

Meeting Minutes
Hightstown Borough Council
February 7, 2022
6:30 p.m.

The meeting was called to order by Mayor Quattrone at 6:31 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; Fred Raffetto, Borough Attorney; George Lang, CFO; Carmela Roberts, Borough Engineer; Jim Sidelinger, OEM Coordinator and Police Chief Frank Gendron.

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Councilmember Cicalese requested that the presentation for the Board of Health be removed from the agenda.

Councilmember Cicalese moved the agenda as amended; Seconded by Councilmember Jackson.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

October 18, 2021 – Public Session

Moved by Councilmember Cicalese; Seconded by Councilmember Jackson.

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

Minutes approved 6-0.

October 18, 2021 – Executive Session

Moved by Councilmember Fowler; Seconded by Councilmember Misiura.

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

Minutes approved 6-0.

PRESENTATIONS

Hazard Mitigation Plan – Jim Sidelinger, OEM Coordinator

Jim Sidelinger, OEM Coordinator briefly reviewed the Hazard Mitigation Plan that Council will be voting on this evening. This is an annex to the County Mitigation Plan. The plan is put into place to help reduce loss during an emergency. Tetra Tech was hired by Mercer County and guided the municipalities through the process. Hightstown's plan specifically aims to reduce or eliminate damage due to flooding in Downtown Hightstown. This needs to be in place so we are eligible to apply for FEMA funds. This is a 5-year plan. He stated that the retention wall at Rocky Brook Lake is in need of repair; Peddie Lake needs to be dredged; the installation of flood barriers are needed in Rocky Brook by the Fire House; the culverts at Peddie Bridge need to be increased. FEMA looks at these plans before awarding funding. We hope to with this plan, we can start acting proactively instead of reactively.

Mayor Quattrone - Thanked Mr. Sidelinger and state

Resolution 2022-38 A Resolution of the Borough Council of the Borough of Hightstown Authorizing the Adoption of the 2021 Mercer County, New Jersey Hazard Mitigation Plan Update

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler.

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

Resolution approved 6-0.

Resolution 2022-38

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

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

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

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

to life and property; and

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

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

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

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

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

Proclamation – Remembering and Honoring Bernice Randolph

Mayor Quattrone read the proclamation for Bernice and extended his condolences to the family.

ENGINEERING ITEMS

Resolution 2022-39 Amending Resolution 2021-058 Authorizing Design and Bid For Refurbishment of Hightstown Borough Water Towers

Borough Engineer, Carmela Roberts stated that this resolution authorizes her to go to be for the Refurbishment of the Water Towers

Moved by Councilmember Cicalese; Seconded by Councilmember Jackson.

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*

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

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

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

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

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

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

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

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

PUBLIC COMMENT

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

Wendy McDade, 125 South Street - Spoke regarding the East Ward Street Bridge Project. Thanked council for the presentation that took place last week. She is once again requesting Council rescind Resolution 2021-183 supporting the 32-foot bridge. She is requesting the County move forward with a 28-foot bridge. Sharrows can be placed on the roadway and pedestrian walkways can be added outside the trusses. She is also requesting that Council pass an ordinance against truck traffic. The Police department needs to present analysis of current and future restrictions.

Eugene Sarafin, 628 South Main Street - Spoke against the Republican Party. The hazard mitigation plan did not offer any solutions to solve the problems. We need to get the County involved to solve the water system problems.

Michele Epstein 421 North Main Street, - Spoke about truck traffic in Hightstown. The Borough is being used as a tractor trailer bypass. Something needs to be done so it is more public and transparent.

Nancy Laudenberg, 632 South Main Street - Thanked Mayor and Council for the Special Meeting last week allowing residents to express their concerns. She reiterated concerns supporting Wendy McDade and Michele Epstein's statements.

Peter Klapsageorge, 418 North Main Street - Spoke about truck traffic in Hightstown. We need signage prohibiting passing on the right. It is impossible to back out of his driveway with cars passing in the bike lane. This is becoming a hazard.

Leanne Trent, 567 South Main Street - Supports the statements made by Wendy McDade and Nancy Laudenberger.

Adam Welch, 2 Taylor Avenue - Thanked Wendy for putting together a nice alternative to the Ward Street Bridge. Thanked Hightstown for support of the arts. More information about empty bowls will be forthcoming in the near future.

Vladimer Aituganov, 161 East Ward Street- Supports Wendy's statement. Inquired how much this project will cost Hightstown.

