

Agenda
Hightstown Borough Council

August 1, 2022

6:30 PM – Public Session

www.zoom.com

Meeting ID: 829 7221 7248

Passcode: RZ06eh

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

By phone

(929)205-6099

Meeting ID: 829 7221 7248

Passcode: 578650

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes

March 7, 2022 – Public Session
March 7, 2022 – Executive Session
March 21, 2022 – Public Session
March 21, 2022 – Executive Session

Public Comment

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

Ordinances

Ordinance 2022-15 Public Hearing and Final Reading An Ordinance Amending and Supplementing Section 7-1-14, Entitled “Parking Prohibited at All Times on Certain Streets,” of Article 7-1, “On-Street Traffic Regulations,” of Chapter 7, “Traffic”, of the “The Revised General Ordinances of the Borough of Hightstown”

Ordinance 2022-16 First Reading and Introduction An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Resolutions

2022-143 Authorizing Payment of Bills

Consent Agenda

2022-144 Resolution Authorizing the Borough of Hightstown to Apply to the New Jersey Department of Community Affairs (NJCA) for a 2022 American Rescue Plan Firefighter Grant

2022-145 A Resolution of Support for the America's 9/11 Ride

- 2022-146** Amending Resolution 2022-26 Authorizing Depositories and Signatures for Borough Accounts
- 2022-147** Resolution Opposing the Proposed Increases to the State Health Benefits Program
- 2022-148** Resolution for ACH and Electronic Transactions
- 2022-149** Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2022 Budget

Discussion

Fire Prevention Ordinance Changes
Parking on Monmouth Street

Subcommittee Reports

Mayor/Council/Administrative Reports

Executive Session

Resolution 2022-150 Authorizing a Meeting that Excludes the Public
Attorney Client Privilege

Adjournment

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

The meeting was called to order by Mayor Quattrone at 6:31 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted on the Borough website." Do to COVID-19 and self-distancing protocols, this meeting was held remotely through www.zoom.com.

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Fowler; Seconded by Councilmember Montferrat.

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

Agenda approved 5-0.

APPROVAL OF MINUTES – AS CONSENT

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

Councilmember Misiura moved all minutes as a consent; Seconded by Councilmember Cicalese.

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

Minutes approved 5-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street - Spoke about the war in the Ukraine. Stated that he feels that the LOSAP Program is abused and we should study and change the point system. Spoke against the Republican Party.

Tu Amigo Taxi - Stated that the company was late in submitting their application this year and is now unable to receive a company license since the Borough only issues licenses to 5 companies on a first come first served basis. Is requesting that Council permit a 6th company this year.

Wendy McDade, 125 South Street - Spoke in support of Tu Amigo Taxi. Questioned the roundabout that is being discussed tonight. Will this include signage? Will there be a traffic study done? Are we working with the Hightstown Police Department on this? If this is successful, will something more permanent be done?

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

ORDINANCES

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

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

Eugene Sarafin, 628 South Main Street - Can see a reason that this is needed. He supports this ordinance.

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

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

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

Ordinance adopted 4-0 with 1 abstention.

ORDINANCE 2022-03

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 28, ENTITLED “ZONING,”
SUBSECTION 28-3-5 “R-1 RESIDENTIAL DISTRICT” OF THE “REVISED GENERAL ORDINANCES
OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,”**

WHEREAS, the existing regulations of the Borough of Hightstown (the “Borough”) as pertains to Accessory Structures are set forth in Chapter 28 entitled “Zoning,” of the “Revised General Ordinances of the

Borough of Hightstown, New Jersey;” and

WHEREAS, the Mayor and Council wish to make certain revisions thereto relating Chapter 28 Subsection 28-3-5.

