

Agenda
Hightstown Borough Council

March 7, 2022

6:30 PM – Public Session

www.zoom.com

Meeting ID: 829 7221 7248

Passcode: RZ06eh

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

By phone

(929)205-6099

Meeting ID: 829 7221 7248

Passcode: 578650

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes

December 6, 2021 – Public Session
December 6, 2021 – Executive Session
December 20, 2021 – Public Session
December 20, 2021 – Executive Session
January 3, 2022 – Reorganization
January 3, 2022 – Public Session

Public Comment

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

Ordinances

Ordinance 2022-03 Public Hearing and Final Reading - An Ordinance Amending and Supplementing Chapter 28, Entitled "Zoning," Subsection 28-3-5 "R-1 Residential District" of the "Revised General Ordinances of the Borough of Hightstown, New Jersey."

Ordinance 2022-04 Public Hearing and Final Reading – An Ordinance Amending and Supplementing Chapter 8, Entitled "Towing and Storage," Section 8-7 "Rules and Regulations" of the "Revised General Ordinances of the Borough of Hightstown, New Jersey,"

Resolutions

2022-62 Authorizing Payment of Bills

2022-63 Authorizing the Borough Engineer to Provide Drawings for Roundabout Striping at the Intersection of Maxwell Avenue and East Ward Street

2022-64 Resolution Authorizing the Execution of an Agreement Between the Borough of Hightstown and the Township of Robbinsville to Share Municipal Court Facilities, Employees, Equipment and Supplies

Discussion

LOSAP

Lead Line Service Replacement

Budget Meeting Dates

Subcommittee Reports

Mayor/Council/Administrative Reports

Executive Session

Resolution 2022-65 Authorizing a Meeting that Excludes the Public

Contract Negotiations – Animal Control

Contract Negotiations – Police and Court Facilities

Contract Negotiations – Stockton Street Sidewalks

Contract Negotiations – Police Building Lease

Adjournment

**Meeting Minutes
Hightstown Borough Council
December 6, 2021
6:30 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website.” Do to COVID-19 and self-distancing protocols, this meeting was held remotely through www.zoom.com.

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

Mayor Quattrone asked for a moment of silence for Warren Olsen who passed away earlier in the day. Warren was a lifelong Hightstown resident and former Councilmember and Planning Board member.

APPROVAL OF AGENDA

Moved by Councilmember Bluth; Seconded by Councilmember Montferrat.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

September 20, 2021 – Public Session

Moved by Councilmember Jackson; Seconded by Councilmember Fowler.

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

Minutes approved 6-0.

September 20, 2021 – Executive Session

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Minutes approved 6-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street - Sad to hear of Warren's passing. He served with him on the School Board and he was a wonderful man.

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

ORDINANCES

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

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

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

Ordinance introduced 6-0. Public Hearing Scheduled for December 20, 2021.

Ordinance 2021-16

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

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

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

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

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

Subsection 19-2-2 Water Charges.

- a. Quarterly base charge for water connections
(per connection unit) ~~\$44.00~~46.75 per unit
- b. Quarterly base charge for auxiliary residential
water-only connection (per connection unit), installed
as per subsection 19-2.5c ~~\$25.00~~30.00 per unit
- c. Water usage charge per each 100 cubic feet
of metered water usage (all account types except
auxiliary residential water-only connections) ~~\$1.96~~2.08
- d. Water usage charge per each 100 cubic feet of metered water usage for
auxiliary residential water-only connections ~~\$2.85~~3.03 per unit
- e. Tanked water ~~\$10.00~~20.00 per
1,000 gallons
- f. Quarterly base charge for private fire service lines:
Size of fire service line
- | | |
|-----|-----------------------------------|
| 2” | \$10.00 <u>10.05</u> |
| 4” | \$50.00 <u>52.5</u> |
| 6” | \$155.00 <u>162.75</u> |
| 8” | \$335.00 <u>351.75</u> |
| 10” | \$600.00 <u>630.00</u> |
- g. The Borough shall assess a charge of fifteen (\$15.00) dollars for all water meter readings not required for the calculation of quarterly water bills.

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

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

Subsection 19-2-3 Sewer Charges.

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

- a. Quarterly base charge for sewage connections (per connection unit)
whether or not any water is used during the quarter ~~\$74.00~~78.50 per unit
- b. Sewage usage charge per each 100 cubic feet of metered water usage

(all account types)

\$4,064.31

c. Rates for a. and b. above shall increase by 1% ~~effective January 1, 2017~~ every January 1st, starting on January 1st, 2023.

RECEIPT OF SEPTAGE/GREY WATER

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

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

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

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

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

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

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

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

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

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

~~(1.3)~~ (1) The contents of each tanker will be tested so as to determine the pH level of the material.

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

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

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

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

~~(2.2)~~ (1) The contents of each tanker will be tested so as to determine the pH level of the material.

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

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

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

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

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

(5) Septic (Jugglers):

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

(6) Car Wash:

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per

will be assessed 1,000 gallons

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

~~d. For processing of fats and grease derived solely from animal, and/or vegetable sources delivered via tank truck by \$115.00 per~~

~~commercial entities, BY APPOINTMENT ONLY: 1,000 gallons~~

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

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

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

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

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

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

Moved for Introduction by Councilmember Misiura; Seconded by Councilmember Fowler.

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

Ordinance introduced 6-0. Public Hearing Scheduled for December 20, 2021.

Ordinance 2021-17

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

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

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

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

	RANGING FROM:	TO:
Mayor	\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00

	RANGING FROM:	TO:
Borough Clerk	\$40,000.00	\$87,000.00
Deputy Borough Clerk	\$30,000.00	\$69,000.00
Part-Time Treasurer	\$15,000.00	\$32,000.00
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$84,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	\$22,000 .00
Registrar of Vital Statistics	\$2,500.00	\$6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$5,000.00
<hr/>		
Municipal Magistrate	\$30,000.00	\$54,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$59,000.00
Planning Board Secretary	\$1,000.00	\$27,000.00
Technical Assistant	\$28,000.00	\$43,000.00
Construction Code Official	\$18,000.00	\$38,000.00
Fire Subcode Official	\$3,500.00	\$9,000.00
Building Subcode Official	\$3,500.00	\$9,000.00
Superintendent of Public Works	\$50,000.00	\$113,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	\$85,000.00
<hr/>		
Superintendent of AWWTP	\$50,000.00	\$114,000.00
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Secretary Board of Health	\$100.00	\$2,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00

	RANGING FROM:	TO:
Chief Financial Officer	\$2,000.00	\$56,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00
Building Inspector	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Health Officer	\$8,000.00	\$16,000.00
OEM Coordinator	\$2,000.00	\$ 6,000.00
Borough Administrator	\$30,000.00	\$96,000.00
Police Chief	\$120,000.00	\$167,000.00

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

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$36.00
Public Health Nurse	\$25.00	\$48.00
Senior Public Health Nurse	\$39.00	\$50.00
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00
Clerical Assistant	\$10.50	\$22.00
Administrative Assistant	\$13.50	\$32.00
Public Works Foreman	\$17.00	\$43.00
Public Works Heavy Equipment Operator	\$16.00	\$43.00
Public Works Automated Vehicle Operator	\$16.00	\$38.00
Public Works Driver/Laborer	\$15.00	\$38.00
Public Works Laborer	\$14.00	\$38.00
Public Works Municipal Building Maintenance	\$8.00	\$38.00

	RANGING FROM:	TO:
Public Works Mechanic	\$16.00	\$38.00
Seasonal/Temporary Labor	\$10.00	\$22.00
Assistant Water Plant Operator	\$15.00	\$27.00
Water Plant Operator	\$25.00	\$38.00
Water Plant Lead Operator	\$40.00	\$54.00
AWWTP Maintenance	\$16.00	\$32.00
AWWTP Operator	\$15.00	\$32.00
Recreation Director (part-time)	\$20.00	\$43.00
Assistant Recreation Director (part-time)	\$8.00	\$22.00
Junior Recreation Counselor (part-time)	\$6.00	\$16.00
Housing Inspector	\$14.00	\$38.00
Fire Inspector	\$14.00	\$38.00
Building Inspector	\$14.00	\$38.00
Code Enforcement Officer	\$15.00	\$38.00
Fire Officer	\$14.00	\$38.00
Zoning Official	\$14.00	\$38.00
Electric Subcode Official	\$14.00	\$54.00
Plumbing Subcode Official	\$14.00	\$54.00

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

RANGING FROM: TO:

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

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

RESOLUTIONS

Resolution 2021-177 Authorizing Payment of Bills

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

Resolution 2021-177
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING PAYMENT OF BILLS

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

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

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

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

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Resolution adopted 6-0.

Resolution 2021-178

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exhibit A and Exhibit B attached hereto and made part thereof

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

Moved by Councilmember Misiura; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2021-179

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

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

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

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

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

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

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

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

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

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

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

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 2021-180

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

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

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

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

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

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

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

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

Resolution 2021-181 Awarding a Contract for Zeta Lyte 2800 CCH Cationic Polyelectrolyte – Custom Environmental Technology

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2021-181

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

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

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

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

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

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

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

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

Resolution 2021-182 Awarding a Contract for Mixed Oxidant Odor Control Formulation – George S. Coyne Chemical Co., Inc.

Moved by Councilmember Montferrat; Seconded by Councilmember Misiura.

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

Resolution adopted 6-0.

Resolution 2021-182

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

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

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

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

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

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

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

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

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

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2021-183; 2021-184; 2021-185; 2021-186 as a Consent Agenda; Councilmember Fowler seconded.

Moved by Councilmember Cicalese; Seconded by Councilmember Bluth.

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

Resolutions adopted 6-0.

Resolution 2021-183

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

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

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

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

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

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

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

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

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

Resolution 2021-184

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

AUTHORIZING REFUND OF TAX OVERPAYMENT – 212-214 FRANKLIN STREET

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

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

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

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

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

Resolution 2021-185

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

AUTHORIZING REFUND OF TAX OVERPAYMENT – 32 NORTON AVENUE

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

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

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

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

Resolution 2021-186

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

**RESOLUTION CANCELLING TAXES FOR TAX EXEMPTION TO
DISABLED VETERAN**

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

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

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

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

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

NEW BUSINESS

Borough FaceBook

Councilmember Fowler informed Council that the FaceBook page is complete and ready to be published. The main point of the page is to disseminate information that is already on the website so it can be shared instantaneously. We need a policy in place as to who will be answering questions that come through the page.

Reorganization Meeting 2022

Borough Clerk, Peggy Riggio, inquired as to when and how Council will be meeting for the 2022 Reorganization meeting so the proper notice can be given. Discussion ensued. Council agreed that the Reorganization meeting will take place on Monday, January 3, 2022 at 6:30 p.m. via www.zoom.com.

OLD BUSINESS

Cannabis Update

Councilmember Fowler informed Council that the Cannabis Subcommittee is recommending that the Borough allow for 2 Class 5 Licenses (Retail). The subcommittee has met with the East Windsor Regional School District, the Headmaster of the Peddie School, Chief Gendron and Judge Kurs. They are all supportive of this recommendation. They also took into account the responses received from the informal survey that was distributed this past summer and the votes received from the non-binding referendum from the November election. Councilmember Jackson stated that looking at the numbers from the referendum, we have the support of the public. He fully supports this recommendation.

Discussion ensued. Council instructed the Borough Clerk to forward this recommendation to the Planning Board for their comments.

SUBCOMMITTEE REPORTS

PRC - Rugmill project

Councilmember Misiura stated the Musial Group is ready to present plans for Borough Hall.

300th Anniversary

Council President Bluth stated the 300th Anniversary committee meeting has been rescheduled.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Jackson

HPC will meet on December 16th.

Councilmember Cicalese

Both Board of Health and Parks and Rec will meet next week.

Councilmember Misiura

First Aid - One of their ambulances is back on the road.

Towing Ordinance - Would like to see a revision to the towing ordinance which states that for police ordered towing, a copy of the invoice gets forwarded to the Police Chief and Borough Administrator.

Councilmember Fowler

Environmental Commission - Got together with the Peddie School, the Watershed and Rise to create 2 internships for students. One student from the Peddie School and one student from Hightstown High School. They will work on environmental projects. Peddie and the Environmental Commission will put together a small amount of money to pay the intern. They are planning an Arbor Day Celebration and stream cleanup for April 23, 2022.

Downtown Hightstown - The businesses are coming up with some great pop up shops.

Council President Bluth

Attended a ARP Funding session at the League of Municipalities. Funds must be used on things Covid related but we can be creative.

Cultural Arts Commission - Calendars are still for sale. On 12/19 at 6:30 p.m. there will be a holiday sing a long at Memorial Park. Empty Bowls will hopefully be back for 2022. Looking toward April/May outside under a tent at the Peddie School.

Borough Clerk, Peggy Riggio

Phone upgrade – Red Arrow is working behind the scenes now and is waiting on delivery of equipment. They will start with the Police Department and then work on Borough Hall.

Licenses – renewals for animal, food and taxi licenses are all being mailed for 2022 renewals.

CFO, George Lang

We will be completing budget transfers at the next meeting. He is getting everything ready for 2022. We can do the capital budget in early 2022.

Borough Administrator, Dimitri Musing

Attended the League of Municipalities and was able to take advantage of many great learning opportunities.

He likes how we are moving forward with additional updated technologies and moving the Borough into the 21st Century.

Likes the revision to the towing ordinance and thinks this is a great idea.

He is working with the Tax Collector regarding foreclosing on properties that the Borough has municipal liens on.

Mayor Quattrone

Stated how proud he is of this town. Hoping that the Memorial Day Parade can happen in 2022. If there is no parade, he would like to see some sort of celebration. We have met with East Windsor for a kickoff meeting for the Stockton Street sidewalk project. We are ending the year with our heads held high.

EXECUTIVE SESSION

Resolution 2021-187 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Cicalese; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2021-187

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 6, 2021, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – 415A Mercer Street, Police Department Lease

Contract Negotiations – Shared Services East Windsor Stockton Street Sidewalks

Contract Negotiations – Professional Services Borough Engineer

Attorney-Client Privilege

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public March 6, 2022, or when the need for confidentiality no longer exists.

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

Councilmember Montferrat moved to adjourn to Executive Session at 7:59; Councilmember Jackson seconded. All ayes.