Jeff Epstein, 421 North Main Street - Stated that the Borough does not have the money to purchase and maintain the bridge. At present time, there has been no representation from the Peddie School. Someone needs to reach out to Peddie and request additional funds. They benefit immeasurably from the Borough.

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

ORDINANCES

Ordinance 2022-01 First Reading and Introduction – An Ordinance Amending and Supplementing Chapter 18 Entitled “Solid Waste and Recycling,” Subsection 18-1-9 “Municipal Garbage Dumpsters (Stockton Street Parking Lot)” of the Revised General Ordinances of the Borough of Hightstown, New Jersey

Moved for introduction by Councilmember Fowler; Seconded by Councilmember Montferrat.

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

Ordinance introduced 6-0. Public Hearing scheduled for February 22, 2022.

ORDINANCE 2022-01

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

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

Section 1. Chapter 18, entitled “Solid Waste & Recycling,” Subsection 18-1-9 entitled “Municipal Garbage

Dumpsters (Stockton Street Parking Lot” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in the following limited respects (deletions are shown with ~~strikeout~~, additions are shown with underline):

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

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

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

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

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

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

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.

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

Moved for introduction by Councilmember Montferrat; Seconded by Councilmember Jackson.

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

Ordinance introduced 6-0. Public Hearing scheduled for February 22, 2022.

ORDINANCE 2022-02
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER

STATE OF NEW JERSEY

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

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

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

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

Section 12-2

FEES

Subsections:

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

Subsection 12-2-1 Construction Permit Fees.

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

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

1. For new construction, the permit fees shall be computed at the rate of ~~\$0.034~~ \$0.040 per cubic foot of volume. However, structures falling into S-1 or S-2 categories shall be charged at the rate of ~~\$0.020~~ \$0.30 cents per cubic foot; except that the minimum fee in all cases shall be ~~sixty-five~~ seventy-five (~~\$65.00~~ \$75.00) dollars.
2. For alterations, renovations and repairs, the permit fees shall be based upon the estimated cost of the work and shall be in the amount of thirty ~~five~~ (~~\$30.00~~ \$35.00) dollars per one thousand

(\$1,000.00) dollars of estimated cost, up to and including fifty thousand (\$50,000.00) dollars; from fifty thousand one (\$50,001.00) dollars to and including one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of ~~twenty-three~~ twenty-eight (~~\$23.00~~ \$28.00) dollars per one thousand (\$1,000.00) dollars of estimated cost; above one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of ~~nineteen~~ twenty-four (~~\$19.00~~ \$24.00) dollars per one thousand (\$1,000.00) dollars of estimated cost. For the purpose of determining estimated cost, the applicant shall submit to the enforcing agency, if available, cost data produced by the architect or engineer of record or by a recognized estimate firm or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The enforcing agency shall make the final decision regarding estimated cost. There shall be a minimum of ~~sixty-five~~ seventy-five (~~\$65.00~~ \$75.00) dollars for any permit under this subsection.

3. For additions, permit fees shall be computed the same as for new construction, ~~\$0.034~~ \$0.040 per cubic foot of volume, except that the minimum fee shall be ~~sixty-five~~ seventy-five (~~\$65.00~~ \$75.00) dollars. Hightstown Borough Revised General Ordinances

4. For additions and alterations, permit fees shall cost the sum of respective fees for alterations and additions computed separately.

5. The fee for an above-ground swimming pool shall be ~~\$126.00~~ \$100.00. ~~for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$65.00.~~ The fee for an in-ground swimming pool shall be ~~\$189.00~~ \$260.00. The fee for an in-ground pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$95.00. \$400.00.

6. Retaining walls:

(a) Group R-5: \$75.00.

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

7. Gazebos:

(a) Group R-5: \$75.00

(b) All other groups: \$150.00

8. Asbestos hazard abatement fee.

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

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

9. Lead abatement fee.

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

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

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

Water closet	\$13.00 <u>\$25.00</u>
Urinal/bidet	\$13.00 <u>\$25.00</u>
Lavatory	\$13.00 <u>\$25.00</u>
Shower	\$13.00 <u>\$25.00</u>
Floor drain.....	\$13.00 <u>\$25.00</u>