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

Section 1. Chapter 28, entitled “Zoning,” Subsection 28-3-5 entitled “R-1 Residential District” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in the following limited respects (deletions are shown with ~~strikeout~~, additions are shown with underline):

Subsection T28-3-5T R-1 Residential District.

a. Permitted Uses. In the R-1 Residential District, the following uses, and no others, shall be permitted:

1. Principal Uses:

- (a) Detached single-family dwellings, which may contain a professional office or private school, subject to the regulations of subsection 28-10.3, or a customary home occupation subject to the regulations of subsection 28-10.6.
- (b) Public or private schools, subject to the restrictions set forth in subsection 28-10.1.
- (c) Places of worship, subject to the restrictions set forth in subsection 28-10.2.
- (d) Public facilities.
- (e) Public utility offices and facilities.
- (f) Hospitals, sanitariums and nursing homes.
- (g) Cemeteries, but not including mausoleums or crematoriums, and further limited to the properties used for cemetery purposes at the time of the adoption of Ordinance No. 93-852. It is not the intent of this subparagraph to prohibit additional grave sites on property used for cemetery purposes at the time of the adoption of the aforesaid ordinance.
- (h) Agriculture and horticulture, including sale of farm products on properties where produced.
- (i) Community residences for the developmentally disabled, community residences for the mentally ill and community residences for persons with head injuries.
- (j) Community shelter for victims of domestic violence, as defined in N.J.S. 40:55D-66.2(b), housing up to six (6) persons, exclusive of staff.
- (k) Family day care homes, as defined in N.J.S. 40:55D-66.5 as a home occupation, subject to the regulations set forth in subsection 28-10.6.

2. Accessory Uses:

- (a) Carports, accessory garages and/or open parking spaces with necessary driveways for vehicles belonging to residents on the premises and their guests.
- (b) Noncommercial solariums and home swimming pools, provided that suitable protective fencing at least four (4') feet high shall surround the pool.
- (c) Home-based occupations as defined in Section 28-10-6 and professional offices, provided that the professional resides on the premises, and further provided that no more than one nonresident employee shall be permitted. The home-based occupations, professional offices, home study, non-commercial gym room or recreation room may be located in a detached garage. A kitchen, full bath or bedrooms are not allowed in the detached garage.

- (d) Signs as provided in subsection 28-3.5b, 12.
- (e) Fences and walls.
- (f) Subject to lot coverage requirements, no more than two (2) storage sheds are permitted on a lot.
- (g) Satellite dishes, subject to the restrictions and requirements set forth in subsection 28-10.18.
- (h) Yard structures to include gazebos, pergolas or arbors, subject to the restrictions and requirements set forth in subsection 28-10-20.
- (i) Playground equipment, including but not limited to swing sets, non-elevated children's playhouses, etc.; however, no zoning permit shall be required. Tree houses shall not be located within ten (10') feet of any property line.

3. Conditional Uses. Shelters for victims of domestic violence housing more than six (6) but fewer than sixteen (16) persons excluding staff, developed in accordance with the standards and conditions set forth in subsection 28-10.7.

b. Other Restrictions.

