

**Agenda**  
**Hightstown Borough Council**

June 6, 2022

6:30 PM – Public Session

[www.zoom.com](https://us02web.zoom.us/j/82972217248?pwd=LzlQYTZkOERyemJlOGNack4xcUs1UT09)

Meeting ID: 829 7221 7248

Passcode: RZ06eh

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

**By phone**

(929)205-6099

Meeting ID: 829 7221 7248

Passcode: 578650

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

Meeting called to order by Mayor Lawrence Quattrone.

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

**Roll Call**

**Flag Salute**

**Approval of the Agenda**

**Minutes**                      February 7, 2022 – Public Session  
February 7, 2022 – Executive Session

**Engineering Items**                      Rogers Avenue – Mid Block Cross Walk

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

**Ordinances**                      **Ordinance 2022-10 Public Hearing and Final Reading** An Ordinance to Exceed the Municipal Budget Appropriation Limits to Establish a Cap Bank (N.J.S.A. 40A 4-45.14)

**Ordinance 2022-11 Public Hearing and Final Reading** Bond Ordinance Providing for Improvements to Various Roads in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$1,150,000 therefor and Authorizing the Issuance of \$650,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

**Ordinance 2022-12 Public Hearing and Final Reading** Bond Ordinance Providing for Improvements to the Water-Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$380,000 therefor and Authorizing the Issuance of \$380,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Resolutions	2022-106	Authorizing Payment of Bills
	2022-107	Awarding a Contract for Curbside Recycling Collection
	2022-108	Establishing Salaries of Certain Officers and Employees of the Borough of Hightstown for the Year 2022
	2022-109	Authorizing Payment No. 15 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)
Consent Agenda	2022-110	Extending a Contract for Removal, Transportation, Delivery and Disposal of Sludge Cake – Waste Management Services of New Jersey, Inc.
	2022-111	Authorizing Renewal of Alcoholic Beverage License #1104-33-003-009 Palumbo Restaurants, T/A Tavern on the Lake
	2022-112	Authorizing Renewal of Alcoholic Beverage License #1104-44-002-011 Hightstown Liquors & Wines, LLC
	2022-113	Authorizing Renewal of Alcoholic Beverage License #1104-32-001-007 Wine Depot Corporation, T/A Joe Canal’s Discount Liquor Outlet
	2022-114	A Resolution Supporting the Click it or Ticket Mobilization of May 23 – June 5, 2022
	2022-115	Authorizing Design, Inspection and Administration of Improvements to Activated Sludge Tanks at the Advanced Waste Water Treatment Plant
	2022-116	Authorizing the Borough Engineer to Submit an Application for the 2023 NJDOT Municipal Aid Grant – Improvements to Maxwell Avenue, Monmouth Street and East Ward Street
	2022-117	Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2022 Budget
Discussion		Comcast Franchise Renewal Application
		Passing in Bike Lanes
Subcommittee Reports		
Mayor/Council/Administrative Reports		
Executive Session	Resolution 2022-118 Authorizing a Meeting that Excludes the Public Action may be taking following Executive Session	
	Contract Negotiations – WMR, LLC 219 Wycoff Mills Road	
	Attorney Client Privilege	
Adjournment		

**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](http://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.

Resolution 2022-39

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

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

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

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

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

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

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

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

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

**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 Laudenberg.

**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:**

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

**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:

- 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.
- For alterations, renovations and repairs, the permit fees shall be based upon the estimated cost of the work and shall be in the amount of thirty-~~five~~ (~~\$30.00~~ **\$35.00**) dollars per one thousand

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

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

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

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

6. Retaining walls:

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

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

7. Gazebos:

(a) Group R-5: \$75.00

(b) All other groups: \$150.00

8. Asbestos hazard abatement fee.

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

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

9. Lead abatement fee.

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

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

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

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

Sink .....	<del>\$13.00</del>	<u>\$25.00</u>
Dishwasher.....	<del>\$13.00</del>	<u>\$25.00</u>
Drinking fountain.....	<del>\$13.00</del>	<u>\$25.00</u>
Washing machine.....	<del>\$13.00</del>	<u>\$25.00</u>
Hose bib .....	<del>\$13.00</del>	<u>\$25.00</u>
Water heater.....	<del>\$13.00</del>	<u>\$25.00</u>
Fuel oil piping.....	<del>\$13.00</del>	<u>\$25.00</u>
Gas piping .....	<del>\$13.00</del>	<u>\$25.00</u>
Steam boiler .....	<del>\$82.00</del>	<u>\$85.00</u>
Hot water boiler .....	<del>\$82.00</del>	<u>\$85.00</u>
Sewer pump .....	<del>\$82.00</del>	<u>\$100.00</u>
Interceptor/separator .....	<del>\$82.00</del>	<u>\$85.00</u>
Backflow preventer.....	<del>\$82.00</del>	<u>\$85.00</u>
Sewer connection.....	<del>\$82.00</del>	<u>\$100.00</u>
Water service connection.....	<del>\$82.00</del>	<u>\$100.00</u>
Stacks.....	<del>\$13.00</del>	<u>\$25.00</u>
<u>Air Admittance Valve (AAV).....</u>		<u>\$50.00</u>
Furnace.....	<del>\$60.00</del>	<u>\$85.00</u>
<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.....	<del>\$45.00</del>	<u>\$70.00</u>
Each 10 units additional .....	<del>\$11.00</del>	<u>\$13.00</u>
Pool permit (lights included).....	<del>\$69.00</del>	<u>\$125.00</u>
Storable pool/spa/hot tub.....	<del>\$69.00</del>	<u>\$125.00</u>
Electrical range .....	<del>\$13.00</del>	<u>\$25.00</u>
Electrical water heater .....	<del>\$13.00</del>	<u>\$25.00</u>
Electrical dryer .....	<del>\$13.00</del>	<u>\$25.00</u>
Dishwasher .....	<del>\$13.00</del>	<u>\$25.00</u>
Air conditioning unit .....	<del>\$13.00</del>	<u>\$25.00</u>

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

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

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

1. For plan review to establish fire safety.....	\$50.00
2. For inspection of new homes .....	\$50.00
3. For inspection of newly installed wood stoves or fireplaces or new or rebuilt chimneys.....	<del>58.00</del> <u>\$100.00</u>
4. For inspection of smoke detectors:	
<u>Number of Detectors</u>	<u>Fee</u>
(a) 1 to 20.....	<del>75.00</del> <u>\$100.00</u>
(b) 21 to 100.....	<del>151.00</del> <u>\$234.00</u>
(c) 101 to 200.....	<del>\$289.00</del> <u>\$448.00</u>
(d) 201 to 400.....	<del>\$748.00</del> <u>\$856.00</u>
(e) 401 to 1,000.....	<del>\$1,036.00</del> <u>\$1605.00</u>
(f) Over 1,000.....	<del>\$1,323.00</del> <u>\$2048.00</u>
5. For inspection of <u>Flammable combustible</u> storage tanks:	
(a) Up to <del>one hundred (100)</del> <u>two hundred seventy-five (275)</u> gallons, not to include	

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

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

or fraction thereof .....~~40.00~~ \$50.00

6. For inspection of sprinkler systems:

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

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

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

(1991 Code § 81-14; Ord. No. 847 § 1; Ord. 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 1<sup>st</sup>, 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 #1GNUKAE09AR248200 (the "vehicle"), which it wishes to utilize as an additional vehicle to provide EMS services to the residents of the Borough of Hightstown (the "Borough"); and

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

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

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

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

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

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

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

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

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

<u><b>Current:</b></u>	<u><b>From</b></u>	<u><b>To</b></u>
<b>Electric</b>		
Other Expenses	\$ 5,000.00	\$ -
<b>Telephone</b>		
Other Expenses		2,000.00
<b>Planning &amp; Zoning</b>		
Other Expenses		3,000.00
<b>TOTALS</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

## **DISCUSSION**

### **Revisions to Towing Ordinance**

Mayor Quattrone recused himself at this time.

Council President Bluth took over the meeting at this time. Borough Administrator, Dimitri Musing stated that this amendment adds more oversight of the towing companies. Invoices and receipts will be forwarded to the Hightstown Police Department and the Borough Administrator. With this in place, the Borough can keep a closer eye on what is being charged to our residents.

Mayor Quattrone returned to the meeting at this time.

## **MAYOR/COUNCIL/ADMINISTRATIVE REPORTS**

### **Councilmember Cicalese**

Complete Streets - He will look into getting progress on their projects to the website.

### **Councilmember Fowler**

Thanked residents for calling in and sharing their views this evening. Urged residents to follow us on Facebook for pertinent information affecting our community.

Downtown Hightstown - The flower basket campaign will start the beginning of March. The baskets will be placed downtown the week before Memorial Day.

Environmental Commission - meets next week. They have been receiving applications for the intern pilot project.

### **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](https://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: \_\_\_\_\_





August 31, 2016

Henry Underhill, Borough Administrator  
Borough of Hightstown  
156 Bank Street  
Hightstown, NJ 08520

Re: Rogers Avenue Mid-Block Crosswalk  
Borough of Hightstown, Mercer County, NJ  
Our File No.: H1504

Dear Mr. Underhill:

This office completed an investigation of the mid-block crosswalk and curb ramps located on Rogers Avenue near the Hightstown Housing Authority. The crosswalk is located approximately 125-ft. north of the intersection of Rogers Avenue and Railroad Avenue.

The relevant regulations for a mid-block crosswalk are as follows:

State Regulations:

1. NJDOT Roadway Design Manual Section 4.2.3 – Stopping Site Distances

“The minimum stopping sight distance is the distance required by the driver of a vehicle, traveling at a given speed, to bring his or her vehicle to a stop after an object on the road becomes visible. Stopping sight distance is measured from the driver’s eyes, which is 3.5-ft. above the pavement surface, to an object 2-ft. high on the road.”

Crosswalks are to be aligned in such a way that allows for proper stopping sight distances for vehicular traffic. This means that a vehicle traveling toward a crosswalk must be able to see someone in the crosswalk at a distance far enough to allow for the driver to react and stop the vehicle by the time it reaches said crosswalk.

As Rogers Avenue is a 25 mph road, the minimum stopping sight distance is 155-ft. as outlined in Table 4-1 of the NJDOT Roadway Design Manual.