Sink	\$13.00	\$25.00
Dishwasher.....	\$13.00	\$25.00
Drinking fountain.....	\$13.00	\$25.00
Washing machine.....	\$13.00	\$25.00
Hose bib	\$13.00	\$25.00
Water heater.....	\$13.00	\$25.00
Fuel oil piping.....	\$13.00	\$25.00
Gas piping	\$13.00	\$25.00
Steam boiler	\$82.00	\$85.00
Hot water boiler	\$82.00	\$85.00
Sewer pump	\$82.00	\$100.00
Interceptor/separator	\$82.00	\$85.00
Backflow preventer.....	\$82.00	\$85.00
Sewer connection.....	\$82.00	\$100.00
Water service connection.....	\$82.00	\$100.00
Stacks.....	\$13.00	\$25.00
<u>Air Admittance Valve (AAV).....</u>		<u>\$50.00</u>
Furnace.....	\$60.00	\$85.00
<u>Air conditioning unit.....</u>		<u>\$25.00</u>
<u>Air conditioning coil.....</u>		<u>\$25.00</u>
<u>Split</u>		
<u>system.....</u>		<u>\$25.00</u>

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

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

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

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

Space heater.....	\$13.00	\$25.00
Baseboard heater (each)	\$13.00	\$25.00
H.P. motors (1+ HP) <u>Motor or Electrical Device</u>		
1 – 10 HP <u>or 1kw to 10kw</u>	\$13.00	\$25.00
10 – 50 HP <u>or 10kw to 50kw</u>	\$58.00	\$125.00
50 – 100 <u>HP or 50kw to 100kw</u>	\$116.00	\$200.00
100+ HP <u>or 100+kw</u>	\$576.00	\$640.00
KW Transformers/Generators (under 225 amps).....	\$58.00	\$125.00
KW Transformers/Generators (225 - 1000 amps).....	\$116.00	\$200.00
KW Transformers/Generators (over 1000 amps).....	\$576.00	\$640.00
Service entrance (amp service).....	Same as Transformers/Generators	
Smoke and Heat Detectors (one- and two-family dwellings)	\$29.00	\$55.00
KW Electric signs, outline lights.....	\$46.00	\$70.00
Photovoltaic Systems		
1 – 50 kilowatts.....	\$58.00	\$125.00
51-100 kilowatts.....	\$116.00	\$200.00
Greater than 100 kilowatts.....	\$576.00	\$640.00
Minimum permit	\$60.00	

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

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

1. For plan review to establish fire safety.....\$50.00
2. For inspection of new homes\$50.00
3. For inspection of newly installed wood stoves or fireplaces or new or rebuilt chimneys.....~~58.00~~ \$100.00
4. For inspection of smoke detectors:

<u>Number of Detectors</u>	<u>Fee</u>
(a) 1 to 20.....	75.00 <u>\$100.00</u>
(b) 21 to 100.....	151.00 <u>\$234.00</u>
(c) 101 to 200.....	\$289.00 <u>\$448.00</u>
(d) 201 to 400.....	\$748.00 <u>\$856.00</u>
(e) 401 to 1,000.....	\$1,036.00 <u>\$1605.00</u>
(f) Over 1,000.....	\$1,323.00 <u>\$2048.00</u>
5. For inspection of Flammable combustible storage tanks:
 - (a) Up to ~~one hundred (100)~~ two hundred seventy-five (275) gallons, not to include

drums or gas cans.....~~58.00~~ \$100.00

(b) For each additional five hundred (500) gallons

or fraction thereof~~40.00~~ \$50.00

6. For inspection of sprinkler systems:

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

7. Independent pre-engineered systems (per systems)

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

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

(a) Use group R-5 \$100.00

(b) All other groups \$165.00

9. Smoke control system or fire alarm control panel replacement

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

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

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

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

13. Engineered suppressions pre-action systems, or Dry pipe/alarm valves.....\$165.00

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

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

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

Furnace.....\$85.00

Boiler, hot water or steam.....\$85.00

<u>Water heater.....</u>	<u>\$25.00</u>
<u>Air conditioning unit.....</u>	<u>\$25.00</u>
<u>Air conditioning coil.....</u>	<u>\$25.00</u>
<u>Split system.....</u>	<u>\$25.00</u>
<u>Fuel oil equipment.....</u>	<u>\$85.00</u>
<u>Gas or fuel oil piping.....</u>	<u>\$25.00</u>
<u>Oil tank.....</u>	<u>\$65.00</u>
<u>Temporary LPG tank.....</u>	<u>\$25.00</u>
<u>Fireplace insert.....</u>	<u>\$65.00</u>

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

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

Subsection 12-2-2 Plan Review Fees.

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

Subsection 12-2-3 Demolition Fees.

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

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

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

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

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

Subsection 12-2-5 Sign Construction Fees.

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

Subsection 12-2-6 Certificates of Occupancy Fees.

