

**Agenda**  
**Hightstown Borough Council**  
 January 18, 2022  
 6:30 PM – Public Session

[www.zoom.com](http://www.zoom.com)

Meeting ID: 829 7221 7248

Passcode: RZ06eh

<https://us02web.zoom.us/j/82972217248?pwd=LzlQYTZkOERyemJlOGNack4xcUs1UT09>

**By phone**

(929)205-6099

Meeting ID: 829 7221 7248

Passcode: 578650

**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**

**Presentations**

Musial Group – Municipal Facilities

**Public Comment**

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

**Resolutions**

**2022-31** Authorizing Payment of Bills

**2022-32** Authorizing Payment # 3 and Change Order #2 – Earle Asphalt Company – Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue

**2022-33** Authorizing a Shared Services Agreement with Robbinsville Township for Automotive Services

**2022-34** Amending Resolution 2020-109 – Authorizing Employment Agreement with William Searing, AWWTP Superintendent

**2022-35** Resolution Authorizing In Rem Foreclosure Proceedings Relating to Certain Properties Located Within the Borough of Hightstown, New Jersey

**2022-36** Amending Resolution 2022-05 – Designating Official Borough Newspapers

**New Business**

Amendment to height and use of accessory structures ordinance

Proposed Revision of the Municipal Garbage Dumpster Ordinance

Purchase and Installation of Cameras for Stockton Street Municipal Parking

Proposed Revision for a Setback for Treehouses

Proposed Revision of Construction Permit and Zoning Permit Fees

Complete Streets Committee Recommendations to Improve Pedestrian and Bicycle Safety in the Borough of Hightstown

Rapid Covid Test Purchase

**Old Business**

**Subcommittee Reports**

**Mayor/Council/Administrative Reports**

**Executive Session**

**Resolution 2022-37** Authorizing a Meeting that Excludes the Public

Contract Negotiations – Shared Services East Windsor Senior Center

Attorney Client Privilege

**Adjournment**

# Resolution 2022-31

*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 \$1,055,478.86 from the following accounts:

Current		\$924,681.22
W/S Operating		69,107.51
General Capital		43,118.39
Water/Sewer Capital		666.95
Grant		11,223.77
Trust		200.00
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>6,481.02</u>
Total		<u>\$1,055,478.86</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 January 18, 2022.

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Margaret Riggio  
Borough Clerk

Date: January 18, 2022

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 1/18/2022

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
COUNTY OF MERCER COUNTY TAX	12/17/2021	21-01575	1528	\$ 745,862.78
MINI BILL LIST	12/31/2021	VARIOUS	VARIOUS	\$ 157,904.47
BANK OF AMERICA	12/31/2021	21-01636	33491	\$ 3,535.14
	<b>TOTAL</b>			<b>\$ 907,302.39</b>
<u>WATER AND SEWER OPERATING</u>				
MINI BILL LIST	12/31/2021	VARIOUS	VARIOUS	\$ 40,331.16
	<b>TOTAL</b>			<b>\$ 40,331.16</b>
<u>ESCROW</u>				
MINI BILL LIST	12/31/2021	VARIOUS	VARIOUS	\$ 5,656.02
	<b>TOTAL</b>			<b>\$ 5,656.02</b>
<u>GRANT</u>				
MINI BILL LIST	12/31/2021	VARIOUS	VARIOUS	\$ 1,228.85
NV5 INC	12/31/2021	21-01629	1743	\$ 9,994.92
	<b>TOTAL</b>			<b>\$ 11,223.77</b>
<u>TRUST- OTHER</u>				
	<b>TOTAL</b>			<b>\$ -</b>
<u>ANIMAL CONTROL TRUST</u>				
	<b>TOTAL</b>			<b>\$ -</b>
<u>LAW ENFORCEMENT TRUST</u>				
	<b>TOTAL</b>			<b>\$ -</b>
<u>UNEMPLOYMENT TRUST</u>				
	<b>TOTAL</b>			<b>\$ -</b>
<u>PUBLIC DEFENDER TRUST</u>				
	<b>TOTAL</b>			<b>\$ -</b>
<u>TAX LIEN TRUST</u>				
	<b>TOTAL</b>			<b>\$ -</b>
<u>GENERAL CAPITAL</u>				
MINI BILL LIST	12/31/2021	VARIOUS	VARIOUS	\$ 41,448.39
	<b>TOTAL</b>			<b>\$ 41,448.39</b>
<u>WATER AND SEWER CAPITAL</u>				
MINI BILL LIST	12/31/2021	VARIOUS	VARIOUS	\$ 210.75
STATE OF NJ - SFWTR	12/31/2021	21-01650	33492	\$ 456.20
	<b>TOTAL</b>			<b>\$ 666.95</b>
<b>MANUAL TOTAL</b>				<b>\$1,006,628.68</b>



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
ACTIO010 ACTION UNIFORM CO, LLC Continued													
21-01255	10/12/21	CLOTHING ALLOWANCE - LARSEN											
1		CLOTHING ALLOWANCE - LARSEN	649.99	1-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	10/12/21	12/31/21			40547	N
21-01520	12/08/21	CLOTHING ALLOWANCE - GENDRON											
1		CLOTHING ALLOWANCE - GENDRON	28.00	1-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	12/08/21	12/31/21			39978	N
Vendor Total:			2,794.95										
A0107 ANSELL GRIMM & AARON, PC													
21-01608	12/22/21	#477186;Services thru 11/30/21											
1		#477186;Services thru 11/30/21	544.02	2021-02		P Amended Site Plan	R	12/22/21	12/31/21			477186	N
Vendor Total:			544.02										
BUCKM005 BUCK MINING & MATERIAL INC													
21-01624	12/28/21	LEAF DISPOSAL											
1		INV. 1036 - LEAF DISPOSAL	1,760.00	1-01-26-311-001-166		B LEAF DISPOSAL	R	12/28/21	12/31/21			1036	N
Vendor Total:			1,760.00										
G0017 CANDACE B. GALLAGHER													
21-01551	12/16/21	CODIFICATION AUG - NOV 2021											
1		CODIFICATION AUG - NOV 2021	1,100.00	1-01-20-140-001-060		B Internet Services and Web Services	R	12/16/21	12/31/21			AUG-NOV 2021	N
Vendor Total:			1,100.00										
C0067 CENTRAL JERSEY POWER													
21-01558	12/16/21	LIHE TRIMMERS/TRIMMER HEADS											
1		INV. 187637 - LINE TRIMMERS	899.98	1-01-28-369-001-199		B Miscellaneous	R	12/16/21	12/31/21			187637	N
2		INV. 187643 - TRIMMER HEADS	79.90	1-01-28-369-001-199		B Miscellaneous	R	12/16/21	12/31/21			187643	N
			979.88										
21-01589	12/21/21	SCRAPER BAR & SKID GUIDES											
1		SCRAPER BAR FOR TORO SNOW	20.79	1-09-55-501-002-502		B Vehicle Maintenance	R	12/21/21	12/31/21			187996	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>C0067 CENTRAL JERSEY POWER</b>								
	Continued							
	21-01589 12/21/21 SCRAPER BAR & SKID GUIDES	Continued						
	2 SET OF SKID GUIDES	32.82	1-09-55-501-002-502	B Vehicle Maintenance	R	12/21/21 12/31/21	187996	N
		53.61						
	Vendor Total:	1,033.49						
<b>CLARK005 CLARKE CATON HINTZ</b>								
	21-01611 12/23/21 Services thru 11/26/21							
	1 #82242; HOUSING PLAN	1,462.50	1-01-21-180-001-108	B COAH Planning	R	12/23/21 12/31/21	82242	N
	2 #82243;CORRESPOND RE:GNR SIGN	127.50	1-01-21-180-001-105	B General Planning-Consulting	R	12/23/21 12/31/21	82243	N
		1,590.00						
	21-01612 12/23/21 #82244;SERVICES THRU 11/26/21							
	1 #82244;SERVICES THRU 11/26/21	85.00	2021-02	P Amended Site Plan	R	12/23/21 12/31/21	82244	N
	Vendor Total:	1,675.00						
<b>COMCA005 COMCAST BUSINESS</b>								
	21-01577 12/20/21 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	12/20/21 12/31/21	499052430034100	N
	Vendor Total:	168.35						
<b>COMPL005 COMPLETE CONTROL SERVICES, INC</b>								
	21-01419 11/17/21 FLOW TESTING AT WATER PLANT							
	1 FLOW TESTING AT WATER PLANT	3,950.00	1-09-55-501-001-503	B Water Plant Maintenance	R	11/17/21 12/31/21	12804	N
	Vendor Total:	3,950.00						
<b>COUNT005 COUNTY OF HUNTERDON</b>								
	21-01584 12/21/21 SWIFTWATER RESCUE OPS 101321							
	1 SWIFTWATER RESCUE OPS 101321	350.00	1-01-25-252-002-042	B Education & Training	R	12/21/21 12/31/21	21000948	N
	Vendor Total:	350.00						

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>C0087 CUSTOM BANDAG, INC</b>												
	21-01564	12/16/21	TIRES/TIRE REPAIR									
1	INV 80194831	- TIRE/LEAF VAC	205.21	1-01-26-311-001-034	B Equipment Parts & Accessories	R	12/16/21	12/31/21			80194831	N
2	INV 80194995	- REPAIR TRK 10	169.50	1-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/16/21	12/31/21			80194995	N
3	INV 80195000	- TIRE	270.83	1-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/16/21	12/31/21			80195000	N
4	INV 80195011	- TIRE	270.83	1-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/16/21	12/31/21			80195011	N
			<u>916.37</u>									
	Vendor Total:		916.37									
<b>DRAEG005 DRAEGER, INC.</b>												
	21-01570	12/17/21	ALCOTEST CALIBRATION									
1	ALCOTEST CALIBRATION		179.00	1-01-25-240-001-116	B Traffic Bureau	R	12/17/21	12/31/21			5951357135	N
	Vendor Total:		179.00									
<b>E0576 EAST WINDSOR REGIONAL SCHOOL</b>												
	21-01565	12/16/21	NOV 2021 FUEL USE									
1	NOV 2021 FUEL USE	- FIRE	471.08	1-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	12/16/21	12/31/21			NOV 2021	N
2	NOV 2021 FUEL USE	- POLICE	1,959.49	1-01-31-460-001-145	B Motor Fuel - Police	R	12/16/21	12/31/21			NOV 2021	N
3	NOV 2021 FUEL USE	- FIRST AID	178.65	1-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	12/16/21	12/31/21			NOV 2021	N
4	NOV 2021 FUEL USE	- GARBAGE	1,089.40	1-01-31-460-001-147	B Motor Fuel - Public Works	R	12/16/21	12/31/21			NOV 2021	N
5	NOV 2021 FUEL USE	- STREETS	1,265.38	1-01-31-460-001-147	B Motor Fuel - Public Works	R	12/16/21	12/31/21			NOV 2021	N
6	NOV 2021 FUEL USE	- PARKS	88.41	1-01-31-460-001-147	B Motor Fuel - Public Works	R	12/16/21	12/31/21			NOV 2021	N
7	NOV 2021 FUEL USE	- WATER	186.17	1-09-55-501-001-512	B Motor Fuel	R	12/16/21	12/31/21			NOV 2021	N
8	NOV 2021 FUEL USE	- SEWER	133.43	1-09-55-501-002-512	B Motor Fuel	R	12/16/21	12/31/21			NOV 2021	N
9	NOV 2021 FUEL FACILITY FEE		120.00	1-01-31-460-001-144	B Upgrades to Fueling Facility	R	12/16/21	12/31/21			NOV 2021	N
			<u>5,492.01</u>									
	Vendor Total:		5,492.01									
<b>EXTRA005 EXTRA DUTY SOLUTIONS</b>												
	21-01542	12/14/21	SPRINGCREST, GLENN, SPRUCE, ETC									
1	SPRINGCREST & GLENN (EARLE CO)		829.50	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21			140192	N
2	TAYLOR & SOUTH (EARLE CO)		829.50	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21			140192	N
3	SPRINGCREST & GLENN (EARLE CO)		1,773.60	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21			140192	N
4	SPRUCE CT & LESHIN LN (EARLE)		493.20	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21			140192	N
5	SPRINGCREST & GLENN (EARLE CO)		1,220.40	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21			850220	N



Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>EXTRA005 EXTRA DUTY SOLUTIONS</b>											
Continued											
21-01542 12/14/21 SPRINGCREST, GLENN, SPRUCE,ETC Continued											
	6	TAYLOR & SOUTH (EARLE CO)	896.40	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21		850220	N
	7	TAYLOR & SOUTH (EARLE CO)	961.20	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21		850220	N
	8	GLEN & SPRINGCREST (EARLE CO)	961.20	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/14/21	12/31/21		850220	N
			7,965.00								
	Vendor Total:		7,965.00								
<b>EXXON005 EXXON LIGHTING CORPORATION</b>											
21-01437 11/19/21 SNL-20352-2B LED STREET LAMPS											
	1	SNL-20352-2B 35 WATT SOX LAMPS	782.60	1-01-31-435-001-075	B Street Lighting	R	11/19/21	12/31/21		INV216551	N
	Vendor Total:		782.60								
<b>FIREA005 FIRE APPARATUS REPAIR, INC.</b>											
21-01385 11/09/21 FUEL TANK REPLACEMENT ENGINE41											
	1	FUEL TANK REPLACEMENT ENGINE41	4,280.35	1-01-25-252-002-121	B Preventive Maintenance	R	11/09/21	12/31/21		16557	N
	Vendor Total:		4,280.35								
<b>G1077 GEORGE S. COYNE CO., INC.</b>											
21-00067 02/02/21 LIME HI-CALC HYDRATED WTP B											
	16	INV 372667 12/2/21 LIME WTP	1,691.25	1-09-55-501-001-527	B Calcium Hydroxide - Lime	R	11/10/21	12/31/21		372667	N
21-00147 02/11/21 LIQUID CHLORINE RES 2020-231 B											
	9	INV 372668 12/2/21 CHLORINE	822.30	1-09-55-501-001-526	B Chlorine	R	10/19/21	12/31/21		372668	N
21-00148 02/11/21 FLUOROSILICIC ACID (FLUORIDE) B											
	14	INV 372823 12/3/21 FLUORIDE	950.92	1-09-55-501-001-528	B Fluorosilic Acid-	R	09/21/21	12/31/21		372823	N
	Vendor Total:		3,464.47								
<b>G0075 GRIFFIN GREENHOUSE</b>											
21-01452 11/23/21 DOSATRON D-45 REPLACEMENT											
	1	DOSATRON D-45 REPLACEMENT	530.80	1-01-26-290-001-127	B Street Repair & Maintenance	R	11/23/21	12/31/21		06172878	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
G0075 GRIFFIN GREENHOUSE Continued														
		21-01452	11/23/21	DOSATRON D-45 REPLACEMENT		Continued								
		2		FREIGHT	34.39	1-01-26-290-001-127		B Street Repair & Maintenance	R	12/17/21	12/31/21		06172878	N
					565.19									
				Vendor Total:	565.19									
H 85 HACH CO.														
		21-01557	12/16/21	LABORATORY SUPPLIES										
		1	14107028	DPD FREE CL2 REAGENT	195.94	1-09-55-501-001-506		B Laboratory Supplies	R	12/16/21	12/31/21		12804921	N
		2	85428	DPD IRON REAGENT	221.16	1-09-55-501-001-506		B Laboratory Supplies	R	12/16/21	12/31/21		12804921	N
		3	2506025	FLUORIDE REAGENT	284.72	1-09-55-501-001-506		B Laboratory Supplies	R	12/16/21	12/31/21		12804921	N
					701.82									
				Vendor Total:	701.82									
H0095 HERR'S PLUMBING														
		21-01559	12/16/21	INSTALL PIPING FOR ELEC HEAT										
		1	INV 64668	- INSTALL PIPING FOR	352.00	1-09-55-501-001-503		B Water Plant Maintenance	R	12/16/21	12/31/21		64668	N
		2	INV 64668	- TAX EXEMPT	15.40	1-09-55-501-001-503		B Water Plant Maintenance	R	12/16/21	12/31/21		64668	N
					336.60									
				Vendor Total:	336.60									
H1100 HOME DEPOT CREDIT SERVICES														
		21-01515	12/08/21	NOV 2021 INVOICES										
		1	INV 1041703	- PLUNGERS/DAWN/	69.73	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/08/21	12/31/21		1041703	N
		2	INV 6614034	- BATTERIES	19.85	1-01-26-310-001-024		B Building Maintenance	R	12/08/21	12/31/21		6614034	N
		3	INV 6022066	- SCREWDRIVER SET/	168.53	1-09-55-501-002-503		B Sewer Plant Maintenance	R	12/08/21	12/31/21		6022066	N
		4	INV 6043223	- CABLE TIES/SURGE	201.97	1-01-25-240-001-116		B Traffic Bureau	R	12/08/21	12/31/21		6043223	N
		5	INV 6043223	- DEDUCT SALES TAX	12.55	1-01-25-240-001-116		B Traffic Bureau	R	12/08/21	12/31/21		6043223	N
		6	INV 6521115	- SCOTCHBLUE SHARP	51.73	1-01-25-240-001-116		B Traffic Bureau	R	12/08/21	12/31/21		6521115	N
					499.26									
		21-01591	12/21/21	DEC 2021 INVOICES										
		1	INV 0043916	- MARKING PAINT/	213.29	1-01-26-310-001-024		B Building Maintenance	R	12/21/21	12/31/21		0043916	N
		2	INV 8022510	- KEYS	17.88	1-01-26-310-001-024		B Building Maintenance	R	12/21/21	12/31/21		8022510	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H1100	HOME DEPOT CREDIT SERVICES	Continued										
21-01591	12/21/21 DEC 2021 INVOICES	Continued										
3	INV 5022682 - CAULK SAVER/	18.40	1-01-26-310-001-024	B Building Maintenance	R	12/21/21	12/31/21	5022682	N			
		249.57										
	Vendor Total:	748.83										
I0682	INSTITUTE FOR PROFESSIONAL DEV											
21-01549	12/16/21 P. RIGGIO WEBINAR 12.15.2021											
1	P. RIGGIO WEBINAR 12.15.2021	50.00	1-01-20-120-001-042	B Education & Training	R	12/16/21	12/31/21	121521	N			
	Vendor Total:	50.00										
J0378	J.W. KENNEDY & SON INC WELDING											
21-01514	12/08/21 CYLINDER RENTAL											
1	INV R12214 - CYLINDER RENTAL	12.00	1-01-26-290-001-050	B DPW Work Equipment	R	12/08/21	12/31/21	R12214	N			
	Vendor Total:	12.00										
J0010	JAMMER DOORS											
21-01446	11/23/21 JAMMER DOOR LIFTMASTER INSTALL											
1	ROUTE 130 SL-585 LIFTMASTER	1,350.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	11/23/21	12/31/21	32539	N			
	Vendor Total:	1,350.00										
J0257	JCP&L											
21-01537	12/13/21 VARIOUS ACCTS DATED DEC 6,7,8											
1	100 100 104 247 MAIN ST	27.94	1-01-31-430-001-071	B Electric-Borough Hall	R	12/13/21	12/31/21	95656693331	N			
2	100 029 000 310 156 BANK ST	543.38	1-01-31-430-001-071	B Electric-Borough Hall	R	12/13/21	12/31/21	95656693327	N			
3	100 051 508 677 MAIN ST	167.25	1-01-31-430-001-071	B Electric-Borough Hall	R	12/13/21	12/31/21	95656693328	N			
4	100 079 096 689 GRANT ST PARK	4.09	1-01-31-430-001-071	B Electric-Borough Hall	R	12/13/21	12/31/21	95656693330	N			
5	100 051 508 750 STOCKTON ST	230.91	1-01-31-430-001-071	B Electric-Borough Hall	R	12/13/21	12/31/21	95656693329	N			
6	100 072 968 868 STREET LIGHTS	40.36	1-01-31-430-001-071	B Electric-Borough Hall	R	12/13/21	12/31/21	95307209522	N			
7	100 012 445 936 FIRST AID	343.82	1-01-25-260-001-074	B Electric	R	12/13/21	12/31/21	95706583942	N			
		1,357.75										
	Vendor Total:	1,357.75										

