### Agenda Hightstown Borough Council February 7, 2022 6:30 PM – Public Session

www.zoom.com Meeting ID: 829 7221 7248

Passcode: RZ06eh https://us02web.zoom.us/j/82972217248?pwd=LzlQYTZkOERyemJ1OGNack4xcUs1UT09

#### 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

Minutes October 18, 2021 – Public Session

October 18, 2021 – Executive Session

**Presentations** Hazard Mitigation Plan – Jim Sidelinger, OEM Coordinator

**Resolution 2022-38** A Resolution of the Borough Council of the Borough of Hightstown Authorizing the Adoption of the 2021 Mercer County, New Jersey

Hazard Mitigation Plan Update

Proclamation – Remembering and Honoring Bernice Randolph

Joe Cicalese - Board of Health

**Engineering Items** Resolution 2022-39 Amending Resolution 2021-058 Authorizing Design and Bid

For Refurbishment of Hightstown Borough Water Towers

Public Comment Any person wishing to address Council with his or her comments will have a

maximum of three minutes to do so at this time.

Ordinances Ordinance 2022-01 First Reading and Introduction – An Ordinance Amending

and Supplementing Chapter 18 Entitled "Solid Waste and Recycling," Subsection 18-1-9 "Municipal Garbage Dumpsters (Stockton Street Parking Lot)" of the

Revised General Ordinances of the Borough of Hightstown, New Jersey

Ordinance 2022-02 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 12, Entitled "Building and Construction," Section 12-2 Fees" and Chapter 28 Entitled "Zoning" Subsection 28-18-2 "Zoning Permit Required; Fee" of the Revised General Ordinances of the Borough of Hightstown,

New Jersey

Resolutions	2022-40	Authorizing Payment of Bills
	2022-41	Authorizing a Renewed Shared Services Agreement with Mercer County for EMS Dispatch Services
	2022-42	Appointing and Authorizing an Agreement for Professional Independent Registered Municipal Advisor Services – Phoenix Advisors, LLC
	2022-43	Authorizing a Shared Services Agreement Between Hightstown Borough and East Windsor Township for Contribution of the Matching Local Share for Bus Services
	2022-44	Authorizing a Shared Services Agreement with Hamilton Township for Certain Health Services (STD Clinic)
	2022-45	Authorizing Payment No. 5 FINAL – Assuncao Brothers, Inc. (Construction of Peddie Lake Dam Walking Bridge Replacement)
	2022-46	Resolution Adopting a Covid-19 Workplace Policy
Consent Agenda	2022-47	Extending a Contract for Removal, Transportation, delivery and Disposal of Sludge Cake – Waste Management Services of New Jersey, Inc.
	2022-48	Authorizing an Amendment to Resolution 2020-229 Awarding a Contract for Removal, Transportation, Delivery and Disposal of Sludge Cake – Waste Management of New Jersey, Inc.
	2022-49	Authorizing a Reimbursement for Cell Phone Usage
	2022-50	Resolution Authorizing the Borough to Accept Title to a Vehicle to be Utilized by the Hightstown First Aid Squad, Inc.
	2022-51	Authorizing the Borough Grant Writer to Work with the Complete Streets Committee on Preparing an Application for the AARP Community Challenge Grant 2022
	2022-52	Authorizing an Agreement for Animal Care and Sheltering Services
	2022-53	Authorizing a Transfer of Funds in the 2021 Budget
Discussion	Revisions to	Towing Ordinance

### **Subcommittee Reports**

### Mayor/Council/Administrative Reports

**Executive Session** Resolution 2022-54 Authorizing a Meeting that Excludes the Public

Contract Negotiations - Shared Services - Robbinsville Court

Attorney Client Privilege

Contract Negotiations – Waste Management, Solid Waste Stockton Street Dumpsters

#### Meeting Minutes Hightstown Borough Council October 18, 2021 6:30 p.m.

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

The flag salute followed Roll Call.

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

Also in attendance: Margaret (Peggy) Riggio, Borough Clerk; Dimitri Musing, Borough Administrator and Fred Raffetto, Borough Attorney.

The Flag Salute followed roll call.

#### APPROVAL OF AGENDA

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

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

Agenda approved: 6-0

#### **PRESENTATIONS**

#### **Greg Ciano 300th Anniversary Celebration**

Greg Ciano spoke regarding a 301st Anniversary Celebration where the whole town could come together to celebrate. All businesses and associations can organize the event. He would like to see Main Street closed from Bank Street to Ward Street. He stated that he would like to be part of the organizing committee. Discussion ensued. Council liked the idea. Councilmembers Bluth and Cicalese were the subcommittee for the 300th Anniversary Celebration. Due to the Covid-19 Pandemic, all discussions for celebrations were put on hold. Mr. Ciano and Mark Fenton from Handmade Art Studios will join the committee. The committee will discuss ideas and dates and come back to Council with proposed ideas.

#### **PUBLIC COMMENT**

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

**<u>Eugene Sarafin, 628 South Main Street</u>** - Spoke against the Republican party. Stated that he is interested in hearing about the new phone system.

<u>Billy Bullock</u>, <u>5 Pershing Avenue</u> - Spoke about the increase in commercial bus traffic creating noise issues. He had put a call into Michael's Transportation. He had the opportunity to speak with one of the owners. She was very professional and the route was stopped immediately.

<u>Michele Esptstein, 421 North Main Street</u> - Spoke about truck traffic and speeding in town. Would like to see some policies set.

<u>Jordan Smith, 552 North Main Street</u> - Spoke regarding the truck traffic in town. Stated that the bike lanes are making things worse.

<u>Barbara Klapsogeorge</u>, 418 North Main Street - Spoke about traffic and speeding on North Main Street. We need to make it more difficult for tracker trailers to cut through Hightstown and we need to make North Main Street safer.

<u>Jeff Epstein, 421 North Main Street</u> - Spoke about traffic through town.

<u>Janneth Orososco-Perlata</u>, Owner of Michael's Transportation - Stated that her company has authority to operate with the NJDOT and Motor Vehicle. She has been in touch with the Police Department about another company in town that is not registered. She is happy to work with the Borough to resolve any issues. Mayor Quattrone appreciates Michael's Transportation working with the residents and doing things correctly. He feels there needs to be a meeting with both companies.

There being further comments, Mayor Quattrone closed the public comment period.

#### **ORDINANCES**

Ordinance 2021-15 Public Hearing and Final Reading An Ordinance Amending and Supplementing Chapter 26, Entitled "Land Use" Section 10, Entitled "Mandatory Developer Fees", of the "Revised General Ordinances of the Borough of Hightstown, New Jersey."

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

<u>Eugene Sarafin, 628 South Main Street</u> - Does not understand the ordinance and is looking for an explanation. Borough Attorney, Fred Raffetto, explained the ordinance. Councilmember Misiura explained that the Planning Board is working on an Affordable Housing Plan which includes the spending of the fees collected.

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

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

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

Ordinance adopted 6-0.

#### ORDINANCE 2021-15

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

# AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 26, ENTITLED "LAND USE", SECTION 10, ENTITLED "MANDATORY DEVELOPMENT FEES", OF THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY."

**WHEREAS,** the Borough Planner has made certain recommendations for revisions to Chapter 26, "Land Use", Section 10, entitled "Mandatory Development Fees" of the Borough Revised General Ordinances of the Borough of Hightstown; and

WHEREAS, the Borough Council has reviewed and concurs with these recommendations.

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

<u>Section 1</u>. Chapter 26 "Land Use", Section 10, entitled "Mandatory Developer Fees" is hereby amended as follows (underline for additions, strikethroughs for deletions):

#### Section 26-10

#### MANDATORY DEVELOPMENT FEES

#### **Subsections:**

26-10-1	Purpose.
26-10-2	Definitions.
26-10-3	Residential Development Fees.
26-10-4	Non-Residential Development Fees.
26-10-5	Exemptions.
26-10-6	Collection of Fees.
26-10-7	Housing Trust Fund.
26-10-8	Use of Funds.
<del>26-10-9</del>	Expiration of Ordinance.

#### Subsection 26-10-1. Purpose.

This Section establishes standards for the collection, maintenance, and expenditure of development fees that are consistent with COAH's regulations developed in response to P.L. 2008, c. 46, Sections 8 and 32-38 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7). Fees collected pursuant to this Section shall be used for the sole purpose of providing very low-, low- and moderate-income housing.

In the case of Holmdel Builder's Association vs. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985, N.J.S.A. 52:27d 301, et seq., and the State Constitution subject to the Council on Affordable Housing's (COAH's) adoption of appropriate rules and/or approval from New Jersey Superior Court. The purpose of this Ordinance is to establish standards for the collection, maintenance and expenditure of development fees pursuant to applicable affordable housing rules. Fees collected pursuant to this Ordinance shall be used for the sole purpose of providing low and moderate income housing. This Ordinance shall be interpreted within the framework of current affordable housing

#### rules on development fees.

#### Subsection 26-10-2. Definitions.

The following terms shall have the meanings indicated:

- a. "COAH" means the New Jersey Council on Affordable Housing.
- b. "Development fees" means money paid by an individual, person, partnership, association, company or corporation for the improvement of property as permitted in current affordable housing rules.
- c. "Equalized assessed value" means the value of a property determined by the municipal tax assessor through a process designed to ensure that all property in the municipality is assessed at the same assessment ratio or ratios required by law. Estimates at the time of issuance of a building permit may be obtained utilizing estimates for construction cost. Final equalized assessed value will be determined at project completion by the municipal tax assessor.
- d. "Judgment of Compliance" means a judgment issued by the Superior Court approving a municipality's housing element and fair share plan in accordance with the provisions of the Fair Housing Act and the rules and criteria as set forth herein. A grant of substantive certification shall be valid for a period of ten years or as otherwise may be determined by the Superior Court in accordance with the terms and conditions therein.

#### Subsection 26-10-3. Residential Development Fees.

#### a. Imposition of fees.

- 1. Within the Borough of Hightstown, residential developers, except for developers of the types of development specifically exempted below, shall pay a fee of 1.5% of the equalized assessed value for residential development, provided no increased density is permitted. Development fees shall also be imposed and collected when an additional dwelling unit is added to an existing residential structure; in such cases, the fee shall be calculated based on the increase in the equalized assessed value of the property due to the additional dwelling unit.
- 2. When an increase in residential density is permitted pursuant to a "d" variance granted under N.J.S.A. 40:55D-70d(5), developers shall be required to pay a bonus development fee of 6.0% of the equalized assessed value for each additional unit that may be realized, except that this provision shall not be applicable to a development that will include affordable housing. If the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal 1.5% of the equalized assessed value on the first two units; and the specified higher percentage of 6% of the equalized assessed value for the two additional units, provided zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

#### b. Eligible exactions, ineligible exactions and exemptions for residential development

1. Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and developments where the

developer has made a payment in lieu of on-site construction of affordable units, or by redevelopment agreement or other agreement with the Borough of Hightstown, shall be exempt from the payment of development fees.

- 2. Developments that received preliminary or final site plan or subdivision approval prior to January

  1, 2005 shall be exempt from the payment of development fees, unless the developer seeks a

  substantial change in the original approval. Where a site plan approval does not apply, the

  issuance of a zoning and/or building permit shall be synonymous with preliminary or final site

  plan approval for the purpose of determining the right to an exemption. In all cases, the applicable
  fee percentage shall be determined based upon the development fee ordinance in effect on the date
  that the construction permit is issued.
- 3. Development fees shall be imposed and collected when an existing structure undergoes a change to a more intense use, is demolished and replaced, or is expanded, if the expansion is not otherwise exempt from the development fee requirement. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure.
- 4. No development fee shall be collected for a demolition and replacement of a residential building resulting from fire, war, or a natural disaster.

a. Within all districts of the Borough of Hightstown, developers shall pay a development fee of one and one-half percent (1.5%) of the equalized assessed value of the residential development with an assessed value less than \$150,000 and one percent (1.0%) of the equalized assessed value of the residential development with an assessed value equal to or greater than \$150,000, provided no increased density is permitted. Notwithstanding the aforementioned, developers shall pay a development fee of one and one-half percent (1.5%) of the equalized assessed value for all rental apartments.

b. If a "d" variance is granted pursuant to *N.J.S.A.* 40:55d 70d, then the additional residential units realized (above that which is permitted by right under the existing zoning) will incur a bonus development fee of six percent (6%) rather than the development fee of one and one half percent (1.5%).

#### Subsection 26-10-4. Non-Residential Development Fees.

#### a. Imposition of fees.

- Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted below, shall pay a fee equal to 2.5% of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.
- 2. Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted below, shall also pay a fee equal to 2.5% of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.
- 3. Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fee of 2.5% shall be calculated on the difference between the equalized assessed value of the pre-existing land and improvements and the equalized assessed value of the newly improved structure; i.e., land and improvements; and such calculation shall be made at the time a final certificate of occupancy is issued. If the calculation required under this section results in a negative number, the non-residential development fee shall be zero.

- b. Eligible exactions, ineligible exactions and exemptions for non-residential development.
  - 1. The non-residential portion of a mixed-use inclusionary or market-rate development shall be subject to a 2.5% development fee, unless otherwise exempted below.
  - 2. The 2.5% fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within existing footprint, reconstruction, renovations and repairs.
  - 3. Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to the Statewide Non-Residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 8.7), as specified in Form N-RDF "State of New Jersey Non-Residential Development Certification/ Exemption." Any exemption claimed by a developer shall be substantiated by that developer.
  - 4. A developer of a non-residential development exempted from the non-residential development fee pursuant to the Statewide Non-Residential Development Fee Act shall be subject to the fee at such time as the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final certificate of occupancy of the non-residential development, whichever is later.
  - 5. If a property that was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this section within 45 days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the Borough of Hightstown as a lien against the real property of the owner.
- a. Developers within the Borough of Hightstown shall pay a fee of two and one-half percent (2.5%) of the equalized assessed value for nonresidential development in the Borough of Hightstown, including but not limited to service uses, contractors, schools, and churches. Developers shall pay a fee of two percent (2.0%) of the equalized assessed value for retail and office use development, except in those incidents where they provide and maintain outdoor eating or other similar public gathering space; such retail and office uses shall pay a fee of one and one-half percent (1.5%).
- b. If a "d" variance is granted pursuant to *N.J.S.A.* 40:55D-70d, then the additional floor area realized (above what is permitted by right under the existing zoning) will incur a bonus development fee of six percent (6%) rather than the development fee of two and one-half percent (2.5%).

#### Subsection 26-10-5. Exemptions.

- a. Developers of low and moderate income units shall be exempt from paying development fees.
- b. Developers that have received preliminary or final Approval(s) prior to the effective date of this Ordinance shall be exempt from paying a development fee unless the developer seeks a substantial change in the approval.
- c. Developers who demolish and replace or renovate and re-occupy abandoned housing units shall be exempt from paying development fees, provided the number of housing units on the property does not increase.

6

October 18, 2021

- d. Home improvements or expansions shall be exempt from development fees, provided the improvements or expansions do not create any new housing units.
- e. There shall be no fee for improvements to non-residential uses when the improvements do not increase the intensity of the existing use. For instance, there shall be no fee for façade or signage improvements.
- f. Development projects that are the subject of redevelopment agreements, in which case development fee obligations will be negotiated as part of the redevelopment agreement.

#### Subsection 26-10-6. Collection of Fees.

- a. The Borough of Hightstown shall use the following procedures in the collection of fees:
  - 1. Upon the passage of the resolution of memorialization granting of a preliminary, final or other applicable approval for a development, the Planning Board Secretary shall notify the construction code official responsible for the issuance of a building permit of the approving authority's action.
  - Once all prior approvals have been obtained, the person requesting a building permit application for a non-residential development, only, shall also be provided with a copy of Form N-RDF, "State of New Jersey Non-Residential Development Certification/Exemption," to be completed by the developer as part of the building permit application. The construction code official shall verify the information submitted by the non-residential developer or developer's designee. The Hightstown Borough tax assessor shall verify any requested exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.
  - 3. The construction code official responsible for the issuance of a building permit shall notify the Borough tax assessor of the issuance of the first construction permit for a development that is subject to a development fee.
  - 4. Within 90 days of receipt of that notice, the Borough tax assessor shall provide an estimate, based on the plans filed, of the equalized assessed value of the development.
  - 5. The construction code official responsible for the issuance of a final certificate of occupancy shall notify the Borough tax assessor of any and all requests for the scheduling of a final inspection on property that is subject to a development fee.
  - 6. Within 10 business days of a request for the scheduling of a final inspection, the Borough tax assessor shall confirm or modify the previously estimated equalized assessed value of the improvements associated with the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
  - 7. Should the Borough of Hightstown fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in Subsection b. of Section 37 of P.L.2008, c.46 (C.40:55D-8.6).

8. Fifty percent (50%) of the development fee shall be collected at the time of issuance of the construction permit. The remaining portion shall be collected at the time of issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at the time of issuance of the construction permit and that determined at the time of issuance of certificate of occupancy.

#### b. Appeal of development fees.

- 1. A developer may challenge residential development fees imposed by filing a challenge with the Mercer County Board of Taxation. Pending a review and determination by that board, collected fees shall be placed in an interest-bearing escrow account by the Municipal Finance Officer of the Borough of Hightstown. Appeals from a determination of the Board may be made to the Tax Court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.
- 2. A developer may challenge non-residential development fees imposed by filing a challenge with the director of the New Jersey Division of Taxation. Pending a review and determination by the director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest-bearing escrow account by the Borough of Hightstown. Appeals from a determination of the director may be made to the Tax Court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.
- a. Developers shall pay fifty percent (50%) of the calculated development fee to the Borough of Hightstown at the time of issuance of a building permit. At the time of issuance of a Certificate of Occupancy, developers shall pay the remaining portion of the fee that is owed to the Borough.

#### Subsection 26-10-7. Housing Trust Fund.

There is hereby created an interest bearing housing trust fund for the purpose of receiving development fees from all residential and nonresidential developers. All development fees paid by developers pursuant to this Ordinance shall be deposited into this fund. No money shall be expended from the housing trust fund unless the expenditure conforms to an approved spending plan.

#### Subsection 26-10-8. Use of Funds.

- a. Money deposited in the housing trust fund may be used for any activity identified in the Borough's approved housing plan for addressing the Borough of Hightstown's low and moderate income housing obligation. Such activities may include, but are not necessarily limited to: housing rehabilitation, new construction, the purchase of land for low and moderate income housing, extensions and/or improvements of roads and infrastructure to low and moderate income housing sites, assistance designed to render units for more affordable to low and moderate income households and administrative costs necessary to implement the Borough of Hightstown's housing element. The expenditure of all money shall conform to an approved spending plan.
- b. At least thirty percent (30%) of the revenues collected shall be devoted to render units more affordable. Examples of such activities include, but are not limited to: down payment and closing cost assistance, low interest loans and rental assistance.
- c. No more than twenty percent (20%) of the revenues collected each year shall be expended on administrative costs necessary to develop, revise or implement the housing element. Examples of eligible administrative activities include: personnel, consultant services, space costs, consumable supplies and rental or purchase of equipment directly associated with plan development or plan implementation.

d. Development fee revenues shall not be expended to reimburse the Borough of Hightstown for housing activities that preceded a first or second round substantive certification.

#### Subsection 26-10-9. Expiration of Ordinance.

This Ordinance shall expire if:

- a. The Borough of Hightstown's petition for substantive certification is dismissed or denied;
- b. The Borough of Hightstown's substantive certification or this Ordinance are revoked.

**Section 2. Severability.** If any portion of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Zoning Ordinance as a whole, or any other part thereof.

**Section 3. Repealer.** All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency only.

**Section 4. Enactment.** This Ordinance shall take effect upon the filing thereof with the Mercer County Planning Board after final passage, adoption, and publication by the Borough Clerk of the Borough of Hightstown in the manner prescribed by law.

#### **RESOLUTIONS**

#### Resolution 2021-158 Authorizing Payment of Bills

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2021-158

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 \$2,240,700.34 from the following accounts:

Current	\$2,211,835.18
W/S Operating	28,080.16
General Capital	0.00
Water/Sewer Capital	0.00
Grant	0.00
Trust	700.00
Unemployment Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Tax Lien Trust	0.00
Public Defender Trust	0.00
Escrow	85.00
Total	\$2,240,700.34

## Resolution 2021-159 Authorizing the Renewal of a Shared Services Agreement with Robbinsville Township for Emergency Medical Services

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2021-159

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

### AUTHORIZING THE RENEWAL OF A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES

**WHEREAS,** Resolution 2020-200 authorized a shared services agreement for Robbinsville Township to provide Emergency Medical Service coverage in Hightstown Borough; and

WHEREAS, said agreement was approved for the period January 1, 2021 through December 31, 2021 with the option to renew for two additional one-year periods; and

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

**WHEREAS**, the Mayor and Council wish to renew the Shared Services Agreement for Emergency Medical Service for the period January 1, 2022 through December 31, 2022;

**WHEREAS**, this agreement may be further extended by mutual agreement of the parties for up to one (1) additional one year term; and

**WHEREAS**, the Borough's net share of costs for these services, by the terms of this agreement, will be Forty Thousand Dollars (\$40,000.00) annually; and

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

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

- 1. The extension of the Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period January 1, 2022 through December 31, 2022 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
- 2. This agreement is approved subject to the provision of adequate funds in the Borough's 2022 budget.

Resolution 2021-160 Authorizing Payment No. 2 – Earle Asphalt Company – Improvements to Springcrest Drive, Taylor Avenue, Spruce Court, Glen Drive & Schuyler Avenue

Moved by Councilmember Cicalese; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2021-160

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### AUTHORIZING PAYMENT #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 \$1,370813.13; and

WHEREAS, the contractor has submitted a request for payment No. 2 in the amount of \$241,412.07 for partial payment through October 1, 2021, for mobilization, clearing site, abandoning a sanitary manhole, manhole frame and cover, connections to existing manholes, precast sanitary manholes, sanitary sewer main and laterals, sanitary cleanouts, curb valves and boxes, caps, fire hydrant assemblies, and water main and services; and

WHEREAS, the Borough Engineer has recommended approval of Payment Request No. 2 to the contractor in the amount of \$241,412.07; 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 Payment Request No. 2 to Earle Asphalt Company of Wall, New Jersey for \$241,412.07, is hereby approved as detailed herein, and the CFO is authorized to issue same.

## Resolution 2021-161 Resolution Authorizing the Award of a Non-Fair and Open Contract for Phone System Upgrades & SIP Trunk Migration

Moved by Councilmember Bluth; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2021-161

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

### RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PHONE SYSTEM UPGRADES & SIP TRUNK MIGRATION

WHEREAS, the Borough of Hightstown has a need to upgrade its existing phone system; and

**WHEREAS**, Red Arrow Technologies, LLC has submitted a proposal dated September 14, 2021, indicating they will provide the Phone System Upgrades and SIP Trunk Migrations for the sum of \$43,698.72; and

**WHEREAS**, this contract is eligible to be awarded without advertising for competitive bids given the amount of the contract and the fact that the Borough has appointed a Qualified Purchasing Agent; and

**WHEREAS,** the contract shall be awarded as a non-fair and open contract pursuant to the provisions of *N.J.S.A.* 19:44A-20.5; and,

**WHEREAS**, the Qualified Purchasing Agent has determined and certified in writing that the value of the contract will exceed \$17,500.00; and,

WHEREAS, the anticipated term of this contract is 3 year(s); and

WHEREAS, Red Arrow Technologies has completed and submitted a Business Entity Disclosure Certification which certifies that Red Arrow Technologies has not made any reportable contributions to a political or candidate committee in the Borough of Hightstown in the previous one year, and that the contract will prohibit Red Arrow Technologies from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Business Disclosure Entity Certification will be placed on file with this resolution in office of the Borough Clerk; and

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

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Hightstown authorizes Borough Administrator, Dimitri Musing, to execute a contract with Red Arrow Technologies as described herein.

## Resolution 2021-162 Authorizing Payment – Earle Asphalt Company – Granite Curb Replacement Stockton Street

Moved by Councilmember Jackson; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

#### Resolution 2021-162

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

### AUTHORIZING PAYMENT – EARLE ASPHALT COMPANY – GRANITE CURB REPLACEMENT STOCKTON STREET

**WHEREAS**, Council requested that the Borough Engineer have four sections of damaged granite curb be replaced on Stockton Street and Rogers Avenue prior to the paving of Stockton Street; and

WHEREAS, the Borough Engineer requested prices for the replacement of the granite curb from contractors; and

WHEREAS, on May 11, 2021, the Borough Engineer authorized Earle Asphalt of Wall, New Jersey, to furnish and install the granite curb in accordance with Borough Requirements; and

WHEREAS, the work was completed on July 26, 2021; and

WHEREAS, the Borough Engineer recommends payment to Earle Asphalt in the amount of \$8,980.00; 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 payment to Earle Asphalt Company of Wall, New Jersey for \$8,980.00, is hereby approved as detailed herein, and the CFO is authorized to issue same.

#### Resolution 2021-163 Authorizing Receipt of Bids for Curbside Recycling Collection

Moved by Councilmember Cicalese; Seconded by Councilmember Jackson.

Mr. Musing explained that we will be going out to be for a recycling contract. We should expect a 70%-100% increase in a contract. Vendors do not want to own the recycling any longer. They are looking to pass those costs onto the municipalities.

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

Resolution adopted 6-0.

Resolution 2021-163

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### AUTHORIZING RECEIPT OF BIDS FOR CURBSIDE RECYCLING COLLECTION

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to prepare specifications and advertise for bids Curbside Recycling Collection, and that the Borough is authorized to receive same after proper advertisement.

#### **CONSENT AGENDA**

Councilmember Cicalese moved Resolutions 2021-164; 2021-165 and 2021-166 as a Consent Agenda; Councilmember Fowler seconded.

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

Resolutions adopted 6-0.

Resolution 2021-164

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

**WHEREAS**, the Borough of Hightstown (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position.

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

- 1. The Borough of Hightstown hereby appoints Skylands Risk Management, Inc. its local Risk Management Consultant.
- 2. The Borough Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2022 in the form attached hereto.

Resolution 2021-165

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### RESOLUTION APPOINTING A FUND COMMISSIONER

**WHEREAS**, the Borough of Hightstown (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Hightstown that Dimitri Musing, is hereby appointed as the Fund Commissioner for the Local Unit for the year 2022; and

**BE IT FURTHER RESOLVED** that Margaret Riggio is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2022; and

**BE IT FURTHER RESOLVED** that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution 2021-166

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### AMENDING RESOLUTION 2021-156 – AUTHORIZING REFUND OF TAX OVERPAYMENT – 32 NORTON AVENUE

**WHEREAS**, Resolution 2021-156 was adopted by Hightstown Borough Council October 4, 2021, authorizing a tax overpayment for Block 10.01/Lot 8, 32 Norton Avenue; and

**WHEREAS**, the overpayment, in the amount of \$1,015.04 was issued to the mortgage company, Pinnacle Title Agency, 220 West County Line Road, Jackson, NJ; and

**WHEREAS**, the overpayment should be issued directly to the homeowner, Wilfredo Rodriguez, 32 Norton Avenue, Hightstown, NJ 08520.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Resolution 2021-156 authorizing a tax overpayment for 32 Norton Avenue is amended to be paid directly to the homeowner, Wilfredo Rodriguez, 32 Norton Avenue, Hightstown, NJ 08520.

#### **OLD BUSINESS**

#### **Animal Control Officer**

Mayor Quattrone stated that he had reached out the East Windsor regarding a shared services agreement for an Animal Control Officer. He has not heard back from them yet. Mr. Musing has reached out the Hamilton Township. They have responded and are requesting some statistics. He will respond with that information this week. He is hopeful to have good news for Council at the next meeting.

#### First Aid Vehicles

Mr. Musing stated that both vehicles are down at the moment. The 2016 ambulance is getting repaired now. They are still getting quotes for the 2006 to get that operational again.

#### **Special Meeting**

The owner of LSI Towing reached out to Mr. Musing and informed him that he is not able to attend the original date scheduled for the hearing. Asked if Council could reschedule. Discussion ensued. Council agreed to rescheduled the hearing for October 28th at 6:00 p.m. via zoom.

#### SUBCOMMITTEE REPORTS

**PRC Redevelopment** - PRC is going through approvals with DEP and they still need their Freshwater Permit. DEP is requiring an archeological study. The ownership issues they are dealing with should be wrapped up this month.

<u>Municipal Facility - Musial Group</u> - Mayor Quattrone asked if any Councilmember would like to replace former Councilmember Stults on the subcommittee. Councilmember Montferrat volunteered and was appointed to the subcommittee.

#### MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

#### **Councilmember Montferrat**

Construction Office - He will be meeting with George Chin and Dave Bell this week.

While campaigning with Councilmember Bluth, he is seeing what residents are concerned with throughout town.

Council does recognize the traffic issues and speeding in town.

#### **Councilmember Misiura**

<u>Planning Board</u> - East Windsor Regional School District presented a parking lot plan. The tennis courts have been moved and will now become additional parking.

Affordable Housing Plan - the Planner is going through our Affordable Housing needs.

<u>Complete Street Committee</u> - They've met with the County Engineer. They agreed the County would narrow the County roads to 11 feet. This will hopefully slow traffic. They feel that an ordinance should be passed prohibiting passing in bikes lanes and on shoulders. The County also agreed to install two new flashing crosswalk signs on South Main Street. The committee requested two flashing signs on Wycoffs Mill Road. The County asked that Hightstown commit to install those signs. Would like to get a definition of local delivery in regard to truck traffic.

#### **Councilmember Cicalese**

<u>Parks & Rec</u> - The paving at Dawes Park basketball courts have been completed. The hoops need to be installed. A press release is forthcoming. They are looking at options to build nets or fencing and looking for additional funding. They are having issues with the current state of greenway. They are looking to establish a Greenway Committee which would have representatives from Parks and Rec, Environmental Commission and Planning Board. They would like to bring a presentation to Council regarding what to do with the concession building in Rocky Brook Park.

#### **Councilmember Jackson**

HPC - will meet this week at 6:30

The traffic by the schools on Stockton Street is troublesome. Asked if we can move the officer from Morrison Avenue to Stockton Street to serve as the crossing guard.

#### **Councilmember Fowler**

Environmental Commission - will be meeting next week.

<u>Downtown Hightstown</u> - Businesses have been busy heading into the holidays. Businesses are collecting candy for distribution to homes on Stockton Street for Halloween. The Tavern will head up collection and distribution. There is another hop & shop scheduled for December 11th and 12th. There will be a holiday window painting contest again this year. They are speaking to the art teachers at the high school.

#### **Councilmember Bluth**

<u>Cultural Arts Commission</u> - Light up the Lake will take place on the 30th at Memorial Park. They still have the 300th Anniversary calendars for sale.

#### **Borough Administrator, Dimitri Musing**

Happy to see that Council will be talking about traffic and speeding.

#### Borough Clerk, Peggy Riggio

Elections - Updated Council on early voting and vote by mail.

<u>Codification</u> – The pricing that has been received is valid until December 2021. If Council chooses not to use ARP funding, CFO, George Lang, has informed her that there is funding available in the budget.

#### **Mayor Quattrone**

Stated that he wished there was something we could do about the truck route on Ward Street. Stated that he is excited for Halloween and he hopes to have the Memorial Day Parade next year. Thanked everyone for all they are doing.

#### **EXECUTIVE SESSION**

#### Resolution 2021-167 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Jackson; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2021-167

#### **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 October 18, 2021, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:	
Attorney Client Privilege	
Contract Negotiations – Shared Services	

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 January 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.

Council adjourned to execution at 8:22 p.m.

Contract Negotiations - Housing Authority

Council returned to public session at 9:32 p.m.

<u>ADJOURNMENT</u>
Councilmember Bluth moved to adjourn at 9:33 p.m.; Councilmember Fowler seconded. All ayes.
Respectfully Submitted,
Margaret M. Riggio Borough Clerk
Approved by Hightstown Borough Council:

October 18, 2021 18

### ORDINANCE 2022-01

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 18, ENTITLED "SOLID WASTE AND RECYCLING," SUBSECTION 18-1-9 "MUNICIPAL GARBAGE DUMPSTERS (STOCKTON STREET PARKING LOT)" OF THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,"

**WHEREAS**, the existing regulations of the Borough of Hightstown (the "Borough") as pertains to Municipal Garbage Dumpsters (Stockton Street Parking Lot) are set forth in Chapter 18, entitled "Solid Waste and Recycling," of the "Revised General Ordinances of the Borough of Hightstown, New Jersey;" and

**WHEREAS**, the Mayor and Council wish to make certain revisions thereto relating subsection Chapter 18 Subsection 18-1-9.

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

<u>Section 1.</u> Chapter 18, entitled "Solid Waste & Recycling," Subsection 18-1-9 entitled "Municipal Garbage Dumpsters (Stockton Street Parking Lot" of the "Revised General Ordinances of the Borough of Hightstown, New Jersey," is hereby amended and supplemented in the following limited respects (deletions are shown with <u>strikeout</u>, additions are shown with underline):

- 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.
- <u>e. It shall be the responsibility of the business establishment owner to properly dispose of all solid waste and garbage</u> 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.

Section 2. the extent of such incons		s of Ordinances inconsistent herewit	h are hereby repealed to
Section 3. with the law.	This Ordinance shall become	e effective upon final passage and pr	ublication in accordance
Introduction:			
Adoption:			
ATTEST:			
MARGARET RIGGIO MUNICIPAL CLERK		LAWRENCE D. QU MAYOR	JATTRONE

### ORDINANCE 2022-02

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 12, ENTITLED "BUILDING AND CONSTRUCTION," SECTION 12-2 "FEES" AND CHAPTER 28 ENTITLED "ZONING", SUBSECTION 28-18-2 "ZONING PERMIT REQUIRED; FEE" OF THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,"

**WHEREAS**, the Mayor and Council wish to make certain revisions relating to Chapter 12 "Entitled Building and Construction," Section 12-2 "Fees" and Chapter 28 entitled "Zoning", Subsection 28-18-2 "Zoning Permit Required; Fee".

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

<u>Section 1.</u> Chapter 12 "Entitled Building and Construction," Section 12-2 "Fees" and Chapter 28 entitled "Zoning", Subsection 28-18-2 "Zoning Permit Required; Fee" of the "Revised General Ordinances of the Borough of Hightstown, New Jersey," is hereby amended and supplemented in the following limited respects (deletions are shown with <u>strikeout</u>, additions are shown with <u>underline</u>):

#### Section 12-2

#### **FEES**

#### **Subsections:**

12-2-1	Construction Permit Fees.
12-2-2	Plan Review Fees.
12-2-3	Demolition Fees.
12-2-4	Building Removal; Structural Inspection of Existing Dwelling Fees.
12-2-5	Sign Construction Fees.
12-2-6	Certificates of Occupancy Fees.
12-2-7	Biannual Report to Borough Council Recommending Fee Schedule.
12-2-8	Surcharge.
12-2-9	Report of Fees Collected.
12-2-10	Temporary Waiver of Construction Permit Fees
12-2-11	Application for a Variation

#### **Subsection 12-2-1 Construction Permit Fees.**

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.

U	
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.
Plumbi	ng Subcode Fees. Fees for the plumbing subcode shall be as follows:

Water closet \$13.00 \(\frac{\$25.00}{25.00}\)
Urinal/bidet \$13.00 \(\frac{\$25.00}{25.00}\)

b.