The stopping sight distance is to be measured from each side of the crosswalk to a point in the roadway 155-ft. away that is 3.5-ft. above the pavement surface. From this point, an object 2-ft. above the pavement along the entire crosswalk and ramps must be visible in order to meet the stopping sight distance requirement.

In the southbound direction, the point of stopping sight distance is approximately in front of #149 Rogers Avenue. As Rogers Avenue is straight and relatively flat in this area, the stopping sight distance requirements are met.

The point of stopping sight distance in the northbound direction (travelling from Mercer Street toward Church Street) is approximately just south of the crosswalk that crosses Rogers Avenue at the intersection with Railroad Avenue. At this location, the crosswalk at the Hightstown Housing Authority is visible as required by NJDOT regulations, but the western ramp is not thus creating a hazardous condition for pedestrians.

Borough of Hightstown  
Rogers Avenue Mid-Block Crosswalk  
File No. H1504  
Page 2 of 2

I have reviewed my records from as far back as 1990 and can confirm that the existing crosswalk and ramps were not constructed under a Borough contract during that time period, or later.

Should the Borough move forward with a mid-block crosswalk in this vicinity, I recommend it be relocated to a location between the Housing Authority office building and Railroad Avenue in order for the crosswalk and ramps to be appropriately visible from the northbound direction. However, care must be taken with the relocation of the crosswalk to ensure that it and the ramps can be seen from the southbound direction as well in accordance with the NJDOT stopping sight distance regulations.

The existing conditions of the crosswalk and surrounding area make it difficult to determine by visual assessment exactly where the crosswalk must be located to meet all required standards and regulations. Due to existing constraints, such as the location of buildings and grade of the roadway, I recommend that a survey be conducted so that, the crosswalk and ramps can be constructed in accordance with appropriate regulations.

In order to properly design the crosswalk and ramps the following will be required:

1. Full topographic survey (roadway, curb, sidewalk, building elevations, etc.).
2. Profiles of existing conditions.
3. Profiles of line-of-site.
4. Grading of the ramps.

For the surveying and engineering required to complete this work, a fee in an amount not to exceed \$4,500 is requested.

Should there be anything additional that you require, please feel free to contact me.

Very truly yours,



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

cc: Mayor and Council  
Debra Sopronyi, RMC, QPA, CMR, Borough Clerk  
Cameron Corini, EIT, Roberts Engineering Group, LLC

# Ordinance 2022-10

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

**WHEREAS**, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

**WHEREAS**, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

**WHEREAS**, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2022 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

**WHEREAS**, the Mayor and Council hereby determine that a 1.0% increase in the budget for said year, amounting to \$60,623.08 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

**WHEREAS**, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2022 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$212,180.78, and that the CY 2022 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

Introduction: May 16, 2022

Adoption:

**ATTEST:**

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MARGARET RIGGIO  
MUNICIPAL CLERK

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LAWRENCE D. QUATTRONE  
MAYOR

# Ordinance 2022-11

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

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO  
VARIOUS ROADS IN AND BY THE BOROUGH OF HIGHTSTOWN, IN  
THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING  
\$1,150,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF  
\$650,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART  
OF THE COST THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$1,150,000, including a grant in the amount of \$500,000 expected to be received from the State of New Jersey Department of Transportation (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the project since the project is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement not covered by the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$650,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements to Orchard Avenue, Meadow Drive, Clover Lane and South Main Street, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director

of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$650,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$155,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or if other than as referred to in Section 1 hereof, to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law

Introduction: May 16, 2022

Adoption:

**ATTEST:**

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MARGARET RIGGIO  
MUNICIPAL CLERK

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LAWRENCE D. QUATTRONE  
MAYOR

# Ordinance 2022-12

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

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO THE WATER-SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$380,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$380,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$380,000. Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvement since the project described in Section 3(a) hereof is expected to be funded through the New Jersey Infrastructure Bank.

Section 2. In order to finance the cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$380,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is water-sewer utility improvements to Orchard Avenue, Meadow Drive, Clover Lane and South Main Street, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be



determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 40 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey.

Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$380,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$55,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final

adoption, as provided by the Local Bond Law.

Introduction: May 16, 2022

Adoption:

**ATTEST:**

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MARGARET RIGGIO  
MUNICIPAL CLERK

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LAWRENCE D. QUATTRONE  
MAYOR

# Resolution 2022-106

*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 \$1837956.98 from the following accounts:

Current		\$1,689,336.28	
W/S Operating		123,026.44	
General Capital		17,624.50	
Water/Sewer Capital		1,779.00	
Grant		400.00	
Trust		284.85	
Unemployment Trust		0.00	
Animal Control		250.00	
Law Enforcement Trust		0.00	
Tax Lien Trust		0.00	
Public Defender Trust		0.00	
Housing Trust		0.00	
Escrow		<u>5,255.91</u>	
Total		<u>\$1,837,956.98</u>	

## CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

\_\_\_\_\_  
Margaret Riggio  
Borough Clerk

Date: June 6, 2022

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 6/6/2022

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
BANK OF AMERICA	5/12/2022	22-00548	33997	\$ 800.78
EAST WINDSOR REGIONAL SCHOOL	5/13/2022	22-00499	1540	\$ 757,347.00
STATE OF N.J.-DEPT OF TREASURY	5/13/2022	22-00500	1541	\$ 42,027.44
COUNTY OF MERCER COUNTY TAX	5/16/2022	22-00505	1542	\$ 746,801.86
GILBERT T. WARD & ROSE M. WARD	5/19/2022	22-00571	34040	\$ 2,683.23

TOTAL				<u>\$ 1,549,660.31</u>
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WATER AND SEWER OPERATING  
STATE OF N.J.-DEPT OF TREASURY

5/13/2022	22-00500	1378	\$ 16,287.54
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TOTAL			<u>\$ 16,287.54</u>
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ESCROW

TOTAL			<u>\$ -</u>
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GRANT

TOTAL			<u>\$ -</u>
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TRUST- OTHER  
BANK OF AMERICA

5/12/2022	22-00548	33997	\$ 284.85
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TOTAL			<u>\$ 284.85</u>
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ANIMAL CONTROL TRUST

TOTAL			<u>\$ -</u>
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LAW ENFORCEMENT TRUST

TOTAL			<u>\$ -</u>
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UNEMPLOYMENT TRUST

TOTAL			<u>\$ -</u>
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PUBLIC DEFENDER TRUST

TOTAL			<u>\$ -</u>
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TAX LIEN TRUST

TOTAL			<u>\$ -</u>
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GENERAL CAPITAL

TOTAL			<u>\$ -</u>
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WATER AND SEWER CAPITAL

TOTAL			<u>\$ -</u>
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MANUAL TOTAL			<u>\$1,566,232.70</u>
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P.O. Type: All      Include Project Line Items: Yes      Open: N      Paid: N      Void: N  
Range: First      to Last      Rcvd: Y      Held: Y      Aprv: N  
Format: Detail without Line Item Notes      Bid: Y      State: Y      Other: Y      Exempt: Y

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description		Enc Date	Date	Date	Invoice	Excl
ACTIV005 ACTIVE911, INC.												
22-00560	05/12/22	AGENCY ALERTING SUBSCRIPTION										
1	AGENCY ALERTING SUBSCRIPTION	130.00	2-01-25-260-001-080	B	Medical Equipment	R	05/12/22	06/01/22		408738	N	
Vendor Total:		130.00										
A0218 AMERICAN WATER WORKS ASSOC.												
22-00531	05/09/22	2022 MEMBERSHIP - L. BLAKE										
1	2022 MEMBERSHIP - L. BLAKE	85.00	2-09-55-501-001-519	B	Professional Assoc. Dues	R	05/09/22	06/01/22		7002013286	N	
Vendor Total:		85.00										
ANNMA005 ANN MARIE MILLER												
22-00527	05/09/22	REIMBURSEMENT OF EXPENSES										
1	REIMBURSEMENT FOR REFRESHMENTS	225.00	2-01-28-373-002-199	B	MISCELLANEOUS-CULTURAL ARTS	R	05/09/22	06/01/22		REIMBURSEMENT	N	
Vendor Total:		225.00										
A0107 ANSELL GRIMM & AARON, PC												
22-00568	05/17/22	APRIL 2022 LEGAL INVOICES										
1	GENERAL FILE 483328	2,095.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483328	N	
2	GENERAL FILE 483328	27.88	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483328	N	
3	ORDINANCES 483329	561.00	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483329	N	
4	RESOLUTIONS 483349	82.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483349	N	
5	ENGINEERING MATTERS 483330	115.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483330	N	
6	MEETINGS 483331	577.50	2-01-20-155-001-029	B	Attendance at Council Meetings	R	05/17/22	06/01/22		483331	N	
7	OPRA ISSUES 483333	16.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483333	N	
8	TAX APPEAL MATTERS 483334	16.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483334	N	
9	STATE OF NJ VSMARY BETH COVELL	82.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483336	N	
10	PUBLIC IMPROVEMENT PROJECTS	165.00	C-04-55-880-001-446	B	STOCKTON & JOSEPH SIDEWALK LITIGATION	R	05/17/22	06/01/22		483338	N	
11	BORO OF HIGHTSTOWN ADV.	2,755.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483360	N	
12	SHARED SVCS AGREEMENT W/ EAST	82.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483337	N	
13	HIGHTS REALTY, LLC	33.00	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483340	N	

