

Agenda
Hightstown Borough Council
December 20, 2021
6:30 PM – Public Session

www.zoom.com

Meeting ID: 815 8824 2600

Passcode: 32PUcQ

<https://us02web.zoom.us/j/81588242600?pwd=d0RyVmZgdllrZWJveTR2OG1tVUttQT09>

(929)205-6099

Meeting ID: 815 8824 2600#

Participant code #

Passcode: 574223#

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes

October 4, 2021 – Public Session

October 4, 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 Public Hearing and Final Reading 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 Public Hearing and Final Reading An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Resolutions

2021-188 Authorizing Payment of Bills

2021-189 Authorizing a Shared Services Agreement with West Windsor Township for Health Services

2021-190 Appointing a Senior Public Health Nurse

2021-191 Amending Resolution 2021-16 Appointing and Authorizing an Agreement for Professional Services - Administrative Agent of Hightstown Borough Affordable Housing Program

Consent Agenda

2021-192 Authorizing Payment of Behalf of Participants in the Borough of Hightstown Length of Service Award Program (LOSAP)

2021-193 Authorizing a Transfer of Funds in the 2021 Budget

2021-194 Resolution Cancelling 2021 Appropriation Balances

New Business 2022 Boards & Commission Vacancies

Old Business Borough FaceBook

Subcommittee Reports Professional Services – Subcommittee recommendations

Mayor/Council/Administrative Reports

Executive Session **Resolution 2021-195** Authorizing a Meeting that Excludes the Public

Contract Negotiation – Shared Services East Windsor – Stockton Street sidewalks

Personnel – AWWTP Superintendent

Adjournment

**MINUTES
FORTHCOMING**

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)~~ (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

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
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	\$3236.00
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 2021-188

*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 \$1,230,541.12 from the following accounts:

Current		\$1,182,073.28
W/S Operating		26,269.38
General Capital		21,231.31
Water/Sewer Capital		0.00
Grant		0.00
Trust		0.00
Unemployment Trust		0.00
Animal Control		171.10
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Escrow		<u>796.05</u>
Total		<u>\$1,230,541.12</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 20, 2021.

Margaret Riggio
Borough Clerk

Date: December 20, 2021

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 12/20/2021

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
BANK OF AMERICA	12/9/2021	21-01503	33375	\$ 1,370.83
TREASURER, STATE OF NEW JERSEY/2003 DRI	12/10/2021	21-01307	1525	\$ 4,962.73
EAST WINDSOR TOWNSHIP	12/14/2021	21-01544	33380	\$ 195,029.00
MARTHA XIMENA BANEGAS	12/14/2021	21-01530	33381	\$ 2,687.10
STATE OF N.J. -DEPT OF TREASURY	12/15/2021	21-01474	1526	\$ 42,302.43
EAST WINDSOR REGIONAL SCHOOL	12/15/2021	21-01499	1527	\$ 908,807.00
	TOTAL			\$ 1,155,159.09
<u>WATER AND SEWER OPERATING</u>				
TREASURER STATE OF NEW JERSEY	12/9/2021	21-01528	33379	\$ 50.00
STATE OF N.J. -DEPT OF TREASURY	12/15/2021	21-01474	1369	\$ 898.16
	TOTAL			\$ 948.16
<u>ESCROW</u>				
	TOTAL			\$ -
<u>GRANT</u>				
	TOTAL			\$ -
<u>TRUST- OTHER</u>				
	TOTAL			\$ -
<u>ANIMAL CONTROL TRUST</u>				
BANK OF AMERICA	12/9/2021	21-01503	1330	\$ 171.10
	TOTAL			\$ 171.10
<u>LAW ENFORCEMENT TRUST</u>				
	TOTAL			\$ -
<u>UNEMPLOYMENT TRUST</u>				
	TOTAL			\$ -
<u>PUBLIC DEFENDER TRUST</u>				
	TOTAL			\$ -
<u>TAX LIEN TRUST</u>				
	TOTAL			\$ -
<u>GENERAL CAPITAL</u>				
THE MUSIAL GROUP	12/9/2021	19-01488-09	6472	\$ 12,988.96
	TOTAL			\$ 12,988.96
<u>WATER AND SEWER CAPITAL</u>				
	TOTAL			\$ -
MANUAL TOTAL				\$ 1,169,267.31

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A1012 APPLIED ANALYTICS, INC.												
		21-01164	09/28/21	D/O SENSOR								
		1		D/O SENSOR	350.00	1-09-55-501-002-506	R	09/28/21	12/16/21		A21-24305	N
		Vendor Total:			350.00							
A0025 AT&T MOBILITY												
		21-01532	12/10/21	INV 2872982108043x11282021								
		1		INV 2872982108043x11282021 FI	82.96	1-01-25-256-002-094	R	12/10/21	12/16/21		X11282021	N
		2		INV 2872982108043x11282021 HPD	389.52	1-01-31-440-001-079	R	12/10/21	12/16/21		X11282021	N
		3		INV 2872982108043x11282021 DPW	208.69	1-01-31-440-001-079	R	12/10/21	12/16/21		X11282021	N
		4		INV 2872982108043x11282021 WTP	157.46	1-09-55-501-003-545	R	12/10/21	12/16/21		X11282021	N
		5		INV 2872982108043x11282021AWWTP	104.28	1-09-55-501-003-545	R	12/10/21	12/16/21		X11282021	N
					942.91							
		Vendor Total:			942.91							
B0076 BERGEY'S TRUCK CENTER												
		21-01517	12/08/21	MIRROR FOR MAC - TRK 10A								
		1		INV PM360127R	698.19	1-01-26-305-001-034	R	12/08/21	12/16/21		PM360127R	N
		Vendor Total:			698.19							
B0350 BOROUGH OF HIGHTSTOWN-CURRENT												
		21-01529	12/09/21	BUDGET REIMBURSE FROM ESCROW								
		1		INV#473251 BUDGET REIMBURSEMEN	94.50	2019-05	R	12/09/21	12/16/21		473251	N
		2		INV#475104 BUDGET REIMBURSEMEN	701.55	2019-05	R	12/09/21	12/16/21		475104	N
					796.05							
		Vendor Total:			796.05							
BUCKM005 BUCK MINING & MATERIAL INC												
		21-01516	12/08/21	LEAF DISPOSAL								
		1		INV 1034 - LEAF DISPOSAL	480.00	1-01-26-311-001-166	R	12/08/21	12/16/21		1034	N
		Vendor Total:			480.00							