Council returned to open session at 9:12 p.m.

ADJOURNMENT

Councilmember Montferrat moved to adjourn at 9:13 p.m.; Councilmember Bluth seconded. All ayes.

Respectfully Submitted,

Margaret Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

GENERAL CODE



Proposal for Conversion Services

PREPARED FOR:

Borough of Hightstown, New Jersey

PREPARED BY:

MICHELLE WOOD

Solutions Account Executive

MWood@generalcode.com

800.836.8834

DATE:

May 18, 2021

(Valid through December 31, 2021)

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Executive Summary

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

Situation Analysis

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

Our Solution

Our comprehensive codification solution for Hightstown includes:

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

Solution Benefits

A comprehensive codification solution from General Code will:

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

Who Benefits?

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

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

Hightstown's Investment

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

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

General Code, America's Next Generation Codifier

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

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

Our Experience

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

A Member of the ICC Family of Solutions

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

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

Our Technical Focus

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

Our Process

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

The General Code Recommended Solution and Process

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

Project Launch

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

Editorial Work

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

Convert Code

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

Publish a Secure Online Code with eCode360

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

eCode360 Benefits:

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

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

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

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

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

Premium eCode360 Features:

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

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

Publish a Custom Printed Code

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

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

Provide Ongoing Code Maintenance

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

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

Project Materials

Source Materials

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

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

Project Scope

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

Special Considerations

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

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

Investment Details and Options

Conversion Project Price

\$4,393

Services included with the codification project:

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

Final deliverables included with the codification project:

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

Administrative Fees

\$0

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

Ongoing Services

Premium eCode360 Annual Maintenance

\$1,195

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

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

Performance and Payment Schedule

Performance Schedule:

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

Payment Schedule:

- > 100% will be invoiced upon posting of eCode360

Authorization and Agreement

The Borough of Hightstown, eMigrate, May 18, 2021

Conversion Project Price

\$4,393

Supplementation Schedule Selection

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

- Annual Supplementation
- Semiannual Supplementation
- Quarterly Supplementation

Total Investment

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

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

Borough of Hightstown, Mercer County, New Jersey

By: _____ Witnessed by: _____
 Title: Dimitri Musing, Borough Administrator Title: Margaret Riggio, Borough Clerk
 Date: _____ Date: _____

GENERAL CODE, LLC

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

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

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

Appendix

New Jersey Communities We Serve

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

Hunterdon County

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

Mercer County

Borough of Pennington
 City of Trenton
 County of Mercer

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

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

Somerset County

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

Municipal Contacts

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

Township of Ewing, New Jersey

Kim Macellero, Township Clerk

(609) 883-2900

Kmacellaro@ewingnj.org

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

Township of Hamilton, New Jersey

Eileen Gore, Township Clerk

(609) 890-3622

egore@Hamiltonnj.com

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

Township of Hopewell, New Jersey

Laurie Gompf, Township Clerk

(609) 737-0605

lgompf@hopewelltp.org

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

Township of Lawrence, New Jersey

Kathleen Norcia, Township Clerk

(609) 844-7001

Clerk@lawrencetwp.com

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

Borough of Pennington, New Jersey

Betty Sterling, Borough Clerk

(609) 737-0276

bsterling@penningtonboro.org

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

Township of Robbinsville, New Jersey

Michele Seigfried, Township Clerk

(609) 918-0002

micheles@robbinsville.net

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

Township of West Windsor, New Jersey

Gay Huber, Township Clerk

(609) 799-2400

ghuber@westwindsortwp.com

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

eCode360 Platform

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

Simple for Everyone

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

24/7/365 Access and Security

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

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

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

Maintenance and Updates

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

Free Introductory eCode Webinar for Municipal Staff

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

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

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

Premium eCode360 Features

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

Sample eCode360 Screens

1 Custom Banner

3 View Archived Codes

4 Public Documents Portal

2 Public and Private Notes

5 Multicode

6 New Laws

5 Find Codes

6 Add Codes

Search Codes

Enter search term...

- 1** Custom Banner
- 2** Public and Private Notes
- 3** View Archived Codes
- 4** Public Documents Portal
- 5** Multicode
- 6** New Laws

6

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 02
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 05
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 05

Additional Online Services

MapLink™ powered by ZoningHub™

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

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

eCode360® Enhanced Graphics™

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

Custom Local Building Code

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

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

Ongoing Code Maintenance

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

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

Rapid Delivery

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

Materials

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

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

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

Posting of New Laws

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

Schedule

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

Editorial Work on Your Supplement

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

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

Printed Supplements

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

Electronic Updates

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

Delivery

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



GENERAL CODE



Proposal for Codification Services

PREPARED FOR:

Borough of Hightstown, New Jersey

PREPARED BY:

MICHELLE WOOD

Solutions Account Executive

MWood@generalcode.com

800.836.8834

DATE:

June 18, 2021

(Valid through December 31, 2021)

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Project Materials	7
Investment Details and Options	8
Performance and Payment Schedule	9
Authorization and Agreement	10
Appendix.....	11
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Executive Summary

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

Situation Analysis

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

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

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

Our Solution

Our comprehensive codification solution for Hightstown includes:

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

Solution Benefits

A comprehensive codification solution from General Code will:

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

Who Benefits?

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

Hightstown's Investment

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

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

The General Code Recommended Solution and Process

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

Project Launch

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

Editorial and Legal Analysis with Manuscript

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

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

The Editorial and Legal Analysis will include the following:

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

Your Responsibilities

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

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

Code Supplement

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

Final Editing of the Manuscript and Submission of the Draft

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

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

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

Prepare Final Deliverables

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

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

Update your online Code housed on eCode360

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

Provide Ongoing Code Maintenance

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

Project Materials

Source Materials

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

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

Project Scope

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

Special Considerations

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

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

Investment Details and Options

Codification Project Price

\$13,995

Services included with the codification project:

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

Initial deliverables included with the codification project:

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

Final deliverables included with the codification project:

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

Administrative Fees

\$0

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

Ongoing Services

Supplementation

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

Performance and Payment Schedule

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

Performance schedule reflects only business days excluding legal holidays.

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

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

Authorization and Agreement

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

Codification Project Price

\$13,995

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

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

Borough of Hightstown, Mercer County, New Jersey

By: Dimitri Musing Witnessed by: Margaret Riggio

Title: Dimitri Musing, Borough Administrator Title: Margaret Riggio, Borough Clerk

Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

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

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

Appendix

Additional Online Services

MapLink™ powered by ZoningHub™

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



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

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

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Cicalese; Seconded by Councilmember Montferrat.

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

Agenda approved 5-0.

APPROVAL OF MINUTES

October 4, 2021 – Public Session

Moved by Councilmember Misiura; Seconded by Councilmember Jackson.

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

Minutes approved 5-0.

October 4, 2021 – Executive Session

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street - Thanked Council for serving this last year. Expressed his disappointment in the Republican Party.

Jeff Epstein, 421 North Main Street - Wished everyone happy holidays. Thanked Council for serving. Expressed concern in the truck and traffic issue we have in town. Things are only getting worse with all of the new warehouses being built around us.

Barb Harrington, 137 South Street - Wished everyone a Merry Christmas and Happy New Year. Thanked Council for their hard work.

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

ORDINANCES

Ordinance 2021-16 Public Hearing and Final Reading Amending Chapter 19, “Water and Sewer”, Section 19-2 “Charges and Rents”, Subsection 19-2-2 “Water Charges” and Subsection 19-2-3 “Sewer Charges” of the Revised General Ordinances of the Borough of Hightstown

Mayor Quattrone opened the public hearing for Ordinance 2021-16 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street - It would be nice to see what was received on the old rate and what will be received with the new rate.

- Borough Administrator, Dimitri Musing, stated that it has been over 5 years since water and sewer rates were increased. We need to keep the water and sewer departments self-liquidating. We will bring in an extra \$125,000 per year by raising the rates now. This is an important step for the Borough. We will continue to automatically raise the rate 1% each year moving forward so we are not playing catch up in the future.

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

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

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

Ordinance adopted 5-0.

Ordinance 2021-16

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

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

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

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

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

Subsection 19-2-2 Water Charges.

- | | |
|--|--|
| a. Quarterly base charge for water connections
(per connection unit) | \$44.00 <u>46.75</u> per unit |
| b. Quarterly base charge for auxiliary residential
water-only connection (per connection unit), installed
as per subsection 19-2.5c | \$25.00 <u>30.00</u> per unit |
| c. Water usage charge per each 100 cubic feet
of metered water usage (all account types except
auxiliary residential water-only connections) | \$1.96 <u>2.08</u> |
| d. Water usage charge per each 100 cubic feet of metered water usage for
auxiliary residential water-only connections | \$2.85 <u>3.03</u> per unit |
| e. Tanked water
1,000 gallons | \$40.00 <u>20.00</u> per |
| f. Quarterly base charge for private fire service lines:
Size of fire service line | |
| 2" | \$40.00 <u>10.05</u> |
| 4" | \$50.00 <u>52.5</u> |
| 6" | \$155.00 <u>162.75</u> |
| 8" | \$335.00 <u>351.75</u> |
| 10" | \$600.00 <u>630.00</u> |

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

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

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

Subsection 19-2-3 Sewer Charges.

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

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

RECEIPT OF SEPTAGE/GREY WATER

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

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

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

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

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

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

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

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

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

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

- ~~(1.3)~~ (1) The contents of each tanker will be tested so as to determine the pH level of the material.

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

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

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

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

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

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

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per
will be assessed 1,000 gallons

(5) Septic (Jugglers):

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

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

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

For material with a measured pH
found to be below 5.0, an additional surcharge ~~\$40.00~~15.00 per

will be assessed 1,000 gallons

(6) Car Wash:

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

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

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

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

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

~~d. For processing of fats and grease derived solely from animal, and/or vegetable sources delivered via tank truck by~~ \$115.00 per

~~commercial entities, BY APPOINTMENT ONLY:~~ 1,000 gallons

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

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

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

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

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

Ordinance 2021-17 Public Hearing and Final Reading An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Mayor Quattrone opened the public hearing for Ordinance 2021-17 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street - It is about time that we are raising salaries in the Hightstown. We have become a training facility and it's time to pay employees a decent wage. Thanked Council for doing something to keep good employees here.

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

Moved for adoption by Councilmember Fowler; Seconded by Councilmember Misiura.

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

Ordinance adopted 5-0.

Ordinance 2021-17

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

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

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

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

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

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

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

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk	\$10.00	\$36.00
Public Health Nurse	\$25.00	\$48.00
Senior Public Health Nurse	\$39.00	\$50.00

	RANGING FROM:	TO:
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00
Clerical Assistant	\$10.50	\$22.00
Administrative Assistant	\$13.50	\$32.00
<hr/>		
Public Works Foreman	\$17.00	\$43.00
Public Works Heavy Equipment Operator	\$16.00	\$43.00
Public Works Automated Vehicle Operator	\$16.00	\$38.00
Public Works Driver/Laborer	\$15.00	\$38.00
Public Works Laborer	\$14.00	\$38.00
Public Works Municipal Building Maintenance	\$8.00	\$38.00
Public Works Mechanic	\$16.00	\$38.00
Seasonal/Temporary Labor	\$10.00	\$22.00
Assistant Water Plant Operator	\$15.00	\$27.00
Water Plant Operator	\$25.00	\$38.00
Water Plant Lead Operator	\$40.00	\$54.00
AWWTP Maintenance	\$16.00	\$32.00
<hr/>		
AWWTP Operator	\$15.00	\$32.00
Recreation Director (part-time)	\$20.00	\$43.00
Assistant Recreation Director (part-time)	\$8.00	\$22.00
Junior Recreation Counselor (part-time)	\$6.00	\$16.00
Housing Inspector	\$14.00	\$38.00
Fire Inspector	\$14.00	\$38.00
Building Inspector	\$14.00	\$38.00
Code Enforcement Officer	\$15.00	\$38.00
Fire Officer	\$14.00	\$38.00
Zoning Official	\$14.00	\$38.00

	RANGING FROM:	TO:
Electric Subcode Official	\$14.00	\$54.00
Plumbing Subcode Official	\$14.00	\$54.00

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

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

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

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

RESOLUTIONS

Resolution 2021-188 Authorizing Payment of Bills

Moved by Councilmember Misiura; Seconded by Councilmember Fowler.

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

Resolution adopted 5-0.

Resolution 2021-188

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,230,541.12 from the following accounts:

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

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

Moved by Councilmember Montferrat; Seconded by Councilmember Jackson.

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

Resolution adopted 5-0.

Resolution 2021-189

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

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

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

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

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

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

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

The Shared Services Agreement with the Township of West Windsor for Health Services for the period January 1, 2022 through December 31, 2024, is hereby approved, and the Mayor and Clerk are authorized to execute same.

Approval of this agreement is subject to appropriation of sufficient funds in the budgets of 2022, 2023 and 2024.

Resolution 2021-190 Appointing a Senior Public Health Nurse

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2021-190

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

APPOINTING A SENIOR PUBLIC HEALTH NURSE

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

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

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

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

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

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

Moved by Councilmember Misiura; Seconded by Councilmember Montferrat.

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

Resolution adopted 5-0.

Resolution 2021-191

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

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

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

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

WHEREAS, it has been found that additional funds in the amount of \$2,500.00 will be necessary to complete the contract through December 31, 2021; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the agreement with Randy Gottesman of CGH&P, LLC of Cranbury, New Jersey be amended to not exceed \$7,500.00.

CONSENT AGENDA

Councilmember Jackson moved Resolutions 2021-192; 2021-193 and 2021-194 as a Consent Agenda; Councilmember Misiura seconded.

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

Resolution adopted 5-0.