1. Lot Area. A lot of not less than fifteen thousand (15,000) square feet shall be required.
2. Lot Width. A lot width of not less than one hundred (100') feet shall be required.
3. Lot Depth. A lot depth of not less than one hundred fifty (150') feet shall be required.
4. Front Yard. No portion of any building shall be located nearer to any street line than thirty-five (35') feet, except that projections such as windowsills, cornices, cantilevered roofs, open one-story porches, balconies, other roof overhangs, canopies, bay windows and others of the same nature may project not more than five (5') feet into a required front yard. Further, no building erected on any lot need be set back farther from the street line than the average alignment of existing buildings within two hundred (200') feet on each side of the lot and within the same block front and district. Regardless of the alignment of neighboring buildings, however, no building erected between two (2) existing buildings on immediately adjacent lots need be set back farther than that of the two (2) buildings which is farther from the street line. The front yard setback shall be fifty (50') feet for the following uses: Public or private schools, places of worship, public facilities, hospitals, sanitariums and nursing homes.
5. Side Yards; Principal Buildings. There shall be two (2) side yards having an aggregate width of thirty-five (35') feet, each having a width not less than fifteen (15') feet. In the case of a corner lot, the side yard on the street side shall be not less than twenty-five (25') feet.
6. Side Yards; Accessory Buildings. There shall be two (2) side yards having an aggregate width of thirty-five (35') feet, each having a width of not less than three (3') feet.
7. Rear Yard; Principal Buildings. There shall be rear yard not less than forty-five (45') feet deep. In the case of a lot extending through from street to street, the front yard requirements shall be observed on both streets. Projections, such as windowsills, cornices, cantilever roofs, open one-story porches or decks, balconies, other roof overhangs, canopies, bay windows and others of the same nature, may project not more than five (5') feet into a required rear yard.
8. Rear Yard; Accessory Buildings. There shall be a rear yard not less than three (3') feet deep behind accessory buildings. In the case of a lot extending through from street to street, the front yard requirements shall be observed on both streets.
9. Height. The maximum height shall be two and one-half (2 1/2) stories, not to exceed thirty-five (35') feet. For accessory structures, the maximum height shall be sixteen (16') feet. The maximum height of a detached garage shall be twenty four (24') feet. The maximum eave height of the main roof of a detached garage shall be twelve (12') feet.

10. Lot Coverage. Total lot coverage of all buildings shall not exceed twenty (20%) percent of the gross lot area. The total lot coverage of all structures and other lot improvements shall not exceed thirty-five (35%) percent of the gross lot area.

11. Parking. Off-street parking spaces shall be provided as follows:

- (a) Detached single-family dwellings, two (2) spaces.
- (b) Public or private schools, one (1) space for each six (6) seats or area equivalent thereto, plus one (1) space for each full-time employee.
- (c) Places of worship, the same as for schools.
- (d) Public facilities, one (1) space for each four hundred (400) square feet of floor area where the building contains over two thousand (2,000) square feet of floor area.
- (e) Public utility offices and other facilities, the same as for public facilities.
- (f) Hospitals, sanitariums or nursing homes, one (1) space for each four (4) beds, plus one (1) space for each full-time employee or volunteer or equivalent per shift.
- (g) Cemeteries, one (1) space for every fifty (50) filled graves less than twenty (20) years old.
- (h) Agriculture and horticulture, none.
- (i) Other uses when permitted by variance, the number required in the least restricted district where the use is permitted unless otherwise stipulated by the Planning Board.

12. Signs. The following types of signs shall be permitted in the R-1 Residential District:

- (a) Nameplates and identification signs: signs indicating the name or address of the occupant or a permitted home occupation or profession bearing only the business name and profession of the user on the site, provided that they shall not exceed two (2) square feet in area. Only one (1) sign shall be permitted per dwelling unit, except in the case of corner lots, where two (2) such signs, one (1) facing each street, shall be permitted.
- (b) Sales or rental signs: signs advertising the sale or rental of the premises upon which they are located, provided that they shall not exceed four (4) square feet in area. Not more than one (1) such sign may be placed upon any property unless such property fronts upon more than one (1) street, in which case two (2) signs may be erected, one (1) facing each street. Such signs shall be promptly removed when premises are sold or rented.
- (c) Institutional and agricultural signs: signs of schools, colleges, churches, hospitals or other institutions of a similar public or semipublic nature and signs for agricultural or horticultural establishments, provided that the size of any sign shall not exceed twenty (20) square feet in area. Not more than one (1) such sign shall be permitted for an institution unless the property fronts upon more than one (1) street, in which case two (2) such signs may be erected, one (1) facing each street.
- (d) Signs accessory to parking areas: signs designating entrances or exits to or from a parking area, provided that the size of any sign shall not exceed four (4) square feet in area, and signs designating the identity and conditions of use of parking areas, provided that the size of any such sign shall not exceed eight (8) square feet in area. Not more than one (1) sign may be placed upon any property unless such property fronts upon more than one (1) street, in which event two (2) such signs may be permitted, one (1) facing each street.
- (e) Development signs:
 - (1) Signs advertising the sale or development of the premises upon which they are located may be erected by a builder, contractor, developer or other person interested in such sale or development, provided that the area of any sign shall not exceed twenty (20) square

feet.