The following fees shall be charged for certificates of occupancy:

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

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

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

The Construction Official shall, with the advice of the subcode officials, prepare and submit to the Borough Council biannually a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform

Construction Code Act. (1991 Code § 81-21; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000)

Subsection 12-2-8 Surcharge.

As required by the Department of Community Affairs, the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of ~~\$0.0016~~ \$0.00371 per cubic foot of volume of new construction,

and ~~(\$0.80) cents~~ (\$1.90) dollars per one thousand (\$1,000.00) dollars of construction costs of all other permits.

Such surcharge fee shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs,

on a quarterly basis for the fiscal quarters ending March 31, June 30, September 30 and December 31, and not later than one (1) month next succeeding the end of the quarter for which it is due. In the fiscal year in which the regulations first become effective, such fee shall be collected and remitted for the third and fourth quarters only. (1991 Code § 81-22; Ord. No. 847 § 1) (Ord. 2000-19, Amended, 08/24/2000)

Subsection 12-2-9 Report of Fees Collected.

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

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

Fees shall be waived for all municipal construction permits issued for alterations on any building in the Borough's designated CC-1 (Central Commercial 1) zone between November 1, 2001 and the date of completion of the downtown revitalization or December 31, 2002, whichever occurs first. New Jersey

DCA training fees will not be waived. (New - Ord. No. 2001-21)

Subsection 12-2-11 Application for a Variation

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

(a) <u>Group R-5</u>	<u>\$150.00</u>
(b) <u>All other Class 3</u>	<u>\$165.00</u>
(c) <u>Class 2</u>	<u>\$165.00</u>
(d) <u>Class 1</u>	<u>\$820.00</u>
(e) <u>Resubmissions, Class 2 and Class 3</u>	<u>\$90.00</u>

Resubmission Class 1

Chapter 28

ZONING

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

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

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

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.

RESOLUTIONS

Resolution 2022-40 Authorizing Payment of Bills

Moved by Councilmember Bluth; Seconded by Councilmember Fowler

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

Resolution adopted 6-0.

Resolution 2022-40

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,105,512.54 from the following accounts:

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

Resolution 2022-41 Authorizing a Renewed Shared Services Agreement with Mercer County for EMS Dispatch Services

Moved by Councilmember Misiura; Seconded by Councilmember Montferrat

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

Resolution adopted 6-0.

Resolution 2022-41

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

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

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

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

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

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Dispatch Services for the period January 1, 2022 through December 31, 2022; and

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

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

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

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

1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
2. This agreement is approved subject to the provision of adequate funds in the Borough's 2022 budget.

Resolution 2022-42 Appointing and Authorizing an Agreement for Professional Independent Registered Municipal Advisor Services – Phoenix Advisors, LLC

Moved by Councilmember Misiura; Seconded by Councilmember Bluth

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

Resolution adopted 6-0.

Resolution 2022-42

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

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

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

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

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

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

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

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

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

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

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

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

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Phoenix Advisors, LLC regarding the above-referenced professional services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Phoenix Advisors, LLC is a firm whose advisors are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2022-43 Authorizing a Shared Services Agreement Between Hightstown Borough and East Windsor Township for Contribution of the Matching Local Share for Bus Services

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2022-43

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

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

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

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

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

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

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

Resolution 2022-44 Authorizing a Shared Services Agreement with Hamilton Township for Certain Health Services (STD Clinic)

Moved by Councilmember Bluth; Seconded by Councilmember Fowler

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

Resolution adopted 6-0.

Resolution 2022-44

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

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

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

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

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

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

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

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

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

Resolution 2022-45 Authorizing Payment No. 5 FINAL – Assuncao Brothers, Inc. (Construction of Peddie Lake Dam Walking Bridge Replacement)

Moved by Councilmember Jackson; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2022-45

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

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

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

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

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

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

Resolution 2022-46 Resolution Adopting a Covid-19 Workplace Policy

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2022-46

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

RESOLUTION ADOPTING A COVID-19 WORKPLACE POLICY

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

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

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

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

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



Borough of Hightstown

COVID-19 Workplace Policy

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

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

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

Cleaning and Sanitizing

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

Masks

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

Meetings

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

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

Inner Office Protections

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

Outside of the Office

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

Illness and Exposures

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

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

Symptoms and Positive Test Results

Employees with COVID19- compatible Symptoms:

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

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

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

Employees who test positive for COVID-19:

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

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

Close Contact/Exposure to COVID-19

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

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

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

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

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

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

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

CONSENT AGENDA

Councilmember Misiura moved Resolutions 2022-47, 2022-48; 2022-49; 2022-50; 2022-51; 2022-52 and 2022-53 as a Consent Agenda; Councilmember Fowler seconded.