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
DASTI005 DASTI, MURPHY & MCGUCKIN, P.C.													
21-01533	12/10/21	INV 112288	MUNI COURT APPEAL	3,088.56	1-01-20-155-001-027	B General Matters	R	12/10/21	12/16/21			112288	N
21-01536	12/13/21	INV 111766	MUNI COURT APPEAL	1,925.00	1-01-20-155-001-027	B General Matters	R	12/13/21	12/16/21			111766	N
Vendor Total:				5,013.56									
D0030 DELL COMPUTER CORP.													
21-01460	11/23/21	LAPTOP - FINANCE/UTILITY CLERK	1,640.91	1-01-20-140-001-054	B Computer/Printers-Hardware & Software	R	11/23/21	12/16/21				10542591015	N
Vendor Total:				1,640.91									
DENNI015 DENNIS EGAN													
21-01360	11/04/21	REIMBURSEMENT HIST PRES COMM	386.58	1-01-20-175-000-199	B MISCELLANEOUS	R	11/04/21	12/16/21				4797	N
		2 REIMBURSEMENT HISTORIC	110.36	1-01-20-175-000-199	B MISCELLANEOUS	R	11/04/21	12/16/21				0982 28 76845	N
Vendor Total:				496.94									
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN													
21-00407	04/09/21	PROF SVCS HEALTH CLINIC 2021	476.24	1-01-27-330-001-031	B Contract-Professional Serv.(B)	R	08/09/21	12/16/21				12/6/21	N
Vendor Total:				476.24									
D0091 DUKE'S ROOT CONTROL, INC													
21-01358	11/04/21	TREATMENT FOR ROOT CONTROLS	3,065.04	1-09-55-501-002-529	B Sewer Main Repair/Supplies	R	11/04/21	12/16/21				19927	N
Vendor Total:				3,065.04									
E0054 ERIC M. BERNSTEIN & ASSOC.,LLC													
21-01502	12/06/21	NOVEMBER 2021 INVOICES	243.00	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/06/21	12/16/21				74924	N

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
E0054 ERIC M. BERNSTEIN & ASSOC.,LLC Continued														
21-01502 12/06/21 NOVEMBER 2021 INVOICES Continued														
	2	JOHN MINESTRA INV 74925	67.50	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/06/21	12/16/21	74925	N				
	3	FOP LODGE 140 RANK AND FILE	364.50	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/06/21	12/16/21	74926	N				
	4	FOP LODGE 140 SUPERIOROFFICERS	54.00	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/06/21	12/16/21	74927	N				
	5	OPEIU LOCAL 32 BLUE COLLAR	513.00	1-01-20-155-001-031	B Labor,Personnel & Union Council	R	12/06/21	12/16/21	74928	N				
			1,242.00											
	Vendor Total:		1,242.00											
D0995 EVER DIXIE USA EMS SUPPLY CO.														
21-01495 12/02/21 HPD FIRST AID SUPPLIES														
	1	HPD FIRST AID SUPPLIES	50.00	1-01-25-240-001-116	B Traffic Bureau	R	12/02/21	12/16/21	F128482	N				
	2	HPD FIRST AID SUPPLIES	33.00	1-01-25-240-001-116	B Traffic Bureau	R	12/02/21	12/16/21	F128482	N				
	3	HPD FIRST AID SUPPLIES	296.80	1-01-25-240-001-116	B Traffic Bureau	R	12/02/21	12/16/21	F128482	N				
			379.80											
	Vendor Total:		379.80											
EXTRA005 EXTRA DUTY SOLUTIONS														
21-01496 12/02/21 SPRINGCREST & GLEN (EARLE CO)														
	1	SPRINGCREST & GLEN (EARLE CO)	1,090.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	850212	N				
	2	SPRINGCREST & GLEN (EARLE CO)	1,220.40	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	850212	N				
	3	SPRINGCREST & GLEN (EARLE CO)	1,090.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	850212	N				
	4	SPRINGCREST & GLEN (EARLE CO)	886.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	140190	N				
	5	SPRINGCREST & GLEN (EARLE CO)	1,030.05	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	140190	N				
	6	SPRINGCREST & GLEN (EARLE CO)	886.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	140191	N				
	7	SPRINGCREST & GLEN (EARLE CO)	1,001.40	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	140191	N				
	8	SPRINGCREST & GLEN (EARLE CO)	886.80	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/02/21	12/16/21	140191	N				
			8,093.85											
	Vendor Total:		8,093.85											
F0909 FLOWTECH, LLC														
21-01384 11/09/21 RECALIBRATE EFFLUENT FLOW														
	1	RECALIBRATE EFFLUENT FLOW	275.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/09/21	12/16/21	2616	N				
	Vendor Total:		275.00											