(2) Not more than one (1) sign may be placed upon any such property unless such property fronts upon more than one (1) street, in which event one (1) such sign may be erected facing each street.

(3) Such sign shall be removed by the developer within thirty (30) days of the final sale of the property.

(f) Directional signs for developments:

(1) Signs indicating the location and direction of premises available for or in the process of development, but not erected upon such premises, and having inscribed thereon the name of the owner, developer, builder or agent may be erected, provided that the area of any sign shall not exceed four (4) square feet in area nor four (4') feet in length.

(2) No more than one (1) such sign may be erected on each five hundred (500') feet of street frontage.

(3) Such signs shall be removed by the developer within thirty (30) days of the final sale of the property.

(g) Artisans' signs:

(1) Signs of builders, electrical contractors, painters and other artisans may be erected and maintained during the period in which such persons are performing work on the premises, provided that the size of any such sign shall not exceed twelve (12) square feet in area.

(2) Such signs shall be removed promptly upon completion of the work.

(h) Private driveways: signs indicating the private nature of a driveway, provided that the size of any such sign shall not exceed two (2) square feet in area.

13. Sight Triangles. Buildings, signs and other structures shall be located so that an adequate line of vision is provided across sight triangles as required in subsection 28-10.8.

(1991 Code § 233-8, 233-9; Ord. No. 93-852; Ord. No. 1997-33 §§ 2, 3; Ord. No. 2010-08; Ord. No. 2013-13; Ord. No. 2015-28; Ord. No. 2020-01)

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

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

Eugene Sarafin, 628 South Main Street - Supports this ordinance.

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

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

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

Ordinance adopted 5-0.

ORDINANCE 2022-04

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 8, ENTITLED “TOWING AND STORAGE,” SECTION 8-7 “RULES AND REGULATIONS” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,”

WHEREAS, the existing regulations of the Borough of Hightstown (the “Borough”) as pertains to rules and regulations for towing companies are set forth in Chapter 8 entitled “Towing and Storage,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey;” and

WHEREAS, the Mayor and Council wish to make certain revisions thereto relating to Chapter 8 Section 8-7.

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

Section 1. Chapter 8, entitled “Towing and Storage,” Section 8-7 entitled “Rules and Regulations” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented in the following limited respects (deletions are shown with ~~strikeout~~, additions are shown with underline):

Section 8-7 Rules and Regulations.

a. All towing services placed on the towing list shall be available to respond to a call in accordance with the towing rotation schedule of on-call status established by the Chief of Police.

b. All towing services shall respond to a call in any part of the Borough within twenty (20) minutes. If a towing service does not respond within twenty (20) minutes of a call, the towing service next on the list shall be called and entitled to provide services as needed, and the first towing service shall lose any claim to compensation.

c. All drivers and operators of towing vehicles shall be properly licensed to operate a motor vehicle within the State of New Jersey and are subject to driver’s license checks by the Borough police department at the time of registration and at least on a bi-annual basis thereafter. All towing vehicles shall be properly registered and inspected in accordance with any applicable law.

d. All vehicles must be towed in a safe manner.

e. All towing services shall be capable of providing reasonable roadside services to disabled vehicles such as, but not limited to, jump-starting, changing of flat tires, vehicle lockouts and providing fuel. Such services will only be performed if they can be done so safely, as determined by the police officer on the scene. The fees charged for these services shall be in accordance with this chapter.

f. All towing services shall make available a copy of its basic rates and a business card to all owners and operators of motor vehicles which will be towed.

g. All towing services shall keep accurate records of all motor vehicles towed and stored at the direction of the Borough police department. A copy of such records shall be provided to the Borough upon request.

h. Towing services shall not remove any motor vehicle which has been abandoned or involved in an accident

in any public roadway without first notifying the Borough police department.

i. The police department shall not call a towing service to remove a vehicle from private property. The police department shall provide the property owner with all available information regarding the ownership of the motor vehicle on their property, and the property owner will then be responsible for making their own arrangements to remove the vehicle.

j. The towing service shall notify the police department of all vehicles found by the towing service to have been abandoned and not claimed within fourteen (14) days after being stored. The police department shall, upon notification, expeditiously process the vehicle in accordance with the New Jersey Motor Vehicle Code concerning abandoned and unclaimed motor vehicles.

