable Ordinances and Regulations of the Borough of Hightstown and with all applicable State and Federal Laws.

(d) PENALTIES. Any landlord, tenant, or other person violating the provisions of this section shall be subject to the penalty provisions of Section 13-12.10.

Subsection 13-12-9 Procedure For Revocation or Suspension of License

Grounds. In addition to any other penalty provision prescribed herein, an owner may be subject to the revocation or suspension of any license issued hereunder upon the occasion of one or more of the following:

- (1) Conviction of a violation of this Ordinance in the Municipal Court or any other Court of competent jurisdiction.
- (2) Determination of a violation of this Ordinance at a hearing held pursuant to Section 13-12.8(b).
- (3) Repeatedly renting the unit or units to a tenant or tenants who are convicted of violating the provisions of Section 3-7 of the Revised General Ordinances of the Borough of Hightstown ("Noise Control")
- (4) Maintaining the rental unit or units or the property of which the rental unit is a part, in a dangerous condition likely to result in injury to person or property.

(b) Procedure; Written Complaint; Notice; Hearing.

(1) A complaint seeking the revocation or suspension of a license may be filed by any one or more of the following: Director of Public Safety, Chief of Police, Construction Code Official, Housing Inspector, Zoning Enforcement Officer or any other person(s) or office authorized to file such complaint. Such complaint shall be specific and shall be sufficient to apprise the licensee of the charges so as to permit the licensee to present a defense. The individual(s) filing the complaint may do so on the basis of information and belief and need not rely only on personal information.

(2) Upon the filing of such written complaint, the Borough Clerk or his/her designee shall immediately inform the Borough Council and a date for a hearing shall be scheduled which shall not be sooner than 10 nor more than 30 days thereafter. The Borough Clerk or his/her designee shall forward a copy of the complaint and a notice of the hearing date to the licensee and the agent, if any, at the address indicated on the registration form. Service upon the agent only shall be considered to be sufficient notice under this Section.

(3) The hearing required by this section shall be held before the Borough Council, unless, in its discretion, the Borough Council determines that the matter should be heard by a Hearing Officer who shall be appointed by the Borough Council. If the matter is referred to a Hearing Officer, such officer shall transmit findings of fact and conclusions of law to the Borough Council within 30 days of the conclusion of the hearing. The Borough Council shall then review the matter and may accept, reject, or modify the recommendations of the Hearing Officer based on the record before such hearing officer. In the event that the matter is not referred to a Hearing Officer and is heard by the Borough Council, then the decision of the Borough Council shall be rendered, either dismissing the complaint, revoking or suspending the license or determining that the license shall not be renewed or reissued for one (1) or more subsequent license years. Decisions of the Borough Council shall be rendered no later than the second meeting following either receipt of the Hearing Officer's recommendations or hearing by the Borough Council.

(4) A recorded transcript shall be made of the hearing. Such transcript may be in the form of an audio tape, a stenographic transcript and/or meeting minutes as recorded by the Borough Clerk and approved by Council. All witnesses shall be sworn prior to testifying. The strict rules of evidence shall not apply and the evidential rules and burden of proof shall be those which generally control administrative hearings.

(5) The Borough Attorney or his designee shall appear and prosecute on behalf of the complainant in all hearings conducted by the Borough Council pursuant to this section.

(c) Defenses. It shall be considered to be a defense to any proceeding for the revocation, suspension or other disciplinary action involving a rental license if it may be demonstrated that the owner has taken appropriate action and has made a good faith effort to abate the conditions or circumstances giving rise to the revocation proceeding, including but not limited to institution of legal action against the tenant(s), occupant(s), or guests for recovery of the premises; eviction of the tenant(s); or otherwise.

Subsection 13-12-10 Violations; Penalties

- a. **General Penalty.** Except as otherwise set forth herein, any person who shall violate any of the provisions of this chapter shall be subject to penalties as set forth in Section 1-5 of the Revised General Ordinances of the Borough of Hightstown. Each violation of any of the provisions of this chapter and each day that such violation shall continue shall be deemed to be a separate and distinct offense.

b. **Payable violations.**

Subsection 13-3-1	Maintenance.
Subsection 13-3-3	Water Supply.
Subsection 13-3-2	Sump Pump and Sewer Line Clean-Outs.
Subsection 13-3-4	Plumbing and Heating
Subsection 13-3-5	Electrical.
Subsection 13-3-6	Smoke and Carbon Monoxide Alarms Required
Subsection 13-3-7	Fences
First offense	\$100
Second offense	\$200 Court appearance required
Subsequent Offenses	Not to Exceed \$2,000 Court appearance required
Subsection 13-3-12	Signs
Subsection 13-4-4	Minimum Standards for Heating
Subsection 13-4-5	Egress.
Subsection 13-4-7	Additional Maintenance Requirements
Subsection 13-4-8	Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials
Subsection 13-4-9	Additional Responsibilities Concerning Insects and Rodents
Subsection 13-4-10	Owner Responsible
First offense	\$150
Second offense	\$300 Court appearance required
Subsequent Offenses	Not to Exceed \$2,000 Court appearance required
Subsection 13-3-8	Use and Occupancy of Space.
Subsection 13-6-13	Compliance Required
Subsection 13-7-1	Certificate of Compliance Required for Occupancy/Transfer of Title
Subsection 13-8-1	Certificate of Compliance Required
Subsection 13-12-2	Registration Required
Subsection 13-12-6	Maximum Number of Occupants; Posting
Subsection 13-12-8	Occupant Standards
First offense	\$250
Second offense	\$500 Court appearance required
Subsequent Offenses	Not to Exceed \$2,000 Court appearance required

- c. **Lien to be Placed on Property.** In addition to the foregoing, and all other remedies available to the Borough, the Borough Treasurer, upon appropriate notification from the Mayor and Council and appropriate certification from the enforcement officer, shall place a lien on any property determined by the enforcement officer to be in violation of the provisions of this code, in the amount of any and all administrative expenses and any and all actual expenditures for work necessary in order to maintain the property and/or abate the violation, including the cost of removal of any offensive construction materials, refuse, hazards, overhanging objects or any other offending physical object. The lien placed upon such lands shall be added to and become and form a part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes, and shall be collected and enforced by the same officers and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this Chapter.

(Ord. No. 2015-22; Ord. No. 2018-03)

Section 2. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 4. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

RESOLUTIONS

Resolution 2021-149 Authorizing Payment of Bills

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2021-149

*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 \$164,901.04 from the following accounts:

Current		\$97,045.85
W/S Operating		37,586.09
General Capital		23,316.25
Water/Sewer Capital		0.00
Grant		0.00
Trust		483.60
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>6,469.25</u>
Total		<u>\$164,901.04</u>

Resolution 2021-150 Appointing and Authorizing an Agreement for Professional Affordable Housing Legal Services – Scott Miccio, Esq. – Parker McCay, P.A.

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2021-150
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AFFORDABLE HOUSING LEGAL SERVICES – SCOTT MICCIO, ESQ. – PARKER
MCCAY, P.A.**

WHEREAS, due to the resignation of Jolanta Maziarz, Affordable Housing Attorney, there exists the need for specialized affordable housing legal services for the duration of 2021; and

WHEREAS, the Borough Council wishes to appoint Scott Miccio, Esq. of the Law Office of Parker McCay, P.A. of Hamilton, New Jersey as the Affordable Housing Attorney effective September 20, 2021; and

WHEREAS, the cost for the proposed services shall not exceed \$10,000.00 without further approval by the Borough Council; and,

WHEREAS, the CFO has certified that funds are available for this expenditure; and,

WHEREAS, the Borough Attorney has reviewed and approved the contract for execution by the Borough; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for the remainder of 2021, and until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, Law Office of Parker McCay, P.A., has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Scott Miccio, Esq of Parker McCay, P.A., regarding the above-referenced professional affordable housing legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Parker McCay, P.A. is a firm who is authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

OLD BUSINESS

Development Fee Ordinance – Changes from Planner and Planning Board

Councilmember Misiura explained that the changes before Council have been received from the Borough Planner and Planning Board. Borough Planner, Brian Slaugh submitted this new version. This allows the Borough to collect fees on redevelopment projects which we can put into an affordable housing fund. After discussion, Council agreed to move forward with the introduction of the proposed ordinance changes at the October 2, 2021, meeting.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Jackson

HPC - Meeting this week. They are discussing replacing some of the Historic Hightstown Flags downtown.

Councilmember Cicalese

Both Parks and Rec and the Board of Health meet this week so he will have an update at the next meeting.

Councilmember Misiura

Planning Board - Appointed a new Planning Board Attorney at the last meeting. RISE's request for a sign variance was denied. The Americana had completed work in the area leased from the Borough without Zoning or Planning approvals. Zoning Official, George Chin, is working with the Americana to make the appropriate changes.

First Aid - We found out from our Insurance that the First Aid building and any vehicles not in the Borough's name will not be insured. At this time, both ambulances are out of commission. One is having transmission issues. Repairs for each vehicle is about \$10,000.

Council President Bluth

Cultural Arts Commission -Will meet tomorrow night. They have the 300th Anniversary Calendars for sale.

Borough Attorney, Fred Raffetto

The State has issued a model ordinance for electric charging stations. We will need to take a closer look at this. He suggested this go to the Ordinance Subcommittee.

CFO, George Lang

Tax Bills have been mailed out. He has been dealing with the Ibank refinancing of outstanding notes. He will have a full report for the next meeting.

Borough Clerk, Peggy Riggio

Elections - Election Day is November 2nd. All districts will be voting at the Firehouse Hall. New Jersey has implemented early voting this year. Please check the website for times and polling locations throughout the County.

Woman's Club 300th Anniversary Quilt - Will be presented to the Borough on Sunday, November 14th. Further Details will follow.

Mayor Quattrone

Asked what we would like to do for Halloween. Do we close Stockton Street as usual? Council discussed and would like to continue with our tradition. Mayor Quattrone will speak to Jill Swanson, Health Officer to get her input.

Public Works - the department is extremely short handed at the moment. Please be patient, they will get to everything.

EXECUTIVE SESSION

Resolution 2021-151 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Montferrat; Seconded by Councilmember Bluth

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

Resolution adopted 5-0.

Resolution 2021-151

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on September 20, 2021, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Attorney Client Privilege

Contract Negotiations – Americana Diner

Contract Negotiations – Police/Court Facilities

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public December 20, 2021, or when the need for confidentiality no longer exists.

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

Council Misiura moved to adjourn to Executive Session at 7:44 p.m.; Seconded by Councilmember Cicalese seconded. All ayes.

Council returned to public session at 9:57 p.m.

ADJOURNMENT

Council President Bluth moved to adjourn at 9:58 p.m.; Seconded by Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

Ordinance 2021-16

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 19, "WATER AND SEWER," SECTION 19-2 "CHARGES AND RENTS", SUBSECTION 19-2-2 "WATER CHARGES" AND SUBSECTION 19-2-3 "SEWER CHARGES" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Mayor and Council wish to amend certain provisions contained within Chapter 19, Section 19-2, of the Hightstown Borough Code.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown that:

Section 1. Chapter 19, "Water and Sewer", Section 19-2 "Charges and Rents", Subsection 19-2-2 "Water Charges" and Subsection 19-2-3 "Sewer Charges" are hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

Subsection 19-2-2 Water Charges.