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
<b>J0258 JCP&amp;L (STREET LIGHTING)</b>														
21-01580	12/21/21	ACCT 724 & 765	DATED 12/15/21											
1	100	011	415	765 STREET LIGHT	1,793.81	1-01-31-435-001-075	B Street Lighting	R	12/21/21	12/31/21			95736524671	N
2	100	011	415	724 STREET LIGHT	395.17	1-01-31-435-001-075	B Street Lighting	R	12/21/21	12/31/21			95736524670	N
					2,188.98									
				Vendor Total:	2,188.98									
<b>J0069 JERSEY ELEVATOR LLC</b>														
21-01561	12/16/21	DEC 2021	ELEVATOR SERVICE											
1	DEC 2021	ELEVATOR SERVICE		184.33	1-01-26-310-001-029	B Maintenance Contracts	R	12/16/21	12/31/21				264021	N
				Vendor Total:	184.33									
<b>K0005 KEMPTON FLAG</b>														
21-01554	12/16/21	US AND POW	FLAGS											
1	4 X 6	DOUBLE SIDED	POW FLAGS	282.24	1-01-26-310-001-181	B Flags	R	12/16/21	12/31/21				21074	N
2	3 X 5	DOUBLE SIDED	POW FLAGS	326.40	1-01-26-310-001-181	B Flags	R	12/16/21	12/31/21				21074	N
3	4 X 6	AMERICAN	FLAGS	128.10	1-01-26-310-001-181	B Flags	R	12/16/21	12/31/21				21074	N
4	5 X 8	AMERICAN	FLAGS	185.28	1-01-26-310-001-181	B Flags	R	12/16/21	12/31/21				21074	N
				922.02										
				Vendor Total:	922.02									
<b>KUBIA005 KUBIAK ELECTRIC CO., INC.</b>														
21-01566	12/16/21	ELECTRICAL	REPAIRS OF ROTARY											
1	ELECTRICAL	REPAIRS OF	ROTARY	310.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/16/21	12/31/21				21-903	N
				Vendor Total:	310.00									
<b>M0180 MCMASTER-CARR</b>														
21-01539	12/14/21	DRILL BITS	AND ANCHORS											
1	5/16"	SDS PLUS	DRILL BITS	9.75	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21				69918409	N
2	1/2" X 8"			16.42	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21				69918409	N
3	1/2" X 10"			16.37	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21				69918409	N
5	1/2" X 4 1/2"	WEDGE	ANCHORS	107.73	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21				69918409	N



Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl	
<b>M0127 MONMOUTH COUNTY</b>										
	21-01556 12/16/21 NOV 2021 ROOSEVELT TIPPING									
	1 NOV 2021 ROOSEVELT TIPPING		2,151.12	1-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	12/16/21	12/31/21	NOV 2021	N
	Vendor Total:		2,151.12							
<b>NCARN005 N. CARNEVALE &amp; SONS, INC</b>										
	21-00812 07/13/21 MAIN OFFICE DOOR FRAME/ETC									
	1 MAIN OFFICE ENTRY DOOR FRAME		10,174.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	07/13/21	12/31/21	4036	N
	Vendor Total:		10,174.00							
<b>NJADV005 NJ Advance Media</b>										
	21-01550 12/16/21 NOVEMBER 2021 LEGAL ADS									
	1 RFP - PROFESSIONAL SERVICES		13.92	1-01-20-120-001-021	B Advertisements	R	12/16/21	12/31/21	0010152302	N
	Vendor Total:		13.92							
<b>M1131 NJ MOTOR VEHICLE COMMISSION</b>										
	21-01548 12/16/21 2022 ANNUAL ADMISTRATIVE FEE									
	1 2022 ANNUAL ADMISTRATIVE FEE		150.00	1-01-20-120-001-199	B Miscellaneous	R	12/16/21	12/31/21	HIGHTSTOWN	N
	Vendor Total:		150.00							
<b>N0170 NORCIA CORP.</b>										
	21-01562 12/16/21 LIMIT SWITCH REPAIR TRUCK 10									
	1 LIMIT SWITCH REPAIR TRUCK 10		345.76	1-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/16/21	12/31/21	81139	N
	21-01595 12/21/21 REPAIRS TO GARBAGE TRUCKS									
	1 INV 81190 - REPAIR TO AIR		601.28	1-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/21/21	12/31/21	81190	N
	2 INV 81203 - CHECK RELAY - FUSE		227.00	1-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/21/21	12/31/21	81203	N
			828.28							
	Vendor Total:		1,174.04							

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>NV5IN005 NV5 INC.</b>										
	21-01627 12/28/21 REDEV AREA CIRC STUDY NOV 21									
	1 REDEV AREA CIRC STUDY NOV 21		1,228.85	G-02-41-728-001-399	B DVRPC TCDI GRT 2021 Redevelopment	R	12/28/21	12/31/21	248437	N
	Vendor Total:		1,228.85							
<b>00050 ONE CALL CONCEPT INC</b>										
	21-01513 12/08/21 NOV 2021 ONE CALL MESSAGES									
	1 NOV 2021 ONE CALL MESSAGES		31.46	1-09-55-501-001-535	B Hydrants and Line Repair	R	12/08/21	12/31/21	1115083	N
	Vendor Total:		31.46							
<b>P0005 PARIS AUTOMOTIVE SUPPLY</b>										
	21-01563 12/16/21 NOV 2021 INVOICES									
	1 NOV 2021 INVOICES		347.10	1-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	12/16/21	12/31/21	NOV 2021	N
	21-01587 12/21/21 ABSORBENT INV 217195									
	1 ABSORBENT INV 217195		83.94	1-01-25-252-002-121	B Preventive Maintenance	R	12/21/21	12/31/21	217195	N
	2 BLUE DEF 2.5 GAL INV 217195		125.94	1-01-25-252-002-121	B Preventive Maintenance	R	12/21/21	12/31/21	217195	N
			209.88							
	Vendor Total:		556.98							
<b>P0088 PARKER MCCAY, P.A.</b>										
	21-01606 12/22/21 CORRESPONDENCE & REVIEW									
	1 #3138633; CORRESPOND & REVIEW		544.50	2021-02	P Amended Site Plan	R	12/22/21	12/31/21	3138633	N
	2 #3139844; CORRESPONDENCE		181.50	2021-02	P Amended Site Plan	R	12/22/21	12/31/21	3139844	N
			726.00							
	21-01610 12/22/21 #3139843;Attend PB Mtg12/13/21									
	1 #3139843;Attend PB Mtg12/13/21		693.00	1-01-21-180-001-107	B Planning Board - Attorney	R	12/22/21	12/31/21	3139843	N
	Vendor Total:		1,419.00							

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
<b>PEOPL005 PEOPLES PLUMBING LLC</b>													
	21-01493	12/02/21	BACKFLOR PREVENTER TESTS										
	1		BACKFLOR PREVENTER TESTS	450.00		1-09-55-501-002-528	B Outside Consulting Services (B	R	12/02/21	12/31/21		18271	N
			Vendor Total:	450.00									
<b>C0099 PETROCHOICE</b>													
	21-01368	11/04/21	HYDRAULIC AND MOTOR OIL										
	1		5W 20 SN GF-6 BIB - 6 GALLONS	256.80		1-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	11/04/21	12/31/21		50745445	N
	2		5W 30 SN GF-6 BIB - 6 GALLONS	251.64		1-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	11/04/21	12/31/21		50745445	N
	3		10W 30 CK-4 - 5 GALLON PAILS	126.30		1-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	11/04/21	12/31/21		5072740	N
	4		BULK HYDRAULIC OIL	956.73		1-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	11/04/21	12/31/21		5072740	N
				<u>1,591.47</u>									
			Vendor Total:	1,591.47									
<b>P1155 PRIOR NAMI BUSINESS SYSTEMS</b>													
	21-01604	12/21/21	QUARTERLY COPY FEES										
	1		QUARTERLY COPY FEES	250.35		1-01-25-240-001-029	B Maint. Contracts - Other	R	12/21/21	12/31/21		0000707036	N
			Vendor Total:	250.35									
<b>P0044 PSE&amp;G</b>													
	21-01581	12/21/21	ENERGY BILLS DATED 12/16/21										
	1		74 199 082 06 232 MERCER ST	18.05		1-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/21/21	12/31/21		600807542339	N
	2		66 878 908 08 156 BANK ST	79.15		1-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/21/21	12/31/21		603107044849	N
	3		65 039 876 09 1ST AVE W TOWER	18.05		1-09-55-501-001-505	B Gas Service	R	12/21/21	12/31/21		605605234778	N
	4		75 235 176 09 415 MERCER ST	144.76		1-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/21/21	12/31/21		602707687491	N
	5		66 759 467 06 140 N MAIN ST	25.64		1-01-31-446-001-143	B Gas/Heat - Fire House	R	12/21/21	12/31/21		604706499326	N
	6		65 503 262 06 168 BANK STREET	545.26		1-01-25-260-001-073	B Natural Gas Heat	R	12/21/21	12/31/21		600307602498	N
	7		75 980 463 01 240 MERCER ST	74.18		1-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/21/21	12/31/21		603706788082	N
				<u>905.09</u>									
	21-01615	12/27/21	MASTER ACCT 13 014 184 04										
	1		7341583509 140 N MAIN ST	1,302.73		1-01-31-446-001-143	B Gas/Heat - Fire House	R	12/27/21	12/31/21		503100096272	N
	2		7341583606 148 N MAIN ST	206.83		1-01-31-446-001-070	B Gas Heat - Borough Hall	R	12/27/21	12/31/21		503100096272	N
	3		7341583703 BANK ST	444.33		1-09-55-501-001-505	B Gas Service	R	12/27/21	12/31/21		503100096272	N





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R0077	ROBERTS ENGINEERING GRP LLC	Continued											
21-01609	12/22/21 #5483; Attend PB Mtg 12/13/21												
	1 #5483; Attend PB Mtg 12/13/21	231.00		1-01-21-180-001-106	B Planning Board Engineer-General	R	12/22/21	12/31/21		5483			N
21-01614	12/27/21 BILLING THROUGH 12/22/21												
	1 COUNCIL MEETINGS 5472	99.00		1-01-20-165-001-104	B Attendance at Meetings (B)	R	12/27/21	12/31/21		5472			N
	2 MISC REQUESTS 5473	94.50		1-01-20-165-001-028	B General Engineering	R	12/27/21	12/31/21		5473			N
	3 WALKING BRIDGE 5474	462.00		C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	12/27/21	12/31/21		5474			N
	4 NJDOT GRANTS 5475	26.25		1-01-20-165-001-103	B Misc-Req For Info & Data(B)	R	12/27/21	12/31/21		5475			N
	5 MISC ROADS 5476	2,028.00		1-01-20-165-001-106	B Misc. Road & Drainage Issues(B)	R	12/27/21	12/31/21		5476			N
	6 GENERAL SEWERS 5477	1,422.00		1-09-55-501-002-508	B Engineer	R	12/27/21	12/31/21		5477			N
	7 GENERAL WATER 5478	630.00		1-09-55-501-001-508	B Engineer	R	12/27/21	12/31/21		5478			N
	8 CHEM & SLUDGE REMOVAL CONTRACT	1,033.50		1-09-55-501-002-508	B Engineer	R	12/27/21	12/31/21		5479			N
	9 WTP GENERATOR&FLOOD GATES 5480	210.75		C-08-55-965-000-540	B FEMA FLOOD MIT GENERATOR ENGINEER 20-17	R	12/27/21	12/31/21		5480			N
	10 STOCKTON & JOSEPH ST SIDEWALKS	2,875.50		C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20	R	12/27/21	12/31/21		5481			N
	11 IMP TO LINCOLN, HAGEMOUNT &	132.00		C-04-55-885-000-447	B LINCOLN, HAGEMOUNT, ROCKY BROOK SEC 20	R	12/27/21	12/31/21		5482			N
	12 SPRINGCREST ROAD INV 5486	14,354.83		C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	12/27/21	12/31/21		5486			N
	13 IMP TO RR AVE & DEY ST INV5487	939.75		C-04-55-894-002-447	B RAILROAD AVE & DEY STREET SOFT COSTS	R	12/27/21	12/31/21		5487			N
	14 IMP TO HAUSSER, BENNETT PL &	816.00		C-04-55-894-001-447	B HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	12/27/21	12/31/21		5488			N
		25,124.08											
	Vendor Total:	29,656.08											
S0161	SAFE-T												
21-01141	09/21/21 TURN OUT GEAR ORD 2020-15												
	1 TURN OUT GEAR ORD 2020-15	13,903.31		C-04-55-892-000-444	B FIRE DEPT SCBA BOTT, BAILOUT KIT, AED	R	09/21/21	12/31/21		12691			N
	Vendor Total:	13,903.31											
S0061	SEA BOX												
21-01597	12/21/21 DEC 2021 CONTAINER RENTAL												
	1 DEC 2021 CONTAINER RENTAL	75.00		1-01-26-310-001-024	B Building Maintenance	R	12/21/21	12/31/21		SI139718			N
	Vendor Total:	75.00											
W0156	SEARING, WILLIAM												
21-01567	12/16/21 REIMBURSE CAULK & PANS												
	1 REIMBURSE HOME DEPOT CAULK	16.92		1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/16/21	12/31/21		0982 51 88131			N

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W0156 SEARING, WILLIAM Continued												
21-01567	12/16/21	REIMBURSE CAULK & PANS		Continued								
2		DOLLAR TREE PANS	10.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/16/21	12/31/21		02 027	26961766	N
			26.92									
Vendor Total:			26.92									
S1096 STAPLES BUSINESS ADVANTAGE												
21-01406	11/17/21	HPD OFFICE SUPPLIES										
1		HPD OFFICE SUPPLIES	460.41	1-01-25-240-001-036	B Office Supplies & Equipment	R	11/17/21	12/31/21		3494661941		N
21-01522	12/08/21	HPD OFFICE SUPPLIES										
1		HPD OFFICE SUPPLIES	91.76	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		349436453		N
2		HPD OFFICE SUPPLIES	6.13	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
3		HPD OFFICE SUPPLIES	8.88	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		349436453		N
4		HPD OFFICE SUPPLIES	15.88	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
5		HPD OFFICE SUPPLIES	9.40	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
6		HPD OFFICE SUPPLIES	27.54	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
7		HPD OFFICE SUPPLIES	7.17	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
8		HPD OFFICE SUPPLIES	21.90	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
9		HPD OFFICE SUPPLIES	30.89	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
10		HPD OFFICE SUPPLIES	8.95	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
11		HPD OFFICE SUPPLIES	12.33	1-01-25-240-001-036	B Office Supplies & Equipment	R	12/08/21	12/31/21		3494936453		N
			240.83									
Vendor Total:			701.24									
T0060 TOWNSHIP OF ROBBINSVILLE												
21-01576	12/20/21	SHARED SVCS QTR 4 2021 COURT										
1		QTR 4 2021 COURT STAFF	34,499.42	1-01-20-176-000-199	B Miscellaneous	R	12/20/21	12/31/21		QTR 4 2021		N
2		QTR 4 2021 USE OF FACILITIES	18,000.00	1-01-26-310-001-025	B Building Rental	R	12/20/21	12/31/21		QTR 4 2021		N
3		QTR 4 2021 ADMIN FEE COURT	3,000.00	1-01-20-176-000-199	B Miscellaneous	R	12/20/21	12/31/21		QTR 4 2021		N
4		QTR 4 2021 POSTAGE COURT	356.69	1-01-20-176-000-022	B Postage and Express Charges	R	12/20/21	12/31/21		QTR 4 2021		N
5		QTR 4 2021 LANG LINE COURT	308.10	1-01-20-176-000-111	B Interpretor/Outside Help	R	12/20/21	12/31/21		QTR 4 2021		N