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

~~kl.~~ Towing service shall be in compliance with the State Affirmative Action statutes and rules.

~~lm.~~ Towing service must be in compliance with the Americans with Disabilities Act.

~~mn.~~ Towing service shall confirm that it is an independent contractor and does not represent or act for the Borough of Hightstown in any way.

~~no.~~ All towing services authorized by the Borough of Hightstown must perform emergency roadside assistance when so requested by the Hightstown Police Department.

~~op.~~ Nothing in this chapter shall preclude the right of a motorist or vehicle operator to summon a tow operator of his or her own choosing, pursuant to the provisions of Section 8-2.

~~pq.~~ The Borough of Hightstown shall not be liable for the cost of any services performed by the towing service unless those services are performed on borough vehicles.

(Ord. No. 2019-05)

Section 2. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

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

RESOLUTIONS

Resolution 2022-62 Authorizing Payment of Bills

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2022-62

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$483,333.33 from the following accounts:

Current		\$365,691.63
W/S Operating		44,305.46
General Capital		61,535.88
Water/Sewer Capital		655.00
Grant		0.00
Trust		5,138.11
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Housing Trust		4,053.75
Escrow		<u>1,953.50</u>
Total		<u>\$483,333.33</u>

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

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

Councilmember Misiura explained that this was one of the problem intersections identified in the circulation study that the DOT did for us. This was their solution. One of the suggestions to address that intersection was a roundabout, and they indicated in that report that there was enough pavement there, that the roadway doesn't have to be modified to install the roundabout on a trial basis with paint, place the proper signage, and then determine if it works. I think it's a good point that we should get the police to set their speed readers out there and do an assessment afterwards to have some hard data to track this. Stated that he is fully in favor of this, and thinks a good opportunity, especially with the East Ward Street Bridge Project. Councilmember Cicalese stated that this came through the Complete Streets Committee and he thinks this is a good opportunity. Mayor Quattrone stated that he thinks its a great project and there is probably advantages to it. But in looking at the expenditures that we are going to have the next few years with the new lead line service mandated by the State without any funding, we are going to need to tighten our budgets. We are looking at a \$10,000,000 project and we really have no idea where the funding is coming from. We need to prioritize our projects. Discussion ensued. Council inquired if this could qualify for a Safe Routes to School Grant. Borough Engineer, Carmela Roberts stated that this would not qualify as Safe Routes to School money is specifically designated to help were elementary schools would be involved.

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

Resolution adopted 5-0.

Resolution 2022-63

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

**AUTHORIZING BOROUGH THE ENGINEER TO PROVIDE DRAWINGS FOR
ROUNABOUT STRIPING AT THE INTERSECTION OF MAXWELL AVENUE
AND EAST WARD STREET**

WHEREAS, the Complete Streets Committee of the Borough of Hightstown has suggested a roundabout at the intersection of Maxwell Avenue and East Ward Street; and

WHEREAS, at the Borough's request, Borough Engineer, Carmela Roberts, investigated the requirements for the roundabout as well providing Public Works with the necessary information to stripe the roundabout prior to considering construction; and

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts, to provide Public Works with detailed drawings and stakeout survey for mark outs, if necessary, to use in marking the improvements prior to considering construction at a cost not to exceed \$3,500.00

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized to provide Hightstown Borough Public Works with detailed drawings as detailed within at a cost not to exceed \$3,500.00.