- | | |
|--|---|
| a. Quarterly base charge for water connections
(per connection unit) | \$ 44.00 <u>46.75</u> per unit |
| b. Quarterly base charge for auxiliary residential
water-only connection (per connection unit), installed
as per subsection 19-2.5c | \$ 25.00 <u>30.00</u> 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 <u>2.08</u> |
| d. Water usage charge per each 100 cubic feet of metered water usage for
auxiliary residential water-only connections | \$ 2.85 <u>3.03</u> per unit |
| e. Tanked water | \$ 10.00 <u>20.00</u> 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) 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

(1.31) 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

(2.21) 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

(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

(3.21) 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

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

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

(4.21) 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

(5) Septic (Jugglers):

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

(5.21) 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

(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~~ ~~\$115.00 per~~

~~commercial entities, BY APPOINTMENT ONLY: 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.

Section 2. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 3. This Ordinance shall become effective January 1, 2022, upon final passage and publication in accordance with the law.

Section 4. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Introduced:

Adopted:

ATTEST:

Margaret Riggio
Municipal Clerk

Lawrence D. Quattrone
Mayor

DEDICATED WATER-SEWER UTILITY BUDGET

10. DEDICATED REVENUES FROM WATER-SEWER UTILITY	FCOA	Anticipated		Realized in
		2021	2020	Cash in 2020
Operating Surplus Anticipated	08-501	250,000.00	189,000.00	189,000.00
Operating Surplus Anticipated with Prior Written Consent of Director of Local Government Services	08-502			
Total Operating Surplus Anticipated	08-500	250,000.00	189,000.00	189,000.00
Rents	08-503	2,498,000.00	2,500,000.00	2,500,203.62
Miscellaneous	08-505	265,000.00	280,000.00	271,111.95
Special Items of General Revenues Anticipated with Prior Written Consent of Director of Local Government Services	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Deficit (General Budget)	08-549	32,828.00		
Total WATER-SEWER Utility Revenues	08-599	3,045,828.00	2,969,000.00	2,960,315.57

DEDICATED WATER-SEWER UTILITY BUDGET - (continued)

[illegible]

DEDICATED WATER-SEWER UTILITY BUDGET - (continued)

[illegible]

DEDICATED WATER-SEWER UTILITY BUDGET - (continued)

11. APPROPRIATIONS FOR WATER-SEWER UTILITY	FCOA	Appropriated				Expended 2020	
		for 2021	for 2020	for 2020 By Emergency Appropriation	Total for 2020 As Modified By All Transfers	Paid or Charged	Reserved
Operating:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
					-		-
					-		-
					-		-
					-		-
					-		-
Capital Improvements:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Down Payments on Improvements	55-510				-		-
Capital Improvement Fund	55-511	32,000.00		XXXXXXXXXX	-		-
Capital Outlay	55-512				-		-
					-		-
					-		-
Debt Service:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Payment on Bond Principal	55-520	175,000.00	180,000.00		180,000.00	180,000.00	XXXXXXXXXX
Payment on Bond Anticipation Notes & Capital Notes	55-521				-		XXXXXXXXXX
Interest on Bonds	55-522	50,564.00	57,425.00		57,425.00	57,425.00	XXXXXXXXXX
Interest on Notes	55-523	19,629.00			-		XXXXXXXXXX
Wastewater and Water Supply Loans	55-524	279,804.00	286,879.00		286,879.00	281,811.35	XXXXXXXXXX
					-		XXXXXXXXXX
					-		XXXXXXXXXX

DEDICATED WATER-SEWER UTILITY BUDGET - (continued)

11. APPROPRIATIONS FOR WATER-SEWER UTILITY	FCOA	Appropriated				Expended 2020	
		for 2021	for 2020	for 2020 By Emergency Appropriation	Total for 2020 As Modified By All Transfers	Paid or Charged	Reserved
Deferred Charges and Statutory Expenditures:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
DEFERRED CHARGES:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Emergency Authorizations	55-530			XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
				XXXXXXXXXX	-		XXXXXXXXXX
STATUTORY EXPENDITURES:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Contribution To:							
Public Employee's Retirement System	55-540	92,966.00	81,136.00		81,136.00	81,136.00	-
Social Security System (O.A.S.I.)	55-541	74,000.00	72,000.00		72,000.00	66,394.77	5,605.23
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. Seq.)	55-542	2,000.00	2,000.00		2,000.00	-	2,000.00
					-		-
					-		-
					-		-
Judgements	55-531				-		XXXXXXXXXX
Deficit in Operations in Prior Years	55-532			XXXXXXXXXX	-		XXXXXXXXXX
Surplus (General Budget)	55-545			XXXXXXXXXX	-		XXXXXXXXXX
TOTAL WATER-SEWER UTILITY APPROPRIATION	55-599	3,045,828.00	2,969,000.00	-	2,969,000.00	2,674,998.77	238,933.58

Ordinance 2021-17

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

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

	RANGING FROM:	TO:
Building Subcode Official	\$3,500.00	\$9,000.00
Superintendent of Public Works	\$50,000.00	\$113,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	\$85,000.00
Supervising AWWTP Operator	\$44,000.00	\$60,000.00
Superintendent of AWWTP	\$50,000.00	\$114,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Secretary Board of Health	\$100.00	\$2,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00
Chief Financial Officer	\$2,000.00	\$56,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00
Building Inspector	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Health Officer	\$8,000.00	\$16,000.00
OEM Coordinator	\$2,000.00	\$ 6,000.00
Borough Administrator	\$30,000.00	\$96,000.00
Police Chief	\$120,000.00	\$167,000.00

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

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$32 36.00
Public Health Nurse	\$25.00	\$48.00
Senior Public Health Nurse	\$39.00	\$50.00
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00

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

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

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

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

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

Introduced:

Adopted:

ATTEST:

Margaret Riggio
Municipal Clerk

Lawrence D. Quattrone
Mayor

Resolution 2021-177

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,454,569.81 from the following accounts:

Current		\$1,104,287.76
W/S Operating		56,969.25
General Capital		275,190.96
Water/Sewer Capital		3,557.22
Grant		7,975.12
Trust		3,750.00
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Escrow		<u>2,839.50</u>
Total		<u><u>\$1,454,569.81</u></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 December 6, 2021.

Margaret Riggio
Borough Clerk

Date: December 6, 2021

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 12/6/2021

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
EAST WINDSOR REGIONAL SCHOOL	11/15/2021	21-01353	1523	\$ 908,817.00
STATE OF N.J. -DEPT OF TREASURY	11/15/2021	21-01352	1524	\$ 43,384.82
VERIZON WIRELESS	12/2/2021	21-01470	33291	684.66

TOTAL	<u><u>\$952,886.48</u></u>
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WATER AND SEWER OPERATING

STATE OF N.J. -DEPT OF TREASURY	11/15/2021	21-01352	1368	\$ 20,011.38
JCP&L	12/2/2021	21-01468	33290	\$ 19.21

TOTAL	<u><u>\$ 20,030.59</u></u>
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ESCROW

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

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

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

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

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

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

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

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

ANSELL GRIMM & AARON, TRUST	11/30/2021	21-01472	6466	\$ 186,960.93
EARLE ASPHALT COMPANY	12/2/2021	21-01397	6467	\$ 8,980.00

TOTAL	<u><u>\$ 195,940.93</u></u>
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WATER AND SEWER CAPITAL

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

\$1,168,858.00

P.O. Type: All		Include Project Line Items: Yes		Open: N	Paid: N	Void: N			
Range: First		to Last		Rcvd: Y	Held: Y	Aprv: N			
Format: Detail without Line Item Notes				Bid: Y	State: Y	Other: Y	Exempt: Y		
Vendor #	Name								
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice
11AFI005 11A FIRE DEPARTMENT TESTING									
21-01177 09/28/21 ANNUAL FIRE HOSE TEST									
1 ANNUAL FIRE HOSE TEST	3,473.00	1-01-25-252-002-126		B Hose Test - NFPA Required	R	09/28/21	12/02/21		INV-023563
21-01178 09/28/21 ANNUAL LADDER TESTING									
1 ANNUAL AERIAL LADDER TEST	1,450.00	1-01-25-252-002-122		B Ladder Test - NFPA Required	R	09/28/21	12/02/21		INV-023564
2 HEAT SENSOR LABEL	80.00	1-01-25-252-002-122		B Ladder Test - NFPA Required	R	09/28/21	12/02/21		23564/25208
3 ANNUAL GROUND LADDER TESTING	630.00	1-01-25-252-002-122		B Ladder Test - NFPA Required	R	09/28/21	12/02/21		INV-025208
	2,160.00								
Vendor Total:		5,633.00							
APENN005 A. PENNACCHI AND SONS									
21-01089 09/14/21 EMERGENCY RESTORATIONPEDDIEDAM									
1 EMERGENCY RESTORATIONPEDDIEDAM	15,600.00	C-04-55-868-001-500		B 19-04 Peddie Bridge additional Grant	R	09/14/21	12/02/21		11/18/21
2 SIDES (LEFT-RIGHT)	32,500.00	C-04-55-868-001-500		B 19-04 Peddie Bridge additional Grant	R	09/14/21	12/02/21		11/18/21
3 REAR WING WALL OF LEFT EXT	2,800.00	C-04-55-868-001-500		B 19-04 Peddie Bridge additional Grant	R	09/14/21	12/02/21		11/18/21
	50,900.00								
Vendor Total:		50,900.00							
ACTIO010 ACTION UNIFORM CO, LLC									
21-01185 09/28/21 CLOTHING ALLOWANCE - ABBATEMAR									
1 CLOTHING ALLOWANCE - ABBATEMAR	849.96	1-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	09/28/21	12/02/21		39592
Vendor Total:		849.96							
A0164 ALLIED BOILER REPAIR CORP.									
21-01449 11/23/21 NEW SPARK IGNITION SYSTEM									
1 NEW SPARK IGNITION SYSTEM	2,632.85	1-09-55-501-002-503		B Sewer Plant Maintenance	R	11/23/21	12/02/21		18406
Vendor Total:		2,632.85							