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
<b>W0071 WASTE MGMT OF NEW JERSEY, INC.</b>													
	21-00150	02/11/21	DUMPSTER RES 2020-136T07/31/21			B							
	52 INV	3031382-0502-4	BORO HALL/	264.71	1-01-26-305-001-029		B Contract-Dumpsters	R	10/08/21	12/31/21		3031382-502-4	N
	53 INV	3031380-0502-8	HOUSING	530.00	1-01-26-305-001-029		B Contract-Dumpsters	R	10/08/21	12/31/21		3031380-0502-8	N
	54 INV	3031380-0502-8	HOUSING	353.00	1-01-26-305-001-029		B Contract-Dumpsters	R	10/08/21	12/31/21		3031380-0502-8	N
	55 INV	3031381-0502-6	MUNIPARKING	1,060.00	1-01-26-305-001-029		B Contract-Dumpsters	R	10/08/21	12/31/21		3031381-0502-6	N
	56 INV	3031381-0502-6	MUNIPARKING	435.00	1-01-26-305-001-029		B Contract-Dumpsters	R	10/08/21	12/31/21		3031381-0502-6	N
				2,642.71									
	21-00169	02/18/21	SLUDGE REMOVAL RES 2020-229			B							
	12 INV	3030556-0502-4	12/1/21	6,315.57	1-09-55-501-002-538		B Sludge Removal/Disposal-Waste Management	R	02/18/21	12/31/21		3030556-0502-4	N
			Vendor Total:	8,958.28									
<b>WIREL005 WIRELESS ELECTRONICS, INC.</b>													
	21-01140	09/21/21	SIERRA WIRELESS MP70-LTE-A PRO										
	1	SIERRA WIRELESS MP70-LTE-A PRO		959.00	1-01-44-902-001-162		B Purchase of Police Vehicle	R	09/21/21	12/31/21		S51221096	N
			Vendor Total:	959.00									
<b>WORKN005 WORK N GEAR, INC</b>													
	21-01118	09/16/21	UNIFORMS/BOOTS AND ASSESSORIES										
	1	UNIFORMS/BOOTS AND ASSESSORIES		450.00	1-01-26-290-001-032		B Uniforms	R	09/16/21	12/31/21		HA152051	N
			Vendor Total:	450.00									
<hr/>													
Total Purchase Orders:	83	Total P.O. Line Items:	195	Total List Amount:	246,779.64	Total Void Amount:	0.00						

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	1-01	157,904.47	0.00	157,904.47	0.00	0.00	0.00	157,904.47
	1-09	40,331.16	0.00	40,331.16	0.00	0.00	0.00	40,331.16
	1-21	0.00	0.00	0.00	0.00	0.00	5,656.02	5,656.02
	Year Total:	198,235.63	0.00	198,235.63	0.00	0.00	5,656.02	203,891.65
GENERAL CAPITAL	C-04	41,448.39	0.00	41,448.39	0.00	0.00	0.00	41,448.39
WATER/SEWER CAPITAL	C-08	210.75	0.00	210.75	0.00	0.00	0.00	210.75
	Year Total:	41,659.14	0.00	41,659.14	0.00	0.00	0.00	41,659.14
	G-02	1,228.85	0.00	1,228.85	0.00	0.00	0.00	1,228.85
Total of All Funds:		241,123.62	0.00	241,123.62	0.00	0.00	5,656.02	246,779.64

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Project Description	Project No.	Rcvd Total	Held Total	Project Total
Amended Site Plan	2021-02	5,656.02	0.00	5,656.02
Total of All Projects:		<u>5,656.02</u>	<u>0.00</u>	<u>5,656.02</u>

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

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
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A0025 AT&T MOBILITY																
21-01652 12/31/21 INV 287298218043X12282021																
1	INV	287298218043X12282021		FIRE	82.96	1-01-25-256-002-094			B	Computer Service,Support & Software	R	12/31/21	12/31/21		X12282021	N
2	INV	287298218043X12282021		HPD	389.52	1-01-31-440-001-079			B	Telephone-VERIZON WIRELESS	R	12/31/21	12/31/21		X12282021	N
3	INV	287298218043X12282021		DPW	209.65	1-01-31-440-001-079			B	Telephone-VERIZON WIRELESS	R	12/31/21	12/31/21		X12282021	N
4	INV	287298218043X12282021		WTP	157.46	1-09-55-501-003-545			B	Telephone-w/S-VERIZON	R	12/31/21	12/31/21		X12282021	N
5	INV	287298218043X12282021		AWWTP	104.28	1-09-55-501-003-545			B	Telephone-w/S-VERIZON	R	12/31/21	12/31/21		X12282021	N
					943.87											
Vendor Total:					943.87											

CGPH0005 CGP&H																
21-01504 12/08/21 AFFORDABLE HOUSING ADMIN 42535																
1	AFFORDABLE HOUSING ADMIN 42535	1,398.00	1-01-21-180-001-108	B	COAH Planning	R	12/08/21	12/31/21		42535						N
Vendor Total:					1,398.00											

C0735 CHART POOL USA INC.																
21-01598 12/21/21 CHART POOL ITEMS																
1	CPP#500-801 RED (5PK)	122.16	1-09-55-501-002-531	B	Office Supplies - AWWTP	R	12/21/21	12/31/21		1263148-01						N
2	CPP #900-301 RED (6PK)	172.96	1-09-55-501-002-531	B	Office Supplies - AWWTP	R	12/21/21	12/31/21		1263148-01						N
3	FREIGHT	13.55	1-09-55-501-002-531	B	Office Supplies - AWWTP	R	12/31/21	12/31/21		1263148-01						N
					308.67											
Vendor Total:					308.67											

C0058 CINTAS CORPORATION #061																
21-01651 12/31/21 UNIFORM ADVANTAGE DEC 2021																
1	INV	4103637669	12/3/21		47.41	1-09-55-501-002-507			B	Uniforms & Safety Equipment	R	12/31/21	12/31/21		4103637669	N
2	INV	4104331578	12/10/21		44.31	1-09-55-501-002-507			B	Uniforms & Safety Equipment	R	12/31/21	12/31/21		4104331578	N
3	INV	4105020227	12/17/21		47.41	1-09-55-501-002-507			B	Uniforms & Safety Equipment	R	12/31/21	12/31/21		4105020227	N
4	INV	4105617309	12/23/21		44.31	1-09-55-501-002-507			B	Uniforms & Safety Equipment	R	12/31/21	12/31/21		4105617309	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
<b>COREM005 CORE &amp; MAIN LP</b>											
Continued											
21-01593	12/21/21	METER AND RADIO PARTS									
1		510M S/POINT M2 WIRED SP HR &	3,000.00	1-09-55-501-001-524	B Meter & Meter Parts	R	12/21/21	12/31/21		Q088180	N
2		IPERL 3/4S 3TS 100CF SM 4WHL	2,600.00	1-09-55-501-001-524	B Meter & Meter Parts	R	12/21/21	12/31/21		Q088180	N
			<u>5,600.00</u>								
Vendor Total:			8,250.00								
<b>Q0176 EUROFINS QC, LLC</b>											
21-01435	11/19/21	WATER ANALYSIS									
1		INV 2029291 - WATER ANALYSIS	230.00	1-09-55-501-001-532	B Outside Testing/Labs	R	11/19/21	12/31/21		2029291	N
Vendor Total:			230.00								
<b>FIREA005 FIRE APPARATUS REPAIR, INC.</b>											
21-01637	12/31/21	HEADLAMP SPECIAL ENGINE 41									
1		HEADLAMP SPECIAL ENGINE 41	68.00	1-01-25-252-002-121	B Preventive Maintenance	R	12/31/21	12/31/21		16558	N
2		SHIPPING	12.00	1-01-25-252-002-121	B Preventive Maintenance	R	12/31/21	12/31/21		16558	N
3		LABOR DRIVERS SIDE PUMP PANEL	142.50	1-01-25-252-002-121	B Preventive Maintenance	R	12/31/21	12/31/21		16558	N
			<u>222.50</u>								
Vendor Total:			222.50								
<b>G0181 FRANKLIN-GRIFFITH, LLC</b>											
21-01640	12/31/21	ANGLE PLUG									
1		INV S119645203 - ANGLE PLUG	52.82	1-01-26-310-001-024	B Building Maintenance	R	12/31/21	12/31/21		S119645203	N
21-01648	12/31/21	DUCT SEAL & SWITCHES									
1		DUCT SEAL	2.72	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/31/21	12/31/21		S119724091.001	N
2		SINGLE POLE SWITCH	2.70	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/31/21	12/31/21		S119724091.001	N
			<u>5.42</u>								
Vendor Total:			58.24								

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
<b>G0185 GRAINGER, INC.</b>									
	21-01574 12/17/21 TIMING RELAY RTE-P1AF20								
	1 TIMING RELAY RTE-P1AF20		93.36 1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/17/21	12/31/21	9164921331	N
	Vendor Total:		93.36						
<b>H0048 HIGHTS REALTY LLC</b>									
	21-01473 12/01/21 DEC 2021 HPD RENT								
	1 DEC 2021 HPD RENT		4,668.70 1-01-26-310-001-025	B Building Rental	R	12/01/21	12/31/21	DECEMBER 2021	N
	Vendor Total:		4,668.70						
<b>H1100 HOME DEPOT CREDIT SERVICES</b>									
	21-01642 12/31/21 DEC 2021 INVOICES								
	1 INV 7524608 - COPPER TUBING/		35.39 1-01-26-310-001-024	B Building Maintenance	R	12/31/21	12/31/21	7524608	N
	2 INV 7524578 - COUPLING		33.74 1-01-26-310-001-024	B Building Maintenance	R	12/31/21	12/31/21	7524578	N
			69.13						
	Vendor Total:		69.13						
<b>JACKW005 JACK WILLIAMS TIRE CO INC</b>									
	21-01571 12/17/21 SERVICE TO CLEAN BURN HEATER								
	1 SERVICE AND CLEANING OF CLEAN		865.00 1-01-26-310-001-024	B Building Maintenance	R	12/17/21	12/31/21	64561	N
	Vendor Total:		865.00						
<b>J0257 JCP&amp;L</b>									
	21-01653 12/31/21 MASTER ACCT 200 000 055 364								
	1 100 008 438 010 125 S MAIN ST		11.05 1-01-31-430-001-071	B Electric-Borough Hall	R	12/31/21	12/31/21	9500943584	N
	2 100 008 438 283 MAIN&STOCKTON		31.33 1-01-31-430-001-071	B Electric-Borough Hall	R	12/31/21	12/31/21	9500943584	N
	3 100 008 482 018 RT33 & MAXWELL		29.62 1-01-31-430-001-071	B Electric-Borough Hall	R	12/31/21	12/31/21	9500943584	N
	4 100 010 898 904 FRANKLIN ST &		32.93 1-01-31-430-001-071	B Electric-Borough Hall	R	12/31/21	12/31/21	9500943584	N
	5 100 012 529 457 BOROHALL EQUIP		29.26 1-09-55-501-002-504	B Electricity	R	12/31/21	12/31/21	9500943584	N
			134.19						
	21-01654 01/10/22 MASTER ACCT 200 000 055 315								
	1 100 008 482 778 MAXWELL AVE		24.77 1-09-55-501-002-504	B Electricity	R	12/31/21	12/31/21	95009442671	N
	2 100 009 294 701 WESTERLEA AVE		22.15 1-09-55-501-001-504	B Electricity	R	12/31/21	12/31/21	95009442671	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
<b>KEYTE005 KEY-TECH</b>															
21-01354	11/02/21	BITUMINOUS CONCRETE CORE													
1		BITUMINOUS CONCRETE CORE	1,670.00	C-04-55-890-000-447		B	SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R			11/02/21	12/31/21		54684	N
Vendor Total:			1,670.00												
<b>M1076 MCMANIMON, SCOTLAND &amp; BAUMANN</b>															
21-01445	11/23/21	#186241; Svcs through 10/31/21													
1		#186241; Svcs through 10/31/21	825.00	3PRCLLC		P	Site Plan Application #2020-01	R			11/23/21	12/31/21		186241	N
Vendor Total:			825.00												
<b>M0536 MGL PRINTING SOLUTIONS</b>															
21-01479	12/02/21	2022 TAXI DECALS													
1		2022 TAXI DECALS	772.00	1-01-25-240-001-116		B	Traffic Bureau	R			12/02/21	12/31/21		185309	N
21-01631	12/31/21	W-2 AND 1099 TAX FORMS 2021													
1		W-2 AND 1099 TAX FORMS 2021	358.00	1-01-20-125-001-036		B	Office Supplies	R			12/31/21	12/31/21		185498	N
Vendor Total:			1,130.00												
<b>N0275 NJ LEAGUE OF MUNICIPALITIES</b>															
21-01546	12/14/21	AWWTP PLANT OPERATOR AD													
1		AWWTP PLANT OPERATOR AD	230.00	1-09-55-501-002-510		B	Advertisements	R			12/14/21	12/31/21		SD16164	N
Vendor Total:			230.00												
<b>P1155 PRIOR NAMI BUSINESS SYSTEMS</b>															
21-01553	12/16/21	FINANCE PRINTER-ADMIN SHREDDER													
1		FINANCE PRINTER	1,058.00	1-01-20-120-001-053		B	EQUIPMENT	R			12/16/21	12/31/21		0000706459	N
2		SHREDDER - ADMINISTRATION	928.32	1-01-20-120-001-053		B	EQUIPMENT	R			12/16/21	12/31/21		0000701875	N
			1,986.32												
Vendor Total:			1,986.32												

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
<b>PRIYA005 PRIYANKA DAS</b>												
	21-01630	12/31/21	STAGE & PROD MGMT FOR EVERYBDY									
	1		STAGE & PRODUCTION MANAGEMENT	200.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	12/31/21	12/31/21		2021	N
	Vendor Total:			200.00								
<b>QUART005 QUARTZ LAMPS INC</b>												
	21-01540	12/14/21	UV LAMPS & QUARTZ SLEEVES									
	1		UV LAMP FOR TROJAN UV3000 SYST	720.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21		18294	N
	2		QUARTZ SLEEVE FOR UV3000 SYST	720.00	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21		18294	N
	3		SHIPPING	73.17	1-09-55-501-002-503	B Sewer Plant Maintenance	R	12/14/21	12/31/21		18294	N
				<u>1,513.17</u>								
	Vendor Total:			1,513.17								
<b>BLOCK005 TELESYSTEM</b>												
	21-01649	12/31/21	INV 656059 DECEMBER OF 2021									
	1		INV 656059 DECEMBER OF 2021	1,241.88	1-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	12/31/21	12/31/21		656059	N
	Vendor Total:			1,241.88								
<b>U0061 USALCO, LLC</b>												
	21-00063	02/01/21	ALUMINUM SULFATE RES 2020-235		B							
	6		INV 20216270 12/22/21 ALUM	4,850.01	1-09-55-501-002-542	B Aluminum Sulfate	R	10/13/21	12/31/21		20216270	N
	Vendor Total:			4,850.01								
<b>V0019 VERIZON</b>												
	21-01635	12/31/21	750-717-188-0001-53 12/15/21									
	1		750-717-188-0001-53 12/15/21	438.24	1-01-31-440-001-089	B Telephone-VERIZON	R	12/31/21	12/31/21		750717188000153	N
	Vendor Total:			438.24								
<b>W0002 W.B. MASON CO., INC.</b>												
	21-01453	11/23/21	OFFICE SUPPLIES									
	1		CENTRAL SUPPLIES	974.09	1-01-20-125-001-036	B Office Supplies	R	11/23/21	12/31/21		#s118474326	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
W0002 W.B. MASON CO., INC. Continued															
		21-01644	12/31/21	OFFICE SUPPLIES-DECEMBER 2021											
		1		CENTRAL SUPPLIES	676.47		1-01-20-125-001-036	B	Office Supplies	R	12/31/21	12/31/21		226369151	N
		Vendor Total:			1,650.56										
W0377 WINDSOR CAR WASH															
		21-01526	12/08/21	HPD CAR WASH TICKET BOOKS											
		1		HPD CAR WASH TICKET BOOKS	360.00		1-01-26-315-001-131	B	Vehicle Maint. - Police	R	12/08/21	12/31/21		A29953	N
		Vendor Total:			360.00										
Total Purchase Orders: 38 Total P.O. Line Items: 73 Total List Amount: 48,850.18 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	17,378.83	0.00	17,378.83	0.00	0.00	0.00	17,378.83
	1-09	28,776.35	0.00	28,776.35	0.00	0.00	0.00	28,776.35
	1-21	0.00	0.00	0.00	0.00	0.00	825.00	825.00
	Year Total:	46,155.18	0.00	46,155.18	0.00	0.00	825.00	46,980.18
GENERAL CAPITAL	C-04	1,670.00	0.00	1,670.00	0.00	0.00	0.00	1,670.00
TRUST OTHER - FUND #12	T-12	200.00	0.00	200.00	0.00	0.00	0.00	200.00
	Total of All Funds:	48,025.18	0.00	48,025.18	0.00	0.00	825.00	48,850.18



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Project Description	Project No.	Rcvd Total	Held Total	Project Total
Site Plan Application #2020-01	3PRCLLC	825.00	0.00	825.00
Total of All Projects:		<u>825.00</u>	<u>0.00</u>	<u>825.00</u>

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# Resolution 2022-32

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

**AUTHORIZING PAYMENT #3 AND CHANGE ORDER #2– EARLE ASPHALT  
COMPANY – IMPROVEMENTS TO SPRINGCREST DRIVE, TAYLOR AVENUE,  
SPRUCE COURT, GLEN DRIVE & SCHUYLER AVENUE**

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

**WHEREAS**, the contractor has submitted a request for payment No. 2 in the amount of \$625,840.01 for partial work performed through December 3, 2021, traffic control, soil erosion and sediment control, excavation, decommissioning the existing sanitary lift station, sanitary sewer improvements, stormwater improvements, water main improvements, concrete curb and sidewalk, driveway repair, detectable warning surfaces, milling and paving and lawn restoration; and

**WHEREAS**, the contractor has submitted Change Order No. 2 an adjustment to asbuil quantities as well as a number of supplemental pay items; and

**WHEREAS**, Change Order No. 2 reduces the contract by \$414.82; and

**WHEREAS**, the Borough Engineer has recommended approval of Change Order No. 2; and

**WHEREAS**, the Borough Engineer has recommended approval of Payment Request No. 3 to the contractor in the amount of \$625,840.01; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Change Order No. 2 and Payment Request No. 3 to Earle Asphalt Company of Wall, New Jersey for \$625,840.01, 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 January 18, 2022.