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
F1183 FRANK GENDRON														
		21-01477	12/02/21	CLOTHING ALLOWANCE - GENDRON										
		1		CLOTHING ALLOWANCE - GENDRON	144.00	1-01-25-240-001-042		B Education & Training	R	12/02/21	12/16/21		w1049028380	N
		2		CLOTHING ALLOWANCE - GENDRON	847.46	1-01-25-240-001-042		B Education & Training	R	12/02/21	12/16/21		5213 46 17183	N
					991.46									
		Vendor Total:			991.46									
G0181 FRANKLIN-GRIFFITH, LLC														
		21-01483	12/02/21	SUREWAY 6V 12 AH BATTERY										
		1		INV S119403660.001	23.64	1-09-55-501-001-503		B Water Plant Maintenance	R	12/02/21	12/16/21		S119403660	N
		2		INV S119353507.001	25.46	1-09-55-501-001-503		B Water Plant Maintenance	R	12/02/21	12/16/21		S119353507	N
		3		INV S119386822.001	25.46	1-09-55-501-001-503		B Water Plant Maintenance	R	12/02/21	12/16/21		S119386822	N
		4		CREDIT S119403624.001	25.46	1-09-55-501-001-503		B Water Plant Maintenance	R	12/02/21	12/16/21		S119403624	N
					49.10									
		Vendor Total:			49.10									
G0337 GALL'S INC.														
		21-01482	12/02/21	HPD PRISONER SUPPLIES										
		1		HPD PRISONER SUPPLIES	45.05	1-01-25-240-001-112		B Prisoner Expense	R	12/02/21	12/16/21		019925634	N
		2		HPD PRISONER SUPPLIES	8.95	1-01-25-240-001-112		B Prisoner Expense	R	12/02/21	12/16/21		019925634	N
					54.00									
		Vendor Total:			54.00									
G1077 GEORGE S. COYNE CO., INC.														
		21-00065	02/01/21	SODIUM BICARBONATE RES 20-239			B							
		12		INV 371790 11/15/21 SOD BICARB	2,314.40	1-09-55-501-002-552		B Sodium Bicarbonate	R	09/21/21	12/16/21		371790	N
		21-00066	02/01/21	LIME HI-CALC HYDRATED AWTP			B							
		7		INV 370508 10/26/21 LIME	1,127.50	1-09-55-501-002-553		B Calcium Hydroxide (Lime)	R	09/21/21	12/16/21		370508	N
		Vendor Total:			3,441.90									
G0185 GRAINGER, INC.														
		21-01476	12/02/21	INLET THERMOSTAT/TIMER PUMP										
		1		INLET THERMOSTAT 61LA04	298.33	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21		9139156336	N

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
J0258 JCP&L (STREET LIGHTING)														
21-01535	12/13/21	ACCT 041 & 240	DATED 12/7&12/6											
1	100	086 395 041	0	STOCKTON ST	48.51	1-01-31-435-001-075		B Street Lighting	R	12/13/21	12/16/21		95666659551	N
2	100	081 608 240		BLK LT 0	100.82	1-09-55-501-001-504		B Electricity	R	12/13/21	12/16/21		95616732982	N
					149.33									
Vendor Total:					149.33									
M0180 MCMASTER-CARR														
21-01484	12/02/21	DRILL BIT/BUNGEE CORD/MISC												
1	5/32"	SDS PLUS DRILL BIT 8-5/8		16.81	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
2	3/16"	#8948A53		32.12	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
3	1/4"	#8948A64		22.54	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
4	3/8"	#8948A19		26.96	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
5	#3097T44	BUNGEE CHORDS		20.44	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
6	#3097T43	24"		26.22	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
7	#3097T42			23.40	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/02/21	12/16/21			69347146	N
8	SHIPPING			16.60	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/06/21	12/16/21			69347146	N
				185.09										
21-01507	12/08/21	FINE SCREEN RUN BULBS												
1	FINE SCREEN RUN BULBS			67.62	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/08/21	12/16/21			69732705	N
2	SHIPPING			6.62	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/13/21	12/16/21			69732705	N
				74.24										
Vendor Total:					259.33									
N1001 NJWEA														
21-01204	10/01/21	TCH WORKSHOP & ANNUAL RENEWAL												
1	2021 FALL	TECHONOLGY TRANSFER		105.00	1-09-55-501-002-513		B Education & Training	R	10/01/21	12/16/21			E3929	N
2	RENEWAL ANNUAL DUES			117.00	1-09-55-501-002-513		B Education & Training	R	10/01/21	12/16/21			1343	N
				222.00										
Vendor Total:					222.00									
N0170 NORCIA CORP.														
21-01486	12/02/21	CHECK ER STOP SWITCHES												
1	INV 81081			90.00	1-01-26-305-001-034		B Motor Vehicle Parts & Access.	R	12/02/21	12/16/21			81081	N

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
N0170	NORCIA CORP.	Continued													
		21-01519	12/08/21	REPAIRS TO MAC - 10A											
		1 INV		81123 - REPAIRS TO MAC	342.77		1-01-26-305-001-034		B Motor Vehicle Parts & Access.	R	12/08/21	12/16/21		81123	N
		Vendor Total:			432.77										
N0021	NORTHERN TOOL & EQUIPMENT CO.														
		21-01448	11/23/21	DEWALT 12 AMP CHORDED SAW											
		1 DEWALT		12 AMP CHORDED SAW	94.00		1-09-55-501-002-503		B Sewer Plant Maintenance	R	11/23/21	12/16/21		49118263	N
		Vendor Total:			94.00										
PHOEN005	PHOENIX ADVISORS														
		21-01505	12/08/21	ANNUAL FEE INVOICE 11/30/21											
		1 ANNUAL FEE INVOICE		11/30/21	1,050.00		1-01-20-130-001-031		B PROF SERVICES	R	12/08/21	12/16/21		11/30/21	N
		Vendor Total:			1,050.00										
QUADI005	QUADIANT, INC.														
		21-01508	12/08/21	LEASE20031800 12/21/21-3/28/22											
		1 LEASE20031800		12/21/21-3/28/22	441.57		1-01-30-421-001-029		B Meter Rental/Maintance	R	12/08/21	12/16/21		N9156637	N
		Vendor Total:			441.57										
READY005	READY REFRESH BY NESTLE														
		21-01450	11/23/21	DISTILLED WATER 5 GAL BOTTLES											
		1 DISTILLED WATER		5 GAL BOTTLES	167.88		1-09-55-501-002-506		B Lab. Equipment & Supplies	R	11/23/21	12/16/21		01K5050008134	N
		2 DELIVERY FEE			7.49		1-09-55-501-002-506		B Lab. Equipment & Supplies	R	11/23/21	12/16/21		01K5050008134	N
					175.37										
		Vendor Total:			175.37										
R0051	RL HUSKY INC.														
		21-01480	12/02/21	ALCOTEST UNIT AIR FILTER											
		1 ALCOTEST UNIT AIR FILTER			109.99		1-01-25-240-001-116		B Traffic Bureau	R	12/02/21	12/16/21		21040844	N
		Vendor Total:			109.99										