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
A0910 ALLMAX SOFTWARE, INC.														
21-01362	11/04/21	ANTERO MAINTENANCE ANNUAL SUPP												
1	ANTERO MAINTENANCE ANNUAL	1,160.00	1-09-55-501-002-518	B Service Contracts - AWWTP	R	11/04/21	12/02/21		26077		N			
21-01390	11/09/21	QUOTE 4321 ANNUAL SUPPORT												
1	OPERATOR10 WASTEWATER ANNUAL	1,250.00	1-09-55-501-002-518	B Service Contracts - AWWTP	R	11/09/21	12/02/21		26097		N			
Vendor Total:		2,410.00												
A0107 ANSELL GRIMM & AARON, PC														
21-01398	11/10/21	Services through 10/31/21												
1	Services through 10/31/21	1,134.00	2019-05	P Preliminary/Final Site Plan	R	11/10/21	12/02/21		475838		N			
Vendor Total:		1,134.00												
A1014 APPROVED FIRE PROTECTION, INC.														
21-01425	11/17/21	CALIBRATE QUARTERLY 2 GAS MTRS												
1	CALIBRATE QUARTERLY 2 GAS MTRS	126.00	1-09-55-501-002-557	B Plant Safety/Plant Security	R	11/17/21	12/02/21		IN00062919		N			
2	BW XT-RPUMP-K1 MAX XT PUMP	196.00	1-09-55-501-002-557	B Plant Safety/Plant Security	R	11/29/21	12/02/21		IN00062919		N			
3	LABOR-INSPECTION-GAS MONITORNG	44.76	1-09-55-501-002-557	B Plant Safety/Plant Security	R	11/29/21	12/02/21		IN00062919		N			
		366.76												
Vendor Total:		366.76												
ATLAN005 ATLANTIC COAST POLYMERS, INC														
21-01423	11/17/21	POLYLIFT 500 POLYMER REMOVER												
1	POLYLIFT 500 POLYMER REMOVER	325.00	1-09-55-501-002-535	B Chemicals Miscellaneous	R	11/17/21	12/02/21		28017		N			
2	SHIPPING	17.38	1-09-55-501-002-535	B Chemicals Miscellaneous	R	11/23/21	12/02/21		28017		N			
		342.38												
Vendor Total:		342.38												
BELZO005 BELZONA REPAIR TECH, LLC.														
21-01163	09/28/21	BELZONA FOR ELASTOMER FOR CONC												
1	BELZONA 2911 ELASTOMER FOR	111.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	09/28/21	12/02/21		21-01163		N			
2	BELZONA 2211	357.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	09/28/21	12/02/21		21-01163		N			

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl		
BELZ0005 BELZONA REPAIR TECH, LLC. Continued												
21-01163	09/28/21	BELZONA FOR ELASTOMER FOR CONC	Continued									
3 FREIGHT		18.57	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/16/21	12/02/21		21-01163	N		
		486.57										
Vendor Total:		486.57										
BUCKM005 BUCK MINING & MATERIAL INC												
21-01418	11/17/21	FINAL YARD WASTE DISPOSAL 2021										
1 FINAL YARD WASTE DISPOSAL 2021		392.00	1-01-26-311-001-168	B Yardwaste	R	11/17/21	12/02/21		1031	N		
Vendor Total:		392.00										
BULKP005 BULK PRO SYSTEMS, LLC												
21-01426	11/17/21	MODEL SS-33 PULL CORD SWITCH										
1 MODEL SS-33 PULL CORD SWITCH		380.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/17/21	12/02/21		7174	N		
2 FREIGHT		21.52	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/19/21	12/02/21		7174	N		
		401.52										
Vendor Total:		401.52										
C0396 CAVANAUGH'S, INC.												
21-01073	09/13/21	ELIMINATE HORNET'S NEST										
1 WORK ORDER 836438 - ELIMINATE		133.28	1-01-26-310-001-024	B Building Maintenance	R	09/13/21	12/02/21		836438	N		
2 WORK ORDER 836438 - TAX EXEMPT		8.28	1-01-26-310-001-024	B Building Maintenance	R	09/13/21	12/02/21		836438	N		
		125.00										
Vendor Total:		125.00										
C0058 CINTAS CORPORATION #061												
21-01374	11/08/21	UNIFORM ADVANTAGE OCT 2021										
1 INV 4097563875 10/1/21		53.11	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/08/21	12/02/21		4097563875	N		
2 INV 4098241062 10/8/21		53.11	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/08/21	12/02/21		4098241062	N		
3 INV 4098898837 10/15/21		53.11	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/08/21	12/02/21		4098898837	N		
4 INV 4099570295 10/22/21		56.21	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/08/21	12/02/21		4099570295	N		

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
		Item		Description	Amount	Charge Account		Enc Date	Date	Date	Exc
C0058	CINTAS CORPORATION #061			Continued							
21-01374	11/08/21	UNIFORM ADVANTAGE	OCT 2021	Continued							
5 INV	4100261391	10/29/21			53.11	1-09-55-501-002-507	B Uniforms & Safety Equipment	R	11/08/21	12/02/21	4100261391
					268.65						
				Vendor Total:	268.65						
CLARK005	CLARKE CATON HINTZ										
21-01463	11/24/21	#81938; Svcs through	10/29/21								
1 #81938;	Svcs through	10/29/21			42.50	1-01-21-180-001-197	B Minute Maid Planning	R	11/24/21	12/02/21	#81938
21-01464	11/24/21	#81939;Svcs through	10/29/21								
1 #81939;	Svcs through	10/29/21			2,019.08	1-01-21-180-001-108	B COAH Planning	R	11/24/21	12/02/21	#81939
21-01465	11/24/21	#81940; Svcs through	10/29/21								
1 #81940;	Svcs through	10/29/21			127.50	2019-05	P Preliminary/Final Site Plan	R	11/24/21	12/02/21	#81940
				Vendor Total:	2,189.08						
COMCA010	COMCAST										
21-01471	11/30/21	INV 1344370074	11/15/21	HPD							
1 INV	1344370074	11/15/21	HPD		195.30	1-01-20-140-001-060	B Internet Services and Web Services	R	11/30/21	12/02/21	134437007
				Vendor Total:	195.30						
COMCA005	COMCAST BUSINESS										
21-01444	11/22/21	8499 05 243 0034100	413	MERCER							
1 8499	05 243 0034100	413	MERCER		168.35	1-01-20-140-001-060	B Internet Services and Web Services	R	11/22/21	12/02/21	499052430034100
21-01469	11/30/21	8499 05 243 0051047	OAK LN								
1 8499	05 243 0051047	OAK LN			109.57	1-09-55-501-002-545	B Internet Services	R	11/30/21	12/02/21	499052430051047
				Vendor Total:	277.92						

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
E0022 EAGLE POINT GUN SHOP												
21-01434	11/19/21 HPD AMMUNITION SUPPLIES											
1	HPD AMMUNITION SUPPLIES	1,622.35		1-01-25-240-001-117	B	Ammunition & Target Practice	R	11/19/21	12/02/21		155342	N
2	HPD AMMUNITION SUPPLIES	808.17		1-01-25-240-001-117	B	Ammunition & Target Practice	R	11/19/21	12/02/21		155342	N
3	HPD AMMUNITION SUPPLIES	562.00		1-01-25-240-001-117	B	Ammunition & Target Practice	R	11/19/21	12/02/21		155342	N
4	HPD AMMUNITION SUPPLIES	171.00		1-01-25-240-001-117	B	Ammunition & Target Practice	R	11/19/21	12/02/21		155342	N
5	HPD AMMUNITION SUPPLIES	1,630.96		1-01-25-240-001-117	B	Ammunition & Target Practice	R	11/19/21	12/02/21		155342	N
		4,794.48										
Vendor Total:		4,794.48										
E0576 EAST WINDSOR REGIONAL SCHOOL												
21-01436	11/19/21 OCTOBER 2021 FUEL USE											
1	OCT 2021 FUEL USE - FIRE	248.16		1-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	11/19/21	12/02/21		OCT 2021	N
2	OCT 2021 FUEL USE - POLICE	1,933.40		1-01-31-460-001-145	B	Motor Fuel - Police	R	11/19/21	12/02/21		OCT 2021	N
3	OCT 2021 FUEL USE - FIRST AID	292.58		1-01-31-460-001-148	B	Motor Fuel - Emergency Medical	R	11/19/21	12/02/21		OCT 2021	N
4	OCT 2021 FUEL USE - GARBAGE	1,632.79		1-01-31-460-001-147	B	Motor Fuel - Public Works	R	11/19/21	12/02/21		OCT 2021	N
5	OCT 2021 FUEL USE - STREETS	937.88		1-01-31-460-001-147	B	Motor Fuel - Public Works	R	11/19/21	12/02/21		OCT 2021	N
6	OCT 2021 FUEL USE - PARKS	95.17		1-01-31-460-001-147	B	Motor Fuel - Public Works	R	11/19/21	12/02/21		OCT 2021	N
7	OCT 2021 FUEL USE - WATER	114.97		1-09-55-501-001-512	B	Motor Fuel	R	11/19/21	12/02/21		OCT 2021	N
8	OCT 2021 FUEL USE - SEWER	103.67		1-09-55-501-002-512	B	Motor Fuel	R	11/19/21	12/02/21		OCT 2021	N
9	OCT 2021 FUEL USE - CONSTRUC	27.90		1-01-31-460-001-151	B	MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/19/21	12/02/21		OCT 2021	N
10	OCT 2021 FUEL FACILITY FEE	120.00		1-01-31-460-001-144	B	Upgrades to Fueling Facility	R	11/19/21	12/02/21		OCT 2021	N
		5,506.52										
Vendor Total:		5,506.52										
B0966 ERB'S GARAGE INC												
21-01438	11/19/21 SERVICE TO TRUCK 10A - MAC											
1	INV. 15487 - SERVICE/REPLACE U	1,619.41		1-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	11/19/21	12/02/21		15487	N
Vendor Total:		1,619.41										
Q0176 EUROFINS QC, LLC												
21-01337	10/29/21 WATER ANALYSIS											
1	INV 2028912 - WATER ANALYSIS	230.00		1-09-55-501-001-532	B	Outside Testing/Labs	R	10/29/21	12/02/21		2028912	N