	Lavatory	\$13.00 <u>\$25.00</u>	
	Shower	\$13.00 \$25.00	
	Floor drain	<del>\$13.00</del> <u><b>\$25.00</b></u>	
	Sink	\$13.00 \$25.00	
	Dishwasher	<del>\$13.00</del> <u>\$25.00</u>	
	Drinking fountain	<del>\$13.00</del> <u><b>\$25.00</b></u>	
	Washing machine	<del>\$13.00</del> <u><b>\$25.00</b></u>	
	Hose bib	\$13.00 \$25.00	
	Water heater	<del>\$13.00</del> <u><b>\$25.00</b></u>	
	Fuel oil piping	<del>\$13.00</del> <u><b>\$25.00</b></u>	
	Gas piping	\$13.00 \$25.00	
	Steam boiler	\$82.00 \$85.00	
	Hot water boiler	\$82.00 \$85.00	
	Sewer pump	\$82.00 <u>\$100.00</u>	
	Interceptor/separator	\$82.00 \$85.00	
	Backflow preventer	<del>\$82.00</del> <u><b>\$85.00</b></u>	
	Sewer connection	<del>\$82.00</del> <u>\$100.00</u>	
	Water service connection	<del>\$82.00</del> <u>\$100.00</u>	
	Stacks	<del>\$13.00</del> <u><b>\$25.00</b></u>	
	Air Admittance Valve (AAV)		\$50.00
	Furnace	<del>\$60.00</del> <b>\$85.00</b>	
	Air conditioning unit.		\$25.00
	Air conditioning coil.		\$25.00
	<u>Split</u>		
Thoma of	hall be a minimum fee of fifty five sixty five dellars (\$55.0)	0 \$65 00) for once	amait in thi

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	\$45.00 <u>\$70.00</u>
Each 10 units additional	<del>\$11.00 <u></u>\$13.00</del>
Pool permit (lights included)	.\$69.00 \$125.00
Storable pool/spa/hot tub.	\$69.00- <u>\$125.00</u>
Electrical range	\$13.00 \$25.00
Electrical water heater	<del>\$13.00</del> - <u>\$25.00</u>

Electrical dryer	<del>\$13.00</del> <u>\$25.00</u>
Dishwasher	<del>\$13.00</del> <u>\$25.00</u>
Air conditioning unit	\$13.00 <u>\$25.00</u>
Space heater	\$13.00 <u>\$25.00</u>
Baseboard heater (each)	\$ <del>13.00</del> \$25.00
H.P. motors (1+ HP) Motor or Electrical Device	
1 – 10 HP <u>or 1kw to 10kw</u>	\$13.00 <u>\$25.00</u>
10 – 50 HP <u>or 10kw to 50kw</u>	\$58.00 <u>\$125.00</u>
50 – 100 <u>HP or 50kw to</u> 100kw	\$116.00- <mark>\$200.0</mark>
100+ HP or 100+kw	\$ <del>576.00</del> <u>\$640.0</u>
KW Transformers/Generators (under 225 amps)	<u>\$58.00 \$125.00</u>
KW Transformers/Generators (225 - 1000 amps)	<del>\$116.00</del> <u>\$200.00</u>
KW Transformers/Generators (over 1000 amps)	<u>\$576.00 <mark>\$640.00</mark></u>
Service entrance (amp service) Same as Transform	rmers/Generators
Smoke and Heat Detectors (one- and two-family dwellings)	\$ <del>29.00 \$55.00</del>
KW Electric signs, outline lights	\$46.00 \$70.00
Photovoltaic Systems	
1 – 5 <mark>0</mark> kilowatts	<u>\$58.00</u> \$125.0
51-100 kilowatts	
Greater than 100 kilowatts	
Minimum permit	
There shall be a minimum fee of seventy dollars (\$70.00) for an	
Fire Subcode Fee. The fee for the fire subcode shall be as follow  1. For plan review to establish fire safety	\$50.00 \$50.00
4. For inspection of smoke detectors:	
N. I. CD.	
Number of Detectors	<u>Fee</u>
(a) 1 to 20	
(a) 1 to 20	75.00 \$100.00 151.00 \$234.00
(a) 1 to 20(b) 21 to 100	

(f) Over 1,0	00	\$1,323.00 \$2048.00					
5. For inspection of Flammable combustible storage tanks:							
(a) Up to on	e hundred (100) two hundre	d seventy-five (275) gallons, not to include					
drums or	r gas cans	<u>58.00</u> <u>\$100.00</u>					
(b) For each	additional five hundred (500	)) gallons					
or fracti	on thereof	4 <del>0.00</del> <u>\$50.00</u>					
6. For inspection	on of sprinkler systems:						
Numb	er of Heads	Fee					
1	to 20	\$ 82.00 <u>\$100.00</u>					
21	to 100	151.00 <u>\$234.00</u>					
101	to 200	<del>289.00</del> \$ <u>448.00</u>					
201	to 400	<del>748.00</del> <u>\$856.00</u>					
401	to 1000	<del>1,036.00</del> <u>\$1605.00</u>					
Over 1	1000	<del>1,323.00</del> <u>\$2048.00</u>					
7. Independent	pre-engineered systems (pe	r systems)					
For inspecti	ng fire hazards, such as boil	ers, fire suppression systems,					
<del>fire hose ca</del>	binets, fire alarms and stand	<del>pipes, per visit\$60.00.</del> \$165.00					
8. Gas or oil-finappliance)	red appliance which is not co	onnected to the plumbing system (per					
<u>(a) Us</u>	se group R-5	\$100.00					
(b) A	l other groups	\$165.00					
9. Smoke contr	ol system or fire alarm contr	rol panel replacement					
<u>(per</u> <u>system)</u> <u>00</u>	<u>(per</u> system)\$165.						
10. Supervisory         devices							
11. Signaling         devices							
12. Kitchen exhaust system (per system). \$165.00							
13. Engineered	suppressions pre-action syst	tems, or					
Dry pipe/alarm							
valves							
14. Standpipe, hydrant or fire pump (each)\$325.00							
15. Underground water service for protection (per service)\$400.00							

e.	Mechanical S	<u>Subcode Fee.</u>	The fee for	the mec	<u>hanical s</u>	subcode s	<u>shall t</u>	oe as f	<u>ollows:</u>

Furnace	2	\$85.00
	Boiler, hot water or steam.	\$85.00
	Water heater	\$25.00
	Air conditioning unit	\$25.00
	Air conditioning coil	\$25.00
	<u>Split</u>	
system	\$25.00	
	Fuel oil equipment	\$85.00
	Gas or fuel oil piping.	\$25.00
	<u>Oil</u>	
<u>tank</u>		
	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.**

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

The fee for a permit for demolition of a building or structure shall be two hundred-<u>sixty</u> (\$200.00) \$260.00) dollars for one (1)-family or two (2)-family residences, <u>sixty-five</u> <u>seventy-five</u> (\$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 \( \frac{\$100.00}{0} \) for a residential property, \$250.00 for all other uses. (1991 Code \( \frac{\$81-16}{0} \) Ord. No. 847 \( \frac{\$1}{0} \) 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-fifty (\$50.00 \$75.00) dollars.
- b. The fee or structural inspection of an existing dwelling shall be fifty seventy-five (\$50.00 \$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 four (\$2.00 \\$4.00) dollars per square foot of the surface area of the sign, except that the minimum fee shall be fifty-five seventy-five (\$55.00 \\$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 \$55.00. \$65.00
- b. Additions, etc.

<del>\$55.00</del>. \$65.00

c. Change of use

100.00

d. Continued occupancy

50.00 \$65.00

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 \underline{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

Resubmission Class 1

#### Chapter 28

#### **ZONING**

#### Subsection 28-18-2 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 \$
- <u>Section 2.</u> All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.
- Section 3. This Ordinance shall become effective upon final passage and publication in accordance with the law.

Introduction:	
Adoption:	
ATTEST:	
MARGARET RIGGIO MUNICIPAL CLERK	LAWRENCE D. QUATTRONE MAYOR

### Resolution 2022-38

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN AUTHORIZING THE ADOPTION OF THE 2021 MERCER COUNTY, NEW JERSEY HAZARD MITIGATION PLAN UPDATE

**WHEREAS**, all jurisdictions within Mercer County have exposure to hazards that increase the risk to life, property, environment, and the County and local economy; and

**WHEREAS**; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

**WHEREAS**, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

**WHEREAS**; a coalition of Mercer County municipalities with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Mercer County; and

**WHEREAS**, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

#### NOW, THEREFORE, BE IT RESOLVED that the Borough of Hightstown:

- 1) Adopts in its entirety, the 2021 Mercer County Hazard Mitigation Plan Update (the "Plan") as the jurisdiction's Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan in conjunction with the County no less than every five years.

#### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 7, 2022

O



#### **BOROUGH OF HIGHTSTOWN** 9.5

This section presents the jurisdictional annex for the Borough of Hightstown and includes resources and information to assist public and private sectors with reducing losses from future hazard events. This annex is not intended as guidance for actions to take during a disaster. Rather, this annex provides actions that can be implemented prior to a disaster to reduce or eliminate damage to property and people. The annex includes a general overview of the municipality and who in the community participated in the planning process, an assessment of the Borough of Hightstown's risk and vulnerability, the different capabilities, and an action plan that will be implemented to achieve a more resilient community.

#### 9.5.1 Hazard Mitigation Planning Team

The Borough of Hightstown followed the planning process described in Section 2 (Planning Process) in Volume I of this plan update and developed the annex over the course of several months with input from many municipal departments as summarized in the table below. The primary and alternate points of contact represented the community on the Planning Partnership and supported the local planning process requirements by securing input from persons with specific knowledge to enhance the plan. All departments were asked to contribute to the annex development through reviewing and contributing to the capability assessment, reporting on the status of previously identified actions, and participating in action identification and prioritization.

The following table summarizes municipal officials that participated in the development of the annex and in what capacity, including the Borough of Hightstown hazard mitigation plan primary and alternate points of contact. Additional documentation on the municipality's planning process through Planning Partnership meetings is included in Section 2 (Planning Process) and Appendix C (Meeting Documentation).

Table 9.5-1. Hazard Mitigation Planning Team

Primary Points of Contact	Alternate Point of Contact
Name/Title: Debra L. Sopronyi, Administrator/Clerk;	Name/Title: Margaret Riggio, Deputy Clerk
Dimitri Musing, Administrator	Address: 156 Bank Street, Hightstown, NJ 08520
Address: 156 Bank Street, Hightstown, NJ 08520	<b>Phone Number:</b> 609-490-5100 ext. 628
<b>Phone Number:</b> 609-490-5100 ext. 620	Email: deputyclerk@hightstownborough.com
Email: clerk@hightstownborough.com;	
administrator@hightstownborough.com	
NFIP Floodplain Administrator	

Name/Title: George Chin, Construction/Zoning Official Address: 156 Bank Street, Hightstown, NJ 08520

Phone Number: 609-490-5100 ext. 622 Email: gchin@hightstownborough.com

#### **Additional Contributors**

Name/Title: James Sidelinger, OEM Coordinator

Method of Participation: Provided information on past events, contributed to mitigation strategy

Name/Title: George Chin, Floodplain Administrator

Method of Participation: Provided information on floodplain administration, building permits, contributed to mitigation strategy

Name/Title: Carmela Roberts, PE, Borough Engineer

Method of Participation: Provided information on previous actions

Name/Title: Dimitri Musing, Administrator

Method of Participation: Contributed to mitigation strategy

Name/Title: Debra L. Sopronyi, Administrator/Clerk

Method of Participation: Provided information on capabilities, contributed to mitigation strategy

Name/Title: Kenny Lewis, DPW Superintendent

Method of Participation: Contributed to mitigation strategy





Name/Title: Frank Gendron, Chief of Police

Method of Participation: Contributed to mitigation strategy

#### 9.5.2 Municipal Profile

Hightstown Borough is located eastern Mercer County and encompasses an area of 1.24 square miles. It was incorporated on March 5, 1853. The Borough is completely surrounded by the Township of East Windsor. Rocky Brook flows through the center of the Borough.

According to the U.S. Census, the 2010 population for the Borough of Hightstown was 5,494. The estimated 2019 population was 5,375, a 2.2 percent decrease from the 2010 Census. Data from the 2019 U.S. Census American Community Survey indicate that 6.2 percent of the population is 5 years of age or younger and 18.0 percent is 65 years of age or older. Communities must deploy a support system that enables all populations to safely reach shelters or to quickly evacuate a hazard area.

#### 9.5.3 Jurisdictional Capability Assessment and Integration

The Borough of Hightstown performed an inventory and analysis of existing capabilities, plans, programs, and policies that enhance its ability to implement mitigation strategies. Section 5 (Capability Assessment) describes the components included in the capability assessment and their significance for hazard mitigation planning. This section summarizes the following findings of the assessment:

- An assessment of planning, legal and regulatory capabilities.
- Development and permitting capabilities.
- An assessment of administrative and technical capabilities
- An assessment of fiscal capabilities.
- An assessment of education and outreach capabilities.
- Classification under various community mitigation programs.
- The community's adaptive capacity to withstand hazard events.

For a community to succeed in reducing long-term risk, hazard mitigation must be integrated into the day-to-day local government operations. Annex development included reviewing planning and policy documents and surveying each jurisdiction to obtain a better understanding of their progress in plan integration and how risk reduction is supported. Areas with current mitigation integration are summarized in this jurisdictional Capability Assessment (Section 9.5.3). The updated mitigation strategy includes opportunities the Borough of Hightstown identified for integration of mitigation concepts to be incorporated into municipal procedures.

#### Planning, Legal, and Regulatory Capability

Section 5 (Capability Assessment) provides an overview of the planning, legal, and regulatory capabilities. The table below summarizes the regulatory tools that are available to the Borough of Hightstown, what is present in the jurisdiction, and code citation and date.

Table 9.5-2. Planning, Legal, and Regulatory Capability

Codes, Ordinances, &	has this? (Yes/No)	Required by State? (Yes/No)	Code Citation and Date (code chapter, name of plan, date of plan)	Authority (local, county, state, federal)	Individual / Department / Agency Responsible
<b>Building Code</b>	Yes	Yes	State Uniform Construction Code	State and Local	Construction Official



W JERS							
	Jurisdiction has this? (Yes/No)	Required by State? (Yes/No)	Code Citation and Date (code chapter, name of plan, date of plan) Act (N.J.S. 52:27D- 119 et seq.); Chapter 12, Building and	Authority (local, county, state, federal)	Individual / Department / Agency Responsible		
			Construction				
the "Office of the High Official, Plumbing Sub	onstruction Coontstown Boroug ocode Official, locodes as the Co	h Construction C Electrical Subco	Official," considering of a	a Construction on Subcode Counity Affairs			
Couc	Yes	has a planning	27, Subdivision;	Local	Planning Board		
		board	Chapter 28, Zoning				
<ul> <li>To guid public he public he</li> <li>To secular to prove the provential to prove the public he</li> <li>To prove the provential to prove the provential to prove the provential to prove the provential to prove the public he proved the public he public he proved the public he public he proved the public he proved the public he proved the public he proved the public he public he proved the public he public he pub</li></ul>	<ul> <li>To ensure that the development of the Borough does not conflict with the development and general welfare of neighboring municipalities, the County and the State as a whole.</li> <li>To promote the establishment of appropriate population densities and concentrations that will contribute to the well-being of persons, neighborhoods and the Borough as well as preservation of the environment.</li> <li>To encourage the appropriate and efficient expenditure of public funds by the coordination of public development with land use policies.</li> <li>To provide sufficient space in appropriate locations for a variety of residential, recreational, commercial and industrial uses and open space, both public and private, according to their respective environmental</li> </ul>						
Subdivision Ordinance	Yes	Yes, if the jurisdiction has a planning board	Chapter 27, Subdivision	Local	Planning Board		
How does this reduce risk?  Guides land subdivision and issuance of building permits in the Borough in order to conserve and promote the public health, safety, convenience, morals and general welfare of the Borough. It shall be administered to ensure orderly growth and development, the conservation, protection and proper use of land and adequate provision for circulation, utilities and services.							
Stormwater Management Ordinance	Yes	Yes	Chapter 25, Stormwater Control, No. 2021-01	Local	Construction/Inspections		
How does this reduce risk? Establishes minimum stormwater management requirement controls for "major development."							
Post-Disaster	No No	No	ement controls for "major	r developmen	-		
Recovery/ Reconstruction Ordinance	NO	110					
How does this reduce	risk?						
Real Estate Disclosure	Yes	Yes	N.J.A.C. 13:45A-29.1	State	State, Division of Consumer Affairs		

Before signing a contract of sale, all purchasers must receive a New Jersey Public Offering Statement (POS) approved by the New Jersey Real Estate Commission. The POS provides information such as estimated completion dates for improvements, fees for services and amenities, the type of title and ownership interest being offered, its proximity to hospitals, schools, fire and police, as well as any hazards, risks or nuisances in or around the subdivision.

How does this reduce risk?



	Jurisdiction has this? (Yes/No)	Required by State? (Yes/No)	Code Citation and Date (code chapter, name of plan, date of plan)	Authority (local, county, state, federal)	Individual / Department / Agency Responsible		
Growth Management	No	Yes, if the jurisdiction has a planning board		Local	-		
How does this reduce risk?							
Site Plan Ordinance	Yes	Yes, if the jurisdiction has a planning board	Chapter 28 Zoning-23  – Site Plan Review	Local and County	Construction/Inspections/Planning Board/Environmental Commission		

How does this reduce risk?

In addition to all other powers granted to the Planning Board, in all cases where a building other than a single-family house is to be erected, moved, altered, enlarged or rebuilt or where there is a change in use to any use other than single-family residential, the site plan for the same shall be approved by the Planning Board according to the following standards and submission requirements, except that no site plan approval shall be required when the proposal consists only of the erection, alteration or replacement of a sign or other alteration which does not affect building coverage or result in the need for additional parking. No building permit shall be issued for any use requiring site plan approval unless such approval is granted by the Planning Board.

by the Hamming Board.									
Environmental		Yes, depends							
Protection Ordinance	Yes	J 1	Chapter 20 – Protection of Trees	Local	Environmental Commission				
		areas							

How does this reduce risk?

Establishes the duties of the Environmental Commission and Shade Tree Official, establishes permits and rules for pruning and removal of trees.

Flood Damage Prevention Ordinance	Yes	Yes	Chapter 24 – Flood Damage Prevention	Federal, State, County and Local	Code Enforcement
---	-----	-----	---	---	------------------

How does this reduce risk?

It is the purpose of this ordinance to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- a) Protect human life and health;
- b) Minimize expenditure of public money for costly flood control projects;
- c) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- d) Minimize prolonged business interruptions;
- e) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard;
- f) Help maintain a stable tax base by providing for the second use and development of areas of special flood hazard so as to minimize future flood blight areas;
- g) Ensure that potential buyers are notified that property is in an area of special flood hazard; and
- h) Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions In order to accomplish its purposes, this ordinance includes methods and provisions for:
  - a) Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities
  - b) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
  - c) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers which help accommodate or channel flood waters;
  - d) Controlling filling, grading, dredging, and other development which may increase flood damage; and
  - e) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

Wellhead	No	No	-	-	-
Protection					
How does this reduce risk?					





			Code Citation and Date	Authority (local,			
	Jurisdiction has this? (Yes/No)	Required by State? (Yes/No)	(code chapter, name of plan, date of plan)	county, state, federal)	Individual / Department / Agency Responsible		
Emergency	No	No	-	-	-		
Management							
Ordinance							
How does this reduce i	risk?						
Climate Change Ordinance	No	No	-	-	-		
How does this reduce risk?							
Disaster Recovery Ordinance	No	No	-	-	-		
How does this reduce risk?							
Disaster Reconstruction Ordinance	No	No	-	-	-		
How does this reduce risk?							
Other	No	-	-	-	-		

### Codes, Ordinances, & Regulations Connection to Mitigation and Safe Growth

# How are codes, ordinances and regulations contributing to risk reduction in your community?

### • Building Code:

- o The State of New Jersey has adopted the 2018 International Building Code (IBC). Flood design provisions are found in the Building Subcode (Section 1612), Residential Subcode, Rehabilitation Subcode, and Plumbing, Mechanical, and Fuel Gas subcodes. The flood provisions are deemed by FEMA to meet or exceed NFIP requirements for buildings and structures.
- The IBC includes design requirements for structural wind resistance. Design wind speeds in New Jersey vary based on structure type and location, with higher wind design speeds required in coastal areas.

### • Flood Damage Prevention Ordinance:

- A local flood damage prevention ordinance sets design standards for reducing flood losses and is required for participation in the National Flood Insurance Program.
- The local flood damage prevention ordinance requires permits for floodplain development, adopts and enforces flood maps, requires new and substantially improved structures be elevated above the base flood elevation, among other standards.
- In the State of New Jersey, all new and substantially improved structures are required to be elevated at least one foot above the base flood elevation.

#### • Stormwater Ordinance

- New Jersey municipalities enact stormwater management ordinances to regulate runoff quantity and quality, groundwater recharge, and erosion control. Municipalities are required to update their municipal stormwater control ordinance to reflect amendments to the Stormwater Management rules at N.J.A.C. 7:8, adopted March 2, 2020 and should use NJ DEP's Model Stormwater Control Ordinance for Municipalities.
- Stormwater ordinances for major development require mitigating runoff by requiring that peak runoff rates for the 2, 10, and 100-year storms be below pre-construction conditions and not increase flood damage downstream of the site.

Prior to zoning changes or development approvals, does the jurisdiction review the hazard mitigation plan and other hazard analyses to ensure consistent and compatible land use? No

Does the zoning ordinance discourage development or redevelopment within natural areas including wetlands, floodways, and floodplains?  $\rm No$ 

Does the ordinance require developers to take additional actions to mitigate natural hazard risk? No

Do rezoning procedures recognize natural hazard areas as limits on zoning changes that allow greater intensity or density of use?  $\rm N/A$ 





**Code Citation and** Authority Date (local, Jurisdiction Required by (code chapter, county, has this? State? name of plan, date Individual / Department / state, (Yes/No) (Yes/No) of plan) federal) Agency Responsible Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas? No Do the regulations provide for conservation subdivisions or cluster subdivisions in order to conserve environmental resources? No Do the regulations allow density/development transfers where hazard areas exist? No **Planning Documents** Master Plan Hightstown Master Local, Yes Yes Planning Board Plan, 2015 State How does this reduce risk? Provides guidance on the long term development and investments for the Borough. Capital Yes Allowed Annual Budget Local Administration **Improvement Plan** How does this reduce risk? Allocates funding for potential mitigation projects. **Disaster Debris** No No **Management Plan** How does this reduce risk? Floodplain Management or No No Watershed Plan How does this reduce risk? Chapter 25 of the Stormwater **Management Plan** Borough Code, Local, Yes Yes Environmental Commission Stormwater State Management Plan How does this reduce risk? Provides guidance on the stormwater management system and long term goals. Stormwater July 16, 2014, annual Borough Engineer/Planning **Pollution** Yes Yes Local update May 2020 Board **Prevention Plan** How does this reduce risk? **Urban Water** No No **Management Plan** How does this reduce risk? Habitat No No **Conservation Plan** How does this reduce risk? Main Street **Economic Development Plan** Yes No Redevelopment Plan, Local Planning and Zoning 2006 How does this reduce risk? Provides guidance on the redevelopment of Main Street. Shoreline No **Management Plan** How does this reduce risk?





			Code Citation and Date	Authority (local,			
	Jurisdiction has this?	Required by State?	(code chapter, name of plan, date	county, state,	Individual / Department /		
Community	(Yes/No) No	(Yes/No) No	of plan)	federal)	Agency Responsible		
Community Wildfire Protection Plan		No					
How does this reduce risk?							
Community Forest Management Plan	Yes	No	Community Forestry Plan, 2016	Local, State	Environmental Commission/Tree Official		
How does this reduce to The Commu		an provides guid	lance on the planting and	l replacement	of trees.		
Transportation Plan	No	No	-	-	-		
How does this reduce	risk?						
Agriculture Plan	No	No	-	-	-		
How does this reduce	risk?						
Climate Action/ Resiliency Plan	No	No	-	-	-		
How does this reduce	risk?						
Tourism Plan	No	No	-	<b>-</b>	-		
How does this reduce risk?							
Business/	No	No	-	-	-		
Downtown							
Development Plan  How does this reduce is	wigh?						
Other	No	- 10 C C	-	-	-		
Planning Connection			n in your community? PL	A CELIOI DI	7D		
	_			ACEHOLDI	ZK		
	Does the future land use map clearly identify natural hazard areas? No						
Do the land use police	Do the land use policies discourage development or redevelopment within natural hazard areas? No						
Does the land use pla areas? Yes	n provide adeq	uate space for o	expected future growth	in areas loca	ated outside natural hazard		
Is transportation poli	icy used to guid	le growth to saf	e locations? No				
Are transportation systems designed to function under disaster conditions (e.g. evacuation)? No							
Are environmental systems that protect development from hazards identified and mapped (i.e., dunes, rip rap, defensible space, wetlands/natural shoreline)? No							
Do environmental po	licies maintain	and restore pro	otective ecosystems? No	)			
Response/Recovery P		•	,				
Emergency Operations Plan	Yes	Yes	Emergency Operations Plan	Local	OEM		
How does this reduce							
		<u> </u>	nd responsibilities in haz	zard events.			
Strategic Recovery Planning Report	No	No	-	-	-		
How does this reduce	risk?						





	Jurisdiction has this? (Yes/No)	Required by State? (Yes/No)	Code Citation and Date (code chapter, name of plan, date of plan)	Authority (local, county, state, federal)	Individual / Department / Agency Responsible		
Threat & Hazard	No	No	-	-	-		
Identification &							
Risk Assessment							
(THIRA)							
How does this reduce i	How does this reduce risk?						
Post-Disaster	Yes	No	Post-Disaster	Local	OEM		
Recovery Plan	1 03	110	Recovery Plan, 2015	Local	OLIVI		
How does this reduce risk?							
<ul> <li>Provides a g</li> </ul>	uideline to follo	w for emergency	management following	a disaster de	pending on the disaster type.		
Continuity of	Yes	No	Continuity of	Local	OEM/Administration		
Operations Plan			Operations/Continuity				
•	1		of Government Plan				
How does this reduce i	How does this reduce risk?						
<ul> <li>Establishes p</li> </ul>	• Establishes procedures to maintain critical government functions in emergency/hazard events.						
<b>Public Health Plan</b>	No	No	-	-	-		
How does this reduce risk?							
Other	No	-	-	-	-		
Dagmanga/Dagayaway D	lanning Canad						

### Response/Recovery Planning Connection to Mitigation and Safe Growth

How do your response/recovery plans contribute to risk reduction in your community?

- Emergency Operations Plan (EOP):
  - NJ Rev Stat § App.A:9-43.2 (2013) requires a written Emergency Operations Plan (EOP) for each county and municipality in the State that coordinates with neighboring jurisdictions.
  - o EOPs must address the needs of animals and individuals with animals; evacuation procedures for hospitals and health care facilities; and addressing evacuation of families and dependents of emergency responders.
  - o EOPs must include a basic plan as well as Emergency Support Functions (ESF) annexes that address public information, hazardous materials, emergency warnings, and related subjects.
  - Emergency operations plans must be certified for approval by the New Jersey Office for Emergency Management.

Does your EOP cover short-term response and long-term recovery to address communications, evacuation, and housing necessary for identified hazards? PLACEHOLDER

# **Development and Permitting Capability**

The table below summarizes the capabilities of the Borough of Hightstown to oversee and track development.

Table 9.5-3. Development and Permitting Capability

Indicate if your jurisdiction implements the following	Yes/No	Comment
Do you issue development permits?  - If yes, what department is responsible?  - If no, what is your process for development?	Yes	Zoning permit issued by construction prior to building permit or CO
Are permits tracked by hazard area? (For example, floodplain development permits.)		Within SFHA
Do you have a buildable land inventory?  - If yes, describe.  - If no, quantitatively describe the level of buildout in the jurisdiction.	No	Hightstown is a fully development community with most development taking place as infill or redevelopment of existing sites.



# **Administrative and Technical Capability**

The table below summarizes potential staff and personnel resources available to the Borough of Hightstown and their current responsibilities which contribute to hazard mitigation.

**Table 9.5-4. Administrative and Technical Capabilities** 

Resources	Available? (Yes/No)	Comments (available staff, responsibilities, support of hazard mitigation)
Administrative Capability		
Planning Board	Yes	Planning Board
Zoning Board of Adjustments	Yes	Combined with Planning Board served by a secretary and consulting professionals
Planning Department	No	-
Mitigation Planning Committee	Yes	Administrator, Clerk, OEM, Construction Official, Public Works Director, Borough Engineer, Borough Health Officer
Environmental Board/Commission	Yes	Environmental Commission: The Hightstown Environmental Commission (EC) has been established in Hightstown since the 1990s and is very active within the community. The Commission has submitted the Community Forestry Management Plan, expanded the Tree Ordinance, planted additional trees, hosted the annual stream and town-wide clean ups as well as Arbor Day. The Borough spent nearly \$25,000 in funds to plant new trees and to maintain the town's tree resource in 2016. The members have participated in process for re-certification for Sustainable Jersey. The commission has also participated in townwide events, setup educational booths, and reached out to elementary schools for environmental educational programs and events. In addition, the Borough implemented a new recycling program that delivered 96-gallon bins to each residence. The materials are picked up from natural gas vehicles only; and accepts all recyclable materials with the codes 1-7. Finally, the Borough was re-certified as a Tree City USA Community. The EC has also renewed their participation in the Mercer County Sustainability Coalition.
Open Space Board/Committee	No	-
Economic Development Commission/Committee	No	_
Public Works/Highway Department	Yes	Public Works
Construction/Building/Code Enforcement Department	Yes	Construction/Inspections
Emergency Management/Public Safety Department	Yes	Emergency Management, Police Chief, Fire Chief, First Aid Captain
Warning Systems / Services (mass notification system, outdoor warning signals)	Yes	Swift911
Maintenance programs to reduce risk (stormwater maintenance, tree trimming, etc.)	Yes	Hightstown's Shade Tree Official and employees at the Department of Public Works, as well as volunteers with the Hightstown Environmental Commission, work throughout the year to ensure that trees are monitored for signs of damage or disease. Larger tree maintenance and removals are done by contract.
Mutual aid agreements	Yes	Fire/Police/First Aid



Resources	Available? (Yes/No)	Comments (available staff, responsibilities, support of hazard mitigation)
Human Resources Manual - Do any job descriptions specifically include identifying or implementing mitigation projects or other efforts to reduce natural hazard risk?	No	-
Other	No	-
Technical/Staffing Capability		
Planners or engineers with knowledge of land development and land management practices	Yes	Contracted Engineer and Planner
Engineers or professionals trained in building or infrastructure construction practices	Yes	Contracted Engineer/Construction Official
Planners or engineers with an understanding of natural hazards	Yes	Contracted Engineer and Planner
Staff with expertise or training in benefit/cost analysis	Yes	CFO
Professionals trained in conducting damage assessments	Yes	Contracted Engineer and Planner
Personnel skilled or trained in GIS and/or Hazards United States (HAZUS) – Multi-Hazards (MH) applications	Yes	Contracted Engineer and Planner
Scientist familiar with natural hazards	No	-
Surveyor(s)	Yes	Contracted Engineer
Emergency Manager	Yes	OEM Coordinator
Grant writer(s)	Yes	Contracted
Resilience Officer	No	-
Other (this could include stormwater engineer, environmental specialist, etc.)	Yes	Contracted Engineer

# **Fiscal Capability**

The table below summarizes financial resources available to the Borough of Hightstown.

**Table 9.5-5. Fiscal Capabilities** 

Financial Resources	Are these accessible or eligible to use for mitigation? (Yes/No) If yes, please describe. If no, can this be used to support in the future?
Community development Block Grants (CDBG, CDBG-DR)	Yes
Capital improvements project funding	Yes
Authority to levy taxes for specific purposes	Yes
User fees for water, sewer, gas or electric service	Yes
Impact fees for homebuyers or developers of new development/homes	Yes
Stormwater utility fee	No
Incur debt through general obligation bonds	Yes
Incur debt through special tax bonds	No
Incur debt through private activity bonds	No
Withhold public expenditures in hazard-prone areas	No



Financial Resources	Are these accessible or eligible to use for mitigation? (Yes/No) If yes, please describe. If no, can this be used to support in the future?
Other federal or state funding programs	Yes
Open Space Acquisition funding programs	Yes
Other (for example, Clean Water Act 319 Grants [Nonpoint Source Pollution])	No

#### Fiscal Connection to Mitigation and Safe Growth

How do your fiscal capabilities contribute to risk reduction in your community? The Borough has various internal and external pathways to mitigation funding.

When constructing upcoming budgets, hazard mitigation actions will be funded as budget allows. Construction projects will be evaluated to see if they meet the hazard mitigation goals.

Annually, the jurisdiction will review mitigation actions when allocating funding. The OEM Team will meet to discuss and propose mitigation projects as funding permits.

Do budgets limit expenditures on projects that would encourage development in areas vulnerable to natural hazards? Yes, the Borough has all Development Projects reviewed by the Environmental Commission, Historic Preservation Commission for comments prior to issuing approvals.

Do infrastructure policies limit extension of existing facilities and services that would encourage development in areas vulnerable to natural hazards? PLACEHOLDER

Do budgets provide funding for hazard mitigation projects identified in the County HMP? When possible, these projects are considered in the capital plan.

# **Education and Outreach Capability**

The table below summarizes the education and outreach resources available to the Borough of Hightstown.

**Table 9.5-6. Education and Outreach Capabilities** 

Outreach Resources	Available? (Yes/No)	Does the jurisdiction have any public outreach mechanisms / programs in place to inform citizens on natural hazards, risk, and ways to protect themselves during such events? If yes, please describe.
Public information officer or communications office	Yes	The Borough Administrator and Clerk serve as the Information Officers of the Borough, utilizing the Borough website and media outlets to distribute information. If the Borough has declared a local state of emergency, the Mayor becomes PIO according to the Basic Plan.
Personnel skilled or trained in website development	Yes	Borough website is updated with information as necessary
Hazard mitigation information available on your website	Yes	Borough website is updated with information as necessary
Social media for hazard mitigation education and outreach	Yes	Police Department/Fire Department, Environmental Commission Facebook page, and Borough website
Citizen boards or commissions that address issues related to hazard mitigation		
Other programs already in place that could be used to communicate hazard-related information	Yes	Distribution of information when acquiring permits for various projects and improvements
Warning systems for hazard events	Yes	Swift911
Natural disaster/safety programs in place for schools		



		Does the jurisdiction have any public outreach mechanisms / programs in place to inform citizens on natural hazards, risk, and ways to protect themselves
	Available?	during such events?
Outreach Resources	(Yes/No)	If yes, please describe.
Other		

### **Community Classifications**

The table below summarizes classifications for community programs available to the Borough of Hightstown.

**Table 9.5-7. Community Classifications** 

Program	Participating? (Yes/No)	Classification (if applicable)	Date Classified (if applicable)
Community Rating System (CRS)	No	-	-
Building Code Effectiveness Grading Schedule (BCEGS)	Yes	??	??
Public Protection (ISO Fire Protection Classes 1 to 10)	Yes	5	2014
Sustainable Jersey	Yes	Silver	October 19, 2018
StormReady Certification	No	-	-
Firewise Communities classification	No	-	-

Note:

N/A Not applicableNP Not participatingUnavailable

The Borough of Hightstown is a silver certified community in the Sustainable Jersey Program. The Borough earned points in the program through various actions, including the following actions that relate to hazard mitigation.

- Community Education and Outreach: The Hightstown Green Team created a brochure describing the Greenway paths, open space and links throughout our Borough. The brochure has been distributed at our Harvest Fair, various other community events, and is available permanently at the municipal building.
- Wind Ordinance: In 2013 The Borough of Hightstown's planning board, Borough Council and
  Environmental Commission designed, developed and implemented a significant Wind ordinance that
  outlines installation guidelines for Wind and solar installations in the Borough of Hightstown. This
  ordinance is being incorporated into the borough codes, master plan and has been distributed to all
  borough departments and commissions.
- Upgrade/Retrofit-Water Conservation: Several water saving strategies have been discussed and the Borough's Public Housing Authority became the test case for new products and long term testing. The Housing Authority tested and installed low flow aerators in all of its kitchen and bathroom sinks, low flow showerheads and 1.6 gallon flush toilets. The Housing Authority also installed new, state of the art laundry equipment that is designed to use only 25 percent of the water of the old machines. After 3 full years of testing, the Environmental Commission is starting a Borough wide water conservation program touting the benefits proven by the Housing Authority study. Education and outreach of water conservation is included in this effort.
- Innovative Community Project 1: The Borough Housing Authority was awarded a Sustainable Jersey planning award grant of \$10,000 to implement a demonstration project of non-structural innovative stormwater management measures that can be used by residents and businesses in an urban setting. The





project was completed in 2013 with tremendous success and recognition from around the State of New Jersey. The Environmental Commission provided several community wide educational programs at the site and was part of the Sustainable Jersey Program at the NJ League of Municipalities.