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
R0114 RUTGERS, THE STATE UNIVERSITY														
21-01481	12/02/21	MUNI CURR FUND ACCT 1	O'CONNOR											
1	MUNI CURRENT FUND ACCOUNTING 1	760.00	1-01-20-130-001-042	B Education & Training	R	12/02/21	12/16/21	FM-2104-SP22-1	N					
Vendor Total:		760.00												
S0061 SEA BOX														
21-01490	12/02/21	CONTAINER RENTAL												
1	INV SI137451 CONTAINER RENTAL	75.00	1-01-26-310-001-025	B Building Rental	R	12/02/21	12/16/21	SI137451	N					
Vendor Total:		75.00												
S0925 SIRCHIE FINGER PRINT LAB														
21-01217	10/01/21	HPD DETECTIVE SUPPLIES												
1	HPD DETECTIVE SUPPLIES	33.87	1-01-25-240-001-115	B ID Bureau	R	10/01/21	12/16/21	0521330-IN	N					
2	HPD DETECTIVE SUPPLIES	36.78	1-01-25-240-001-115	B ID Bureau	R	10/01/21	12/16/21	0521330-IN	N					
3	HPD DETECTIVE SUPPLIES	29.31	1-01-25-240-001-115	B ID Bureau	R	10/01/21	12/16/21	0521330-IN	N					
4	HPD DETECTIVE SUPPLIES	<u>23.31</u>	1-01-25-240-001-115	B ID Bureau	R	10/01/21	12/16/21	0521330-IN	N					
		123.27												
Vendor Total:		123.27												
BLOCK005 TELESYSTEM														
21-01500	12/03/21	INV 635593	OCTOBER & NOVEMBER											
1	INV 614966 11/1/21	OCTOBER	1,293.37	1-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	12/03/21	12/16/21	614966	N				
2	SEPTEMBER OVERPAYMENT	1,309.14	1-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	12/03/21	12/16/21	614966	N					
3	INV 635593 12/1/21	NOVEMBER	<u>1,250.81</u>	1-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	12/03/21	12/16/21	635593	N				
		1,235.04												
Vendor Total:		1,235.04												
THINL005 THIN LINE CUSTOM GRAPHICS														
21-01366	11/04/21	GEAR LOCKER PLATES												
1	GEAR LOCKER PLATES	84.00	1-01-25-252-002-199	B Miscellaneous	R	11/04/21	12/16/21	HFD41VG2021001	N					
Vendor Total:		84.00												

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
WIREL005 WIRELESS ELECTRONICS, INC.													
		21-01541	12/14/21	MONTHLY SERVICE CONTRACT									
		1		MONTHLY SERVICE CONTRACT	255.00	1-01-25-240-001-029	B Maint. Contracts - Other	R	12/14/21	12/16/21		M60664	N
		Vendor Total:			255.00								
WORKN005 WORK N GEAR, INC													
		21-01112	09/16/21	UNIFORMS/BOOTS AND ASSESSORIES									
		1		UNIFORMS/BOOTS AND ASSESSORIES	447.88	1-01-26-290-001-032	B Uniforms	R	09/16/21	12/16/21		HA149566	N
		Vendor Total:			447.88								
<hr/>													
Total Purchase Orders:		57	Total P.O. Line Items:		124	Total List Amount:		61,273.81	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	26,914.19	0.00	26,914.19	0.00	0.00	0.00	26,914.19
	1-09	25,321.22	0.00	25,321.22	0.00	0.00	0.00	25,321.22
	1-21	0.00	0.00	0.00	0.00	0.00	796.05	796.05
	Year Total:	52,235.41	0.00	52,235.41	0.00	0.00	796.05	53,031.46
GENERAL CAPITAL	C-04	8,242.35	0.00	8,242.35	0.00	0.00	0.00	8,242.35
Total of All Funds:		60,477.76	0.00	60,477.76	0.00	0.00	796.05	61,273.81

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Preliminary/Final Site Plan	2019-05	796.05	0.00	796.05
Total of All Projects:		<u>796.05</u>	<u>0.00</u>	<u>796.05</u>

Resolution 2021-189

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH WEST WINDSOR TOWNSHIP FOR HEALTH SERVICES

WHEREAS, since 2001, the Borough has participated in a Shared Services Agreement with West Windsor Township for the provision of Health Services, for which the current agreement will expire on December 31, 2021; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, the Borough's net cost under this agreement is \$23,759.00 for 2022, \$24,234.00 for 2023 and \$24,719.00 for 2024 with each year representing a 2% increase; and

WHEREAS, it is the intention of the Mayor and Council to provide sufficient funding for this expenditure in the 2022, 2023 and 2024 budgets.

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

1. The Shared Services Agreement with the Township of West Windsor for Health Services for the period January 1, 2022 through December 31, 2024, is hereby approved, and the Mayor and Clerk are authorized to execute same.
2. Approval of this agreement is subject to appropriation of sufficient funds in the budgets of 2022, 2023 and 2024.

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 20, 2021.

Margaret Riggio
Borough Clerk

**SHARED SERVICES AGREEMENT BETWEEN
WEST WINDSOR TOWNSHIP AND HIGHTSTOWN BOROUGH
FOR HEALTH SERVICES**

THIS AGREEMENT, made January 1, 2022 by and between the Township of West Windsor, a municipal corporation of the State of New Jersey, located at P.O. Box 38, West Windsor, New Jersey 08550, hereinafter referred to as "West Windsor", and the Borough of Hightstown, a municipal corporation of the State of New Jersey, located at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter known as "Hightstown."