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

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Resolution adopted 5-0.

Resolution 2022-64

BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT
BETWEEN THE BOROUGH OF HIGHTSTOWN AND THE
TOWNSHIP OF ROBBINSVILLE TO SHARE MUNICIPAL COURT
FACILITIES, EMPLOYEES, EQUIPMENT AND SUPPLIES.**

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1, *et seq.* (the “Act”), authorizes local units of this State to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, N.J.S.A. 2B:12-1(c) provides that “two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court”; and

WHEREAS, the Borough of Hightstown (the “Borough”) is in need of facilities, employees, equipment and supplies (the “Facilities”, “Employees”, and “Equipment and Supplies”, respectively) in order to provide services (the “Services”) to effectively operate the Hightstown Borough Municipal Court in accordance with all statutory requirements and pursuant to the direction and oversight of the Assignment Judge of Mercer County; and

WHEREAS, the Borough and the Township of Robbinsville (the “Township”) have previously entered into Agreements in order to share facilities, employees, and equipment relating to their respective municipal court operations in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, and;

WHEREAS, the Borough and the Township (collectively, the “Parties”) wish to continue and build upon this existing relationship for Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, in accordance with the terms and conditions set forth in an “Agreement Between the Borough of Hightstown and the Township of Robbinsville to Share Municipal Court Facilities, Employees, Equipment and Supplies” (the “Agreement”), a copy of which is attached hereto and made a part hereof; and

WHEREAS, it is the intention of the Parties that the Agreement shall replace and supersede any and all prior agreements governing the sharing of Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, existing by and between the Parties as of the Effective Date of the Agreement; and

WHEREAS, the Governing Bodies of both the Borough and the Township find that it is in the best interests of the Parties to continue to collectively provide for and share the Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, under the terms and conditions referenced in the Agreement; and

WHEREAS, the Mayor and Council wish to approve the attached Agreement, and to authorize the Mayor and Municipal Clerk to execute the same on behalf of the Borough.

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

1. That the attached Agreement with the Township of Robbinsville to Share Municipal Court Facilities,

Employees, Equipment and Supplies, for the term referenced therein, is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1, *et seq.*

2. That the Mayor is hereby authorized to execute, and the Municipal Clerk is authorized to attest, the attached Agreement on behalf of the Borough.
3. That this Agreement is subject to the provision of adequate funds in the Borough's 2022 and 2023 budgets.
4. That this Agreement is subject to and contingent upon the approval of the Administrative Office of the Courts (the "AOC") and the Assignment Judge.
5. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Dimitri Musing, Hightstown Borough Administrator;
 - b. Joy Tozzi, Robbinsville Township Administrator;
 - c. Police Chief Frank Gendron; and
 - d. Frederick C. Raffetto, Esq., Borough Attorney.

**AGREEMENT BETWEEN THE BOROUGH OF HIGHTSTOWN
AND THE TOWNSHIP OF ROBBINSVILLE TO SHARE MUNICIPAL COURT FACILITIES,
EMPLOYEES, EQUIPMENT AND SUPPLIES 2022-2023**

THIS AGREEMENT made this ____ day of _____, 2022, by and between:

THE BOROUGH OF HIGHTSTOWN ("Hightstown"), a municipal corporation of the State of New Jersey, with its temporary principal offices located at 156 Bank Street, Hightstown, New Jersey 08520; and

THE TOWNSHIP OF ROBBINSVILLE ("Robbinsville"), a municipal corporation of the State of New Jersey, with its principal offices located at 2298 Route 33, Robbinsville, New Jersey 08691.

(Hightstown and Robbinsville will be collectively referred to herein as the "Parties").