- *Site Plan Review:* Hightstown's Environmental Commission weighs in on applications received by the joint planning and zoning board.
- Community Forestry Management Plan: The Borough has a state approved Community Forestry Management Plan. The Borough Shade Tree Official is a standing member of the Environmental Commission, gives a regular report on the status of all trees that need attention, pruning, removal and replanting at every Environmental Commission meeting.
- Tree Hazard Inventory and Maintenance: Hightstown, through it Shade Tree Program, has been working with volunteers to complete a tree inventory project. The inventory includes locations of all Borough street trees, the condition of the tree and the tree type. The Borough is currently addressing and prioritizing tree hazards to accomplish the worst problems first, while still maintaining budget for normal pruning. Hightstown's Shade Tree Official and employees at the Department of Public Works, as well as volunteers with the Hightstown Environmental Commission, work throughout the year to ensure that trees are monitored for signs of damage or disease. Larger tree maintenance and removals are done by contract.

# **Adaptive Capacity**

Adaptive capacity is defined as "the ability of systems, institutions, humans and other organisms to adjust to potential damage, to take advantage of opportunities, or respond to consequences" (IPCC 2014). In other words, it describes a jurisdiction's current capabilities to adjust to, protect from, or withstand a future hazard event, future conditions, and changing risk. The table below summarizes the adaptive capacity for each hazard of concern and the jurisdiction's rating.

**Table 9.5-8. Adaptive Capacity** 

Hazard	Adaptive Capacity - Strong/Moderate/Weak*
Dam Failure	Moderate
Disease Outbreak	Moderate
Drought	Moderate
Earthquake	Moderate
Flood	Moderate
Geological Hazards	Moderate
Hazmat	Moderate
Hurricane	Moderate
Infestation and Invasive Species	Moderate
Nor'Easter	Moderate
Severe Weather	Moderate
Severe Winter Weather	Strong
Wildfire	Moderate
the second secon	

<sup>\*</sup>Strong = Capacity exists and is in use, Moderate = Capacity may exist; but is not used or could use some improvement, Weak = Capacity does not exist or could use substantial improvement.

### 9.5.4 National Flood Insurance Program (NFIP) Compliance

Th table below provides specific information on the management and regulation of the regulatory floodplain, including current and future compliance with the NFIP.





# **Table 9.5-9. NFIP Summary**

NFIP Topic	Comments
Flood Vulnerability Summary	
• # NFIP Policies: 23	• # claims filed: 9
• # RL properties: 0	• Total loss payments: \$304,319
• # SRL properties: 0	
# RL/SRL mitigated: 0	
Describe areas prone to flooding in your jurisdiction.	Flood Zone AE- mainly residential, part of downtown commercial, water plant, and municipal parks.  1% Annal Flood Chance- mainly residential, part of downtown commercial, water plant, public works facilities and municipal parks.
Do you maintain a list of properties that have been damaged by flooding?	No
Do you maintain a list of property owners interested in flood	No
mitigation, and if so, how many are interested in (elevation or	
acquisition)?	
How do you make Substantial Damage determinations?  • How many were declared for recent flood events in your jurisdiction?	Yes, none declared
Detail any RiskMAP projects currently underway in your jurisdiction.	None
Do your flood hazard maps adequately address the flood risk within your jurisdiction?  If not, state why.	Yes
NFIP Administration	
What local department is responsible for floodplain	Construction Office
management?	Construction office
Are any staff certified floodplain managers (CFMs) or is a	No, in process of certification
consultant retained?	
Provide an explanation of who in your municipality provides	Construction Official.
NFIP administration services (permit review, GIS,	
education/outreach, inspections, engineering capability).	
What specific training or support does your floodplain management staff need to support its floodplain management program?	CFM course to complete CFM certification for FPA.
How do you determine if proposed development on an existing structure would qualify as a substantial improvement?	Would require research
Do you have access to resources to determine possible future	No
flooding conditions from climate change?	
NFIP Compliance	
List any outstanding NFIP compliance violations.	None that I am aware of.
When was the most recent Community Assistance Visit (CAV) or Community Assistance Contact (CAC)?	October 26, 1993
What is the local law number or municipal code of your flood	Chapter 24, last updated in 2016. The ordinance requires
damage prevention ordinance?	update.
What is the date that your flood damage prevention ordinance	•
was last amended?	
Does your floodplain management program meet or exceed	Meet
minimum requirements?	
If exceeds, in what ways?	
Are there other local ordinances, plans, or programs (site plan	No
review, consideration of flood risk reduction when granting	
height variances) that support floodplain management and	
meeting the NFIP requirements?	
Does your jurisdiction participate in CRS?	No, the Borough would require more information to
If yes, is your jurisdiction interested in improving its CRS	determine if joining the program is warranted.
Classification?	



	NFIP Topic	Comments
•	If no, is your jurisdiction interested in joining the CRS	
	program?	

Source: FEMA Region 2 2019

Notes:

RL—Repetitive Loss; SRL—Severe Repetitive Loss; NA—Not applicable

# 9.5.5 Growth/Development Trends

Understanding how past, current, and projected development patterns have or are likely to increase or decrease risk in hazard areas is a key component to understanding a jurisdiction's overall risk to its hazards of concern. The table below summarizes recent and expected future development trends, including major residential/commercial development and major infrastructure development.

Table 9.5-10. Recent and Expected Future Development

Type of													
Development	20	016	20	017	20	018	20	019	20	020	20	021	
Number of Bu													
						tory flood						-	
	Total	Within	Total	Within	Total	Within	Total	Within	Total	Within	Total	Within	
Single Family	-	SFHA	0	SFHA	2	SFHA		SFHA	0	SFHA	0	SFHA	
	1	0	0	0	2	0	1	0	0	0	0	0	
Multi-Family	0	0	1	0	0	0	0	0	0	0	0	0	
Other (commercial, mixed-use, etc.)	0	0	0	0	0	0	1	0	0	0	0	0	
Total Permits Issued	1	0	0	0	0	0	0	0	0	0	0	0	
Property or Development Name	(	ype of opment	# of Units / t Structures		Location (address and/or block and lot)		Known Hazard Zone(s)*			Description / Status of Development			
		R		-		and Infras			5 to Pres				
Old Hights	Comme	rcial	2,000 st		126 West Ward None identified		lentified		Complete	;			
Brewery			commen		Street – Block 56, Lots 36-39								
	Known	or Antici	pated M	ajor Deve		and Infra	structur	e in the No	ext Five (	(5) Years			
City Line-Bank Street Redevelopment	Mixed I		387 dwelling units and 3,500 sf commercial		Block 8, Lot 12; Block 21, Lots 1-14, 20, and 26; Block 30, Lots 1-7, 10-13		0.2 Percent Annual Chance Flood			Approved by board/committee			
Spring Meadow Lakes	Residen			ling units	Block 6 45	a Road – 3.01, Lot	None id			Approved board/cor	nmittee		
El Zorro, LLC	Residen	tial	3 townh dwelling		Church Block 3	Street – 1, Lot 6	None id	lentified		Approved board/cor	•		
Peddie School –	Educati	on/	12,200		E. Ward		None id	lentified		Approved			
Swig Arts Center	Instituti	onal	education instruct structur	ional e						board/cor	nmittee		

SFHA Special Flood Hazard Area (1% annual chance flood event)



 $<sup>\</sup>hbox{$^*$ Only location-specific hazard zones or vulnerabilities identified.}$ 



# 9.5.6 Jurisdictional Risk Assessment

The hazard profiles in Section 4 (Risk Assessment) provide detailed information regarding each plan participant's vulnerability to the identified hazards. Section 4.2 (Methodology and Tools), Section 4.3 (Hazards of Concern), and Section 4.4 (Hazard Ranking) provide a detailed summary for the Borough of Hightstown's risk assessment results, and data used to determine the hazard ranking are discussed later in this section.

Hazard area extent and location maps provided below illustrate the probable areas impacted within the jurisdiction. These maps are based on the best available data at the time of the preparation of this plan and are adequate for planning purposes. Maps were only generated for those hazards that can be clearly identified using mapping techniques and technologies and for which the Borough of Hightstown has significant exposure. The maps also show the location of potential new development, where available.





Figure 9.5-1. Borough of Hightstown Hazard Area Extent and Location Map 1

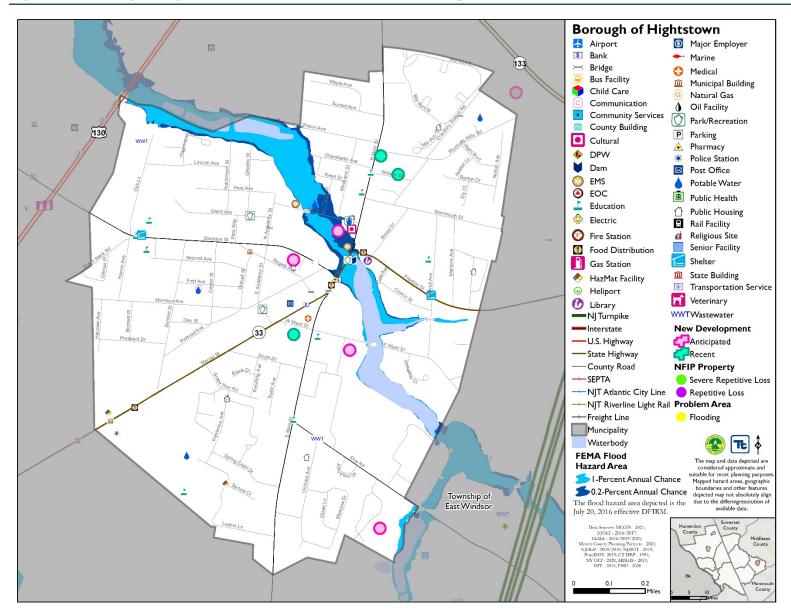




Figure 9.5-2. Borough of Hightstown Hazard Area Extent and Location Map 2

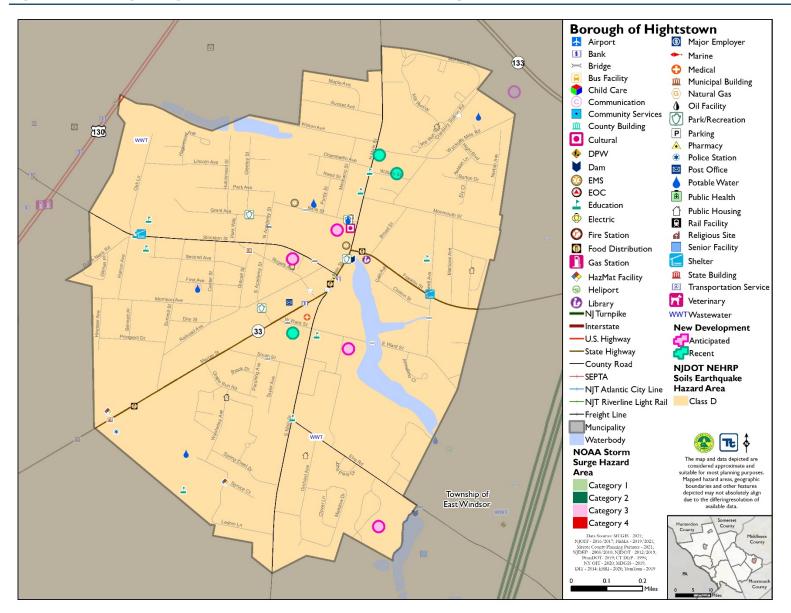




Figure 9.5-3. Borough of Hightstown Hazard Area Extent and Location Map 3

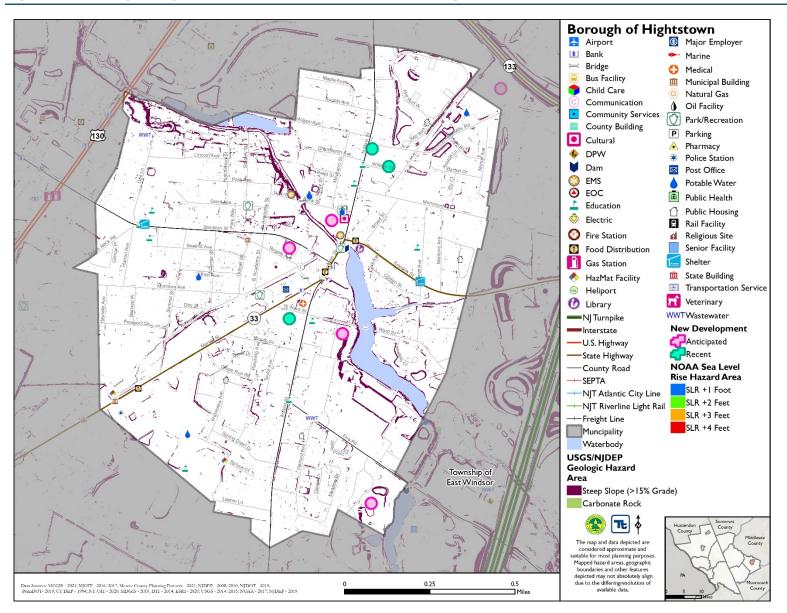
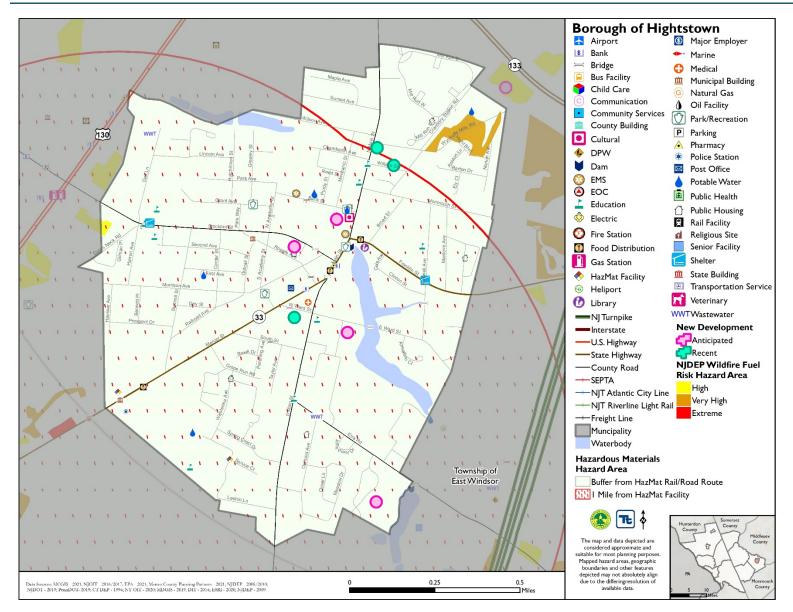




Figure 9.5-4. Borough of Hightstown Hazard Area Extent and Location Map 4





### **Hazard Event History**

Mercer County has a history of natural hazard events as detailed in Section 4 (Risk Assessment) of this plan. A summary of historical events is provided in each of the hazard profiles and includes a chronology of events that have affected the county and its municipalities.

The Borough of Hightstown's history of federal declarations (as presented by FEMA) and significant hazard events (as presented in NOAA-NCEI) is consistent with that of Mercer County. The table below provides details regarding municipal-specific loss and damages the County experienced during hazard events since the last hazard mitigation plan update. Information provided in the table below is based on reference material or local sources.

Table 9.5-11. Hazard Event History

	Event Type			
Dates of Event	(Disaster Declaration if applicable)	County Designated?	Summary of Event	Municipal Summary of Damages and Losses
February 13-14, 2015	Cold/Wind Chill	No	The center of an arctic air mass brought some of the lowest wind chills and temperatures of the winter season to New Jersey. Wind chill factors were recorded as low as 22 degrees below zero, with actual temperatures reaching - 2°F.	Code Blue Center established at fire department banquet hall. Center manned by HPD officer. Facility also used as an electronic device charging center
January 22 - 24, 2016	Blizzard (DR- 4264-NJ)	Yes	A low-pressure system moved up along the Carolina Coast intensifying into a major nor'easter, producing record snowfall in New Jersey on January 23. Wind gusts reached upwards of 60 mph and visibility was one-quarter mile or less throughout the region. Damages across the state were estimated at \$82.6 million.	Primary expense was Public Works overtime and salt for clearing roadways. Fire Department established a severe weather stand by to reduce risk of firefighters responding to calls in inclement weather.
March 7, 2018	Winter Storm	No	A low pressure system moved northeast across Delaware and New Jersey bringing a wintery snow/rain mix overnight on March 6. Across the state, snowfall totals ranged from 6 to 24 inches. Heavy, wet snow downed trees and limbs leaving 350,000 customers state-wide without power.	Primary expense was Public Works overtime and Salt for clearing roadways. Fire Department established a severe weather stand by to reduce risk of firefighters responding to calls in inclement weather.
August 4, 2020	Tropical Storm	N/A	Tropical Storm Isaias brought high winds, heavy rain, several tornadoes, and coastal flooding to the mid-Atlantic region, becoming the most impactful tropical cyclone to impact most of the region since Sandy in 2012.	Public Works overtime to clear roadways of debris. Fire department established a severe weather stand by to reduce risk of firefighters responding in inclement weather. A severe weather reception area was established in Fire Department banquet hall and manned only if a need arose for temporary shelter. Facility also utilized as electronic device charging center if needed.
January 20, 2020 – Present	Covid-19 Pandemic	Yes	Beginning on January 20, 2020, the pandemic resulting from the Coronavirus Disease (COVID-19) created conditions of sufficient severity	Hightstown Borough established a local state of emergency on March 17,



Dates of Event	Event Type (Disaster Declaration if applicable)	County Designated?	Summary of Event	Municipal Summary of Damages and Losses
	(EM-3451-NJ) (DR-4488-NJ)		and magnitude to warrant a disaster declaration in the State of New Jersey.	2020. All borough sanctioned activities and functions were suspended pending updates and easement of the Governors executive order. All private events being held on Borough property that required municipal permits were cancelled. Boards, committees, commissions and Borough Council were ordered to cancel meetings until means to conduct meetings remotely could be established. Non-essential personnel began working from home.  Major expenses to the borough included purchasing PPE for essential personnel use as well as mass sanitizing devices. This declaration is still active and has been eased in certain areas per easement of restrictions established by the Governor's office

# **Hazard Ranking and Vulnerabilities**

The hazard profiles in Section 4.3 (Hazards of Concern) of this plan have detailed information regarding each plan participant's vulnerability to the identified hazards. The following summarizes the Borough of Hightstown's risk assessment results and data used to determine the hazard ranking.

#### **Hazard Ranking**

This section provides the community specific identification of the primary hazard concerns based on identified problems, impacts and the results of the risk assessment as presented in Section 4 (Risk Assessment) of the plan. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property, and the economy as well as community capability and changing future climate conditions. This input supports the mitigation action development to target those hazards with highest level of concern.

As discussed in Section 4.4 (Hazard Ranking), each participating jurisdiction can have differing degrees of risk exposure and vulnerability compared with Mercer County as a whole. The table below summarizes the hazard risk/vulnerability rankings of potential natural hazards for the Borough of Hightstown. The Borough of Hightstown reviewed the community's hazard risk/vulnerability risk ranking table, including municipal-specific results, to reflect the relative risk of the hazards of concern to the community.

During the review of the hazard/vulnerability risk ranking, the Borough of Hightstown indicated the following:





The Borough agreed with the calculated hazard rankings.

**Table 9.5-12. Hazard Ranking Input** 

Dam Failure	Disease Outbreak	Drought	Earthquake	Flood	Geological Hazards	Hazardous Materials
High	High	Medium	Low	Medium	Low	High

				Severe	
Hurricane/	Infestation and			Winter	
Tropical Storm	Invasive Species	Nor'Easter	Severe Weather	Weather	Wildfire
High	High	Medium	High	High	Medium

Note: The scale is based on the hazard rankings established in Section 4.4 (Hazard Ranking) and modified as appropriate during review by the jurisdiction.

#### Critical Facilities

The table below identifies critical facilities in the community located in the 1-percent and 0.2-percent floodplain and presents Hazus estimates of the damage and loss of use to critical facilities as a result of a 1-percent annual chance flood event.

**Table 9.5-13. Potential Flood Losses to Critical Facilities** 

		Exp	osure		Loss from od Event
Name	Туре	1% Event	0.2% Event	Percent Structure Damage	Percent Content Damage
PEDDIE LAKE DAM	Dam	X	X	10.529114	29.524052
863.4 - E WARD ST OVER PEDDIE LK (ROCKY BRK)	Bridge	X	Х	0	0
863.10 - MAXWELL AVE OVER ROCKY BRK TRIB	Bridge	X	X	0	0
863.2 - BANK ST OVER ROCKY BRK	Bridge	X	X	0	0
HIGHTSTOWN VOLUNTEER FIRE DEPARTMENT	EMS	-	X	0	0
MEMORIAL PARK HIGHTSTOWN	Park/Recreation	X	X	11.138649	56.247841
MOUNT OLIVET BAPTIST CHURCH	Religious	X	X	0	0
WELL 1	Potable Water Well	X	X	0.94	0
WELL 2	Potable Water Well	X	X	1.31	0

Source: Mercer County 2021, FEMA 2016

#### **Identified Issues**

After review of the Borough of Hightstown's hazard event history, hazard rankings, jurisdiction specific vulnerabilities, hazard area extent and location, and current capabilities, the Borough of Hightstown has identified the following vulnerabilities within their community:

- Hightstown Volunteer Engine Co. #1 is located in the floodplain and exposed to potential flood damages. Flooding would result in damage to the facility and interruption of critical services.
- The Wastewater Treatment Plant is located in the floodplain and exposed to potential flood damages. Flooding would result in damage to the facility and interruption of critical services.





- A retaining wall at the EMS building along Rocky Brook is badly degraded. Failure of the retaining wall would damage the EMS building and cause blockage of Rocky Brook, resulting in flooding. Due to the Rocky Brook, replacement of the retaining wall will require permitting and environmental considerations.
- The Bank Street culvert is undersized and causes flood water to backup into downtown Hightstown.
- The Route 33 Bridge/Culvert (Main Street) is low restricting proper flow and causes flood waters to overflow and flood the area including Main Street, the firehouse, and the Borough office. Route 33 is a state highway and under the jurisdiction of NJ DOT.
- Backup power sources are necessary to maintain critical services for critical facilities. The following critical facilities lack a backup power source:
  - o Hightstown Borough Municipal Offices
  - o Hightstown Volunteer First Aid
  - o Hightstown Volunteer Engine Co. #1
  - Wastewater Treatment Plant (generator is outdated and requires replacement)
- Flood storage volume and carrying capacity has been lost in Peddie Lake and Rocky Brook due to silt and dredging is needed to recover the loss.
- The sewage lift station at Maxwell Avenue is exposed to flooding. Flooding of the station could result in loss of sewage service.
- Main Street floods during certain storms. A check valve is needed at the stormwater outflow pipe to reduce the impact of flooding.
- The public is in need of education on hazards and hazard mitigation.
- Integration of hazard mitigation into Borough practices and ordinances is necessary to prevent future risk.
- The current flood damage prevention ordinance of the Borough code does not meet the state's recommendation for a code-coordinated flood damage prevention ordinance.
- The Borough lacks a Disaster Debris Management Plan to respond to post-disaster debris.

# 9.5.7 Mitigation Strategy and Prioritization

This section discusses past mitigations actions and status, describes proposed hazard mitigation initiatives, and their prioritization.

# **Past Mitigation Initiative Status**

The following table indicates progress on the Borough of Hightstown's mitigation strategy identified in the 2016 HMP. Actions that are carried forward as part of this plan update are included in the following subsection in its own table with prioritization. Previous actions that are now on-going programs and capabilities are indicated as such in the following table and are discussed in the 'Capability Assessment' presented previously in this annex.



**Table 9.5-14. Status of Previous Mitigation Actions** 

			Status	Include in the	e 2021 HMP?
2017 A	ction Number and Action Description	Responsible Party	(In Progress, No Progress, Ongoing Capability, or Completed)	Check if Yes	Enter 2021 HMP Action #
Hightstown Boro-1 (old Hightstown Borough 3)	Build Flood Retention Wall around Water Plant	Hightstown Borough Water Utility, Engineer and Staff	No Progress. This problem has been addressed by Hightstown Boro-4	-	-
Hightstown Boro-2 (new)	Dredging of Peddie Lake	Borough	No Progress	Х	Flood volume has been lost and dredging is needed to recover the loss.
Hightstown Boro-3 (new)	Replace culvert under Bank Street with a large culvert to speed water flow	Borough, DPW	No Progress	x	The culvert is undersized and causes flood water to backup into downtown Hightstown.
Hightstown Boro-4 (new)	Install watertight doors at water plant	Hightstown Borough Water Utility, Engineer and Staff	A contract will be awarded May 3, 2021 for this and completion is expected prior to 2022. Funding is from FEMA.	-	-
Hightstown Boro-5 (new)	Dredge Rocky Brook and install water retaining wall along borders of Rocky Brook	Public Works	In Progress. Some progress which was stopped due to extent of permitting and cost. To be funded by Borough.	X	The retaining wall has deteriorated and requires replacement.
Hightstown Boro-6 (new)	Limit development in high hazard areas of the Borough	Borough Engineer	No Progress	X	Flooding in certain areas of the Borough.
Hightstown Boro-7 (new)	Incorporate hazard resistant construction standards into the design and location of projects in the Borough.	Borough Engineer	No Progress	X	Areas of the Borough have flooded multiple times.
Hightstown Boro-8 (new)	Make hazard mitigation a priority when updating municipal ordinances	Borough Engineer	No Progress	X	Ordinances do not include hazard mitigation.
Hightstown Boro-9 (new)	Work closely with the local school district and assist with community service projects for the service organizations.	Borough Engineer	No Progress	X	Education is needed.
Hightstown Boro-10 (new)	Offer training on best practices for hazard mitigation	Borough Engineer	No Progress	X	Training is needed.
Hightstown Boro-11 (new)	Study drainage into Peddie Lake from turnpike and upstream corridors	Engineer	Complete	-	-



			Status	Include in the	e 2021 HMP?
2017 A	ction Number and Action Description	Responsible Party	(In Progress, No Progress, Ongoing Capability, or Completed)	Check if Yes	Enter 2021 HMP Action #
Hightstown Boro-12 (old Hightstown Borough 4)	Raise utilities in 25 flood prone properties located on Lincoln Ave, Hagemount Ave, and Rockybrook Court.	Department of Public Works Supervisor	Complete. Utilities raised during roadway project to the area.		
Hightstown Boro-13 (old Hightstown Borough 5)	Elevate sewage lift station above flood level located on Maxwell Avenue.	Department of Public Works Supervisor	No Progress	X	Station may be flooded during storms.
Hightstown Boro-14 (old Hightstown Borough 6)	Installation of check valve on storm-water outflow pipe located on Main Street.	Department of Public Works Supervisor	No Progress	X	Main Street floods and a check valve will reduce the impact for certain storms.
Hightstown Boro-15 (old Hightstown Borough 7)	Develop "All Hazards" public education and outreach program for hazard mitigation and preparedness.	OEM Coordinator	No Progress	х	Public is in need of education and outreach.



# **Completed Mitigation Initiatives Not Identified in the Previous Mitigation Strategy**

The Borough of Hightstown has identified the following mitigation projects/activities that have also been completed but were not identified in the previous mitigation strategy in the 2017 HMP:

• In addition to installing watertight doors at the water plant, FEMA mitigation funding supported raising the backup generator, installing lift system to equipment, and various other measures.

# **Proposed Hazard Mitigation Initiatives for the HMP Update**

The Borough of Hightstown participated in a mitigation action workshop in June 2021 and was provided the following FEMA publications to use as a resource as part of their comprehensive review of all possible activities and mitigation measures to address their hazards: FEMA 551 'Selecting Appropriate Mitigation Measures for Floodprone Structures' (March 2007) and FEMA 'Mitigation Ideas – A Resource for Reducing Risk to Natural Hazards' (January 2013).

The table below indicates the range of proposed mitigation action categories.

Table 9.5-15. Analysis of Mitigation Actions by Hazard and Category

		FEMA					CRS				
Hazard	LPR	SIP	NSP	EAP	PR	PP	ΡI	NR	SP	ES	
Dam Failure	X			X	X		X			X	
Disease Outbreak	X			X	X		X			X	
Drought	X			X	X		X			X	
Earthquake	X			X	X		X			X	
Flood	X	X	X	X	X	X	X	X	X	X	
Geological Hazards	X			X	X		X			X	
Hazmat	X	X		X	X	X	X			X	
Hurricane	X			X	X		X			X	
Infestation and Invasive Species	X			X	X		X			X	
Nor'Easter	X			X	X		X			X	
Severe Weather	X	X		X	X		X		X	X	
Severe Winter Weather	X			X	X		X			X	
Wildfire	X			X	X		X			X	

Note: Section 6 (Mitigation Strategy) provides for an explanation of the mitigation categories.

The table below summarizes the comprehensive range of specific mitigation initiatives the Borough of Hightstown would like to pursue in the future to reduce the effects of hazards. Some of these initiatives may be previous actions carried forward for this plan update. These initiatives are dependent upon available funding (grants and local match availability) and may be modified or omitted at any time based on the occurrence of new hazard events and changes in municipal priorities. Both the four FEMA mitigation action categories and the six CRS mitigation action categories are listed in the table below to further demonstrate the wide-range of activities and mitigation measures selected.

As discussed in Section 6, 14 evaluation/prioritization criteria are used to complete the prioritization of mitigation initiatives. For each new mitigation action, a numeric rank is assigned (-1, 0, or 1) for each of the 14 evaluation criteria to assist with prioritizing your actions as 'High', 'Medium', or 'Low.' The table below summarizes the evaluation of each mitigation initiative, listed by Action Number.

Table 9.1-17 provides a summary of the prioritization of all proposed mitigation initiatives for the HMP update.



**Table 9.5-16. Proposed Hazard Mitigation Initiatives and Associated Priority** 

Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
2021- Borough of Hightstown- 001	Elevation and Flood Gate Installation at Firehouse	Problem: Hightstown Volunteer Engine Co. #1 is located in the floodplain and exposed to potential flood damages. Flooding would result in damage to the facility and interruption of critical services.  Solution: The Borough will conduct a feasibility assessment to determine what additional floodproofing measures are needed at the Hightstown Volunteer Engine Co. #1 to protect to the 500-year flood level. Options include:  Install of flood gates/doors Elevating critical infrastructure Mobile flood barriers Anchoring of tanks and other equipment  Once the most cost- effective option is	Existing	Flood	1, 2, 6	Engineer, OEM	HMGP, BRIC, Community Facilities Grant Program, Assistance to Firefighters Grant Program, Borough budget	Continuity of Operations	Medium	Within 5 years	High	SIP	PP



Project Number	Mitigation Initiative Name	Description of Problem and Solution identified, the Borough will carry out the option.	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
2021- Borough of Hightstown- 002	Elevation and Flood Gate Installation at Wastewater Treatment Plant	Problem: The Wastewater Treatment Plant is located in the floodplain and exposed to potential flood damages. Flooding would result in damage to the facility and interruption of critical services.  Solution: The Borough will conduct a feasibility assessment to determine what additional floodproofing measures are needed at the Wastewater Treatment Plant to protect to the 500-year flood level. Options include:  Install of flood gates/doors Elevating critical infrastructure Mobile flood barriers Anchoring of tanks and other equipment	Existing	Flood	1, 2, 6	Engineer, OEM	HMGP, BRIC, Community Facilities Grant Program, Borough budget	Continuity of Operations	Medium	Within 5 years	High	SIP	PP



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
		Once the most cost- effective option is identified, the Borough will carry out the option.											
2021- Borough of Hightstown- 003	EMS Building Retaining Wall	Problem: A retaining wall at the EMS building along Rocky Brook is badly degraded. Failure of the retaining wall would damage the EMS building and cause blockage of Rocky Brook, resulting in flooding. Due to the Rocky Brook, replacement of the retaining wall will require permitting and environmental considerations.  Solution: The Borough will work with NJ DEP to develop a costeffective solution which protects the ecosystem of Rocky Brook while maintaining the critical services of the EMS building and the flood protection of the retaining wall. The Borough will then apply for funding support and implement the retrofitting/replacement of the retaining wall.	Existing	Severe Weather, Flood, Geologic	1, 2, 6	Engineering/DPW, NJ DEP	HMGP, BRIC, Community Facilities Grant Program, municipal budget	Protects continuity of services of EMS, prevents flooding.	High	Within 5 years	High	SIP	PP, SP



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
2021- Borough of Hightstown- 004	Bank Street Culvert	Problem: The Bank Street culvert is undersized and causes flood water to backup into downtown Hightstown.  Solution: The Engineer will determine the proper culvert size to service Bank Street. Public Works will then replace and upsize the culvert accordingly. Culvert replacement will take place following replacement/repair of the retaining wall in 2021- Borough of Hightstown- 003 as increased flow could result in damage and failure of the retaining wall.	Existing	Severe Weather, Flood	2	Engineering/DPW	HMGP, BRIC, municipal budget	Reduction in flooding in downtown area	High	2 years	High	SIP	SP
2021- Borough of Hightstown- 005	Route 33 Bridge/Culvert	Problem: The Route 33 Bridge/Culvert (Main Street) is low restricting proper flow and causes flood waters to overflow and flood the area including Main Street, the firehouse, and the Borough office. Route 33 is a state highway and under the jurisdiction of NJ DOT.  Solution: The Engineer will coordinate with NJ DOT to note the flood risk the culvert presents	Existing	Severe Weather, Flood	2	Engineering, NJ DOT	Municipal budget for outreach; HMGP, BRIC, NJ DOT for mitigation action	Reduction in flooding	High	2 years	High	EAP	PI



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
		and encourage action to be taken for necessary culvert upgrades. Culvert replacement will take place following replacement/repair of the retaining wall in 2021- Borough of Hightstown- 003 as increased flow could result in damage and failure of the retaining wall.											
2021- Borough of Hightstown- 006	Backup Power for Critical Facilities	Problem: Backup power sources are necessary to maintain critical services for critical facilities. The following critical facilities lack a backup power source:  • Hightstown Borough Municipal Offices • Hightstown Volunteer First Aid • Hightstown Volunteer Engine Co. #1 • Wastewater Treatment Plant (generator is outdated and requires replacement from diesel system to an elevated natural gas	Existing	Severe Weather, Severe Winter Weather, Hurricane, Nor'Easter	1,6	Engineer, Public Works	FEMA HMGP and BRIC, USDA Community Facilities Grant Program, Emergency Management Performance Grants (EMPG) Program, Municipal Budget	Ensures continuity of operations	\$70,000 per generator	Within 5 years	High	SIP	ES



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
2021- Borough of Hightstown- 007	Dredging of Peddie Lake and Rocky Brook	system for better efficiency and flood protection)  Solution: The Engineer will research what size generators is needed to power each critical facility. The Borough will then purchase and install the selected generator and necessary electrical components to supply backup power to each facility. DPW will be responsible for maintenance of each generator.  Problem: Flood storage volume and carrying capacity has been lost in Peddie Lake and Rocky Brook due to silt and dredging is needed to recover the loss.  Solution: The Borough will secure necessary permits and dredge Peddie Lake and Rocky Brook to restore former flood storage capacity.	N/A	Flood	2	Engineering/DPW	HMGP, BRIC, Borough budget, environmental grants	Flood risk reduced, natural system restored	High	Within 5 years	High	NSP	NR
2021- Borough of Hightstown- 008	Maxwell Avenue Lift Station	Problem: The sewage lift station at Maxwell Avenue is exposed to flooding. Flooding of the station could result in loss of sewage service.	Existing	Flood, Hazardous Materials	2	Public Works	HMGP, BRIC, Borough budget	Reduction in flood risk, potential spills	High	2 years	High	SIP	PP



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
		Solution: Public works will elevate the sewage lift station above flood level located on Maxwell Avenue.											
2021- Borough of Hightstown- 009	Main Street Flood Mitigation	Problem: Main Street floods during certain storms. A check valve is needed at the stormwater outflow pipe to reduce the impact of flooding.  Solution: Public works will install a check valve on storm-water outflow pipe located on Main Street.	Existing	Flood	1, 2	Public Works	HMGP, BRIC, Borough budget	Reduction in flood risk	Medium	2 years	High	SIP	SP
2021- Borough of Hightstown- 010	Public Outreach	Problem: Public is in need of education on hazards and hazard mitigation.  Solution: Develop "All Hazards" public education and outreach program for hazard mitigation and preparedness. This will include working closely with the local school district to assist with community service projects for the service organizations.	New and Existing	All Hazards	3	Engineering, School District	Borough budget	Increased public awareness of risk and hazard mitigation. Increased volunteering from local school.	Staff time	Ongoing once established	High	EAP	PI
2021- Borough of Hightstown- 011	Integrate Hazard Mitigation	Problem: Integration of hazard mitigation into Borough practices and	New and Existing	All Hazards	5	Public Works, Engineering, Administration	Borough budget	Integration of hazard mitigation	Staff time	Ongoing once established	Medium	LPR	PR



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
2021-	Update Flood	ordinances is necessary to prevent future risk.  Solution: The Borough will work to integrate hazard mitigation into ordinances and construction requirements. This will involve incorporating hazard resistant construction standards into the design and location of projects in the Borough, limiting development in high hazard areas, and updating ordinances to make hazard mitigation a priority.  Problem: The current	New	Flood	2	Floodplain	Borough	Meet state	Staff	6 months	Medium	LPR	PR
Borough of Hightstown- 012	Damage Prevention Ordinance	flood damage prevention ordinance of the Borough code does not meet the state's recommendation for a code-coordinated flood damage prevention ordinance.  Solution: The Borough will update the flood damage prevention ordinance using the NJ DEP's model code coordinated ordinance to create better coordination between NFIP implementation by the				Administrator, Administration	budget	and FEMA standards for flood damage prevention, reduce flood risk on new development	time				



Project Number	Mitigation Initiative Name	Description of Problem and Solution	New or Existing Assets?	Hazard(s) to be Mitigated	Goals Met	Lead and Support Agencies	Potential Funding Sources	Estimated Benefits	Estimated Costs	Timeline	Priority	Mitigation Category	CRS Category
		floodplain administrator, the New Jersey Flood Hazard Area Control Act (FHACA) implemented at the State level by the NJDEP, and the Uniform Construction Code (UCC) implemented by the Construction Official.											
2021- Borough of Hightstown- 013	Disaster Debris Management Plan	Problem: The Borough lacks a Disaster Debris Management Plan to respond to post-disaster debris.  Solution: The Borough will develop and adopt a Disaster Debris Management Plan.	Existing	All Hazards	5	OEM, Public Works	Borough budget	Increased post disaster planning and capabilities	Staff time	1 year	Medium	LPR	ES

and/or qualitative.