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
A0107 ANSELL GRIMM & AARON, PC Continued												
22-00568	05/17/22	APRIL 2022 LEGAL INVOICES	Continued									
14	PRESBYTERIAN HOME AT MEADOW	214.50	2-01-20-155-001-027	B	General Matters	R	05/17/22	06/01/22		483339		N
		6,825.88										
22-00575	05/18/22	Services through 04/30/2022										
1	#483332; Srvcs thru 04/30/2022	82.50	2021-02	P	Amended Site Plan	R	05/18/22	06/01/22		483332		N
2	#483332; Srvcs thru 04/30/2022	66.00	3PRCLLC	P	Site Plan Application #2020-01	R	05/18/22	06/01/22		483335		N
		148.50										
Vendor Total:		6,974.38										
APRUZ005 APRUZZESE, MCDERMOTT, MASTRO &												
22-00599	05/25/22	APR 2022 LABOR INV 227883										
1	APR 2022 LABOR INV 227883	2,978.50	2-01-20-155-001-031	B	Labor,Personnel & Union Council	R	05/25/22	06/01/22		227883		N
Vendor Total:		2,978.50										
A0054 AQUA PRO-TECH LABORATORIES												
22-00526	05/09/22	OUTSIDE LAB TESTING APL										
1	OUTSIDE LAB TESTING APL	1,505.86	2-09-55-501-002-535	B	Chemicals Miscellaneous	R	05/09/22	06/01/22		2040203M		N
22-00563	05/12/22	OUTSIDE LAB TESTING 1100186M										
1	OUTSIDE LAB TESTING 1100186M	2,259.00	1-09-55-501-002-532	B	Outside Lab Testing	R	05/12/22	06/01/22		1100186M		N
Vendor Total:		3,764.86										
BRTTE005 BRT TECHNOLOGIES LLC												
22-00555	05/12/22	MUNICIPALITY CAMA & MOD IV										
1	MUNICIPALITY CAMA & MOD IV	2,400.00	2-01-20-150-001-029	B	Maintenance Contracts	R	05/12/22	06/01/22		1880		N
Vendor Total:		2,400.00										
C0067 CENTRAL JERSEY POWER												
22-00517	05/06/22	GENERATOR COVER/TRIMMER LINE										
1	INV 189964 - GENERATOR COVER	55.88	2-01-26-290-001-050	B	DPW Work Equipment	R	05/06/22	06/01/22		189964		N

[illegible]



Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
COMCA005 COMCAST BUSINESS															
22-00566	05/16/22	8499 05 243 003411 413	MERCER												
1	8499 05 243 003411 413	MERCER	170.35	2-01-20-140-001-060	B	Internet Services and Web Services	R	05/16/22	06/01/22					849905243003410	N
22-00614	05/31/22	8499 05 243 0051047	OAK LN												
1	8499 05 243 0051047	OAK LN	113.17	2-09-55-501-002-545	B	Internet Services	R	05/31/22	06/01/22					499052430051047	N
Vendor Total:			283.52												
COMPL005 COMPLETE CONTROL SERVICES, INC															
22-00438	04/12/22	FILTER AND EFFLUENT FILTER													
1	FILTER AND EFFLUENT FILTER		4,742.80	2-09-55-501-001-503	B	Water Plant Maintenance	R	04/12/22	06/01/22					Q776	N
Vendor Total:			4,742.80												
C0087 CUSTOM BANDAG, INC															
22-00521	05/06/22	FORD EXPLORER REPAIRS-FIRE													
1	FORD EXPLORER REPAIRS-FIRE		146.09	1-01-25-252-002-121	B	Preventive Maintenance	R	05/06/22	06/01/22					80196308	N
2	FORD EXPLORER REPAIRS-FIRE		14.50	1-01-25-252-002-121	B	Preventive Maintenance	R	05/06/22	06/01/22					80196308	N
			160.59												
22-00530	05/09/22	TIRES/TIRE REPAIR													
1	INV 80201061 - TIRES TRUCK 10A		1,441.56	2-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	05/09/22	06/01/22					80201061	N
2	INV 80101405 - TIRE FOR CANYON		114.10	2-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	05/09/22	06/01/22					80201405	N
			1,555.66												
Vendor Total:			1,716.25												
C0088 CUSTOM ENVIRONMENTAL TECH, INC															
22-00036	01/26/22	ZETA LYTE 1A RES 2021-180 2022		B											
4	ZETA LYTE 1A RES 2021-180 2022		1,928.85	2-09-55-501-002-554	B	ZETA LYTE 1A POLYMER	R	03/31/22	06/01/22					7141	N
Vendor Total:			1,928.85												
E0576 EAST WINDSOR REGIONAL SCHOOL															
22-00588	05/24/22	APRIL 2022 FUEL USE													
1	APRIL 2022 FUEL USE - FIRE		350.54	2-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	05/24/22	06/01/22					APRIL 2022	N
2	APRIL 2022 FUEL USE - POLICE		2,164.97	2-01-31-460-001-145	B	Motor Fuel - Police	R	05/24/22	06/01/22					APRIL 2022	N



Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type	Description	Enc Date	Date	Date	Invoice	Excl		
GARYD005 GARY DAVID FOURNIER											
22-00607	05/26/22	KALEIDOSCOPE EXHIBIT									
1 KALEIDOSCOPE EXHIBIT	100.00	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R	05/26/22	06/01/22	5-24-22		N	
Vendor Total:	100.00										
M0714 GENSERVE, INC.											
22-00385	04/06/22	REPAIRS TO PD GENERATOR									
1 REPAIRS TO PD GENERATOR AS PER	2,285.00	2-01-26-310-001-024	B	Building Maintenance	R	04/06/22	06/01/22	AAAQ80607		N	
Vendor Total:	2,285.00										
G1077 GEORGE S. COYNE CO., INC.											
22-00003	01/18/22	RES 2020-239 SODIUM BICARBONAT	B								
5 INV 381670 4/26/22 SOD BICARB	2,314.40	2-09-55-501-002-552	B	Sodium Bicarbonate	R	04/11/22	06/01/22	381670		N	
22-00035	01/26/22	CHLORINE RES 2020-231 FOR 2022	B								
4 INV 381672 4/26/22 CHLORINE	822.30	2-09-55-501-001-526	B	Chlorine	R	03/15/22	06/01/22	381672		N	
22-00204	02/25/22	RES 2020-236 LIMEHI-CALC AWWTP	B								
4 INV 382965 5/17/22 LIME HICALC	1,127.50	2-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	04/14/22	06/01/22	382965		N	
22-00506	05/04/22	CALCIUM HYPOCHLORITE 2020-240	B								
2 INV 381671 4/26/22 CALC HYPO	580.80	2-09-55-501-002-539	B	Calcium Hypochlorite-GEORGE S COYNE CHEM	R	05/04/22	06/01/22	381671		N	
Vendor Total:	4,845.00										
HAMIL005 HALDEMAN FORD INC HAMILTON											
22-00347	03/25/22	HPD VEHICLE MAINTENANCE									
1 HPD VEHICLE MAINTENANCE	86.18	2-01-26-315-001-131	B	Vehicle Maint. - Police	R	03/25/22	06/01/22			N	
Vendor Total:	86.18										
U0013 HD SUPPLY FACILITIES MAINT LTD											
21-01543	12/14/21	CYLINDERS/CLEANERS Q121321									
2 HACH PH BUFFER 20 L 3 PACK	341.00	1-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/14/21	06/01/22	819403		N	
3 ALCOTABS CLEANNING COMPOUND	98.40	1-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/14/21	06/01/22	819403		N	
4 PYREX CLASS A GRADUATED	53.80	1-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/14/21	06/01/22	819403		N	

Vendor #	Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
U0013	HD SUPPLY FACILITIES MAINT LTD	Continued									
21-01543	12/14/21	CYLINDERS/CLEANERS Q121321	Continued								
5	CYLINDER BRUSH TUFTED END	22.00	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/14/21	06/01/22		819552	N	
6	FREIGHT	92.79	1-09-55-501-002-506	B Lab. Equipment & Supplies	R	12/14/21	06/01/22		819403	N	
		607.99									
	Vendor Total:	607.99									
H1100	HOME DEPOT CREDIT SERVICES										
22-00518	05/06/22	APRIL 2022 INVOICES									
1	INV 7613307 - LAWN MOWER	399.00	2-09-55-501-001-503	B Water Plant Maintenance	R	05/06/22	06/01/22		7613307	N	
2	INV 5024124 - TABLE/CLAMP	54.97	2-01-25-240-001-119	B Community Policing	R	05/06/22	06/01/22		5024124	N	
		453.97									
22-00589	05/24/22	MAY 2022 INVOICES									
1	INV 4520013 - BATTERIES	169.00	2-09-55-501-001-503	B Water Plant Maintenance	R	05/24/22	06/01/22		4520013	N	
2	INV 1043102-TOOLS	48.39	2-09-55-501-002-503	B Sewer Plant Maintenance	R	05/24/22	06/01/22		1043102	N	
3	INV 4043736 NIPPLES/VALVE	67.70	2-09-55-501-001-503	B Water Plant Maintenance	R	05/24/22	06/01/22		4043736	N	
4	INV 0611158 - CABLE TIES/KNIFE	46.97	2-01-26-290-001-127	B Street Repair & Maintenance	R	05/24/22	06/01/22		0611158	N	
		332.06									
	Vendor Total:	786.03									
J0257	JCP&L										
22-00567	05/16/22	ACCT 100 059 701 167									
1	ACCT 100 059 701 167	24.96	2-09-55-501-001-504	B Electricity	R	05/16/22	06/01/22		95576957846	N	
22-00569	05/17/22	MASTER ACCT 200 000 055 315									
1	100 008 482 778 MAXWELL AVE	27.85	2-09-55-501-002-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
2	100 009 294 701 WESTERLEA AVE	16.52	2-09-55-501-001-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
3	100 009 296 102 SPRINGCREST DR	22.23	2-09-55-501-002-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
4	100 012 445 746 BANK ST	4,515.50	2-09-55-501-001-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
5	100 012 529 309 OAK LANE JAN	7,550.52	2-09-55-501-002-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
6	100 012 529 309 OAK LANE FEB	5,625.01	2-09-55-501-002-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
7	100 012 529 309 OAK LANE MAR	6,244.19	2-09-55-501-002-504	B Electricity	R	05/17/22	06/01/22		95009612263	N	
		24,001.82									