Resolution 2021-192

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

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

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

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

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

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

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

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

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

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

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

Schedule "A" – Page 1 of 1

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

Hightstown Engine Co. No. 1

Belgard, Scott

Bennett, Ryan

Brink, Kevin

Bukowski, Matthew

Derr, Donald

Derr, Stephanie

Evers, Gary

Frank, Austin

Glackin, Neal

Jenkins, Scott

Krakowski, Jacob

Krakowski, Scott

Lawson, Matt

Mastiano, Rich

McClenahan, Cynthia

Reed, Chad

Sugg, C

Weisel, A

Hightstown First Aid Squad

Boguszewski, Stephen

Curran, Jessica

Madonia, Mark
Stackhouse, Keith

Sukhadia, Sneah

Resolution 2021-193

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2021 BUDGET

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

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

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

Recreation and Open Space

Salaries and Wages 7,100.00

Planning and Zoing

Salaries and Wages 3,000.00

TOTALS	\$	27,300.00	\$	27,300.00
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Resolution 2021-194

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

RESOLUTION CANCELING 2021 APPROPRIATION BALANCES**WHEREAS**, the following 2021 Current Fund Operating budget appropriation balances remain unexpended:

Electricity (Other Expenses)..... \$10,000.00

Length of Service Awards Program \$6,000.00

; and

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

Other Expenses..... \$35,000.00

; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances offset estimated realized revenues;**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Hightstown, that the above listed unexpended balances of the Current Fund Operating 2021 Budget and the Water-Sewer Operating 2021 Budget be canceled.**NEW BUSINESS****2022 Boards & Commission Vacancies**

Borough Clerk, Peggy Riggio, presented the membership for Boards and Commission for 2022. After discussion, Council agreed that all new appointments and reappointments looked good to move forward with this at the reorganization meeting scheduled for January 3, 2022.

SUBCOMMITTEE REPORTS

Labor Counsel

The subcommittee reviewed and interviewed candidates. They recommend Bob Merryman. He is very knowledgeable and has done work in Mercer County. After discussion, by a unanimous straw vote, Council choose to move forward with appointing Bob Merryman as Labor Counsel for 2022.

Affordable Housing Attorney

Councilmember Misiura and Planning Board interviewed 2 candidates. Scott Miccio is the present Affordable Housing and Planning Board Attorney. Planning Board has been happy with his work and sees no reason to change. Scott Miccio was recommended as Affordable Housing Attorney. After discussion and unanimous straw vote, Council choose to move forward with appointing Scott Miccio as Affordable Housing Attorney for 2022.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Fowler

Environmental Commission – They have postponed the December meeting.

Downtown Hightstown – Businesses wrapping things up for from the holidays. All businesses had good foot traffic. Thanked the Cultural Arts Commission for hosting the sing a long in Memorial Park. The Hightstown High School Choir was there to help lead the sing along.

Councilmember Misiura

Rug Mill Project - PRC received their permits from DEP. They still need an archeological survey and Mercer County Soil Conservation Permit. The litigation that they are involved with is not fully resolved but they are able to move forward and will be able to enter into a developer's agreement. Hoping to do this in January.

Planning Board - The developer who purchased the former Wells Fargo property came to the planning board meeting with their initial ideas for that property. The board amended the master plan to accept the circulation study. The Affordable Housing Plan is moving along. The Affordable Housing element of the Master Plan should be in place by early next year.

First Aid - One of the ambulances is back in service although still not 100%.

Councilmember Cicalese

Board of Health - We have an incredible partnership with West Windsor. They laid out their response to the current outbreak. School children are currently make up for the largest percentage of positive cases. They are setting up clinics to target school age children. Several pop-up clinics have been scheduled.

Parks and Rec - Looking to start on phase 2 of the Dawes Park Improvements. This is being done through funds raised from the triathlon. Discussed naming the basketball courts in honor of Larry Gunnell. Looking to set up a recreational trip.

Council President Bluth joined the meeting at this time.

Councilmember Jackson

This was a good year for the Borough. We were able to complete many big projects. It is a pleasure to work with Council, staff and our volunteers.

Borough Administrator, Dimitri Musing

There have been many questions regarding the planned development in East Windsor. This is an approved affordable housing site. Everything has been approved by the State. This development could be beneficial to our downtown businesses.

Council President Bluth

Cultural Arts Commission - The sing a long was very successful.

Borough Attorney, Fred Raffetto

Happy Holidays to all.

Mayor Quattrone

Thanked Public Works for keeping the town looking the way it does. Encouraged anyone and everyone who is eligible to go out and get their Covid booster. The sing along was wonderful and he has been receiving some great feedback. The Dawes Park basketball court is getting a lot of use. Wished everyone a Merry Christmas and Happy New Year.

Councilmember Cicalese moved to adjourn to Executive Session at 7:36 p.m.; Councilmember Jackson seconded. All ayes.

Council returned to open session at 8:50 p.m.

EXECUTIVE SESSION**Resolution 2021-195 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2021-195

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on

December 20, 2021, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Shared Services East Windsor Stockton Street Sidewalks

Personnel – AWWTP Superintendent

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public March 20, 2022, or when the need for confidentiality no longer exists.

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

ADJOURNMENT

Councilmember Cicalese moved to adjourn at 8:51 p.m.; Seconded by Councilmember Fowler. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

Meeting Minutes
Hightstown Borough Council
January 3, 2022
6:30 p.m.

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

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

SWEARING IN CEREMONY

Mayor Quattrone swore in Councilmembers Susan Bluth and Frederick Montferrat.

INVOCATION

Mayor Quattrone provided this year' invocation.

RECOGNITION OF DIGNITARIES

Mayor Quattrone welcomed Senator Greenstein; Mercer County Commissioner Koontz; East Windsor Mayor Mironov; Former Hightstown Mayor Scott Caster; Former Hightstown Councilmember Eugene Sarafin; Borough Auditor Gerry Stankiewicz; Redevelopment Attorney, Kevin McManimon and Borough Tax Collector, Pamela Lewis.

APPROVAL OF AGENDA

Moved by Councilmember Bluth; Seconded by Councilmember Misiura.

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

Agenda approved 6-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street - Spoke about how proud he is that Hightstown acts as a true democracy. Stated how disappointed he is in the Federal Government and how they are failing the Country. Local Government needs to stand up and demand changes.

Barb and Kris Grudnt, 508 South Main Street - Stated that they appreciate the new sidewalks and curbs that were completed recently but there was supposed to be a cut out in the back of their yard. That did not happen.

- Mayor Quattrone stated that he will look into this.

Michele Epstein, 421 North Main Street - Wished everyone a Happy New Year. Stated that she thought the opening prayer was inappropriate.

- Mayor Quattrone apologized if anyone was offended by the invocation.

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

Resolution 2022-01 Electing Council President for 2022

Councilmember Jackson nominated Susan Bluth as Council President; Councilmember Montferrat seconded. All ayes.

Councilmember Cicalese moved Resolution 2022-01 with Susan Bluth as Council President; Councilmember Misiura seconded.

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

Resolution adopted 6-0.

Resolution 2022-01

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

ELECTING COUNCIL PRESIDENT FOR 2022

WHEREAS, there exists a need to fill the position of Council President for 2022; and

WHEREAS, it is the desire of the Borough Council to elect Susan Bluth to fill that position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Susan Bluth is hereby elected as Council President for the year 2022.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2022-02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 and 29 as a Consent Agenda; Councilmember Fowler seconded.

Resolution 2022-02

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

ADOPTING ROBERT'S RULES OF ORDER

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that, in any question concerning the organization, proceedings or decorum in connection with meetings of the Borough Council, which question is not otherwise covered by Resolution of Council or general law, Robert's Rules of Order shall govern, and that the Borough Attorney shall serve as *ex officio* parliamentarian, and shall be prepared, at the request of any member of Council, to render his opinion on any question of procedure.

Resolution 2022-03

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

ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN BOROUGH COUNCIL MEETINGS

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2022:

A. Conduct at Meetings.

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.

3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum for the transaction of business at a meeting.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.
8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with relevant State statutes and these regulations, along with Robert's Rules of Order for items not covered by State statute or in these regulations.

B. Addressing the Mayor and Council.

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. There shall be a "Public Comment" period held during each regular meeting of the Mayor and Council. During the "Public Comment" period of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality; said comment shall be limited to a maximum of three minutes. A response may be provided, either directly following the public comment period or during the "Mayor/Council/Administrative Comments" portion of the meeting.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer's warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described

public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Mayor and Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

Resolution 2022-04

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

**APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE
FOR THE YEAR 2022**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for 2022 and for the first meeting in 2023 will begin at 6:30 p.m. and will be held virtually via www.zoom.com. Members of the public may attend and participate during the public participation portion of the meeting by phone or computer as follows: www.zoom.com Meeting ID: 829 7221 7248; Passcode: RZ06eh or by phone (929)205-6099; Meeting ID: 829 7221 7248# Participant code #; Passcode: 578650#. All relevant documents for scheduled meetings will be made available prior to the meeting at www.hightstownborough.com. Members of the public may submit written comments to the Council, through the Borough Clerk, by either e-mail to (priggio@hightstownborough.com) or written letter to Borough Clerk, Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520. Written comments must be received by 12:00 noon on the scheduled day of the remote meeting in order to be included in the meeting.

2022 SCHEDULED COUNCIL MEETING DATES

MONDAY	January 3
TUESDAY	January 18
MONDAY	February 7
TUESDAY	February 22
MONDAY	March 7
MONDAY	March 21
MONDAY	April 4
MONDAY	April 18
MONDAY	May 2
MONDAY	May 16
MONDAY	June 6
MONDAY	June 20
TUESDAY	July 5
MONDAY	July 18
MONDAY	August 1
MONDAY	August 15
TUESDAY	September 6
MONDAY	September 19

MONDAY	October 3
MONDAY	October 17
MONDAY	November 7
MONDAY	November 21
MONDAY	December 5
MONDAY	December 19

2023 Meetings

TUESDAY, January 3, 2023 Reorganization Meeting

Resolution 2022-05

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

DESIGNATING OFFICIAL BOROUGH NEWSPAPERS

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

Resolution 2022-06

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

RESOLUTION MAKING AND CONFIRMING BOROUGH OFFICIALS APPOINTMENTS FOR 2022

BE IT RESOLVED that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

Joint Insurance Fund Commissioner

Dimitri Musing	1 yr.	December 31, 2022
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Alternate Joint Insurance Fund Commissioner

Margaret Riggio	1 yr.	December 31, 2022
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Primary Human Resource Officer for Domestic Violence Policy

Pamela Lewis	1 yr.	December 31, 2022
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Secondary Human Resource Officer for Domestic Violence Policy

Michael J. O'Conner	1 yr.	December 31, 2022
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Assessment Search Officer

Pamela Lewis	1 yr.	December 31, 2022
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	<u>Public Agency Compliance Officer (P.A.C.O.)</u>	
Margaret Riggio	1 yr.	December 31, 2022
	Recycling Coordinator	
Ken Lewis	1 yr.	December 31, 2022
	Clean Communities Coordinator	
Ken Lewis	1 yr.	December 31, 2022
	Safety Coordinator	
Ken Lewis	1 yr.	December 31, 2022
	<u>Public Defender</u>	
John W. Hartmann	1 yr.	December 31, 2022
	<u>Alternate Public Defender</u>	
Mario Zapicchi	1 yr.	December 31, 2022
Joanna Perilli	1 yr.	December 31, 2022
	<u>Prosecutor</u>	
Timothy McNichols	1 yr.	December 31, 2022
	<u>Alternate Prosecutors</u>	
Gregory P. McGuckin	1 yr.	December 31, 2022
Robert Ulaky	1 yr.	December 31, 2022
Martin J. Buckley	1 yr.	December 31, 2022
Kelsey Anthony-McGuckin	1 yr.	December 31, 2022
Patrick Varga	1 yr.	December 31, 2022
	<u>Zoning Officer</u>	
George Chin	1 yr.	December 31, 2022
	Housing Inspectors	
George Chin	1 yr.	December 31, 2022
David Bell	1 yr.	December 31, 2022
	Building Inspector	
George Chin	1 yr.	December 31, 2022

Chad Reed	Fire Protection Official 1 yr.	December 31, 2022
Larry Gunnell	Summer Recreation Director 1 yr.	December 31, 2022
Charles Stults III	Borough Historian 1 yr.	December 31, 2022
Chad Reed	<u>Class I Officer</u> 1 yr.	December 31, 2022
Roberto Rodriguez	<u>School Crossing Guards</u> 1 yr.	December 31, 2022

Resolution 2022-07

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

**ESTABLISHING 2022 SCHEDULE OF HOLIDAYS
AND BOROUGH BUSINESS HOURS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following will be considered the official holidays for the year 2022 and the first week of 2023:

January 17	Martin Luther King, Jr. Day (Monday)
February 21	Presidents Day (Monday)
April 15	Good Friday (Friday)
May 30	Memorial Day (Monday)
July 4	Independence Day (Monday)
September 5	Labor Day (Monday)
October 10	Columbus Day (Monday)
November 11	Veterans Day (Thursday)
November 24	Thanksgiving Day (Thursday)
November 25	Day after Thanksgiving (Friday)
December 26	Christmas Day (Monday)
January 2, 2023	New Year's Day (Monday)

BE IT FURTHER RESOLVED that the official business hours for Borough offices will be 8:30 a.m. to 4:30 p.m. Monday through Friday, except as set forth above.

Resolution 2022-08

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

APPOINTING COUNCIL LIAISONS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following Council liaisons are hereby confirmed:

SUSAN BLUTH	Cultural Arts Commission Finance
JOE CICALEASE	Board of Health Parks and Recreation
CRISTINA FOWLER	Downtown Hightstown Environmental Commission Administration
JOSHUA JACKSON	Historic Preservation Commission Public Works
STEVE MISIURA	First Aid Water & AWWTP
FRED MONTFERRAT	Construction/Inspections
MAYOR QUATTRONE	Fire Department Housing Authority

Resolution 2022-09

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
LEGAL SERVICES – FREDERICK C. RAFFETTO, ESQ.**

WHEREAS, there exists the need for professional legal services for 2022 pertaining to general municipal, water and sewer, redevelopment and litigation/union matters; and

WHEREAS, the Borough Council wishes to appoint Frederick C. Raffetto, Esq. of the firm Ansell Grimm & Aaron, Inc. of Ocean, New Jersey as Borough Attorney effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$75,000.00 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 Ansell Grimm & Aaron, 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 Frederick Raffetto, Esq. regarding the above-referenced professional legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Ansell, Grimm & Aaron, Inc. is a firm whose attorneys 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.