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Margaret Riggio  
Borough Clerk



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## MEMORANDUM

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

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

**DATE:** January 11, 2022

**RE:** Improvements to Springcrest Drive, Taylor Avenue,  
Spruce Court, Glen Drive, and Schuyler Avenue  
Payment No. 3  
Our File No.: H1800

Attached please find the following in reference to Payment No. 3 and Change Order No. 2 which is a partial payment through December 3, 2021 for traffic control, soil erosion and sediment control, excavation, decommissioning the existing sanitary lift station, sanitary sewer improvements, stormwater improvements, water main improvements, concrete curb and sidewalk, driveway repair, detectable warning surfaces, milling and paving, and lawn restoration:

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

This payment includes Change Order No. 2 which includes an adjustment to asbuilt quantities as well as a number of supplemental pay items.

- Supplemental Items S3 and S4 are for additional storm piping which was found to be necessary when existing storm piping was exposed during excavation and found to be in poor condition.
- Supplemental Item S5 is for the relocation of water and sewer service lines at #60 Westerlea Avenue which was found to be necessary during construction of manholes in the area. During excavation for the sanitary manholes at Westerlea Avenue, the service lines at #60 Westerlea were found to be in locations that were not anticipated and were therefore in conflict with the proposed improvements.
- Supplemental Items S6 and S7 were for modifications to new manholes on Springcrest Drive. Although these changes result in an added cost to the contract, they ultimately allowed for a reduction in the amount of sanitary piping needed on the contract. As a result, this change reduces the overall costs associated with the sanitary sewer improvements.
- Supplemental Item S8 is for replacement of 8-inch sanitary sewer main on Taylor Avenue. During construction, the AWWTP Superintendent notified this office that a portion of the existing sanitary main on Taylor Avenue near South Street was in poor condition and in a state of failure. As a result, the Contractor was requested to replace a portion of the sanitary main with ductile iron pipe to ensure no failure would occur in the future.
- Supplemental Item S9 is for a new hydrant tee at Springcrest Drive near Glen Drive. The existing tee was intended to be re-used for a new fire hydrant. However, during construction it was found that the tee was in poor condition and needed to be replaced in order to install the new fire hydrant.

Change Order No. 2 reduces the contract amount by \$414.82.

Borough of Hightstown  
Improvements to Springcrest Drive, Taylor Avenue  
Spruce Court, Glen Drive, and Schuyler Avenue  
Our File No.: H1800  
Page 2 of 2

I recommend payment be made to Earle Asphalt Company in the amount of \$625,840.01.

Of the total recommended payment of \$625,840.01, the cost for water and sewer improvements is \$68,405.69 and the cost for capital improvements is \$557,434.32.

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

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

**PAYMENT No. 3**  
**IMPROVEMENTS TO SPRINGCREST DRIVE, TAYLOR AVENUE,**  
**SPRUCE COURT, GLEN DRIVE, AND SCHUYLER AVENUE**  
**Borough of Hightstown, Mercer County, New Jersey**

January 10, 2022  
File No.: H1800

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	LS	1.00	1.00	0.00	\$130,000.00	\$130,000.00
2	Clearing Site	LS	1.00	1.00	0.70	\$90,000.00	\$90,000.00
3	Project Video	LS	1.00	0.00	0.00	\$0.01	\$0.00
4	Traffic Director, Flagger	HOURL	160.00	18.00	18.00	\$0.01	\$0.18
5	Uniform Traffic Director (State Non-Participating)	HOURL	500.00	50.39	9.44	\$95.00	\$4,787.40
6	Traffic Cone	UNIT	25.00	0.00	0.00	\$0.01	\$0.00
7	Drum	UNIT	15.00	0.00	0.00	\$0.01	\$0.00
8	Breakaway Barricade	UNIT	21.00	0.00	0.00	\$0.01	\$0.00
9	Construction Sign 'B' (60"x30")	UNIT	7.00	0.00	0.00	\$0.01	\$0.00
10	Construction Sign 'C' (72"x60")	UNIT	2.00	0.00	0.00	\$0.01	\$0.00
11	Construction Sign 'D' (72"x60")	UNIT	1.00	0.00	0.00	\$0.01	\$0.00
12	Construction sign 'E' (72"x60")	UNIT	1.00	0.00	0.00	\$0.01	\$0.00
13	Construction Sign 'F' (72"x60")	UNIT	1.00	0.00	0.00	\$0.01	\$0.00
14	Construction Sign 'G' (30"x24")	UNIT	6.00	0.00	0.00	\$0.01	\$0.00
15	Construction Sign 'H' (30"x24")	UNIT	7.00	0.00	0.00	\$0.01	\$0.00
16	Construction Sign 'I' (30"x24")	UNIT	4.00	0.00	0.00	\$0.01	\$0.00
17	Construction Sign 'J' (72"x60") (State Non-Participating)	UNIT	2.00	0.00	0.00	\$0.01	\$0.00
18	Inlet Filter, Type 2	UNIT	12.00	12.00	12.00	\$50.00	\$600.00
19	Excavation, Unclassified, 12" Depth	CY	225.00	272.00	272.00	\$60.00	\$16,320.00
20	Tree Removal, 6" to 12" Diameter	UNIT	19.00	19.00	0.00	\$400.00	\$7,600.00
21	Tree Removal, Over 24" to 30" Diameter	UNIT	7.00	7.00	0.00	\$2,000.00	\$14,000.00
22	Decommission Existing Sanitary Lift Station (State Non-Participating)	LS	1.00	1.00	1.00	\$9,500.00	\$9,500.00
23	Abandon Sanitary Manhole (State Non-Participating)	UNIT	1.00	1.00	0.00	\$2,500.00	\$2,500.00
24	Manhole Frame and Cover, Sanitary (State Non-Participating)	UNIT	8.00	1.00	0.00	\$400.00	\$400.00
25	Connect to Existing Manhole (State Non-Participating)	UNIT	2.00	2.00	0.00	\$2,500.00	\$5,000.00
26	Precast Sanitary Manhole with Frame and Cover, 4' Diameter (State Non-Participating)	UNIT	5.00	3.00	0.00	\$10,421.00	\$31,263.00
27	Precast Sanitary Doghouse Manhole with Frame and Cover, 4' Diameter (State Non-Participating)	UNIT	1.00	0.00	0.00	\$12,201.67	\$0.00
28	8" PVC Sanitary Main (State Non-Participating)	LF	389.00	286.00	30.00	\$85.00	\$24,310.00
29	10" PVC Sanitary Main (State Non-Participating)	LF	637.00	620.00	0.00	\$95.00	\$58,900.00
30	6" PVC Sanitary Lateral (State Non-Participating)	LF	498.00	416.00	61.00	\$170.00	\$70,720.00
31	PVC Cleanout, Sanitary (State Non-Participating)	UNIT	42.00	35.00	11.00	\$100.00	\$3,500.00
32	Concrete Encasement (State Non-Participating)	LF	50.00	0.00	0.00	\$0.01	\$0.00
33	Precast Inlet, Type 'B'	UNIT	1.00	1.00	1.00	\$5,000.00	\$5,000.00
34	Precast Doghouse Inlet, Type 'E'	UNIT	1.00	1.00	1.00	\$5,500.00	\$5,500.00
35	Precast Catch Basin, Type 'A'	UNIT	2.00	2.00	2.00	\$4,000.00	\$8,000.00
36	4" Type 'N' Eco Curb Piece	UNIT	1.00	0.00	0.00	\$400.00	\$0.00
37	8" Type 'N' Eco Curb Piece	UNIT	5.00	1.00	1.00	\$500.00	\$500.00
38	Inlet Frame and Grate, Bicycle Safe	UNIT	7.00	6.00	6.00	\$750.00	\$4,500.00
39	12" Reinforced Concrete Pipe (State Non-Participating)	LF	4.00	0.00	0.00	\$400.00	\$0.00
40	6" Perforated PVC Storm Pipe (State Non-Participating)	LF	25.00	25.00	25.00	\$80.00	\$2,000.00
41	4" PVC Underdrain (State Non-Participating)	LF	35.00	35.00	35.00	\$125.00	\$4,375.00
42	PVC Cleanout, Storm (State Non-Participating)	UNIT	1.00	1.00	1.00	\$750.00	\$750.00
43	1" Crosslinked Polyethylene Water Service (State Non-Participating)	LF	0.00	0.00	0.00	\$50.00	\$0.00
44	Curb Valve and Box (State Non-Participating)	UNIT	33.00	14.00	4.00	\$150.00	\$2,100.00
45	6" Cap (State Non-Participating)	UNIT	8.00	9.00	5.00	\$500.00	\$4,500.00
46	6" Insertion Valve (State Non-Participating)	UNIT	1.00	1.00	0.00	\$5,000.00	\$5,000.00
47	6"x6" Wet Tap and Valve (State Non-Participating)	UNIT	1.00	1.00	0.00	\$5,000.00	\$5,000.00
48	8"x6" Wet Tap and Valve (State Non-Participating)	UNIT	1.00	1.00	0.00	\$5,000.00	\$5,000.00
49	6" HDPE Water Main (State Non-Participating)	LF	899.00	824.00	0.00	\$100.00	\$82,400.00
50	Fire Hydrant Assembly, Complete (State Non-Participating)	UNIT	6.00	6.00	0.00	\$6,000.00	\$36,000.00
51	6"x8"x18" Concrete Vertical Curb	LF	4,257.00	4,576.00	4,576.00	\$30.00	\$137,280.00
52	Concrete Sidewalk, 4" Thick	SY	1,214.00	1,123.40	1,123.40	\$70.00	\$78,638.00
53	Concrete Sidewalk, Reinforced, 6" Thick	SY	385.00	342.00	342.00	\$95.00	\$32,490.00
54	Hot Mix Asphalt Driveway, 2" Thick	SY	194.00	128.80	128.80	\$30.00	\$3,864.00
55	Stone Driveway	SY	30.00	35.90	35.90	\$30.00	\$1,077.00



Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
56	Detectable Warning Surface	SY	14.00	12.00	12.00	\$400.00	\$4,800.00
57	HMA Milling, 3" or Less	SY	9,770.00	9,770.00	9,770.00	\$4.50	\$43,965.00
58	HMA Profile Milling	SY	950.00	950.00	950.00	\$4.50	\$4,275.00
59	HMA Pavement Repair	SY	1,515.00	10.00	10.00	\$15.00	\$150.00
60	Tack Coat	GAL	1,001.00	1,000.00	1,000.00	\$0.01	\$10.00
61	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	TON	1,451.20	1,307.98	1,307.98	\$60.00	\$78,478.80
62	Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	375.00	58.41	58.41	\$0.01	\$0.58
63	Hot Mix Asphalt 19M64 Base Course, 4" Thick	TON	150.00	150.00	150.00	\$88.97	\$13,345.50
64	Permanent Trench Restoration - Schuyler Avenue (State Non-Participating)	SY	300.00	0.00	0.00	\$14.00	\$0.00
65	Dense Graded Aggregate Base Course, 6" Thick	SY	650.00	360.00	360.00	\$10.00	\$3,600.00
66	1 1/2" Clean Stone, If & Where Directed	CY	50.00	0.00	0.00	\$25.00	\$0.00
67	30"x30" Regulatory Sign, R1-1 'Stop'	UNIT	5.00	0.00	0.00	\$200.00	\$0.00
68	12"x18" Regulatory Sign, 'Do Not Block Driveway'	UNIT	1.00	0.00	0.00	\$125.00	\$0.00
69	12"x18" Regulatory Sign, R7-2 'No Parking'	UNIT	1.00	0.00	0.00	\$125.00	\$0.00
70	12"x18" Regulatory Sign, R7-2 'No Parking 9AM-3PM MON-FRI'	UNIT	8.00	0.00	0.00	\$125.00	\$0.00
71	30"x30" Warning Sign, W14-1 'Dead End'	UNIT	2.00	0.00	0.00	\$200.00	\$0.00
72	Street Sign	UNIT	8.00	0.00	0.00	\$230.00	\$0.00
73	Traffic Markings, 24" Wide White	LF	305.00	380.00	380.00	\$4.00	\$1,520.00
74	Traffic Markings, 8" Wide White	LF	222.00	292.00	292.00	\$1.50	\$438.00
75	Traffic Markings, Sharrow Symbol	UNIT	14.00	14.00	14.00	\$400.00	\$5,600.00
76	Traffic Stripe, 4" Wide Yellow	LF	1,085.00	0.00	0.00	\$0.75	\$0.00
77	Tree Planting, 2" Cal	UNIT	22.00	0.00	0.00	\$345.00	\$0.00
78	Topsiiling, 5" Thick	SY	1,542.40	1,376.00	1,376.00	\$5.00	\$6,880.00
79	Fertilizing and Seeding, Type A-3	SY	1,542.00	1,376.00	1,376.00	\$0.01	\$13.76
80	Fuel Price Adjustment	DOLLAR	2,500.00	4,926.83	4,926.83	\$1.00	\$4,926.83
81	Asphalt Price Adjustment	DOLLAR	5,000.00	9,340.28	9,340.28	\$1.00	\$9,340.28
82	Allowance (State Non-Participating)	DOLLAR	4,000.00	0.00	0.00	\$1.00	\$0.00
S-1	8" HDPE Water Main (Schuyler Avenue) (State Non-Participating)	LF	370.00	362.00	0.00	\$135.86	\$49,181.32
S-2	1" Type 'K' Copper Water Service	LF	643.00	245.00	94.00	\$57.55	\$14,099.75
S-3	4" PVC Storm Pipe	LF	175.00	175.00	175.00	\$100.00	\$17,500.00
S-4	10" PVC Storm Pipe	LF	27.00	27.00	27.00	\$139.50	\$3,766.50
S-5	Water Service Relocation - Westerlea Avenue	LS	1.00	1.00	1.00	\$15,256.72	\$15,256.72
S-6	Sanitary Manhole Core - STA 6+50	UNIT	1.00	1.00	1.00	\$6,000.00	\$6,000.00
S-7	Sanitary Manhole Core - STA 8+00	UNIT	1.00	1.00	1.00	\$6,775.00	\$6,775.00
S-8	8" DIP Sanitary Main	LS	1.00	1.00	1.00	\$11,500.00	\$11,500.00
S-9	Hydrant Tee	UNIT	1.00	1.00	1.00	\$3,650.00	\$3,650.00
<b>TOTAL WORK COMPLETED</b>							<b>\$1,198,447.62</b>
LESS: RETAINAGE 2%							\$23,968.95
<b>SUBTOTAL</b>							<b>\$1,174,478.67</b>
LESS: PREVIOUS PAYMENTS							\$548,638.66
<b>TOTAL AMOUNT DUE</b>							<b>\$625,840.01</b>
AMOUNT OF ORIGINAL CONTRACT							\$1,370,813.13
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NO. 1 & 2 (3.28%)							\$1,415,815.31

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT  
CHANGE ORDER NUMBER - 2  
STATE AID PROEJCT**

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

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

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

Adjustments to as-built quantities.

Addition of 7 new Supplemental Pay Items:

S3 and S4 allow for additional storm improvemnets which were found to be necessary when existing deteriorated storm piping was exposed during excavation.

S5 is for relocation of an existing water service at the intersection of Westerlea Avenue at Springcrest Road. The service conflicted with the sanitary lateral.

S6 and S7 were for modifications to new sanitary manholes. These modifications ultimately allowed for a reduction in new sewer mains and resulted in a reduced sewer main improvement costs.

S8 is for replacement of sanitary sewer main at Taylor Avenue which was found to be in poor condition during construction. The existing ACP main was replaced with DIP main to ensure no future damage.