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Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
		Item Description	Amount	Charge Account	Acct Type Description		Enc	Date	Date	Date Invoice	Excl
J0069	JERSEY ELEVATOR LLC										
		22-00594 05/24/22 MAY 2022 ELEVATOR SERVICE									
		1 MAY 2022 ELEVATOR SERVICE	190.39	2-01-26-310-001-029	B Maintenance Contracts	R	05/24/22	06/01/22			N
		Vendor Total:	190.39								
JSHIN005	JSH INTERNATIONAL, LLC										
		22-00524 05/09/22 30 DAY SUPPLYE BAE									
		1 30 DAY SUPPLYE BAE	675.00	2-09-55-501-002-524	B BAE Digester	R	05/09/22	06/01/22		1644	N
		Vendor Total:	675.00								
KATHL010	KATHLEEN LIAO										
		22-00606 05/26/22 KALEIDOSCOPE EXHIBIT									
		1 KALEIDOSCOPE EXHIBIT	100.00	G-02-41-761-000-000	B Mercer County Local Arts Grant	R	05/26/22	06/01/22		5-24-22	N
		Vendor Total:	100.00								
J0378	KENNCO LLC										
		22-00520 05/06/22 CYLINDER RENTAL									
		1 INV R14439 - CYLINDER RENTAL	24.00	2-01-26-290-001-050	B DPW Work Equipment	R	05/06/22	06/01/22		R14439	N
		Vendor Total:	24.00								
LAWSO005	LAWSON PRODUCTS, INC.										
		22-00604 05/26/22 GENERAL FASTENERS									
		1 INV 9309535319 - FASTENERS	547.11	2-01-26-305-001-038	B General Hardware Tools & Parts	R	05/26/22	06/02/22		9309535319	N
		Vendor Total:	547.11								
L0037	LINCOLN FINANCIAL GROUP										
		22-00578 05/18/22 JUNE 2022 LIFE INSURANCE									
		1 JUNE 2022 LIFE INSURANCE	299.64	2-01-23-210-003-115	B Medical Ins-Emp Grp Health	R	05/18/22	06/01/22		JUNE 2022	N
		2 JUNE 2022 LIFE INSURANCE	5.91	2-01-23-210-003-115	B Medical Ins-Emp Grp Health	R	05/18/22	06/01/22		JUNE 2022	N
		3 JUNE 2022 LIFE INSURANCE WTP	18.16	2-09-55-501-001-514	B INSURANCE	R	05/18/22	06/01/22		JUNE 2022	N

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Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0256	MERCER CO IMPROVEMENT AUTH													
	22-00595	05/24/22	APRIL 2022	TIPPING										
	1	APRIL 2022	TIPPING		16,057.55	2-01-32-465-001-165		B Landfill Solid Waste Disposal-MCIA	R	05/24/22	06/01/22		APRIL 2022	N
	2	APRIL 2022	RECYCLING TAX		418.89	2-01-43-496-001-174		B Recycling Tax	R	05/24/22	06/01/22		APRIL 2022	N
					16,476.44									
	Vendor Total:				16,476.44									
M0760	MILLER FORD SALES													
	22-00543	05/10/22	2006 FORD AMBUL#4111	OIL LEAK										
	1	2006 FORD AMBUL#4111	OIL LEAK		183.60	2-01-25-260-001-034		B Vehicle Repair	R	05/10/22	06/01/22		36022781	N
	Vendor Total:				183.60									
BROAD005	MINERVA BUNKER GEAR CLEANERS													
	22-00556	05/12/22	CLEAN, INSPECT, & REPAIR GEAR											
	1	CLEAN, INSPECT, & REPAIR GEAR			675.00	2-01-25-256-002-199		B MISCELLANEOUS	R	05/12/22	06/01/22		1334-2	N
	Vendor Total:				675.00									
M0127	MONMOUTH COUNTY													
	22-00528	05/09/22	APRIL 2022	ROOSEVELT TIPPING										
	1	APRIL 2022	ROOSEVELT TIPPING		4,119.15	2-01-43-513-001-171		B Borough of Roosevelt-Tipping Fees	R	05/09/22	06/01/22		APRIL 2022	N
	Vendor Total:				4,119.15									
N1127	NJ ASSOC OF PUBLIC HEALTH													
	22-00373	04/01/22	2022	MEMBERSHIP APPLICATION										
	1	2022	GEETANJALI JAIN		75.00	2-01-27-330-001-044		B Professional Assoc. Dues	R	04/01/22	06/01/22		2022 G.JAIN	N
	Vendor Total:				75.00									
N1116	NJPO													
	22-00541	05/10/22	Mandatory Training Courses											
	1	Mandatory Training Courses			85.00	2-01-21-180-001-042		B Education & Training	R	05/10/22	06/01/22		CVI-01115	N
	2	Mandatory Training Courses			85.00	2-01-21-180-001-042		B Education & Training	R	05/10/22	06/01/22		CVI-01116	N



Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description		Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl		
N1116	NJPO	Continued										
22-00541	05/10/22	Mandatory Training Courses	Continued									
3 Mandatory Training Courses		76.00	2-01-21-180-001-033	B BOOKS/PUBLICATIONS	R	05/10/22	06/01/22		CVI-01115/01116	N		
		246.00										
	Vendor Total:	246.00										
00050	ONE CALL CONCEPT INC											
22-00519	05/06/22	MARCH 2022 ONE CALL MESSAGES										
1 INV 2045085 - MARCH 2022		88.66	2-09-55-501-001-531	B Water Purch from East Windsor/Interconn.	R	05/06/22	06/01/22		2045085	N		
	Vendor Total:	88.66										
P0005	PARIS AUTOMOTIVE SUPPLY											
22-00534	05/09/22	APRIL 2022 INVOICES										
1 APRIL 2022 INVOICES		957.46	2-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	05/09/22	06/01/22		APRIL 2022	N		
	Vendor Total:	957.46										
P0088	PARKER MCCAY, P.A.											
22-00574	05/18/22	Services through 05/10/2022										
1 #314897; Srvc's thru 05/10/22		82.50	2022-03	P Wilson Ave minor subdivision	R	05/18/22	06/01/22		3146897	N		
2 3147065 APRIL 2022 GENERAL		907.50	2-01-21-180-001-107	B Planning Board - Attorney	R	05/18/22	06/01/22		3147065	N		
3 3147066 APRIL 2022 AFF HOUSING		115.50	2-01-21-180-001-108	B COAH Planning	R	05/18/22	06/01/22		3147066	N		
		1,105.50										
	Vendor Total:	1,105.50										
PHILL005	PHILLIP MCCONNELL											
22-00609	05/26/22	KALEIDOSCHOP EXHIBIT										
1 KALEIDOSCHOP EXHIBIT		100.00	G-02-41-761-000-000	B Mercer County Local Arts Grant	R	05/26/22	06/01/22		5-24-22	N		
	Vendor Total:	100.00										
POLIC005	POLICE & SHERIFFS PRESS, INC											
22-00455	04/21/22	TAXICAB DRIVER ID'S										
1 TAXICAB DRIVER ID'S		30.00	2-01-20-125-001-023	B Printing & Stationary	R	04/21/22	06/01/22		161104	N		

Vendor # Name										1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		Exc
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice
POLIC005 POLICE & SHERIFFS PRESS, INC Continued										
22-00455	04/21/22	TAXICAB RIVER ID'S	Continued							
2	TAXICAB DRIVER ID'S	2.58	2-01-20-125-001-023	B	Printing & Stationary	R	04/21/22	06/01/22		161104
		32.58								
Vendor Total:		32.58								
P1155 PRIOR NAMI BUSINESS SYSTEMS										
22-00441	04/12/22	MAINTENANCE CONTRACT BIZHUB								
1	MAINTENANCE CONTRACT BIZHUB	300.00	2-09-55-501-002-518	B	Service Contracts - AWWTP	R	04/12/22	06/01/22		0000708935
22-00487	05/02/22	QUARTERLY COPY FEES								
1	QUARTERLY COPY FEES	49.53	1-01-25-240-001-029	B	Maint. Contracts - Other	R	05/02/22	06/01/22		0000704337
Vendor Total:		349.53								
P0044 PSE&G										
22-00582	05/24/22	ENERGY BILLS 5/18/22								
1	74 199 082 06 232 MERCER ST	18.76	2-01-31-446-001-070	B	Gas Heat - Borough Hall	R	05/24/22	06/01/22		603906923831
2	75 980 463 01 240 MERCERT ST	8.62	2-01-31-446-001-070	B	Gas Heat - Borough Hall	R	05/24/22	06/01/22		601207723088
3	65 039 876 09 1ST AVE W TOWER	18.50	2-09-55-501-001-505	B	Gas Service	R	05/24/22	06/01/22		604706721474
4	75 235 176 09 415 MERCER ST	18.50	2-01-31-446-001-070	B	Gas Heat - Borough Hall	R	05/24/22	06/01/22		600507823960
5	66 878 908 08 156 BANK ST	34.72	2-01-31-446-001-070	B	Gas Heat - Borough Hall	R	05/24/22	06/01/22		604806658050
6	66 759 467 06 140 N MAIN ST	25.24	2-01-31-446-001-143	B	Gas/Heat - Fire House	R	05/24/22	06/01/22		602608682431
		124.34								
22-00613	05/31/22	MASTER ACCT 13 014 184 04								
1	7341583509 140 N MAIN ST	388.21	2-01-31-446-001-143	B	Gas/Heat - Fire House	R	05/31/22	06/01/22		503100102220
2	7341583606 148 N MAIN ST	97.90	2-01-31-446-001-070	B	Gas Heat - Borough Hall	R	05/31/22	06/01/22		503100102220
3	7341583703 BANK ST	232.64	2-09-55-501-001-505	B	Gas Service	R	05/31/22	06/01/22		503100102220
4	7341583800 OAK LN	2,400.98	2-09-55-501-002-505	B	Gas Service	R	05/31/22	06/01/22		503100102220
		3,119.73								
Vendor Total:		3,244.07								