WITNESSETH:

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, *et seq.* (the "Act"), authorizes local units of this State to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, N.J.S.A. 2B:12-1(c) provides that "two or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and to agree to appoint judges and administrators without establishing a joint municipal court"; and

WHEREAS, Hightstown is in need of facilities, employees, equipment and supplies (the "Facilities", "Employees", and "Equipment and Supplies", respectively) in order to provide services (the "Services") to effectively operate the Hightstown Borough Municipal Court in accordance with all statutory requirements and pursuant to the direction and oversight of the Assignment Judge of Mercer County; and

WHEREAS, Hightstown and Robbinsville have previously entered into Agreements in order to share

facilities, employees, and equipment relating to their respective municipal court operations in accordance with N.J.S.A. 2B:12-1(c) in order to conserve resources and to provide for a more efficient and more economically sound municipal court system, while each municipality has maintained its right to appoint its own judge, prosecutor and public defender; and

WHEREAS, the Parties wish to continue and build upon this existing relationship for Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, for the term referenced herein, in accordance with the terms and conditions set forth in the within Agreement, effective upon the following: (1) execution of the within Agreement; and (2) approval of the Administrative Office of the Courts (hereinafter, the “AOC”) and the Assignment Judge of the Superior Court of New Jersey, Mercer County Vicinage (hereinafter, the “Assignment Judge”), whichever occurs later; and

WHEREAS, the Governing Bodies of both Robbinsville and Hightstown find that it is in the best interests of the Parties to continue to collectively provide for and share the Facilities, Employees, Equipment and Supplies, and the provision of Services thereby, under the terms and conditions referenced herein;

NOW, THEREFORE, with the foregoing Recitals incorporated herein by reference and in consideration of the mutual covenants contained herein, Robbinsville and Hightstown, intending to be legally bound, hereby agree as follows:

1. Provision of Space within the Robbinsville Municipal Court Building. Robbinsville shall provide Hightstown with space in the Robbinsville Municipal Court Building in which to conduct Hightstown’s Municipal Court (the “Facilities”) and the Parties agree to share the Facilities referenced herein, pursuant to N.J.S.A. 2B:12-1(c), in accordance with the terms and conditions set forth herein.

A. Judge’s Chambers. Each Party recognizes and understands that the area delegated as the Judge’s chambers is for the sole use of the Judge of each Party and the Court Administrator of Robbinsville. No other individual shall use that office without written approval from the Business Administrator of Robbinsville.

2. Provision of Staff within the Robbinsville Municipal Court Building.

A. Municipal Judge. Each Party shall appoint its own individual(s) to serve as municipal judge and shall be responsible for the direct and indirect expenses relating to the salary compensation thereof. If at any time during this Agreement the Parties agree to utilize the same individual(s) for municipal judge, a new agreement governing the terms of same shall be adopted by both municipalities and shall be submitted to the AOC and Assignment Judge for approval.

B. Municipal Prosecutor and Public Defender. The offices of municipal prosecutor and public defender for each Party shall be governed by Section 3 below.

C. Certified Court Administrator, Deputy Court Administrator and Violations Clerks. The offices of certified court administrator, deputy court administrator, and violations clerks for each Party shall be governed by Section 3 below.

- D. Security. While the Robbinsville and Hightstown Municipal Courts operate under COVID-19 protocols established by the New Jersey Judiciary, security for weapons screening at the entry of the courtroom prior to and during any court sessions held in-person, and within the courtroom during all in-person court sessions as per the approved court security plan, shall be provided by Robbinsville for Robbinsville court sessions and Hightstown for Hightstown court sessions. Upon the COVID-19 protocols being lifted and the Robbinsville and Hightstown Municipal Courts resuming full in-person sessions, Robbinsville shall be responsible for providing security for both Robbinsville and Hightstown Court sessions. Provisions of employment for security staff shall be governed by Section 3 below.
- E. Prisoner Transportation. Hightstown shall be responsible for the transport of all persons held in custody on warrants or summons and sentencing emanating from Hightstown. Robbinsville shall permit the temporary use of custodial facilities while court is in session.
- F. Designated Court Dates/Times. Robbinsville shall provide the use of its Facilities to Hightstown on the first and third Wednesdays of each month for sessions at 4:00 p.m. and 5:00 p.m., and the second and fourth Wednesdays of each month for sessions at 1:00 p.m., or at such times as mutually agreed to by the Parties.

