

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

The flag salute followed Roll Call.

	<b>PRESENT</b>	<b>ABSENT</b>
<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~~10.05
  - 4” \$~~50.00~~52.5
  - 6” \$~~155.00~~162.75
  - 8” \$~~335.00~~351.75
  - 10” \$~~600.00~~630.00
  
- 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 1<sup>st</sup>, starting on January 1<sup>st</sup>, 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 1<sup>st</sup>, starting on January 1<sup>st</sup>, 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:

	<b>RANGING FROM:</b>	<b>TO:</b>
Mayor	\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00

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

	<b>RANGING FROM:</b>	<b>TO:</b>
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:

	<b>RANGING FROM:</b>	<b>TO:</b>
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



	<b>RANGING FROM:</b>	<b>TO:</b>
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.

*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 4<sup>th</sup> 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 1<sup>st</sup> quarter 2022 for \$3,169.11 and 2<sup>nd</sup> 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](http://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](http://www.zoom.com), that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – 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: March 7, 2022

# Exhibit "A"

Resolution 2021-178

# 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](mailto: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](mailto:Kmacellaro@ewingnj.org)

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

### **Township of Hamilton, New Jersey**

Eileen Gore, Township Clerk

(609) 890-3622

[egore@Hamiltonnj.com](mailto:egore@Hamiltonnj.com)

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

### **Township of Hopewell, New Jersey**

Laurie Gompf, Township Clerk

(609) 737-0605

[lgompf@hopewelltp.org](mailto:lgompf@hopewelltp.org)

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

### **Township of Lawrence, New Jersey**

Kathleen Norcia, Township Clerk

(609) 844-7001

[Clerk@lawrencetwp.com](mailto:Clerk@lawrencetwp.com)

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

### **Borough of Pennington, New Jersey**

Betty Sterling, Borough Clerk

(609) 737-0276

[bsterling@penningtonboro.org](mailto:bsterling@penningtonboro.org)

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

### **Township of Robbinsville, New Jersey**

Michele Seigfried, Township Clerk

(609) 918-0002

[micheles@robbinsville.net](mailto: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](mailto: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](mailto:sales@generalcode.com).

## Premium eCode360 Features

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

Municipality Name

State

Counties

Government Type

Within of Zip Code

Population

Search Codes

Enter search term...

Cancel Search

**+** Add All Codes (2264)

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

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

A Member of the ICC Family of Solutions





# Exhibit "B"

Resolution 2021-178

# 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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# 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
<b>New Code Project Launch</b>	Within 30 days of contract signing	20% of total project price due
<b>*Submission of the Editorial and Legal Analysis with Manuscript</b>	Within 180 days of contract signing; the Borough has 100 days for review	40% of total project price due
<b>Submission of Draft</b>	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
<b>Delivery of the Code</b>	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](mailto: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.

### 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](mailto:sales@generalcode.com)**

A Member of the ICC Family of Solutions