S9 is for a new tee on the main at the fire hydrant located at Springcrest Road near Glen Drive. The existing tee was found to be in poor condition and could not be reused with the new hydrant.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
19	Excavation, Unclassified, 12" Depth	47.00 CY	\$60.00	2,820.00
45	6" Cap	1.00 UNIT	\$500.00	500.00
51	6"x8"x18" Concrete Vertical Curb	319.00 LF	\$30.00	9,570.00
55	Stone Driveway	5.90 SY	\$30.00	177.00
57	HMA Milling, 3" or Less	950.00 SY	\$4.50	4,275.00
73	Traffic Markings, 24" Wide White	75.00 LF	\$4.00	300.00
74	Traffic Markings, 8" Wide White	70.00 LF	\$1.50	105.00
80	Fuel Price Adjustment	2,426.83 DOLLAR	\$1.00	2,426.83
81	Asphalt Price Adjustment	4,340.28 DOLLAR	\$1.00	4,340.28
82	Allowance (State Non-Participating)	(89,377.15) DOLLAR	\$1.00	(89,377.15)
S-3	4-Inch PVC Sump	175.00 LF	\$100.00	17,500.00
S-4	10-Inch PVC Storm	27.00 LF	\$139.50	3,766.50
S-5	Service Relocation & Redesign at Westerlea Avenue	1.00 LS	\$15,256.72	15,256.72
S-6	Core & Modify Manhole at STA 6+50	1.00 UNIT	\$6,000.00	6,000.00
S-7	Core & Modify Manhole at STA 8+00	1.00 UNIT	\$6,775.00	6,775.00
S-8	8-Inch DIP Sewer Main at Taylor Avenue	1.00 LS	\$11,500.00	11,500.00
S-9	Hydrant Tee at Springcrest Drive	1.00 LS	\$3,650.00	3,650.00


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

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT  
CHANGE ORDER NUMBER - 2  
STATE AID PROEJCT

Amount of Original Contract	\$1,370,813.13	Extra	\$24,514.11
Adjusted Amount Based on Change		Supplemental	\$64,448.22
Order No. 1 & 2	\$1,415,815.31	Reduction	\$89,377.15
		Total Change	-\$414.82
% Change in Contract			
[(+) Increase or (-) Decrease]	3.28 %		

  
.....  
(Engineer) (Date) (Local Aid) (Date)

.....  
(Presiding Officer) (Date)

  
.....  
(Contractor) (Date)

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



# Resolution 2022-33

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

## **AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR AUTOMOTIVE REPAIR SERVICES**

**WHEREAS**, the Borough of Hightstown desires to contract with the Township of Robbinsville for the provision of Automotive Repair services for the period of January 1, 2022 to December 31, 2022; 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**, funds for this expenditure will be made available in the 2022 budget; and

**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 hereby authorized to execute and the Borough Clerk to attest the Shared Services Agreement on behalf of Hightstown.
2. That, in accordance with the aforementioned agreement, Hightstown hereby designates Frank Gendron, Police Chief, or his appointee, to schedule and be responsible for all repairs to police vehicles and Ken Lewis, Superintendent of Public Works, to schedule and be responsible for all repairs to all other Borough-owned vehicles.
3. That, in accordance with the aforementioned agreement, no repair in excess of \$350 shall be made by Robbinsville unless specifically authorized by the designated Hightstown Borough Representative.
4. That the continuation of this agreement is contingent upon the availability of adequate funding in the Borough's 2022 budget.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 18, 2022.

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Margaret Riggio  
Borough Clerk

**AGREEMENT BETWEEN THE BOROUGH OF HIGHTSTOWN AND THE  
TOWNSHIP OF ROBBINSVILLE FOR THE PROVISION OF AUTOMOTIVE REPAIR  
SERVICES**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between:

**THE BOROUGH OF HIGHTSTOWN** (“Hightstown”), a municipal corporation of the State of New Jersey, with its principal offices located at 156 Bank Street, Hightstown, New Jersey 08520; and

**THE TOWNSHIP OF ROBBINSVILLE** (“Robbinsville”), a municipal corporation of the State of New Jersey, with its principal offices located at 2298 Route 33, Robbinsville, New Jersey 08691.

(Hightstown and Robbinsville will be collectively referred to herein as the “Parties”).

**WITNESSETH:**

**WHEREAS**, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1, *et seq.* (the “Act”), authorizes local units of this State to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

**WHEREAS**, Hightstown is in need of the provision of automotive repair services for its vehicles and equipment (“Services”); and

**WHEREAS**, Robbinsville has the ability to provide and is agreeable to providing Services to Hightstown; and

**WHEREAS**, the Parties wish to enter into an agreement in accordance with the Act so that Robbinsville can provide the Services to Hightstown; and

**WHEREAS**, the Governing Bodies of Robbinsville and Hightstown find that it would be in the best interests of the Parties for Robbinsville to provide the Services to Hightstown under the terms and conditions referenced herein.

**NOW, THEREFORE**, with the foregoing Recitals incorporated herein by reference and in consideration of the mutual covenants contained herein, Robbinsville and Hightstown, intending to be legally bound, hereby agree as follows:

**1. Scope of Services.** Robbinsville shall provide the Services to Hightstown in accordance with the terms and conditions set forth below:

A. No vehicle/equipment repair in excess of \$350.00 shall be made by Robbinsville unless specifically authorized by the designated Hightstown representative.

B. Hightstown shall designate one (1) person and one (1) back-up person to schedule and be responsible for authorization on all repairs.

C. Minor road calls shall be performed by Robbinsville during normal business hours at the hourly rate provided in subsection E below, provided that manpower and equipment is available and not being utilized in the servicing or repair of Robbinsville's vehicles.

D. Minor emergency repairs, such as flat tires, inoperative lighting, wiper blades, etc., will be performed on an immediate basis at the Robbinsville facility (DPW garage) during normal business hours.

E. Robbinsville shall charge Hightstown for the Services as follows:

- i. Labor rate of \$74.28 per man hour.
- ii. Ten Percent (10%) over Robbinsville's cost for all repair parts and sublet parts. No charge will be made for parts which are supplied by Hightstown.

F. Payment shall be made by Hightstown to Robbinsville in accordance with invoices provided by Robbinsville to Hightstown. Payment by Hightstown to Robbinsville shall be made within thirty (30) days of receipt of each invoice.

**2. Term.** This Agreement shall commence on January 1, 2022, and the provisions thereof shall continue until December 31, 2022. Each Party shall notify the other in writing at least sixty (60) days before expiration of this Agreement if it desires to continue Services and negotiate a new agreement for the succeeding year.

**3. Hold Harmless/Indemnification.** Hightstown shall indemnify and hold Robbinsville, its Personnel, officers, employees and agents, harmless from and against any and all claims of whatever nature or type arising from the provision of Services pursuant to this Agreement, so long as the actions upon which the demand or claim, or assertion of liability, are founded were performed in the course of receiving the Services pursuant to the terms of this Agreement, and were not performed in bad faith, and did not constitute actual fraud, actual malice, willful misconduct, gross negligence, an intentional wrong or a criminal act. Such indemnification shall include payment of reasonable attorney's fees and costs in the defense of any claim made by a third person. It is understood and agreed that Robbinsville shall be responsible for any actions of its Personnel, when providing Services pursuant to this Agreement, performed in bad faith or constituting actual fraud, actual malice, willful misconduct, gross negligence, an intentional wrong, or a criminal act.

**4. Notices.** All notices, statements, or other documents required by this Agreement shall be hand-delivered or mailed to the following designated municipal representatives:

- A. The designated municipal representative for Robbinsville is:

Township Clerk  
 Township of Robbinsville  
 2298 Route 33  
 Robbinsville, New Jersey 08691

- B. The designated municipal representative for Hightstown is:

Township Clerk  
 Borough of Hightstown  
 156 Bank Street  
 Hightstown, New Jersey 08520

**5. Choice of Law.** Any dispute arising under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

**6. Venue.** Any dispute regarding the terms of this Agreement shall be venued in New Jersey Superior Court, Mercer County.

**7. Assignment and Waiver.** The rights, duties and obligations of this Agreement may not be assigned without either Party's prior written consent and it is agreed that a failure or delay in the enforcement of any of the provisions of this Agreement by either Party shall not constitute a waiver of those provisions.

**8. Entire Agreement.** This Agreement sets forth the entire understanding of the Parties and cannot be changed or modified orally.

**9. Modification.** This Agreement may only be supplemented, amended or revised in writing, which has been duly authorized by the Parties and signed by the proper authorized representatives thereof.

**10. Severability.** In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable, in any respect, by any court of competent jurisdiction, the rest of this Agreement shall nevertheless remain in full force and effect.

**11. Filing.** A copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and have caused this Agreement to be dated as of the day and year written above.

**SIGNATURES APPEAR ON THE NEXT PAGE**

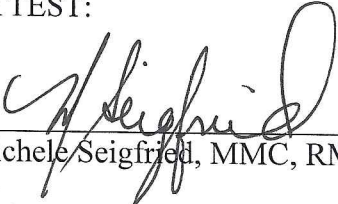
ATTEST:

\_\_\_\_\_  
Peggy Riggio, Municipal Clerk

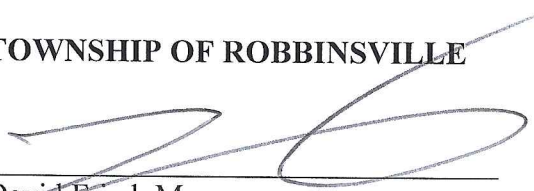
**BOROUGH OF HIGHTSTOWN**

\_\_\_\_\_  
Lawrence Quattrone, Mayor

ATTEST:

  
\_\_\_\_\_  
Michele Seigfried, MMC, RMC, CMR

**TOWNSHIP OF ROBBINSVILLE**

  
\_\_\_\_\_  
David Fried, Mayor

Township of Robbinsville  
County of Mercer

Resolution 2021-331

**RESOLUTION AUTHORIZING AND APPROVING A SHARED SERVICES AGREEMENT  
FOR AUTOMOTIVE SERVICES BETWEEN THE BOROUGH OF HIGHTSTOWN AND  
THE TOWNSHIP OF ROBBINSVILLE**

**WHEREAS**, the Borough of Hightstown desires to contract with the Township of Robbinsville to provide automotive services to the Borough of Hightstown for the period of January 1, 2022 to December 31, 2022; and

**WHEREAS**, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.*, permits local units of this State to enter into a contract with any other local unit for the joint provisions within their combined jurisdictions of any service which any party to the agreement is empowered to render within its jurisdiction; and

**WHEREAS**, the Township of Robbinsville and the Borough of Hightstown have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-5* of the *Uniform Shared Services Consolidation Act*; and

**WHEREAS**, the Township of Robbinsville has agreed to provide automotive services to the Borough of Hightstown at the following rate:

- a. Labor rate of \$74.28 per man hour
- b. 10% over Township cost for all repair parts and sublet parts. No charge will be made for parts which are supplied by Hightstown Borough.

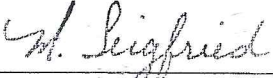
**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Robbinsville, County of Mercer, State of New Jersey, that the Shared Services Agreement between the Borough of Hightstown and the Township of Robbinsville for the provision of automotive services is authorized and accepted and the proper officials of the Township of Robbinsville are authorized to execute said Agreement.

**BE IT FURTHER RESOLVED** that the Agreement shall take effect upon the execution of the Agreement by the parties in accordance with *N.J.S.A. 40A:65-5(c), et seq.*

**BE IT FURTHER RESOLVED** that a copy of this Resolution and Agreement shall be forwarded to the Director of the Division of Local Government Services as per *N.J.S.A. 40A:65-4(3)b.*

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Chief Financial Officer, the Director of Public Works, and the Borough of Hightstown.

I certify this to be a true copy of a Resolution adopted by the Township Council of the Township of Robbinsville at a meeting held on December 16, 2021.

  
\_\_\_\_\_  
Michele Seigfried, Municipal Clerk

# Resolution 2022-34

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

## **AMENDING RESOLUTION 2020-109 - AUTHORIZING EMPLOYMENT AGREEMENT WITH WILLIAM SEARING, AWWTP SUPERINTENDENT**

**WHEREAS**, on May 4, 2020, Hightstown Borough Council adopted Resolution 2020-109, which authorized the Borough to enter into an Employment Agreement with William Searing to serve as AWWTP Superintendent; and

**WHEREAS**, the parties now wish to amend the Agreement in certain limited respects, in accordance with the 1<sup>st</sup> Amendment to Employment Agreement, a copy of which is attached hereto and made a part thereof.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Hightstown that the Mayor is hereby authorized to execute and the Borough Clerk to attest the attached 1<sup>st</sup> Amendment, on behalf of the Borough.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided to each of the following:

1. William Searing, AWWTP Superintendent
2. Nicolette Devish, Hightstown Borough Payroll
3. George Lang, CFO
4. Dimitri Musing, Borough Administrator

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 18, 2022.

---

Margaret Riggio  
Borough Clerk

**1<sup>st</sup> AMENDMENT  
TO  
EMPLOYMENT AGREEMENT**

Made this 29 day of December, 2021, by and between:

**WILLIAM SEARING,  
(hereinafter referred to as "Searing" or "Superintendent")**

**AND**

**THE BOROUGH OF HIGHTSTOWN,  
a Municipal Corporation of the State of New Jersey,  
156 Bank Street  
Hightstown, New Jersey 08520  
(hereinafter referred to as the "Borough" or "Tenant").**

(Collectively, Searing and the Borough shall hereinafter be referred to as the "Parties.")

**WHEREAS**, the Borough Council previously adopted Resolution 2020-109, which authorized the Borough to enter into an Employment Agreement (the "Agreement") with Searing, to continue to serve as AWWTP Superintendent for a period of three (3) years from January 1, 2020 to December 31, 2022; and

**WHEREAS**, the Agreement was executed by the parties on May 4, 2020;

**WHEREAS**, the parties now wish to amend the Agreement in certain limited respects, in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the covenants and conditions hereinafter set forth and for other good and valuable consideration, the parties hereby agree as follows:

1. That the Agreement is hereby amended at Section 3 thereof so that it shall now read as follows (new language is shown with underline):

**3. Paid Time Off and Other Benefits.**

Searing shall receive paid time off in the form of sick, personal and vacation time as permitted and allowed in Borough ordinances and/or the Borough's Personnel Policy, whichever is applicable. In case of a conflict between the Borough Ordinances and the Borough's Personnel Policies, the Borough's ordinances shall control. Searing, as Superintendent, shall not be entitled to receive payment of overtime and/or compensatory time in lieu of overtime or any other compensation as the position above is exempt under Federal and State Law, as well as any local law/policy, as to overtime. The position of Superintendent is not covered by any collective bargaining agreement and Searing is not a member



of any collective bargaining unit. No benefits found in any collective bargaining agreement shall be applicable to Searing. Mr. Searing will be eligible to sell back up to 480 hours of unused sick leave in 2020 and 2021. Such payments shall be based on his salary rate for the year 2019 (\$89,650).


Searing shall be eligible to sell back up to 120 hours of unused vacation leave in 2021 and to carry over a maximum of 40 hours of unused vacation leave into 2022. In 2022, Searing will only be eligible to sell back a maximum of 40 hours of unused vacation leave, as per the Brough's Personnel Policy. The remainder of vacation leave must be utilized prior to the conclusion of 2022 or else Searing shall forfeit any rights to said remaining unused leave.

2. That all other terms and conditions of the Agreement shall remain in full force and effect, unimpaired and unmodified.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

WITNESS:

 (Signature)  
William N Searing (Print Name)

  
WILLIAM SEARING  
Margaret Riggio

ATTEST

BOROUGH OF HIGHTSTOWN

\_\_\_\_\_  
MARGARET RIGGIO,  
BOROUGH CLERK

\_\_\_\_\_  
HON. LAWRENCE D. QUATTRONE  
MAYOR

# Resolution 2021-35

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

**RESOLUTION AUTHORIZING  
IN REM FORECLOSURE PROCEEDINGS  
RELATING TO CERTAIN PROPERTIES LOCATED WITHIN THE BOROUGH OF  
HIGHTSTOWN, NEW JERSEY**

**WHEREAS**, the Borough of Hightstown (the “Borough”) obtained Municipal Liens relating to various properties through a tax sale held on December 3, 2009, and the four (4) properties identified below and in the attached are eligible for In Rem tax foreclosure proceedings pursuant to N.J.S.A. 54:5-104.29 and N.J.S.A. 54:5-104.55; and

**WHEREAS**, the property located on Grant Ave, more commonly known and designated as Block 9, Lot 39 on the Borough’s Tax Map, bearing Certificate No. 09-00016, was struck off to the Borough at the tax sale in the amount of \$3,375.59, at 18% interest, as recorded in Book No. 10457, Page No. 026, with a current redemption amount of \$112,025.15, as set forth in more detail in Schedule 1 of the attached In Rem Foreclosure List; and

**WHEREAS**, the property located at 175 N. Main Street, more commonly known and designated as Block 26, Lot 14 on the Borough’s Tax Map, bearing Certificate No. 09-00033, was struck off to the Borough at the tax sale in the amount of \$4,464.72, at 18% interest, as recorded in Book No. 10457, Page No. 0323, with a current redemption amount of \$122,013.36, as set forth in more detail in Schedule 2 of the attached In Rem Foreclosure List; and

**WHEREAS**, the property located at 246 Academy Street, more commonly known and designated as Block 40, Lot 27 on the Borough’s Tax Map, bearing Certificate No. 09-00040, was struck off to the Borough at the tax sale in the amount of \$648.29, at 18% interest, as recorded in Book No. 10457, Page No. 0283, with a current redemption amount of \$76,224.62, as set forth in more detail in Schedule 3 of the attached In Rem Foreclosure List; and

**WHEREAS**, the property located on Mercer Street, more commonly known and designated as Block 61.01, Lot 36 on the Borough’s Tax Map, bearing Certificate No. 09-00056, was struck off to the Borough at the tax sale in the amount of \$5,495.47, at 18% interest, as recorded in Book No. 10457, Page No. 0249, with a current redemption amount of \$106,542.70, as set forth in more detail in Schedule 4 of the attached In Rem Foreclosure List.