WITNESSETH:

WHEREAS, Hightstown and West Windsor are responsible by law for the protection of public health and for the provision of certain health services and wish to provide such services for their residents; and

WHEREAS, Hightstown desires to contract with West Windsor for the provision of certain mandated professional services; and

WHEREAS, West Windsor desires to contract with Hightstown for the provision of certain mandated professional services; and

WHEREAS, Hightstown desires to designate the Health Officer of West Windsor as the Full-time Health Officer of Hightstown for purposes of the enforcement and provision of various health services; and

WHEREAS, West Windsor desires to designate the Public Health Nurse of Hightstown as the Part-time Public Health Nurse of West Windsor for purposes of the provision of various health services; and

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, et. seq., permits Municipalities of this State to enter into contracts with other Municipalities for the provision, within their jurisdiction, of services which any party to the agreement is empowered to provide within its own jurisdiction; and

WHEREAS, pursuant to N.J.S.A. 40A:65-5, this Agreement will take effect upon adoption of an appropriate Resolution by both municipalities authorizing contract and upon execution of said contract; and

WHEREAS, pursuant to N.J.S.A. 40A:65-6, West Windsor Township is designated as the primary employer of staff providing health services as outlined in this Agreement;

WHEREAS, West Windsor and Hightstown have authorized and approved this Agreement by Resolution duly adopted pursuant to N.J.S.A. 40A:65-5, of the "Uniform Shared Services and Consolidation Act,"

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained, the Parties agree as follows:

1. West Windsor Township Health Department is designated the statutorily recognized local health agency for Hightstown Borough.

Health Officer Designation: The West Windsor Health Officer shall be designated the Full-time Health Officer of Hightstown to carry out a program of public health services in conformance with the Local Health Services Act, N.J.S.A. 26:3a2-21, et. seq. West Windsor shall provide to Hightstown a program to meet the Activities listed and described in "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey," N.J.A.C. 8:52, and shall assist Hightstown Borough in meeting all the requirements set forth in these "Practice Standards," subject to the provisions of Paragraph 2 of this Agreement.

Public Health Nurse Designation: The Hightstown Public Health Nurse shall be designated the Public Health Nurse of West Windsor to carry out a program of public health nursing services as described in "Public Health Practice Standards," N.J.A.C. 8:52, and shall assist West Windsor in meeting the requirements set forth in these "Practice Standards" subject to the provisions of Paragraph 2 of this Agreement, under the direction of the Health Officer.

2. **Scope of Services:**

A. West Windsor shall directly provide to Hightstown the following services:

1. **Administration and Support Services**
 - a. Administration
 - b. Health Promotion
 - c. Public Health Emergency Preparedness
 1. The Health Officer shall leave the investigation of and public health response to all emergencies, disasters and/or hazardous situations within the Hightstown Borough.
2. **Environmental Health**
 - a. Recreational Bathing
 - b. Campgrounds
 - c. Youth Camps
 - d. Food Surveillance
 - e. Occupational Health
 - f. Public Health Nuisances
3. **Communicable Disease**
 - a. Reportable Diseases
 - b. Immunization
 - c. Rabies and Zoonosis Control
 - d. Tuberculosis Control
4. **Maternal and Child Health**
 - a. Lead Poisoning
 - b. Improved Pregnancy Outcome
5. **Adult Health Services**
 - a. Cancer Services
 - b. Diabetes Services
 - c. Cardiovascular Disease Services
 - d. Health Services for Older Adults

- B. Hightstown shall directly provide to itself or contract for the provision of the following services:
1. Pediatrician & Child Health Conference
 2. Sexually Transmitted Disease Clinic
 3. Public Health Nursing Services
 4. Housing Inspections & Enforcement
 5. Animal Control Services
- C. Hightstown shall employ a full-time public health nurse who will work 5 days per week in the provision of public health nursing services for West Windsor Health Department under the supervision of the Health Officer. The public health nurse shall possess a minimum of 2 years of experience in supervision of public health clinic services, communicable disease programs, vaccine management, and public health emergency response.
3. **Secretarial Services:** West Windsor shall provide secretarial and related clerical services to Hightstown with the exception of the following which will be provided directly by Hightstown Borough: A. Vital Statistics, B. Preparation of Board of Health minutes, and C. Issuance of licenses and permits and collection of fees.
4. **Coordination:**
- A. The West Windsor Health Officer, as Health Officer of Hightstown, may assign licensed West Windsor employees to perform services provided for herein.
 - B. Hightstown employees and contractors providing services under Paragraph 2 and Paragraph 3 of this Agreement shall coordinate their activities directly with and report directly to the West Windsor Health Officer as specified in "Practice Standards."
5. **Communications:** The Hightstown Borough Board of Health shall establish all policies to be followed by the West Windsor Health Officer. The Health Officer shall, however, respond to communications made by the Mayor, Administrator or Board of Health Chairperson of Hightstown Borough as may be required.
6. **Fees:** All license fees, permit fees and other fees, legally collectable by Hightstown or other designated agents of Hightstown, shall be retained by Hightstown.
7. **Ordinance Compliance:** Hightstown shall enact all ordinances required by the State "Practice Standards" to enable West Windsor to perform its responsibilities under this Agreement. The West Windsor Health Officer will advise the Board of Health of any Ordinances needed to effectively provide health services or conform with statutory requirements.
8. **Enforcement:**

- A. In order for the West Windsor Health Officer to provide compliance with "Practice Standards" on behalf of Hightstown, no licenses or permits for which Health Officer approval is necessary shall be issued to any establishment or person except upon written recommendation by the West Windsor Health Officer or his duly designated and authorized representative.
- B. The West Windsor Health Officer shall provide Hightstown with evidence of violation of statutes and ordinances related to public health, revealed in inspections and shall enforce compliance with the law. The West Windsor Health Officer or licensed staff will not perform any food-handling establishment, private well, swimming pool or individual sewage disposal inspections before notification from Hightstown that the appropriate permit fees have been paid. Hightstown shall provide legal assistance for prosecution of violations as requested by the Health Officer.
9. **Annual Report:** The West Windsor Health Officer shall furnish Hightstown with a copy of the written annual report submitted by West Windsor to the State of New Jersey.
10. **Files:** All existing and new files of the Hightstown Borough Board of Health are and will remain the sole property of Hightstown. New files may be maintained during the term of this Agreement in the West Windsor Township Offices and will be returned to Hightstown upon termination of this Agreement. Duplicate copies of any material on file in West Windsor may be requested by the Board of Health of Hightstown and shall be provided for use by said Board.
11. **Worker's Compensation Insurance:** West Windsor employees will be covered by West Windsor's workers compensation insurance policy paid for by West Windsor, even when performing services in Hightstown pursuant to the terms of the Agreement. Hightstown employees will be covered by Hightstown workers compensation insurance policy paid for by Hightstown, even when performing services for West Windsor Health Department, pursuant to the terms of the Agreement.
12. **Automobile Insurance:** West Windsor shall be responsible for the provision of automobile insurance for its Health Officer and staff, which insurance shall provide coverage whenever the Health Officer and/or staff are providing services to Hightstown pursuant to the provisions of the within Agreement from Monday through Friday during regular business hours, or, whenever a vehicle owned by West Windsor Township is in Hightstown Borough for Board of Health business.
13. **Indemnification:** Hightstown shall hold harmless and defend West Windsor against any and all claims brought against West Windsor or any of its agents or employees arising out of West Windsor performing any activity on behalf of Hightstown under the terms of this Agreement.