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0348	PUMPING SERVICES, INC.															
22-00194	02/22/22	SERVICE 2	FLYGT MIXERS													
1	SERVICE 2	FLYGT MIXERS		1,150.00	2-09-55-501-002-503	B Sewer Plant Maintenance	R	02/22/22	06/01/22						1129280	N
Vendor Total:				1,150.00												
REDAR005	RED ARROW TECHNOLOGIES, LLC															
22-00586	05/24/22	VOIP SERVICES	MAY 2022													
1	VOIP SERVICES	AWWTP 2455586		170.43	2-09-55-501-003-548	B Telephone-	R	05/24/22	06/01/22						10092	N
2	VOIP SERVICES	POLICE 2455562		350.77	2-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	05/24/22	06/01/22						10092	N
				521.20												
Vendor Total:				521.20												
R0077	ROBERTS ENGINEERING GRP LLC															
22-00580	05/23/22	BILLING THROUGH	5/14/22													
1	COUNCIL MEETINGS	5961		200.00	2-01-20-165-001-104	B Attendance at Meetings (B)	R	05/23/22	06/01/22						5961	N
2	MISC REQUESTS	5962		2,271.25	2-01-20-165-001-028	B General Engineering	R	05/23/22	06/01/22						5962	N
3	MISC ROADS	5963		2,200.50	2-01-20-165-001-028	B General Engineering	R	05/23/22	06/01/22						5963	N
4	GENERAL SEWERS	5964		3,130.00	2-09-55-501-002-508	B Engineer	R	05/23/22	06/01/22						5964	N
5	GENERAL WATER	5965		1,104.25	2-09-55-501-001-508	B Engineer	R	05/23/22	06/01/22						5965	N
6	WATER TANKS	5966		1,471.50	C-08-55-963-000-544	B DESIGN COSTS WATER TANKS/STANDPIPE	R	05/23/22	06/01/22						5966	N
7	LEAD WATER SERVICES	5968		656.25	2-09-55-501-001-508	B Engineer	R	05/23/22	06/01/22						5968	N
8	LITIGATION-STOCKTON&JOSEPH			335.00	C-04-55-880-001-446	B STOCKTON & JOSEPH SIDEWALK LITIGATION	R	05/23/22	06/01/22						5969	N
9	IM TO RR AVE & DEY ST	5972		10,857.00	C-04-55-894-002-447	B RAILROAD AVE & DEY STREET SOFT COSTS	R	05/23/22	06/01/22						5972	N
10	IMP TO HAUSSER, BENNET AND			2,657.50	C-04-55-894-001-447	B HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	05/23/22	06/01/22						5973	N
11	STOCKTON ST CURB & SIDEWALK			3,610.00	C-04-55-880-001-447	B RETAINING WALL 17-9,STOCKTON SIDEW SEC20	R	05/23/22	06/01/22						5974	N
				28,493.25												
22-00581	05/23/22	WATER TREATMENT PLANT	GENERATR													
1	WATER TREATMENT PLANT	GENERATR		307.50	C-08-55-965-000-540	B FEMA FLOOD MIT GENERATOR ENGINEER 20-17	R	05/23/22	06/01/22						5967	N
Vendor Total:				28,800.75												

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl		
S0842 SANITATION EQUIPMENT CORP.												
22-00420	04/11/22	LIFT BARS AND PINS FOR CARTS										
1 LIFT BARS AND PINS FOR CARTS	290.00	2-01-26-305-001-199	B	Miscellaneous	R	04/11/22	06/01/22		59582	N		
Vendor Total:	290.00											
S0061 SEA BOX												
22-00532	05/09/22	CONTAINER RENTAL										
1 INV SI149774 CONTAINER RENTAL	75.00	2-01-26-310-001-025	B	Building Rental	R	05/09/22	06/01/22		SI149774	N		
Vendor Total:	75.00											
M0254 SF MOBILE-VISION, INC												
22-00510	05/04/22	FOCUS H1 IN-CAR SYSTEM										
1 FOCUS H1 IN-CAR SYSTEM	5,250.00	2-01-44-902-001-162	B	Purchase of Police Vehicle	R	05/04/22	06/01/22		47100	N		
2 TWO DUAL BAND ANTENNAS	205.00	2-01-44-902-001-162	B	Purchase of Police Vehicle	R	05/04/22	06/01/22		47100	N		
3 MOUNTING	135.00	2-01-44-902-001-162	B	Purchase of Police Vehicle	R	05/04/22	06/01/22		47100	N		
4 DES/DEV/DEP 1 YR SOFTWARE	165.00	2-01-44-902-001-162	B	Purchase of Police Vehicle	R	05/04/22	06/01/22		47100	N		
	5,755.00											
Vendor Total:	5,755.00											
SPRIH005 SPRIHA GUPTA												
22-00608	05/26/22	KALEIDOSCOPE EXHIBIT										
1 KALEIDOSCOPE EXHIBIT	100.00	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R	05/26/22	06/01/22		5-24-22	N		
Vendor Total:	100.00											
S1096 STAPLES BUSINESS ADVANTAGE												
22-00557	05/12/22	HPD OFFICE SUPPLIES										
1 HPD OFFICE SUPPLIES	209.97	2-01-25-240-001-036	B	Office Supplies & Equipment	R	05/12/22	06/01/22		3508012934	N		
Vendor Total:	209.97											
STATE005 STATEWIDE INSURANCE FUND												
22-00552	05/12/22	INSTALLMENT 3/4 WC & LIABILITY										
1 CURRENT FUND GENERAL LIABILITY	11,868.03	2-01-23-210-003-112	B	General Liability-JIF	R	05/12/22	06/01/22		2022c33	N		
2 CURRENT FUND WORKER'S COMP 3/4	22,829.95	2-01-23-210-003-113	B	Workers Compensation (JIF)	R	05/12/22	06/01/22		2022c33	N		

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Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct	Type	Description	Enc	Date	Date	Invoice	Exc
V0007	VALLEY PHYSICIAN SERVICES, PC											
22-00593	05/24/22	DRUG SCREENING - MITCHELL										
1	INV 612516C5622	50.00	2-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	05/24/22	06/01/22		612516C5622	N	
Vendor Total:		50.00										
V0019	VERIZON											
22-00579	05/20/22	ACCTS 01-53 & 01-69	5/15/22									
1	250-717-367-0001-69	5/15/22	174.26	2-09-55-501-003-545	B	Telephone-w/S-VERIZON	R	05/20/22	06/01/22		250717367000169	N
2	750-717-188-0001-53	5/15/22	438.24	2-01-31-440-001-089	B	Telephone-VERIZON	R	05/20/22	06/01/22		750717188000153	N
		612.50										
Vendor Total:		612.50										
VERIZ015	VERIZON FIOS											
22-00565	05/16/22	155 504 140 0001 53	5/9/22									
1	155 504 140 0001 53	5/9/22	159.99	2-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	05/16/22	06/01/22		155504140000153	N
Vendor Total:		159.99										
V0022	VERIZON WIRELESS											
22-00601	05/26/22	INV 9905973662	5/8/22	HPD								
1	INV 9905973662	5/8/22	380.20	2-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	05/26/22	06/01/22		9905973662	N
Vendor Total:		380.20										
V0012	VERMEER NORTH ATLANTIC											
22-00439	04/12/22	FILTERS FOR VACTRON										
1	INV 10374777	- FILTERS FOR	534.14	2-09-55-501-001-535	B	Hydrants and Line Repair	R	04/12/22	06/01/22		10374777	N
Vendor Total:		534.14										
W0002	W.B. MASON CO., INC.											
21-01647	12/31/21	FIRE DEPT. OFFICE SUPPLIES										
1	FIRE DEPT. OFFICE SUPPLIES	117.54	1-01-25-252-002-036	B	Office Supplies	R	12/31/21	06/01/22		229636982	N	
Vendor Total:		117.54										

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Acct Type	Description	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account						Enc Date	Date	Date	Invoice	Excl
W0073 WASTE MANAGEMENT OF NJ, INC.														
22-00179	02/17/22 CONTRACT EXT 60 DAYS RECYCLE			B										
5 INV	3058061-0502-2 TONNAGE	678.00		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
6 INV	3058061-0502-2 TONNAGE	456.75		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
7 INV	3058061-0502-2 TONNAGE	158.25		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
8 INV	3058061-0502-2 TONNAGE	347.25		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
9 INV	3058061-0502-2 TONNAGE	340.50		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
10 INV	3058061-0502-2 TONNAGE	340.50		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
11 INV	3058061-0502-2 TONNAGE	238.50		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
12 INV	3058061-0502-2 TONNAGE	254.25		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
13 INV	3058061-0502-2 TONNAGE	1,146.00		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
14 INV	3058061-0502-2 TONNAGE	511.50		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
15 INV	3058061-0502-2 TONNAGE	702.00		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
16 INV	3058061-0502-2 TONNAGE	603.75		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
17 INV	3058061-0502-2 APRIL 2022	7,335.00		2-01-26-311-001-029	B Recycling Contract	co-mingle-paper/cdbd	R		05/09/22	06/01/22			3058061-0502-2	N
		13,112.25												
Vendor Total:		13,112.25												
W0071 WASTE MGMT OF NEW JERSEY, INC.														
22-00178	02/17/22 RES 2022-47 SLUDGE EXTENSION			B										
5 INV	3058100-0502-8 5-2-22SLUDGE	10,670.59		2-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management		R		04/11/22	06/01/22			3058100-0502-8	N
22-00180	02/17/22 DUMPSTER RES 2020-136T07/31/22			B										
17 INV	3058882-0502-1 5/2/22	1,060.00		2-01-26-305-001-029	B Contract-Dumpsters		R		02/17/22	06/01/22			3058882-0502-1	N
18 INV	3058882-0502-1 5/2/22	435.00		2-01-26-305-001-029	B Contract-Dumpsters		R		05/10/22	06/01/22			3058882-0502-1	N
19 INV	3058881-0502-3 5/2/22	530.00		2-01-26-305-001-029	B Contract-Dumpsters		R		05/10/22	06/01/22			305881-0502-8	N
20 INV	3058881-0502-3 5/2/22	353.00		2-01-26-305-001-029	B Contract-Dumpsters		R		05/10/22	06/01/22			3058881-0502-3	N
21 INV	3058883-0502-9 5/2/22	264.71		2-01-26-305-001-029	B Contract-Dumpsters		R		05/10/22	06/01/22			3058883-0502-9	N
		2,642.71												
22-00570	05/17/22 GRIT & SCREENING RES 2020-230			B										
2 INV	3058045-0502-5 5/2/22 GRIT	1,773.88		2-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt		R		05/17/22	06/01/22			3058045-0502-5	N
Vendor Total:		15,087.18												

Total Purchase Orders: 91 Total P.O. Line Items: 226 Total List Amount: 271,724.28 Total Void Amount: 0.00



Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	1-01	11,586.47	0.00	11,586.47	0.00	0.00	0.00	11,586.47
	1-09	2,904.81	0.00	2,904.81	0.00	0.00	0.00	2,904.81
Year Total:		14,491.28	0.00	14,491.28	0.00	0.00	0.00	14,491.28
CURRENT FUND	2-01	128,089.50	0.00	128,089.50	0.00	0.00	0.00	128,089.50
	2-09	103,834.09	0.00	103,834.09	0.00	0.00	0.00	103,834.09
	2-21	0.00	0.00	0.00	0.00	0.00	5,255.91	5,255.91
Year Total:		231,923.59	0.00	231,923.59	0.00	0.00	5,255.91	237,179.50
GENERAL CAPITAL	C-04	17,624.50	0.00	17,624.50	0.00	0.00	0.00	17,624.50
WATER/SEWER CAPITAL	C-08	1,779.00	0.00	1,779.00	0.00	0.00	0.00	1,779.00
Year Total:		19,403.50	0.00	19,403.50	0.00	0.00	0.00	19,403.50
	G-02	400.00	0.00	400.00	0.00	0.00	0.00	400.00
ANIMAL CONTROL TRUST FUND #13	T-13	250.00	0.00	250.00	0.00	0.00	0.00	250.00
Total of All Funds:		266,468.37	0.00	266,468.37	0.00	0.00	5,255.91	271,724.28

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Amended Site Plan	2021-02	1,172.50	0.00	1,172.50
PEDDIE SOLAR & PARKING LOT	2022-02	3,934.91	0.00	3,934.91
wilson Ave minor subdivision	2022-03	82.50	0.00	82.50
Site Plan Application #2020-01	3PRCLLC	66.00	0.00	66.00
Total of All Projects:		<u>5,255.91</u>	<u>0.00</u>	<u>5,255.91</u>

# Resolution 2022-107

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

## **AWARDING A CONTRACT FOR CURBSIDE RECYCLING COLLECTION**

**WHEREAS**, on two (2) occasions (December 29, 2021 and March 10, 2022), The Borough of Hightstown received no bids in response to a Notice to Bidders for Collection of Recyclables; and

**WHEREAS**, the Purchasing Agent, Borough Administrator and the Superintendent of Public Works, proceeded to enter into direct negotiations to procure a contract for the Collection of Recyclables, pursuant to N.J.S.A. 40A:11-5(3)(a); and

**WHEREAS**, it was determined that the proposal received from Solterra Recycling Solutions was the most advantageous to the Borough of Hightstown; and

**WHEREAS**, the Purchasing Agent, Borough Administrator and the Superintendent of Public Works recommend the award of a contract for Curbside Recycling Collection be awarded to Solterra Recycling Solutions of Ewing, New Jersey for a five (5) year period; and

**WHEREAS**, based upon 1,565 units at a rate of \$7.45, per unit per month, the amount of the contract, subject to adjustments made in accordance with the Contract Documents, is \$139,911.00 for initial one year period; year two, \$145,507.00; year three, \$151,328.00; year four, \$157,381.00; year five, \$163,676.00 for a total amount of \$757,803.00; and,

**WHEREAS**, the execution of this contract is subject to the review and approval of the Borough Attorney to assure that all documents submitted by Solterra Recycling Solutions are in order with respect to legal compliance; and,

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

**WHEREAS**, funds for the remainder of this contract shall be made available in the 2023, 2024, 2025 and 2026 budgets respectively; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that a five-year contract for Curbside Recycling Collection Service in Hightstown Borough is hereby awarded to Solterra Recycling Solutions of 432 Stokes Avenue, Ewing, New Jersey in the amount of \$757,803.00.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk

# Resolution 2022-108

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN FOR THE YEAR 2022

**WHEREAS**, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

**WHEREAS**, it is the desire of the Mayor and Council to set 2022 salaries for certain non-union employees who do not have a separate employment agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2022:

<u>Position/Title</u>	<u>2022 Salary</u>
Chief Financial Officer	52,957.45
Borough Clerk	82,400.00
Registrar of Vital Statistics	4,429.00
IT	5,150.00
Health Official	14,481.80
Public Health Nurse	71,019.53
Collector	82,400.00
Assessor	19,901.66
Municipal Judge	33,447.19
Construction Code Official	26,434.95
Technical Assistant	37,181.97
Building Subcode Official	4,662.81
Building Inspector	4,662.81

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk

# Resolution 2022-109

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

**AUTHORIZING PAYMENT NO. 15 - 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 contract to not exceed \$511,995.00 without further authorization of the Governing Body; and

**WHEREAS**, the architect has submitted payment request No. 15 for professional services for November 20, 2021, thru May 28, 2022 in the total amount of \$26,756.47; and

**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 \$26,756.47, is hereby approved as detailed herein, and the CFO is authorized to issue same.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk

**Invoice**

**THE MUSIAL GROUP, p.a.**  
 architecture - planning - interior design  
 191 Mill Lane  
 Mountainside, New Jersey 07092

May 31, 2022  
 Project No: 118719.02  
**Invoice No: 15**

**Borough of Hightstown**  
 156 Bank Street  
 Hightstown NJ 08520  
**Attention: Dimitri Musing, Borough Administrator**

**Project: 118719.02 HIGHTSTOWN MUNICIPAL BUILDING & POLICE SUBSTATION**  
**Professional services through May 28 2022**

**Fee**

<b>Phase</b>	<b>Fee</b>	<b>Percent Complete</b>	<b>Earned</b>	<b>Current</b>
Construction Documents	205,819.00	13.00	26,756.47	26,756.47
Bidding	10,000.00	0.00	0.00	0.00
Construction Administration	81,400.00	0.00	0.00	0.00
Total Fee	297,219.00	Total Earned	26,756.47	
		Previous Fee Billing	0	
		Current Fee Billing	26,756.47	
		<b>Total Fee</b>	<b>\$26,756.47</b>	

**Total This Invoice \$26,756.47**

**Billings to date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Fee	26,756.47	0	26,756.47
<b>Totals</b>	<b>26,756.47</b>	<b>0</b>	<b>26,756.47</b>

# Resolution 2022-110

*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**, on February 7, 2022, Council extended the agreement for the first six (6) month period which is set to expire June 30, 2022; and

**WHEREAS**, the Mayor and Council wish to renew the contract for removal, transportation, delivery and disposal of sludge cake for the period of July 1, 2022 – December 31, 2022; 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 the final six (6) month period ending December 31, 2022, as detailed herein.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk

# Resolution 2022-111

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

**AUTHORIZING RENEWAL OF ALCOHOLIC BEVERAGE LICENSE #1104-33-003-009  
PALUMBO RESTAURANTS, T/A TAVERN ON THE LAKE**

**WHEREAS**, Palumbo Restaurants, Inc. T/A Tavern on the Lake has made application to the Borough for renewal of their Plenary Retail Consumption License #1104-33-003-009, together with the required fees; and

**WHEREAS**, the State of New Jersey Division of Taxation has certified, by issuance of an ABC Retail Licensee Clearance Certificate, that Palumbo Restaurants Inc. is in compliance with Chapter 161, Laws of New Jersey 1995, and that they have no objections to the renewal of this license; and

**WHEREAS**, the Police Department has been consulted and has no objections to renewal of this license;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Municipal Clerk is hereby authorized to issue the following Alcoholic Beverage License to Palumbo Restaurants, Inc., doing business as Tavern on the Lake at 101-103 Main Street:

**2022-2023 Plenary Retail Consumption License**

**License #1104-33-003-009**

**Fee: \$2,500.00**

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Division of Alcoholic Beverage Control.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk





**State of New Jersey**  
DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
PO BOX 245  
TRENTON, NJ 08695-0245

**ALCOHOLIC BEVERAGE RETAIL LICENSEE**  
**CLEARANCE CERTIFICATE**  
**(RENEWAL)**

5/26/2022

LIQUOR LICENSE NUMBER: 1104-33-003-009

SALES TAX REGISTRATION NUMBER: XXX-XX-5651/000

PALUMBO RESTAURANTS INC

The Director of the Division of Taxation, in accordance with chapter 161 Laws of N.J. 1995, has reviewed the records of the above holder of a retail alcoholic beverage license. This review shows that the licensee is in compliance with this act.

This certificate indicates the above license holder is in compliance with the above act and the Division of Taxation has no objections to renewal of said license. This certificate does not constitute a waiver of authority to demand resolution of any other deficiencies and delinquencies and shall not prevent further audit or the assessment of additional taxes, penalties, interest or fees as may be provided by law.

**NOT TO BE USED FOR TRANSFERS**

A handwritten signature in black ink, appearing to read "John J. Ficara", written over a horizontal line.

John J. Ficara

Acting Director, Division of Taxation



# Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: [police@hightstownpd.org](mailto:police@hightstownpd.org)

Frank Gendron  
Chief of Police

May 18, 2022

Borough of Hightstown  
Mayor Lawrence Quattrone  
& Council Members  
156 Bank Street  
Hightstown, NJ 08520

**RE: Tavern On The Lake**  
**License #1104-33-003-009**

Dear Mayor Quattrone:

I have no objection to Tavern on the Lake (Tavern 103 LLC) renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Frank Gendron  
Chief of Police

# Resolution 2022-112

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

## **AUTHORIZING RENEWAL OF ALCOHOLIC BEVERAGE LICENSE #1104-44-002-011 HIGHTSTOWN LIQUORS & WINES, LLC**

**WHEREAS**, Hightstown Liquors & Wines, LLC has made application to the Borough for renewal of their Plenary Retail Distribution License #1104-44-002-011, together with the required fees; and

**WHEREAS**, the State of New Jersey Division of Taxation has certified, by issuance of an ABC Retail Licensee Clearance Certificate, that Hightstown Liquors & Wines, LLC, is in compliance with Chapter 161, Laws of New Jersey 1995, and that they have no objections to renewal of said license; and

**WHEREAS**, the Police Chief has been consulted and has no objections to renewal of this license.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Municipal Clerk is hereby authorized to issue the following Alcoholic Beverage License to Hightstown Liquors & Wines, LLC, doing business as Hightstown Liquor at 107 Stockton Street:

### **2022-2023 Plenary Retail Distribution License**

**License #1104-44-002-011**

**Fee: \$2,500.00**

**BE IT FURTHER RESOLVED** that a certified copy of this resolution will be forwarded to the Division of Alcoholic Beverage Control.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk



**State of New Jersey**  
DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
PO BOX 245  
TRENTON, NJ 08695-0245

**ALCOHOLIC BEVERAGE RETAIL LICENSEE**  
**CLEARANCE CERTIFICATE**  
**(RENEWAL)**

5/18/2022

LIQUOR LICENSE NUMBER: 1104-44-002-011

SALES TAX REGISTRATION NUMBER: XXX-XX-2544/000

HIGHTSTOWN LIQUORS & WINES LLC

The Director of the Division of Taxation, in accordance with chapter 161 Laws of N.J. 1995, has reviewed the records of the above holder of a retail alcoholic beverage license. This review shows that the licensee is in compliance with this act.