Notes:

Not all acronyms and abbreviations defined below are included in the table.

National Flood Insurance Program

Office of Emergency Management

Acronyms and Abbreviations:	Potential FEMA HMA Funding Sources:	Timeline:
CAV Community Assistance Visit CRS Community Rating System DPW Department of Public Works EHP Environmental Planning and Historic Preservation FEMA Federal Emergency Management Agency	FMA Flood Mitigation Assistance Grant Program HMGP Hazard Mitigation Grant Program BRIC Building Resilient Infrastructure and Communities Program	The time required for completion of the project upon implementation  Cost:  The estimated cost for implementation.
FPA Floodplain Administrator		Benefits:
HMA Hazard Mitigation Assistance		•
N/A Not applicable		A description of the estimated benefits, either quantitative

Mitigation Category:



NFIP

OEM



- Local Plans and Regulations (LPR) These actions include government authorities, policies or codes that influence the way land and buildings are being developed and built.
- Structure and Infrastructure Project (SIP) These actions involve modifying existing structures and infrastructure to protect them from a hazard or remove them from a hazard area. This could apply to public or private structures as well as critical facilities and infrastructure. This type of action also involves projects to construct manmade structures to reduce the impact of hazards.
- Natural Systems Protection (NSP) These are actions that minimize damage and losses, and also preserve or restore the functions of natural systems.
- Education and Awareness Programs (EAP) These are actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. These actions may also include participation in national programs, such as StormReady and Firewise Communities.

#### CRS Category:

- Preventative Measures (PR) Government, administrative or regulatory actions, or processes that influence the way land and buildings are developed and built. Examples include planning and zoning, floodplain local laws, capital improvement programs, open space preservation, and storm water management regulations.
- Property Protection (PP) These actions include public activities to reduce hazard losses or actions that involve (1) modification of existing buildings or structures to protect them from a hazard or (2) removal of the structures from the hazard area. Examples include acquisition, elevation, relocation, structural retrofits, storm shutters, and shatter-resistant glass.
- Public Information (PI) Actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. Such actions include outreach projects, real estate disclosure, hazard information centers, and educational programs for school-age children and adults.
- Natural Resource Protection (NR) Actions that minimize hazard loss and also preserve or restore the functions of natural systems. These actions include sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- Structural Flood Control Projects (SP) Actions that involve the construction of structures to reduce the impact of a hazard. Such structures include dams, setback levees, floodwalls, retaining walls, and safe rooms.
- Emergency Services (ES) Actions that protect people and property during and immediately following a disaster or hazard event. Services include warning systems, emergency response services, and the protection of essential facilities.





**Table 9.5-17. Summary Evaluation and Action Priority** 

Project Number	Project Name	Life Safety	Property Protection	Cost-Effectiveness	Technical	Political	Legal	Fiscal	Environmental	Social	Administrative	Multi-Hazard	Timeline	Agency Champion	Other Community Objectives	Total	High / Medium / Low
2021-Borough of Hightstown-001	Elevation and Flood Gate Installation at Firehouse	1	1	1	1	1	1	0	1	1	1	0	0	1	1	11	High <b>A</b>
2021-Borough of Hightstown-002	Elevation and Flood Gate Installation at Wastewater Treatment Plant	1	1	1	1	1	1	0	1	1	1	0	0	1	1	11	High
2021-Borough of Hightstown-003	EMS Building Retaining Wall	1	1	1	1	1	0	0	1	1	1	1	0	1	1	11	High
2021-Borough of Hightstown-004	Bank Street Culvert	1	1	1	1	0	1	0	1	1	1	0	0	1	1	9	High
2021-Borough of Hightstown-005	Route 33 Bridge/Culvert	1	1	1	1	1	0	1	1	1	0	1	0	1	1	11	High
2021-Borough of Hightstown-006	Backup Power for Critical Facilities	1	1	1	1	1	1	0	1	1	1	1	0	1	1	12	High
2021-Borough of Hightstown-007	Dredging of Peddie Lake and Rocky Brook	0	1	1	1	1	0	0	1	1	1	0	0	1	1	9	High
2021-Borough of Hightstown-008	Maxwell Avenue Lift Station	0	1	1	1	1	1	0	1	1	1	1	1	1	1	12	High
2021-Borough of Hightstown-009	Main Street Flood Mitigation	0	1	1	1	1	0	0	1	0	1	0	1	1	1	8	High
2021-Borough of Hightstown-010	Public Outreach	1	1	1	1	0	0	1	0	1	1	1	1	0	0	9	High
2021-Borough of Hightstown-011	Integrate Hazard Mitigation	1	1	1	1	0	0	1	0	0	1	1	1	0	0	8	Medium
2021-Borough of Hightstown-012	Update Flood Damage Prevention Ordinance	0	1	1	1	1	1	1	1	1	1	0	1	1	1	12	High
2021-Borough of Hightstown-013	Disaster Debris Management Plan	0	1	1	1	1	1	1	1	1	1	1	1	1	1	13	High



Note: Section 6 (Mitigation Strategy), which conveys guidance on prioritizing mitigation actions. Low (0-4), Medium (5-8), High (9-14).



This action has been identified as being of highest importance to the municipality and an action that the municipality would like to complete as soon as funding is received.





# 9.5.8 Action Worksheets

The following action worksheets have been developed by the Borough of Hightstown to aid in the submittal of grant applications to support the funding of high priority proposed actions. The State of New Jersey requires at least two projects be developed with action worksheets.





	Actio	n Work	sheet			
Project Name:	Elevation and Flood Gate					
Project Number:	2021-Borough of Hightstown-001					
Risk / Vulnerability						
Hazard(s) of Concern:	Flood	Flood				
Description of the Problem:	Hightstown Volunteer Eng flood damages. Flooding v services.					
Action or Project Intended						
The Borough will conduct a feasibility assessment to determine what additional floodproofing measures are needed at the Hightstown Volunteer Engine Co. #1to protect each to the 500-year flood level. Options include:  • Install of flood gates/doors  • Elevating critical infrastructure  • Mobile flood barriers  • Anchoring of tanks and other equipment Once the most cost-effective option is identified, the Borough will carry out the option.						
Is this project related to a	<b>Critical Facility?</b> Yes		No 🗌			
Level of Protection:	500-year flood level		imated Benefits sses avoided):		Ensures continuity of operations of Hightstown Volunteer Engine Co. #1	
Useful Life:	TBD by feasibility assessment	Goa	ıls Met:		1, 2, 6	
Estimated Cost:	TBD by feasibility assessment		Mitigation Action Type:		Structure and Infrastructure Projects (SIP)	
Plan for Implementation						
Prioritization:	High		sired Timeframe for olementation:	r	Within 5 years	
Estimated Time Required for Project Implementation:	1 year		ential Funding Sou	rces:	FEMA HMGP and PDM, BRIC, USDA Community Facilities Grant Program, Assistance to Firefighters Grant Program, Municipal Budget	
Responsible Organization:	Engineer	to b	al Planning Mechar oe Used in olementation if any		Hazard Mitigation, Emergency Management	
Three Alternatives Conside	ered (including No Action		<u></u>			
	Action		Estimated Cost		Evaluation	
Alternatives:	No Action		\$0		Problem continues.	
	Relocate facilities  Build levee around facility		N/A N/A	Not possible  No space for full levee system		
Progress Report (for plan i			IN/A	INO	space for full levee system	
Date of Status Report:	numeenumee)					
Report of Progress:	_					
Update Evaluation of the Problem and/or Solution:						



Action Worksheet				
Project Name:	Elevation and Flood Gate	Elevation and Flood Gate Installation at Firehouse Flood Protection		
Project Number:	2021-Borough of Hightsto	own-001		
Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate		
Life Safety	1	Project will protect critical services of Hightstown Volunteer Engine Co. #1		
Property Protection	1	Project will protect Hightstown Volunteer Engine Co. #1from flood damage.		
Cost-Effectiveness	1			
Technical	1			
Political	1			
Legal	1	The Borough has the legal authority to complete the project.		
Fiscal	0	Project requires funding support.		
Environmental	1			
Social	1			
Administrative	1			
Multi-Hazard	0	Flood		
Timeline	0	Within 5 years		
Agency Champion	1	Engineer, OEM		
Other Community Objectives	1	Protection of critical services		
Total	11			
Priority (High/Med/Low)	High			



		Action V	Vorks	heet		
Project Name:	Elevation and Floor	d Gate Inst	allatio	n at Wastewater Trea	atment I	Plant
Project Number:	2021-Borough of Hightstown-002					
Risk / Vulnerability						
Hazard(s) of Concern:	Flood	Flood				
Description of the Problem:						exposed to potential flood erruption of critical services.
Action or Project Intended						
Description of the Solution:	The Borough will conduct a feasibility assessment to determine what additional floodproofing measures are needed at the Wastewater Treatment Plant to protect each to the 500-year flood level. Options include:  • Install of flood gates/doors  • Elevating critical infrastructure  • Mobile flood barriers  • Anchoring of tanks and other equipment Once the most cost-effective option is identified, the Borough will carry out the option.					
Is this project related to a	Critical Facility?	Yes	$\boxtimes$	No 🗌		
Level of Protection:	500-year flood	level		nated Benefits ses avoided):		Ensures continuity of operations of Wastewater Treatment Plant
Useful Life:	TBD by feasib	•	Goal	s Met:		1, 2, 6
Estimated Cost:			Structure and Infrastructure Projects (SIP)			
Plan for Implementation						, ,
Prioritization:	High			red Timeframe for lementation:	r	Within 5 years
Estimated Time Required for Project Implementation:	1 year	1 year Potential Funding Sources:		FEMA HMGP and PDM, BRIC, USDA Community Facilities Grant Program, Municipal Budget		
Responsible Organization:	Engineer		to be	ll Planning Mechar e Used in lementation if any		Hazard Mitigation
Three Alternatives Conside		Action)				
	Action		E	stimated Cost		Evaluation
Alternatives:	No Action			\$0 N/A		Problem continues.
	Relocate facilities     N/A     Not possible       Build levee around facility     N/A     No space for full levee system					
Progress Report (for plan					1,0	,
Date of Status Report:						
Report of Progress:						
Update Evaluation of the Problem and/or Solution:						



Action Worksheet				
Project Name:	Elevation and Flood Gate Installation at Wastewater Treatment Plant			
Project Number:	2021-Borough of Hightstown-002			
Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate		
Life Safety	1	Project will protect critical services of Wastewater Treatment Plant		
Property Protection	1	Project will protect Hightstown Wastewater Treatment Plant from flood damage.		
Cost-Effectiveness	1			
Technical	1			
Political	1			
Legal	1	The Borough has the legal authority to complete the project.		
Fiscal	0	Project requires funding support.		
Environmental	1			
Social	1			
Administrative	1			
Multi-Hazard	0	Flood		
Timeline	0	Within 5 years		
Agency Champion	1	Engineer, OEM		
Other Community Objectives	1	Protection of critical services		
Total	11			
Priority (High/Med/Low)	High			



		Action V	Vorks	sheet		
Project Name:	EMS Building Reta	EMS Building Retaining Wall				
•	2021-Borough of H	2021-Borough of Hightstown-003				
Project Number:						
Risk / Vulnerability	Flood, Severe Weat	har Gaala	vaia			
Hazard(s) of Concern:	Trood, Severe wear	ner, Georg	gic			
Description of the Problem:	retaining wall would in flooding. Due to permitting and envir	d damage the Rocky ronmental	the EN	k, replacement of the retaini	age of Rocky Brook, resulting	
Action or Project Intended			HDE	D 1 1 1 CC 1	1 1.1	
Description of the Solution:	ecosystem of Rocky the flood protection	Brook wl	hile ma	P to develop a cost-effective aintaining the critical service wall. The Borough will ther coment of the retaining wall	apply for funding support	
Is this project related to a	Critical Facility?	Yes		No 🖂		
Level of Protection:	N/A			mated Benefits ses avoided):	Protects continuity of services of EMS, prevents flooding.	
Useful Life:	20 years		Goal	ls Met:	1	
Estimated Cost:	High		Mitigation Action Type:		Structure and Infrastructure Project	
Plan for Implementation						
Prioritization:	High			red Timeframe for lementation:	Within 5 years	
Estimated Time Required for Project Implementation:	1 year			ential Funding Sources:	HMGP, BRIC, Community Facilities Grant Program, municipal budget	
Responsible Organization:	Engineering/DPW,	NJ DEP	Mec	al Planning hanisms to be Used in lementation if any:	Hazard mitigation	
Three Alternatives Conside		Action)				
	Action		_	Estimated Cost	Evaluation	
Alternatives:	No Action Retreat from area Brook			\$0 High	Problem continues.  Loss of critical facility	
	Levees along B	rook		High	Not feasible/environmentally	
					damaging, costly	
Progress Report (for plan	maintenance)					
Date of Status Report:						
Report of Progress:						
Update Evaluation of the Problem and/or Solution:						



Action Worksheet				
Project Name:	EMS Building Retaining Wall			
Project Number:	2021-Borough of Hightsto	own-003		
Criteria	Numeric Rank Provide brief rationale for numeric rank when (-1, 0, 1) appropriate			
Life Safety	1	Protects critical services of EMS building		
Property Protection	1	Project will protect properties from potential flood damage		
Cost-Effectiveness	1			
Technical	1			
Political	1			
Legal	0	Permitting/approval from NJ DEP required		
Fiscal	0	Project requires funding support		
Environmental	1			
Social	1			
Administrative	1			
Multi-Hazard	1	Flood, Severe Weather, Geologic		
Timeline	0			
Agency Champion	1	Engineering/DPW, NJ DEP		
Other Community Objectives	1	Protect critical facilities		
Total	10			
Priority (High/Med/Low)	High			



#### Degraded Retaining Wall on Rocky Brook













	Ac	tion W	orkshee	t		
Project Name:	Bank Street Culvert	Bank Street Culvert				
Project Number:	2021-Borough of High	2021-Borough of Hightstown-004				
	Ris	k / Vul	nerabilit	ty		
Hazard(s) of Concern:	Flood, Severe Weathe	r				
Description of the Problem:	The Bank Street culve Hightstown.	rt is un	dersized	and causes flood wate	er to backup into downtown	
	Action or Project					
Description of the Solution:	The Engineer will determine the proper culvert size to service Bank Street. Public Works will then replace and upsize the culvert accordingly. Culvert replacement will take place following replacement/repair of the retaining wall in 2021-Borough of Hightstown-003 as increased flow could result in damage and failure of the retaining wall.					
Is this project related to a C Lifeline?	Critical Facility or	Yes		No 🖂		
Level of Protection:	TBD by size selected			ted Benefits avoided):	Reduction in flooding in downtown area	
Useful Life:	30 years		Goals M	let:	2	
Estimated Cost:	High		Mitigation Action Type:		Structure and Infrastructure Projects	
	Plan f	or Imp	lementa			
Prioritization:	High			d Timeframe for nentation:	Within 5 years	
Estimated Time Required for Project Implementation:	6 months		Potenti Source	ial Funding s:	HMGP, BRIC, municipal budget	
Responsible Organization:	Engineering/DPW		Mechai	lanning nisms to be Used ementation if any:	Hazard mitigation planning, Stormwater management	
	Three Alternatives	Consid	ered (inc	cluding No Action)	, and the second se	
	Action		Es	stimated Cost	Evaluation	
A1	No Action			\$0	Current problem continues	
Alternatives:	Elevate roadway			\$500,000	Costly and may not solve problem	
	Relocate roadwa		_	N/A	Not possible	
	Progress Rep	ort (for	r plan ma	aintenance)		
Date of Status Report:						
Report of Progress:						
Update Evaluation of the Problem and/or Solution:						



Action Worksheet				
Project Name:	Bank Street Culvert			
Project Number:	2021-Borough of Hights	town-004		
Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate		
Life Safety	1	Protects life from flooding.		
Property Protection	1	Protects culvert from flood damage and reduces flooding in downtown area		
Cost-Effectiveness	1			
Technical	1	Technically feasible project		
Political	0			
Legal	1			
Fiscal	0	Project will require grant funding.		
Environmental	0			
Social	1	Project would reduce flooding impacts		
Administrative	1			
Multi-Hazard	1	Flood, Severe Weather		
Timeline	0	Within 5 years		
Agency Champion	1	Engineering/DPW		
Other Community Objectives	1			
Total	10			
Priority (High/Med/Low)	High			



		Action V	Vorks	heet		
Project Name:	Backup Power for 0					
Project Number:	2021-Borough of H	2021-Borough of Hightstown-006				
Risk / Vulnerability						
Hazard(s) of Concern:	Severe Weather, Se	evere Wint	er Wea	ther, Hurrican	e, Nor'East	er
Description of the Problem:	Backup power sources are necessary to maintain critical services for critical facilities. The following critical facilities lack a backup power source:  • Hightstown Borough Municipal Offices • Hightstown Volunteer First Aid • Hightstown Volunteer Engine Co. #1 • Wastewater Treatment Plant (generator is outdated and requires replacement from diesel system to an elevated natural gas system for better efficiency and flood protection)					
Action or Project Intended						
Description of the Solution:	Borough will then p	ourchase and oly backup	nd inst power	all the selected	generator	ower each critical facility. The and necessary electrical ll be responsible for
Is this project related to a	Critical Facility?	Yes	$\boxtimes$	No 🗆		
Level of Protection:	N/A			nated Benefit es avoided):	ts	Ensures continuity of operations
Useful Life:	20 years			1, 3		
Estimated Cost:	\$70,000 per gen	erator	Mitig	gation Action	Type:	Structure and Infrastructure Projects (SIP)
Plan for Implementation						
Prioritization:	High			red Timefran ementation:	ne for	Within 5 years
Estimated Time Required for Project Implementation:	1 year			ntial Funding	g Sources:	FEMA HMGP and BRIC, USDA Community Facilities Grant Program, Emergency Management Performance Grants (EMPG) Program, Municipal Budget
Responsible Organization:	Engineer, Public W	orks	to be	l Planning Mo Used in ementation i		
Three Alternatives Conside	<u>`</u>	Action)				
	Action		Е	stimated Cos	t	Evaluation
Alternatives:		stall solar panels \$100,000 amount of space for inst			Veather dependent; need large nount of space for installation; expensive if repairs needed	
	Weather dependent; poses a					eather dependent; poses a threat o wildlife; expensive repairs if needed
Progress Report (for plan	maintenance)					
Date of Status Report:						
Report of Progress:						
Update Evaluation of the Problem and/or Solution:						



Action Worksheet					
Project Name:	Backup Power for Critical Facilities				
Project Number:	2021-Borough of Hightst	own-006			
Criteria	Numeric Rank Provide brief rationale for numeric rank when (-1, 0, 1) appropriate				
Life Safety	1	Project will protect critical services of critical facilities			
Property Protection	1	Project will protect buildings from power loss.			
Cost-Effectiveness	1				
Technical	1				
Political	1				
Legal	1	The Borough has the legal authority to complete the project.			
Fiscal	0	Project requires funding support.			
Environmental	1				
Social	1				
Administrative	1				
Multi-Hazard	1	Severe Weather, Severe Winter Weather, Hurricane, Nor'Easter			
Timeline	0	Within 5 years			
Agency Champion	1	Engineer, Public Works			
Other Community Objectives	1				
Total	12				
Priority (High/Med/Low)	High				



Action Worksheet						
Project Name:	Dredging of Peddie Lake and	Dredging of Peddie Lake and Rocky Brook				
Project Number:	2021-Borough of Hightstown	1-007				
Risk / Vulnerability						
Hazard(s) of Concern:	Flood					
Description of the Problem:	due to silt and dredging is nee	rrying capacity has been lost in Pededed to recover the loss.	ldie Lake and Rocky Brook			
Action or Project Intended	for Implementation					
Description of the Solution:	The Borough will secure necessary permits and dredge Peddie Lake and Rocky Brook to restore former flood storage capacity.					
Is this project related to a	Critical Facility? Yes	□ No ⊠				
Level of Protection:	N/A	Estimated Benefits (losses avoided):	Flood risk reduced, natural system restored			
Useful Life:	1 year	Goals Met:	2			
Estimated Cost:	High	Mitigation Action Type:	Natural Systems Protection			
Plan for Implementation						
Prioritization:	High	Desired Timeframe for Implementation:	Within 5 years			
Estimated Time Required for Project Implementation:	1 year	Potential Funding Sources:	HMGP, BRIC, Borough budget, environmental grants			
Responsible Organization:	Engineering/DPW	Local Planning Mechanisms to be Used in Implementation if any:	None			
Three Alternatives Conside	ered (including No Action)					
	Action	Estimated Cost	Evaluation			
	No Action Retreat from areas near	\$0 High	Problem continues. Costly, unpopular			
Alternatives:	shoreline Install bulkhead to raise flood heights before spilling over banks	High	Environmentally damaging, costly			
Progress Report (for plan	naintenance)					
Date of Status Report:						
Report of Progress:						
Update Evaluation of the Problem and/or Solution:						



Action Worksheet					
Project Name:	Dredging of Peddie Lake and Rocky Brook				
Project Number:	2021-Borough of Hightste	own-007			
Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate			
Life Safety	0				
Property Protection	1	Project will protect properties from flood damage			
Cost-Effectiveness	1				
Technical	1	Project is technically feasible			
Political	1				
Legal	0	Permitting for the project is required			
Fiscal	0	Project requires funding support			
Environmental	1				
Social	1				
Administrative	1				
Multi-Hazard	0	Flood			
Timeline	0	Within 5 years			
Agency Champion	1	Engineering/DPW			
Other Community Objectives	1	Restore natural floodplain function			
Total	9				
Priority (High/Med/Low)	High				



	Action V	Worksheet						
Project Name:	Maxwell Avenue Lift Station							
Project Number:	2021-Borough of Hightstown-008							
Risk / Vulnerability								
Hazard(s) of Concern:	Flood, Hazardous Materials							
Description of the Problem:	The sewage lift station at Max could result in loss of sewage	xwell Avenue is exposed to floodin service.	g. Flooding of the station					
Action or Project Intended								
Description of the Solution:	Public works will elevate the Avenue.	Public works will elevate the sewage lift station above flood level located on Maxwell Avenue.						
Is this project related to a	Critical Facility? Yes	⊠ No □						
Level of Protection:	100-year flood level	Estimated Benefits (losses avoided):	Reduction in flood risk, potential spills					
Useful Life:	50 years	Goals Met:	2					
Estimated Cost:	High	Mitigation Action Type:	Structure and Infrastructure Project					
Plan for Implementation								
Prioritization:	High	Desired Timeframe for Implementation:	Within 2 years					
Estimated Time Required for Project Implementation:	1 year	Potential Funding Sources:	HMGP, BRIC, Borough budget					
Responsible Organization:	Public Works	Local Planning Mechanisms to be Used in Implementation if any:	Hazard mitigation					
Three Alternatives Conside								
	Action	Estimated Cost	Evaluation					
Alternatives:	No Action Relocate lift station	\$0 N/A	Problem continues. Unable to be relocated					
	Buyout homes in the area	Very High	Costly and unnecessary					
Progress Report (for plan								
Date of Status Report:								
Report of Progress:								
Update Evaluation of the Problem and/or Solution:								



	Evaluation	n and Prioritization
Project Name:	Maxwell Avenue Lift Sta	tion
Project Number:	2021-Borough of Hightsto	own-008
Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate
Life Safety	0	
Property Protection	1	Project will protect lift station from flooding
Cost-Effectiveness	1	
Technical	1	The project is technically feasible
Political	1	
Legal	1	The Borough is legally able to complete the project
Fiscal	0	Project requires funding support
Environmental	1	
Social	1	
Administrative	1	
Multi-Hazard	1	Flood, Hazardous Materials
Timeline	1	2 years
Agency Champion	1	Public Works
Other Community Objectives	1	
Total	12	
Priority (High/Med/Low)	High	



	Action	Worksheet					
Project Name:	Main Street Flood Mitigation	Main Street Flood Mitigation					
Project Number:	2021-Borough of Hightstown-009						
Risk / Vulnerability							
Hazard(s) of Concern:	Flood						
Description of the Problem:	Main Street floods during cer pipe to reduce the impact of	tain storms. A check valve is neede flooding.	ed at the stormwater outflow				
Action or Project Intended							
Description of the Solution:	Public works will install a check valve on storm-water outflow pipe located on Main Street.						
Is this project related to a	Critical Facility? Yes	□ No ⊠					
Level of Protection:	TBD	Estimated Benefits (losses avoided):	Reduction in flood risk				
Useful Life:	20 years	Goals Met:	1, 2				
Estimated Cost:	Medium	Mitigation Action Type:	Structure and Infrastructure Project				
Plan for Implementation							
Prioritization:	High	Desired Timeframe for Implementation:	2 years				
Estimated Time Required for Project Implementation:	2 years	Potential Funding Sources:	HMGP, BRIC, Borough budget				
Responsible Organization:	DPW	Local Planning Mechanisms to be Used in Implementation if any:	Hazard mitigation, Stormwater management				
Three Alternatives Conside							
	Action	Estimated Cost	Evaluation				
Alternatives:	No Action  Buyout homes exposed to flooding	\$0 High	Problem continues.  Costly				
	Close roadways that experience flooding	Low	Loss of access				
Progress Report (for plan i	naintenance)						
Date of Status Report:							
Report of Progress:							
Update Evaluation of the Problem and/or Solution:							



	Action Worksheet								
Project Name:	Main Street Flood Mitigat	ain Street Flood Mitigation							
Project Number:	2021-Borough of Hightsto	own-009							
Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate							
Life Safety	0								
Property Protection	1	Properties protected from flooding							
Cost-Effectiveness	1								
Technical	1	The project is technically feasible							
Political	1								
Legal	0								
Fiscal	0	Project requires funding support							
Environmental	1								
Social	0								
Administrative	1								
Multi-Hazard	0	Flood							
Timeline	1	2 years							
Agency Champion	1	DPW							
Other Community Objectives	1								
Total	9								
Priority (High/Med/Low)	High								



#### Route 31 bridge/culvert



The normal water level is at the bottom of the arch. As the water level starts to rise, due to the arch shape, the opening allowing the water to flow through gets smaller and smaller. The bridge then becomes almost a dam, causing the water to build up on the lake side, eventually, flooding Main Street, the firehouse and the Borough office.



# Proclamation

# Remembering and Honoring Bernice Randolph

Whereas, Bernice Randolph was born May 19, 1946 to John and Lillian Williams; and

Whereas, Bernice was a lifelong resident of Hightstown Borough and member of the Mt. Olivet Baptist Church; and

Whereas, on January 21, 2022, Bernice passed after a lengthy illness leaving all who cared and loved her to remember her quiet sole and beautiful spirit; and

Whereas, Bernice was employed by Meadow Lakes as a housekeeper before joining the East Windsor Regional School District as a paraprofessional where she retired after 40 years of service; and

**Whereas,** Under the direction of her brother-in-law, Larry Gunnell, Bernice worked at the Dawes Park Summer Camp as the Director's Assistant for over 30 years; and

Whereas, Bernice enjoyed traveling with her sisters and close friends and spending time with her family; and

Whereas, Bernice leaves her 3 children, 2 sisters, 12 grandchildren, 18 great-grandchildren, and countless nieces, nephews, cousins and friends to cherish her memory.

Whereas, Bernice will be remember for her quiet sole, beautiful spirit and willingness to always lend a helping hand.

**Now, Therefore, Be It Proclaimed** by the Mayor of the Borough of Hightstown that **Bernice Randolph** is hereby remembered for her dedication to the community and residents of Hightstown Borough. On behalf of the Borough Council and residents of the Borough of Hightstown, we offer and sincere condolences to Bernice's family and loved ones.

## Presented this 7th of February, 2022



This letter is written to the Borough of Hightstown as a commendation and recognition for service of Geetanjali Jain, the public health nurse for the Borough of Hightstown. Ms. Jain has exceeded expectations in this challenging position during the COVID-19 pandemic. Her contribution as a professional nurse has enabled our department to respond to outbreaks, provide mass vaccinations, outreach to the most vulerable members of the communities have unboundedly saved many lives.

Ms. Jain has embraced every challenge thrown her way and has emerged as a leader. Prior to the pandemic, this position required periodic short term supervisory funtions. However, the demands of the pandemic have evolved this position's occasional supervisory role to a daily responsibility. Throughout the pandemic, she has been required to organize, train and supervise part-time and volunteer medical professionals on a regular basis. She has performed these duties with skill and precision. The expertise which she has developed during this challenging time will continue to enhance the capacity of the Health Department to respond the current and future crises and help to safeguard the residents who live, work and visit our communties.

### Submitted by Hightstown Borough Board of Health

## Resolution 2022-39

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

# AMENDING RESOLUTION 2021-058 AUTHORIZING DESIGN AND BID FOR REFURBISHMENT OF HIGHTSTOWN BOROUGH WATER TOWERS

**WHEREAS,** on March 15, 2021, Borough Council adopted Resolution 2021-058 authorizing Borough Engineer, Carmela Roberts, to design and bid for the refurbishments to the First Avenue Water Tank, Leshin Lane Standpipe and the Cranbury Station Water Tank at a cost not to exceed a total of \$75,600.00; and

WHEREAS, Borough Council wishes to amend Resolution 2021-058 as follows:

**WHEREAS**, the Borough Engineer must change the scope of the project to include the removal and disposal of sludge from the three elevated water tanks; and

**WHEREAS**, the Borough Engineer will modify the bid documents to include the unanticipated scope of work for an additional fee of \$9,500; and

**WHEREAS**, the additional fee will also cover additional construction administration and inspection associated with all work for this project; and

WHEREAS, the total cost for design, bid, construction administration and inspections shall not exceed \$85,100.00.

**NOW, THEREFORE BE IT RESOLVED**, that Resolution 2021-058 is hereby amended as detailed herein.

#### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 7, 2022.

Margaret Riggio
Borough Clerk

I670 Whitehorse-Hamilton Square Rd. Hamilton, New Jersey 08690 609-586-II41 fax 609-586-II43

www.RobertsEngineeringGroup.com



January 17, 2022

Dimitri Musing, Borough Administrator Borough of Hightstown 156 Bank Street Hightstown, New Jersey 08690

Re: Water Tank Painting and Repairs

Borough of Hightstown, Mercer County, New Jersey

Our File No.: H1678

Dear Dimitri:

As you know, the Borough authorized Roberts Engineering Group to prepare bid documents for advertisement for the above referenced project in March 2021 by way of Resolution 2021-58. The bid documents were completed and submitted to the NJDEP/NJ Infrastructure Bank April 22, 2021.

We have recently received a verbal notification that the Authorization to Advertise will be provided by the NJDEP by the end of January 2022.

You may recall that the Borough issued a Request for Quotes, separate from this contract, in March 2021 for the removal and disposal of sludge from the three elevated water tanks. The Borough was unable to solicit a proposal. Therefore, this work must be included in this contract. I am prepared to modify the bid documents to include this unanticipated scope of work for an additional fee \$9,500.00. The fee will include updating the bid documents as well as additional construction administration and inspection associated with this work.

By way of this letter, we request Council pass a formal resolution authorizing advertisement for bids.

We originally estimated the construction cost for this contract to be approximately \$900,000.00. However, due to the extended timeline required by the NJDEP to complete their review of the bid documents as well as the ongoing Covid-19 Pandemic and supply chain and staffing issues, we anticipate this cost could increase by 15% and possibly higher. Cost estimating is difficult and uncertain at this time due to supply chain and staffing issues that have been observed over many industries.

I request that the Borough budget for these additional funds.

We recommend that the contract be advertised mid-February 2022 (subject to NJDEP authorization to advertise) and bid opening take place in mid-March 2022. This will allow for the improvements to take place during warm weather and while school is not in session. Assuring that all this work can take place during one construction season will assure there are no additional costs for demobilization, remobilization, and no additional upset to the water system by taking tanks in and out of service more than once.

Should you require anything in addition, please do not hesitate to contact this office.

Very truly yours,

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

Borough Engineer

cc: Mayor and Council

Peggy Riggio, RMC, CMR, Borough Clerk

George Lang, Borough CFO

Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC

## Resolution 2022-40

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 \$1,105512.54 from the following accounts:

Current	\$950,364.23
W/S Operating	96,686.86
General Capital	4,705.25
Water/Sewer Capital	455.00
Grant	3,064.80
Trust	0.00
Unemployment Trust	0.00
Animal Control	5.40
Law Enforcement Trust	0.00
Tax Lien Trust	0.00
Public Defender Trust	0.00
Housing Trust	50,000.00
Escrow	<u>231.00</u>
Total	\$1,105,512.54

#### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 7, 2022.