However, Hightstown shall not be responsible for any such claims arising out of the willful, wanton, grossly negligent, malicious or criminal conduct of any agent or employees of West Windsor. Excluded from the claims referred to above are automobile liability claims brought by third parties and/or workers compensation claims brought by the West Windsor

Health Officer and/or his staff as to which West Windsor shall indemnify, defend and save Hightstown harmless.

14. **Public Health Priority Funds:** It is understood that, West Windsor Township by virtue of this Agreement, or otherwise, may, in the future, be eligible for New Jersey Public Health Priority Fund reimbursements. It is understood that West Windsor shall retain all such funding received from the State of New Jersey.
15. **Increase in Services:** If State requirements change and thereby require the provision of any additional services not previously rendered, or if the scope of services provided to Hightstown is required to significantly increase, West Windsor shall not be responsible for providing said additional services to Hightstown except through amendment to this Agreement. If Hightstown does not contract with West Windsor to provide such new mandated services or does not otherwise provide for them and, thereby, jeopardizes State aid to West Windsor, Hightstown shall reimburse West Windsor for all State aid lost as a result of such non-compliance for the term of this Agreement.
16. **Cost of Service, 2022:** The Borough of Hightstown agrees to a contract price of twenty three thousand, seven hundred fifty-nine (\$23,759.00) dollars for 2022. This represents a 26% reduction of the intended 2022 cost of service. The reduction is based upon the Hightstown Borough provision of a public health nurse, as specified in section 2C above, at a restructured salary to reflect the skills necessary for said position. In the event Hightstown hires a nurse that does not meet the qualification specified in section 2C of this contract, West Windsor reserves the right to increase the annual cost of service twenty-six percent (26%).
17. **Cost of Services, 2023:** Upon the anniversary date of January 1, 2023 the amount of the Agreement shall be increased in the amount of 2% to a total of twenty four thousand, two hundred thirty-four (\$24,234.00) dollars. The agreement provisions outlined in paragraph 15 and 16 above will remain in effect for 2023.
18. **Cost of Services, 2024:** Upon the anniversary date of January 1, 2024 the amount of the Agreement shall be increased in the amount of 2% to a total of twenty four thousand, seven hundred nineteen (\$24,719.00) dollars. The agreement provisions outlined in paragraph 15 and 16 above will remain in effect for 2024.
19. **Payment:** Hightstown shall pay West Windsor for services provided as follows:

Quarterly payments shall be made in advance with one-fourth of the total year's payment made on or before the first day of each calendar quarter, based upon a quarterly voucher submitted by West Windsor to Hightstown.
20. **Effective Date/Termination:** This Agreement shall be effective January 1, 2022 through December 31, 2024.
21. **Automatic Renewal:** Within 90 days of the termination date of this Agreement, either party may elect to notify, in writing, the other party of their intention not to renew this Agreement. If a minimum of 90 days written notification is not provided, this Agreement shall be automatically renewable for successive 1 year periods at a cost increase of 2%.

BOROUGH OF HIGHTSTOWN

**MARGARET RIGGIO
CLERK**

**LAWRENCE QUATTRONE
MAYOR**

DATE

DATE

TOWNSHIP OF WEST WINDSOR

**GAY HUBER
CLERK**

**HEMANT MARATHE
MAYOR**

DATE

DATE

Resolution 2021-190

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

APPOINTING A SENIOR PUBLIC HEALTH NURSE

WHEREAS, Geetanjali Jain has been the Public Health Nurse for Hightstown Borough since May of 2017; and

WHEREAS, during the COVID-19 pandemic, Ms. Jain responded to outbreaks, provided mass vaccinations and provided outreach to the most vulnerable members of our community all while organizing, training and supervising part-time and volunteer medical professionals on a regular basis; and

WHEREAS, Ms. Jain has performed her duties with skill and precision exceeding expectations in this challenging position during the past two years gaining knowledge, experience and specialty skills advancing her expertise as a public health nurse; and

WHEREAS, the Mayor and Council wish to appoint Geetanjali Jain of Monmouth Junction, New Jersey, as Senior Public Health Nurse, effective January 1, 2022 at a salary of \$78,770 annually.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Geetanjali Jain of Monmouth Jct. , New Jersey is hereby appointed Senior Public Health Nurse as detailed herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 20, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-191

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

**AMENDING RESOLUTION 2021-16 APPOINTING AND AUTHORIZING AN
AGREEMENT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT OF
HIGHTSTOWN BOROUGH AFFORDABLE HOUSING PROGRAM**

WHEREAS, Resolution 2021-16 awarded a one-year professional services contract for Administrative Agent of Hightstown Borough's Affordable Housing Program to Randall Gottesman of CGPH&P, LLC of Cranbury, New Jersey; and

WHEREAS, this contract was not to exceed \$5,000.00 without further authorization from Council; and,

WHEREAS, it has been found that additional funds in the amount of \$2,500.00 will be necessary to complete the contract through December 31, 2021; 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 agreement with Randy Gottesman of CGH&P, LLC of Cranbury, New Jersey be amended to not exceed \$7,500.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 20, 2021.