Resolution 2022-10

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
BOND COUNSEL AND REDEVELOPMENT LEGAL COUNSEL SERVICES –
EDWARD J. MCMANIMON III, ESQ.**

WHEREAS, there exists the need for professional bond counsel and redevelopment legal counsel services for 2022; and

WHEREAS, the Borough Council wishes to appoint Edward J. McManimon III, Esq. of the firm McManimon, Scotland & Baumann, LLC of Roseland, New Jersey as Bond Counsel and Redevelopment Counsel effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$7,500.00 without further approval by the Borough Council; and,

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

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

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

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

WHEREAS, the anticipated term of this contract is for 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 McManimon, Scotland & Baumann, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), 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 Edward J. McManimon III, Esq. regarding the above-referenced professional bond counsel and redevelopment counsel 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 McManimon, Scotland & Baumann, LLC is a firm whose attorneys 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.

Resolution 2022-11

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
ENGINEERING SERVICES – CARMELA ROBERTS**

WHEREAS, there exists the need for specialized engineering services during 2022; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts of Roberts Engineering Group of Hamilton, New Jersey as Borough Engineer effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$50,000.00 without further approval by the Borough Council; and,

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

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

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

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

WHEREAS, the anticipated term of this contract is for 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, Roberts Engineering Group 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 Carmela Roberts regarding the above-referenced professional engineering 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 Roberts Engineering Group is a firm whose engineers 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.

Resolution 2022-12

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
LABOR COUNSEL SERVICES – ROBERT J. MERRYMAN**

WHEREAS, two (2) proposals were opened on December 1, 2021 for the professional Labor Counsel services for the year 2022; and

WHEREAS, there exists the need for specialized legal services relative to personnel matters during 2022; and

WHEREAS, the proposals were reviewed and evaluated by a sub-committee of the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Robert J. Merryman, Esq. of Apruzzese, McDermott, Mastro & Murphy of Warren, New Jersey as Labor Counsel effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$40,000.00 without further approval by the Borough Council; and,

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

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Robert J. Merryman for professional labor counsel services for the year 2022.

Resolution 2022-13

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AUDITOR SERVICES – GERARD STANKIEWICZ, CPA, RMA, PSA (SAMUEL
KLEIN AND COMPANY)**

WHEREAS, there exists the need for specialized auditing services for the Borough for the year 2020; and

WHEREAS, it is the desire of Borough Council to appoint Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company of Freehold, New Jersey as Borough Auditor effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$27,500.00 without further approval by the Borough Council; and,

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

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

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

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

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

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance

with the Local Unit Pay-to-Play Law;

WHEREAS, Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company 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 Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company regarding the above-referenced professional auditor 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 Gerard Stankiewicz, CPA, RMA, PSA of Samuel Klein and Company is a firm whose auditors 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.

Resolution 2022-14

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
PLANNING SERVICES – BRIAN M. SLAUGH**

WHEREAS, there exists the need for professional Municipal Planning services for 2022; and

WHEREAS, the Borough Council wishes to appoint Brian M. Slaugh of the firm Clarke Caton Hintz, of Trenton, New Jersey as Borough Planner effective January 1, 2022; and

WHEREAS, the cost for the proposed services, with the exclusion of escrow and other funds as posted from outside sources, shall not exceed \$25,000.00 without further approval by the Borough Council; and,

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

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

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

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

WHEREAS, the anticipated term of this contract is for one (1) year, and until a 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, Clarke Caton Hintz 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 Brian M. Slauch of the firm Clarke Caton Hintz, of Trenton, New Jersey regarding the above-referenced professional municipal planning 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 Clarke Caton Hintz, LLC is a firm whose municipal planners 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.

Resolution 2022-15

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
GRANT WRITING SERVICES – CGP&H, LLC**

WHEREAS, there exists the need for specialized grant writing services for 2022; and

WHEREAS, the Borough Council wishes to CGP&H, LLC of Cranbury, New Jersey Grant Writer effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and,

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

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

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

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

WHEREAS, the anticipated term of this contract is for 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 CGP&H, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), 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 CGP&H, LLC regarding the above-referenced professional grant writing 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 CGP&H, LLC is a firm whose grant writers 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.

Resolution 2022-16

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

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT OF HIGHTSTOWN BOROUGH AFFORDABLE HOUSING PROGRAM

WHEREAS, there exists the need for an Administrative Agent to oversee the Affordable Housing Program in Hightstown Borough for 2022; and

WHEREAS, the Borough Council wishes to appoint Randall Gottesman of CGP&H, LLC of Cranbury, New Jersey Administrative Agent for Affordable Housing effective January 1, 2022; and

WHEREAS, the cost for the proposed services shall not exceed \$5,000.00 without further approval by the Borough Council; and,

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

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

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

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

WHEREAS, the anticipated term of this contract is for 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 CGP&H, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), 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 CGP&H, LLC regarding the above-referenced administrative agent for affordable housing 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 CGP&H, LLC is a firm whose administrative agents for affordable housing 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.

Resolution 2022-17

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

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AFFORDABLE HOUSING ATTORNEY – SCOTT MICCIO, ESQ.**

WHEREAS, two (2) proposals were opened on December 1, 2021 for professional Affordable Housing Attorney services for the year 2022; and

WHEREAS, there exists the need for specialized legal services relative to affordable housing matters during 2022; and

WHEREAS, the proposals were reviewed and evaluated by a sub-committee of the Borough Council; and

WHEREAS, the Borough Council wishes to appoint Scott Miccio, Esq. of Parker McCay of Mount Laurel, New Jersey as Affordable Housing Attorney effective January 1, 2022; and

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

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

WHEREAS, the Borough Attorney will review and approve the contract for execution by the Borough; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown that the Mayor is authorized to execute and the Borough Clerk to attest an agreement between the Borough of Hightstown and Scott Miccio for Affordable Housing Attorney for the year 2022.

Resolution 2022-18

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2022 -
BOARDS, COMMISSIONS AND COMMITTEES**

BE IT RESOLVED that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

Planning Board

Steve Misiura	1 yr.	December 31, 2022
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Environmental Commission

Gary Grubb	3 Years	December 31, 2024
Thomas Muza	3 Years	December 31, 2024
Haritha Chityala (Alt. #1)	2 Years	December 31, 2023
Joseph Studholme (Alt. #2)	2 Years	December 31, 2023

Housing Authority

Vacant	Ux. 5 years	December 31, 2025
Vacant (resident representative)	5 Years	December 31, 2026

Board of Health

Dr. John Laudenberg	3 Years	December 31, 2024
Elizabeth Morley	3 Years	December 31, 2024
Jennifer Bernal (Alt #2)	2 Years	December 31, 2023

Cultural Arts Commission

Jim Truslow (Peddie School)	1 Year	December 31, 2022
Heather Lisk (School Staff)	1 Year	December 31, 2022
Daniel Trent (Artist)	3 Years	December 31, 2024
Cathy Tsao (Artist)	3 Years	December 31, 2024
Saira Want (Art Appr.)	3 Years	December 31, 2024
Sue Howard (Alt. #1)	1 Year	December 31, 2022
Vacant (Alt. #2)	1 Year	December 31, 2022

Resolution 2022-19

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

DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of the Hightstown that, in accordance with requirements of the Public Employee's Retirement System and the Policeman's and Fireman's Retirement System, Borough Chief Financial Officer George J. Lang is hereby designated as Certifying Agent for Pension Funds, and shall be responsible for processing and submitting all documents, as required, pertaining to the aforesaid retirement systems.

Resolution 2022-20

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

AUTHORIZING ISSUANCE OF INTERIM CHECKS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that authorization be given to the Chief Finance Officer to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2022, and that these payments will appear on the bill list to be approved by the Mayor and Council at the next regularly scheduled Council meeting.

Resolution 2022-21

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

AUTHORIZING PETTY CASH FUNDS

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk, the Finance Office and the Superintendent of the Wastewater Treatment Plant are authorized to be custodians of funds, as follows, for the purpose of petty cash expenditures:

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

Resolution 2022-22

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

AUTHORIZING 2022 TEMPORARY OPERATING BUDGET – CURRENT

WHEREAS, N.J.S.A. 40A:4-19 provides that:

“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.

The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”

; and

WHEREAS, 26.25 percent of the total appropriations in the 2021 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,869,027.07;

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

1. The 2022 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,869,000.00 for Operating and \$666,200.00 for Capital and Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Chief Financial Officer and Borough Auditor.

Resolution 2022-23

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AUTHORIZING 2022 TEMPORARY OPERATING BUDGET – WATER/SEWER

WHEREAS, N.J.S.A. 40A:4-19 provides that:

“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.

The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”

; and

WHEREAS, 26.25 percent of the total appropriations in the 2021 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$653,318.14.

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

1. The 2022 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$652,000.00 for Operating and \$409,000.00 for Debt Service is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Chief Financial Officer and Borough Auditor.

Resolution 2022-24

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

ADOPTING CASH MANAGEMENT PLAN

WHEREAS, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan (“the Plan”) for the year 2022 which designates the depositories for Borough funds, outlines procedures for the handling thereof, and details other responsibilities with regard to Borough funds; and

WHEREAS, it is the desire of the Mayor and Council to formally adopt the Plan;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Cash Management Plan for the year 2022 which is attached hereto and made a part hereof is hereby adopted.

**BOROUGH OF HIGHTSTOWN
County of Mercer, New Jersey**

**Cash Management Plan
FY 2021**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Accounts Payable Clerk, the Chief Financial Officer; Administrative Assistant-Finance, Business Administrator, Municipal Clerk; and/or the Mayor for the following accounts:
1. Current Fund
 - a. Current
 - b. Grant Fund
 2. Trust Funds
 - a. Builder's Performance Escrow
Planning and Zoning Board Escrow

Engineering Escrow
 - b. Law Enforcement Trust
 - c. Animal Trust Fund
 - d. Payroll
 - e. Public Defender
 - f. Unemployment Trust
 - g. Other Trusts
 3. General Capital
 - a. General Capital & various reserves to include arbitrage funds
 4. Water-Sewer Utility
 - a. Operating
 - b. Capital
- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Hightstown, Specifically:
1. Municipal Court - Authorized Signatory, Court Clerk and Municipal Judge
 - a. Fines Account
 - b. Bail Accounts
 2. Tax Collector - Authorized Signatory, Chief Financial Officer, Tax Collector or Accounts Payable Clerk, Administrative Assistant-Finance
 - a. Tax Collector (Lien) Trust

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHTSTOWN AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer, Administrative Assistant-Finance and Accounts Payable Clerk of the Borough of Hightstown are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan

which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

BANK OF NEW YORK

MORGAN STANLEY CHASE BANK

TD BANK

BCB BANK

WELLS FARGO BANK

FIRST CONSTITUTION BANK

PROVIDENT BANK

BANK OF PRINCETON

FULTON BANK

GARDEN STATE COMMUNITY BANK

NEW JERSEY ASSET & REBATE
MANAGEMENT PROGRAM

NEW JERSEY CASH MANAGEMENT

PNC BANK

SANTANDER BANK

BANK OF AMERICA

SUN NATIONAL BANK

LAKELAND BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

V. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The preceding listed brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - b. the custody of collateral is transferred to a third party;
 - c. the maturity of the agreement is not more than 30 days;
 - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
 - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
 - Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed in accordance with statutory provisions. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming fiscal year. Upon review of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

School Taxes

County Taxes

Interfunds

Purchase of Investments

Debt Service

Salaries and Wages

Postage

Petty Cash Reimbursements

Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

X. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Funds shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Funds Shall be maintained in accordance with N.J.S.A. 40A:5-21. Petty Cash Funds shall be maintained in the following amounts:

Finance	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

XI. BONDING

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer

Tax Collector

Borough Clerk

Municipal Court Administrator

Staff members of the Departments of Finance, Tax Collection and Municipal Court not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

XII. COMPLIANCE

The Cash Management Plan of the Borough of Hightstown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

XIII. REPORTING REQUIREMENTS.

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

Implementation of this section is dependent upon adequate staffing in the Finance Office.

XIV. TERM OF PLAN

This Plan shall be in effect from January 1, 2022 to December 31, 2022. Attached to this Plan is a resolution of the governing body of the Borough of Hightstown approving this Plan for such period of time. The Plan may

be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is/are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Resolution 2022-26

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
FOR BOROUGH ACCOUNTS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 3, 2022; and

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and that **all notes and drafts** of the Borough of Hightstown be signed in like manner by any two of said same officers:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the **payment of salaries and wages** from the accounts of the Borough of Hightstown:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Animal Control Account**:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Water & Sewer Operating Account**:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance

Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Trust Accounts**:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Unemployment Trust Fund**:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Public Defender Account**:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Current Account**:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Capital Funds** of the Borough of Hightstown:

Lawrence Quattrone, Mayor
Michael J. O'Connor, Accounts Payable
George J. Lang, Chief Financial Officer
Nicolette Devish, Administrative Assistant-Finance
Dimitri Musing, Borough Administrator
Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account**:

Lawrence Quattrone, Mayor
 Michael J. O'Connor, Accounts Payable
 George J. Lang, Chief Financial Officer
 Nicolette Devish, Administrative Assistant-Finance
 Dimitri Musing, Borough Administrator
 Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Law Enforcement Trust Account**:

Lawrence Quattrone, Mayor
 Michael J. O'Connor, Accounts Payable
 George J. Lang, Chief Financial Officer
 Nicolette Devish, Administrative Assistant-Finance
 Dimitri Musing, Borough Administrator
 Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Escrow Accounts (Subdivision Site Plan)**:

Lawrence Quattrone, Mayor
 Michael J. O'Connor, Accounts Payable
 George J. Lang, Chief Financial Officer
 Nicolette Devish, Administrative Assistant-Finance
 Dimitri Musing, Borough Administrator
 Margaret Riggio, Borough Clerk

BE IT FURTHER RESOLVED, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Tax Collector, and the Municipal Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

Resolution 2022-27

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

**AUTHORIZING DEPOSITORIES AND SIGNATURES
 FOR MUNICIPAL COURT ACCOUNTS**

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown and the Hightstown Borough Municipal Court are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 1, 2021; and

BE IT FURTHER RESOLVED that the following Municipal Court Officers of the Hightstown Borough Municipal Court be hereby authorized to sign checks for the payment of money from the accounts of the Hightstown Borough Municipal Court and that **all notes and drafts** of the Hightstown Borough Municipal Court be signed in like manner by any one of said same officers:

Seth Kurs, Municipal Judge
 Carol Gaynor, Municipal Court Administrator
 Sarah Graubart, Deputy Court Administrator
 Ana Collazo, Deputy Court Administrator

BE IT FURTHER RESOLVED, that the Municipal Judge, Municipal Court Administrator and the Deputy Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

Resolution 2022-28

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

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, the governing body may delegate the power to award purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member; and

WHEREAS, in the interest of streamlining Borough operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Purchasing Agent to approve purchases, contracts and agreements through State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to approve purchases, contracts and/or agreements through State Contracts and/or Purchasing Cooperatives to which Hightstown Borough is a member without further action from Council, provided that funds are available to cover the expenditure. Purchase approvals made by the Purchasing Agent by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*

Resolution 2022-29

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

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
 UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY
 COMMISSION'S "ENFORCEMENT GUIDANCE ON THE
 CONSIDERATION OF ARREST AND CONVICTION RECORDS IN
 EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL
 RIGHTS ACT OF 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Council of the Borough of Hightstown, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “Enforcement Guidance In the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES

STATE OF NEW JERSEY
COUNTY OF MERCER

We, members of the governing body of the Borough of Hightstown being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Borough Council* of the *Borough of Hightstown* in the county of Mercer;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history;
4. We certify that the local unit’s hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Council President Bluth

Thanked Council for electing her as Council President for this year.