 Margaret Riggio
Borough Clerk

Date: February 7, 2022

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 2/7/2022

CURRENT ACCOUNT TREASURER, STATE OF NJ, DCA LINCOLN FINANCIAL EAST WINDSOR REGIONAL SCHOOL STATE OF N.JDEPT OF TREASURY COMCAST BUSINESS COMCAST BUSINESS COMCAST JCP&L (STREET LIGHTING) LINCOLN FINANCIAL GROUP PSE&G VERIZON WIRELESS VERIZON FIOS	TOTAL	DATE ISSUED  12/31/2021  12/31/2021  1/14/2022  1/14/2022  1/28/2022  1/28/2022  1/28/2022  1/28/2022  1/28/2022  1/28/2022  1/28/2022  1/28/2022  1/28/2022	PO # 21-01656 21-01682 22-00092 22-00093 22-00008 22-00030 22-00038 22-00032 22-00034 22-00031 22-00033	CHECK # 33493 33494 1529 1530 33559 33559 33560 33561 33562 33563 33565 33566	***************	Amount 903.00 16,200.00 758,824.00 37,825.64 170.35 301.17 195.30 2,188.98 583.86 408.76 380.22 159.99 818,141.27
WATER AND SEWER OPERATING STATE OF N.JDEPT OF TREASURY LINCOLN FINANCIAL GROUP PSE&G VERIZON	TOTAL	1/14/2022 1/28/2022 1/28/2022 1/28/2022	22-00093 22-00032 22-00034 22-00077	1370 33562 33563 33564	\$ \$ <b>\$</b>	14,830.08 136.20 513.89 174.26 <b>15,654.43</b>
ESCROW						
	TOTAL				\$	-
GRANT						
	TOTAL				\$	-
TRUST- OTHER						
	TOTAL				\$	
ANIMAL CONTROL TRUST						
ANIMAE GONTROL TROOT						
	TOTAL				\$	-
LAW ENFORCEMENT TRUST					-	
EAW ENI ONCEMENT TROOT	<b></b>				_	
	TOTAL				\$	-
UNEMPLOYMENT TRUST						
	TOTAL				\$	-
PUBLIC DEFENDER TRUST						
	TOTAL				\$	-
TAX LIENTRUST						
	TOTAL				\$	
CENEDAL CADITAL						
GENERAL CAPITAL						
	TOTAL				\$	-
WATER AND SEWER CAPITAL						
	TOTAL				\$	-
MANUAL TOTAL					<u> </u>	022 705 70
MANUAL TOTAL					<b></b>	833,795.70

P.O. Type: All

Include Project Line Items: Yes

98

Range: First Held: Y Aprv: N to Last Rcvd: Y Format: Detail without Line Item Notes Other: Y Exempt: Y Bid: Y State: Y Vendor # Name PO # Chk/Void PO Date Description Contract PO Type First Rcvd 1099 Stat/Chk Enc Date Date Item Description Amount Charge Account Acct Type Description Invoice Excl Date ABSOLUTE FIRE PROTECTION, INC. A0050 21-01583 12/21/21 ADD'L REPAIRS FOR LADDER 41 1 ADD'L REPAIRS FOR LADDER 41 25.99 1-01-25-252-002-121 B Preventive Maintenance 12/21/21 02/03/22 0083822-IN 0083822-IN 12/21/21 02/03/22 2 SHIPPING 10.00 1-01-25-252-002-121 B Preventive Maintenance 3 PARTS QUARTZ LIGHT ON BACK OF B Preventive Maintenance 12/21/21 02/03/22 0083822-IN 707.07 1-01-25-252-002-121 4 SHIPPING 65.00 1-01-25-252-002-121 B Preventive Maintenance 12/21/21 02/03/22 0083822-IN 100.00 1-01-25-252-002-121 B Preventive Maintenance 12/21/21 02/03/22 0083822-IN 5 PARTS PRIMER VALVE STICKS 6 LABOR 630.00 1-01-25-252-002-121 B Preventive Maintenance R 12/21/21 02/03/22 0083822-IN B Preventive Maintenance 12/21/21 02/03/22 7 TRAVEL TIME 105.00 1-01-25-252-002-121 0083822-IN 1.643.06 Vendor Total: 1,643.06 ACTIO010 ACTION UNIFORM CO, LLC 21-01590 12/21/21 CLOTHING ALLOWANCE - KRUPA B Uniform Allowance/Leather Gds. 148.00 1-01-25-240-001-043 12/21/21 02/03/22 40906 1 CLOTHING ALLOWANCE - KRUPA R 148.00 Vendor Total: ADVAN010 ADVANCED REHABILITATION TECH 21-01162 09/28/21 REHABILITATE MANHOLE #10 & #11 1 REHABILITATE MANHOLE #10 & #11 5,744.69 1-09-55-501-002-529 B Sewer Main Repair/Supplies R 09/28/21 02/03/22 3784 Vendor Total: 5.744.69 A0554 ALL INDUSTRIAL SAFETY PRODUCTS 21-01404 11/17/21 SAFETY VESTS **B** Uniforms 231024 53.40 1-01-26-290-001-032 11/17/21 02/03/22 1 BR-1552B/L - LRGE SAFETY VESTS R B Uniforms 53.40 1-01-26-290-001-032 11/17/21 02/03/22 231024 2 BR-1552B/XL - XL SAFETY VESTS R N **B** Uniforms 3 BR-1552B/XXL - XXL SAFETY VEST 53.40 1-01-26-290-001-032 R 11/17/21 02/03/22 231024 N 11.13 1-01-26-290-001-032 4 SHIPPING B Uniforms 11/17/21 02/03/22 231024 N 171.33

Void: N

Paid: N

Open: N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account A	cct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date		1099 Excl
A0554 ALL INDUSTRIAL SAFETY PRODU		ued							
21-01538 12/14/21 ANSELL POWERFLEX G 1 ANSELL POWERFLEX THERMAL LINED		1-01-26-290-001-032	B Uniforms	R	12 /14 /21	02/03/22		230896	N
2 FREIGHT		1-01-26-290-001-032		R R		02/03/22		230896	N N
	195.24		2 00		,,	v=, vv, ==			
Vendor Total:	366.57								
A0164 ALLIED BOILER REPAIR CORP.									
22-00085 01/31/22 HEAT EXCHANGER BUR									
1 HEAT EXCHANGER BURNER REPAIRS	3,329.40	2-09-55-501-002-503	B Sewer Plant Maintenance	R	01/31/22	02/03/22		18531	N
Vendor Total:	3,329.40								
A0787 AMERICAN TRAFFIC SAFETY SVC									
21-01487 12/02/21 2021/2022 MEMBERSH									
1 2021/2022 MEMBERSHIP	85.00	1-01-26-290-001-044	B Professional Assoc. Dues	R	12/02/21	02/03/22		61080-L6K1L7	N
Vendor Total:	85.00								
A0107 ANSELL GRIMM & AARON, PC									
22-00037 01/26/22 DECEMBER 2021 LEGA		1 01 20 155 001 027	D. Comonal Nottons	ь	01 /26 /22	02/02/22		470107	N
1 GENERAL FILE 478197 2 RESOLUTIONS 478198		1-01-20-155-001-027 1-01-20-155-001-027		R R		02/03/22 02/03/22		478197 478198	N N
3 ENGINEERING MATTERS 478199		1-01-20-155-001-027		R		02/03/22		478199	N
4 LABOR MATTERS 478200		1-01-20-155-001-031		R		02/03/22		478200	N
5 MEETINGS 478201		1-01-20-155-001-029	,	R		02/03/22		478201	N
6 BORO TO AMERICANA 478202		1-01-20-155-001-027	<b>-</b>	R		02/03/22		478202	N
7 HIGHTS REALTY, LLC 478208		1-01-20-155-001-027		R		02/03/22		478208	N
8 AFFORDABLE HOUSING MATTERS		1-01-20-155-001-027		R		02/03/22		478203	N
9 CANNABIS ISSUES 478204	13.50	1-01-20-155-001-027	B General Matters	R		02/03/22		478204	N
10 BORO FROM JESUS R & CARMEN M		C-04-55-999-905-100		R		02/03/22		478222	N
11 SHARED SVCS AGREEMENT 478206		1-01-20-155-001-027		R		02/03/22		478206	N
12 PUBLIC IMPROVEMENTS PROJECT		C-04-55-880-001-446	B STOCKTON & JOSEPH SIDEWALK LITIGATION	R	02/02/22	02/03/22		478207	N
	3,695.77								

Vendor Total: 3,695.77

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account Ac	cct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
A0054 AQUA PRO-TECH LABORATORIES 21-01639 12/31/21 OUTSIDE LABORATORY T	ESTING							
1 OUTSIDE LABORATORY TESTING		1-09-55-501-002-532	B Outside Lab Testing	R	12/31/21 02/03/22		1110-13-1M	N
Vendor Total:	1,802.00							
P0037 BRIAN PICKERING								
21-01666 12/31/21 REIMBURSEMENT FOR UN 1 REIMBURSEMENT FOR UNIFORMS		1-01-26-290-001-032	B Uniforms	R	12/31/21 02/03/22		17524	N
Vendor Total:	210.00							
BUCKMOO5 BUCK MINING & MATERIAL INC								
22-00013 01/24/22 REMAINDER OF 2021 LE 1 REMAINDER OF 2021 LEAVES		1-01-26-311-001-166	B LEAF DISPOSAL	R	01/24/22 02/03/22		1038	N
Vendor Total:	160.00							
CO396 CAVANAUGH'S, INC.								
22-00050 01/27/22 NOV 2021 PEST CONTRO 1 IMV 848621 - NOV 2021 PEST SRV		1-01-26-310-001-029	B Maintenance Contracts	R	01/27/22 02/03/22		848621	N
2 IMV 838534 - NOV 2021 PEST SRV	20.00	1-01-26-310-001-029	B Maintenance Contracts	R	01/27/22 02/03/22		838534	N
	40.00							
Vendor Total:	40.00							
COMCA005 COMCAST BUSINESS	OAL LANE							
22-00096 02/01/22 8499 05 243 0051047 1 8499 05 243 0051047 OAK LANE		2-09-55-501-002-545	B Internet Services	R	02/01/22 02/03/22		INV 1/23/22	N
Vendor Total:	113.17							
COUNTO15 COUNTY OF MONMOUTH-								
21-01596 12/21/21 USE OF TRUCK WASH OC		1 01 36 305 001 100	D. Miccollaneous		13/31/31 03/03/33		исит 10 21 0	10 N
1 HGHT 10-21-09 - OCT 2021 USE	/5.00	1-01-26-305-001-199	B Miscellaneous	R	12/21/21 02/03/22		HGHT 10-21-0	)9 N
Vendor Total:	75.00							

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account Acct	Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
C0024 CRANBURY SERVICE CENTER 22-00015 01/24/22 ROAD SERVICE MAINTER	NANCE							
1 11/30 ROAD SERVICE 2 MILEAGE 3 ROAD SERVICE 12/17/21 4 MILEAGE 5 SENSOR #K4148 6 SCAN 11/30	250.00 12.00 250.00 12.00 69.99	1-01-25-252-002-121 1-01-25-252-002-121 1-01-25-252-002-121 1-01-25-252-002-121 1-01-25-252-002-121 1-01-25-252-002-121	B Preventive Maintenance	R R R R	01/24/22 02/03/2 01/24/22 02/03/2 01/24/22 02/03/2 01/24/22 02/03/2 01/24/22 02/03/2 01/24/22 02/03/2	2 2 2 2	42157 42157 42157 42157 42157 42157	N N N N N
Vendor Total:	743.99							
CREATOO5 CREATE STREET  22-00087 01/31/22 UNIFORMS CHAD REED  1 1/4 ZIP CARHARTT PULLOVER  2 LEFT CHEST EMBROIDERY  Vendor Total:		2-01-25-256-002-043 2-01-25-256-002-043	B Uniforms B Uniforms	R R	01/31/22 02/03/2 01/31/22 02/03/2		INV 1/27/22 INV 1/27/22	N N
COO87 CUSTOM BANDAG, INC 21-01521 12/08/21 HPD VEHICLE TIRES (STOCK) 2 HPD VEHICLE TIRES (STOCK) 2 HPD VEHICLE TIRES (STOCK)	2,160.32	1-01-26-315-001-131 1-01-26-315-001-131	B Vehicle Maint Police B Vehicle Maint Police	R R	12/08/21 02/03/2 12/08/21 02/03/2		80195240 80195240	N N
21-01679 12/31/21 TIRES FOR TRUCK 20 1 INV 80196262 - TIRES TRUCK 20	700.52	1-01-26-315-001-132	B Vehicle Maint Public Works	R	12/31/21 02/03/2	2	80196262	N
22-00014 01/24/22 NIGHT ROAD SERVICE-  1 NIGHT ROAD SERVICE  2 TRUCK SCRAP TIRE	274.00	1-01-25-252-002-121 1-01-25-252-002-121	B Preventive Maintenance B Preventive Maintenance	R R	01/24/22 02/03/2 01/24/22 02/03/2		80196023 80196023	N N
Vendor Total:	3,418.86							

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
C0088 CUSTOM ENVIRONMENTAL TECH, I 22-00036 01/26/22 ZETA LYTE 1A RES 20 2 INV 7536B 1/6/22 ZETA LYTE 1A	21-180 2022	B 2-09-55-501-002-554	4 B ZETA LYTE 1A POLYMER	R	01/26/22 02/03/22		7536в	N
22-00099 02/02/22 RES 2021-181 ZETA L 2 INV 7535B 1/13/22 POLYMER		B 2-09-55-501-002-54	B Zeta Lyte 2800CH-Custom Envir.Tech, 1	Inc. R	02/02/22 02/03/22		7535в	N
Vendor Total:	8,990.85							
D0050 DEPT OF CHILDREN & FAMILIES 22-00074 01/27/22 MARRIAGE LIC REPORT 1 3RD QUARTER REPORT 2 4TH QUARTER REPORT		1-01-55-003-000-003 1-01-55-003-000-003		R R	01/27/22 02/03/22 01/27/22 02/03/22		3RD QTR 4TH QTR	N N
Vendor Total:	475.00							
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN 21-00407 04/09/21 PROF SVCS HEALTH CL		В						
9 CHILD HEALTH CLINIC 9/13/21 10 CHILD HEALTH CLINIC 10/4/21	535.77	1-01-27-330-001-03: 1-01-27-330-001-03:	` ,	R R	04/09/21 02/03/22 04/09/21 02/03/22		9/13/21 10/4/21	N N
Vendor Total:	1,071.54							
E0576 EAST WINDSOR REGIONAL SCHOOL 21-01661 12/31/21 DEC 2021 FUEL USE 1 DEC 2021 FUEL USE - FIRE 2 DEC 2021 FUEL USE - POLICE	264.71	1-01-31-460-001-160 1-01-31-460-001-149		R R	12/31/21 02/03/22		DEC 2021 DEC 2021	N
2 DEC 2021 FUEL USE - POLICE 3 DEC 2021 FUEL USE - 1ST AID 4 DEC 2021 FUEL USE - GARBAGE 5 DEC 2021 FUEL USE - STREETS 6 DEC 2021 FUEL USE - WATER 7 DEC 2021 FUEL USE - SEWER 8 DEC 2021 FUEL USE - CONSTRU	418.81 1,517.11 1,210.37 137.42 103.27	1-01-31-460-001-14; 1-01-31-460-001-14; 1-01-31-460-001-14; 1-09-55-501-001-51; 1-09-55-501-002-51; 1-01-31-460-001-15;	B Motor Fuel - Emergency Medical B Motor Fuel - Public Works B Motor Fuel - Public Works B Motor Fuel B Motor Fuel	R R R R R	12/31/21 02/03/22 12/31/21 02/03/22 12/31/21 02/04/22 12/31/21 02/03/22 12/31/21 02/03/22 12/31/21 02/03/22 12/31/21 02/03/22		DEC 2021	N N N N N

Vendor # Name PO # PO Date Description Item Description	Amount	Contract PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
E0576 EAST WINDSOR REGIONAL SCHOOL 21-01661 12/31/21 DEC 2021 FUEL USE 9 DEC 2021 FUEL FACILITY FEE		ued Continued 1-01-31-460-001-14	44 B Upgrades to Fueling Facility	R	12/31/21	02/03/22		DEC 2021	N
Vendor Total:	5,560.80								
ENVIRO15 ENVIRONMENTAL SERVICE AND									
21-01305 10/22/21 INLET FILTER FOR REG 1 INLET FILTER FOR REGAL 2 SHIPPING	68.00	1-09-55-501-001-50 1-09-55-501-001-50		R R	10/22/21 10/22/21			13696 13696	N N
Vendor Total:	82.00								
B0966 ERB'S GARAGE INC 21-01439 11/19/21 YEARLY TRUCK SERVICE									
1 YEARLY TRUCK SERVICE	5,199.31	1-01-26-315-001-13	32 B Vehicle Maint Public Works	R	11/19/21	02/03/22		15628/651/652	? N
Vendor Total:	5,199.31								
E0054 ERIC M. BERNSTEIN & ASSOC.,LL									
22-00006 01/18/22 DECEMBER 2021 INVOICE									
1 LABOR GENERAL INV #75351		1-01-20-155-001-03	,	R	01/18/22			75351	N
2 MILTON MATAMOROS INV #75352		1-01-20-155-001-03		R	01/18/22			75352	N
3 JOHN MINESTRA INV #75353		1-01-20-155-001-03	,	R	01/18/22			75353	N
4 FOP LODGE 140 INV# 75354		1-01-20-155-001-03		R	01/18/22			75354	N
5 FOP LODGE 140 INV# 75355		1-01-20-155-001-03	,	R	01/18/22			75355	N
6 OPEIU LOCAL 32 INV #75356 7 DENNIS JONES INV#75357		1-01-20-155-001-03 1-01-20-155-001-03	•	R	01/18/22 01/18/22			75356 75357	N
8 DENNIS JONES INV#75357		1-01-20-155-001-03		R R	01/18/22			75357 75357	N N
0 DEMNIS JUNES INV#73337	3,091.50	1-01-20-133-001-03	51 B Labor, Personner & Union Council	ĸ	01/10/22	02/03/22		13331	IN
Vendor Total:	3,091.50								
Q0176 EUROFINS QC, LLC									
21-01491 12/02/21 WATER ANALYSIS	000 00	4 00 00 000 000 000			40/00/00	00/05/55		000000	
1 INV 2029511 - WATER ANALYSIS	230.00	1-09-55-501-001-53	32 B Outside Testing/Labs	R	12/02/21	02/03/22		2029511	N

Vendor # Name PO # PO Date Description Item Description	Amount	Contract PO Type Charge Account	Acct Type Descripti	on	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Q0176 EUROFINS QC, LLC	Contir	ued								
21-01491 12/02/21 WATER ANALYSIS 2 INV 6300017909 - WATER ANALYSI 3 INV 2029534 - WATER ANALYSIS	257.00	Continued 1-09-55-501-001-53. 1-09-55-501-001-53.		esting/Labs esting/Labs	R R		02/03/22 02/03/22		6300017909 2029511	N N
21-01620 12/28/21 WATER ANALYSIS 1 INV 2029987 - WATER ANALYSIS 2 INV 6300018550 - WATER		1-09-55-501-001-53: 1-09-55-501-001-53:		esting/Labs esting/Labs	R R		02/03/22 02/03/22		2029987 6300018550	N N
22-00017 01/24/22 WATER ANALYSIS 1 INV 2030100 - WATER ANALYSIS 2 INV 2030484 - WATER ANALYSIS 3 INV 2030492 - WATER ANALYSIS	230.00	1-09-55-501-001-53: 1-09-55-501-001-53: 1-09-55-501-001-53:	2 B Outside T	esting/Labs esting/Labs esting/Labs	R R R	01/24/22	02/03/22 02/03/22 02/03/22		2030100 2030484 2030492	N N N
Vendor Total:	1,894.00									
FIREA005 FIRE APPARATUS REPAIR, INC.										
21-01383 11/09/21 BATTERIES & REPAIRS 1 BATTERIES & REPAIRS RESCUE 41		1-01-25-252-002-12	1 B Preventiv	e Maintenance	R	11/09/21	02/03/22		16597	N
Vendor Total:	1,858.50									
G0181 FRANKLIN-GRIFFITH, LLC 21-01669 12/31/21 LED AND BATTERY FOR 1 LED AND BATTERY FOR ER LIGHT		1-01-55-001-000-02	5 B ACCOUNTS	PAYABLE	R	12/31/21	02/03/22		SA02093986.0	001 N
Vendor Total:	36.86									
G0337 GALL'S LLC										
21-01509 12/08/21 HPD SUPPLIES 1 HPD SUPPLIES 2 HPD SUPPLIES		1-01-25-240-001-11 1-01-25-240-001-11			R R		02/03/22 02/03/22		020003376 020073238	N N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account		ype Description	Stat/C	First nk Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
G0337 GALL'S LLC 21-01509 12/08/21 HPD SUPPLIES 3 HPD SUPPLIES		ued Continued 1-01-25-240-001-	112	B Prisoner Expense	R	12/08/21	L 02/03/22		020073238/0	3376 N
Vendor Total:	282.01									
G1043 GAYLE CORPORATION 21-01641 12/31/21 GOULDS FLUSHING PUN 1 GOULDS FLUSHING PUMP - 3HM05 2 FREIGHT	1,503.00	1-09-55-501-001- 1-09-55-501-001-		B Water Plant Maintenance B Water Plant Maintenance	R R		L 02/03/22 L 02/03/22		17909 17909	N N
22-00016 01/24/22 DIAPHRAGH KITS 1 INV 17920 - DIAPHRAGH KITS Vendor Total:	1,314.33 2,860.30	1-09-55-501-001-	503	B Water Plant Maintenance	R	01/24/22	2 02/03/22	2	17920	N
G1077 GEORGE S. COYNE CO., INC. 22-00003 01/18/22 RES 2020-239 SODIUM 2 RES 2020-239 SODIUM BICARBONAT  Vendor Total:		B 2-09-55-501-002-	552	B Sodium Bicarbonate	R	01/18/22	2 02/03/22	)	374518	N
G0038 GOLD TYPE BUSINESS MACHINE 21-01671 12/31/21 E TICKET QUARTERLY 1 E TICKET QUARTERLY FEES  Vendor Total:		1-01-25-240-001-	130	B Police E-Ticket	R	12/31/21	L 02/03/22	2	00000033955	5 N
G0050 GROVE SUPPLY INC 21-01643 12/31/21 WATER HEATER/CONNEC 1 WATER HEATER/CONNECTOR/BUSHING  Vendor Total:		1-01-26-310-001-	024	B Building Maintenance	R	12/31/21	L 02/03/22	2	s5532673	N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Ty	pe Description	Stat	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H0043 HABITAT FOR HUMANITY 22-00091 02/01/22 FINAL INSTALLMENT 1 FINAL INSTALLMENT PER AGREEMNT		т-26-56-286-000-8	347	B Housing-Developer Fees	R	02/01/22	02/03/22		FINAL 2012-2	
Vendor Total:	50,000.00									
H0048 HIGHTS REALTY LLC										
22-00078 01/28/22 JAN 2022 HPD RENT 1 JAN 2022 HPD RENT	4,668.70	2-01-26-310-001-0	)25	B Building Rental	R	01/28/22	02/03/22		JAN 2022	N
Vendor Total:	4,668.70									
H0035 HIGHTSTOWN FUEL OIL										
22-00051 01/27/22 EMERGENCY GENERATO 1 EMERGENCY GENERATOR FUEL		2-09-55-501-002-5	512	B Motor Fuel	R	01/27/22	02/03/22		F1139924	N
Vendor Total:	1,188.43									
H1100 HOME DEPOT CREDIT SERVICES										
21-01680 12/31/21 DEC 2021 INVOICES 1 INV 41084764 - RIGID FILTER	26.97	1-01-26-310-001-0	)24	B Building Maintenance	R	12/31/21	02/03/22		41084764	N
2 INV 9040295 - BATTERY/SPRAYER		1-01-26-315-001-1		B Vehicle Maint Police	R		02/03/22		9040295	N
3 INV 9040295 - DEDUCT TAX	125.97	1-01-26-315-001-1	131	B Vehicle Maint Police	R	12/31/21	02/03/22		9040295	N
Vendor Total:	125.97									
J0069 JERSEY ELEVATOR LLC										
22-00047 01/27/22 JAN 2022 ELEVATOR 1 INV 265604 - JAN 2022 ELEVATOR		2-01-26-310-001-0	120	B Maintenance Contracts	R	01/27/22	02/02/22		265604	N
		2-01-20-310-001-0	)29	B Maintenance Contracts	К	01/27/22	02/03/22		203004	N
Vendor Total:	190.39									
L0205 LANGUAGE LINE SERVICES										
21-01660 12/31/21 INV JULY THRU DECI 1 INV 9020110062 BILL EW IN ERR		1-01-20-176-000-1	111	B Interpretor/Outside Help	R	12/31/21	02/03/22		9020110062	N
2 INV 10313993 8/31/21 ADJ		1-01-20-176-000-1		B Interpretor/Outside Help	R R		02/03/22		10313993	N N
3 IN 10348711 9/30/21		1-01-20-176-000-1		B Interpretor/Outside Help	R	12/31/21	02/03/22		10348711	N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Type Des	cription	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
L0205 LANGUAGE LINE SERVICES	Contin	ued Continued								
21-01660 12/31/21 INV JULY THRU DECE 4 INV 10423569 12/31/21		1-01-20-176-000-1	11 B Int	erpretor/Outside Help	R	12/31/21	02/03/22		10423569	N
Vendor Total:	24.10									
LO727 LARRY BLAKE										
21-01663 12/31/21 REIMBURSEMENT FOR N 1 REIMBURSEMENT FOR WEATHERBELL		1-01-26-290-001-1	99 B Mis	cellaneous	R	12/31/21	02/03/22		63385484299	N
Vendor Total:	24.99									
L0624 LAWSOFT, INC.										
22-00057 01/27/22 SOFTWARE MAINTENANG 1 SUPPORT-MAINTENANCE AGREEMENT		2-01-25-240-001-0	29 B Ma <sup>-</sup>	nt. Contracts - Other	R	01/27/22	02/03/22		21-0246	N
Vendor Total:	6,800.00									
M0180 MCMASTER-CARR										
22-00046 01/27/22 THERMOSTATE CABLE 1 THERMOSTATE CABLE	57.96	2-09-55-501-001-50	02 B Vel	icle Maintenance	R	01/27/22	02/03/22		71124111	N
Vendor Total:	57.96									
M0256 MERCER CO IMPROVEMENT AUTH										
21-01676 12/31/21 DEC 2021 WASTE DISP 1 DEC 2021 TIPPING		1-01-32-465-001-1	در Plan	dfill Solid Waste Disposal-MC	IA R	12/21/21	02/03/22		DEC 2021	N
2 DEC 2021 TIPPING 2 DEC 2021 RECYCLING TAX	,	1-01-43-496-001-1		ycling Tax	R R		02/03/22		DEC 2021 DEC 2021	N N
_	16,928.38			, <u></u>		,,	,,			
Vendor Total:	16,928.38									
MERCE040 MERCER COUNTY FIRE PREVENTION										
21-01655 12/31/21 DUES 2020 AND 2021 1 DUES 2020 CHAD REED		2-01-55-001-000-0	25 B ACC	OUNTS PAYABLE	R	12/31/21	02/03/22		4120	N
I DOED FOLD CHAD KEED	100.00	7 OT 12 OOT-000_0	LJ B ACC	OURIS FAIABLE	IV.	16/ 21/ 61	02/03/22		TILV	IN

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Typ	pe Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
MERCE040 MERCER COUNTY FIRE PREVENTION 21-01655 12/31/21 DUES 2020 AND 2021 CH.		Continued								
2 DUES 2021 CHAD REED	100.00 200.00	1-01-25-256-002-04	14	B Professional Association Dues	R	12/31/21	02/03/22		4121	N
Vendor Total:	200.00									
M0127 MONMOUTH COUNTY										
21-01675 12/31/21 DEC 2021 ROOSEVELT TI 1 DEC 2021 ROOSEVELT TIPPING		1-01-43-513-001-17	'1	B Borough of Roosevelt-Tipping Fees	R	12/31/21	02/03/22		DEC 2021	N
Vendor Total:	2,782.01									
M0143 MSM SERVICE CO.										
21-01621 12/28/21 FIRST AID KIT REPLENT 1 FIRST AID KIT REPLENISHMENT		1-09-55-501-001-50	)7	B Uniforms & Safety Equipment	R	12/28/21	02/03/22		D2886	N
2 FIRST AID KIT REPLENISHMENT		1-01-26-290-001-03		B Uniforms	R		02/03/22		D2885	N
21-01623 12/28/21 FIRST AID SUPPLY KIT	INV D2884									
1 FIRST AID SUPPLY KIT INV D2884	143.84	1-01-25-240-001-11	L6	B Traffic Bureau	R	12/28/21	02/03/22		D2884	N
Vendor Total:	354.91									
NO058 NATIONAL FIRE PROTECTION ASSOC										
21-01673 12/31/21 NFCSS & INDIV MEMBERS 1 NFCSS & INDIV MEMBERSHIP		1-01-25-256-002-04	14	B Professional Association Dues	R	12/31/21	02/03/22		8051107x	N
Vendor Total:	1,520.50									
NJADV005 NJ Advance Media										
22-00067 01/27/22 LEGAL ADS DECEMBER 20		1 01 20 120 001 02	11	D. Adversaria company		01/27/22	02/02/22		0010101400	
1 PLANNING BOARD PUBLIC HEARING 2 ORD 2021-16 INTRO		1-01-20-120-001-02 1-01-20-120-001-02		B Advertisements B Advertisements	R R		02/03/22 02/03/22		0010181480 0010186221	N N
3 ORD 2021-17 INTRO	23.20	1-01-20-120-001-02	21	B Advertisements	R	01/27/22	02/03/22		0010186224	N
4 ORD 2021-17	11.02	1-01-20-120-001-02	<u>'</u> 1	B Advertisements	R	01/27/22	02/03/22		0010195599	N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account Acct	Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
NJADV005 NJ Advance Media 22-00067 01/27/22 LEGAL ADS DECEMBER 202 5 ORD 2021-16 ADOPT		ued Continued 1-01-20-120-001-021	B Advertisements	R	01/27/22 02/03/22		0010195608	N
Vendor Total:	100.92							
N0231 NJ CONFERENCE OF MAYORS 22-00069 01/27/22 2022 MEMBERSHIP - QUAT 1 2022 MEMBERSHIP - QUATTRONE  Vendor Total:		2-01-20-110-001-195	B Mayor's Expense	R	01/27/22 02/03/22		202286	N
NO425 NJ DEPT. OF HEALTH & SR SERV. 22-00065 01/27/22 DOG PILOT PROGRAM AUG- 1 DOG PILOT PROGRAM AUG-DEC 2021 Vendor Total:		Т-13-05-265-000-001	B DUE STATE OF NEW JERSEY	R	01/27/22 02/03/22		HIGHTSTOWN	N
N0275 NJ LEAGUE OF MUNICIPALITIES 22-00070 01/27/22 WEBINAR-CANNABIS LAW-F 1 WEBINAR-CANNABIS LAW-FOWLER		2-01-20-110-001-042	B Education & Training	R	01/27/22 02/03/22		FOWLER	N
22-00071 01/27/22 MEMBERSHIP DUES - 2022 1 MEMBERSHIP DUES 2022 Vendor Total:		2-01-20-110-001-044	B Professional Assoc. Dues	R	01/27/22 02/03/22		214MLK22	N
N0170 NORCIA CORP. 21-01665 12/31/21 SPINNER DISK FOR SANDE 1 INV. 81247 - SPINNER DISK FOR 2 INV. 81242 - SAND SPINNERS 3 CREDIT 81282 - RETURN OF POLY  Vendor Total:	76.32 537.28	1-01-26-290-001-034 1-01-26-290-001-034 1-01-26-290-001-034	B Motor Vehicle Parts & Access. B Motor Vehicle Parts & Access. B Motor Vehicle Parts & Access.	R R R	12/31/21 02/03/22 12/31/21 02/03/22 12/31/21 02/03/22		81247 81242 81282	N N N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
N0021 NORTHERN TOOL & EQUIPMENT CO. 22-00021 01/24/22 RENEWED 1 YEAR ADVANT	Т							
1 RENEWED 1 YEAR ADVANT	39.99	2-09-55-501-002-50	B Sewer Plant Maintenance	R	01/24/22 02/04/22		49332924	N
Vendor Total:	39.99							
NV5IN005 NV5 INC.								
22-00007 01/19/22 INV 252257 REDEV CIRC 1 INV 252257 REDEVELOPMENT AREA		G-02-41-728-001-39	B DVRPC TCDI GRT 2021 Redevelopment	R	01/19/22 02/03/22		252257	N
Vendor Total:	3,064.80							
00050 ONE CALL CONCEPT INC								
21-01662 12/31/21 DEC 2021 MARK OUT REC 1 DEC 2021 MARK OUT REQUESTS		1-09-55-501-001-53	B Hydrants and Line Repair	R	12/31/21 02/03/22		1125083	N
Vendor Total:	150.15							
P0005 PARIS AUTOMOTIVE SUPPLY								
21-01677 12/31/21 DEC 2021 INVOICES 1 DEC 2021 INVOICES	167 88	1-01-26-310-001-02	24 B Building Maintenance	R	12/31/21 02/03/22		DEC 2021	N
2 DEC 2021 INVOICES	387.66	1-01-26-290-001-03	B Motor Vehicle Parts & Access.	R	12/31/21 02/03/22		DEC 2021	N
3 DEC 2021 INVOICES 4 DEC 2021 INVOICES		1-01-26-305-001-03 1-09-55-501-002-50			12/31/21 02/03/22		DEC 2021 DEC 2021	N
4 DEC 2021 INVOICES	1,266.42	1-03-33-301-002-30	oz B venicie maintenance	R	12/31/21 02/03/22		DEC 2021	N
Vendor Total:	1,266.42							
P1155 PRIOR NAMI BUSINESS SYSTEMS								
22-00072 01/27/22 MAINT CONTRACT-ADMIN 1 MAINT CONTRACT-ADMIN BIZHUB		2-01-20-140-001-06	61 B Maint. Agreemt-Copier Equipmt	R	01/27/22 02/03/22		0000707035	N
Vendor Total:	2,300.00							
PROGRO05 PROGRESSIVE HYDRAULICS								
22-00019 01/24/22 PARKER VALVE FOR RFP	1 002 01	2 00 55 501 002 50	D. Course Plant Maintaine		01/24/22 02/02/22		00200755	
1 PARKER VALVE FOR RFP	1,093.91	2-09-55-501-002-50	B Sewer Plant Maintenance	R	01/24/22 02/03/22		00260755	N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Typ	pe Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date		1099 Excl
PROGRO05 PROGRESSIVE HYDRAULICS 22-00019 01/24/22 PARKER VALVE FOR RFP 2 FREIGHT		ued Continued 2-09-55-501-002-50	)3	B Sewer Plant Maintenance	R	01/27/22	02/03/22		00260755	N
Vendor Total:	1,114.32									
P0044 PSE&G 22-00080 01/28/22 MASTER ACCT 13 014 18 1 7341583509 140 N MAIN ST 2 7341583606 148 N MAIN ST 3 7341583703 BANK ST 4 7341583800 OAK LANE	939.67 1,118.73 432.40 6,631.37 9,122.17	2-01-31-446-001-14 2-01-31-446-001-07 2-09-55-501-001-50 2-09-55-501-001-50	70 )5	B Gas/Heat - Fire House B Gas Heat - Borough Hall B Gas Service B Gas Service	R R R R	01/28/22 01/28/22	02/03/22 02/03/22 02/03/22 02/03/22		503100097393 503100097393 503100097393 503100097393	N N N
Vendor Total:	9,122.17									
REDAROOS RED ARROW TECHNOLOGIES, LLC 22-00066 01/27/22 MONTHLY SUPPORT JAN/F 1 TECH SUPPORT JAN 2022 2 TECH SUPPORT FEB 2022 3 INTERNET/WEB JAN 2022 4 INTERNET/WEB FEB 2022 5 SUPPORT/INTERNET/WEB JAN 2022 6 SUPPORT/INTERNET/WEB FEB 2022 7 SUPPORT/INTERNET/WEB FEB 2022 8 SUPPORT/INTERNET/WEB FEB 2022	1,749.63 1,749.63 1,068.51 1,068.51 629.89 629.89 279.95	2-01-20-140-001-09- 2-01-20-140-001-09- 2-01-20-140-001-06- 2-01-20-140-001-06- 2-09-55-501-002-53- 2-09-55-501-001-53- 2-09-55-501-001-53-	94 50 50 80 80	B Computer Service & Support B Computer Service & Support B Internet Services and Web Services B Internet Services and Web Services B Computer Software/Maint/Equip B Computer Software/Maint/Equip B Computer Software/Maint/Equip B Computer Software/Maint/Equip	R R R R R R	01/27/22 01/27/22 01/27/22 01/27/22 01/27/22 01/27/22	02/03/22 02/03/22 02/03/22 02/03/22 02/03/22 02/03/22 02/03/22		9008 9217 9008 9217 9008 9217 9008 9217	N N N N N N
Vendor Total:	7,455.96									
R0525 REGISTRARS ASSOC OF NJ 22-00068 01/27/22 2022 MEMBERSHIP - RIG 1 2022 MEMBERSHIP - RIGGIO  Vendor Total:		2-01-27-330-001-04	14	B Professional Assoc. Dues	R	01/27/22	02/03/22		RIGGIO 2022	N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account Acct	Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
ROO77 ROBERTS ENGINEERING GRP LLC	4 /40 /22							
22-00027 01/25/22 #5544;Attend PB Mtg 1 #5544;Attend PB Mtg 1/10/22		2-01-21-180-001-106	B Planning Board Engineer-General	R	01/25/22 02/03/2	2	5544	N
22-00039 01/26/22 BILLING THROUGH 1/1	5/2022							
1 COUNCIL MEETINGS 2022 5532	•	2-01-20-165-001-104	B Attendance at Meetings (B)	R	01/26/22 02/03/2	2	5532	N
2 COUNCIL MEETINGS 2021 5532	132.00	1-01-20-165-001-104	B Attendance at Meetings (B)	R	01/26/22 02/03/2		5533	N
3 MISC REQUEST 2022 5534	492.50	2-01-20-165-001-028	B General Engineering	R	01/26/22 02/03/2	2	5534	N
4 TAX MAINTENANCE 2022 5535	297.50	2-01-20-165-001-028	B General Engineering	R	01/26/22 02/03/2		5535	N
5 NJDOT GRANTS 5536		2-01-20-165-001-028	B General Engineering	R	01/26/22 02/03/2		5536	N
6 2021 MISC ROADS 5537		1-01-20-165-001-028	B General Engineering	R	01/26/22 02/03/2		5537	N
7 2022 GENERAL SEWERS 5538	,	2-09-55-501-002-508	B Engineer	R	01/26/22 02/03/2		5538	N
8 2021 GENERAL SEWERS 5539		1-09-55-501-002-508	B Engineer	R	01/26/22 02/03/2		5539	N
9 2022 GENERAL WATERS 5540		2-09-55-501-001-508	B Engineer	R	01/26/22 02/03/2		5540	N
10 2021 GENERAL WATERS 5541		1-09-55-501-001-508	B Engineer	R	01/26/22 02/03/2		5541	N
11 WATER TANKS 5542		C-08-55-963-000-544	B DESIGN COSTS WATER TANKS/STANDPIPE	R	01/26/22 02/03/2		5542	N
12 IMP TO RR AVE & DEY ST 5546		C-04-55-894-002-447	B RAILROAD AVE & DEY STREET SOFT COSTS	R	01/26/22 02/03/2		5546	N
13 IMP TO HAUSSER, BENNETT &		C-04-55-894-002-447	B RAILROAD AVE & DEY STREET SOFT COSTS	R	01/26/22 02/03/2		5547	N
14 LITIGATION STOCKTON & JOSEPH	3,630.50 8,622.75	C-04-55-880-001-446	B STOCKTON & JOSEPH SIDEWALK LITIGATION	R	02/02/22 02/03/2	2	5543	N
22-00076 01/27/22 #5548								
1 #5548; ONSITE MTG	231.00	2022-02	P PEDDIE SOLAR & PARKING LOT	R	01/27/22 02/03/2	2	5548	N
Vendor Total:	9,213.75							
R1054 RONALD STEPHENSEN								
21-01668 12/31/21 CLOTHING ALLOWANCE	REIMBURSE							
1 CLOTHING ALLOWANCE REIMBURSE		1-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	12/31/21 02/03/2	2	1000019321	N
Vendor Total:	82.60							
R0039 RR DONNELLEY								
21-01461 11/23/21 SAFETY PAPER LEGAL	& LETTER							
1 SAFETY PAPER LEGAL & LETTER		1-01-27-330-001-036	B Office Supplies- Maint.	R	11/23/21 02/03/2	2	346640294	N
					, , , , , , .			
Vendor Total:	147.00							