Margaret Riggio
Borough Clerk

Resolution 2021-192

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AUTHORIZING PAYMENT ON BEHALF OF PARTICIPANTS IN THE BOROUGH OF HIGHTSTOWN LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

WHEREAS, the Borough of Hightstown instituted a Length of Service Award Program (LOSAP) with the adoption of Ordinance 1999-20 on August 2, 1999 and its subsequent approval by referendum at the November 1999 general election; and

WHEREAS, said LOSAP became effective January 1, 2000; and

WHEREAS, in accordance with *N.J.S.A.* 40A:14-191, the Hightstown First Aid Squad and Hightstown Engine Co. No. 1 have submitted certified listings of all volunteer members who qualified for credit under the LOSAP program for the year 2020; and

WHEREAS, certain volunteers are also eligible to redeem amounts “banked” during prior years of qualified service; and

WHEREAS, the listing of all employees who qualified for credit under the LOSAP program during 2020 and/or are eligible to redeem amounts banked during prior years of qualified service is attached hereto as Schedule “A”; and

WHEREAS, *N.J.A.C.* 5:30-14.10 requires that these listings be approved by Resolution of the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the certified listings set forth on the attached Schedule A of volunteer members of the Hightstown First Aid Squad and Hightstown Engine Co. No. 1 who qualified for credit under the LOSAP program for the year 2020 are hereby approved, and the Borough Administrator is directed to take all steps necessary to provide payment on their behalf to Lincoln Financial Group in accordance with the provisions and requirements of *N.J.S.A.* 40A:14-191 and *N.J.A.C.* 5:30-14.1 *et seq*; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Hightstown First Aid Squad and Hightstown Engine Co. No. 1; and

BE IT FURTHER RESOLVED that, in accordance with *N.J.S.A.* 40A:14-192, copies of the approved listings shall be posted for a period of not less than 30 days in the Borough Clerk’s office, at the Hightstown Firehouse and at the Hightstown First Aid Squad building.

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 20, 2021.

Margaret Riggio
 Borough Clerk

Schedule "A" – Page 1 of 1

The following volunteers qualified by points earned during the year 2020 for credit in the Borough of Hightstown Length of Service Awards Program (LOSAP), AND/OR are eligible to redeem amounts "banked" during prior years of qualified service. Points were earned in accordance with the point system established in Ordinance 1999-20 and certified by the Fire Chief and First Aid Squad President. Total allowable contribution for each year of qualified service is \$750.00. Total allowable payment into fund on behalf of any one volunteer in any one year, including current year contribution, buyback of prior year service and/or redemption of amounts banked during prior years of qualified service, is \$1,150.00.

Hightstown Engine Co. No. 1

Belgard, Scott

Bennett, Ryan

Brink, Kevin

Bukowski, Matthew

Derr, Donald

Derr, Stephanie

Evers, Gary

Frank, Austin

Glackin, Neal

Jenkins, Scott

Krakowski, Jacob

Krakowski, Scott

Lawson, Matt

Mastiano, Rich

McClenahan, Cynthia

Reed, Chad

Sugg, C

Weisel, A

Hightstown First Aid Squad

Boguszewski, Stephen

Curran, Jessica

Madonia, Mark

Stackhouse, Keith

Sukhadia, Sneah

Resolution 2021-193

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AUTHORIZING A TRANSFER OF FUNDS IN THE 2021 BUDGET

WHEREAS N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2021 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Grant Writing		
Other Expenses	5,000.00	
Tax Assessor		
Other Expenses	2,000.00	
Group Insurance		
Other Expenses	13,200.00	
Parks and Recreation Open Space		
Other Expenses	7,100.00	
Tax Assessor		
Salaries and Wages		800.00
Mayor and Council		
Other Expenses		400.00
Tax Collector		
Salaries and Wages		10,000.00
Telephone		
Other Expenses		2,500.00
Board of Health		
Salaries and Wages		3,500.00
Recreation and Open Space		
Salaries and Wages		7,100.00
Planning and Zoing		
Salaries and Wages		3,000.00
TOTALS	\$ 27,300.00	\$ 27,300.00

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 29, 2020

Margaret Riggio
 Borough Clerk

Borough of Hightstown
Budget Transfers 12/21/21 meeting

	<u>From</u>	<u>To</u>	
Grant Writing Other Expenses	5,000.00		Expenses less than projected
Tax Assessor Other Expenses	2,000.00		Expenses less than projected
Group Insurance Other Expenses	13,200.00		Expenses less than projected
Parks and Recreation Open Space Other Expenses	7,100.00		Expenses less than projected
Tax Assessor Salaries and Wages		800.00	Projected Expenses
Mayor and Council Other Expenses		400.00	Projected Expenses
Tax Collector Salaries and Wages		10,000.00	Projected Expenses
Telephone Other Expenses		2,500.00	Projected Expenses
Board of Health Salaries and Wages		3,500.00	Projected Expenses
Recreation and Open Space Salaries and Wages		7,100.00	Summer Camp
Planning and Zoning Salaries and Wages		<u>3,000.00</u>	Projected Expenses
	27,300.00	27,300.00	

Resolution 2021-194

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

RESOLUTION CANCELING 2021 APPROPRIATION BALANCES

WHEREAS, the following 2021 Current Fund Operating budget appropriation balances remain unexpended:

Electricity (Other Expenses) \$10,000.00
Length of Service Awards Program.....\$6,000.00

; and

WHEREAS, the following 2021 Water-Sewer Utility Operating budget appropriation balances remain unexpended:

Other Expenses\$35,000.00

; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances offset estimated realized revenues;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Hightstown, that the above listed unexpended balances of the Current Fund Operating 2021 Budget and the Water-Sewer Operating 2021 Budget be canceled.

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 20, 2021.