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

1. That the Borough Attorney, the Tax Collector, the Chief Financial Officer and any other relevant Borough officials are hereby authorized to pursue In Rem foreclosure proceedings relating to the properties referenced above and in the attached In Rem Foreclosure List, including the institution of necessary actions before the Superior Court of New Jersey.
2. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Dimitri Musing, Borough Administrator;
  - b. George Lang, Chief Financial Officer;
  - c. Pamela Lewis, Tax Collector; and
  - d. Frederick C. Raffetto, Esq., Borough Attorney.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 18, 2022

---

Margaret Riggio  
Borough Clerk

# Resolution 2022-36

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AMENDING RESOLUTION 2022-05 - DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

**WHEREAS**, on January 3, 2022, Borough Council adopted Resolution 2022-05 Designating Official Borough Newspapers for the year 2022; and

**WHEREAS**, the Borough Attorney and the Borough Clerk, feel it beneficial to designate an additional official newspaper for Hightstown Borough; and

**WHEREAS**, *The Star Ledger* shall be added as an additional official newspaper for Hightstown Borough.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the *Trenton Times*, *The Star Ledger* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 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 January 18, 2022.

---

Margaret Riggio  
Borough Clerk

# Resolution 2022-37

*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 January 18, 2022, via [www.zoom.com](http://www.zoom.com), that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Shared Services East Windsor Senior Center  
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 April 18, 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 January 18, 2022.

---

Margaret Riggio  
Borough Clerk



# The Borough of Hightstown

## Code Enforcement Office

156 Bank Street  
 Hightstown, NJ 08520  
 (609) 490-5100 Ext. 617

### Proposed Revisions to the Ordinance for Home-Based Occupations or Professional Office in a Detached Garage

and

### Raising the Maximum Height of Detached Garages.

1/12/22

#### Subsection 28-3-5 R-1 Residential District.

a. Permitted Uses. In the R-1 Residential District, the following uses, and no others, shall be permitted:

1. Principal Uses:

(a) Detached single-family dwellings, which may contain a professional office or private school, subject to the regulations of subsection 28-10.3, or a customary home occupation subject to the regulations of subsection 28-10.6.

(b) Public or private schools, subject to the restrictions set forth in subsection 28-10.1.

(c) Places of worship, subject to the restrictions set forth in subsection 28-10.2.

(d) Public facilities.

(e) Public utility offices and facilities.

(f) Hospitals, sanitariums and nursing homes.

(g) Cemeteries, but not including mausoleums or crematoriums, and further limited to the properties used for cemetery purposes at the time of the adoption of Ordinance No. 93-852. It is not the intent of this subparagraph to prohibit additional grave sites on property used for cemetery purposes at the time of the adoption of the aforesaid ordinance.

(h) Agriculture and horticulture, including sale of farm products on properties where produced.

(i) Community residences for the developmentally disabled, community residences for the mentally ill and community residences for persons with head injuries.

(j) Community shelter for victims of domestic violence, as defined in N.J.S. 40:55D-66.2(b), housing up to six (6) persons, exclusive of staff.

(k) Family day care homes, as defined in N.J.S. 40:55D-66.5 as a home occupation, subject to the regulations set forth in subsection 28-10.6.

2. Accessory Uses:

(a) Carports, accessory garages and/or open parking spaces with necessary driveways for vehicles belonging to residents on the premises and their guests.

(b) Noncommercial solariums and home swimming pools, provided that suitable protective fencing at least four (4') feet high shall surround the pool.

(c) Home-based occupations as defined in Section 28-10-6 and professional offices, provided that the professional resides on the premises, and further provided that no more than one nonresident employee shall be permitted. **The home-based occupations or professional office may be located in a detached garage. A kitchen or full bath is not allowed in the detached garage.**

(d) Signs as provided in subsection 28-3.5b, 12.

(e) Fences and walls.

(f) Subject to lot coverage requirements, no more than two (2) storage sheds are permitted on a lot.

(g) Satellite dishes, subject to the restrictions and requirements set forth in subsection 28-10.18.

(h) Yard structures to include gazebos, pergolas or arbors, subject to the restrictions and requirements set forth in subsection 28-10-20.

(i) Playground equipment, including but not limited to swing sets, non-elevated children's playhouses, etc.; however, no zoning permit shall be required.

3. Conditional Uses. Shelters for victims of domestic violence housing more than six (6) but fewer than sixteen (16) persons excluding staff, developed in accordance with the standards and conditions set forth in subsection 28-10.7.

b. Other Restrictions.

1. Lot Area. A lot of not less than fifteen thousand (15,000) square feet shall be required.

2. Lot Width. A lot width of not less than one hundred (100') feet shall be required.

3. Lot Depth. A lot depth of not less than one hundred fifty (150') feet shall be required.

4. Front Yard. No portion of any building shall be located nearer to any street line than thirty-five (35') feet, except that projections such as windowsills, cornices, cantilevered roofs, open one-story porches, balconies, other roof overhangs, canopies, bay windows and others of the same nature may project not more than five (5') feet into a required front yard. Further, no building erected on any lot need be set back farther from the street line than the average alignment of existing buildings within two hundred (200') feet on each side of the lot and within the same block front and district. Regardless of the alignment of neighboring buildings, however, no building erected between two (2) existing buildings on immediately adjacent lots need be set back farther than that of the two (2) buildings which is farther from the street line. The front yard setback shall be fifty (50') feet for the following uses: Public or private schools, places of worship, public facilities, hospitals, sanitariums and nursing homes.

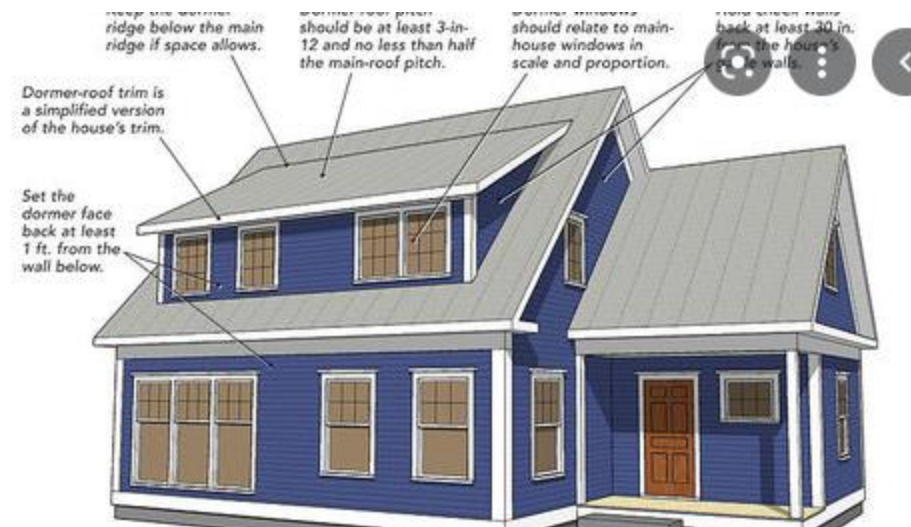
5. Side Yards; Principal Buildings. There shall be two (2) side yards having an aggregate width of thirty-five (35') feet, each having a width not less than fifteen (15') feet. In the case of a corner lot, the side yard on the street side shall be not less than twenty-five (25') feet.

6. Side Yards; Accessory Buildings. There shall be two (2) side yards having an aggregate width of thirty-five (35') feet, each having a width of not less than three (3') feet.

7. Rear Yard; Principal Buildings. There shall be rear yard not less than forty-five (45') feet deep. In the case of a lot extending through from street to street, the front yard requirements shall be observed on both streets. Projections, such as windowsills, cornices, cantilever roofs, open one-story porches or decks, balconies, other roof overhangs, canopies, bay windows and others of the same nature, may project not more than five (5') feet into a required rear yard.

8. Rear Yard; Accessory Buildings. There shall be a rear yard not less than three (3') feet deep behind accessory buildings. In the case of a lot extending through from street to street, the front yard requirements shall be observed on both streets.

9. Height. The maximum height shall be two and one-half (2 1/2) stories, not to exceed thirty-five (35') feet. For accessory structures, the maximum height shall be sixteen (16') feet. **The maximum height of a detached garage shall be twenty four (24') feet. The maximum eave height of the main roof of a detached garage shall be twelve (12') feet.**



*Sketch Showing a Lower Main Roof Eave and a Higher Dormer Eave*

10. Lot Coverage. Total lot coverage of all buildings shall not exceed twenty (20%) percent of the gross lot area. The total lot coverage of all structures and other lot improvements shall not exceed thirty-five (35%) percent of the gross lot area.

11. Parking. Off-street parking spaces shall be provided as follows:

- (a) Detached single-family dwellings, two (2) spaces.
- (b) Public or private schools, one (1) space for each six (6) seats or area equivalent thereto, plus one (1) space for each full-time employee.
- (c) Places of worship, the same as for schools.
- (d) Public facilities, one (1) space for each four hundred (400) square feet of floor area where the building contains over two thousand (2,000) square feet of floor area.
- (e) Public utility offices and other facilities, the same as for public facilities.
- (f) Hospitals, sanitariums or nursing homes, one (1) space for each four (4) beds, plus one (1) space for each full-time employee or volunteer or equivalent per shift.
- (g) Cemeteries, one (1) space for every fifty (50) filled graves less than twenty (20) years old.
- (h) Agriculture and horticulture, none.
- (i) Other uses when permitted by variance, the number required in the least restricted district where the use is permitted unless otherwise stipulated by the Planning Board.

12. Signs. The following types of signs shall be permitted in the R-1 Residential District:

- (a) Nameplates and identification signs: signs indicating the name or address of the occupant or a permitted home occupation or profession bearing only the business name and profession of the user on the site, provided that they shall not exceed two (2) square feet in area. Only one (1) sign shall be permitted per dwelling unit, except in the case of corner lots, where two (2) such signs, one (1) facing each street, shall be permitted.
- (b) Sales or rental signs: signs advertising the sale or rental of the premises upon which they are located, provided that they shall not exceed four (4) square feet in area. Not more than one (1) such sign may be placed upon any property unless such property fronts upon more than one (1) street, in which case two (2) signs may be erected, one (1) facing each street. Such signs shall be promptly removed when premises are sold or rented.
- (c) Institutional and agricultural signs: signs of schools, colleges, churches, hospitals or other institutions of a similar public or semipublic nature and signs for agricultural or horticultural establishments, provided that the size of any sign shall not exceed twenty (20) square feet in area. Not more than one (1) such sign shall be permitted for an institution unless the property fronts upon more than one (1) street, in which case two (2) such signs may be erected, one (1) facing each street.
- (d) Signs accessory to parking areas: signs designating entrances or exits to or from a parking area, provided that the size of any sign shall not exceed four (4) square feet in area, and signs designating the identity and conditions of use of parking areas, provided that the size of any such sign shall not exceed eight (8) square feet in area. Not more than one (1) sign may be placed upon any property unless such property fronts upon more than one (1) street, in which event two (2) such signs may be permitted, one (1) facing each street.
- (e) Development signs:
  - (1) Signs advertising the sale or development of the premises upon which they are located may be erected by a builder, contractor, developer or other person interested in such sale or development, provided that the area of any sign shall not exceed twenty (20) square feet.



(2) Not more than one (1) sign may be placed upon any such property unless such property fronts upon more than one (1) street, in which event one (1) such sign may be erected facing each street.

(3) Such sign shall be removed by the developer within thirty (30) days of the final sale of the property.

(f) Directional signs for developments:

(1) Signs indicating the location and direction of premises available for or in the process of development, but not erected upon such premises, and having inscribed thereon the name of the owner, developer, builder or agent may be erected, provided that the area of any sign shall not exceed four (4) square feet in area nor four (4') feet in length.

(2) No more than one (1) such sign may be erected on each five hundred (500') feet of street frontage.

(3) Such signs shall be removed by the developer within thirty (30) days of the final sale of the property.

(g) Artisans' signs:

(1) Signs of builders, electrical contractors, painters and other artisans may be erected and maintained during the period in which such persons are performing work on the premises, provided that the size of any such sign shall not exceed twelve (12) square feet in area.

(2) Such signs shall be removed promptly upon completion of the work.

(h) Private driveways: signs indicating the private nature of a driveway, provided that the size of any such sign shall not exceed two (2) square feet in area.

13. Sight Triangles. Buildings, signs and other structures shall be located so that an adequate line of vision is provided across sight triangles as required in subsection 28-10.8.

(1991 Code § 233-8, 233-9; Ord. No. 93-852; Ord. No. 1997-33 §§ 2, 3; Ord. No. 2010-08; Ord. No. 2013-13; Ord. No. 2015-28; Ord. No. 2020-01)



**The Borough of Hightstown**  
**Code Enforcement Office**  
 156 Bank Street  
 Hightstown, NJ 08520  
 (609) 490-5100 Ext. 617

**Proposed Revision of the Municipal Garbage Dumpster Ordinance**

1/11/22

**Subsection 18-1.9 Municipal Garbage Dumpsters (Stockton Street parking lot).**

a. Except as provided in Subsection 18-1.9(b) below, business establishments, residents and tenants of rental properties located in Block 23 and Block 33 of the Borough of Hightstown shall be permitted to utilize municipal garbage dumpsters located in the Stockton Street parking lot at no charge. Each such business establishment or household shall be entitled to dispose of the equivalent of one 95-gallon container of solid waste per week.

b. Licensed food establishments located in Block 23 or Block 33 of the Borough of Hightstown shall be permitted to utilize municipal garbage dumpsters located in the Stockton Street parking lot, provided that a written agreement is entered into between the Borough and the licensed retail food establishment, and that the food establishment pays a share of the Borough's cost for the provision of such service. A schedule of fees shall be established by Resolution of the Borough Council for services provided under this subsection and shall be updated as necessary in order to ensure the fair distribution of costs among the users. Fees not paid within 30 days of assessment by the Borough shall constitute a lien against the property where the licensed retail food establishment is located, and such services shall cease until full restitution has been made. Property owners will be held responsible for any violations of this Section.

c. Materials prohibited by Subsection 18-1.7, "Prohibited Materials," shall not be disposed of in the municipal garbage dumpsters located in the Stockton Street parking lot.

d. No persons or establishments other than those specified in this subsection shall be entitled to utilize the municipal garbage dumpsters located in the Stockton Street parking lot. The unauthorized use of said dumpsters, or the placement of prohibited materials in same, shall constitute a violation of this section and shall be subject to penalties as set forth in subsection 18-1.21.

e. It shall be the responsibility of the business establishment owner to properly dispose of all solid waste and garbage in the municipal garbage dumpsters. No solid waste or garbage shall be deposited or placed outside of the dumpsters.

f. It shall be the responsibility of the business establishment owner to break down all cardboard boxes and properly dispose of all cardboard in the municipal recycling dumpster. No cardboard shall be deposited or placed outside of the recycling dumpster.

***Subsection 18-1-18 Responsibilities of Property Owners or Renters.***

*a. It shall be the responsibility of the property owner or renter to remove weeds and grass that grow in cracks of sidewalks, curbs or gutter and place the same in containers for disposal as recyclable items.*

*b. It shall be the responsibility of business property owners or renters to clean the sidewalks and curbs abutting their premises and to place such waste in containers at curbside for collection by the municipal collector on regular pickup days.*

*c. Where parking on private property is provided, it shall be the responsibility of the owner or renter to keep all parking areas and walks clear of litter and solid waste and in an orderly manner.*

*d. No property owner or renter shall knowingly permit garbage, rubbish, solid waste or litter of any kind to be placed or swept into or allowed to enter the gutter, stormwater drainage grates, catch basins, streets or public rights-of-way.*

**Subsection 18-1-20 Enforcement; Notification of Noncompliance.**

a. Enforcement Officers. The Superintendent of Public Works, Assistant Superintendent of Public Works, Public Works Foreman, Construction Official, **Housing Officer** and Hightstown Police Officers are authorized enforcement officers for the purpose of enforcing the provisions of this Section. Enforcement measures may include, but are not limited to, fines and penalties as set forth in Section 18-1.21 and/or removal of waste by the Borough or its agent, with all costs for same charged to the property owner.

b. Procedure. Whenever any enforcement officer determines, after appropriate investigation, that there exists a violation of any provision of this chapter, he or she shall give written notice of such alleged violation to the person or persons responsible therefor. Such notice shall include a statement of the reasons for its issuance, and shall be served upon the owner or occupant of the premises, or the agent of either. Notice shall be deemed to be properly served if a copy thereof is served upon such person personally or posted in a conspicuous place in or about the premises affected by the notice. Such notice shall state that unless, within 24 hours from service of the notice, the condition complained of is abated, a municipal court summons will be issued and/or the Borough will undertake to abate the violation and place a lien on the property as hereinafter provided. A copy of the Notice shall be provided to the Borough Clerk.

c. Special Procedure in Emergency Conditions. Whenever the enforcement officer finds that an emergency exists which requires immediate attention to protect the health or safety of the public, he or she may, without notice, issue an order reciting the existence of such an emergency and requiring that such action be taken as he or she deems necessary to meet the emergency. Notwithstanding any other provisions in this chapter, such order shall be effective immediately. In the event that the order is disregarded by the property owner or person to whom the order is directed, the enforcement officer shall have the right to notify the Borough Administrator for the purpose of instituting immediate remedial action, the cost of which shall result in a lien on the premises.