Councilmember Jackson

Wished everyone a Happy New Year and thanked everyone for attending. It is a pleasure to work with Mayor, Council and Borough Staff. Thanked all our volunteers. There are a few vacancies on our Boards and Commissions. Check our website for details.

Councilmember Misiura

Happy New Year to all. Congratulated Councilmembers Bluth and Montferrat. Stated that he looks forward to working with them both. The Borough still has many issues to tackle. He looks forward to working with the County, the State, and our neighboring communities.

Councilmember Cicalese

This was an outstanding year. We have many goals to accomplish in the coming year. We have a great team, and we will continue to work together to make 2022 a little better.

Mayor's Address

Stated 2021 was a rough year for him. He really leaned on Council President Bluth and Council as a whole. He never had a doubt that things would get done. Council President Bluth did a wonderful job and Council supported her 100%. The Borough looked wonderful for Halloween and Christmas. The Cultural Arts Commission did wonderful things for the town. The Board of Health is doing a great job and trying to stay ahead of the pandemic. Councilmember Fowler is handling all her positions wonderfully. Councilmember Jackson is doing great as liaison to the HPC and Public Works. We are doing all doing a great job trying to keep that old town fee. Public Works has been shorthanded but still getting the job done. Councilmember Misiura is working with First Aid and the Water and Sewer Departments. Councilmember Montferrat is working with our Construction office and getting things up to speed there. He, himself is working with the Housing Authority and the Fire Department. We have one of the best volunteer fire companies in the State. We need to continue to work together in 2022. We are keeping all the liaisons the same since everything is working. Thank you, Council. God Bless you all. He wished everyone a happy, healthy, and prosperous New Year. We will beat Covid together. Stay safe.

EXECUTIVE SESSION

Resolution 2022-30 Authorizing a Meeting Which Excludes the Public

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

Roll call vote: Councilmembers Bluth, Cicalese, Fowler, Jackson, Misiura and Montferrat yes.

Resolution adopted 6-0.

Councilmember Bluth motioned to adjourn to executive session at 6:58 p.m.; Councilmember Fowler seconded. All ayes.

Resolution 2022-30

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on January 3, 2022, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Stockton & Joseph Street
Attorney Client Privilege

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public April 3, 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 returned to public session at 7:56 p.m.

ADJOURNMENT

Councilmember Jackson moved to adjourn at 7:57 p.m. Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

ORDINANCE 2022-03

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 28, ENTITLED “ZONING,”
SUBSECTION 28-3-5 “R-1 RESIDENTIAL DISTRICT” 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 Accessory Structures are set forth in Chapter 28 entitled “Zoning,” 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 Chapter 28 Subsection 28-3-5.

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:

Section 1. Chapter 28, entitled “Zoning,” Subsection 28-3-5 entitled “R-1 Residential District” 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 ~~strikeout~~, additions are shown with underline):

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

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

1. Principal Uses:

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

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

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

(d) Public facilities.

(e) Public utility offices and facilities.

(f) Hospitals, sanitariums and nursing homes.

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

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

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

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

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

2. Accessory Uses:

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

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

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

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

(e) Fences and walls.

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

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

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

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

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

b. Other Restrictions.

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

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

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

4. Front Yard. No portion of any building shall be located nearer to any street line than thirty-five (35') feet, except that projections such as windowsills, cornices, cantilevered roofs, open one-story porches, balconies, other roof overhangs, canopies, bay windows and others of the same nature may project not more than five (5') feet into a required front yard. Further, no building erected on any lot need be set back farther from the street line than the average alignment of existing buildings within two hundred (200') feet on each side of the lot and within the same block front and district. Regardless of

the alignment of neighboring buildings, however, no building erected between two (2) existing buildings on immediately adjacent lots need be set back farther than that of the two (2) buildings which is farther from the street line. The front yard setback shall be fifty (50') feet for the following uses: Public or private schools, places of worship, public facilities, hospitals, sanitariums and nursing homes.

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

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

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

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

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

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

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

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

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

(a) Nameplates and identification signs: signs indicating the name or address of the occupant or a permitted home occupation or profession bearing only the business name and profession of the user on the site, provided that they shall not exceed two (2) square feet in area. Only one (1) sign shall be permitted per dwelling unit, except in the case of corner lots, where two (2) such signs, one (1) facing each street, shall be permitted.

(b) Sales or rental signs: signs advertising the sale or rental of the premises upon which they are located, provided that they shall not exceed four (4) square feet in area. Not more than one (1) such sign may be placed upon any property unless such property fronts upon more than one (1) street, in which case two (2) signs may be erected, one (1) facing each street. Such signs shall be promptly removed when premises are sold or rented.

(c) Institutional and agricultural signs: signs of schools, colleges, churches, hospitals or other institutions of a similar public or semipublic nature and signs for agricultural or horticultural establishments, provided that the size of any sign shall not exceed twenty (20) square feet in area. Not more than one (1) such sign shall be permitted for an institution unless the property fronts upon more than one (1) street, in which case two (2) such signs may be erected, one (1) facing each street.

(d) Signs accessory to parking areas: signs designating entrances or exits to or from a parking area, provided that the size of any sign shall not exceed four (4) square feet in area, and signs designating the identity and conditions of use of parking areas, provided that the size of any such sign shall not exceed eight (8) square feet in area. Not more than one (1) sign may be placed upon any property unless such property fronts upon more than one (1) street, in which event two (2) such signs may be permitted, one (1) facing each street.

(e) Development signs:

(1) Signs advertising the sale or development of the premises upon which they are located may be erected by a builder, contractor, developer or other person interested in such sale or development, provided that the area of any sign shall not exceed twenty (20) square feet.

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

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

(f) Directional signs for developments:

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

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

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

(g) Artisans' signs:

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

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

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

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

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

Introduction: February 22, 2022

Adoption:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

ORDINANCE 2022-04

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 8, ENTITLED “TOWING AND STORAGE,” SECTION 8-7 “RULES AND REGULATIONS” 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 rules and regulations for towing companies are set forth in Chapter 8 entitled “Towing and Storage,” 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 to Chapter 8 Section 8-7.

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:

Section 1. Chapter 8, entitled “Towing and Storage,” Section 8-7 entitled “Rules and Regulations” 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 ~~strikeout~~, additions are shown with underline):

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 notification, expeditiously process the vehicle in accordance with the New Jersey Motor Vehicle Code concerning abandoned and unclaimed motor vehicles.

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 the Borough Administrator.

kl. Towing service shall be in compliance with the State Affirmative Action statutes and rules.

lm. Towing service must be in compliance with the Americans with Disabilities Act.

mn. Towing service shall confirm that it is an independent contractor and does not represent or act for the Borough of Hightstown in any way.

no. All towing services authorized by the Borough of Hightstown must perform emergency roadside assistance when so requested by the Hightstown Police Department.

op. Nothing in this chapter shall preclude the right of a motorist or vehicle operator to summon a tow operator of his or her own choosing, pursuant to the provisions of Section 8-2.

pq. The Borough of Hightstown shall not be liable for the cost of any services performed by the towing service unless those services are performed on borough vehicles.

(Ord. No. 2019-05)

Section 2. 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: February 22, 2022

Adoption:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2022-62

*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 \$483,333.33 from the following accounts:

Current		\$365,691.63
W/S Operating		44,305.46
General Capital		61,535.88
Water/Sewer Capital		655.00
Grant		0.00
Trust		5,138.11
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Housing Trust		4,053.75
Escrow		<u>1,953.50</u>
Total		<u>\$483,333.33</u>

CERTIFICATION

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

Margaret Riggio
Borough Clerk

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

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ACTIO010 ACTION UNIFORM CO, LLC													
		21-01211	10/01/21	CLOTHING ALLOWANCE - MORENO									
		1		CLOTHING ALLOWANCE - MORENO	740.00	1-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	10/01/21	03/01/22		40907	N
		Vendor Total:			740.00								
AGINS005 AGIN SIGNS & DESIGNS													
		22-00157	02/15/22	REFLECTIVE FIRE PREVENTION									
		1		REFLECTIVE FIRE PREVENTION	40.00	2-01-25-256-002-048	B FIRE PREVENTION	R	02/15/22	03/01/22		8261	N
		Vendor Total:			40.00								
A0027 ANJEC													
		22-00011	01/21/22	2022 MEMBERSHIP DUES									
		1		2022 MEMBERSHIP DUES	375.00	2-01-27-335-001-044	B Professional Assoc. Dues	R	01/21/22	03/01/22		JANUARY 2022	N
		Vendor Total:			375.00								
APRUZ005 APRUZZESE, MCDERMOTT, MASTRO &													
		22-00176	02/16/22	JANUARY 2022 INVOICES									
		1		JANUARY 2022 INVOICES	8,177.25	2-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/16/22	03/01/22		227313	N
		Vendor Total:			8,177.25								
A0054 AQUA PRO-TECH LABORATORIES													
		22-00193	02/22/22	OUTSIDE LAB TESTING									
		1		OUTSIDE LAB TESTING	1,502.50	2-09-55-501-002-532	B Outside Lab Testing	R	02/22/22	03/01/22		2010261M	N
		Vendor Total:			1,502.50								
C0396 CAVANAUGH'S EXTERMINATING CO													
		22-00189	02/22/22	MONTHLY PEST SERVICE									
		1		INV 838532 - MONTHLY PEST SERV	20.00	1-01-26-310-001-029	B Maintenance Contracts	R	02/22/22	03/01/22		838532	N
		2		INV 848619 - MONTHLY PEST SERV	20.00	2-01-26-310-001-029	B Maintenance Contracts	R	02/22/22	03/01/22		848619	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
COMCA010 COMCAST											
	22-00207	02/25/22	INV 140391660 2/15/22 HPD								
	1	INV 140391660	2/15/22 HPD	195.30	2-01-20-140-001-060	B Internet Services and Web Services	R	02/25/22	03/02/22	140391660	N
	Vendor Total:			195.30							
C0087 CUSTOM BANDAG, INC											
	21-01667	12/31/21	TIRES FOR PICKUP AND MOWER								
	1	INV 80195730	- TIRES FOR KEN'S	303.92	1-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	12/31/21	03/01/22	80195730	N
	2	INV 80194829	- TIRES FOR MOWER	376.55	1-01-28-369-001-139	B Mower Repairs	R	12/31/21	03/01/22	80194829	N
				680.47							
	Vendor Total:			680.47							
E0576 EAST WINDSOR REGIONAL SCHOOL											
	22-00196	02/22/22	JAN 2022 FUEL USE								
	1	JAN 2022	FUEL USE - FIRE	432.25	2-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	02/22/22	03/01/22	JAN 2022	N
	2	JAN 2022	FUEL USE - POLICE	1,774.65	2-01-31-460-001-145	B Motor Fuel - Police	R	02/22/22	03/01/22	JAN 2022	N
	3	JAN 2022	FUEL USE - FIRST AID	317.66	2-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	02/22/22	03/01/22	JAN 2022	N
	4	JAN 2022	FUEL USE - GARBAGE	936.69	2-01-31-460-001-147	B Motor Fuel - Public Works	R	02/22/22	03/01/22	JAN 2022	N
	5	JAN 2022	FUEL USE - STREETS	1,523.69	2-01-31-460-001-147	B Motor Fuel - Public Works	R	02/22/22	03/01/22	JAN 2022	N
	6	JAN 2022	FUEL USE - WATER	246.71	2-09-55-501-001-512	B Motor Fuel	R	02/22/22	03/02/22	JAN 2022	N
	7	JAN 2022	FUEL USE - SEWER	141.90	2-09-55-501-002-512	B Motor Fuel	R	02/22/22	03/01/22	JAN 2022	N
	8	JAN 2022	FUEL USE - CONSTRUC	23.44	2-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	02/22/22	03/01/22	JAN 2022	N
	9	JAN 2022	FUEL FACILITY FEE	120.00	2-01-31-460-001-144	B Upgrades to Fueling Facility	R	02/22/22	03/01/22	JAN 2022	N
				5,516.99							
	Vendor Total:			5,516.99							
EXTRA005 EXTRA DUTY SOLUTIONS											
	22-00200	02/22/22	SPRINGCREST & S MAIN 850238								
	1	SPRINGCREST & S MAIN 850238		831.60	C-04-55-890-000-447	B SPRINGCREST, SPRUCE, GLEN 20-05 sec 20	R	02/22/22	03/01/22	850238	N
	Vendor Total:			831.60							
FERGU005 FERGUSON ENTERPRISES, LLC											
	21-00999	08/24/21	MUELLER POST HYDRANT								
	1	MUELLER POST HYDRANT		2,111.17	1-09-55-501-002-529	B Sewer Main Repair/Supplies	R	08/24/21	03/01/22	0555024	N