Vendor # Name										
PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Ty	pe Description	St	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
S0061 SEA BOX										
22-00049 01/27/22 JAN 2022 CONTAINER 1 JAN 2022 CONTAINER RENTAL		2-01-26-310-001-0	125	B Building Rental	R	01/27/22	02/03/22		SI141807	N
I JAN 2022 CONTAINER RENTAL	73.00	2-01-20-310-001-0	123	b buriding Kentar	K	01/21/22	02/03/22		31141007	IN
Vendor Total:	75.00									
M0254 SF MOBILE-VISION, INC										
21-01212 10/01/21 BODY WORN CAMERA 1 BODY WORN CAMERA	584 00	1-01-25-240-001-1	19	B Community Policing	R	10/01/21	02/03/22		44858	N
		1 01 23 240 001 1	.17	b community forfering	K	10/01/21	02/03/22		44030	11
Vendor Total:	584.00									
S0925 SIRCHIE FINGER PRINT LAB										
21-01602 12/21/21 HPD DETECTIVE SUPP		1 01 25 240 001 1	15	D. TD. D		12/21/21	02/02/22		0520100	
1 HPD DETECTIVE SUPPLIES 2 HPD DETECTIVE SUPPLIES		1-01-25-240-001-1 1-01-25-240-001-1		B ID Bureau B ID Bureau	R R		02/03/22 02/03/22		0528188-IN 0528188-IN	N N
_	48.40					,,	v=/ vv/ ==			
Vendor Total:	48.40									
STATEOO5 STATEWIDE INSURANCE FUND										
22-00098 02/02/22 INSTALLMENT 1/4 WC										
1 CURRENT FUND GENERAL LIABILITY	,	2-01-23-210-003-1		B General Liability-JIF	R		02/03/22		2022A33	N
2 CURRENT FUND WORKERS COMP 3 CURRENT FUND WORKERS COMP		1-01-23-210-003-1 1-09-55-501-001-5		B Workers Compensation (JIF) B County Insurance - JIF	R R		02/03/22 02/03/22		2022A33 2022A33	N N
4 CURRENT FUND WORKERS COMP	31,176.62	1-09-55-501-002-5		B County Insurance - JIF	R		02/03/22		2022A33	N
	73,668.75									
Vendor Total:	73,668.75									
TO104 TCTANJ MEMBERSHIP SERVICES										
22-00075 01/27/22 MEMBERSHIP DUES 20										
1 MEMBERSHIP DUES 2022 PAM LEWIS	100.00	2-01-20-145-001-0	)44	B Association Dues	R	01/27/22	02/03/22		2022 P.LEWIS	N
Vendor Total:	100.00									

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account	Acct Ty	pe Description	S		First Enc Date	Rcvd Date	Chk/Void Date		1099 Excl
THINLOOS THIN LINE CUSTOM GRAPHICS 21-01646 12/31/21 35 JOB SHIRTS & WATO 1 HFD JOB SHIRTS 2 HFD BEANIE STYLE WATCH CAPS	2,275.00	1-01-25-252-002-0 1-01-25-252-002-0		B Uniform Repairs & Accessories B Uniform Repairs & Accessories				02/03/22 02/03/22		HFD4120211229 HFD4120211229	
Vendor Total:	2,625.00										
TO228 TOWNSHIP OF HAMILTON											
22-00005 01/18/22 STD CLINIC JULY 1-D 1 STD CLINIC JULY 1-DEC 31		1-01-27-330-001-1	.99	B Miscellaneous		R	01/18/22	02/03/22		7/1/21-12/31/	′21 N
Vendor Total:	100.00						, ,	, ,			
T1886 TWINCO SUPPLY CO., INC											
21-01681 12/31/21 TOILET PAPER AND PA 1 A786 JR. JUMBO TOILET PAPER 2 P780B - 8" X 800' WHITE PAPER	360.40	1-01-20-125-001-0 1-01-20-125-001-0		B Paper Products/Janitorial B Paper Products/Janitorial				02/04/22 02/04/22		025262 025262	N N
Vendor Total:	1,043.00										
V0019 VERIZON											
22-00095 02/01/22 750-717-188-0007-53 1 750-717-188-0007-53 01/15/22		2-01-31-440-001-0	189	B Telephone-VERIZON		R	02/01/22	02/03/22		01-15-22	N
Vendor Total:	438.24			·							
V0021 VISUAL COMPUTER SOLUTIONS, I	NC										
22-00059 01/27/22 SAAS RENEWAL SERVIC 1 SAAS RENEWAL SERVICES 2022		2-01-25-240-001-0	)29	B Maint. Contracts - Other		R	01/27/22	02/03/22		17099	N
Vendor Total:	1,859.10										
V0290 VITAL COMMUNICATIONS INC.											
21-01051 09/08/21 ASSESSMENT POSTCARD  1 ASSESSMENT POSTCARDS POSTAGE		1-01-20-150-001-0	)24	B Postage & Express Charges		R	09/08/21	02/03/22		VITCT0000306	N

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account A	Acct Type Description	Stat/Chk	First Rcv Enc Date Dat		Chk/Void Date	Invoice	1099 Excl
V0290 VITAL COMMUNICATIONS INC.	Contin	ued							
22-00022 01/24/22 SAAS TAX ASSESSOR JA 1 SAAS TAX ASSESSOR JAN 2022		2-01-20-150-001-029	B Maintenance Contracts	R	01/24/22 02,	/03/22		VITMN0001055	N
22-00023 01/24/22 SAAS TAX ASSESSOR FE	В 2022								
1 SAAS TAX ASSESSOR FEB 2022		2-01-20-150-001-029	B Maintenance Contracts	R	01/24/22 02,	/03/22		VITMN0001147	N
Vendor Total:	1,016.16								
W0002 W.B. MASON CO., INC.									
21-01670 12/31/21 CENTRAL OFFICE SUPPL 1 CENTRAL OFFICE SUPPLIES		1-01-20-125-001-036	B Office Supplies	R	12/31/21 02,	/03/22		C1145271	N
2 CENTRAL OFFICE SUPPLIES	<u> 135.93</u> -	1-01-20-125-001-036	• • • • • • • • • • • • • • • • • • • •	R	01/18/22 02/			CM0526757	N
	140.52								
Vendor Total:	140.52								
W0073 WASTE MANAGEMENT OF NJ, INC.									
21-00343 03/23/21 RECYCLING RES 2017-3 15 INV 3036428-0502-0 DEC 2021		B 1-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	п	10/08/21 02/	/02 /22		3036428-0502-	Λи
13 1NV 3030426-0302-0 DEC 2021	4,/31.33	1-01-20-311-001-029	B Recycling Contract Co-mingle-paper/Cubu	ĸ	10/00/21 02/	/03/22		3030420-0302-	UN
Vendor Total:	4,731.33								
WOO71 WASTE MGMT OF NEW JERSEY, INC		_							
21-00150 02/11/21 DUMPSTER RES 2020-13 57 INV 3037296-0502-0 BORO HALL/		B 1-01-26-305-001-029	B Contract-Dumpsters	R	10/08/21 02/	/03/22		3037296-0502-	-0 м
58 INV 3037294-0502-5 HOUSING		1-01-26-305-001-029	• • • • • • • • • • • • • • • • • • •	R	10/08/21 02/			3037294-0502-	
59 INV 3037294-0502-5 HOUSING		1-01-26-305-001-029	·	R	10/08/21 02/			3037294-0502-	-5 N
60 INV 3037295-0502-2 MUNIPARKING		1-01-26-305-001-029		R	10/08/21 02/			3037294-0502-	
61 INV 3037295-0502-2 MUNIPARKING	435.00 2,642.71	1-01-26-305-001-029	B Contract-Dumpsters	R	10/08/21 02/	/03/22		3037294-0502-	5 N
	2,042.71								
Vendor Total:	2,642.71								
WIRELOOS WIRELESS ELECTRONICS, INC.									
21-01524 12/08/21 HPD VEHICLE ROUTER 1 HPD VEHICLE ROUTER	1 049 00	1-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	12/08/21 02/	/03/22		s51222001	N
T HID AFHITCH MODIFIE	1,073.00	T 01 73 740 001 043	b official Actionatice/ Leather dus.	IX.	TL/ 00/ LI 0L/	, 55, 22		STEELOOT	IN

Vendor # Name PO # PO Date Description Item Description		Contract PO Type Charge Account A	cct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
WIRELOOS WIRELESS ELECTRONICS, INC.	Contin	ued							
22-00055 01/27/22 MONTHLY SVC CONTRACT 1 MONTHLY SVC CONTRACT JAN 2022		2-01-25-240-001-029	B Maint. Contracts - Other	R	01/27/22	02/03/22		м61373	N
Vendor Total:	1,304.00								
W0100 WITMER PUBLIC SAFETY GROUP INC									
21-01599 12/21/21 HELMET & BOOTS QUOTE									
1 HELMET QUOTE 757394		1-01-25-252-002-056	, , , ,	R		02/03/22		2185127	N
2 MALTESE CROSS FRONT HOLDER		1-01-25-252-002-056	, , , ,	R		02/03/22		2185127	N
3 BRASS CROWN PIECE ONLY		1-01-25-252-002-056 1-01-25-252-002-056		K		02/03/22		2185127 2185127	N
4 LEATHER BUNKER BOOT 5 SHIPPING		1-01-25-252-002-056	, , ,	R R		02/03/22 02/03/22		2185127	N N
J SHIFFING	1,417.25	1-01-23-232-002-030	b Fire & Other Sarety Equipment	K	12/21/21	02/03/22		2103127	IN
Vendor Total:	1,417.25								
WORKNOO5 WORK N GEAR, LLC									
21-01115 09/16/21 UNIFORMS/BOOTS AND AS									
1 UNIFORMS/BOOTS AND ASSESSORIES	306.82	1-09-55-501-001-507	B Uniforms & Safety Equipment	R	09/16/21	02/03/22		на153309	N
21-01117 09/16/21 UNIFORMS/BOOTS AND AS	SSESSORIES								
1 UNIFORMS/BOOTS AND ASSESSORIES		1-01-26-290-001-032	B Uniforms	R	09/16/21	02/03/22		HA153310	N
Vendor Total:	754.70								
Total Purchase Orders: 94 Total P.C	). Line Ite	ns: 206 Total Li	st Amount: 271,716.84 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	92,847.32	0.00	92,847.32	0.00	0.00	0.00	92,847.32
Ye	1-09 ar Total:	53,415.46 146,262.78	0.00	53,415.46 146,262.78	0.00	0.00	0.00	53,415.46 146,262.78
URRENT FUND	2-01	39,375.64	0.00	39,375.64	0.00	0.00	0.00	39,375.64
	2-09	27,616.97	0.00	27,616.97	0.00	0.00	0.00	27,616.97
Ye	2-21 - ar Total:	0.00 66,992.61	0.00 0.00	0.00 66,992.61	0.00	0.00	231.00 231.00	231.00 67,223.61
ENERAL CAPITAL	C-04	4,705.25	0.00	4,705.25	0.00	0.00	0.00	4,705.25
ATER/SEWER CAPITAL Ye	C-08 ar Total:	455.00 5,160.25	0.00	455.00 5,160.25	0.00	0.00	0.00	455.00 5,160.25
	G-02	3,064.80	0.00	3,064.80	0.00	0.00	0.00	3,064.80
NIMAL CONTROL TRUST FUND #13	T-13	5.40	0.00	5.40	0.00	0.00	0.00	5.40
DUSING TRUST FUND-RECAPTURED Ye	FUNDS T-26 .ear Total:	50,000.00 50,005.40	0.00	50,000.00 50,005.40	0.00	0.00	0.00	50,000.00 50,005.40
Total Of A	.11 Funds:	271,485.84	0.00	271,485.84	0.00	0.00	231.00	271,716.84

Project Description	Project No.	Rcvd Total	Held Total	Project Total
PEDDIE SOLAR & PARKING LOT	2022-02	231.00	0.00	231.00
Total Of All I	Projects:	231.00	0.00	231.00

## Resolution 2022-41

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## AUTHORIZING A RENEWED SHARED SERVICES AGREEMENT WITH MERCER COUNTY FOR EMS DISPATCH SERVICES

**WHEREAS,** with the adoption of Resolution 2014-126 on June 2, 2014, the Borough Council approved a Shared Services Agreement with Mercer County for Emergency Medical Dispatch Services for the period of July 1, 2014 to December 31, 2016; and

**WHEREAS**, Hightstown Borough has entered into successor agreements annually since the inception of the original agreement; and

**WHEREAS,** the parties desire to enter into a successor agreement to continue the provision of Emergency Medical Dispatch Services to the Borough by Mercer County for a one-year period, January 1, 2022 through 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**, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Dispatch Services for the period January 1, 2022 through December 31, 2022; and

**WHEREAS,** the Borough's net share of costs for these services, by the terms of this agreement, for the period January 1, 2022 through December 31, 2022 will be Four Thousand Seven Hundred Twenty Dollars (\$4,720.00) for this 12-month period; and

**WHEREAS**, additional terms of said Services shall be established in a shared services agreement signed by Mercer County and Hightstown Borough; and

**WHEREAS,** it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2022 budget.

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

- 1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
- 2. This agreement is approved subject to the provision of adequate funds 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 February 7, 2022.

Margaret Riggio	
Borough Clerk	

## SHARED SERVICES AGREEMENT BETWEEN

# THE COUNTY OF MERCER AND THE BOROUGH OF HIGHTSTOWN FOR THE PROVISION OF EMS DISPATCH SERVICES

THIS AGREEMENT, made this day of, 2022, by and between
the County of Mercer, a body politic of the State of New Jersey, with principal offices
located at 640 South Broad Street, Trenton, Mercer County, New Jersey (hereinafter
referred to as "COUNTY"), and the Borough of Hightstown, a municipal corporation of
the State of New Jersey, with principal offices located at 156 Bank Street, Hightstown,
Mercer County, New Jersey (hereinafter referred to as "MUNICIPALITY").

#### WITNESSETH:

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 provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the COUNTY is interested in providing EMS dispatch services to the MUNICIPALITY, and the MUNICIPALITY is interested in having said services available to its residents;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the COUNTY and the MUNICIPALITY hereby agree as follows:

 The COUNTY agrees to provide EMS dispatch services to the MUNICIPALITY.

- 2. The term of this Agreement shall be one (1) year for the period of January 1, 2022 through December 31, 2022.
- 3. The MUNICIPALITY shall be assessed an annual assessment representing the cost of the calls made to, and received by the COUNTY for EMS dispatch services.
- 4. There shall be an adjustment to the annual assessment in January of the subsequent calendar year to reflect actual calls in the prior year.
- 5. Based on the annual assessment the MUNICIPALITY will pay an annual cost for EMS dispatch in the amount of \$4,720.00 to the COUNTY within thirty (30) days of invoicing by the COUNTY.
- 6. Each party shall indemnify, defend and hold harmless the other party, its agents, officers and employees, and their successors and assigns, from and against all liability for any claims, suits, demands, actions or causes of action of any kind and nature arising out of or in connection with the provision of the parties' respective responsibilities under this Agreement, to the extent permitted by law.
- 7. This Agreement may be terminated at any time by either party, with or without cause; however, unless otherwise agreed to by the parties, a termination shall not become effective for a minimum of ninety (90) days following the receipt of the notice of termination by the non-terminating party.
- 8. All notices, statements or other documents required by the Agreement shall be hand-delivered or mailed to the following designated representatives:
  - A. The designated representative for the COUNTY is: Lillian L. Nazzaro, County Administrator County of Mercer 640 S. Broad Street Trenton, NJ 08650

- B. The designated representative for the MUNICIPALITY is:
  Peggy Riggio, Municipal Clerk
  Borough of Hightstown
  156 Bank Street
  Hightstown, NJ 08520
- 9. 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.
- 10. 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.
- 11. 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 hereto have caused this Agreement to be duly executed the day and year aforesaid.

ATTEST:	COUNTY OF MERCER
JERLENE H. WORTHY CLERK TO THE BOARD OF COUNTY COMMISSIONERS	BRIAN M. HUGHES COUNTY EXECUTIVE
ATTEST:	
	LAWRENCE D. QUATTRONE MAYOR

## Resolution 2022-42

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

# APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL INDEPENDENT REGISTERED MUNICIPAL ADVISOR SERVICES – PHOENIX ADVISORS

WHEREAS, there exists the need for independent registered municipal advisor services for 2022; and

**WHEREAS**, the Borough Council wishes to appoint Phoenix Advisor's, LLC of Bordentown, New Jersey as Registered Municipal Advisors effective January 1, 2022; and

**WHEREAS**, the cost for the proposed services shall not exceed \$2,500.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2022 budget; and,

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

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

**WHEREAS**, the anticipated term of this contract is for one (1) year, or until the appointment and qualification of a successor, and it may only be renewed upon further action of the Borough Council; and

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

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

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

- 1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Phoenix Advisors, LLC regarding the above-referenced professional services, as set forth herein.
- 2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Phoenix Advisors, LLC is a firm whose advisors are authorized by law to practice a recognized profession.

3.	That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-
	59 of the Revised General Ordinances of the Borough of Hightstown, and the Business Disclosure
	Entity Certification, and other certifications required pursuant to same shall be placed on file with the
	contract.

#### CERTIFICATION

I hereby certify the foregoing	to be a true conv. o	f a resolution ador	nted by the Ro	rough Council at a	meeting held on F	Sebruary 7 2022
Thereby certify the foregoing	to be a true copy o	i a resolution adoj	pied by the bo	rough Council at a	meeting neid on i	Coluary 1, 2022.

Margaret Riggio Borough Clerk

#### 2022 AGREEMENT for



## CONTINUING DISCLOSURE and INDEPENDENT REGISTERED MUNICIPAL ADVISOR SERVICES

**THIS AGREEMENT**, valid for the calendar year noted above, (the "Agreement") by and between Hightstown Borough, 156 Bank Street, Hightstown, NJ 08520-3296 (the "Issuer"), and Phoenix Advisors, LLC, 625 Farnsworth Avenue, Bordentown, New Jersey 08505 ("Phoenix Advisors") for the provision of professional services as more fully described in the accompanying Scope of Services.

#### WITNESSETH:

WHEREAS, the Issuer has heretofore agreed through the execution of Continuing Disclosure Agreements ("CDAs") in connection with one or more bond issuances to provide specific financial and other information and notices, within specified timeframes, to the marketplace in a manner prescribed by the regulators of the underwriter that purchased said bond issues; and

WHEREAS, Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") governs the many aspects of continuing disclosure; and

WHEREAS, Phoenix Advisors provides continuing disclosure agent services, has the expertise as Continuing Disclosure Agent ("Disclosure Agent"), and has hereunder been appointed by the Issuer to serve as its Disclosure Agent until the expiration of this Agreement, as defined in Section 4 herein; and

WHEREAS, Phoenix Advisors, being duly registered as a Municipal Advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), provides professional municipal advisory services and has heretofore been appointed by the Issuer to be its Independent Registered Municipal Advisor ("IRMA") and to offer such municipal advisory services as may be requested until the expiration of this Agreement, as defined in Section 4 herein; and

**WHEREAS**, the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Issuer.

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

#### Section 1 - CONTINUING DISCLOSURE SERVICES

I. The Issuer's Disclosure Agent will assist the Issuer in meeting the secondary market disclosure obligations delineated in relevant CDAs and as specified under the Rule, including any required posting of any material event ("Event") notices.

The Issuer understands and acknowledges that its full cooperation is requisite to the Disclosure Agent's success assisting the Issuer in maintaining compliance with its CDAs and requirements of the Rule. The Issuer agrees that it will:

- i. Supply all documents required to be filed under its CDAs to the Disclosure Agent promptly, when available.
- ii. Notify the Disclosure Agent <u>immediately</u> of any Event requiring the filing of a notice under the Rule or its CDAs.
- II. This Agreement applies to bonds issued since the effective date of the secondary market disclosure requirements of the Rule, unless said bonds are exempt under the Rule.
- III. Phoenix Advisors will perform such services relating to its role as the Issuer's Disclosure Agent to a professional standard. Described below is the scope of the Disclosure Agent services and methodology:
  - i. Codify Issues That Are Subject to Continuing Disclosure

To make timely and accurate disclosure filings on the MSRB's Electronic Municipal Market Access Data Port website ("EMMA"), the Disclosure Agent will obtain and examine the Issuer's Official Statements relating to the outstanding bond issues to research the requirements found in the CDAs.

#### ii. Security Set-up

We enter in our proprietary database details of each outstanding issue and its filing obligations. This security set-up applies our database functionality to your issues.

#### iii. Review Data contained in Official Statements

The Disclosure Agent will review the Issuer's Official Statements for information concerning disclosure obligations and discuss the filing or reporting obligations with the Issuer. Our review will include other financial obligations undertaken of which we are made aware.

#### iv. Monitor, React, and Meet Filing Deadlines

The schedule of filing dates for outstanding bond issues is part of our database to ensure that required filings are made. We monitor each client's different deadlines to ensure timely filing of necessary documents. Our proprietary database produces ongoing reports that are used to alert the Issuer to approaching filing deadlines providing an essential safeguard for the timely filing of continuing disclosure information.

The Disclosure Agent will endeavor to gather required documents from public sources, e.g., state and local websites, to lessen the client's burden. Phoenix Advisors takes a proactive approach to client service. When we must obtain documents from clients, we provide email reminders sufficiently well in advance of upcoming deadlines, then follow up as necessary until completed on EMMA.

#### v. File Financial and Operating Data to Meet Your Obligations

In addition to filing Audited Financial information, CDAs require the filing of Operating Data. If the operating data is prepared with the assistance of the Disclosure Agent, the report will typically contain information consistent with the statistical data found in relevant Official Statements. This process often requires collaboration with the Issuer and other of the Issuer's retained professionals.

#### vi. File Documents Uniformly, Accurately, and Promptly

EMMA is a powerful resource for investors, analysts, and, importantly, underwriters that bid on debt issues. Easy identification on EMMA of filed documents is essential. The Disclosure Agent uses consistent naming and filing conventions, applying clear descriptive titles to filings, and correctly associates them with the right CUSIP on EMMA. The result is a uniform and logical chronology of data where EMMA users can easily find what they need.

The Disclosure Agent files documents on EMMA within forty-eight (48) hours of receipt. However, we file most documents on the same business day they are received.

#### vii. Confirm Filings to Client Promptly

The MSRB generates a submission confirmation for all disclosure filings made on EMMA. The Disclosure Agent will promptly send the Issuer an email copy of the MSRB's proof of required, voluntary, or Event filings made on the Issuer's behalf.

#### viii. Coordinate and Submit Voluntary Information

Voluntary filings are proper because the marketplace is hungry for information. We gather documents including Budgets, Debt Statements, and unaudited financials from issuers then file them as voluntary submissions. The more information, carefully labeled, the Issuer provides, the more professional and forthcoming their appearance is to market participants.

#### ix. Monitor Need for Material Events and Timely Filing of Notices

There is a significant list of items that regulators deem to be Events, whose incurrence requires a notice to be posted within ten (10) business days of the Event on EMMA. The occurrence of an Event is not apparent to those who are not directly involved with a transaction or with the Issuer's financial operations. It is the Issuer's responsibility to notify the Disclosure Agent of any reportable Event.

#### x. Actively Monitor Issuer Rating Changes

Rating changes are events that require Event Notice filing on EMMA. The Disclosure Agent's staff endeavors to regularly monitor rating agency news and updates for rating changes that affect the Issuer, and we file the appropriate Event notice. Issuers are always notified by the rating agencies when their ratings are adjusted, and when so told, the Issuer must alert the Disclosure Agent.

#### xi. Monitor Bond Insurer and Program Rating Changes

If a municipal bond insurer or a state program, e.g., a school bond enhancement program, is affected by a rating change, then all the bonds that carry that insurance or participate in that program will undergo a rating change, too. We monitor these types of rating changes, determine which, if any, of our clients are affected, and file the appropriate Event notices.

#### xii. Provide a Comprehensive Report Each Fiscal Year

We know the importance of documentation and well-organized files. The Disclosure Agent prepares a continuing disclosure report ("Annual Report") each year that shows every issue on which there is a continuing disclosure obligation, every filing, and every Event notice filed on the Issuer's behalf during the year on EMMA. The Annual Report also recaps a five (5) year history of the Issuers filings. Investors, underwriters of bonds, and the Issuer want to see the record of filing history. An accurate record during this timeframe is vital to the Issuer when it prepares Official Statements since a misstatement in such a document could have serious legal consequences.

#### xiii. Acceptance of Annual Report

The Annual Report highlights any exceptions to required filings and the timeliness of filings. The Issuer must carefully review said report and relay to the Disclosure Agent within ten (10) business days any error, discrepancy, omission, or concern relating to the Annual Report's accuracy or completeness.

We, the Issuer, and Phoenix Advisors agree that after ten (10) business days, without notice from the Issuer, the Annual Report is accepted by the Issuer is accurate and complete.

#### Section 2 - CONTINUING DISCLOSURE SERVICES COMPENSATION

- I. The Issuer will compensate Phoenix Advisors for its services as Disclosure Agent, as set forth below:
  - i. \$1,150 base fee (for up to three (3) outstanding issues), plus \$100 for each additional outstanding obligation, if filings are required.
  - ii. \$450 per issue set-up charge, <u>discounted to \$200</u> if Phoenix Advisors serves as Municipal Advisor on the transaction.
  - iii. \$250 for each Event filing we make under the SEC's Event Disclosure Rule. Phoenix Advisors will waive this fee if engaged as Municipal Advisor on a transaction that involves such Event filing.
  - iv. All fees are accumulated and invoiced toward the end of the relevant year.

#### Section 3 - INDEPENDENT REGISTERED MUNICIPAL ADVISOR

- I. Under the Dodd-Frank law, the SEC requires that any person or entity that provides advice concerning municipal securities issuance be licensed and regulated by the SEC and the MSRB to provide any such advice.
  - i. Professionals providing advice to the Issuer must hold a Municipal Advisor Series 50 license. Additionally, persons supervising the provision of municipal securities advice must possess a Series 54 Municipal Principal license.
  - ii. Phoenix Advisors professionals are Series 50 licensed and, as appropriate, a Series 54 license. Importantly, all licensees are subject to a continuing education protocol.
  - iii. Under the SEC and MSRB regulation, the Municipal Advisor owes a Fiduciary Obligation to the Issuer.

- II. There is no separate fee, financial cost, or obligation concerning the Issuer's appointment of Phoenix Advisors as the Issuer's Independent Registered Municipal Advisor ("IRMA" or "Municipal Advisor"). As the Issuer's IRMA, we will be available to answer general questions concerning outstanding debt issues, market conditions, prepare a preliminary project analysis, or preliminarily review financing proposals received by the Issuer as-requested.
  - iv. The Issuer, through the designation of an IRMA, allows third parties, primarily broker-dealer underwriting firms, but also other professional disciplines to submit proposals and ideas concerning financings to the Issuer.
  - v. Failure to actively seek advice from the Municipal Advisor means there is no one on your side appropriately licensed to advise the Issuer concerning the issuance or structure of municipal obligations, including bonds, notes, leases, or bank loans the Issuer may embark.
- III. When, and if, the Issuer requests the Municipal Advisor's involvement in a debt issuance, the undertaking of a financial obligation, an in-depth evaluation of a proposal or project, perform a consultant service, or assist with rating agency surveillance, then a separate Fee Addendum to this Agreement together with a scope of service will be provided for the Issuer's acknowledgment.

#### Section 4 – AGREEMENT TERM AND CONDITIONS

- I. Phoenix Advisors nor any individual representing Phoenix Advisors possess any authority concerning any decision of the Issuer or any official of the Issuer beyond the rendition of information or advice. Phoenix Advisors is not legal counsel nor an accountant and is not providing legal or accounting guidance. None of the services contemplated in this Agreement shall be construed as legal services or a substitute for legal services. The Issuer hereby acknowledges its responsibility concerning federal securities laws and represents its intention to comply in all respects with federal securities laws.
- II. This Agreement is subject to annual renewal and may be terminated by either the Issuer or Phoenix Advisors upon thirty (30) days' prior written notice.
- III. This Agreement shall be governed by the laws of the State of New Jersey.

**IN WITNESS WHEREOF,** The Issuer and Phoenix Advisors have caused this Agreement to be duly executed by its authorized representative, as of the day and year first above written.

HIGHTSTOWN BOROUGH	
Ву:	
PHOENIX ADVISORS, LLC	
By: Alionyson	
David B. Thompson, Chief Executive Officer	

#### SCOPE OF SERVICES - CONTINUING DISCLOSURE

Phoenix Advisors, LLC (the" Disclosure Agent") will assist the Issuer in meeting the secondary market disclosure obligations delineated in its relevant CDAs as specified under Rule 15c2-12 (the "Rule"), including the required filing of certain events requiring an event notice ("Event Notice(s)").

The Issuer understands and acknowledges that its full and complete cooperation is requisite to the Disclosure Agent's success in assisting the Issuer to maintain compliance with its CDAs and requirements of the Rule.

#### I. Issuer's Responsibilities

- a. Make all documents required to be filed under its CDAs available, if available, to the Disclosure Agent at least 48 hours prior to the deadline in their CDAs.
- b. Notify the Disclosure Agent, within 10 calendar days, of the occurrence of any event requiring the filing of an Event Notice under the Rule or its CDAs of such event. The events requiring such notification are:
  - i. Principal and interest payment delinquencies;
  - ii. Non-payment related defaults, if material;
  - iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
  - iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
  - v. Substitution of credit or liquidity providers, or their failure to perform;
  - vi. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
  - vii. Modifications to rights of security holders, if material;
  - viii. Bond calls, if material, and tender offers;
  - ix. Defeasances;
  - x. Release, substitution, or sale of property securing repayment of the securities, if material;
  - xi. Rating changes;
  - xii. Bankruptcy, insolvency, receivership or similar event of the obligated person:
  - xiii. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
  - xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
  - xv. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
  - xvi. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

#### II. Disclosure Agent's Services

a. Codify Issues That Are Subject to Continuing Disclosure

- Disclosure Agent when initially engaged will obtain and examine the Issuer's Official Statements relating to its outstanding bond issues to research the requirements found in the CDAs.
- Review the Issuer's financial statements for information concerning debt and lease obligations and other relevant obligations.
- iii. Discuss with the Issuer its filing and or reporting obligations.

#### b. Security Setup

- i. Enter into our proprietary database details of each outstanding bond issue and financial obligation with filing requirements.
- ii. All database functions will be applied to each outstanding bond issue and financial obligation with filing requirements.
- iii. An initial Required Filing Report will be provided to the Issuer to review and confirm for accuracy.
- iv. On an ongoing basis, enter into our database new issues and obligations of which we are made aware by the Issuer.

#### c. Monitor, React, and Meet Filing Deadlines

- i. Actively monitor the Issuers unique deadlines to ensure timely filing of required documents.
- ii. The Disclosure Agent will endeavor to gather required documents from public sources, e.g., state and local websites.
- iii. Our database will produce messages to alert the Issuer sufficiently in advance of approaching filing deadlines of documents required to satisfy filing obligations.
- iv. The Disclosure Agent will follow up telephonically with the Issuer regarding missing documents.

#### d. File Financial and Operating Data to Meet Your Obligations

- i. File Operating Data in addition to filing Audited Financial information.
- ii. The Disclosure Agent will work with the Issuer to assure that Operating Data filed meets the requirements of the Issuers CDAs.
- iii. If this process requires collaboration with other of the Issuer's retained professionals any fees of those professionals are solely the responsibility of the Issuer.

#### e. Confirm Filings to Client

- i. MSRB provides submission confirmations for all disclosure filings made on EMMA. These are forwarded electronically to the Issuer.
- ii. It is the responsibility of the Issuer to review for accuracy and completeness and retain copies of submission confirmations in its files.
- iii. The Disclosure Agent records EMMA filings in its database.

#### f. File Documents Uniformly, Accurately, and Promptly

- i. The Disclosure Agent uses consistent naming conventions and descriptive titles on EMMA filings to create a uniform and logical chronology of data.
- ii. Filings are associated with the appropriate CUSIP numbers on EMMA.
- iii. The Disclosure Agent files documents on EMMA within forty-eight (48) hours of receipt.

#### g. Coordinate and Submit Voluntary Information

- i. The Disclosure Agent will in concert with the Issuer identify relevant documents not required to be filed under the Issuer's CDAs and file them as voluntary submissions on EMMA.
- ii. These may include, among others: budgets, debt statements, and unaudited financials.

h. Material Events and Timely Filing of Notices.

The Rule requires the Issuer to file on EMMA certain Event Notices on EMMA of events delineated in the Rule. It is the Issuer's responsibility to make the Disclosure Agent aware of the of any such event within ten (10) calendar days of the event.

The occurrence of an event may not be apparent to the Disclosure Agent. It is the Issuer's

responsibility to notify the Disclosure Agent of any reportable event.

#### **Issuer Rating Changes**

Rating changes are events which require notice to be filed on EMMA.

Proactively, the Disclosure Agent s monitors rating agency news and web sites for rating

changes that affect the Issuer and the appropriate Event Notices are filed on EMMA.

iii. Issuers are always notified by the rating agencies when their ratings are adjusted. It is incumbent upon the Issuer to notify the Disclosure Agent when it is so notified by the rating agencies.

j. Monitor Bond Insurer and Program Rating Changes

If a municipal bond carries bond insurance or is supported by a state program, e.g., a school bond enhancement program, a rating change applied to such insurer or program requires an Event Notice be filed for all bonds that are supported by that insurance or program.

These types of rating changes are monitored by the Disclosure Agent to determine which, if any, of our clients' bonds are affected based on the original offering documents, and the appropriate Event Notices are filed. It is also incumbent upon the Issuer to notify the Disclosure Agent of such rating changes.