**Subsection 18-1-21 Violations and Penalties.**

a. General Penalty. Any person who shall violate any of the provisions of this Section shall, upon conviction, be subject to penalties as stated in Chapter I, Section 1-5 of the Revised General Ordinances of the Borough of Hightstown. Each and every violation of this section, and each and every day that such violation shall continue, shall be construed as a separate and distinct violation thereof.

b. 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 Borough Administrator, shall place a lien on any property determined to be in violation of the provisions of this Section, in the amount of any and all administrative expenses and any and all actual expenditures for work necessary in order to abate the violation, including the cost of removal of any garbage, litter, refuse or debris. 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.



**The Borough of Hightstown**  
**Code Enforcement Office**  
 156 Bank Street  
 Hightstown, NJ 08520  
 (609) 490-5100 Ext. 617

**Proposed Revision for a Setback for Tree Houses**

1/12/22

**Subsection 28-3-5 R-1 Residential District.**

a. Permitted Uses. In the R-1 Residential District, the following uses, and no others, shall be permitted:

1. Principal Uses:

(a) Detached single-family dwellings, which may contain a professional office or private school, subject to the regulations of subsection 28-10.3, or a customary home occupation subject to the regulations of subsection 28-10.6.

(b) Public or private schools, subject to the restrictions set forth in subsection 28-10.1.

(c) Places of worship, subject to the restrictions set forth in subsection 28-10.2.

(d) Public facilities.

(e) Public utility offices and facilities.

(f) Hospitals, sanitariums and nursing homes.

(g) Cemeteries, but not including mausoleums or crematoriums, and further limited to the properties used for cemetery purposes at the time of the adoption of Ordinance No. 93-852. It is not the intent of this subparagraph to prohibit additional grave sites on property used for cemetery purposes at the time of the adoption of the aforesaid ordinance.

(h) Agriculture and horticulture, including sale of farm products on properties where produced.

(i) Community residences for the developmentally disabled, community residences for the mentally ill and community residences for persons with head injuries.

(j) Community shelter for victims of domestic violence, as defined in N.J.S. 40:55D-66.2(b), housing up to six (6) persons, exclusive of staff.

(k) Family day care homes, as defined in N.J.S. 40:55D-66.5 as a home occupation, subject to the regulations set forth in subsection 28-10.6.

## 2. Accessory Uses:

(a) Carports, accessory garages and/or open parking spaces with necessary driveways for vehicles belonging to residents on the premises and their guests.

(b) Noncommercial solariums and home swimming pools, provided that suitable protective fencing at least four (4') feet high shall surround the pool.

(c) Home-based occupations as defined in Section 28-10-6 and professional offices, provided that the professional resides on the premises, and further provided that no more than one nonresident employee shall be permitted.

(d) Signs as provided in subsection 28-3.5b, 12.

(e) Fences and walls.

(f) Subject to lot coverage requirements, no more than two (2) storage sheds are permitted on a lot.

(g) Satellite dishes, subject to the restrictions and requirements set forth in subsection 28-10.18.

(h) Yard structures to include gazebos, pergolas or arbors, subject to the restrictions and requirements set forth in subsection 28-10-20.

(i) Playground equipment, including but not limited to swing sets, non-elevated children's playhouses, etc.; however, no zoning permit shall be required. **Tree houses shall not be located within ten (10') feet of any property.**

The fee for a construction permit shall be the sum of the subcode fees listed in paragraphs a. through e. and shall be paid before the permit is issued.

a. Building Subcode Fee. The building subcode fee shall be:

1. For new construction, the permit fees shall be computed at the rate of ~~\$0.034~~ **\$0.040** per cubic foot of volume. However, structures falling into S-1 or S-2 categories shall be charged at the rate of ~~\$0.020~~ **\$0.30** cents per cubic foot; except that the minimum fee in all cases shall be ~~sixty-five~~ **seventy-five** (~~\$65.00~~ **\$75.00**) dollars.
2. For alterations, renovations and repairs, the permit fees shall be based upon the estimated cost of the work and shall be in the amount of ~~thirty-five~~ (~~\$30.00~~ **\$35.00**) dollars per one thousand (\$1,000.00) dollars of estimated cost, up to and including fifty thousand (\$50,000.00) dollars; from fifty thousand one (\$50,001.00) dollars to and including one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of ~~twenty-three~~ **twenty-eight** (~~\$23.00~~ **\$28.00**) dollars per one thousand (\$1,000.00) dollars of estimated cost; above one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of ~~nineteen~~ **twenty-four** (~~\$19.00~~ **\$24.00**) dollars per one thousand (\$1,000.00) dollars of estimated cost. For the purpose of determining estimated cost, the applicant shall submit to the enforcing agency, if available, cost data produced by the architect or engineer of record or by a recognized estimate firm or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The enforcing agency shall make the final decision regarding estimated cost. There shall be a minimum of ~~sixty-five~~ **seventy-five** (~~\$65.00~~ **\$75.00**) dollars for any permit under this subsection.
3. For additions, permit fees shall be computed the same as for new construction, ~~\$0.034~~ **\$0.040** per cubic foot of volume, except that the minimum fee shall be ~~sixty-five~~ **seventy-five** (~~\$65.00~~ **\$75.00**) dollars.  
Hightstown Borough Revised General Ordinances
4. For additions and alterations, permit fees shall cost the sum of respective fees for alterations and additions computed separately.
5. The fee for an above-ground swimming pool shall be ~~\$126.00~~ **\$100.00**. ~~for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$65.00.~~ The fee for an in-ground swimming pool shall be ~~\$189.00~~ **\$260.00**. ~~The fee for an in-ground pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$95.00.~~ **\$400.00.**
6. Retaining walls:
  - (a) Group R-5: **\$75.00.**

(b) All other groups: \$35.00 per \$1,000.

7. Gazebos:

(a) Group R-5: \$75.00

(b) All other groups: \$150.00

8. Asbestos hazard abatement fee.

(a) An administrative fee of \$118.00 for each construction permit issued for an asbestos hazard abatement project.

(b) An administrative fee of \$24.00 for each certificate of occupancy issued following the successful completion of an asbestos hazard abatement project.

9. Lead abatement fee.

(a) The fee for a permit for lead hazard abatement work shall be \$196.00.

(b) The fee for a lead abatement clearance certificate shall be \$39.00.

b. Plumbing Subcode Fees. Fees for the plumbing subcode shall be as follows:

Water closet .....	<del>\$13.00</del>	\$25.00
Urinal/bidet .....	<del>\$13.00</del>	\$25.00
Lavatory .....	<del>\$13.00</del>	\$25.00
Shower .....	<del>\$13.00</del>	\$25.00
Floor drain.....	<del>\$13.00</del>	\$25.00
Sink .....	<del>\$13.00</del>	\$25.00
Dishwasher.....	<del>\$13.00</del>	\$25.00
Drinking fountain.....	<del>\$13.00</del>	\$25.00
Washing machine.....	<del>\$13.00</del>	\$25.00
Hose bib .....	<del>\$13.00</del>	\$25.00
Water heater.....	<del>\$13.00</del>	\$25.00
Fuel oil piping.....	<del>\$13.00</del>	\$25.00
Gas piping .....	<del>\$13.00</del>	\$25.00
Steam boiler .....	<del>\$82.00</del>	\$85.00
Hot water boiler .....	<del>\$82.00</del>	\$85.00
Sewer pump .....	<del>\$82.00</del>	\$100.00



Interceptor/separator .....	<del>\$82.00</del> \$85.00
Backflow preventer.....	<del>\$82.00</del> \$85.00
Sewer connection.....	<del>\$82.00</del> \$100.00
Water service connection.....	<del>\$82.00</del> \$100.00
Stacks.....	<del>\$13.00</del> \$25.00
Air Admittance Valve (AAV).....	\$50.00
Furnace.....	<del>\$60.00</del> \$85.00
Air conditioning unit.....	\$25.00
Air conditioning coil.....	\$25.00
Split system.....	\$25.00

There shall be a minimum fee of ~~fifty-five~~ **sixty-five** dollars (~~\$55.00~~ **\$65.00**) for any permit in this subsection.

c. Electrical Subcode Fees. Fees for the electrical subcode shall be as follows:

Lighting fixtures, receptacles, switches, detectors, light poles, motors (fractional, h.p.), emergency and exit lights, communication points, and alarm devices which are less than 20 amps:

First 50 units.....	<del>\$45.00</del> \$70.00
Each 10 units additional .....	<del>\$11.00</del> \$13.00
Pool permit (lights included).....	<del>\$69.00</del> \$125.00
Storable pool/spa/hot tub.....	<del>\$69.00</del> \$125.00
Electrical range .....	<del>\$13.00</del> \$25.00
Electrical water heater .....	<del>\$13.00</del> \$25.00
Electrical dryer .....	<del>\$13.00</del> \$25.00
Dishwasher .....	<del>\$13.00</del> \$25.00
Air conditioning unit .....	<del>\$13.00</del> \$25.00
Space heater.....	<del>\$13.00</del> \$25.00
Baseboard heater (each) .....	<del>\$13.00</del> \$25.00

~~H.P. motors (1+ HP)~~ **Motor or Electrical Device**

1 – 10 HP <b>or 1kw to 10kw</b> .....	<del>\$13.00</del> \$25.00
10 – 50 HP <b>or 10kw to 50kw</b> .....	<del>\$58.00</del> \$125.00
50 – 100 HP <b>or 50kw to 100kw</b> .....	<del>\$116.00</del> \$200.00

100+ HP or 100+kw.....	<del>\$576.00</del>	<del>\$640.00</del>
KW Transformers/Generators (under 225 amps).....	<del>\$58.00</del>	<del>\$125.00</del>
KW Transformers/Generators (225 - 1000 amps).....	<del>\$116.00</del>	<del>\$200.00</del>
KW Transformers/Generators (over 1000 amps).....	<del>\$576.00</del>	<del>\$640.00</del>
Service entrance (amp service).....	Same as Transformers/Generators	
Smoke and Heat Detectors (one- and two-family dwellings) .....	<del>\$29.00</del>	<del>\$55.00</del>
KW Electric signs, outline lights.....	<del>\$46.00</del>	<del>\$70.00</del>
Photovoltaic Systems		
1 – 50 kilowatts.....	<del>\$58.00</del>	<del>\$125.00</del>
51-100 kilowatts.....	<del>\$116.00</del>	<del>\$200.00</del>
Greater than 100 kilowatts.....	<del>\$576.00</del>	<del>\$640.00</del>
Minimum permit.....	<del>\$60.00</del>	

There shall be a minimum fee of seventy dollars (\$70.00) for any permit in this subsection.

d. Fire Subcode Fee. The fee for the fire subcode shall be as follows:

1. For plan review to establish fire safety.....	\$50.00
2. For inspection of new homes .....	\$50.00
3. For inspection of newly installed wood stoves or fireplaces or new or rebuilt chimneys.....	<del>58.00</del> \$100.00
4. For inspection of smoke detectors:	
<b>Number of Detectors</b>	<b>Fee</b>
(a) 1 to 20.....	<del>75.00</del> \$100.00
(b) 21 to 100.....	<del>151.00</del> \$234.00
(c) 101 to 200.....	<del>\$289.00</del> \$448.00
(d) 201 to 400.....	<del>\$748.00</del> \$856.00
(e) 401 to 1,000.....	<del>\$1,036.00</del> \$1605.00
(f) Over 1,000.....	<del>\$1,323.00</del> \$2048.00
5. For inspection of <b>Flammable combustible</b> storage tanks:	

(a) Up to ~~one hundred (100)~~ **two hundred seventy-five (275)** gallons, not to include drums or gas cans.....~~58.00~~ **\$100.00**

(b) For each additional five hundred (500) gallons or fraction thereof .....~~40.00~~ **\$50.00**

6. For inspection of sprinkler systems:

Number of Heads	Fee
1 to 20	<del>\$ 82.00</del> <b>\$100.00</b>
21 to 100	<del>151.00</del> <b>\$234.00</b>
101 to 200	<del>289.00</del> <b>\$448.00</b>
201 to 400	<del>748.00</del> <b>\$856.00</b>
401 to 1000	<del>1,036.00</del> <b>\$1605.00</b>
Over 1000	<del>1,323.00</del> <b>\$2048.00</b>

7. **Independent pre-engineered systems (per systems)**

~~For inspecting fire hazards, such as boilers, fire suppression systems, fire hose cabinets, fire alarms and standpipes, per visit.....~~~~\$60.00~~ **\$165.00**

8. **Gas or oil-fired appliance which is not connected to the plumbing system (per appliance)**

- (a) Use group R-5                      **\$100.00**  
 (b) All other groups                      **\$165.00**

9. **Smoke control system or fire alarm control panel replacement**

(per system).....**\$165.00**

10. **Supervisory devices.....\$100.00**

11. **Signaling devices.....\$165.00**

12. **Kitchen exhaust system (per system).....\$165.00**

13. **Engineered suppressions pre-action systems, or**

**Dry pipe/alarm valves.....\$165.00**

14. **Standpipe, hydrant or fire pump (each).....\$325.00**

15. **Underground water service for protection (per service).....\$400.00**

e. Mechanical Subcode Fee. The fee for the mechanical subcode shall be as follows:

Furnace.....	\$85.00
Boiler, hot water or steam.....	\$85.00
Water heater.....	\$25.00
Air conditioning unit.....	\$25.00
Air conditioning coil.....	\$25.00
Split system.....	\$25.00
Fuel oil equipment.....	\$85.00
Gas or fuel oil piping.....	\$25.00
Oil tank.....	\$65.00
Temporary LPG tank.....	\$25.00
Fireplace insert.....	\$65.00

There shall be a minimum fee of sixty-five dollars (\$65.00) for any permit in this subsection.

(1991 Code § 81-14; Ord. No. 847 § 1; Ord. so No. 1996-6 § 1; Ord. No. 2000-19; Ord. No. 2001-16; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31 § 1; Ord. No. 2008-09; Ord. No. 2015-18

**Subsection 12-2-2 Plan Review Fees.**

The fee for plan review shall be five (5%) percent of the amount charged for the construction permit. The fee for the plan review of a consultative nature where no immediate construction is planned shall be twenty (20%) percent of the estimated cost of the construction work or ~~fifty-five~~ **seventy-five** (~~\$55.00~~ **\$75.00**) dollars, whichever is higher. (1991 Code § 81-15; Ord. No. 847 § 1; Ord. No. 1996-6 § 2) (Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-3 Demolition Fees.**

The fee for a permit for demolition of a building or structure shall be two hundred ~~sixty~~ (~~\$200.00~~ **\$260.00**) dollars for one (1)-family or two (2)-family residences, ~~sixty-five~~ **seventy-five** (~~\$65.00~~ **\$75.00**) dollars for garage or storage sheds, and three hundred (\$300.00) dollars for all other buildings or structures.

The fee for a permit for underground storage tank removal shall be ~~\$75.00~~ **\$100.00** for a residential property, \$250.00 for all other uses. (1991 Code § 81-16; Ord. No. 847 § 1; Ord. No. 2015-18) (Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-4 Building Removal; Structural Inspection of Existing Dwelling Fees.**

a. The fee for a permit for the removal of a building or structure from one (1) lot to another or to a new location on the same lot shall be ten (\$10.00) dollars per one thousand (\$1,000.00) dollars of the sum of the estimated costs for moving, for new foundations and for placement in a complete condition in the new location, except that the minimum fee shall be ~~seventy-five (\$50.00)~~ **\$75.00** dollars.

b. The fee or structural inspection of an existing dwelling shall be ~~fifty (\$50.00)~~ **seventy-five (\$75.00)** dollars. (1991 Code § 81-17; Ord. No. 847 § 1) (Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-5 Sign Construction Fees.**

The fee for a permit to construct a sign shall be ~~two (\$2.00)~~ **four (\$4.00)** dollars per square foot of the surface area of the sign, except that the minimum fee shall be ~~fifty-five (\$55.00)~~ **seventy-five (\$75.00)** dollars. (1991 Code § 81-18; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31, § 2)

**Subsection 12-2-6 Certificates of Occupancy Fees.**

The following fees shall be charged for certificates of occupancy:

- |   |                                    |
|---|------------------------------------|
| a. New home: Ten (10%) percent of the construction permit fee, but not less than <del>\$55.00.</del> <b>\$65.00</b> |                                    |
| b. Additions, etc.  | <del>\$55.00.</del> <b>\$65.00</b> |
| c. Change of use  | 100.00                             |
| d. Continued occupancy  | <del>50.00</del> <b>\$65.00</b>    |
| e. Temporary occupancy  | None                               |

(1991 Code § 81-19; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31, § 3)

**Subsection 12-2-7 Biannual Report to Borough Council Recommending Fee Schedule.**

The Construction Official shall, with the advice of the subcode officials, prepare and submit to the Borough Council biannually a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform Construction Code Act. (1991 Code § 81-21; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-8 Surcharge.**

As required by the Department of Community Affairs, the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of ~~\$0.0016~~ **\$0.00371** per cubic foot of volume of new construction, and ~~(\$0.80) cents~~ **(\$1.90) dollars** per one thousand (\$1,000.00) dollars of construction costs of all other permits. Such surcharge fee shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarters ending March 31, June 30, September 30 and December 31, and not later than one (1) month next succeeding the end of the quarter for which it is due. In the fiscal year in

which the regulations first become effective, such fee shall be collected and remitted for the third and fourth quarters only. (1991 Code § 81-22; Ord. No. 847 § 1) (Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-9 Report of Fees Collected.**

The enforcing agency shall report annually, at the end of each fiscal year, to the Bureau of Housing Inspection, and not later than July 31, the total amount of the surcharge fee collected in the fiscal year. In the fiscal year in which the regulations first become effective, such report shall be for the third and fourth quarters only. (1991 Code § 81-23; Ord. No. 847 § 1) (Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-10 Temporary Waiver of Construction Permit Fees**

Fees shall be waived for all municipal construction permits issued for alterations on any building in the Borough's designated CC-1 (Central Commercial 1) zone between November 1, 2001 and the date of completion of the downtown revitalization or December 31, 2002, whichever occurs first. New Jersey DCA training fees will not be waived. (New - Ord. No. 2001-21)

**Subsection 12-2-11 Application for a Variation**

The fee for an application for a variation in accordance with the Uniform Construction Code shall be: ~~one~~ hundred and fifty (\$150.00) dollars. (New — Ord. No. 2008-09)

(a) Group R-5	\$150.00
(b) All other Class 3	\$165.00
(c) Class 2	\$165.00
(d) Class 1	\$820.00
(e) Resubmissions, Class 2 and Class 3	\$90.00
(f) Resubmission Class 1	\$320.00

Subsection T28-18-2T Zoning Permit Required; Fee.

a. No building or structure in any district shall be erected, enlarged or altered, nor may land be used or improved, unless and until a zoning permit has been duly issued by the Zoning Officer. No zoning permit shall be issued by the Zoning Officer except in conformity with the provisions of this chapter, unless he receives a written order from the Board of Adjustment or Planning Board.

b. The fee for issuance of a zoning permit shall be ~~forty-five~~ **fifty** (~~\$45.00~~ **\$50.00**) dollars. (1991 Code § 233-42; Ord. No. 2000-29; Ord. No. 2004-31 §

## Hightstown Borough Complete Streets Committee

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Date: January 11, 2022

From: Beverly Asselstine, Secretary

To: Dimitri Musing, Borough Administrator

Subject: Complete Streets Committee Recommendations to Improve Pedestrian and Bicycle Safety in the Borough of Hightstown

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The Complete Streets Committee has worked to identify implementation strategies to further the goals of the Hightstown Mobility Plan. As part of this effort, the Committee has developed a working list of projects to improve pedestrian and bicycle safety in Hightstown. With this memo, we would like to submit to Council three recommendations.