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H0026 HALDEMAN FORD OF HIGHTSTOWN															
21-01382	11/09/21	INV	144871	FORD E450											
1	INV	144871	FORD E450		279.90		1-01-25-260-001-034	B	Vehicle Repair	R	11/09/21	03/01/22		144871	N
22-00101	02/03/22	FORD E450	BROKENWIRETOINJECTOR												
1	FORD E450	BROKENWIRETOINJECTOR			1,488.64		2-01-25-260-001-034	B	Vehicle Repair	R	02/03/22	03/01/22		146736	N
Vendor Total:					1,768.54										
H1100 HOME DEPOT CREDIT SERVICES															
22-00191	02/22/22	FEB 2022	INVOICES												
1	INV	9510589	- BATTERY/CHARGER		159.00		2-09-55-501-001-535	B	Hydrants and Line Repair	R	02/22/22	03/01/22		9510589	N
Vendor Total:					159.00										
J0258 JCP&L (STREET LIGHTING)															
22-00185	02/18/22	ACCT 724 & 765	DATED 2/15/22												
1	100	011	415	724	395.17		2-01-31-435-001-075	B	Street Lighting	R	02/18/22	03/01/22		95038632135	N
2	100	011	415	765	<u>1,793.81</u>		2-01-31-435-001-075	B	Street Lighting	R	02/18/22	03/01/22		95038632136	N
					2,188.98										
Vendor Total:					2,188.98										
JEMIN005 JEM INDUSTRIAL SERVICES INC.															
22-00166	02/15/22	50LB	BUCKETS	SEWER AID											
1	50LB	BUCKETS	SEWER AID		1,139.40		2-09-55-501-002-534	B	Sewer Aid	R	02/15/22	03/01/22		1067	N
2	SHIPPING				<u>69.00</u>		2-09-55-501-002-534	B	Sewer Aid	R	02/18/22	03/01/22		1067	N
					1,208.40										
Vendor Total:					1,208.40										
JERRY010 JERRY MECCA															
22-00151	02/15/22	CLOTHING	ALLOWANCE												
1	CLOTHING	ALLOWANCE			191.96		2-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	02/15/22	03/01/22		WR22004214	N
Vendor Total:					191.96										

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
K0918 KENNETH A. LEWIS											
	22-00190	02/22/22	MEAL DURING WATER MAIN BREAK								
	1		MEAL DURING WATER MAIN BREAK	45.60	2-09-55-501-001-549	R	02/22/22	03/01/22		SAL'S PIZZA 68	N
	2		BULBS FROM D & G ELECTRICAL	34.68	2-01-26-310-001-029	R	03/01/22	03/01/22		106095	N
				80.28							
			Vendor Total:	80.28							
L0037 LINCOLN FINANCIAL GROUP											
	22-00208	02/25/22	MARCH 2022 LIFE INSURANCE								
	1		MARCH 2022 LIFE INSURANCE	299.64	2-01-23-210-003-115	R	02/25/22	03/02/22		MARCH 2022	N
	2		MARCH 2022 LIFE INSURANCE	5.91	2-01-23-210-003-115	R	02/25/22	03/02/22		MARCH 2022	N
	3		MARCH 2022 LIFE INSURANCE WTP	18.16	2-09-55-501-001-514	R	02/25/22	03/02/22		MARCH 2022	N
	4		MARCH 2022 LIFE INSURANCEAWTP	54.48	2-09-55-501-002-514	R	02/25/22	03/02/22		MARCH 2022	N
	5		MARCH 2022 LIFE INSURANCE	36.32	2-01-23-210-003-115	R	02/25/22	03/02/22		MARCH 2022	N
	6		MARCH 2022 LIFE INSURANCE	18.16	2-01-23-210-003-115	R	02/25/22	03/02/22		MARCH 2022	N
				360.03							
			Vendor Total:	360.03							
MERCE040 MERCER COUNTY FIRE PREVENTION											
	22-00009	01/19/22	DUES FOR 2022 CHAD REED								
	1		DUES FOR 2022 CHAD REED	100.00	2-01-25-256-002-044	R	01/19/22	03/01/22		4122	N
			Vendor Total:	100.00							
M0053 MES - PENNSYLVANIA											
	21-01175	09/28/21	RESCUE TOOL QUOTE QT1502264								
	1		RESCUE TOOL SPREADER SERVICE	220.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	2		RESCUE TOOL COMBI TOOL SERVICE	110.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	3		RESCUE TOOL CUTTER SERVICE	110.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	4		RESCUE TOOL RAM TOOL SERVICE	375.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	5		RESCUE TOOL LOW PRESSURE	830.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	6		RESCUE TOOL LOW PRESSURE	275.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	7		RESCUE TOOL BATTERY CUTTER SER	195.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	8		RESCUE TOOL BATTERY SPREADER	195.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	9		RESCUE TOOL EXT HOSE SERVICE	75.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N
	10		RESCUE TOOL HOSE REAL SERVICES	560.00	1-01-25-252-002-121	R	09/28/21	03/01/22		IN1651612	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0044 PSE&G														
22-00203	02/23/22	ENERGY BILLS 2/16/22 & 2/17/22												
1	65 039 876 09	1ST AVE W TOWER	18.50	2-09-55-501-001-505	B Gas Service	R	02/24/22	03/01/22		606003920634	N			
2	65 503 262 06	168 BANK ST	843.88	2-01-25-260-001-073	B Natural Gas Heat	R	02/24/22	03/01/22		604706587220	N			
3	66 759 467 06	140 N MAIN ST	66.94	2-01-31-446-001-143	B Gas/Heat - Fire House	R	02/24/22	03/01/22		602707788534	N			
4	74 199 082 06	232 MERCER ST	18.50	2-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/24/22	03/01/22		600707660036	N			
5	75 235 176 09	415 MERCER ST	351.45	2-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/24/22	03/01/22		606103334463	N			
6	75 980 463 01	240 MERCER ST	8.62	2-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/24/22	03/01/22		603706883055	N			
7	66 878 908 08	156 BANK ST	612.63	2-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/24/22	03/01/22		605405712460	N			
			<u>1,920.52</u>											
22-00223	02/28/22	MASTER ACCT 13 014 184 04												
1	7341583509	140 N MAIN ST	1,505.29	2-01-31-446-001-143	B Gas/Heat - Fire House	R	02/28/22	03/02/22		503100098618	N			
2	7341583606	148 N MAIN ST #R	1,962.99	2-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/28/22	03/02/22		503100098618	N			
3	7341583703	BANK ST	534.94	2-09-55-501-001-505	B Gas Service	R	02/28/22	03/02/22		503100098618	N			
4	7341583800	OAK LN	6,554.14	2-09-55-501-002-505	B Gas Service	R	02/28/22	03/02/22		503100098618	N			
			<u>10,557.36</u>											
		Vendor Total:	12,477.88											
READY005 READY REFRESH BY NESTLE														
22-00119	02/08/22	DEERPARK DISTILLED WATER												
1	DEERPARK DISTILLED WATER	191.88	2-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/08/22	03/01/22		02B5050008134	N				
2	DELIVERY FEE	7.49	2-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/08/22	03/02/22		02B5050008134	N				
		<u>199.37</u>												
		Vendor Total:	199.37											
R0077 ROBERTS ENGINEERING GRP LLC														
22-00184	02/18/22	#5667; CONCEPT PLAN REVIEW												
1	#5667; REVIEW SUBMISSION	80.00	2022-01	P 105 Main St - Concept Plan	R	02/18/22	03/02/22		5667	N				
2	#5667;REVIEW & ATTEND MTG	160.00	2022-01	P 105 Main St - Concept Plan	R	02/18/22	03/02/22		5667	N				
		<u>240.00</u>												
22-00186	02/18/22	BILLING THROUGH 2/12/22												
1	COUNCILL MEETINGS 5656	80.00	2-01-20-165-001-104	B Attendance at Meetings (B)	R	02/18/22	03/01/22		5656	N				
2	MISC REQUESTS 5657	1,713.75	2-01-20-165-001-028	B General Engineering	R	02/18/22	03/01/22		5657	N				
3	WALKING BRIDGE 5658	320.00	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	02/18/22	03/01/22		5658	N				

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
V0019 VERIZON												
	22-00206	02/25/22	ACCTS 1-53 & 1-69 2/15/22									
	1	750-717-188-0001-53	2/15/22	438.24	2-01-31-440-001-089	B Telephone-VERIZON	R	02/25/22	03/02/22		750717188000153	N
	2	250-717-367-0001-69	2/15/22	174.26	2-09-55-501-003-545	B Telephone-w/S-VERIZON	R	02/25/22	03/02/22		250717367000169	N
				612.50								
			Vendor Total:	612.50								
V0022 VERIZON WIRELESS												
	22-00205	02/25/22	INV 9899050966 2/8/22 HPD									
	1	INV 9899050966	2/8/22 HPD	380.14	2-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/25/22	03/02/22		9899050966	N
			Vendor Total:	380.14								
V0290 VITAL COMMUNICATIONS INC.												
	22-00199	02/22/22	SAAS TAX ASSESSOR MARCH 2022									
	1	SAAS TAX ASSESSOR MARCH 2022		210.00	2-01-20-150-001-029	B Maintenance Contracts	R	02/22/22	03/01/22		VITMN0001237	N
			Vendor Total:	210.00								
W0002 W.B. MASON CO., INC.												
	22-00125	02/08/22	FEBRUARY 2022 OFFICE SUPPLIES									
	1	CENTRAL SUPPLIES		187.04	2-01-20-125-001-036	B Office Supplies	R	02/08/22	03/01/22		227495638	N
	2	WATER - OFFICE SUPPLIES		279.22	2-09-55-501-001-509	B Office Supplies/Downtown	R	02/08/22	03/01/22		227495638	N
	3	AWWTP - OFFICE SUPPLIES		109.54	2-09-55-501-002-509	B Office Supplies - Admin.	R	02/08/22	03/01/22		227495638	N
				575.80								
			Vendor Total:	575.80								
W0073 WASTE MANAGEMENT OF NJ, INC.												
	22-00179	02/17/22	CONTRACT EXT 60 DAYS RECYCLE			B						
	2	INV 3041670-0502-0	JAN 2022	7,335.00	2-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	02/17/22	03/02/22		3041670-0502-0	N
			Vendor Total:	7,335.00								
W0071 WASTE MGMT OF NEW JERSEY, INC.												
	21-00169	02/18/21	SLUDGE REMOVAL RES 2020-229			B						
	13	INV 3036466-0502-0	DEC 21 SLUD	7,031.99	1-09-55-501-002-538	B Sludge Removal/Disposal-waste Management	R	12/13/21	03/01/22		3036466-0502-0	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0071 WASTE MGMT OF NEW JERSEY, INC. Continued										
	22-00178 02/17/22 RES 2022-47 SLUDGE EXTENSION	B								
	2 INV 3041709-0502-6 2/1/22		4,788.94 2-09-55-501-002-538	B Sludge Removal/Disposal-waste Management	R	02/17/22	03/01/22		3041709-0502-6	N
	22-00180 02/17/22 DUMPSTER RES 2020-136T07/31/22	B								
	2 INV 3042524-0502-8 2-1-22		1,060.00 2-01-26-305-001-029	B Contract-Dumpsters	R	02/17/22	03/02/22		3042524-0502-8	N
	3 INV 3042524-0502-8 2-1-22		435.00 2-01-26-305-001-029	B Contract-Dumpsters	R	02/17/22	03/02/22		3042524-0502-8	N
	4 INV 3042523-0502-0 2-1-22		530.00 2-01-26-305-001-029	B Contract-Dumpsters	R	02/17/22	03/02/22		3042523-0502-8	N
	5 INV 3042523-0502-0 2-1-22		353.00 2-01-26-305-001-029	B Contract-Dumpsters	R	02/17/22	03/02/22		3042523-0502-8	N
	6 INV 3042525-0502-5 2-1-22		264.71 2-01-26-305-001-029	B Contract-Dumpsters	R	02/17/22	03/02/22		3042525-0502-5	N
			<u>2,642.71</u>							
	Vendor Total:		14,463.64							
W0100 WITMER PUBLIC SAFETY GROUP INC										
	21-01585 12/21/21 HELMET FRONT QUOTE 757004									
	1 HELMET FRONT QUOTE 757004		228.00 1-01-25-252-002-056	B Fire & Other Safety Equipment	R	12/21/21	03/01/22		2185272	N
	2 FREIGHT		17.00 1-01-25-252-002-056	B Fire & Other Safety Equipment	R	12/21/21	03/01/22		2185272	N
			<u>245.00</u>							
	Vendor Total:		245.00							
W1122 WYCKOFF'S MILL ASSOCIATION										
	22-00183 02/18/22 2020 MUNICIPAL REIMBURSEMENT									
	1 2020 STREET LIGHTING		2,127.62 1-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/18/22	03/01/22		2020 LIGHTING	N
	2 2020 RECYCLING		5,556.23 1-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/18/22	03/01/22		2020 RECYCLING	N
	3 2020 SNOW REMOVAL		901.45 1-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/18/22	03/01/22		2020 SNOW	N
	4 2020 LEAF REMOVAL		600.00 1-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/18/22	03/01/22		2020 LEAF	N
			<u>9,185.30</u>							
	Vendor Total:		9,185.30							
<hr/>										
Total Purchase Orders:	67	Total P.O. Line Items:	156	Total List Amount:	130,008.55	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	18,819.07	0.00	18,819.07	0.00	0.00	0.00	18,819.07
	1-09	9,508.90	0.00	9,508.90	0.00	0.00	0.00	9,508.90
	Year Total:	28,327.97	0.00	28,327.97	0.00	0.00	0.00	28,327.97
CURRENT FUND	2-01	51,704.56	0.00	51,704.56	0.00	0.00	0.00	51,704.56
	2-09	34,796.56	0.00	34,796.56	0.00	0.00	0.00	34,796.56
	2-21	0.00	0.00	0.00	0.00	0.00	1,953.50	1,953.50
	Year Total:	86,501.12	0.00	86,501.12	0.00	0.00	1,953.50	88,454.62
GENERAL CAPITAL	C-04	3,379.10	0.00	3,379.10	0.00	0.00	0.00	3,379.10
WATER/SEWER CAPITAL	C-08	655.00	0.00	655.00	0.00	0.00	0.00	655.00
	Year Total:	4,034.10	0.00	4,034.10	0.00	0.00	0.00	4,034.10
TRUST OTHER - FUND #12	T-12	5,138.11	0.00	5,138.11	0.00	0.00	0.00	5,138.11
HOUSING TRUST FUND-RECAPTURED FUNDS	T-26	4,053.75	0.00	4,053.75	0.00	0.00	0.00	4,053.75
	Year Total:	9,191.86	0.00	9,191.86	0.00	0.00	0.00	9,191.86
Total of All Funds:		128,055.05	0.00	128,055.05	0.00	0.00	1,953.50	130,008.55

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Variance - Sign	2021-01	861.00	0.00	861.00
105 Main St - Concept Plan	2022-01	552.50	0.00	552.50
PEDDIE SOLAR & PARKING LOT	2022-02	540.00	0.00	540.00
Total of All Projects:		<u>1,953.50</u>	<u>0.00</u>	<u>1,953.50</u>

Resolution 2022-63

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

**AUTHORIZING BOROUGH THE ENGINEER TO PROVIDE DRAWINGS FOR
ROUNABOUT STRIPING AT THE INTERSECTION OF MAXWELL AVENUE
AND EAST WARD STREET**

WHEREAS, the Complete Streets Committee of the Borough of Hightstown has suggested a roundabout at the intersection of Maxwell Avenue and East Ward Street; and

WHEREAS, at the Borough's request, Borough Engineer, Carmela Roberts, investigated the requirements for the roundabout as well providing Public Works with the necessary information to stripe the roundabout prior to considering construction; and

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts, to provide Public Works with detailed drawings and stakeout survey for mark outs, if necessary, to use in marking the improvements prior to considering construction at a cost not to exceed \$3,500.00

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to provide Hightstown Borough Public Works with detailed drawings as detailed within at a cost not to exceed \$3,500.00.