#### k. Provide a Comprehensive Report of Filings

The Disclosure Agent prepares a continuing disclosure report ("CD Report") each year that shows every issue on which there is a continuing disclosure obligation, every required filing, and every Event Notice filed on the Issuer's behalf during the year.

The CD Report recaps a five (5) year history of the Issuer's filings.

- The CD Report is separate from the filing confirmation sent to the Issuer when each filing is made by the Disclosure Agent on EMMA.
- The Issuer must carefully review said CD Report and relay to the Disclosure within ten (10) calendar days, any error, discrepancy, omission, or concern relating to the accuracy or completeness of the CD Report. It is agreed hereby that after ten (10) calendar days, and absent notice from the Issuer, the CD Report is accepted by the Issuer as accurate and complete.

Prior to the publication of an offering document relating to municipal securities, the Disclosure Agent, if made aware of such offering, will prepare an interim CD Report, for

the Issuer to review and acknowledge as complete and accurate.

Such CD Report will provide the basis for certain disclosures in the offering document. The Disclosure Agent, bond counsel and other interested parties are entitled to rely on such acknowledgement.

vii. An accurate record relating to the 5-year timeframe is important to the Issuer when it prepares Official Statements since a misstatement in such a document could have serious legal consequences.

#### SCOPE OF SERVICES - DEBT ISSUANCE

To assure that you have a complete understanding of an entire transaction Phoenix Advisors, LLC, (the "Municipal Advisor"), is active at each juncture of your transactions to personally and professionally guide you and respond to your concerns and questions. Below is an outline of services which may be provided during the financing process. This outline is not finite – we expect to do those things necessary and appropriate to bring your transaction to a successful conclusion.

#### I. Plan Strategy and Structure

The Municipal Advisor will research and analyze your outstanding debt to craft a financing solution that satisfies your needs now and into the future. Among the services that are provided to achieve these goals are:

- a. Identify and analyze
  - i. Review financing structures, options and concepts.
  - ii. Make recommendations to you based upon cost-benefit and market analysis.
- b. Develop and put forward a sound plan of finance.
  - i. Constructed analyses.
  - ii. Make recommendations concerning maturity structure, credit enhancement, early redemption features, and more.
  - iii. Address existing financial strengths, weaknesses, and growth patterns.

#### II. Coordinate the Financing Process

The Municipal Advisor coordinates the many steps of your transaction adding organization and capability to the financing process. The Municipal Advisor will:

- a. Establish a Timetable that outlines key events, dates and responsibilities and maintain a contact list of transaction participants.
- b. Coordinate the financing by, as appropriate, scheduling meetings, assigning work product responsibility, and communicating with finance team members.
- c. Assist in obtaining the approval of oversight entities, if needed, by making appropriate application and clear and concise presentations.
- d. Provide practical business, not legal, advice as to critical components and appropriate language of financing documents to aid in their completion and market acceptance.
- e. Assist in preparation of the offering document, i.e. the Official Statement
- f. Ensure that the current needs and requirements of investors, insurers, and bidders are met by the contents of the document.
- g. Develop a rating agency strategy and prepare a comprehensive rating presentation to obtain a rating that best reflects your overall financial position.
- h. Evaluate and recommend required or value-added third-party services and products.

#### III. Execute the Plan

When your transaction is ready for sale, whether competitive or negotiated, your Municipal Advisor take many valuable steps the goal of which is to achieve the appropriate interest cost and successful closing. Among these steps are:

- a. Provide statistics and points of reference
  - i. Gauge the overall market climate.
  - ii. Monitor the market
  - iii. Provide a recommendation for timing of your sale
  - iv. Work to schedule your debt offering under the most advantageous market conditions available.

- b. Present information to potential investors and bidding underwriters
  - i. Alert them of your debt offering and its characteristics.
  - ii. As appropriate, coordinate and conduct to present the financing to investors.
  - iii. Act to bolster demand in the market.
- c. Assemble valuable statistics and comparisons proximate to your sale
  - i. Assist in evaluating the interest rates received
  - ii. Assure understanding of recommendations made concerning the sale.
- d. Be active in your sale
  - i. Coordinate day of sale activities
  - ii. Providing real-time translation of events during competitive bid submission.
  - iii. In negotiated transactions, have active dialogue with underwriters during the interest setting process in juxtaposition to their interests to guard yours.
- e. After the sale
  - i. Coordinate and monitor details of your closing.
  - ii. Prepare memorandum directing the movement of funds.
- f. If requested, provide information about the effective investment of the transaction's proceeds. The Municipal Advisor can serve as your agent in obtaining investments designed to match your need for funds. In either capacity, the Municipal Advisor will not act as an investment manager.

#### IV. Follow-Up Reporting and Analyses

Our relationship with you is an ongoing process, not just a single transaction. As Municipal Advisor we stay by your side after closing. We will:

- a. Provide a permanent laminated debt service schedule, a clear presentation of your debt service requirements to be used during budget preparation and on debt service payment dates.
- b. Create reports and analysis summarizing your transaction suitable to share, as you may choose, with others.
- c. Monitor outstanding debt for opportunities to save through the refunding of prior issues.
- d. Alert you when a drop-off in debt service presents the occasion to layer in new debt.
- e. Review financing proposals presented to you.
- f. Regularly provide updates on the economy.
- g. Always be available to consult with you concerning any questions that arise.

# Municipal Securities Rulemaking Board REQUIRED DISCLOSURES

- The MSRB's website is <u>www.msrb.org</u> and the link for the Municipal Advisor Client Brochure is: <a href="http://msrb.org/~/media/files/resources/msrb-ma-clients-brochure.ashx">http://msrb.org/~/media/files/resources/msrb-ma-clients-brochure.ashx</a>
- SEC forms MA and MA-I are available for inspection on the SEC's EDGAR website at: www.sec.gov/edgar/searchedgar/companysearch.html
- There are no legal or disciplinary events concerning Phoenix Advisors, LLC, our management or advisors filed on any Form MA or Form MA-I filed with the SEC

Phoenix Advisors, LLC, is a municipal advisor duly registered with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). We provide municipal advisor services to clients that may be related to or overlap with other municipal issuer clients. We are aware of no conflict(s) of interest precluding us from fulfilling our fiduciary duty, on any transaction for which Phoenix Advisors is engaged. Should we become aware of any conflict, we would immediately inform the affected parties.

Phoenix Advisors, LLC, offers a variety of services, including but not limited to Municipal Advisor services, Consulting, and Post-Issuance Compliance services. There could be the appearance of a potential conflict of interest in cross-selling services. Phoenix Advisors mitigates any perceived conflict by adhering to a high standard of suitability for any service rendered to our clients. We also clearly disclose that there is no contingency requiring a client to accept multiple services.

Phoenix Advisors has a fiduciary obligation to put your interests ahead of ours, and we take this obligation seriously. We maintain policies and procedures to uphold our standards. Our internal compliance protocol dictates regular reviews of client transactions for compliance with all applicable MSRB rules. Under the same MSRB rules, all municipal advisors are required to provide to clients written documentation of their municipal advisory relationships with clients. You have received a written agreement or addendum to an agreement that includes a scope of services to be provided by Phoenix Advisors, and details the fees for these services.

The MSRB believes that certain forms of compensation may create the potential for conflicts of interest. Compensation may vary depending upon the nature of the engagement and requirements of the client. The MSRB requires that we provide information concerning forms of compensation and its potential to cause a conflict of interest. Various forms of compensation include:

**Fixed fee.** Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is typically based upon an analysis by the client and the advisor of the expected duration and complexity of a transaction and the scope of work that the advisor will perform. In the view of the MSRB, this form of compensation may present a potential conflict of interest because the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternative financing options.

**Hourly fee.** Under an hourly fee form of compensation, the municipal advisor's fee is based upon the number of hours worked by the advisor. Hourly rate compensation may present a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum number of hours at the outset of the engagement because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked.

Fees contingent upon the completion of a financing or other transaction. Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a potential conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client.

**Fees based upon the par value of a transaction.** Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities. This form of compensation may incent the municipal advisor to recommend that the client increase the amount of the issue unnecessarily to increase the advisor's fee.

Fees paid under a retainer agreement. Under a retainer agreement, fees are paid to a municipal advisor periodically, e.g., monthly, and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis, e.g., a fixed fee per month regardless of the number of hours worked, or an hourly basis, e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded. This form of fee arrangement, if not all-encompassing, might include some or all of the potential conflicts described above.

If you have any questions about your relationship with Phoenix Advisors, call your Municipal Advisor professional at 866-291-8180.

### Resolution 2022-43

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

# AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN HIGHTSTOWN BOROUGH AND EAST WINDSOR TOWNSHIP FOR CONTRIBUTION OF THE MATCHING LOCAL SHARE FOR BUS SERVICES

WHEREAS, the Borough of Hightstown is desirous of entering into a renewed shared services agreement with the Township of East Windsor for the purpose of providing public transportation services for its citizens; and

WHEREAS, the term of said agreement shall be from July 1, 2021 through June 30, 2022; and

**WHEREAS**, the Borough's share of the cost of this service, by the terms of the agreement, is \$2,180.00, representing no increase from prior years; and

WHEREAS, funds for this purpose will be made available in the 2021 and 2022 budgets.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Mayor and Borough Clerk are hereby authorized and directed to execute a Shared Services Agreement for Contribution of the Matching Local Share for Bus Services with East Windsor Township in the amount of \$2,180.00.

#### CERTIFICATION

I haraha	cartify the	foragoing t	o ha a trua conv	of a recolution	adopted by	the Rorough	Council at a meat	ting held on Februar	7 2022
I HELEDY	cermy me	יו אוווטאסוטו כ	o be a fine coby	or a resolution	auobicu by	me borougn	Council at a meet	ung neid on rebluar	/ /. 4044.

Margaret Riggio	
Borough Clerk	

## SHARED SERVICES AGREEMENT FOR CONTRIBUTION OF THE MATCHING LOCAL SHARE FOR BUS SERVICES.

THIS AGREEMENT, made this	day of	, 2021, by
and between the TOWNSHIP OF EAST WIL	NDSOR, located at 16 La	nning Boulevard, East
Windsor, New Jersey 08520-1999, hereinafte	er, the "Township" and th	e BOROUGH OF
HIGHTSTOWN, located at 156 Bank Street,	Hightstown, New Jersey	08520, hereinafter the
"Borough."		

#### WITNESSETH:

WHEREAS, N.J. Transit has offered funding to East Windsor Township of transportation services for Fiscal Year 2021 beginning July 1, 2021; and

WHEREAS, The Township of East Windsor, the Borough of Hightstown, and the County of Mercer have jointly agreed to provide the matching local share: and

WHEREAS, a good public transportation system decreases gasoline consumption, decreases traffic and parking congestion, improves air quality, provides mobility for residents who do not drive or cannot afford a taxi, decreases road maintenance costs and provides greater accessibility to the public, especially the elderly and the handicapped, to medical offices, shopping areas, and places of interest; and

WHEREAS, the Township of East Windsor, the Borough of Hightstown and the County of Mercer are desirous of providing public transportation services; 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 provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction.

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

Purpose. This agreement is to allocate expenses and responsibilities for the operation
of transportation services as hereinafter described.

- Commuter Bus Services. It is agreed and understood between the parties that the
  Township shall execute an agreement with a bus operator to provide a weekday
  commuter bus service to the Princeton Junction train station from East Windsor
  Township and Hightstown Borough.
- Change in Service. The parties may agree in writing at any time to request that the Township modify the commuter bus schedule.
- Community Bus Schedule. It is agreed and understood between the parties that the
  Township's Senior Center shall provide transportation services for senior citizens, the
  handicapped, and other residents of East Windsor Township and Hightstown
  Borough.
- 5. <u>Term.</u> This agreement shall be effective from July 1, 2021 and shall continue through June 30, 2022.
- Transportation Costs. The estimated cost of bus services during the term of this
  agreement is approximately \$213,000.00. All contributions from Highstown Borough
  will go toward this cost.
- 7. <u>Contribution</u>. The Borough agrees to contribute \$2,180.00 toward a minimum total local share of \$50,000.00 for transportation costs.
- 8. <u>Authorization and Certification of Funds</u>. Simultaneously, with the execution and delivery hereof, each party hereto shall deliver to each other party a true and complete copy of an ordinance or resolution, as appropriate, authorizing such party to enter in to this Agreement, together with a certificate showing the availability of funds for such party's contributions required by this Agreement.
- 9. Project Account. Non-Township cash contributions shall be given to the Township within sixty (60) days of the execution of this agreement, to be maintained in a separate account to be known as Project Account and to be disbursed solely for the costs of this project.
- 10. <u>Accounting</u>. The Borough may submit a written request to the Township for an accounting of monies disbursed for this project. The Township shall provide an accounting within forty-five (45) days receipt of such written request.
- 11. <u>Termination</u>. In the event the agreement with N.J. Transit or with the bus company is cancelled or terminated for any reason whatsoever, this agreement shall be null and

void. If this agreement is terminated prior to its term, the Township shall make payment for the Project Account for the amount of any costs incurred to the effective date of the notice of termination. If the agreement is terminated for any reason, any unexpended funds contributed by the Borough shall be returned to the Borough within forty-five (45) days in proportion to each parties' contributions.

12. <u>Modifications</u>. Except as otherwise provided in this agreement, this agreement may be modified only by prior written agreement of all parties.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals of the respective dates indicated below:

	TOWNSHIP OF EAST WINDSOR
Allison Quigley Municipal Clerk	JANICE S. MIRONOV Mayor
Date:	
	BOROUGH OF HIGHTSTOWN
Peggy Riggio Borough Clerk	LAWRENCE QUATTRONE Mayor
Date:	

#### RESOLUTION R2021- 203

#### EAST WINDSOR TOWNSHIP MERCER COUNTY

WHEREAS, the Township of East Windsor and the Borough of Hightstown are desirous of providing public transportation services for their citizens; and

**WHEREAS,** the Township of East Windsor and the Borough of Hightstown have agreed to provide matching local shares for bus services.

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. authorizes any municipality to enter into a contract with any other municipality for the joint provision of any service which either party is empowered to render within its own jurisdiction; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey, as follows:

- 1. The attached "Shared Services Agreement for Contribution of the Matching Local Share for Bus Services", between the Township of East Windsor and the Borough of Hightstown, for the term of July 1, 2021 through June 30, 2022, is approved.
- 2. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the East Windsor Township Council at a meeting held on December 21, 2021.

Allison Quigley

Municipal Clerk

## Resolution 2022-44

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## AUTHORIZING A SHARED SERVICES AGREEMENT WITH HAMILTON TOWNSHIP FOR CERTAIN HEALTH SERVICES (STD CLINIC)

**WHEREAS**, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain clinic services relative to sexually transmitted diseases (STDs); and

**WHEREAS**, the Township of Hamilton is agreeable to providing clinic services relative to STDs to the Borough of Hightstown for the period January 1, 2022 through December 31, 2022 for a fee of \$50.00 per patient; and

**WHEREAS**, it is the desire of the Borough Council to enter into a shared services agreement with the Township of Hamilton for provision of these services; and

WHEREAS, such agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq; and

WHEREAS, funds for this purpose shall be provided for in the 2022 budget.

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

- 1. A shared services agreement between the Borough of Hightstown and the Township of Hamilton for the provision of professional health clinic services for sexually transmitted diseases for the period January 1, 2022 through December 31, 2022 is hereby authorized and accepted.
- 2. The Mayor and Borough Clerk are authorized and directed to execute said agreement.

#### CERTIFICATION

I hereby certify the foregoing to be a	true conv of a resolution adopted	by the Borough Council at a	a meeting held on February 7, 2022

•	Margaret Riggio	
	Deputy Borough Clerk	
	Deputy Bolough Clerk	

Hamilton Township Resolution No. 22-022 Borough of Hightstown Resolution No.

## SHARED SERVICES AGREEMENT FOR HEALTH SERVICES TOWNSHIP OF HAMILTON & THE BOROUGH OF HIGHTSTOWN

January 1, 2022 to December 31, 2022

This Agreement made this *th* day of *January, 2022*, by and between the **Township of Hamilton**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 2090 Greenwood Avenue, P.O. Box 00150, Trenton, New Jersey 08650-0150; and the **BOROUGH OF HIGHTSTOWN**, County of Mercer, a municipal corporation of the State of New Jersey, with principal offices located at 148 North Main Street, Hightstown, New Jersey 08520-3296

#### Witnesseth that:

Whereas, the Borough of Hightstown is responsible by law for the protection of public health and wishes to provide certain health services for its residents; and

Whereas, the Borough of Hightstown desires to contract with the Township of Hamilton for provision of those health services; and

Whereas, the Township of Hamilton is agreeable to providing health services to the Borough of Hightstown for a fee and upon certain specified conditions; 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 provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

**Whereas**, the Township of Hamilton and the Borough of Hightstown have authorized and approved this Agreement by Resolution duly adopted pursuant to <u>N.J.S.A.</u> 40A:65-1, et seq., of the *Uniform Shared Services and Consolidation Act*;

**Now, Therefore**, in consideration of the mutual agreements and covenants herein contained, the parties agree as follows:

1. **Scope of Services:** The Township of Hamilton agrees to provide to the Borough of Hightstown, for the benefit of the residents of the Borough of Hightstown, certain health services on an as needed basis.

- 2. Fees: The fees payable by the Borough of Hightstown to the Township of Hamilton for the performance of health services shall be as set forth in Code of the Township of Hamilton, New Jersey, Chapter 215, Fees, § 215-6. Department of Health, Recreation, Senior and Veterans Services § 215-6A(10) annexed hereto.
- 3. **Billing and Payment:** The Township of Hamilton will issue quarterly bills for services rendered to the Borough of Hightstown. The bills will be issued by the fifteenth (15th) day of the succeeding quarter and will be payable within thirty (30) days of issuance. The first quarter will run from January 1<sup>st</sup> March 31<sup>st</sup>; the second quarter will run from April 1<sup>st</sup> June 30<sup>th</sup>; the third quarter will run from July 1<sup>st</sup> September 30<sup>th</sup>; and the fourth quarter will run from October 1<sup>st</sup> December 31<sup>st</sup>.
- 4. **Liability:** The Township of Hamilton and the Borough of Hightstown shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.J.S.A.* 59:1-1 et seq., arising out of or related to performance of any activity under the terms of this Agreement.
- 5. **Effective Date/Termination:** This Agreement shall be for twelve (12) months effective January 1, 2022 and ending December 31, 2022.
- 6. Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to continue services and negotiate a new contract for 2023.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals on the respective dates indicated below:

TOWNSHIP OF HAMILTON	BOROUGH OF HIGHTSTOWN			
Jeffrey S. Martin, Mayor	Susan Bluth, Council President			
ATTEST:	ATTEST:			
Eileen A. Gore, RMC, CMC, MMC Municipal Clerk	Peggy Riggio, RMC/CMC Municipal Clerk			
Dated:	Dated:			

Township of Hamilton, NJ Wednesday, January 12, 2022

### Chapter 215. Fees

## § 215-6. Department of Health, Recreation, Senior and Veterans Services.

- A. Division of Health.
  - (1) Retail food establishments and food and beverage vending machines.
    - (a) License fees: (§ 235-6)
      - 1. Risk Type 1: \$175 per year.
      - 2. Risk Type 2: \$200 per year.
      - 3. Risk Type 3: \$300 per year.
      - 4. Risk Type 4 additional: \$75 per year.
      - 5. Temporary retail food establishment: \$75 per event.
      - 6. Vending machine: \$30 per machine per year. (See also § 496-13.)
      - 7. Mobile food units: \$125 per year.
    - (b) Refer to § 235-6C for applicants exempt from license fees. (§ 235-6)
    - (c) Late fee: \$100 for each 30 days the license renewal is late. (§ 235-6)
    - (d) Reinspections. The reinspection fees for retail food establishments that receive a conditional satisfactory or unsatisfactory rating, as defined in N.J.A.C. 8:24-8.11, are: (§ 235-8)
      - 1. First occurrence: \$0.
      - 2. Second occurrence (within two years of first occurrence) fine: \$250.
      - 3. Third occurrence (within two years of first occurrence) fine: \$350.
      - Fourth occurrence (within two years of first occurrence) fine: \$500 and closure of the establishment for a minimum of 72 hours. All violations shall be abated prior to reopening.
  - (2) Incinerator permit: \$25 per year. (§ 90-8)
  - (3) Dog license. [Amended 10-6-2020 by Ord. No. 20-044]
    - (a) The person applying for a dog license shall pay a fee of \$17 for each dog. He shall also pay \$1 for the registration tag for each dog. The same fees shall be charged for the annual renewal of each license and registration tag.

- (b) Any resident of the Township who shall have attained the age of 65 years of age apply for a dog license shall pay a fee of \$1 for each dog. He shall also pay \$1 for the registration tag for each dog. The same fees shall be charged for the annual renewal of each license and registration tag.
- (c) There shall be an additional fee of \$3 payable annually, applicable to Subsection A(3)(a) and (b) above, for each dog which has not had its reproductive system surgically altered.
- (d) Potentially dangerous dog license: \$700 per year (N.J.S.A. 4:19-31).
- (e) Penalty. For each violation of this section there shall be a fine of \$5 per month from the date a license is required.
- (4) Kennels, pet shops, shelters and pounds.
  - (a) Kennel:

[Amended 4-21-2020 by Ord. No. 20-023]

- Ten or fewer dogs: \$10 per year.
- 2. More than 10 dogs: \$25 per year.
- (b) Pet shop: \$10 per year. [Amended 4-21-2020 by Ord. No. 20-023]
- (c) Shelter or pound: no fee.
- (5) Public recreational bathing facilities (swimming pools and spas).
  - (a) Plan review fees for pools and spas: (§ 442-5)
    - 1. For the first pool/spa: \$500.
    - 2. For each additional pool/spa: \$250.
  - (b) The fees for operating a public recreational bathing facility (i.e., swimming pool) are as follows: (§ 442-6)
    - 1. Yearly pools: \$250.
    - 2. Yearly spas: \$100.
    - Seasonal pools: \$150.
    - 4. Seasonal wading pools: \$150.
- (6) Plan review for individual sewage disposal system:
  - (a) Installation of new system: \$500.
  - (b) Alteration/repair of existing system: \$250.
  - (c) Minor repair of existing system: \$150.
- (7) Plan review for retail food establishments:
  - (a) Full service restaurants, hospitals and supermarkets: \$500.
  - (b) Take-out only restaurants: \$250.
  - (c) Pre-packaged establishments: \$150.
  - (d) Renovation of establishment: \$150.

- (8) Review of individual sewage disposal system and/or well water test certification for resale 48 home: \$50.
- (9) Vital Statistics.

[Amended 10-6-2020 by Ord. No. 20-044]

- (a) Certified copies of death, birth, marriage, civil union or domestic partnership certificates: \$15.
- (b) Corrections to death, birth, marriage, civil union or domestic partnership certificates: \$15.
  - 1. Exemption to correction fee: clerical errors.
- (c) Fee for court ordered name change on birth or marriage certificate: \$2.
- (d) Fee for marriage or civil union licenses: \$28.
  - \$25 per marriage or civil union license issued shall be forwarded to the New Jersey Department of Children & Family Services quarterly as set forth in N.J.S.A. 37:1-12.1 as may be amended.
- (e) Fee for domestic partnership registration: \$28.
  - 1. \$25 per domestic partnership registration issued shall be forwarded to the New Jersey Department of Children & Family Services quarterly as set forth in N.J.S.A. 37:1-12.1 as may be amended.
- (f) Fee for burial, cremation or transit permit: \$5 which shall be forwarded to the New Jersey State Registrar as set forth in N.J.S.A. 26:6-17 as may be amended.
- (g) Fee for disinterment transit permit: \$5 which shall be forwarded to the New Jersey State Registrar as set forth in N.J.S.A. 26:6-17 as may be amended.
- (10) Available services.
  - (a) Exposure control plan: Tailored to fit particular specifications, job descriptions, etc.
    - 1. BBP Plan: \$300.
    - 2. TB Plan: \$300.
    - 3. Both plans: \$500.
  - (b) Bloodborne pathogen/TB training.
    - 1. Includes all topics mandated by PEOSHA regulations.
    - 2. Presented by a public health nurse and HIV counselor/health educator.
      - a. Initial training session: \$500 for up to 30 employees; \$10 per each additional employee over 30.
      - b. Initial TB training only: \$250 for up to 30 employees; \$10 per each additional employee over 30.
      - c. Yearly retraining: \$300 for up to 30 employees; \$10 per each additional employee over 30.
  - (c) Hepatitis B vaccine.
    - 1. Administered with a physician's standing orders by a public health nurse.
    - 2. Includes Hepatitis B vaccine, following CDC guidelines.
      - a. Hepatitis B vaccine: \$70 per vaccination.

- b. Twinrix (Hepatitis A and Hepatitis B): \$100 per vaccination.
- (d) Mantoux tuberculin testing (PPD).
  - 1. Administered with a physician's standing orders by a public health nurse.
  - 2. Interpreted in 48 to 72 hours by a public health nurse.
    - a. PPD administration: \$25 per employee.
- (e) Sexually transmitted disease (STD) clinic services.
  - 1. Services are available on Tuesdays, 9:00 a.m. to 12:00 noon, at the Hamilton Township Division of Health.
  - 2. Services are conducted by a public health nurse and STD/HIV counselor(s).
    - a. Contracted STD clinic visit: \$50 per patient as per contract.
- (f) Pneumonia/flu.
  - 1. Non-Township residents, private sector and businesses: \$200.
- (g) Blood lead investigations.
  - 1. Investigation and follow-up: \$60 per hour.
- (h) Child health conferences.
  - Assessment, counseling, examination and immunizations: \$75 per patient as per contract.
- (i) Health education services.
  - 1. Assessment, planning and implementation: \$200 per hour.
- (11) Body art establishments.

[Added 2-2-2021 by Ord. No. 21-002]

- (a) Application review fees for body art establishments license:
  - 1. New establishment: \$225.
  - 2. Renovation of establishment: \$100.
- (b) Yearly license: \$275, which shall be nonrefundable, unless the applicant:
  - 1. Voluntarily withdraws the application within five days of filing; and
  - 2. Can demonstrate that it has not operated the business for which the application is pending during said five-day period, in which event, \$50 shall not be refundable.
- (c) Late fee: \$100 for each 30 days the license renewal is late.
- B. Division of Recreation.
  - (1) Permit for group use in parks: \$10. (§ **340-4**)
  - (2) Park, recreation and park facilities fees. The following fees shall be charged by the Township for the use of parks, recreational and park facilities and services:
    - (a) Activity fees. [Amended 2-19-2019 by Ord. No. 19-005]

Activity	Fee

Activity	Fee 151
Winter batting instruction, resident	\$25
Winter batting instruction, Saturday class, resident	\$7.50
Winter batting instruction, nonresident	\$35
Winter batting instruction, Saturday class, nonresident	\$15
Summer baseball instruction, resident	\$45
Summer baseball instruction, nonresident	\$60
Pickleball identification card, resident	\$20
Pickleball identification card, nonresident	\$40
Pickleball light rental, per 1 1/2 hours	\$25
Pickleball guest fee	\$10
Pickleball tournament registration fee	\$300
Pickleball tournament court/day rental	\$25
Pickleball tournament light rental, per 1 1/2 hours	\$20
Tennis identification card, resident	\$20
Tennis identification card, nonresident	\$40
Tennis light rental, per 1 1/2 hours	\$25
Tennis guest fee	\$10
Tennis tournament registration fee	\$300
Tennis tournament court/day rental	\$25
Tennis tournament light rental, per 1 1/2 hours	\$20
Athletic fields, resident, per day	\$75
Athletic field light rental, resident, per game	\$50
Summer volleyball team	\$75

#### (b) Golf center.

- Driving range (putting green included with all range buckets): [Amended 4-3-2018 by Ord. No. 18-014]
  - a. Small bucket: \$8 each.
  - b. Large bucket: \$10 each.
  - c. X-large bucket: \$12 each.
  - d. Miniature golf, children: \$4 each.
  - e. Miniature golf, adults: \$6 each.
  - f. Use of putting green/chipping area alone: \$5.
- 2. Golf instruction program.
  - a. Private lesson rates:
    - i. One one-half-hour lesson: \$60.
    - ii. Three one-half-hour lessons: \$170.
    - iii. Three-fourths hour lesson with written evaluation: \$75.
    - iv. Hour lesson with written evaluation: \$90.

- v. Three one-hour lessons: \$250.
- vi. Series of six one-half-hour lessons: \$330.
- b. Junior lesson rates (age 15 and under):
  - i. One one-half-hour lesson: \$50.
- c. Group clinic rates: \$120 per person. A group may include juniors, men, women or seniors. There must be a minimum of three people and a maximum of six people per group. The group clinic consists of a one-hour session per week for the duration of a four-week period.
- d. Township receives 25% of fees for all lessons.
- 3. The Director of Health, Recreation, Senior and Veterans Services shall be authorized to establish promotions, including but not limited to coupons and group rates, to encourage the use of the golf center.
- (c) Parks and park facilities.
  - 1. Veterans Park.
    - Resident: \$50 rental.
    - b. Nonresident: \$100 rental.
    - c. The aforementioned fees are for a four-hour use.
  - 2. Kuser Park.
    - a. Resident: \$50 rental.
    - b. Nonresident: \$100 rental.
    - c. The aforementioned fees are for a four-hour use.
    - d. Gazebo:
      - i. Resident: \$50 rental.
      - ii. Nonresident: \$75 rental.
      - iii. The gazebo shall be rented out for marriage ceremonies and photographs only.
  - Trails.
    - a. 5K races/walks:
      - i. Resident: \$250 rental.
      - ii. Nonresident: \$300 rental.
  - 4. Security deposit. Pursuant to Chapter 340, Parks and Playgrounds, Article I, Rules and Regulations, a deposit of \$250 shall be made at the time a permit is issued to assure that the park grounds and facilities will be left in a clean, safe and sanitary condition. The Department of Health, Recreation, Senior and Veterans Services will examine the grounds following use by such group and, upon determining that all of the rules have been complied with, the deposit will be returned to the permittee. If the rules have not been complied with, the deposit will be forfeited. (§ 340-4)
- (3) Athletic field advertising fees. [Added 5-1-2018 by Ord. No. 18-018]

- (a) Advertising on athletic field signage shall be awarded pursuant to the requirements of **1fe** Local Public Contracts Law and applicable bid specifications.
- (b) The minimum bids for advertising on athletic field signage shall be as follows:
  - 1. For one year, \$500.
  - 2. For two years, \$850.
  - 3. For three years, \$1,200.
  - 4. For four years, \$1,550.
  - 5. For five years, \$1,800.
- (c) The fee required pursuant to this subsection shall only apply to advertising on athletic field signage at Veterans Park and Warwick Park.
- C. Hamilton Township Animal Shelter. [Amended 10-6-2020 by Ord. No. 20-044]
  - (1) Impounded dogs. The fee for redemption of impounded dogs is \$20 for picking up a dog, plus \$4 per day for each day or fraction thereof that the dog has been in custody to cover maintenance (N.J.S.A. 4:19-15.16).
  - (2) Impounded cats. The fee for redemption of impounded cats is \$20 for picking up a cat, plus \$4 per day for each day or fraction thereof that the cat has been in custody to cover maintenance (N.J.S.A. 4:19-15.16).
  - (3) Impounded other animals. The fee for redemption of impounded other animals as defined in § 108-1 is \$20 for picking up the other animal, plus \$4 per day for each day or fraction thereof that the animal has been in custody to cover maintenance (N.J.S.A. 4:19-15.16).
  - (4) Initial adoption fee for dogs: \$75.
  - (5) Initial adoption fee for puppies less than six months: \$100.
  - (6) Initial adoption fee for cats: \$45.
  - (7) Initial adoption fee for kittens less than six months: \$60.
  - (8) Other animals adoption fee: \$30.
  - (9) Microchipping fee: \$20.
  - (10) Animal trap fee: deposit of \$50 per use for a maximum rental of 10 days.
  - (11) Owner surrender fee: \$100. This fee may be waived, due to hardship, at the discretion of the Director of Health, Recreation, Senior and Veteran Services.

Select Language | ▼

## TOWNSHIP OF HAMILTON COUNTY OF MERCER, NEW JERSEY

RESOLUTION

RESOLUTION AUTHORIZING AND APPROVING A 2022 SHARED SERVICES CONTRACT FOR HEALTH SERVICES BETWEEN THE TOWNSHIP OF HAMILTON

Whereas the Borough of Hightstown desires to contract with the Township of Hamilton for the provision of certain professional health clinic services for the period January 1,

Whereas the Township of Hamilton has agreed to provide certain health services to the Borough of Hightstown pursuant to the fees outlined in the Code of the Township of Hamilton, New Jersey, Chapter 215, Fees, § 215-6, Department of Health, Recreation,

Whereas such agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq.; and

APPROVED AS TO FORM AND LEGALITY

AND THE BOROUGH OF HIGHTSTOWN

Senior and Veterans Services, § 215-6A(10); and

2022 to December 31, 2022; and

No. **22-022** 

**FACTUAL CONTENTS CERTIFIED TO BY** 

Whereas this contract is in the best interest of the Township of Hamilton; Now, Therefore, Be It Resolved by the Council of the Township of Hamilton, in the County of Mercer and State of New Jersey, that the shared services contract between the Township of Hamilton and the Borough of Hightstown for the provision of certain professional health clinic services is authorized and accepted, and that the proper officials of the Township of Hamilton are authorized to execute said contract. Be It Further Resolved that the contract shall take effect upon the adoption of the appropriate resolution by the Borough of Hightstown and the execution of the contract by the parties in accordance with N.J.S.A. 40A:65-1 et seq. ADOPTED BY COUNCIL ON **JANUARY 4, 2022** DATE MUNICIPAL CLERK RECORD OF VOTE COUNCIL NAY AYE. N.V. A.B. RES. SEC. ANTHONY P. CARABELLI, JR. PASQUALE "PAT" PAPERO, JR. RICHARD L. TIGHE, JR. CHARLES F. WHALEN NANCY PHILLIPS X - Indicates Vote A.B. - Absent N.V. - Not Voting RES. - Moved SEC. - Seconded



**COUNCIL MEETING.** 

## REQUEST FOR TOWNSHIP COUNCIL ACTION

DATE OF REQUEST: December 6, 2021

NAME & TITLE OF REQUESTER: Jessica Purdy, Supervising Secretary

INITIATING DEPT/DIV: Health, Recreation, Senior & Veteran

Services

SERVICE REQUESTED (select one)		FOR C	FOR CONTRACTS & PSAS (select one)				
	Ordinance			Request was made	for Bids		
x	Resolution			Request was made for Proposals/Quotes			
	Item for Discuss	ion (explain)		Request was made for Proposals/Quotes for Professional Services			
of Hamilton ar certain profess			and the Beessional he	for a Shared Service Contract between the Township and the Borough of Hightstown for the provision of sional health clinic services for the period of January 1, December 31, 2022.			
i.e. Memorandum; Invoice; Service Contra Agreement; etc. Service Contra			tract with the health clinic	Township Division of Health has maintained a Shared act with the Borough of Hightstown for providing certain ealth clinic services. The fees for the services provided are which of Hamilton Ordinance § 215-6A(10).			
<b>FUNDING AMOUNT:</b> N/A If applicable							
	ET ACCOUNT No. of Adm, Professiona ces						
Please sp Grant(G), Expense	ET ACCOUNT No pecify account type: ; Trust(T); Capital(C) (OE) -01-20-120-000-280						
Al	PPROVED BY:	Department Director	or		Date		
APPROVED BY:  Business Administrat  APPROVED BY:  Jeffrey S. Martin, Mar			rator		Date		
			/lavor		Date		
DEADL	INE FOR SUBI	•	·	OF THE BUSINESS	S ADMINISTRATOR FOR		

REVIEW AND APPROVAL IS 3:00 PM ON THE MONDAY OF THE WEEK PRECEDING THE

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## AUTHORIZING PAYMENT NO. 5 FINAL ASSUNCAO BROTHERS, INC. (CONSTRUCTION OF PEDDIE LAKE DAM WALKING BRIDGE REPLACEMENT)

**WHEREAS,** on August 20, 2018, the Borough Council awarded a contract for the construction of the Peddie Lake Dam Walking Bridge Replacement to Assuncao Brothers, Inc. of Edison, New Jersey in the Amount of \$408,575.84; and

**WHEREAS**, the contractor has submitted a request for final payment in the amount of \$58,156.78 for work performed from April 1, 2020 – November 23, 2020; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$58,156.78 to Assuncao Brothers, Inc. of Edison, New Jersey is hereby approved as detailed herein.