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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		Enc Date	Date	Date	Exc
						Acct Type Description				Invoice	
<hr/>											
G0181	FRANKLIN-GRIFFITH, LLC										
21-01409	11/17/21	FLUORESCENT LAMPS									
1 INV	S119261662		280.98	1-01-31-435-001-075	B Street Lighting	R	11/17/21	12/02/21		S119261662	N
2 INV	S119261662	LESS SALES TAX	17.46	1-01-31-435-001-075	B Street Lighting	R	11/18/21	12/02/21		S119261662	N
			263.52								
		Vendor Total:	263.52								
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FRONT005	FRONTLINE PUBLIC SAFETY										
21-01427	11/17/21	ANNUAL SOFTWARE MEMBERSHIP									
1 ANNUAL	SOFTWARE MEMBERSHIP		3,400.00	1-01-25-240-001-117	B Ammunition & Target Practice	R	11/17/21	12/02/21		FL94293	N
		Vendor Total:	3,400.00								
<hr/>											
G0171	GEORGE E. CONLEY ELECTRIC										
21-01278	10/15/21	ASSORTED ELECTRICAL BILLS									
1 INV	24902 - TEST RELAY PROBES		250.00	1-09-55-501-001-503	B Water Plant Maintenance	R	10/15/21	12/02/21		24902	N
2 INV	24404 - REPLACE RELAYS FOR		1,625.00	1-09-55-501-001-503	B Water Plant Maintenance	R	10/15/21	12/02/21		24404	N
3 INV	24919 - INSPECT RELAYS		500.00	1-09-55-501-001-503	B Water Plant Maintenance	R	10/15/21	12/02/21		24919	N
4 INV	25010 - DIAGNOSE LEAD AND		500.00	1-09-55-501-001-503	B Water Plant Maintenance	R	10/15/21	12/02/21		25010	N
5 INV	24929 - RETURN POWER FOR		269.95	1-01-31-435-001-075	B Street Lighting	R	10/15/21	12/02/21		24929	N
6 INV	25037 - INSTALL NEW DEPTH		530.00	1-09-55-501-001-503	B Water Plant Maintenance	R	10/15/21	12/02/21		25037	N
7 INV	25079 - UNWIRE #2 SERVICE		250.00	1-09-55-501-001-503	B Water Plant Maintenance	R	10/15/21	12/02/21		25079	N
			3,924.95								
		Vendor Total:	3,924.95								
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G1077	GEORGE S. COYNE CO., INC.										
21-00067	02/02/21	LIME HI-CALC HYDRATED WTP		B							
15 INV	371186 11/4/21	LIME HICALC	1,691.25	1-09-55-501-001-527	B Calcium Hydroxide - Lime	R	10/14/21	12/02/21		371186	N
21-00148	02/11/21	FLUOROSILICIC ACID (FLUORIDE)		B							
13 INV	371187 11/4/21	FLUORIDE	950.92	1-09-55-501-001-528	B Fluorosilic Acid-	R	09/21/21	12/02/21		371187	N
		Vendor Total:	2,642.17								

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
G0001	GPANJ												
		21-01458	11/23/21	DECEMBER BUSINESS MEETING									
		1		DECEMBER BUSINESS MEETING	50.00	1-01-20-100-001-041	B Conferences & Meetings	R	11/23/21	12/02/21		P. RIGGIO	N
				Vendor Total:	50.00								
G0185	GRAINGER, INC.												
		21-01403	11/17/21	BATTERY & WEATHERPROOF COVER									
		1		UPS BATTERY	179.06	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/17/21	12/02/21		9125069592	N
		2		WEATHERPROOF COVER	53.76	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/17/21	12/02/21		9125069592	N
					232.82								
				Vendor Total:	232.82								
H1100	HOME DEPOT CREDIT SERVICES												
		21-01410	11/17/21	OCT/NOV 2021 INVOICES									
		1		INV 2521910 - GOGGLES	8.94	1-01-26-310-001-024	B Building Maintenance	R	11/17/21	12/02/21		2521910	N
		2		INV 6522930 - HEAT CABLE/	88.69	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/17/21	12/02/21		6522930	N
		3		INV 4040107 - TAMPER GFCI/	39.61	1-01-26-290-001-127	B Street Repair & Maintenance	R	11/17/21	12/02/21		4040107	N
					137.24								
				Vendor Total:	137.24								
H0161	HUNTER TECHNOLOGIES												
		21-01312	10/26/21	WATCHGUARD SUPPORT HFD									
		1		WATCHGUARD SUPPORT HFD	98.57	1-01-25-252-002-029	B Computer Software/Mntc/Equip	R	10/26/21	12/02/21		77776	N
				Vendor Total:	98.57								
INSTI005	INSTITUTE FOR FORENSIC PSYCH												
		21-01428	11/17/21	FIT FOR DUTY EVALUATION									
		1		FIT FOR DUTY EVALUATION	2,000.00	1-01-25-240-001-093	B Medical Exams/Hepatitis B Shot	R	11/17/21	12/02/21		16072	N
				Vendor Total:	2,000.00								
J0258	JCP&L (STREET LIGHTING)												
		21-01432	11/18/21	ACCT 724 & 765 DATED 11/16/21									
		1		100 011 415 765 STREET LIGHT	1,756.11	1-01-31-435-001-075	B Street Lighting	R	11/18/21	12/02/21		95825984749	N

Vendor #	Name														
PO #	PO Date	Description	Contract	PO Type				First	Rcvd	Chk/Void				1099	
Item Description			Amount	Charge Account	Acct Type Description		Stat/chk	Enc Date	Date	Date	Invoice			Exc'l	
J0258	JCP&L	(STREET LIGHTING)	Continued												
21-01432	11/18/21	ACCT 724 & 765 DATED 11/16/21	Continued												
2	100 011 415 724 STREET LIGHT		<u>385.86</u>	1-01-31-435-001-075	B Street Lighting		R	11/18/21	12/02/21		95825984748		N		
			2,141.97												
		Vendor Total:	2,141.97												
J0069	JERSEY ELEVATOR LLC														
21-01408	11/17/21	NOV 2021 MONTHLY MAINTENANCE													
1	NOV 2021 MONTHLY MAINTENANCE		184.33	1-01-26-310-001-029	B Maintenance Contracts		R	11/17/21	12/02/21		262567		N		
		Vendor Total:	184.33												
L0037	LINCOLN FINANCIAL GROUP														
21-01443	11/22/21	DEC 2021 LIFE INSURANCE													
1	DEC 2021 LIFE INSURANCE		281.48	1-01-23-210-003-115	B Medical Ins-Empl Grp Health		R	11/22/21	12/02/21		DEC 2021		N		
2	DEC 2021 LIFE INSURANCE		5.91	1-01-23-210-003-115	B Medical Ins-Empl Grp Health		R	11/22/21	12/02/21		DEC 2021		N		
3	DEC 2021 LIFE INSURANCE		18.16-	1-01-23-210-003-115	B Medical Ins-Empl Grp Health		R	11/22/21	12/02/21		DEC 2021		N		
4	DEC 2021 LIFE INSURANCE WTP		18.16	1-09-55-501-001-514	B Insurance		R	11/22/21	12/02/21		DEC 2021		N		
5	DEC 2021 LIFE INSURANCE AWWTP		<u>63.56</u>	1-09-55-501-002-514	B Insurance		R	11/22/21	12/02/21		DEC 2021		N		
			350.95												
		Vendor Total:	350.95												
MWCOM005	M & W COMMUNICATIONS, INC.														
21-00605	05/25/21	MOTOROLA MOBILE RADIO													
1	MOTOROLA MOBILE RADIO		738.00	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
2	INSTALL REMOTE MOUNTED RADIO		325.00	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
3	HAVIS XPR5550E CONSOLEFACEPLTE		28.00	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
4	IGNITION SENSE CABLE FOR		35.00	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
5	1/4 WAVE VHF/UHF WHIP ANT		10.10	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
6	MINI-UHF CRIMP CONNECTOR		1.85	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
7	REMOTE MT KIT		99.00	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		
8	5M REMOTE MT CABLE		58.50	1-01-25-260-001-080	B Medical Equipment		R	05/25/21	12/02/21		307713		N		

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Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
N0234 NJ DIV OF ALCOHOLIC BEV CONTR.												
21-01459	11/23/21 2021-2022 LIQUOR LICENSE RENEW											
1	2021-2022 LIQUOR LICENSE RENEW	9.00		1-01-20-120-001-199	B	Miscellaneous	R	11/23/21	12/02/21		HIGHTSTOWN	N
Vendor Total:		9.00										
N0275 NJ LEAGUE OF MUNICIPALITIES												
21-01349	11/01/21 AD FOR PROFESSIONAL SERVICES											
1	AD FOR PROFESSIONAL SERVICES	115.00		1-01-20-120-001-021	B	Advertisements	R	11/01/21	12/02/21		SD15953	N
21-01395	11/09/21 MAGAZINE SUBSCRIPTION-S.BLUTH											
1	MAGAZINE SUBSCRIPTION-S.BLUTH	25.00		1-01-20-120-001-033	B	Books & Publications	R	11/09/21	12/02/21		21M-2373	N
Vendor Total:		140.00										
N0170 NORCIA CORP.												
21-01329	10/26/21 REPAIR TO TRUCK 10											
1	INV 80903 - REPAIR TO TRUCK 10	680.11		1-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	10/26/21	12/02/21		80903	N
Vendor Total:		680.11										
NV5IN005 NV5 INC.												
21-01441	11/22/21 REDEV AREA CIRC STUDY SEP&OCT											
1	INV 240769 REDEVELOPMENT AREA	5,740.92		G-02-41-728-001-399	B	DVRPC TCDI GRT 2021 Redevelopment	R	11/22/21	12/02/21		240769	N
2	INV 241634 REDEVELOPMENT AREA	2,234.20		G-02-41-728-001-399	B	DVRPC TCDI GRT 2021 Redevelopment	R	11/22/21	12/02/21		241634	N
		7,975.12										
Vendor Total:		7,975.12										
O0019 O'BRIEN CONSULTING SERVICES												
21-01342	10/29/21 HPD OFFICE SUPPLIES											
1	HPD OFFICE SUPPLIES	2,778.00		1-01-25-240-001-042	B	Education & Training	R	10/29/21	12/02/21		21-5805	N
2	HPD OFFICE SUPPLIES	189.50		1-01-25-240-001-042	B	Education & Training	R	10/29/21	12/02/21		21-5805	N
		2,967.50										
21-01386	11/09/21 MONTHLY IT RATE OCT 2021											
1	MONTHLY IT RATE OCT 2021	900.00		1-01-25-240-001-029	B	Maint. Contracts - Other	R	11/09/21	12/02/21		21-5771	N
2	MONTHLY IT RATE OCT 2021	250.00		1-01-25-240-001-029	B	Maint. Contracts - Other	R	11/09/21	12/02/21		21-5771	N

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
00019	O'BRIEN CONSULTING SERVICES	Continued										
21-01386	11/09/21 MONTHLY IT RATE OCT 2021	Continued										
3	MONTHLY IT RATE OCT 2021	8.50	1-01-25-240-001-029	B Maint.	Contracts - Other	R	11/09/21	12/02/21		21-5771		N
		1,158.50										
	Vendor Total:	4,126.00										
P0557	PACKET MEDIA, LLC											
21-01394	11/09/21 NOTICE TO BIDDERS 10/15/2021											
1	NOTICE TO BIDDERS 10/15/2021	94.05	1-01-20-120-001-021	B Advertisements		R	11/09/21	12/02/21		300619669		N
	Vendor Total:	94.05										
PAMEL005	PAMELA D. LEWIS											
21-01475	12/02/21 MILEAGE REIMBURSEMENT 11/2021											
1	MILEAGE REIMBURSEMENT 11/2021	27.22	1-01-20-145-001-045	B MILEAGE		R	12/02/21	12/02/21		11/2021		N
2	CONVENTION CENTER PARKING	20.00	1-01-20-145-001-045	B MILEAGE		R	12/02/21	12/02/21		11/2021		N
3	HARD ROCK PARKING	10.00	1-01-20-145-001-045	B MILEAGE		R	12/02/21	12/02/21		11/2021		N
4	EZ PASS REIMBURSEMENT	4.50	1-01-20-145-001-045	B MILEAGE		R	12/02/21	12/02/21		11/2021		N
		61.72										
	Vendor Total:	61.72										
P0005	PARIS AUTOMOTIVE SUPPLY											
21-01413	11/17/21 OCTV 2021 BILLING											
1	OCT 2021 BILLING	617.19	1-01-26-290-001-034	B Motor Vehicle Parts & Access.		R	11/17/21	12/02/21		OCT 2021		N
2	OCT 2021 BILLING	253.44	1-01-26-305-001-034	B Motor Vehicle Parts & Access.		R	11/17/21	12/02/21		OCT 2021		N
		870.63										
	Vendor Total:	870.63										
P0088	PARKER MCCAY, P.A.											
21-01295	10/21/21 #3137318/Hearing Attend & Prep											
1	#3137318/Hearing Attend & Prep	1,006.50	2021-01	P Variance - Sign		R	11/17/21	12/02/21		3137318		N