This certificate indicates the above license holder is in compliance with the above act and the Division of Taxation has no objections to renewal of said license. This certificate does not constitute a waiver of authority to demand resolution of any other deficiencies and delinquencies and shall not prevent further audit or the assessment of additional taxes, penalties, interest or fees as may be provided by law.

**NOT TO BE USED FOR TRANSFERS**

A handwritten signature in black ink, appearing to read "John J. Ficara", written over a horizontal line.

John J. Ficara

Acting Director, Division of Taxation



# Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: [police@hightstownpd.org](mailto:police@hightstownpd.org)

Frank Gendron  
Chief of Police

May 18, 2022

Borough of Hightstown  
Mayor Lawrence Quattrone  
& Council Members  
156 Bank Street  
Hightstown, NJ 08520

**RE: Hightstown Liquors & Wines, LLC**  
**License #1104-44-002-011**

Dear Mayor Quattrone:

I have no objections to Hightstown Liquors & Wines, LLC renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Frank Gendron  
Chief of Police

# Resolution 2022-113

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

**AUTHORIZING RENEWAL OF ALCOHOLIC BEVERAGE LICENSE #1104-32-001-007  
WINE DEPOT CORPORATION, T/A JOE CANAL'S DISCOUNT LIQUOR OUTLET**

**WHEREAS**, Wine Depot Corporation has made application to the Borough for renewal of their Plenary Retail Consumption License with Broad Package Privilege License #1104-32-001-007, together with the required fees; and

**WHEREAS**, the State of New Jersey Division of Taxation has certified, by issuance of an ABC Retail Licensee Clearance Certificate, that Wine Depot Corporation is in compliance with Chapter 161, Laws of New Jersey 1995, and that they have no objections to the renewal of this license; and

**WHEREAS**, the Police Department has been consulted and has no objections to renewal of this license.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Municipal Clerk is hereby authorized to issue the following Alcoholic Beverage License to Wine Depot Corporation, doing business as Wine Depot Corporation and Joe Canal's Discount Liquor Outlet at 500 Mercer Street:

**2022-2023 Plenary Retail Consumption License with Broad Package Privilege  
License #1104-32-001-007  
Fee: \$2,500.00**

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Division of Alcoholic Beverage Control.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk



**State of New Jersey**  
DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
PO BOX 245  
TRENTON, NJ 08695-0245

**ALCOHOLIC BEVERAGE RETAIL LICENSEE**  
**CLEARANCE CERTIFICATE**  
**(RENEWAL)**

5/18/2022

LIQUOR LICENSE NUMBER: 1104-32-001-007

SALES TAX REGISTRATION NUMBER: XXX-XX-9886/000

WINE DEPOT CORPORATION

The Director of the Division of Taxation, in accordance with chapter 161 Laws of N.J. 1995, has reviewed the records of the above holder of a retail alcoholic beverage license. This review shows that the licensee is in compliance with this act.

This certificate indicates the above license holder is in compliance with the above act and the Division of Taxation has no objections to renewal of said license. This certificate does not constitute a waiver of authority to demand resolution of any other deficiencies and delinquencies and shall not prevent further audit or the assessment of additional taxes, penalties, interest or fees as may be provided by law.

**NOT TO BE USED FOR TRANSFERS**

A handwritten signature in black ink, appearing to read "John J. Ficara", written over a horizontal line.

John J. Ficara

Acting Director, Division of Taxation



# Hightstown Police Department

415A Mercer Street

Hightstown, New Jersey 08520

Phone: (609) 448-1234 ~ Fax: (609) 443-0310 ~ email: [police@hightstownpd.org](mailto:police@hightstownpd.org)

Frank Gendron  
Chief of Police

May 18, 2022

Borough of Hightstown  
Mayor Lawrence Quattrone  
& Council Members  
156 Bank Street  
Hightstown, NJ 08520

**RE: Wine Depot Corporation  
t/a Joe Canal Discount Liquor Outlet  
License #1104-32-001-007**

Dear Mayor Quattrone:

I have no objection to Wine Depot Corporation; t/a Hedy's Liquors/Joe Canals Discount Liquor Outlet renewing their Plenary Retail Distribution License. It is my understanding that all required documents have been furnished to and or made available to Hightstown Borough as the issuing authority.

Please feel free to contact me if I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to be "Frank Gendron", written over a horizontal line.

Frank Gendron  
Chief of Police



# Resolution 2022-114

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## A RESOLUTION SUPPORTING THE *CLICK IT OR TICKET* MOBILIZATION OF MAY 23 – JUNE 5, 2022

**WHEREAS**, there were 701 motor vehicle fatalities in New Jersey in 2021; and

**WHEREAS**, approximately 37% of the motor vehicle occupants killed in those traffic crashes were not wearing a seat belt; and

**WHEREAS**, use of a seat belt remains the most effective way to avoid death or serious injury in a motor vehicle crash; and

**WHEREAS**, the National Highway Traffic Safety Administration estimates that 135,000 lives were saved by safety belt usage nationally between 1975-2000; and

**WHEREAS**, the State of New Jersey will participate in the nationwide *Click It or Ticket* seat belt mobilization from May 23 – June 5, 2022 in an effort to raise awareness and increase seat belt usage through a combination of high visibility enforcement and public education; and

**WHEREAS**, the Division of Highway Traffic Safety has set a goal of further increasing the seat belt usage rate in the state from the current level of 94%; and

**WHEREAS**, a further increase in seat belt usage in New Jersey will save lives on our roadways;

**THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Hightstown declares its support for the *Click It or Ticket* seat belt mobilization both locally and nationally from May 23 – June 5, 2022 and pledges to increase awareness of the mobilization and the benefits of seat belt use.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk

# Resolution 2022-115

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

## **AUTHORIZING DESIGN, INSPECTION AND ADMINISTRATION OF IMPROVEMENTS TO ACTIVATED SLUDGE TANKS AT THE ADVANCED WASTE WATER TREATMENT PLANT**

**WHEREAS**, the Borough Engineer has advised Borough Council the need for Improvements to the two (2) activated sludge tanks at the Advanced Waste Water Treatment Plant; and

**WHEREAS**, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$195,000.00, for the design, inspection and administration of the project; and

**WHEREAS**, the Chief Finance Officer has certified that funds are available for this project.

**NOW, THEREFORE BE IT RESOLVED**, that the Borough Engineer is hereby authorized as the design engineer, construction inspection and contract administration engineer for the Improvements to the Activated Sludge Tanks at an amount not to exceed a total of \$195,000.00.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk



**Roberts**  
ENGINEERING GROUP LLC  
*Women Business Enterprise Certified*

1670 Whitehorse-Hamilton Square Rd.  
Hamilton, New Jersey 08620  
609-586-1141 fax 609-586-1143  
www.RobertsEngineeringGroup.com

January 11, 2022

Dimitri Musing  
Borough Administrator  
Borough of Hightstown  
156 Bank Street  
Hightstown, New Jersey 08520

Re: Activated Sludge Tank Improvements  
Painting and Upgrades  
AWWTP  
Hightstown Borough, Mercer County, New Jersey  
Our File No.: H1652

Dear Dimitri:

This is an update to the estimated construction cost for needed improvements to the two (2) activated sludge tanks at the AWWTP. We provided estimated costs in 2018 and 2019. However, the scope has since increased. Additionally, prices have increased due to the ongoing pandemic, material costs, and the expanded scope.

The current condition of the tank coatings requires that all interior walls be sandblasted and painted with two coats. The exterior walls require power washing, spot repairs and two coats of paint. In addition, the stairway, catwalk, and air lift pipes and launders are included in the needed painting.

Our estimate to power wash, blast and paint these tanks is \$490,000.00.

In addition, we found that the tank components are in a state of disrepair with significant deterioration with many items requiring replacement. These items include weirs and weir plates; baffles; brackets; scum collection trough assembly; clarifier arms; drive motors and electrical panels and disconnects.

Our estimated cost for the necessary upgrades and replacements is \$635,000.00.

In summary anticipated costs are:

1. Sandblast, power wash and repaint two tanks	\$490,000.00
2. <u>Replace and upgrade tank components and electrical panels</u>	<u>\$635,000.00</u>
Total Estimated Construction Cost	\$1,125,000.00

The fee for Engineering design and inspection is estimated at a cost not to exceed \$195,000.00. This fee anticipates that the Borough will be applying to the Infrastructure Bank for financing.

Should you have any questions, please feel free to contact my office.