I hereby certify the foregoing to be a true copy of a resolution	adopted by the Borough Council at a meeting held on February 7, 2022.
	Margaret Riggio
	Borough Clerk

## **PAYMENT CERTIFICATION #5**

# INVOICE - PARTIAL PAYMENT #5 (WORK PERFORMED 04/01/20 THROUGH 11/23/20)

## R REMINGTON & VERNICK ENGINEERS CERTIFICATE #5 (FINAL)

Assuncao Brothers, Inc.

29 Wood Avenue Edison, NJ 08820 (732) 549-8585

PROJECT NAME:

Peddie Lake Dam Walking Bridge Replacement

PROJECT NUMBER:

1104T001

Federal Project No. TAP-C00S(917); NJDOT No. 6504305

CLIENT:

Borough of Hightstown (Mercer County)

CERTIFICATE #5 (FINAL)

DATE: July 23, 2021

X Contractor

DATE

						QTY.	AMOUNT	TOTAL	TOTAL
		QUAN	TITY	UNITS	CONTRACT	COMPL.	THIS	QTY.	AMOUNT
#	DESCRIPTION	& UI	NITS	PRICE	AMOUNT	CERT #5	PERIOD	COMPL.	PAYABLE
1	MOBILIZATION	1	LS	\$17,836.52	\$17,836.52	0	\$0.00	1	\$17,836.52
2	SITE CLEARING & ROUGH GRADING	1	LS	\$5,750.01	\$5,750.01	0	\$0.00	1	\$5,750.01
3	TRAFFIC DIRECTOR/FLAGGER	80	HR	\$0.01	\$0.80	0	\$0.00	0	\$0.00
4	SILT FENCE	300	LF	\$6.46	\$1,938.00	0	\$0.00	285	\$1,841.10
5	CONSTRUCTION DRIVEWAY	150	SY	\$33.54	\$5,031.00	0	\$0.00	148	\$4,963.92
6	TEMP. REGULATORY SIGN, R1-1 (30" X 30")	12.5	SF	\$92.00	\$1,150.00	0	\$0.00	0	\$0.00
7	REINFORCED CONCRETE BRIDGE ABUTMENT & FOOTING, 4' X 9.08' X 5'	2	UN	\$19,147.43	\$38,294.86	0	\$0.00	2	\$38,294.86
8	FLOWABLE CONCRETE FILL (CLSM INFILL FOR BRIDGE FOOTING & ABANDONED PIPE)	100	CY	\$242.17	\$24,217.00	0	\$0.00	62	\$15,014.54
9	FURNISH 6' WIDE PEDESTRIAN WALKING BRIDGE, COMPLETE	1	UN	\$106,399.26	\$106,399.26	0	\$0.00	1	\$106,399.26
10	INSTALL 6' WIDE PEDESTRIAN WALKING BRIDGE, COMPLETE	1	UN	\$10,874.84	\$10,874.84	0	\$0.00	1	\$10,874.84
11	MANHOLE FRAME & COVER	1	UN	\$862.50	\$862.50	1	\$862.50	2	\$1,725.00
12	LIGHT POLE RELOCATION, COMPLETE	2	UN	\$3,450.00	\$6,900.00	0	\$0.00	1	\$3,450.00
13	RAISE/RELOCATE EXISTING LAWN SPRINKLER HEADS	4	UN	\$487.53	\$1,950.12	3	\$1,462.59	4	\$1,950.12
14	FILL, COMPACTED/GRADING AT NEW SIDEWALK AREAS	100	CY	\$98.68	\$9,868.00	0	\$0.00	85	\$8,387.80
15	TREE REMOVAL, OVER 18" TO 24" DIA. (IF & WHERE DIRECTED)	2	UN	\$3,150.00	\$6,300.00	0	\$0.00	1	\$3,150.00
16	CONCRETE SIDEWALK, 4" THICK	281	SY	\$55.33	\$15,547.73	0	\$0.00	258.49	\$14,302.25
17	REINFORCED CONCRETE SIDEWALK, 6" THICK	48	SY	\$252.92	\$12,140.16	0	\$0.00	33.26	\$8,412.12

	ACCESS GATES			A =:	ınt Completed tl	sia Danie 1	\$47,669.13		
SA-0	ALUMINUM RAILING AND 4	1	UN	φ4,200.00	φ4,∠00.00	1	φ4,200.00	1	φ4,200.00
	RAILING DESIGN CHANGE REMOVAL OF 30 LF OF	50	LF UN	\$78.44 \$4,200.00	\$3,922.00 \$4,200.00	50	\$3,922.00 \$4,200.00	50	\$3,922.00 \$4,200.00
	WALL			·	•				
	ABUTMENT BACKFILL OF DECORATIVE	14	SY	\$1,417.28	\$13,373.32	14	\$19,841.92	14	\$13,373.32
SA-2	RE WITH CLSM  ADDED BACKWALL FOR	2	UN	\$6,686.66	\$13,373.32	0	\$0.00	2	\$13,373.32
SA-2	OF EXISTING WALL  ADDITIONAL WORK TO FILL CHAMBER/CULVERT/STRUCTU	100	SF	\$213.54	\$21,354.00	0	\$0.00	100	\$21,354.00
SA-1	ADDITIONAL WORK FOR ABUTMENT DUE TO LOCATION	2	UN	\$3,684.28	\$7,368.56	0	\$0.00	2	\$7,368.56
35	FINAL CLEANUP & RESTORATION	1	LS	\$15,170.92	\$15,170.92	1	\$15,170.92	1	\$15,170.92
34	REGULATORY SIGN, R7-8P (18" X 9")	1.13	SF	\$840.00	\$949.20	1.13	\$949.20	1.13	\$949.20
33	REGULATORY SIGN, R7-8 (12" X 18")	1.5	SF	\$840.00	\$1,260.00	1.5	\$1,260.00	1.5	\$1,260.00
32	WHITE THERMOPLASTIC STRIPING SYMBOL	1	UN	\$630.00	\$630.00	0	\$0.00	1	\$630.00
31	12" WIDE, WHITE THERMOPLASTIC STRIPING	40	SF	\$52.50	\$2,100.00	0	\$0.00	29	\$1,522.50
30	8" WIDE, WHITE THERMOPLASTIC STRIPING	30	SF	\$52.50	\$1,575.00	0	\$0.00	27.47	\$1,442.18
29	DETECTABLE WARNING SURFACE	1	SY	\$345.00	\$345.00	0	\$0.00	0.89	\$307.05
28	REMOVE & RESET BRICK PAVER SIDEWALK	165	SF	\$34.87	\$5,753.55	0	\$0.00	109.32	\$3,811.99
27	CONCRETE VERTICAL CURB, 4000 PSI	70	LF	\$89.09	\$6,236.30	0	\$0.00	28	\$2,494.52
26	BOLLARD	3	UN	\$3,136.19	\$9,408.57	0	\$0.00	3	\$9,408.57
25	TOPSOIL, 8" THICK	10	SY	\$12.08	\$120.80	0	\$0.00	0	\$0.00
24	DECORATIVE CLEAN FILL	4	CY	\$196.95	\$787.80	0	\$0.00	0	\$0.00
23	DECORATIVE ALUMINUM ACCESS GATE,	4	UN	\$1,575.00	\$6,300.00	0	\$0.00	0	\$0.00
22	ALUMINUM RAILING, 2 RAIL,	30	LF	\$210.00	\$6,300.00	0	\$0.00	0	\$0.00
21	ALUMINUM RAILING, 2 RAIL	159	LF	\$115.50	\$18,364.50	0	\$0.00	149.53	\$17,270.72
20	REINFORCED, 4 STEPS DECORATIVE WALL	56	LF	\$712.26	\$39,886.56	0	\$0.00	41.5	\$29,558.79
18	CONCRETE STEPS, REINFORCED, 5 STEPS CONCRETE STEPS,	2	UN	\$7,081.71 \$7,081.71	\$14,163.42 \$14,163.42	0	\$0.00 \$0.00	2	\$14,163.42 \$14.163.42

TOTAL AMOUNT COMPLETED TO DATE \$424,565.41

LESS 0% RETAINAGE \$0.00

SUBTOTAL \$424,565.41

LESS AMOUNT PREVIOUSLY CERTIFIED \$366,408.63

AMOUNT DUE THIS CERTIFICATE \$58,156.78

~			
CIIN	ΛМ	A D	v
700		$\mathbf{A}\mathbf{N}$	1

#### ORIGINAL CONTRACT AMOUNT

\$408,575.84

CHANGE ORDERS ( ADJUSTED AMOUNTS )

1	\$42,095.88
2	\$19,841.92
3	(\$45,948.23)
4	\$0.00
5	\$0.00

TOTAL CHANGE ORDERS

\$15,989.57

AMENDED CONTRACT AMOUNT

\$424,565.41

#### PAYMENTS CERTIFIED TO DATE (AMOUNT)

1	\$9,497.90
2	\$255,261.71
3	\$81,200.94
4	\$20,448.08
5	\$0.00

TOTAL PAYMENTS CERTIFIED TO DATE (AMOUNT)

\$366,408.63

AMOUNT OF THIS CERTIFICATE

\$58,156.78

TOTAL AMOUNT OF WORK COMPLETED

\$424,565.41

Resident Engineer

Date

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### RESOLUTION ADOPTING A COVID-19 WORKPLACE POLICY

**WHEREAS**, it is the desire of the Mayor and Council of the Borough of Hightstown to provide a safe work environment for all of its employees; and

WHEREAS, based on current CDC guidelines and in consultation with the Hightstown Borough Health Officer, the Borough is implementing various proactive guidelines to help protect the health and wellbeing of all employees; and

WHEREAS, the Borough Administrator has the authority to make future changes to the Covid-19 Workplace Policy (attached hereto), as necessary, following updated CDC guidelines and in consultation with the Hightstown Borough Health Officer without further action by Borough Council.

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and Council of the Borough of Hightstown that the Covid-19 Workplace Policy be adopted and implemented immediately.

**BE IT FURTHER RESOLVED** that a copy of this Resolution and the Covid-19 Workplace Policy shall be forwarded to the Borough Clerk for distribution to all Borough employees.

I hereby certify the foregoing to be a true copy of a resolution adopted b	by the Borough Council at a meeting held on February 7, 2022.
	Margaret Riggio Borough Clerk



## Borough of Hightstown COVID-19 Workplace Policy

The Borough of Hightstown's goal is to ensure that all employees are safe within the workplace. To ensure a safe work environment for our staff, the Borough has taken various proactive steps to protect our employees' health and wellbeing.

As a reminder, COVID-19 vaccinations and boosters are available throughout our area. The Borough permits employees to schedule vaccinations during work hours, at no charge to their sick or personal time. If you have not already done so, we strongly encourage all employees to obtain a COVID-19 vaccine and obtain a COVID-19 booster at the appropriate time following full vaccination.

Employees must familiarize themselves with the procedures in effect in all Municipal Buildings and common areas of all Borough Facilities and Offices.

#### **Cleaning and Sanitizing**

The Borough of Hightstown will continue to provide employees with cleaning and sanitizing products to ensure the cleanliness of their workspaces. Employees shall disinfect their workstations and all the contacted surfaces with an appropriate disinfectant provided by the Borough. These areas include but are not limited to: desks, tables, chairs, keyboards, phones, and shared office equipment such as staplers, and hole punchers. The common areas of all Municipal buildings will be sprayed and sanitized daily. This sanitization may occur before employees arrive in the building and/or throughout the workday. Employees are expected to practice good personal hygiene and to engage in proper hygiene practices, including frequent hand washing.

#### <u>Masks</u>

To protect our employees and ensure the continuity of government, the Borough continues to require all employees to wear a mask at indoor Borough facilities and maintain six feet of social distancing where practicable regardless of their vaccination status. No employees should walk or gather in hallways or common areas without wearing masks. For the health and safety of all employees, we all must strictly adhere to this mask policy. The Borough shall make reasonable accommodations for any employee with a documented medical need.

#### **Meetings**

Employees are strongly encouraged to use alternate means of communication, including email, conference calls, and video conferencing to conduct work related meetings, however, the Borough understands that in-person meeting may occasionally be required.

For cases in which in-person meetings are essential, employees are required to wear masks and adhere to social distancing guidelines, regardless of vaccination status. This shall include selecting a meeting location that is large enough to allow for sufficient spacing between all attendees.

#### **Inner Office Protections**

If possible, employees should not use other workers' phones, desks, offices, or other work tools / equipment. If it is necessary to utilize another worker's workstation or equipment, the employee must sanitize the area and items used, both before and after use.

#### Outside of the Office

Employees who conduct any portion of their work duties outside of the office must wear face coverings when in the field and adhere to social distancing guidelines whenever possible. Employees are strongly encouraged to wipe down high-touch areas of their Borough Vehicles (door handles, steering wheels, gearshift, etc.), especially in those departments in which staff share work vehicles. The Borough will continue to provide employees with the necessary materials to ensure proper sanitization of said vehicles. Prior to scheduling appointments for in-person inspections, employees should continue to ask whether anyone has recently been positively diagnosed with, is exhibiting symptoms of, or has been ordered to quarantine due to suspicion of COVID-19. Borough employees who must enter private properties, homes, institutions or businesses as a part of their regular duties of employment for Hightstown Borough, shall wear a face covering. This applies to indoor and outdoor spaces which are under a mask required policy.

#### **Illness and Exposures**

The Borough will require that all employees follow the most recently released Quarantine and Isolation recommendations published by the Centers for Disease Control and Prevention available at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html</a>

Some situations may be unique and necessary response may not be fully delineated in the current public health guidance. These scenarios will require further evaluation by the Borough Administrator in consultation with the Health Officer and/or Public Health Nurse. Employees shall adhere to the isolation and quarantine determinations provided by the Administrator.

#### **Symptoms and Positive Test Results**

#### **Employees with COVID19- compatible Symptoms:**

Any employee that is exhibiting any of the following symptoms shall immediately notify their Department Head for further instructions and shall not report to work or shall return home from work: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or Vomiting, Diarrhea.

For employees with chronic illness, only new symptoms, or symptoms worse than baseline should be used to for determination of a required quarantine. The Borough may request a note from the employee's healthcare provider to document the chronic condition.

Individuals with COVID-19 compatible symptoms and no known exposure to a COVID-19 case in the last 5 days, regardless of vaccination status, who also have an alternative diagnosis (i.e., strep throat, influenza, worsening of chronic illness) supported by clinical evaluation may return to work in accordance the documental medical note from their healthcare professional.

#### **Employees who test positive for COVID-19:**

- You must not report to work for at least five (5) calendar days\* from the date your symptoms began, or the date the sample was collected for your positive test (any home test, rapid test, or PCR test authorized by the U.S. Food and Drug Administration);
- You must forward a copy of your test result to your Department Head, who will then provide the Business Administrator with a copy. For any home test or rapid test authorized by the U.S. Food and Drug Administration, you can email a photos of the result and test kit box displaying the manufacturer/model of the kit as well as the date of the test, and date of the test collection to your Department Head, who will, in turn, forward it to the Business Administrator;
- Employees shall adhere to CDC recommendations for ending isolation.

The Borough will allow for a maximum of two five (5) calendar days absence during a 365 day period, without charging an employee their sick or personal time, as a result of a COVID-19 positive test. Beyond either five (5) calendar day period, if an employee is still experiencing fever or symptoms, they will need to utilize their sick or personal time. (Note: there may be exceptions in certain Workers' Compensation cases). These covered absence days are only for employees with a proven positive COVID-19 test. Borough provided covered absence days for COVID-19 illness are intended to support employees during required isolation periods to prevent the spread of illness in the workplace and the community. These five (5) days shall be strictly applied only for isolation or treatment while an employee remains in isolation at home, or a medical facility. Any unused COVID-19 time cannot be sold back, used, or carried over to the next year for any purpose.

#### **Close Contact/Exposure to COVID-19**

Both vaccinated and non-vaccinated employees must continue to report to their Department Head any close contacts with COVID-positive persons.

Close contacts shall adhere to up-to-date CDC recommendations for quarantine following any know exposure to COVID-19 - available at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html</a>

If you have close contact and you are not up-to-date on COVID-19 vaccinations:

- You must not report to work for five (5) calendar days following your close contact exposure and get tested on day 5.\*
  - a. You must continue to strictly follow the Borough's mask policy upon your return to work, closely monitor for symptoms until day 10, and immediately report illness.
  - b. In the absence of a positive test result, as referenced above, an unvaccinated employee remaining out of work due to a close contact/exposure must utilize sick and/or personal leave to remain in a paid status.
  - c. Employee cannot "test out" of quarantine to avoid the quarantine on days 1-5.

All policies described in this memorandum are effective immediately and are applicable to those employees currently quarantined as of January 1<sup>st</sup>, 2022.

Please sign below, acknowledging your receipt of this employee guidance memorandum related to COVID-19 and return to your Department Head. Each Department Head will send all signed acknowledgments to the Business Administrator.

Print Name:		
Signature:		
Department:		
Date:		

https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html

<sup>\*</sup>Isolation and Quarantine timeframes are subject to change based on the most up to date CDC recommendations found at:

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## EXTENDING A CONTRACT FOR REMOVAL, TRANSPORTATION, DELIVERY AND DISPOSAL OF SLUDGE CAKE – WASTE MANAGEMENT SERVICES OF NEW JERSEY, INC.

WHEREAS, three (3) bids were received on November 13, 2020 for the removal, transportation, delivery and disposal of sludge cake for the advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

**WHEREAS**, the contract was awarded to Waste Management Services of New Jersey, Inc. of Ewing, New Jersey at a per unit price of \$113 per ton with a total contract price of \$101,700.00; and

**WHEREAS,** the bid was for a period of one (1) year, said contract being awarded for a period of one (1) year with the Borough reserving the right to renew at the specified bid price for two (2) additional periods of six (6) months for a total time period of two (2) years; and

WHEREAS, the one year contract expired December 31, 2021; and,

**WHEREAS**, the Mayor and Council wish to renew the contract for removal, transportation, delivery and disposal of sludge cake for the period of January 1, 2022 – June 30, 2022; and

WHEREAS, this agreement may be further extended for up to one (1) additional six month term; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the present contract for removal, transportation, delivery and disposal of sludge cake is hereby extended with Waste Management Services of New Jersey for an additional six month period ending June 30, 2022, as detailed herein.

I hereby	v certify	the fores	going	to be	a true c	o vac	f a resol	ution a	dopted	by the	e Borough	Council	at a 1	neeting	held	on i	February	<i>7</i> .	2022.

 Margaret Riggio	
Borough Clerk	

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## AUTHORIZING AN AMENDMENT TO RESOLUTION 2020-229 AWARDING A CONTRACT FOR REMOVAL, TRANSPORTATION, DELIVERY AND DISPOSAL OF SLUDGE CAKE – WASTE MANAGEMENT OF NEW JERSEY, INC.

**WHEREAS,** on December 7, 2020, Borough Council adopted Resolution 2020-229 awarding a contract to Waste Management of New Jersey, Inc for the removal, transportation, delivery and disposal of sludge cake; and

WHEREAS, the total contract amount awarded was \$101,700.00; and

**WHEREAS,** it has been found that additional funds in the amount of \$3,070.21 will be necessary to complete the contract through December 31, 2021; and,

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the agreement with Custom Environmental Technology of Collegeville, PA be amended to not exceed \$104,770.21.

	rtify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeti	ing held on February 7, 2	2022.
--	---	---------------------------	-------

<u>.</u>	
	Margaret Riggio
	Borough Clerk

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### AUTHORIZING A REIMBURSEMENT FOR CELL PHONE USAGE

**WHEREAS**, the Borough finds it cost effective to permit certain employees to utilize their private cell phone for Borough business throughout the year; and

**WHEREAS,** the Borough wishes to authorize a reimbursement for private cell phone usage during 2021 to Dennis Jones, Assistant Superintendent for the AWWTP for the period January 1, 2021 through December 31, 2021 in the amount of \$150.00; and

WHEREAS, the funds for this reimbursement are available and the CFO has so certified in writing.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Finance is authorized to issue reimbursement as stated above for private cell phone usage during 2021.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be given to the Finance Office and Dennis Jones. .

I harab	u partif	7 tha t	forogoing	to ha	o terro	OODI	of.	a resolution	adant	ad ha	tha	Doronah	Council	at a m	aatina 1	hald a:	Cohenor	x, 7	2022
I HEICU	y certii	y uic i	roregoing	to be	auuc	COPY	OI	a resolution	auopu	cu by	unc	Dorougn	Council	at a mi	ceung	iiciu oi	i i coi uai	y /,	2022.

Margaret Riggio
Borough Clerk

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## RESOLUTION AUTHORIZING THE BOROUGH TO ACCEPT TITLE TO A VEHICLE TO BE UTILIZED BY THE HIGHTSTOWN FIRST AID SQUAD, INC.

**WHEREAS**, the Hightstown First Aid Squad, Inc. (the "First Aid Squad"), which is a charitable non-profit organization in the State of New Jersey, has acquired the title to a 2010 Chevrolet Tahoe vehicle, bearing VIN #1GNUKAE09AR248200 (the "vehicle"), which it wishes to utilize as an additional vehicle to provide EMS services to the residents of the Borough of Hightstown (the "Borough"); and

**WHEREAS**, the vehicle was acquired for the sum of \$12,500.00 and has approximately 60,000 miles on it; and

**WHEREAS**, the First Aid Squad has requested that the vehicle be added to the Borough's insurance policy; and

**WHEREAS**, in order for the Borough to insure the vehicle, the vehicle must be under the record ownership of the Borough; and

**WHEREAS**, the Borough and the First Aid Squad (collectively, the "Parties") have agreed to transfer the title of the vehicle to the Borough so that it may be added to the Borough's insurance policy from this point forward; and

WHEREAS, this transfer of title shall be undertaken for nominal consideration; and

**WHEREAS**, the Parties have agreed that the First Aid Squad shall reserve the right to regain ownership of the vehicle from the Borough at any time, in the sole discretion of the First Aid Squad; and

**WHEREAS**, should the First Aid Squad choose to regain ownership of the vehicle, then the Borough shall return the title to the vehicle to the First Aid Squad and shall cease to insure the vehicle under the Borough's insurance policy; at that point, the First Aid Squad shall be solely responsible for the cost of insuring the said vehicle.

**NOW, THEREFORE, BE IT 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 Borough is hereby authorized to accept the title to and ownership of the vehicle so that the vehicle may be insured by the Borough. Said title transfer shall be effectuated for nominal consideration.
- 2. That, once the title to the vehicle has been transferred to the Borough, the Borough shall add the vehicle to its insurance policy through the Statewide Insurance Fund.
- 3. That the First Aid Squad shall reserve the right to regain ownership of the vehicle from the Borough at any time, per the First Aid Squad's discretion. Should the First Aid Squad choose to regain ownership of the vehicle, then the Borough shall return the title to the vehicle to the First Aid Squad and shall cease to insure the vehicle. The First Aid Squad shall then be solely responsible for the cost of insuring the said vehicle from that point forward.
- 4. That the Borough Administrator is hereby authorized to execute any and all documents, and to perform any and all actions, that are necessary in order to effectuate the intentions of the within Resolution.
- 5. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Hightstown First Aid Squad, Inc.;
  - b. Statewide Insurance Fund;
  - c. Wayne F. Deitz, CEO, D&H Alternative Risk Solutions, Inc.;

Margaret Riggio Borough Clerk

- d. Dimitri Musing, Borough Administrator;
- e. George Lang, Chief Financial Officer; and
- f. Frederick C. Raffetto, Esq., Borough Attorney.

I hereby certify the foregoing to be a true copy of a resolutio	n adopted by the Borough Council at a meeting held on February 7, 2022

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## AUTHORIZING THE BOROUGH GRANT WRITER TO WORK WITH THE COMPLETE STREETS COMMITTEE ON PREPARING AN APPLICATION FOR THE AARP COMMUNITY CHALLENGE GRANT 2022

**WHEREAS**, the Complete Streets Committee of the Borough of Hightstown wishes to file an application with AARP for the AARP Community Challenge Grant 2022; and

**WHEREAS**, the Borough Council wishes to authorize the Borough Grant Writer, Randy Gottesman, of CGP&H, LLC, to work with the Complete Streets Committee in preparing said application, for a cost not to exceed \$4,500.00 without further action by Council.

**NOW, THEREFORE BE IT RESOLVED,** that the Borough Grant Writer is hereby authorized to work with the Complete Streets Committee in preparing an application for the AARP Community Challenge Grant 2022 at a cost not to exceed \$4,500.00.

T	hereby	certify	the	foregoir	o to	he a	true c	ony (	of a	resolutio	n adoi	ated I	w th	e Ro	rough	Council	ata	meeting	held	On	February	7	2022
	HELEDY	CCILIIV	uic	TOTEROIL	וצ נט	uc a	uuc c	JUDY	эт а	i resoruno	u auoi	oteu t	v u	ic Di	nougn	Counci	ala	i meeting	HEIU	OH.	r coruar v	/ .	4044.

Margaret Riggio
Deputy Borough Clerk

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

## AUTHORIZING AN AGREEMENT FOR ANIMAL CARE AND SHELTERING SERVICES

**WHEREAS,** there exists a need for animal care and sheltering services within the Borough of Hightstown; and

**WHEREAS,** the Borough Administrator has received a proposal for same, and has recommended that an Agreement be entered into with SAVE, A Friend to Homeless Animals to provide such services for a five-month period ending July 31, 2022; and

**WHEREAS,** the daily boarding rate shall be \$35 per day for a maximum of seven (7) days (\$245.00); and

**WHEREAS**, this agreement is for placement and 24 hour access to the SAVE facility located at 1010 Route 601, Skillman, New Jersey; and,

WHEREAS, the CFO will make funds available in the 2022 budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Administrator and Borough Clerk are hereby authorized and directed to execute a five-month contract with the SAVE, A Friend to Homeless Animals located at 1010 Route 601, Skillman, New Jersey, for Animal Care and Sheltering Services.

#### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 7, 2022.

 Margaret Riggio
Borough Clerk

#### **Borough of Hightstown**

#### **Agreement for Animal Care and Sheltering Services - Canine Only**

THIS AGREEMENT made this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2022, by and between SAVE, A Friend to Homeless Animals (hereinafter referred to as ("SAVE"), 1010 Route 601, Skillman, New Jersey 08558 and the Borough of Hightstown, a municipal corporation of the State of New Jersey with offices at 156 bank Street, Hightstown, NJ 08520 (hereinafter referred to as "Hightstown").

**WHEREAS,** SAVE is a non-profit corporation of the State of New Jersey which houses animals and places them for adoption;

**WHEREAS,** Hightstown, by and through its Animal Control Officer, takes custody of stray animals in accordance with N.J.S.A. 4:19-15.16:

WHEREAS, Hightstown, from time to time, has a need for a facility for the boarding of animals it has impounded;

WHEREAS, SAVE is willing to accept such animals subject to conditions set forth herein;

**WHEREAS**, the Parties agree to memorialize their rights and responsibilities toward each other and to establish procedures for the orderly handling of situations involving the placement of animals with SAVE.

**IN CONSIDERATION OF** the mutual promises herein and for other good and valuable consideration, the Parties agree as follows:

- 1. PAYMENT Hightstown shall pay, based on submitted invoices, the below stated fees, so that SAVE will guarantee space for routine boarding of stray dogs at its facility. Invoices will be based on boarding fees listed below. Invoices will be provided and payments will be made monthly, subject to municipal approval. Payments will be made on a monthly basis within 30 days of receipt of invoice. Invoices will be provided by SAVE by the 10th of each month. An additional fee of \$50 will be assessed for late payments exceeding 30 days and every 30 days thereafter. SAVE also reserves the right to suspend services for lack of payment.
- 2. BOARDING FEES The daily boarding rate shall be \$35 per day for dogs and cats when the owner reclaims the animal during the seven-day holding period. Therefore, an animal residing at SAVE for the full 7-day period would cost \$245.
- 3. ADOPTION OF ANIMALS After the (7) day holding period, if an animal housed at SAVE is not claimed by its owner, the animal will automatically pass into SAVE's ownership and it will endeavor to place the animal for adoption.
- 4. Should SAVE decline to take ownership of the animal, it must so advise Hightstown Animal Control Officer and Hightstown shall then be obligated to make alternative arrangements for the animal.
- 5. NOTIFICATION TO SAVE FOR PLACEMENT AND 24HOUR ACCESS- Hightstown shall immediately notify SAVE of the need for placement of stray dogs or cats and shall provide all available information concerning the condition of the animal. The Animal Control Officer, or his/her designee, as well as the Hightstown Police Department, shall have 24 hour access to the SAVE facility located at 1010 Route 601, Skillman, for drop-off of those animals, but shall make all best efforts to provide prior notification to SAVE before dropping off an animal.

- 6. COMPLETION OF INTAKE FORMS- At the time of the delivery of a stray dog or cat by Hightstown to SAVE, Hightstown shall complete any forms required by SAVE; including but not limited to, Animal Control Report and SAVE's intake Form. Hightstown shall provide all information available at the time concerning the legal standing of the animal, including but not limited to, the name and address of the actual or putative owner of the animal. Hightstown shall be obligated to provide any additional information about the animal it acquires in Hightstown's knowledge or possession. If an animal is dropped off after hours by a designee of the Hightstown Police Department, the Animal Control Officer will complete the forms and confirm the status of the animal at SAVE on the next business day.
- 7. ANIMAL CARE SAVE agrees to provide basic food and shelter and veterinary care to any animal accepted from Hightstown for a period of up to seven (7) days in consideration of Hightstown paying the daily boarding fees described in the Agreement. Hightstown will authorize payment for veterinary care only for the prevention of suffering, prevention of communicable disease, or euthanasia. The fee for cat euthanasia shall be \$60; dog euthanasia shall be \$80.
- 8. TERM OF AGREEMENT This agreement is for animal care and sheltering services for canines only and shall be for the period of 5 months and will commence on the date of the fully-executed contract and expire on July 31, 2022. Both parties will evaluate at the end of 4 months to discuss extension of the contract to commence on August 1, 2022 and expire on December 31, 2022. This will require a new signed contract by both parties.
- 9. TERMIINATION OF AGREEMENT -This agreement may be terminated by either party with 60 days written notice by certified, return receipt mail, overnight delivery, or hand delivery. Notice to Hightstown shall be sent to the Hightstown Borough Clerk located at 156 bank Street, Hightstown, NJ 08520 (hereinafter referred to as "Hightstown"). Notice to SAVE shall be sent to the Executive Director, SAVE, A Friend to Homeless Animals, 1010 Route 601, Skillman, NJ 08558.
- 10. INDEPENDENT CONTRACTOR During the term if this Agreement, SAVE shall at all times act as an independent contractor and not as an employee of Hightstown and has no authority to act as an agent or representative of Hightstown or to enter into any financial or other contractual commitment on behalf of Hightstown without the prior written approval of same granted in accordance with the law.
- 11. COMPLIANCE WITH LAWS—SAVE expressly agrees to strictly comply with all Federal, State, and local laws, regulations, and ordinances as may be applicable to performance of this contract.
- 12. INSURANCE SAVE shall maintain the following amounts of insurance coverage during the course of this Agreement:
  - (1) Standard workers compensation insurance indemnifying SAVE against any loss arising from liability or injury sustained by any and all agents, servants, or employees of SAVE, who shall be entitled to compensation under the Workers Compensation Law of the State of New Jersey.
  - (2) Bodily injury and property damage, each person \$250,000.00, each occurrence \$500,000.00
  - (6) All certificates shall be issued by an insurer that has an AM Best rating of at least A+ and which is authorized to underwrite insurance risk for the specific lines of coverage by the Department of Insurance of the State of New Jersey. Said insurer shall provide at least sixty (60) days prior written notice to the Township of any cancellation or reduction in amounts or type of coverage. SAVE shall provide the Township with proof of said insurance, along with a certificate naming the Township as additional insured.

Borough of Hightstown	SAVE, A Friend to Homeless Animals
Dimitri Musing, Borough Administrator	Heather Achenbach, Executive Director
Attest:	
Margaret Riggio, Borough Clerk	

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

BOROUGH OF HIGHTSTOWN COUNTY OF MERCER STATE OF NEW JERSEY

#### **AUTHORIZING A TRANSFER OF FUNDS IN THE 2021 BUDGET**

**Whereas,** N.J.S.A. 40A:4-59 provides that the governing body may authorize a transfer of funds in the budget during the first three months of the following year.

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

<b>Current:</b>			<u>From</u>	<u>To</u>
Electric				
Other Expenses		\$	5,000.00	\$ -
Telephone				
Other Expenses				2,000.00
Planning & Zoning				
Other Expenses				3,000.00
	TOTALS	\$	5,000.00	\$ 5,000.00
		CEDTURE A	TON.	
		CERTIFICAT	ION	

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 7, 2022

Margaret Riggio	
Borough Clerk	

### Borough of Hightstown Budget Transfers 2/7/22 meeting

	From	То	
Electric Other Expenses	5,000.00		Expenses less than projected
Telephone Other Expenses		2,000.00	Projected Expenses
Planning and Zoning Other Expenses		3,000.00	Projected Expenses
	5,000.00	5,000.00	

#### PROPOSED REVISION TO TOWNING ORDINANCE

#### Hightstown Borough Revised General Ordinances

- b. Fees and rates for the towing and storage of motor vehicles shall be reviewed by the Chief of Police on an annual basis, and shall be revised, if necessary, by resolution of the Mayor and Borough Council. The Chief of Police shall advise all towing services placed on the towing list of any such revisions.
- c. The fees and rates shall be set in Section 8-18 of this chapter, and any subsequent revisions thereto shall be submitted to the Division of Consumer Affairs for review, and shall be made available to the public during normal business hours of the Borough.

(Ord. No. 2019-05)

#### Section 8-7 Rules and Regulations.

- a. All towing services placed on the towing list shall be available to respond to a call in accordance with the towing rotation schedule of on-call status established by the Chief of Police.
- b. All towing services shall respond to a call in any part of the Borough within twenty (20) minutes. If a towing service does not respond within twenty (20) minutes of a call, the towing service next on the list shall be called and entitled to provide services as needed, and the first towing service shall lose any claim to compensation.
- c. All drivers and operators of towing vehicles shall be properly licensed to operate a motor vehicle within the State of New Jersey and are subject to driver's license checks by the Borough police department at the time of registration and at least on a bi-annual basis thereafter. All towing vehicles shall be properly registered and inspected in accordance with any applicable law.
  - d. All vehicles must be towed in a safe manner.
- e. All towing services shall be capable of providing reasonable roadside services to disabled vehicles such as, but not limited to, jump-starting, changing of flat tires, vehicle lockouts and providing fuel. Such services will only be performed if they can be done so safely, as determined by the police officer on the scene. The fees charged for these services shall be in accordance with this chapter.
- f. All towing services shall make available a copy of its basic rates and a business card to all owners and operators of motor vehicles which will be towed.
- g. All towing services shall keep accurate records of all motor vehicles towed and stored at the direction of the Borough police department. A copy of such records shall be provided to the Borough upon request.
- h. Towing services shall not remove any motor vehicle which has been abandoned or involved in an accident in any public roadway without first notifying the Borough police department.
- i. The police department shall not call a towing service to remove a vehicle from private property. The police department shall provide the property owner with all available information regarding the ownership of the motor vehicle on their property, and the property owner will then be responsible for making their own arrangements to remove the vehicle.
- j. The towing service shall notify the police department of all vehicles found by the towing service to have been abandoned and not claimed within fourteen (14) days after being stored. The police department shall, upon

k. An invoice and/or receipt shall be provided to the owner or operator of the towed vehicle indicating the amounts charged and the service provided, a copy of which shall be provided to the Hightstown Police Department and Borough Administrator.

Chapter 2 – Page 5

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 February 7, 2022, via <a href="www.zoom.com">www.zoom.com</a>, 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 - Robbinsville Court

Attorney Client Privilege

Contract Negotiations - Waste Management, Solid Waste Stockton Street Dumpsters

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 May 7, 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.

I hereby certify the foregoing to be	a true copy of a resolution a	adopted by the Borough Counci	l at a meeting held on February 8, 2022

Margaret Riggio Borough Clerk