CERTIFICATION

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

Margaret Riggio
Borough Clerk



Roberts
 ENGINEERING GROUP LLC
 Women Business Enterprise Certified

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

November 10, 2021

Dimitri Musing
 Borough Administrator
 Borough of Hightstown
 156 Bank Street
 Hightstown, New Jersey 08520

Re: Roundabout Striping at the Intersection of Maxwell Avenue and East Ward Street
 Borough of Hightstown, Mercer County, New Jersey
 Our File No.: H1606

Dear Dimitri:

As requested, I have investigated the requirements for a roundabout at the intersection of Maxwell Avenue and East Ward Street as well as the Borough's request to have Public Works stripe the roundabout prior to considering construction.

We have been able to obtain the digital files that were prepared by a consulting engineer to the Borough for the East Ward Street Improvements project. By using these files, we can provide a drawing of the roundabout to Public Works. The drawing will include details of the required striping, differences in striping color if necessary, and dimensions and offsets for Public Works' use in marking the improvements in the field. We can also provide survey stakeout if requested and assistance during the mark out by Public Works.

Our fee will be at a cost not to exceed \$3,500.00.

Should you have questions, please feel free to contact me.

Very truly yours,

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

cc: Mayor and Council
 Peggy Riggio, RMC, CMR, Deputy Borough Clerk
 George Lang, Borough CFO
 Ken Lewis, Borough Superintendent of Public Works
 Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC

Resolution 2022-64

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT
BETWEEN THE BOROUGH OF HIGHTSTOWN AND THE
TOWNSHIP OF ROBBINSVILLE TO SHARE MUNICIPAL COURT
FACILITIES, EMPLOYEES, EQUIPMENT AND SUPPLIES.**

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

WHEREAS, N.J.S.A. 2B:12-1(c) provides that “two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court”; and

WHEREAS, the Borough of Hightstown (the “Borough”) is in need of facilities, employees, equipment and supplies (the “Facilities”, “Employees”, and “Equipment and Supplies”, respectively) in order to provide services (the “Services”) to effectively operate the Hightstown Borough Municipal Court in accordance with all statutory requirements and pursuant to the direction and oversight of the Assignment Judge of Mercer County; and

WHEREAS, the Borough and the Township of Robbinsville (the “Township”) have previously entered into Agreements in order to share facilities, employees, and equipment relating to their respective municipal court operations in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, and;

WHEREAS, the Borough and the Township (collectively, the “Parties”) wish to continue and build upon this existing relationship for Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, in accordance with the terms and conditions set forth in an “Agreement Between the Borough of Hightstown and the Township of Robbinsville to Share Municipal Court Facilities, Employees, Equipment and Supplies” (the “Agreement”), a copy of which is attached hereto and made a part hereof; and

WHEREAS, it is the intention of the Parties that the Agreement shall replace and supersede any and all prior agreements governing the sharing of Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, existing by and between the Parties as of the Effective Date of the Agreement; and

WHEREAS, the Governing Bodies of both the Borough and the Township find that it is in the best interests of the Parties to continue to collectively provide for and share the Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, under the terms and conditions referenced in the Agreement; and

WHEREAS, the Mayor and Council wish to approve the attached Agreement, and to authorize the Mayor and Municipal Clerk to execute the same on behalf of the Borough.

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

1. That the attached Agreement with the Township of Robbinsville to Share Municipal Court Facilities, Employees, Equipment and Supplies, for the term referenced therein, is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1, *et seq.*
2. That the Mayor is hereby authorized to execute, and the Municipal Clerk is authorized to attest, the attached Agreement on behalf of the Borough.
3. That this Agreement is subject to the provision of adequate funds in the Borough’s 2022 and 2023 budgets.
4. That this Agreement is subject to and contingent upon the approval of the Administrative Office of the Courts (the “AOC”) and the Assignment Judge.
5. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Dimitri Musing, Hightstown Borough Administrator;
 - b. Joy Tozzi, Robbinsville Township Administrator;
 - c. Police Chief Frank Gendron; and
 - d. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

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

Margaret Riggio
Borough Clerk

**AGREEMENT BETWEEN THE BOROUGH OF HIGHTSTOWN
AND THE TOWNSHIP OF ROBBINSVILLE TO SHARE MUNICIPAL COURT
FACILITIES, EMPLOYEES, EQUIPMENT AND SUPPLIES
2022-2023**

THIS AGREEMENT made this ____ day of _____, 2022, by and between:

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

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

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

WITNESSETH:

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

WHEREAS, N.J.S.A. 2B:12-1(c) provides that “two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court”; and

WHEREAS, Hightstown is in need of facilities, employees, equipment and supplies (the “Facilities”, “Employees”, and “Equipment and Supplies”, respectively) in order to provide services (the “Services”) to effectively operate the Hightstown Borough Municipal Court in accordance with all statutory requirements and pursuant to the direction and oversight of the Assignment Judge of Mercer County; and

WHEREAS, Hightstown and Robbinsville have previously entered into Agreements in order to share facilities, employees, and equipment relating to their respective municipal court operations in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, prosecutor and public defender; and

WHEREAS, the Parties wish to continue and build upon this existing relationship for Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, for the term

referenced herein, in accordance with the terms and conditions set forth in the within Agreement, effective upon the following: (1) execution of the within Agreement; and (2) approval of the Administrative Office of the Courts (hereinafter, the “AOC”) and the Assignment Judge of the Superior Court of New Jersey, Mercer County Vicinage (hereinafter, the “Assignment Judge”), whichever occurs later; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown find that it is in the best interests of the Parties to continue to collectively provide for and share the Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, under the terms and conditions referenced herein;

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

1. Provision of Space within the Robbinsville Municipal Court Building. Robbinsville shall provide Hightstown with space in the Robbinsville Municipal Court Building in which to conduct Hightstown’s Municipal Court (the “Facilities”) and the Parties agree to share the Facilities referenced herein, pursuant to N.J.S.A. 2B:12-1(c), in accordance with the terms and conditions set forth herein.

A. Judge’s Chambers. Each Party recognizes and understands that the area delegated as the Judge’s chambers is for the sole use of the Judge of each Party and the Court Administrator of Robbinsville. No other individual shall use that office without written approval from the Business Administrator of Robbinsville.

2. Provision of Staff within the Robbinsville Municipal Court Building.

A. Municipal Judge. Each Party shall appoint its own individual(s) to serve as municipal judge and shall be responsible for the direct and indirect expenses relating to the salary compensation thereof. If at any time during this Agreement the Parties agree to utilize the same individual(s) for municipal judge, a new agreement governing the terms of same shall be adopted by both municipalities and shall be submitted to the AOC and Assignment Judge for approval.

B. Municipal Prosecutor and Public Defender. The offices of municipal prosecutor and public defender for each Party shall be governed by Section 3 below.

C. Certified Court Administrator, Deputy Court Administrator and Violations Clerks. The offices of certified court administrator, deputy court administrator, and violations clerks for each Party shall be governed by Section 3 below.

D. Security. While the Robbinsville and Hightstown Municipal Courts operate under COVID-19 protocols established by the New Jersey Judiciary, security for weapons screening at the entry of the courtroom prior to and during any court sessions held in-person, and within the courtroom during all in-person court sessions as per the approved court security plan, shall be provided by Robbinsville for Robbinsville

court sessions and Hightstown for Hightstown court sessions. Upon the COVID-19 protocols being lifted and the Robbinsville and Hightstown Municipal Courts resuming full in-person sessions, Robbinsville shall be responsible for providing security for both Robbinsville and Hightstown Court sessions. Provisions of employment for security staff shall be governed by Section 3 below.

- E. Prisoner Transportation. Hightstown shall be responsible for the transport of all persons held in custody on warrants or summons and sentencing emanating from Hightstown. Robbinsville shall permit the temporary use of custodial facilities while court is in session.
- F. Designated Court Dates/Times. Robbinsville shall provide the use of its Facilities to Hightstown on the first and third Wednesdays of each month for sessions at 4:00 p.m. and 5:00 p.m., and the second and fourth Wednesdays of each month for sessions at 1:00 p.m., or at such times as mutually agreed to by the Parties.

3. Provision of Employees to Provide the Services.

- A. Municipal Prosecutor and Public Defender.
 - i. Robbinsville shall contract for and appoint a municipal prosecutor and public defender in accordance with all statutory requirements.
 - ii. Within thirty (30) days of the execution of this Agreement by both Parties Hightstown shall appoint to its respective offices the municipal prosecutor and public defender appointed by Robbinsville.
 - iii. The municipal prosecutor and public defender shall be considered contracted professionals of Robbinsville and Hightstown depending upon the municipal court same is appearing before during a particular session. Robbinsville shall be responsible for compensation to the municipal prosecutor and public defender in accordance with the terms and rates set forth in the applicable professional services agreements.
 - iv. In return for the provision of the Services referenced herein, Hightstown agrees to pay to Robbinsville the per session cost, as set forth in the applicable professional services agreements, for each session the municipal prosecutor and public defender is appearing before the Hightstown Borough Municipal Court.
- B. Certified Court Administrator, Deputy Court Administrator and Violations Clerks.
 - i. Robbinsville shall provide the Services to Hightstown, through the use of the Robbinsville employees (“Robbinsville Employees”), in order to administer, manage and oversee all operations of the Hightstown Borough

Municipal Court, in accordance with all statutory requirements and subject to the direction and oversight of the Assignment Judge of Mercer County.

- ii. The Robbinsville Employees shall have the powers and perform the duties of Certified Court Administrator, Deputy Court Administrator, and Violations Clerk, respectively, in the same manner as if they were employed by Hightstown. These powers and duties shall include, but not be limited to, those set forth in N.J.S.A 2B:12-13, *et seq.*
- iii. The Robbinsville Employees shall maintain their full-time status as employees of Robbinsville and shall not be considered employees of Hightstown. Robbinsville shall be responsible for direct salary compensation to the Robbinsville employees and continue to pay all indirect expenses relating to salary compensation, including but not limited to payroll taxes, pension, worker's compensation, healthcare coverage, etc., for same (inclusively the "Costs").
- iv. The Services referenced herein shall be provided to Hightstown by Robbinsville, through the Robbinsville Employees, based upon a Sixty/Forty Percent (60%/40%) split, with Robbinsville being responsible for Sixty Percent (60%) of the Costs and Hightstown being responsible for Forty Percent (40%) of the Costs. In the event Robbinsville raises the salary of any of the Robbinsville Employees, Robbinsville shall notify Hightstown by December 1 of any such raise to take effect in the following year.

Additionally, for each hour worked by the Robbinsville Employees in excess of 35 total hours per week, on matters exclusive to the Hightstown Borough Municipal Court, the following hourly rates for 2022 shall apply: \$33.98 for the Certified Court Administrator, \$28.02 for Deputy Court Administrator, and \$20.88 and \$19.23, respectively, for Violations Clerks. In the event Robbinsville raises the salary of any Robbinsville Employees, these hourly rates shall increase accordingly.

- v. It is understood that the Robbinsville Employees are not being appointed by Hightstown, but rather, their services as Certified Court Administrator, Deputy Court Administrator, and Violations Clerks are controlled by this Agreement.

- C. Security. While the Robbinsville and Hightstown Municipal Courts operate under COVID-19 protocols established by the New Jersey Judiciary, Robbinsville police officers shall provide court security for all sessions of the Robbinsville Township Municipal Court and Hightstown police officers shall provide court security for all sessions of the Hightstown Borough Municipal Court as per the approved court security plan. Upon the COVID-19 protocols being lifted and the Robbinsville and Hightstown Municipal Courts resuming full in-person sessions, Robbinsville shall

be responsible for providing security for both Robbinsville and Hightstown Court sessions as follows:

- i. Robbinsville shall provide to Hightstown, through the use of Robbinsville Employees, security for weapons screening at the entry of the courtroom prior to and during, and within the courtroom during all court sessions of the Hightstown Borough Municipal Court as per the approved court security plan (“Security Services”).
- ii. The Robbinsville Employees, consisting of a bailiff and court officer, shall have the powers and perform their security duties in the same manner as if they were employed by Hightstown.
- iii. The Robbinsville Employees shall maintain their status as employees of Robbinsville and shall not be considered employees of Hightstown. Robbinsville shall be responsible for direct salary compensation to the Robbinsville Employees and continue to pay all indirect expenses relating to salary compensation, including but not limited to payroll taxes, pension, worker’s compensation, healthcare coverage, etc., for same (inclusively the “Costs”).
- iv. The Security Services referenced herein shall be provided to Hightstown by Robbinsville, through the Robbinsville Employees, for each session of the Hightstown Borough Municipal Court. Hightstown shall be responsible for all of the Costs accrued during each session, based upon the hourly rates then applicable to the Bailiff and Court Officer. These hourly rates do not include indirect expenses, which Hightstown shall be responsible for in addition to the direct hourly rate. In the event Robbinsville raises the salary of any Robbinsville Employees, these hourly rates shall increase accordingly.
- v. It is understood that the Robbinsville Employees are not being appointed by Hightstown, but rather, their services are controlled by this Agreement.