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PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099			
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl			
R0077 ROBERTS ENGINEERING GRP LLC Continued													
21-01402 11/17/21 BILLING THROUGH 11/17/21		Continued											
6 MISC ROADS 5364	950.25	1-01-20-165-001-106	B	Misc. Road & Drainage Issues(B	R	11/17/21	12/02/21		5364	N			
7 GENERAL SEWERS 5365	3,523.50	1-09-55-501-002-508	B	Engineer	R	11/17/21	12/02/21		5365	N			
8 GENERAL WATER 5366	1,494.75	1-09-55-501-001-508	B	Engineer	R	11/17/21	12/02/21		5366	N			
9 CHEM & SLUDGE REMOVAL CONTRACT	1,039.50	1-09-55-501-001-508	B	Engineer	R	11/17/21	12/02/21		5367	N			
10 WTP GENERATOR/FLOOD GATES 5368	1,800.00	C-08-55-965-000-540	B	FEMA FLOOD MIT GENERATOR ENGINEER 20-17	R	11/17/21	12/02/21		5368	N			
11 AWWTP GENERATOR REPLACE 5369	66.00	1-09-55-501-002-508	B	Engineer	R	11/17/21	12/02/21		5369	N			
12 SPRINGCREST RD 5371	17,678.00	C-04-55-890-000-447	B	SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	11/17/21	12/02/21		5371	N			
13 IMP TO RR AVE & DEY ST 5372	1,630.25	C-04-55-894-002-447	B	RAILROAD AVE & DEY STREET SOFT COSTS	R	11/17/21	12/02/21		5372	N			
14 IMP TO HAUSSE AVE, BENNETT PL	3,922.50	C-04-55-894-001-447	B	HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	11/17/21	12/02/21		5373	N			
	33,981.50												
21-01431 11/18/21 #5370; REVIEW HS PARKING LOT													
1 #5370; REVIEW HS PARKING LOT	126.00	1-01-21-180-001-106	B	Planning Board Engineer-General	R	11/18/21	12/02/21		#5370	N			
Vendor Total:	34,679.00												
S0002 SAFETY-KLEEN SYSTEMS, INC													
21-01318 10/26/21 PARTS WASHER SERVICE													
1 PARTS WASHER SERVICE	295.00	1-01-26-290-001-050	B	DPW Work Equipment	R	10/26/21	12/02/21		87035687	N			
Vendor Total:	295.00												
SHERW010 SHERWIN WILLIAMS PAINT													
21-01424 11/17/21 5 GALLON MINERAL SPIRITS													
1 5 GALLON MINERAL SPIRITS	331.35	1-09-55-501-002-535	B	Chemicals Miscellaneous	R	11/17/21	12/02/21		0593-5	N			
2 30% DISCOUNT MINERAL SPIRITS	99.41	1-09-55-501-002-535	B	Chemicals Miscellaneous	R	11/19/21	12/02/21		0593-5	N			
	231.94												
Vendor Total:	231.94												
S1096 STAPLES BUSINESS ADVANTAGE													
21-01341 10/29/21 HPD OFFICE SUPPLIES													
1 HPD OFFICE SUPPLIES	14.84	1-01-25-240-001-036	B	Office Supplies & Equipment	R	10/29/21	12/02/21		3491968371	N			
2 HPD OFFICE SUPPLIES	114.38	1-01-25-240-001-036	B	Office Supplies & Equipment	R	10/29/21	12/02/21		3492046263	N			
4 HPD OFFICE SUPPLIES	33.29	1-01-25-240-001-036	B	Office Supplies & Equipment	R	10/29/21	12/02/21		3491968371	N			
5 HPD OFFICE SUPPLIES	11.83	1-01-25-240-001-036	B	Office Supplies & Equipment	R	10/29/21	12/02/21		3491968371	N			

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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
S1096	STAPLES BUSINESS ADVANTAGE	Continued										
21-01341	10/29/21 HPD OFFICE SUPPLIES		Continued									
6	HPD OFFICE SUPPLIES	20.22	1-01-25-240-001-036	B	Office Supplies & Equipment	R	10/29/21	12/02/21		3491968371		N
7	HPD OFFICE SUPPLIES	19.01	1-01-25-240-001-036	B	Office Supplies & Equipment	R	10/29/21	12/02/21		3491968371		N
		213.57										
	Vendor Total:	213.57										
STATE020	STATE LINE FIRE & SAFETY, INC.											
21-01343	10/29/21 CRASH RECOVERY SYSTEM											
1	CRASH RECOVERY SYSTEM	335.00	1-01-25-252-002-029	B	Computer Software/Mntc/Equip	R	10/29/21	12/02/21		129222		N
	Vendor Total:	335.00										
T0060	TOWNSHIP OF ROBBINSVILLE											
21-01401	11/17/21 SHARED SVCS QTR 3 2021 COURT											
1	QTR 3 2021 COURT STAFF	32,861.07	1-01-20-176-000-199	B	Miscellaneous	R	11/17/21	12/02/21		QTR 3 2021		N
2	QTR 3 2021 USE OF FACILITIES	18,000.00	1-01-26-310-001-025	B	Building Rental	R	11/17/21	12/02/21		QTR 3 2021		N
3	QTR 3 2021 ADMIN FEE COURT	3,000.00	1-01-20-176-000-199	B	Miscellaneous	R	11/17/21	12/02/21		QTR 3 2021		N
4	QTR 3 2021 POSTAGE COURT	487.60	1-01-20-176-000-022	B	Postage and Express Charges	R	11/17/21	12/02/21		QTR 3 2021		N
5	QTR 3 2021 LANG LINE COURT	554.55	1-01-20-176-000-111	B	Interpreter/Outside Help	R	11/17/21	12/02/21		QTR 3 2021		N
6	QTR 3 2021 EQUIP&SUPPLIESCOURT	769.24	1-01-20-176-000-036	B	Office Supplies	R	11/17/21	12/02/21		QTR 3 2021		N
		55,672.46										
21-01442	11/22/21 4TH QTR 2021 EMS SHARED SVCS											
1	4TH QTR 2021 EMS SHARED SVCS	10,000.00	1-01-43-514-001-169	B	Emerg. Medical Serv.-Robbinsville	R	11/22/21	12/02/21		4TH QTR EMS2021		N
	Vendor Total:	65,672.46										
T0061	TOWNSHIP OF ROBBINSVILLE DPW											
21-01387	11/09/21 HPD VEHICLE MAINTENANCE											
1	HPD VEHICLE MAINTENANCE	189.11	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4611		N
2	HPD VEHICLE MAINTENANCE	1,354.33	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4612		N
3	HPD VEHICLE MAINTENANCE	384.61	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4614		N
4	HPD VEHICLE MAINTENANCE	97.88	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4615		N
5	HPD VEHICLE MAINTENANCE	97.88	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4617		N
6	HPD VEHICLE MAINTENANCE	105.74	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4620		N
7	HPD VEHICLE MAINTENANCE	23.63	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4621		N