**Recommendation 1: Develop and pass an ordinance saying cars cannot overtake and pass on the right in the shoulder or in a bike lane.** This issue was discussed with the Mercer County Engineer, because of feedback from residents on North Main Street. Mercer County has installed signage on North Main prohibiting this behavior, but the County Engineer requests that the Borough pass an ordinance to support enforcement activities. In our Committee discussions we identified other locations in Hightstown where cars pass on the right at high speeds, including Route 33. We recommend the ordinance include both shoulders and bike lanes and that it not be restricted just to North Main.

**Recommendation 2: Develop and pass an ordinance establishing a Borough-wide 25 mph speed limit maximum.** This issue was also discussed with the Mercer County Engineer as part of a broader discussion of pedestrian and bicycle safety problems and our goal of identifying new traffic calming projects. The County Engineer is supportive of this ordinance and will reduce speed limits on County roads that currently exceed 25 mph (i.e., Etra Road).

**Recommendation 3: Apply for a grant under the AARP Community Challenge Grant Program to fund four RRFB pedestrian activated flashing crosswalk signs at the double crosswalk at the entrance to The Enchantment.** These signs are the type installed by the State on Mercer Street (Route 33) at Grape Run. This grant is part of the nationwide AARP Livable Communities

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initiative that helps communities make immediate improvements and jump-start long-term progress in support of residents of all ages. Initially launched in 2017, the Community Challenge Grant funded 244 projects with \$3.2 million in 2021. The 2022 cycle is expected to open in February 2022 with proposals due in April 2022. A sample application from last year is attached. The Committee believes these signs will help improve safety for pedestrians and bicycles on Wyckoff Mills Road, which has become a route commonly used by large trucks and employees going to and from the warehouses beyond Hightstown's borders. It would also serve as part of our commitment to initiate projects on our roads that compliment efforts by the County to initiate projects on County roads, including a plan to install similar crosswalk signs on North Main at Wyckoff Mills Road. **As part of this recommendation, we also request that Council authorize the Complete Streets Committee to work with the Borough Grant Writer and Borough Purchasing Agent to develop an appropriate application and budget for this project.**

Thank you for the opportunity to provide our recommendations.



Grants to make communities livable for people of all ages  
[aarp.org/CommunityChallenge](http://aarp.org/CommunityChallenge)

## ATTACHMENT A: APPLICATION

# AARP Community Challenge 2021

Grants to make communities more livable for people of all ages

### SAMPLE APPLICATION AND BUDGET OUTLINE

All applications must be submitted through the online application at  
[www.aarp.org/communitychallenge](http://www.aarp.org/communitychallenge) by April 14, 2021, 8:00 p.m. ET

*NOTE: All fields must be filled out completely in order for the application to be accepted. Please use "n/a" for "not applicable" where appropriate.*

### BASIC INFORMATION

1. **Name of Applicant Organization:** \_\_\_\_\_

2. **Amount of this grant request:** \_\_\_\_\_

**NOTE:** AARP reserves the right to award less funds than requested, so applicants should be prepared to discuss how they would scale down their proposals **if asked**.

3. **Organization Profile.** How has this organization been involved in work to make this community more livable? Please briefly describe and include the issues that the organization has worked on.

\_\_\_\_\_

4. **Organization Address:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**5. Organization tax status.** Please check the one that best applies:

- 501(C)(3) Nonprofit
- 501(C)(4) Nonprofit
- 501(C)(6) Nonprofit
- a municipality
- another unit of government
- other (Please Describe) \_\_\_\_\_

**6. Organization Website:** \_\_\_\_\_  
(if none, enter n/a)

**7. Organization Twitter Handle:** \_\_\_\_\_  
(if none, enter n/a)

**8. Organization Facebook Name:** \_\_\_\_\_  
(if none, enter n/a)

**9. Did your organization apply for an AARP Community Challenge grant in 2017, 2018, 2019 or 2020?**

- Yes – Selected more than once
- Yes – Selected once
- Yes – Not selected
- No – did not apply

**10. How did you hear about this grant opportunity?**

- The AARP State Office in my state
- The AARP Livable Communities e-newsletter
- An organizational newsletter or conference
  - 880 Cities
  - American Planning Association or State Association of Planners
  - American Society for Landscape Architects
  - America Walks
  - Congress for New Urbanism
  - Federal or State Government Agency
  - Land Trust Alliance
  - League of American Bicyclists or local bike/ped advocacy organization
  - LOR Foundation
  - Metrolab
  - National League of Cities or State League of Cities/State Municipal League
  - National or State Association of Counties
  - National Main Street Center or local Main Street Organization

- Rails to Trails
  - Smart Growth America
  - Strong Towns
  - Trust for Public Land
  - Other
- A local event or newsletter
- Word of mouth in the community
- Social Media
- Other: \_\_\_\_\_

## POINT OF CONTACT

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### 11. Organization Contact:

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## COMMUNITY DETAILS

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### 12. Name of municipality where project will be physically located/delivered:

\_\_\_\_\_

### 13. Approximate address where this project will be delivered:

**NOTE:** This information is for AARP's analysis purposes only and will not be used in award information, etc.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 14. Approximate population for the city/town/area where this project will be delivered:

**NOTE:** Please do not enter population ranges. We recommend a quick Internet search of the municipality and population.

\_\_\_\_\_



- 17. Project Short Summary.** In under 250 characters (including spaces), please describe your project and the impact it will have on the community. Think of it as a one or two sentence summary you would include in a press release.

*For example: **This project will turn overgrown vacant lots into community gardens, and install artistic benches and murals at a park frequented by older adults and children.***

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- 18. Social Impact Goal.** Which of the following social impact goals *best* describes your project?

- increasing social connections between residents
- improving the health and wellness of the community
- increasing economic activity in the area that will lead to improved economic conditions for residents.
- increasing ways to safely get around the community
- creating a range of housing options for people to safely live
- strengthening connections between government and residents leading to improved community relations
- improving ways for the community to recover from the coronavirus pandemic
- making the community more inclusive and meeting the needs of diverse populations

- 19. Project Category.** Please select the category below that best describes your project, along with the primary corresponding sub-category.

*Note: We understand there is some crossover between categories and that several might apply to your project. Please select the main category that closest aligns with your initial goal.*

- Create vibrant public places** in the community through permanent or temporary solutions that improve open spaces, parks and access to other amenities.
  - Activities to engage people in vibrant public places (e.g., open streets events)
  - Public space activation (e.g., public plaza improvements, parklets, street trees, alleyway activation, seating and games in public spaces, seating along Main Street corridors, signage in neighborhoods)
  - Public art installations that make a space more inviting (e.g., murals and sculptures that are connected to a broader plan for the public space)
  - Park enhancements (e.g., park equipment improvements, new structures, dog parks)
  - Playgrounds (e.g., intergenerational play spaces)
  - Community gardens (e.g., building accessible community garden beds)
  - Accessibility of amenities (e.g., increasing accessibility features of park equipment)
  - Public safety interventions (e.g., proper lighting, landscaping, block revitalization/maintenance)

- Other (please only select if your project does not fit into one of the above categories and please describe in detail) \_\_\_\_\_
- 

- Deliver a range of transportation and mobility options** through permanent or temporary solutions that increase connectivity, walkability, bikeability and access to public and private transit and safety.
- Activities to engage people in transportation options/safety (e.g., open streets events)
  - Roadway/sidewalks/crosswalk improvement and beautification (e.g., markings for crosswalks, traffic calming pop-ups at intersections)
  - Bikeability (e.g., bike sharing options, temporary bike lanes)
  - Public or private transit access and safety (e.g., transit shelters, activating and improving transit stops)
  - Micro-mobility enhancements/management (e.g., parking and training on scooters, e-bikes, etc.)
  - Expansion and enhancement of existing transportation options (e.g., adding volunteer-led transportation programs, enhanced coordination of existing transportation resources)
  - Improved wayfinding (e.g., signage and markings)
  - Trails (e.g., completing and connecting trails, signage)
  - Accessibility of transportation amenities (e.g., increasing accessibility features of transportation options for people of all abilities, including ADA compliance, etc.)
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail) \_\_\_\_\_
- 

- Support a range of housing options** in the community through permanent or temporary solutions that increase the availability of accessible and affordable choices.
- Accessory dwelling units and tiny homes
  - Co-housing programming and resources
  - Resources about housing options and available services
  - Innovative or new home maintenance, repair and support services
  - Lifelong housing and accessibility
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail) \_\_\_\_\_
- 

- Increase civic engagement and demonstrate the tangible value of “Smart Cities”** with innovative and tangible projects that bring residents and local leaders together to address challenges and facilitate a greater sense of inclusion.
- Developing projects based on residents’ priorities (e.g., participatory budgeting efforts)

- Bringing resident insight and volunteer power into local government (e.g., citizen academies, local volunteers supporting City Hall efforts)
  - Engaging residents alongside thought leaders in problem solving (e.g., hackathons)
  - Tools and programming to capture data and resident feedback
  - Activities that highlight the use of data to improve decision-making in local government
  - Other ideas that improve civic engagement in the community (please only select if your project does not fit into one of the above categories and please describe in detail) \_\_\_\_\_
- 

- Support local recovery from the coronavirus pandemic** with an emphasis on economic development, improvements to public spaces, and transportation services.
    - Expanding the availability of outdoor public space and seating for safe gathering and dining (e.g., parklets with additional seating, etc.)
    - Offering new programs to foster local economic assets (e.g., activating makers' spaces in homes, how-to programs on entrepreneurship, repurposing of existing commercial space to adapt to new needs/modes).
    - Activating streets for safe exercise and activity (e.g., slow streets programs, etc.)
    - Piloting innovative community solutions to share in arts and culture while social distancing, e.g. pop-up drive-in-movies or other art/performance events.
    - Developing innovative techniques to engage people in assessing the pedestrian safety of their communities, and collecting input to shape community response as a part of economic recovery efforts.
- 

- Ensure a focus on diversity and inclusion** while improving the built and social environment of a community.
    - Inclusive housing solutions that meet the needs of diverse populations
    - Inclusive transportation solutions that meet the needs of diverse populations
    - Inclusive public space improvements that meet the needs of diverse populations
    - Inclusive civic engagement efforts that meet the needs of diverse populations
    - Inclusive supports to help family caregivers, allow residents to live independently
    - Other changes to make a community more inclusive and meet the needs of diverse populations (please only select if your project does not fit into one of the above categories and please describe in detail). \_\_\_\_\_
- 

- Other**
  - Connectivity improvements, including broadband access
  - Activities that increase access to healthcare services
  - Activities that support family caregivers



- Activities to support entrepreneurship and economic development
- Other (please only select if your project does not fit into one of the above categories and please describe in detail) \_\_\_\_\_

**20. Project Deliverables.** Please specify the individual deliverables of your project. Quantify and provide as much detail as you can about any **physical structures (such as benches, lighting, signage, etc.), events, dates, addresses, communications, people reached, volunteers involved, etc.** within 300 characters (including spaces) for each deliverable.

***Before you enter your answers, PLEASE READ the examples below and review Attachment D.***

***For example:***

- I. The Organization will purchase and install structures with LED lighting with custom side panels at (ADDRESS)*
  - a. Quantity: 3*
- II. The Organization will purchase and install ADA compliant benches at (ADDRESS)*
  - a. Quantity: 7*
- III. The Organization will purchase and install AARP branded signage at (ADDRESS)*
  - a. Quantity: 15*
- IV. The Organization will purchase and install raised garden beds*
  - a. Quantity: 10*
- V. The Organization will hold event on (DATE) (event examples: workshops, hackathon, trainings)*
  - a. Quantity: 1*
- VI. The Organization's goal is to have community members to be trained at workshops*
  - a. Quantity: 250 goal*
- VII. The Organization will hold a (kick-off, ribbon cutting, etc.) event on November 1, 2021.*
  - a. Quantity: 1*
- VIII. The Organization has a goal of attendees at event*
  - a. Quantity: 400*
- IX. The Organization will engage volunteers over the course of the project – including painting benches, installation, and the kick-off event*
  - a. Quantity: goal of 70*

**Deliverable 1:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Deliverable 2:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Deliverable 3:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Deliverable 4:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Deliverable 5:**

***Add more deliverables as necessary***

**21. Project Type:**

**PLEASE NOTE:** Proposals for the project types described below will be prioritized over those that support ongoing programming or events.

- Permanent physical** improvements in the community
- Temporary demonstrations** that lead to long-term change
- New, innovative programming** or services

**PROJECT NARRATIVE AND BUDGET**

Please complete each section with 2,000 characters or fewer (including spaces).

- 22. Livable Communities Activities.** Please provide a brief summary of the ongoing efforts to make this community more livable for all ages and share how the Community Challenge project will support that effort and have a lasting impact.

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- 23. Community engagement.** Please describe how residents and local organizations have been engaged in the area's livable communities' activities to date. How will you engage the community and involve older adults as you execute this grant?

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- 24. Role of volunteers.** Will volunteers play a role in the implementation of the Community Challenge project?

- Yes
- No

- a. Do you anticipate volunteers age 50 and older playing a role in the implementation of the Community Challenge project?
- Yes
- No
- b. Please describe the role that volunteers (particularly those 50+) will play in implementing the Community Challenge project.
- 
- 

**25. Diversity and Inclusion.** Regardless of your project category, will your project focus on, impact or benefit a specific multicultural population in the community?

- Yes
- No

a. If so, please select the one or two who will be primarily impacted below.

- African American/Black
- Hispanic/Latino
- Asian American Pacific Islander
- Native American
- LGBTQ+
- Other: \_\_\_\_\_

b. Please describe how the effort focuses on or impacts this multicultural or diverse population(s).

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**26. Disparities.** Will your project improve or address existing disparities (including racial or economic) in the community?

- Yes
- No

Please describe: \_\_\_\_\_

**27. Accessibility.** Will your project focus on improving accessibility for people of *all* abilities?

- Yes
- No

Please describe: \_\_\_\_\_

**28. Matching Funds and In-Kind Support.** Matching funds are not required. However, please detail any matching funds or in-kind support the organization will receive to contribute toward this project.

	Matching Funds (\$)	In-Kind Support
<b>Nonprofit</b>		
<b>Private</b>		
<b>Public</b>		

**29. Project Budget.** Please specify what expenses will be covered by the grant. Itemize anticipated expenses and income (if any) for this proposal.

	Expense	Additional information
<b>Contracted services costs</b>		
<b>Staff costs, if any</b>		
<b>Materials &amp; supplies, if any</b>		
<b>Travel expenses, if any</b>		
<b>TOTAL REQUESTED</b>		

**30. How will you use AARP branding?**

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**31. Other Funding.** AARP might be contacted by other potential funders that could be interested in funding projects that were not funded through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name and a short description of your proposal, including the community where the project would take place (“Project Information”). Please note that these projects will be subject to any potential funder’s own terms, conditions and review. Please indicate in your application whether or not you give permission to AARP to share your

Project Information with other potential funders. If you select “yes,” you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with sharing the Project Information with potential funders. We will alert you before this Project Information is given to potential funders. **Do you give AARP permission to share this Project Information with other organizations that might be interested in funding your project?**

YES

NO

**An opportunity for other possible AARP funding.** Please note that by submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

## NOTIFICATION

**When you SUBMIT this application, you will receive a confirmation email within the hour. If you do NOT receive a submission confirmation, you may not have submitted successfully. Please go back and make sure you completed ALL required questions and did not go over the text box character limits.**

All applicants will be notified of their funding status by email in June. In order to receive funding, selected applicants must execute and return a binding Memorandum of Understanding and completed financial forms to the AARP National office.