Margaret Riggio
Borough Clerk

Boards and Committees Recommendations 2022

Environmental Commission

Gary Grubb	3 Years	2024	Reappoint
Thomas Muza	3 Years	2024	Reappoint
Haritha Chityala (Alt. #1)	2 Years	2023	Reappoint
Joseph Studholme (Alt. #2)	2 Years	2023	Reappoint

Housing Authority

Vacant	Ux. 5 years	2025	
Vacant (resident representative)	5 Years	2026	

Board of Health

Dr. John Laudenberg	3 Years	2024	Reappoint
Elizabeth Morley	3 Years	2024	Reappoint
Jennifer Bernal (Alt #2)	2 Years	2023	Reappoint

Cultural Arts Commission

Jim Truslow (Peddie School)	1 Year	2022	Reappoint
Heather Lisk (School Staff)	1 Year	2022	Reappoint
Daniel Trent (Artist)	3 Years	2024	Reappoint
Cathy Tsao (Artist)	3 Years	2024	Reappoint
Saira Want (Art Appr.)	3 Years	2024	New
Sue Howard (Alt. #1)	1 Year	2022	Reappoint
Vacant (Alt. #2)	1 Year	2022	

Hightstown Borough Facebook Page & Policy

Prepared by Cristina C Fowler



Project Background

During the December 7, 2021 Hightstown Borough Council Meeting, Cristina Fowler (Borough Council Member) presented the completion of a Facebook page that will represent the Borough of Hightstown. This document provides some guidance in relation to the page and its function.

Branding / Content / Comments / Private Message

- The Borough Facebook page will mimic that of the borough website. The Borough Seal will be used as the profile picture and a photo pertaining to the borough will be used as the profile picture. Both can be updated and changed seasonally so long as it maintains the borough's branding.
- The content of the page will be created, monitored, and maintained by Borough Clerk Peggy Riggio, Borough Administrator Dimitri Musing and Council Member Cristina Fowler. Content will include information that is found on the borough website as well as event and local information. Content will be posted once per day.
- Any new information that is sent to be posted on the borough website will also be posted on borough Facebook page.

- Borough Council Members should also share content with the administrators should they have some to share. For example, they request to share an upcoming Borough Committee or Commission event or volunteer request.
- Comments from the public will be turned off. This allows the page to populate with followers and allow those that maintain it to become accustomed to monitoring it.
- When the comments are open, the responding party will respond from the Borough Facebook account and not from their personal page. Date to be determined.
- At this time, only the Borough of Hightstown can post to the page. All access is denied to any and all followers.
- Private messaging feature will be open, and a note will be made at the end of each post with the following sentence: *Please direct your messages to the inbox feature on this page or by emailing the borough directly at @priggio@hightstownborough.com.*

Below is an example of the post.



Each post should have a direct link or “actionable” item. In the example above, the post shares the leaf collecting schedule and also provides a direct link to the borough website. The photo is being viewed from an administrator perspective which is why the outreach content is visible (bottom of the photo) and who on the administrator team posted it (top of the photo).

Facebook Posting Policy: The following language is provided under the “about” page and describes the Borough’s posting policy:

The Borough of Hightstown page is a moderated family-friendly page where we wish to encourage an ongoing dialog among our local community. The Borough of Hightstown reserves the right to remove any content that we deem illegal, inappropriate, abusive, defamatory, harassing, or obscene. We will also remove content that is seen as "spam" or off-topic. The Borough of Hightstown also reserves the right, at our discretion, to revoke a user's privilege to post or have access to our page.

14-7 Communication Media Policy:

The Borough of Hightstown Communication Medium are the property of the Borough of Hightstown and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Borough of Hightstown, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Borough of Hightstown. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough of Hightstown business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough of Hightstown mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough of Hightstown local or wide-area networks."

The Borough of Hightstown respects the individual privacy of its employees. However, employee communications transmitted by the Borough of Hightstown Communication Media are not private to the individual. **All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough of Hightstown. The Borough of Hightstown reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough of Hightstown Communication Media.** By using the Borough of Hightstown equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough of Hightstown personnel. The existence of passwords does not restrict or eliminate the Borough of Hightstown ability or right to access electronic

communications. However, the Borough of Hightstown cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Borough of Hightstown are required to use the assigned municipal email account for ALL Borough of Hightstown business and correspondence. The use of private email accounts for ANY Borough of Hightstown business or during business hours is strictly prohibited.

Employees can only use the Borough of Hightstown Communication Media for legitimate business purposes. Employees may not use Borough of Hightstown Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough of Hightstown rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Borough of Hightstown. Certain data, or applications that process data, may require additional security measures as determined by the Borough of Hightstown. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Borough of Hightstown has given permission. All employees must take appropriate actions to ensure that Borough of Hightstown data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough of Hightstown computing environment.

Employees may not install **or Modify** ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough of Hightstown. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of

the Borough of Hightstown, or licensed to the Borough of Hightstown. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media.

Only those employees directly authorized by the Borough Administrator may engage in social media activity during work time through the use of the Borough of Hightstown Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Borough of Hightstown information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No Borough employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Borough Administrator. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough of Hightstown Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in “emergency situations, “Employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough of Hightstown. For purposes of this section, an “emergency situation” involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the (Borough of Hightstown Communication Media. If such situation occurs, employee agrees that any images belong to the Borough of Hightstown and agree to release the image to the Borough of Hightstown and ensure its permanent deletion from media device upon direction from the Borough of Hightstown.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough of Hightstown or on behalf of the Borough of Hightstown, whether through the use of the Borough of Hightstown Communication Media or otherwise, may be issued unless it has first been approved by the Borough Administrator. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough of Hightstown. Such unauthorized communications may result in disciplinary action.

Because (authorized) postings placed on the Internet through use of the Borough of Hightstown Communication Media will display on the Borough of Hightstown return address, any information posted on the Internet must reflect and adhere to all of the Borough of Hightstown standards and policies.

All users are personally accountable for messages that they originate or forward using the Borough of Hightstown Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Borough Administrator) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Borough of Hightstown and other third-party rights. Any use of the Borough of Hightstown name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough of Hightstown, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Borough of Hightstown employees have the right to engage in or refrain from such activities.

Resolution 2021-195

*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 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:

Contract Negotiations – Shared Services East Windsor Stockton Street Sidewalks

Personnel – AWWTP Superintendent

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 20, 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 20, 2021.

Margaret Riggio
Borough Clerk