Vendor #	Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
T0061 TOWNSHIP OF ROBBINSVILLE DPW Continued											
21-01387	11/09/21	HPD VEHICLE MAINTENANCE	Continued								
8 HPD VEHICLE MAINTENANCE	157.59	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4622	N	
9 HPD VEHICLE MAINTENANCE	36.42	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4623	N	
10 HPD VEHICLE MAINTENANCE	36.42	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4624	N	
11 HPD VEHICLE MAINTENANCE	97.88	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4625	N	
12 HPD VEHICLE MAINTENANCE	110.38	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4626	N	
13 HPD VEHICLE MAINTENANCE	72.83	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4630	N	
14 HPD VEHICLE MAINTENANCE	325.66	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4631	N	
15 HPD VEHICLE MAINTENANCE	157.59	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4632	N	
16 HPD VEHICLE MAINTENANCE	378.17	1-01-43-515-001-170	B	Mechanic Services	R	11/09/21	12/02/21		4634-2	N	
	3,626.12										
Vendor Total:		3,626.12									
T1886 TWINCO SUPPLY CO., INC											
21-01338	10/29/21	40 X 48 BLACK TRASH BAGS									
1 L4822K 40 X 48 BLACK TRASH	394.90	1-01-20-125-001-035	B	Paper Products/Janitorial	R	10/29/21	12/02/21		025221	N	
Vendor Total:		394.90									
U0144 UPS											
21-01306	10/22/21	INV 0000161Y33421 SF FLEET									
1 INV 0000161Y33421 SF FLEET	10.68	1-01-30-421-001-022	B	Postage & Express Charges	R	10/22/21	12/02/21		0000161Y33421	N	
21-01392	11/09/21	INV 0000161Y33441 10/30/21									
1 INV 0000161Y33441 SAME DAY	14.12	1-01-30-421-001-022	B	Postage & Express Charges	R	11/09/21	12/02/21		0000161Y33441	N	
21-01400	11/16/21	INV 0000161Y33451 SF FLEET									
1 INV 0000161Y33451	10.69	1-01-30-421-001-022	B	Postage & Express Charges	R	11/16/21	12/02/21		0000161Y33451	N	
Vendor Total:		35.49									
U0013 USA BLUE BOOK											
21-00703	06/21/21	GRUNDFOS									
1 GRUNDOS	159.95	1-09-55-501-002-503	B	Sewer Plant Maintenance	R	06/21/21	12/02/21		787720	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
U0013	USA BLUE BOOK	Continued										
21-00703	06/21/21 GRUNDFOS	Continued										
2	FREIGHT	11.11	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/19/21	12/02/21			787720		N
		171.06										
21-01447	11/23/21 ALUM PULSATION DAMPNER											
1	ALUM PULSATION DAMPNER	504.59	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/23/21	12/02/21			802270		N
2	FREIGHT	10.35	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/01/21	12/02/21			802270		N
		514.94										
Vendor Total:		686.00										
V0007	VALLEY PHYSICIAN SERVICES, PC											
21-01317	10/26/21 3RD QUARTER CDL TESTING											
1	3RD QUARTER CDL TESTING	102.00	1-01-26-290-001-093	B Employee Physicals/Drug Tests	R	10/26/21	12/02/21			563949C5622		N
21-01417	11/17/21 FOLLOW UP CDL TESTING											
1	INV 572115C5622	68.00	1-01-26-290-001-093	B Employee Physicals/Drug Tests	R	11/17/21	12/02/21			572115C58622		N
Vendor Total:		170.00										
V0019	VERIZON											
21-01467	11/29/21 ACCTS 1-53 & 1-69 11/15											
1	750-717-188-0001-53 PD MODEM	438.24	1-01-31-440-001-089	B Telephone-VERIZON	R	11/29/21	12/02/21			75071718800153		N
Vendor Total:		438.24										
VERIZ015	VERIZON FIOS											
21-01399	11/16/21 155-504-140-0001-53 11/09/21											
1	155-504-140-0001-53 11/09/21	159.99	1-01-25-240-001-060	B INTERNET AND WEB SERVICES	R	11/16/21	12/02/21			155504140000153		N
Vendor Total:		159.99										
V0290	VITAL COMMUNICATIONS INC.											
21-01248	10/08/21 ADDED/OMITTED 2021/2022 TAPE											
1	ADDED/OMITTED 2021/2022 TAPE	100.00	1-01-20-145-001-023	B Tax Bill/Notice Printing	R	10/08/21	12/02/21			VITCT0000263		N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
		Item		Description	Amount	Charge Account		Enc Date	Date	Date	Exc
						Acct Type Description				Invoice	
V0290 VITAL COMMUNICATIONS INC. Continued											
21-01455	11/23/21	SAAS TAX ASSESSOR DEC 2021									
1	SAAS TAX ASSESSOR DEC 2021	210.00	1-01-20-150-001-029	B Maintenance Contracts	R	11/23/21	12/02/21			VITMN0000965	N
Vendor Total:					310.00						
VORTE010 VORTEX SERVICES, LLC											
21-01068	09/13/21	8 HOUR DAY JET/VAC- DAY 6									
1	8 HOUR DAY JET/VAC- DAY 6	1,450.00	1-09-55-501-002-537	B Sewer Main Cleaning & Testing	R	09/13/21	12/02/21			305244	N
Vendor Total:					1,450.00						
W0002 W.B. MASON CO., INC.											
21-01340	10/29/21	HPD OFFICE SUPPLIES									
1	HPD OFFICE SUPPLIES	22.56	1-01-25-240-001-036	B Office Supplies & Equipment	R	10/29/21	12/02/21			224832796	N
2	HPD OFFICE SUPPLIES	15.29	1-01-25-240-001-036	B Office Supplies & Equipment	R	10/29/21	12/02/21			224832796	N
3	HPD OFFICE SUPPLIES	13.56	1-01-25-240-001-036	B Office Supplies & Equipment	R	10/29/21	12/02/21			224832796	N
4	HPD OFFICE SUPPLIES	8.60	1-01-25-240-001-036	B Office Supplies & Equipment	R	10/29/21	12/02/21			224832796	N
					60.01						
Vendor Total:					60.01						
W0073 WASTE MANAGEMENT OF NJ, INC.											
21-00343	03/23/21	RECYCLING RES 2017-31 YEAR 5	B								
13	INV 3023304-0502-8	11/1/21	4,731.33	1-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	10/08/21	12/02/21		3023304-0502-8	N
Vendor Total:					4,731.33						
W0071 WASTE MGMT OF NEW JERSEY, INC.											
21-00150	02/11/21	DUMPSTER RES 2020-136T07/31/21	B								
47	INV 3024181-0502-9	BORO HALL/	264.71	1-01-26-305-001-029	B Contract-Dumpsters	R	09/07/21	12/02/21		3024181-0502-9	N
48	INV 3024179-0502-3	HOUSING	530.00	1-01-26-305-001-029	B Contract-Dumpsters	R	10/08/21	12/02/21		3024179-0502-3	N
49	INV 3024179-0502-3	HOUSING	353.00	1-01-26-305-001-029	B Contract-Dumpsters	R	10/08/21	12/02/21		3024179-0502-3	N
50	INV 3024180-0502-1	MUNIPARKING	1,060.00	1-01-26-305-001-029	B Contract-Dumpsters	R	10/08/21	12/02/21		3024180-0502-1	N
51	INV 3024180-0502-1	MUNIPARKING	435.00	1-01-26-305-001-029	B Contract-Dumpsters	R	10/08/21	12/02/21		3024180-0502-1	N
					2,642.71						

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct	Type Description		Enc	Date	Date	Invoice	Excl
w0071 WASTE MGMT OF NEW JERSEY, INC. Continued												
21-00169	02/18/21 SLUDGE REMOVAL RES	2020-229		B								
11	INV 3023343-0502-6	11/1/21	5,346.03	1-09-55-501-002-538	B	Sludge Removal/Disposal-Waste Management	R	09/16/21	12/02/21		3023343-0502-6	N
Vendor Total:		7,988.74										
WIREL005 WIRELESS ELECTRONICS, INC.												
21-01407	11/17/21 MONTHLY SVC CONTRACT	OCT 2021										
1	MONTHLY SVC CONTRACT OCT 2021	255.00	1-01-25-240-001-029	B	Maint. Contracts - Other	R	11/17/21	12/02/21		M60663		N
Vendor Total:		255.00										
Z0106 ZEP SALES & SERVICE												
21-01304	10/22/21 DOZEN METER MIST GREEN APPLE											
1	METER MIST GREEN APPLE (DOZEN)	97.47	1-09-55-501-002-523	B	Paper Products/Janitorial	R	10/22/21	12/02/21		9006753243		N
21-01422 11/17/21 CITRUS & ZEP CLEANERS CASES												
1	CITRUS CLEANER CASE	79.67	1-09-55-501-002-535	B	Chemicals Miscellaneous	R	11/17/21	12/02/21		9006893465		N
2	CASE OF ZEP CHOICE	126.74	1-09-55-501-002-535	B	Chemicals Miscellaneous	R	11/17/21	12/02/21		9006893465		N
3	CITRUS CLEANER CASE	25.90	1-09-55-501-002-535	B	Chemicals Miscellaneous	R	11/29/21	12/02/21		9006893465		N
		232.31										
Vendor Total:		329.78										
Total Purchase Orders: 105 Total P.O. Line Items: 256 Total List Amount: 285,711.81 Total Void Amount: 0.00												

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	1-01	151,401.28	0.00	151,401.28	0.00	0.00	0.00	151,401.28
	1-09	36,938.66	0.00	36,938.66	0.00	0.00	0.00	36,938.66
	1-21	0.00	0.00	0.00	0.00	0.00	2,839.50	2,839.50
Year Total:		188,339.94	0.00	188,339.94	0.00	0.00	2,839.50	191,179.44
GENERAL CAPITAL	C-04	79,250.03	0.00	79,250.03	0.00	0.00	0.00	79,250.03
WATER/SEWER CAPITAL	C-08	3,557.22	0.00	3,557.22	0.00	0.00	0.00	3,557.22
Year Total:		82,807.25	0.00	82,807.25	0.00	0.00	0.00	82,807.25
	G-02	7,975.12	0.00	7,975.12	0.00	0.00	0.00	7,975.12
TRUST OTHER - FUND #12	T-12	3,750.00	0.00	3,750.00	0.00	0.00	0.00	3,750.00
Total Of All Funds:		282,872.31	0.00	282,872.31	0.00	0.00	2,839.50	285,711.81

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Preliminary/Final Site Plan	2019-05	1,261.50	0.00	1,261.50
Variance - Sign	2021-01	1,006.50	0.00	1,006.50
Clinton Street	HTELLC	571.50	0.00	571.50
Total of All Projects:		<u>2,839.50</u>	<u>0.00</u>	<u>2,839.50</u>

Resolution 2021-178

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

**RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO GENERAL
CODE LLC TO PROVIDE CODE PUBLISHING AND CODIFICATION
SERVICES FOR HIGHTSTOWN BOROUGH**

WHEREAS, there exists a need for professional codification services to publish the Revised General Ordinances of the Borough of Hightstown, 1996, online and for the preparation of a new codification for the Borough of Hightstown; and

WHEREAS, General Code LLC has provided contracts for the Online Code Publishing (see Exhibit A) and for the Codification Services (see Exhibit B); and

WHEREAS, the Borough wishes to retain General Code LLC to perform such services; and

WHEREAS, the maximum amount for services under the contracts shall not exceed \$18,388.00 without further approval by the Borough Council; and

WHEREAS, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, General Code LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8);

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

WHEREAS, the Local Public Contracts Law (N.J.S.A. §40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contracts be available for public inspection.

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

Section 1. The contracts with General Code LLC are awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. §40A:11-5(1)(x) of the Local Public Contracts Law because the contract is for a services performed by a company authorized by law to practice a recognized profession that is regulated by law.

Section 2. General Code LLC shall provide professional publishing and codification services to the Borough as set forth in proposals of May 18, 2021 (Exhibit A) and June 18, 2021 (Exhibit B).

Section 3. A notice of this action shall be published as required by law.

Section 4. A copy of this Resolution shall be provided to the Chief Financial Officer and to General Code LLC for their information.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 6, 2021.

Margaret Riggio
Borough Clerk

GENERAL CODE



Proposal for Conversion Services

PREPARED FOR:

Borough of Hightstown, New Jersey

PREPARED BY:

MICHELLE WOOD

Solutions Account Executive

MWood@generalcode.com

800.836.8834

DATE:

May 18, 2021

(Valid through December 31, 2021)

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Executive Summary

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

Situation Analysis

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

Our Solution

Our comprehensive codification solution for Hightstown includes:

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

Solution Benefits

A comprehensive codification solution from General Code will:

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

Who Benefits?