4. Provision of Equipment and Supplies.

- A. Robbinsville shall provide the necessary Equipment and Supplies to Hightstown in order to allow Hightstown to effectively operate the Hightstown Borough Municipal Court
- B. In return for the provision of the Equipment and Supplies referenced herein by Robbinsville to Hightstown, Hightstown agrees to pay Forty Percent (40%) of the costs associated with the provided Equipment and Supplies.
- C. For any equipment and supplies that are Court-specific, including but not limited to letterhead and envelopes, the Party whose court the Court-specific equipment and

supplies are for is responsible for procuring same and shall pay One Hundred Percent (100%) of the costs associated with such equipment and supplies.

- D. For purchases of equipment that shall be used by each Party and are expected to exceed Six Thousand Dollars (\$6,000.00) each Party agrees to split the cost of same equally. Robbinsville shall initiate the purchasing process and shall allow Hightstown an opportunity to review the proposed purchase and approve of same prior to making such purchase.

5. Bank Accounts. In accordance with N.J.S.A. 2B:12-1, *et seq.*, the Parties each will maintain their own general and bail account. These accounts will be maintained according to standardized financial procedures established to process and track all monies received in the municipal courts. The Parties will receive and appropriately distribute all fines generated by all cases on their respective dockets. Robbinsville and Hightstown will maintain dedicated funds in accordance with the Parking Offenses Adjudication Act (POAA) and Alcohol Education Rehabilitation and Enforcement (DWI) Act, which will be made available to their respective Municipal Courts.

6. Liabilities. Any liability associated with or concerning Robbinsville or Hightstown determined to exist prior to or after the Effective Date of this Agreement shall be the sole responsibility of the Party that incurred such liability.

7. Caption. In accordance with N.J.S.A. 2B:12-1, *et seq.*, the identities of the individual courts shall continue to be expressed in the captions of orders and process.

8. Term. The term of this Agreement shall commence on January 1, 2022 (the “Effective Date”) and terminate on December 31, 2023, or the date upon which the Parties execute a new agreement governing the subject matter hereof, whichever occurs sooner.

9. Consideration.

- A. During the term of this Agreement Hightstown shall pay to Robbinsville a quarterly fee of Eighteen Thousand Dollars (\$18,000.00) for use of the Facilities.
- B. During the term of this Agreement payment shall be made by Hightstown to Robbinsville for the Robbinsville Employees on a quarterly basis, in accordance with invoices provided by Robbinsville to Hightstown, which detail(s) the number of hours performed by the Robbinsville Employees for Hightstown during the prior quarter, and based upon the provisions of Section 3 above.
- C. During the term of this Agreement payment shall be made by Hightstown to Robbinsville for the Equipment and Supplies on a quarterly basis, in accordance with invoices provided by Robbinsville to Hightstown based upon the provisions of Section 4 above.

- D. Administrative Fee. Hightstown shall pay to Robbinsville a quarterly fee of Three Thousand Dollars (\$3,000.00) as consideration for administration of the provisions of this Agreement.
- E. Payment by Hightstown to Robbinsville shall be made within thirty (30) days of the date of each invoice or the next business day if the thirtieth day falls on a weekend or holiday designated by Robbinsville.
- F. Robbinsville, based upon its best available information and knowledge, shall provide to Hightstown by December 1, an estimate of the total payment to be made by Hightstown under this Agreement for the following year.

10. Hold Harmless/Indemnification.

- A. Hightstown shall defend, hold harmless and indemnify Robbinsville, its officers, employees and agents, from and against any and all fines, claims and losses, of whatever nature or type, arising out of or in connection with the provision of the Facilities, Employees, Equipment and Supplies under this Agreement by Robbinsville to Hightstown, to the extent permitted by law. This provision specifically excludes liability imposed under workers compensation and employment practices insurance; it being the intention of the Parties that each Party shall be responsible for providing workers compensation benefits to its own employees and that each Party would defend against an employment practice claim brought by its own employee. This provision shall also exclude punitive damages and damages as a result of the gross negligence or willful or wanton conduct of any Robbinsville officers, employees or agents.
- B. Each Party shall notify the other if any event occurs which requires or which may require defense and/or indemnification under this Agreement. Hightstown shall provide Robbinsville with legal counsel satisfactory to Robbinsville, which consent shall not be unreasonably withheld, to defend against any such claim or proceeding which may be brought against Robbinsville, its officers, employees and agents, to whom this Section applies. Hightstown shall pay, satisfy and discharge any judgment, settlement, compromise, order, or decree, which may be recovered against Robbinsville, its officers, employees and agents, to whom this Section applies. This provision specifically excludes liability imposed under workers compensation and employment practices insurance; it being the intention of the Parties that each Party shall be responsible for providing workers compensation benefits to its own employees and that each municipality would defend against an employment practice claim brought by its own employee. This provision shall also exclude punitive damages and damages as a result of the gross negligence or willful or wanton conduct of any Robbinsville officers, employees or agents.

11. Insurance. It is recognized and understood that Robbinsville and Hightstown each participate in a Joint Insurance Fund (“JIF”). Final approval of this Agreement by the Parties is subject to each obtaining insurance coverage satisfactory to the respective JIFs. Each Party agrees to name the other as an additional insured party on any insurance policies that it separately

maintains. Each Party shall provide the other with a Certificate of Insurance setting forth the above coverage and naming the other as additional insured promptly upon the execution of this Agreement. In the event that either Party ceases to participate in a JIF, then such Party shall provide alternative insurance comparable to the JIF and subject to the reasonable approval of the other Party.

12. Accounting. Accounting and records maintenance for the Parties shall be the responsibility of each Party to whom the records apply.

13. Communications Between the Parties.

- A. Communications between the Parties regarding the provision of the Facilities, Employees, Equipment and Supplies under this Agreement shall be directed to the Business Administrator of the respective Party; however, nothing contained within this paragraph shall prevent the Business Administrator or Mayor of either Party from contacting their counterpart for the other Party with information or suggestions regarding the Facilities, Employees, Equipment and Supplies provided hereunder.
- B. The Parties agree to meet at least annually to discuss the provision of the Facilities, Employees, Equipment and Supplies under this Agreement, the costs associated with the same, and any other matters that are relevant to the within Agreement.

14. Termination. This Agreement may be terminated only upon mutual written consent of the Parties.

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

- A. The designated municipal representative for Robbinsville is:

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

- B. The designated municipal representative for Hightstown is:

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

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

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

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

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

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

21. **Mutually Drafted.** The Parties hereto acknowledge that the drafting of this Agreement is a mutual effort between the Parties and that this Agreement is not to be construed against either Party as the drafter.

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

23. **AOC and Assignment Judge Approval.** The Parties acknowledge and agree that this Agreement is contingent upon and subject to the approval of the AOC and the Assignment Judge, and that the Agreement shall not become effective until such approval(s) have been received.

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

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

ATTEST:

BOROUGH OF HIGHTSTOWN

Margaret Riggio, Municipal Clerk

Lawrence Quattrone, Mayor

ATTEST:

TOWNSHIP OF ROBBINSVILLE

Michele Seigfried, Municipal Clerk

David Fried, Mayor

Resolution 2022-65

*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 March 7, 2022, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Animal Control
Contract Negotiations – Police and Court Facilities
Contract Negotiations – Stockton Street Sidewalks
Contract Negotiations – Police Building Lease

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 June 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.

CERTIFICATION

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

Margaret Riggio
Borough Clerk

Ordinance 1999-20

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

ESTABLISHING A LENGTH OF SERVICE AWARDS PROGRAM (LOSAP) FOR EMERGENCY SERVICES VOLUNTEERS

WHEREAS, the Borough of Hightstown deems it appropriate and necessary to act to ensure retention of existing volunteer firefighters and first aid squad members, and to provide incentives for recruiting new volunteer firefighters and first aid squad members; and

WHEREAS, the Borough of Hightstown has determined that a Length of Service Awards Program will enhance the ability of the municipality to retain and recruit volunteer firefighters and first aid squad members;

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

1. A Length of Service Awards Program (LOSAP) is herewith created in accordance with Chapter 388 of the Laws of 1997, to reward volunteer members of Hightstown Engine Co. No. 1 and the Hightstown First Aid Squad for their loyal, diligent and devoted services to the residents of the Borough of Hightstown.
2. The LOSAP shall provide for fixed annual contributions to a deferred income account for each volunteer member that meets the criteria set forth below; that such contributions shall be made in accordance with a plan that shall be established by the Borough of Hightstown pursuant to P.L. 1997, c. 388; and that such plan shall be administered in accordance with the laws of the State of New Jersey, the U.S. Internal Revenue Code, and this ordinance.
3. The LOSAP shall provide for annual contributions to each eligible member that meets the criteria established in the LOSAP Point System as follows: Minimum number of points req'd per year = 75; Minimum years of service required = 1; Amount of award = \$750 per year; Vested in five years.

INTRO DATE: 7/19/99							ADOPT DATE: 8/2/99					
	Move	2nd	Aye	Nay	Abstain	Absent	Move	2nd	Aye	Nay	Abstain	Absent
KLAPSOGEORGE			✓						✓			
O'BRIEN	✓		✓				✓		✓			
OLSEN			✓									✓
PATTEN		✓	✓						✓			
VANDERBECK			✓					✓	✓			
WHITMAN			✓						✓			
AUGHENBAUGH												

4. The LOSAP shall provide for contributions as credit for no more than 10 years of prior years' service for each volunteer as follows:

For each one year of service from the time of enactment, members of volunteer firefighting and first aid organizations may earn back one year of previous volunteer service as members of Hightstown Engine Co. No. 1 or the Hightstown First Aid Squad, with a cap of 10 previous years.
5. The estimated cost of the program has been calculated as follows:
 - a. For regular annual services: \$42,000.00 per year
 - b. For contributions for prior years service: \$23,000.00 per year for an estimated 18 years.
6. Each active volunteer member shall be credited with points for volunteer services provided to Hightstown Engine Co. No. 1 and the Hightstown First Aid Squad in accordance with the attached Schedule A.
7. This Ordinance shall not take effect unless it is approved by the voters as a public question at the next general election, to be held on Tuesday, November 2, 1999, and the Mercer County Clerk is hereby requested to place the matter on the ballot as a public question as follows:

Should the Borough of Hightstown be authorized to establish a Length of Service Awards Program for the firefighters and first aid squad members that serve the municipality, pursuant to the following terms and conditions:

1. The program shall provide for annual contributions to a deferred income account for each volunteer member that meets the eligibility criteria and in accordance with the schedule adopted by the Borough of Hightstown.
2. The program shall provide for contributions as credit for no more than 10 prior years service for each eligible volunteer.
3. The proposed annual contribution for an active volunteer member is \$750.00.
4. The estimated cost of the program has been calculated as follows:
 - a. For regular annual services: \$42,000.00 per year
 - b. For contributions for prior years service: \$23,000 per year for an estimated 18 years.

YES

NO

Explanatory Statement

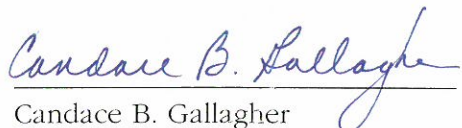
The Borough of Hightstown has decided to create a Length of Service Awards Program (LOSAP) for members of the volunteer firefighting and first aid organizations that serve the citizens of the Borough of Hightstown. The general requirements for a LOSAP are set forth in State law (*N.J.S.A. 40A:14-183 et seq.*).

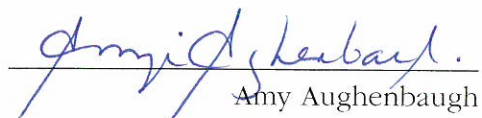
Each volunteer firefighter and first aid squad member that performs the minimum amount of service will have an amount of \$750.00, depending on how many years the volunteer has served, deposited into a tax-deferred income account that will earn interest for the volunteer.

The cost will be budgeted annually in the budget of the Borough of Hightstown and is anticipated to be \$42,000.00 per year. The plan adopted by the Borough of Hightstown provides that a volunteer may earn up to 10 years of previous volunteer service. The estimated cost for contributions for prior year service is \$23,000.00 per year for 18 years.

Additional details on the program may be found in Ordinance 1999-20, adopted by the Borough of Hightstown, which is available for public inspection, along with a copy of the State enabling law, at the Borough Clerk's Office, Hightstown Borough Municipal Building, 148 N. Main Street, Hightstown, New Jersey, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

ATTEST:


Candace B. Gallagher
Municipal Clerk


Amy Aughenbaugh
Mayor

LOSAP Point System

A year of service shall be credited under a service award program for each calendar year after establishment of the program in which an active emergency service volunteer accumulates at least 75 points. Points shall be granted in accordance with a system adopted by the program sponsor as listed below. Such system shall provide that points shall be granted for activities designated by the program sponsor, which activities shall be selected from the following

Point System- 75 points minimum

Maximum Points	Activity
30 points	1. Training Course (Bonafide Courses) <ul style="list-style-type: none"> • Weekend courses, 12+ hours - 10 points. • Courses less than 12 hours, 1 point per hour with a max of 5 points. • Courses over 45 hours, 15 points.
25 points	2. Drills <ul style="list-style-type: none"> • 1 point for each drill, minimum of 1.5 hours
No maximum	3. Standbys <ul style="list-style-type: none"> • 5 points per standby.
25 points	4. Duty Crew <ul style="list-style-type: none"> • 4-hour minimum, 1 point per duty crew.
25 points	5. Elected or Appointed Position 6. Completion of one year or the term of office 7. An active volunteer firefighter elected to serve as a delegate to the Firemen's Convention or a First Aid member elected to serve as a delegate or alternate to the First Aid District shall be eligible for 1 point per meeting attended.
15 points	8. Official Meetings <ul style="list-style-type: none"> • 1 point per meeting.
25 points	9. Calls <ul style="list-style-type: none"> • Fire - 1 point per every 5 calls • First Aid- 1 point per every 10 calls
15 points	10. Miscellaneous <ul style="list-style-type: none"> • 1 point per activity
30 points	11. Committee Workers <ul style="list-style-type: none"> • 10 points for each member fulfilling the role of committee person. (To be determined by Committee Chairperson)