Very truly yours,

*Carmela Roberts*  
Carmela Roberts, P.E., C.M.E.  
Borough Engineer

cc: Mayor and Council  
George Lang, Borough CFO  
Thak Bakhru, P.E., Roberts Engineering Group, LLC  
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC



**Roberts**  
ENGINEERING GROUP LLC  
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.  
Hamilton, New Jersey 08690  
609-586-1141 fax 609-586-1143  
www.RobertsEngineeringGroup.com

### AAWWTP ACTIVATED SLUDGE TANK UPGRADES

SITUATED IN

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

Our File No.: H1652

January 11, 2022

ITEM DESCRIPTION	UNITS	QUANTITY	PRICE	TOTAL
1 Mobilization.	LS	1.0	\$30,000.00	\$30,000.00
2 Site Clearing and Restoration.	LS	1.0	\$15,000.00	\$15,000.00
3 Project Video and Photographs.	LS	1.0	\$5,000.00	\$5,000.00
4 Replace Scum Trough Assembly - 304 SS, with New 3" Discharge Piping.	UNIT	2.0	\$75,000.00	\$150,000.00
5 Replace Clarifier Scraper Arm and PVC Belting Blades - 304 SS Retainer Bars and Mounting Hardware.	UNIT	2.0	\$30,000.00	\$60,000.00
6 Replace Clarifier Scraper Turnbuckles - 304 SS.	UNIT	2.0	\$7,500.00	\$15,000.00
7 Replace V-Notch Weir Plates - 11 Gauge 304 SS.	UNIT	2.0	\$40,000.00	\$80,000.00
8 8"x4"x3/16" Steel Tab Section on Ends of Existing Weir Troughs.	UNIT	2.0	\$20,000.00	\$40,000.00
9 23" Wide x 3/16" 304 SS Scum Baffle.	UNIT	2.0	\$5,000.00	\$10,000.00
10 Replace Sumitomo Direct Drives for Clarifier.	UNIT	2.0	\$60,000.00	\$120,000.00
11 New Electric Panel and Disconnects.	UNIT	2.0	\$50,000.00	\$100,000.00
12 Replace Brushes with Ford Hall.	UNIT	2.0	\$5,000.00	\$10,000.00
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>				<b>\$635,000.00</b>

Carmela Roberts, P.E.  
N.J. License No. 34419





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# AWWTP ACTIVATED SLUDGE TANK PAINTING

SITUATED IN

BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY

Our File No.: H1652

January 11, 2022

ITEM DESCRIPTION	UNITS	QUANTITY	PRICE	TOTAL
1 Mobilization.	LS	1.0	\$30,000.00	\$30,000.00
2 Site Clearing and Restoration.	LS	1.0	\$15,000.00	\$15,000.00
3 Project Video and Photographs.	LS	1.0	\$5,000.00	\$5,000.00
4 Catwalk - Pressure Washing and paint	LS	2.0	\$22,000.00	\$44,000.00
5 Stairway - Pressure Washing and paint	LS	2.0	\$13,000.00	\$26,000.00
<b>Outer Tank</b>				
6 Exterior Wall - Pressure Wash, Two Coats of Primer, and Finish coat	LS	2.0	\$30,000.00	\$60,000.00
7 Inside Wall - Sandblast; two coats of primer and finish coat	LS	2.0	\$65,000.00	\$130,000.00
<b>Inner Tank</b>				
8 Outside Wall - Sandblast; two coats of primer and finish coat	LS	2.0	\$45,000.00	\$90,000.00
9 Inside Wall - Sandblast; two coats of primer and finish coat	LS	2.0	\$45,000.00	\$90,000.00
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>				<b>\$490,000.00</b>

*Carmela Roberts*

Carmela Roberts, P.E.  
N.J. License No. 34419



**Roberts**  
**ENGINEERING GROUP LLC**  
 Women Business Enterprise Certified

November 9, 2021

1670 Whitehorse-Hamilton Square Rd.  
 Hamilton, New Jersey 08620  
 609-586-1141 fax 609-586-1143  
[www.RobertsEngineeringGroup.com](http://www.RobertsEngineeringGroup.com)

Dimitri Musing, Borough Administrator  
 Borough of Hightstown  
 156 Bank Street  
 Hightstown, New Jersey 08520

Re: AWWTP Influent Drywell Upgrade  
 Borough of Hightstown, Mercer County, New Jersey  
 Our File No.: H1681

Dear Dimitri:

The influent drywell at the AWWTP is a steel tank that is approximately 30 feet deep, which houses the main pumps that lift the incoming raw sewage from the Borough's collection system up to the beginning of the treatment process at the Advanced Wastewater Treatment Plant (AWWTP). The last time this Influent drywell was maintained was in 1992-1993 when it was blasted and painted. The drywell is a steel tank, which requires similar maintenance as a water tank. In addition, the drywell holds the pumps, pump bases, and electrical connections. As it has been nearly 30 years since the last maintenance of this facility, it is now necessary to upgrade the influent pump station.

I have inspected the interior and have found it to be in a deteriorated condition. In addition, Bill Searing has recorded the thickness of the metal on the floor and the walls, and it has been confirmed that the steel on the floor is severely corroded. The two pump base stands require repair and/or replacement. Additionally, the drywell itself must be sandblasted and repainted. The condition of the pumps is unknown at this time as they must be removed for evaluation. I recommend that during the upcoming work to upgrade the drywell, that the pumps be removed by the Borough for evaluation by a local repair shop outside of this contract.

We have estimated the cost to survey by 3-D scanning the interior of the facility, sandblast the entirety of the drywell, repair any deteriorated sections of the walls by welding new steel pieces, installing a new steel floor in the tank due to the degree of corrosion, repair or replace the pump stands and paint. Our estimate for this work, not including maintenance and repairs to the pumps, is \$250,000.00. The engineering required to prepare plans and specifications, and inspect construction is estimated at \$30,000.00.

Should you wish to discuss this in greater detail, please feel free to contact me.

Very truly yours,

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

cc: Peggy Riggio, RMC, CMR, Borough Clerk  
 Bill Searing, AWWTP Superintendent  
 George Lang, Borough CFO  
 Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC  
 Thak Bakhru, P.E., Roberts Engineering Group, LLC

# Resolution 2022-116

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

**AUTHORIZING THE BOROUGH ENGINEER TO SUBMIT AN APPLICATION FOR  
THE 2023 NJDOT MUNICIPAL AID GRANT – IMPROVEMENTS TO MAXWELL  
AVENUE, MONMOUTH STREET AND EAST WARD STREET**

**WHEREAS**, the Borough of Hightstown wishes to file an application with NJDOT for a 2023 Municipal Aid Grant for Improvements to Maxwell Avenue, Monmouth Street and East Ward Street; and

**WHEREAS**, the Borough Council has authorized the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$4,500.00, to prepare the application for the NJDOT 2023 Municipal Aid Grant application.

**NOW, THEREFORE BE IT RESOLVED**, that the Borough Engineer is hereby authorized to file an application with NJDOT for a 2023 Municipal Aid Grant for Improvements to Maxwell Avenue, Monmouth Street and East Ward Street, at a cost not to exceed \$4,500.00.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk



May 10, 2022

Mayor and Council  
Borough of Hightstown  
156 Bank Street  
Hightstown, New Jersey 08520

Re: NJDOT Application for Municipal Aid Grant FY2023  
Borough of Hightstown, Mercer County, New Jersey  
Our File No.: H1603

Dear Mayor and Council:

The New Jersey Department of Transportation has announced that it will be accepting applications for the Municipal Aid, Transit Village, Bikeway, and Safe Streets to Transit grant programs. Applications must be submitted on or before July 1, 2022. I have reviewed the grant programs and recommend the Borough submit an application under the Municipal Aid Program this year. This year, I am recommending that a grant application be submitted for improvements to Maxwell Avenue between Monmouth Street and East Ward Street.

Improvements would include curb, sidewalk, and curb ramp replacement as necessary, upgrades to storm drains to meet NJDOT Bicycle Safe Standards and NJDEP Stormwater Regulations, milling and overlay, base repairs as necessary, and new sidewalk where none currently exist. If the Borough receives a grant that is less than the requested amount, Mayor and Council will have the opportunity to modify the scope of sidewalk improvements if needed. The project would also include the previously discussed roundabout at the intersection of Maxwell Avenue and East Ward Street.

Should Council move forward with this recommendation, we recommend this project not include significant changes to the intersection with Franklin Street as it should be improved by the NJDOT.

In addition, we recommend replacing the water main between Franklin Street and Monmouth Street. Water services will be replaced between Monmouth Street and East Ward Street as needed.

Additionally, the Borough Public Works Department has requested the addition of stormwater improvements due to low lying areas that frequently hold stormwater runoff.

I am prepared to move forward with preparation of an application as outlined above and request authorization at your next Council Meeting. Our fee to prepare the application will be at a cost not to exceed \$4,500.00.

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

Very truly yours,

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

cc: Dimitri Musing, Borough Administrator  
Peggy Riggio, RMC, CMR, Borough Clerk  
Ken Lewis, Superintendent of Public Works  
Complete Streets Committee  
Cameron Corini, PE, CME, Roberts Engineering Group, LLC  
Kelly Pham, EIT, Roberts Engineering Group, LLC



# Resolution 2022-117

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2022 BUDGET

**WHEREAS**, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2022 temporary budget; and

**WHEREAS**, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

**WHEREAS**, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

**WHEREAS**, the total emergency temporary appropriations in resolutions adopted in the year 2022 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i><b>THIS RESOLUTION</b></i>	<i><b>PREVIOUS TOTAL</b></i>	<i><b>CUMULATIVE TOTAL</b></i>
Current	197,075.00	1,600,707.00	<b>1,797,782.00</b>
Capital Outlay – Current	0.00	0.00	<b>0.00</b>
Debt Service – Current	0.00	0.00	<b>0.00</b>
Water/Sewer	130,000.00	442,705.00	<b>572,705.00</b>
Capital Outlay – W/S	0.00	0.00	<b>0.00</b>
Debt Service - W/S	0.00	0.00	<b>0.00</b>
<b>TOTAL</b>	<b>327,075.00</b>	<b>2,043,412.00</b>	<b>2,370,487.00</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2022 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk

Borough of Hightstown  
 Emergency Temporary No. 7  
 6/6/2022

### Current Fund

Mayor and Council	Salaries and Wages	4,000.00
Municipal Clerk	Salaries and Wages	9,000.00
Financial Administration	Salaries and Wages	10,000.00
Tax Collector	Salaries and Wages	7,000.00
Legal Services	Other Expenses	10,000.00
Engineer	Other Expenses	8,000.00
Municipal Court	Salaries and Wages	5,000.00
Planning Board	Salaries and Wages	4,000.00
Planning Board	Other Expenses	5,000.00
Workers Compensation	Other Expenses	20,000.00
Group Health Insurance	Other Expenses	50,000.00
Uniform Fire Safety Act	Other Expenses	1,000.00
Celebration of Public Events	Other Expenses	1,000.00
Housing and Code Enforcement	Salaries and Wages	10,000.00
Emergency Medical Services - Robbinsville	Other Expenses	18,000.00
Stockton Street Improvements-East Windsor	Other Expenses	35,075.00
Total Current Fund		<u>197,075.00</u>

### Water-Sewer Operating Fund

Salaries and Wages	50,000.00
Other Expenses	<u>80,000.00</u>
Total Water Sewer Operating	<u>130,000.00</u>
Total	<u><u>327,075.00</u></u>

# Resolution 2022-118

*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 June 6, 2022, via [www.zoom.com](http://www.zoom.com), that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – WMR, LLC 219 Wycoff Mills Road  
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 September 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.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 6, 2022.

---

Margaret Riggio  
Borough Clerk