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

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

Hightstown's Investment

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

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

General Code, America's Next Generation Codifier

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

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

Our Experience

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

A Member of the ICC Family of Solutions

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

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

Our Technical Focus

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

Our Process

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

The General Code Recommended Solution and Process

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

Project Launch

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

Editorial Work

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

Convert Code

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

Publish a Secure Online Code with eCode360

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

eCode360 Benefits:

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

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

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

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

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

Premium eCode360 Features:

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

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

Publish a Custom Printed Code

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

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

Provide Ongoing Code Maintenance

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

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

Project Materials

Source Materials

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

- > A copy of the Borough's 1996 Code, as updated to Ordinance No. 2021-15

Project Scope

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

Special Considerations

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

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

Investment Details and Options

Conversion Project Price

\$4,393

Services included with the codification project:

- > Convert the Code, as updated through Ordinance No. 2021-15, to XML Publishing System
- > Editorial Work
- > Proofreading
- > Shipping

Final deliverables included with the codification project:

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

Administrative Fees

\$0

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

Ongoing Services

Premium eCode360 Annual Maintenance

\$1,195

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

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

Performance and Payment Schedule

Performance Schedule:

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

Payment Schedule:

- > 100% will be invoiced upon posting of eCode360

Authorization and Agreement

The Borough of Hightstown, eMigrate, May 18, 2021

Conversion Project Price

\$4,393

Supplementation Schedule Selection

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

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

Total Investment

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

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

Borough of Hightstown, Mercer County, New Jersey

By: _____ Witnessed by: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

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

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

Appendix

New Jersey Communities We Serve

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

Hunterdon County

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

Mercer County

Borough of Pennington
City of Trenton
County of Mercer

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

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

Somerset County

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

Municipal Contacts

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

Township of Ewing, New Jersey

Kim Macellero, Township Clerk

(609) 883-2900

Kmacellaro@ewingnj.org

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

Township of Hamilton, New Jersey

Eileen Gore, Township Clerk

(609) 890-3622

egore@Hamiltonnj.com

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

Township of Hopewell, New Jersey

Laurie Gompf, Township Clerk

(609) 737-0605

lgompf@hopewelltp.org

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

Township of Lawrence, New Jersey

Kathleen Norcia, Township Clerk

(609) 844-7001

Clerk@lawrencetwp.com

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

Borough of Pennington, New Jersey

Betty Sterling, Borough Clerk

(609) 737-0276

bsterling@penningtonboro.org

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

Township of Robbinsville, New Jersey

Michele Seigfried, Township Clerk

(609) 918-0002

micheles@robbinsville.net

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

Township of West Windsor, New Jersey

Gay Huber, Township Clerk

(609) 799-2400

ghuber@westwindsortwp.com

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

eCode360 Platform

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

Simple for Everyone

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

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

Free Introductory eCode Webinar for Municipal Staff

Our introductory *eCode* webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

“Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

Premium eCode360 Features

New Laws	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save “favorites” to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens

1 Custom Banner

2 Public and Private Notes

3 View Archived Codes

4 Public Documents Portal

5 Multicode

6 New Laws

Find Codes

Municipality Name

State

Counties

Government Type

Within of Zip Code

Population

Add Codes

+ Add All Codes (2264)

Add	Type	Name	County	State	Population
+	County	Adams County, WI	Adams	WI	20843
+	County	Albany County, NY	Albany	NY	297556
+	County	Allegany County, MD	Allegany	MD	72831
+	County	Allegheny County, PA	Allegheny	PA	1223411
+	City	Appleton City, MO	St. Clair	MO	1127
+	County	Appomattox County, VA	Appomattox	VA	14128
+	City	Atlantic City, NJ	Atlantic	NJ	39958
+	County	Atlantic County, NJ	Atlantic	NJ	271620

Search Codes

Enter search term...

Chapter 295 Swimming Pools

Swimming Pool Application

A City Building Permit is required along with requirements in this chapter before any installation or construction of a swimming pool. [City Building Permit link.](#)

Created on 2018-10-08 by Jeanie Sanders; Last modified on 2019-02-21 by Jeanie Sanders

[HISTORY: Adopted by the Common Council of the City of Townsville as Ch. 35 of the 1975 Municipal Code. Amendments noted where applicable.]

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 82
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 85
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 85

Additional Online Services

MapLink™ powered by ZoningHub™

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

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

eCode360® Enhanced Graphics™

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

Custom Local Building Code

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

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

Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Materials

After the enactment of new legislation, the Borough can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Borough. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Hightstown. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Borough. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Borough prefers.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Hightstown, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.



GENERAL CODE



Proposal for Codification Services

PREPARED FOR:

Borough of Hightstown, New Jersey

PREPARED BY:

MICHELLE WOOD

Solutions Account Executive

MWood@generalcode.com

800.836.8834

DATE:

June 18, 2021

(Valid through December 31, 2021)

Table of Contents

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Investment Details and Options	8
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Executive Summary

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

Situation Analysis

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

It is our understanding that the Borough would like a complete recodification, including a comprehensive review and update of the 1996 Code, to include all legislation of a general and permanent nature to Ordinance No. 2021-15. This process would ensure that legislation is up-to-date and is in line with state statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

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

Our Solution

Our comprehensive codification solution for Hightstown includes:

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

Solution Benefits

A comprehensive codification solution from General Code will:

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

Who Benefits?

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

Hightstown's Investment

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

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

The General Code Recommended Solution and Process

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

Project Launch

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

Editorial and Legal Analysis with Manuscript

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

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

The Editorial and Legal Analysis will include the following:

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

Your Responsibilities

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

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

Code Supplement

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

Final Editing of the Manuscript and Submission of the Draft

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

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

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

Prepare Final Deliverables

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

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

Update your online Code housed on eCode360

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

Provide Ongoing Code Maintenance

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

Project Materials

Source Materials

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

- > A library copy of the Borough's 1996 Code, as updated to Ordinance No. 2021-15

Project Scope

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

Special Considerations

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

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

Investment Details and Options

Codification Project Price

\$13,995

Services included with the codification project:

- > Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 2021-15
- > Editorial Work
- > Proofreading
- > Shipping

Initial deliverables included with the codification project:

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

Final deliverables included with the codification project:

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

Administrative Fees

\$0

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

Ongoing Services

Supplementation

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

Performance and Payment Schedule

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

Performance schedule reflects only business days excluding legal holidays.

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

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

Authorization and Agreement

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

Codification Project Price

\$13,995

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

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

Borough of Hightstown, Mercer County, New Jersey

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

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

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

Appendix

Additional Online Services

MapLink™ powered by ZoningHub™

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

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

eCode360® Enhanced Graphics™

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

Custom Local Building Code

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

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



Resolution 2021-179

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

**AUTHORIZING PAYMENT NO. 14 - THE MUSIAL GROUP, P.A.
(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

WHEREAS, Resolution 2019-44, appointed the Musial Group as Architect and Contract Administrator for the municipal facilities project located at 230 Mercer Street; and

WHEREAS, Resolution 2019-44 also authorized concept design at a cost not to exceed \$40,000; and

WHEREAS, Resolution 2019-115, adopted on June 3, 2019, authorized the remainder of the project at a total cost not to exceed \$459,895.00; and

WHEREAS, Resolution 2020-40, adopted on January 21, 2020, amended the contract to not exceed \$472,895.00 without further authorization of the Governing Body; and

WHEREAS, Resolution 2020-153, adopted on August 3, 2020, amended the contract to not exceed \$511,995.00 without further authorization of the Governing Body; and

WHEREAS, the architect has submitted payment request No. 14 for professional services for September 10, 2020 thru November 20, 2021, in the total amount of \$12,988.96; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the payment request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$12,988.96, is hereby approved as detailed herein, and the CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 6, 2021.

Margaret Riggio
Borough Clerk

Invoice

THE MUSIAL GROUP, p.a.
 architecture - planning - interior design
 191 Mill Lane
 Mountainside, New Jersey 07092

November 24, 2021
 Project No: 118719.00

Invoice No: 14

Borough of Hightstown
 156 Bank Street
 Hightstown NJ 08520
Attention: Dimitri Musing, Borough Administrator

Project: 118719.00 HIGHTSTOWN MUNICIPAL BUILDING/POLICE HEADQUARTERS & POLICE SUBSTATION
Professional services from September 10, 2020 to November 20, 2021

Fee

Phase	Fee	Percent Complete	Earned	Current
BASE BID: MUNICIPAL BUILDING				
CONCEPT DESIGN	10,500.00	100.00	10,500.00	0.00
SCHEMATIC DESIGN	29,984.00	100.00	29,984.00	0.00
DESIGN DEVELOPMENT	44,925.00	100.00	44,925.00	0.00
CONSTRUCTION DOCUMENTS	71,094.00	9.145	6,501.55	0.00
BIDDING	7,441.00	0.00	0.00	0.00
CONTRACT ADMINISTRATION	41,000.00	0.00	0.00	0.00
ALTERNATE #2 POLICE HEADQUARTERS				
CONCEPT DESIGN	13,600.00	100.00	13,600.00	0.00
SCHEMATIC DESIGN	37,650.00	100.00	37,650.00	0.00
DESIGN DEVELOPMENT	65,117.00	100.00	65,117.00	0.00
CONSTRUCTION DOCUMENTS	86,128.00	24.226	20,865.37	12,988.96
BIDDING	7,219.00	0.00	0.00	0.00
CONTRACT ADMINISTRATION	45,237.00	0.00	0.00	0.00
ADDITIONAL FEE POLICE SUB-STATION				
CONCEPT	13,000.00	100.00	13,000.00	0.00
ADDITIONAL POLICE	39,100.00	0.00	0.00	0.00
Total Fee	511,995.00	Total Earned	242,142.92	
		Previous Fee Billing	229,153.96	
		Current Fee Billing	12,988.96	
		Total Fee		12,988.96

Total this invoice \$12,988.96

Billings to date	Current	Prior	Total
Fee	12,988.96	229,153.96	242,142.92
Totals	12,988.96	229,153.96	242,142.92

Resolution 2021-180

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

AWARDING CONTRACT FOR ZETA LYTE 1A POLYELECTROLYTE – CUSTOM ENVIRONMENTAL TECHNOLOGY

WHEREAS, two (2) bids were received on November 19, 2021 for Zeta Lyte 1A Anionic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Zeta Lyte 1A Anionic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$11.69 per gallon with a total contract price of \$11,923.80; and

WHEREAS, said contract shall be effective January 1, 2022; and

WHEREAS, a review by the Borough Attorney to determine that the bid submitted by Custom Environmental Technology is in order with respect to legal compliance is pending; and

WHEREAS, funds will be made available in the 2022 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Zeta Lyte 1A Anionic Polyelectrolyte is hereby awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2022.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 6, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-181

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

AWARDING A CONTRACT FOR ZETA LYTE 2800 CH CATIONIC POLYELECTROLYTE - CUSTOM ENVIRONMENTAL TECHNOLOGY

WHEREAS, two (2) bids were received on November 19, 2021 for Zeta Lyte 2800 CH Cationic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one-year contract for the Zeta Lyte 2800 CH Cationic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$16.05 per gallon with a total contract price of \$63,558.00; and

WHEREAS, said contract shall be effective January 1, 2022; and

WHEREAS, a review by the Borough Attorney to determine that the bid submitted by Custom Environmental Technology is in order with respect to legal compliance is pending; and

WHEREAS, funds will be made available in the 2022 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one-year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte, be awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2022.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 6, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-182

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

AWARDING A CONTRACT FOR MIXED OXIDANT ODOR CONTROL FORMULATION – GEORGE S. COYNE CHEMICAL CO., INC.

WHEREAS, one (1) bid was received on November 19, 2021 for Mixed Oxidant Odor Control Formulation for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid submitted by George S. Coyne Chemical of Croydon, PA was for an “equal” product that has been tested by the Superintendent of the AWWTP and determined to be an equivalent; and

WHEREAS, the bid have been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a one year contract for VX-456 Odor Control Formulation be awarded to the low bidder, George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania at a per unit price of \$11.5694 per gallon with a total contract price of \$9,660.45; and

WHEREAS, said contract shall be effective January 1, 2022; and

WHEREAS, a review by the Borough Attorney to determine that the bid submitted by George S. Coyne Chemical Co., Inc. is in order with respect to legal compliance is pending; and

WHEREAS, funds will be made available in the 2022 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a two year contract for VX-456 Odor Control Formulation, be awarded to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania effective January 1, 2022.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 6, 2021.