Resolution 2022-47

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

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

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

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

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

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

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

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

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

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

Resolution 2022-48

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

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

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

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

WHEREAS, it has been found that additional funds in the amount of \$3,070.21 will be necessary to complete the

contract through December 31, 2021; and,

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

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

Resolution 2022-49

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

AUTHORIZING A REIMBURSEMENT FOR CELL PHONE USAGE

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

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

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

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

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

Resolution 2022-50

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

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

WHEREAS, the Hightstown First Aid Squad, Inc. (the "First Aid Squad"), which is a charitable non-profit organization in the State of New Jersey, has acquired the title to a 2010 Chevrolet Tahoe vehicle, bearing VIN #1GNUMAE09AR248200 (the "vehicle"), which it wishes to utilize as an additional vehicle to provide EMS services to the residents of the Borough of Hightstown (the "Borough"); and

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

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

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

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

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

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

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

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

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

Resolution 2022-51

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

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

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

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

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

Resolution 2022-52

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

AUTHORIZING AN AGREEMENT FOR ANIMAL CARE AND SHELTERING SERVICES

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

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

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

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

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

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

Resolution 2022-53

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2021 BUDGET

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

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

Councilmember Jackson

Tonight was a good meeting. It is nice to have the public join us. He understands that there is a lot of concern about the bridge. We are looking into traffic calming measures.

HPC - Meeting next week.

Councilmember Montferrat

East Ward Street Bridge - We are forming a steering committee. Councilmember Jackson and himself will be heading that up. He believes this will be a successful project with the Borough, residents and County working together.

Councilmember Misiura

Planning Board - meets next week.

East Ward Street Bridge - The residents that attended put in a lot of preparation before coming to Council. He agrees that a traffic analysis should be conducted. The Police Department does have the equipment to implement this. Limiting weight on Borough roads is something we can and should do. Making the bridge 28-feet will have calm traffic. We will speak with the County to see what we can do to help with traffic calming measures.

Council President Bluth

Traffic - She will reach out to Chief Gendron regarding passing on the right and truck traffic.

Cultural Arts Commission - Working on a date for Empty Bowls. They are also planning other events for this spring. They still have calendars for sale.

Borough Administrator, Dimitri Musing

Thanked the residents for their participation in tonight's meeting.

Happy to hear that Empty Bowls will be returning this year.

The CFO notified him that we have received the first \$280,000 reimbursement payment for Improvements to Stockton streets and Joseph Streets which is a federal reimbursement grant.

Final Payment has been made to Assuncao Brothers for the Peddie Lake Pedestrian Bridge.

Borough Clerk, Peggy Riggio

Taxi Licenses - Taxi Tu Amigo has been denied a taxi license for 2022. According to Borough Code, "The Borough will make available on an annual basis a maximum of five taxicab owner's licenses annually. Licenses shall be awarded on a first come, first served qualifying basis. Those licensees that have been previously licensed by the Borough during the prior year and who remain in good standing and who have submitted their statement for renewal prior to January 1st, shall be afforded the first opportunity for re-licensing. All other applicants shall be afforded the opportunity to obtain a taxicab owner's license after January 1st." The application for Taxi Tu Amigo was received by the Borough Clerk's Office on January 20, 2022. Five qualified applications had already been received and licenses issued prior to the receipt of Taxi Tu Amigo's application.

Dog and Cat Licenses - As of February 1, 2022, renewal of a pet license will now incur a \$5 late fee.

Food Licenses - Applications are being received and forwarded to the Health Department.

Codification Project - General Code is in the process of reformatting the current code in order to get everything uploaded to ecode360.

Mayor Quattrone

He is happy to announce that there will be a Memorial Day Parade this year.

Peddie School - He has spoken to the Peddie School many times. They will help with many things when asked to help. They will not help with our tax problems.

EXECUTIVE SESSION

Resolution 2022-54 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2022-54

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on February 7, 2022, via 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 – Robbinsville Court

Attorney Client Privilege

Contract Negotiations – Waste Management, Solid Waste Stockton Street Dumpsters

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public May 7, 2022, or when the need for confidentiality no longer exists.

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

Councilmember Montferrat moved to adjourn to Executive Session at 8:07 p.m.; Councilmember Fowler seconded. All ayes.

Council returned to public session at 8:52 p.m.

ADJOURNMENT

Councilmember Misiura moved to adjourn at 8:53 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,



Margaret M. Riggio
Borough Clerk

Approved by Hightstown Borough Council: **June 6, 2022**