Margaret Riggio
Borough Clerk



Roberts

ENGINEERING GROUP LLC
Women Business Enterprise Certified

November 30, 2021

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

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

Re: Receipt of Bids
Polymer and Odor Control Purchases
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1665

Dear Mayor and Council;

Bids were received for the Polymer and Odor Control Purchases for the Advanced Wastewater Treatment Plant on November 19, 2021. Two (2) bids were received. I have reviewed the bids and offer the following comments:

1. **Polymer Purchase** – Bids were received for a one (1) year period for Zeta Lyte 1A Anionic Electrolyte “or equal” as follows:

a. (1) **Zeta Lyte 1A Anionic Electrolyte “or equal” – One (1) Year Period**

- | | | |
|---|----------------|-------------|
| ▪ Custom Environmental Technology, Inc.
Collegeville, PA | \$11.69/gal | \$11,923.80 |
| ▪ George S. Coyne Chemical Company, Inc.
Croydon, PA | \$15.6152/gal. | \$15,927.50 |

a. (2) **Zeta Lyte 1A Anionic Electrolyte “or equal” – Two (2) Year Period**

- No bids were received for a two (2) year period.

The low bid documents were reviewed and found to be in order. Therefore, subject to the approval of the bid documents by the Borough Attorney, I recommend award of a one (1) year contract for Zeta Lyte 1A Electrolyte to Custom Environmental Technology, Inc. of Collegeville, Pennsylvania, at a unit price of \$11.69/gal. for a total of \$11,923.80.

2. **Polymer Purchase** – Bids were received for a one (1) year period for Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” as follows:

a. (1) **Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” – One (1) Year Period**

- | | | |
|---|----------------|-------------|
| ▪ Custom Environmental Technology, Inc.
Collegeville, PA | \$16.05/gal | \$63,558.00 |
| ▪ George S. Coyne Chemical Company, Inc.
Croydon, PA | \$17.9343/gal. | \$71,019.83 |

a. (2) **Zeta Lyte 2800 CH Cationic Polyelectrolyte “or equal” – Two (2) Year Period**

- No bids were received for a two (2) year period.

Receipt of Bids
 Polymer and Odor Control Purchases
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1665
 Page 2 of 2

The low bid documents were reviewed and found to be in order. Therefore, subject to the approval of the bid documents by the Borough Attorney, I recommend award of a one (1) year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte to Custom Environmental Technology, Inc. of Collegeville, Pennsylvania, at a unit price of \$16.05/gal. for a total of \$63,558.00.

3. **Mixed Oxidant Odor Control** – Bids were received for one (1) year and two (2) year periods for VX-456 Odor Control Formulation “or equal” as follows:

a. (1) **VX-456 Odor Control Formulation “or equal” – One (1) Year Period**

- George S. Coyne Chemical Co., Inc.
 Croydon, Pennsylvania \$11.5694/gal \$9,660.45

a. (2) **VX-456 Odor Control Formulation “or equal” – Two (2) Year Period**

- George S. Coyne Chemical Company, Inc.
 Croydon, PA \$12.0234/gal. \$20,079.08

The low bid documents were reviewed and found to be in order. Therefore, subject to the approval of the bid documents by the Borough Attorney, I recommend award of a one (1) year contract for VX-456 Odor Control Formulation to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania, at a unit price of \$11.5694/gal. for a total of \$9,660.45.

By way of this letter, I am returning the original bid documents to the Borough Clerk. Should you have questions or require additional information, please feel free to contact me.

Very truly yours,



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

cc: Dimitri Musing, Borough Administrator
 Peggy Riggio, RMC, CMR, Borough Clerk
 Frederick C. Raffetto, Esq., Borough Attorney
 Mickie O'Connor, Finance
 George Lang, Borough CFO
 Kelly Pham, EIT, Roberts Engineering Group, LLC



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

Borough of Hightstown

Friday, November 19, 2021 at 11:00 A.M.

Polymer and Odor Control Purchases Zeta Lyte 1A Anionic Electrolyte Zeta Lyte 2800 CH Cationic Polyelectrolyte VX-456 Odor Control Formulation Our File No.: H1665				ASP, LLC 430 Andbro Drive Pitman, New Jersey 08071 Phone: (856) 582-6800 Fax: (856) 582-6832	Custom Environmental Technology, Inc. 8 Iron Bridge Drive Collegeville, Pennsylvania 19426 Phone: (610) 409-8210 Fax: (610) 409-8212	Evoqua Water Technologies, LLC 2650 Tallevast Road Sarasota, Florida 34243 Phone: (941) 351-2872 Fax: (941) 359-7985	George S. Coyne Chemical Co., Inc. 3015 State Road Croydon, Pennsylvania 19021-6997 Phone: (215) 785-3000 Fax: (215) 785-1585
Item No.	Description	Quantity	Units	Unit Price	Unit Price	Unit Price	Unit Price
1A	Zeta Lyte 1A Anionic Electrolyte						
	1a.(1) Zeta Lyte 1A Anionic Electrolyte "or equal" - One (1) year period	1,020	gal.	NO BID RECEIVED	\$11.69	NO BID RECEIVED	\$15.6152
	1a.(2) Zeta Lyte 1A Anionic Electrolyte "or equal" - Two (2) year period	2,040	gal.	NO BID RECEIVED	NO BID	NO BID RECEIVED	NO BID
1B	Zeta Lyte 2800 CH Cationic Polyelectrolyte						
	1b.(1) Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" - One (1) year period	3,960	gal.	NO BID RECEIVED	\$16.05	NO BID RECEIVED	\$17.9343
	1b.(2) Zeta Lyte 2800 CH Cationic Polyelectrolyte "or equal" - Two (2) year period	7,920	gal.	NO BID RECEIVED	NO BID	NO BID RECEIVED	NO BID
2	Mixed Oxidant Odor Control						
	2a.(1) VX-456 Odor Control Formulation "or equal" - One (1) year period	835	gal.	NO BID RECEIVED	NO BID	NO BID RECEIVED	\$11.5694
	2a.(2) ZVX-456 Odor Control Formulation "or equal" - Two (2) year period	1,670	gal.	NO BID RECEIVED	NO BID	NO BID RECEIVED	\$12.0234

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

Resolution 2021-183

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

A RESOLUTION SUPPORTING THE REPLACEMENT OF COUNTY BRIDGE #863.4 (EAST WARD STREET BRIDGE) IN THE BOROUGH OF HIGHTSTOWN

WHEREAS, Mercer County is preparing plans for the replacement of County Bridge #863.4 carrying East Ward Street over Peddie Lake in the Borough of Hightstown and;

WHEREAS, Mercer County has presented various alternatives for the replacement of the structure, including an alternative that provides for a 28-foot-wide bridge deck curb to curb which does not address the Borough's Complete Streets Policy and an alternative which provides for a 32-foot-wide bridge deck curb to curb which would include two (2), five foot wide dedicated bicycle lanes in conformance with the Borough's Complete Streets Policy and;

WHEREAS, the trusses would be retained as architectural elements carrying their own weight under either the 28' wide bridge deck alternative or the 32' wide bridge deck alternative, thereby allowing their restoration to their original construction to the greatest extent possible, and;

WHEREAS, Mercer County also presented two alternatives for a sidewalk structure, one with a ten-foot-wide walkway to accommodate two direction bicycle and pedestrian traffic and a second with a six-foot-wide walkway, consistent with the current sidewalk width, in consideration of bicycle traffic utilizing the dedicated bicycle lanes of the 32' wide bridge deck, curb to curb, alternative.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Hightstown that the Borough does hereby support the reconstruction of Mercer County Bridge #863.4 carrying East Ward Street over Peddie Lake with a bridge deck width of 32 feet curb to curb which includes two, 5-foot-wide dedicated bicycle lanes in conformance with the Borough's Complete Streets Policy.

BE IT FURTHER RESOLVED that the Borough supports the retention of the existing trusses as architectural elements of the new bridge in a manner described by Mercer County.

BE IT FURTHER RESOLVED that the Borough supports the alternative of the narrower, 6-foot-wide sidewalk in consideration of providing dedicated bicycle lanes on the bridge.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 6, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-184

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

AUTHORIZING REFUND OF TAX OVERPAYMENT – 212-214 FRANKLIN STREET

WHEREAS, an overpayment of 2021 taxes were made for Block 29/Lot 7, 212-214 Franklin Street in the amount of \$2,687.10, by the home owner; and

WHEREAS, both the mortgage company and the homeowner paid fourth quarter taxes; and

WHEREAS, the homeowner, Martha Ximena Banegas, 431 Kellington Drive, East Windsor, NJ 08520, has requested that a refund be issued for the overpayment in the amount of \$2,687.10; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,687.10.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$2,687.10 to Martha Ximena Banegas, 431 Kellington Drive, East Windsor, NJ 08520, representing the tax overpayment as set forth 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 December 6, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-185

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

AUTHORIZING REFUND OF TAX OVERPAYMENT – 32 NORTON AVENUE

WHEREAS, there was an over-payment made to Various Tax Records Wire due to changing of Mortgage Companies, Selling of Homes, Approval of Totally Disabled Veterans; and

WHEREAS, the LERETA, LLC made such payment on a Totally Disabled Veteran property in the amount of \$2,766.57 for 32 Norton Avenue Block 10.01 Lot 8 for 4th quarter 2021; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,766.57 to LERETA, LLC located at 901 Corporate Center Dr. Pomona, CA 91768 to the Attn: Central Refunds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$2,766.57 to LERETA, LLC 901 Corporate Center Dr. Pomona, CA 91768, representing the tax overpayment as set forth 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 October 4, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-186

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

RESOLUTION CANCELLING TAXES FOR TAX EXEMPTION TO DISABLED VETERAN

WHEREAS, WILFREDO RODRIGUEZ, the owner of block 10.01 lot 8 A.K.A. 32 NORTON AVE has made an application for a 100% Disabled Veteran Exemption to the Mercer County Tax Assessor which has been accepted and recorded; and

WHEREAS, the Mercer County Tax Assessor has approved for the cancellation of taxes effective September 15, 2021 on Block 10.01 Lot 8 A.K.A. 32 NORTON AVE; and

WHEREAS, the Hightstown Borough Tax Collector has approved the cancellation of the 4th quarter 2021 taxes in the amount of \$2,766.57; and

WHEREAS, the Hightstown Borough Tax Collector has approved the cancellation of the 1st quarter 2022 for \$3,169.11 and 2nd quarter for \$3,169.10.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown, that the Tax Collector is hereby authorized to cancel taxes as stated 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 December 6, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-187

*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 December 6, 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 – 415A Mercer Street, Police Department Lease

Contract Negotiations – Shared Services East Windsor Stockton Street Sidewalks

Contract Negotiations – Professional Services Borough Engineer

Attorney-Client Privilege

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 March 6, 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 December 6, 2021.

Margaret Riggio
Borough Clerk