3. Provision of Employees to Provide the Services.

A. Municipal Prosecutor and Public Defender.

- i. Robbinsville shall contract for and appoint a municipal prosecutor and public defender in accordance with all statutory requirements.
- ii. Within thirty (30) days of the execution of this Agreement by both Parties Hightstown shall appoint to its respective offices the municipal prosecutor and public defender appointed by Robbinsville.
- iii. The municipal prosecutor and public defender shall be considered contracted professionals of Robbinsville and Hightstown depending upon the municipal court same is appearing before during a particular session. Robbinsville shall be responsible for compensation to the municipal prosecutor and public defender in accordance with the terms and rates set forth in the applicable professional services agreements.
- iv. In return for the provision of the Services referenced herein, Hightstown agrees to pay to Robbinsville the per session cost, as set forth in the applicable professional services agreements, for each session the municipal prosecutor and public defender is appearing before the Hightstown Borough Municipal Court.

B. Certified Court Administrator, Deputy Court Administrator and Violations Clerks.

- i. Robbinsville shall provide the Services to Hightstown, through the use of the Robbinsville employees ("Robbinsville Employees"), in order to administer, manage and oversee all operations of the Hightstown Borough Municipal Court, in accordance with all statutory requirements and subject to the direction and oversight of the Assignment Judge of Mercer County.
- ii. The Robbinsville Employees shall have the powers and perform the duties of Certified

Court Administrator, Deputy Court Administrator, and Violations Clerk, respectively, in the same manner as if they were employed by Hightstown. These powers and duties shall include, but not be limited to, those set forth in N.J.S.A 2B:12-13, *et seq.*

- iii. The Robbinsville Employees shall maintain their full-time status as employees of Robbinsville and shall not be considered employees of Hightstown. Robbinsville shall be responsible for direct salary compensation to the Robbinsville employees and continue to pay all indirect expenses relating to salary compensation, including but not limited to payroll taxes, pension, worker's compensation, healthcare coverage, etc., for same (inclusively the "Costs").
- iv. The Services referenced herein shall be provided to Hightstown by Robbinsville, through the Robbinsville Employees, based upon a Sixty/Forty Percent (60%/40%) split, with Robbinsville being responsible for Sixty Percent (60%) of the Costs and Hightstown being responsible for Forty Percent (40%) of the Costs. In the event Robbinsville raises the salary of any of the Robbinsville Employees, Robbinsville shall notify Hightstown by December 1 of any such raise to take effect in the following year.

Additionally, for each hour worked by the Robbinsville Employees in excess of 35 total hours per week, on matters exclusive to the Hightstown Borough Municipal Court, the following hourly rates for 2022 shall apply: \$33.98 for the Certified Court Administrator, \$28.02 for Deputy Court Administrator, and \$20.88 and \$19.23, respectively, for Violations Clerks. In the event Robbinsville raises the salary of any Robbinsville Employees, these hourly rates shall increase accordingly.

- v. It is understood that the Robbinsville Employees are not being appointed by Hightstown, but rather, their services as Certified Court Administrator, Deputy Court Administrator, and Violations Clerks are controlled by this Agreement.

C. Security. While the Robbinsville and Hightstown Municipal Courts operate under COVID-19 protocols established by the New Jersey Judiciary, Robbinsville police officers shall provide court security for all sessions of the Robbinsville Township Municipal Court and Hightstown police officers shall provide court security for all sessions of the Hightstown Borough Municipal Court as per the approved court security plan. Upon the COVID-19 protocols being lifted and the Robbinsville and Hightstown Municipal Courts resuming full in-person sessions, Robbinsville shall be responsible for providing security for both Robbinsville and Hightstown Court sessions as follows:

- i. Robbinsville shall provide to Hightstown, through the use of Robbinsville Employees, security for weapons screening at the entry of the courtroom prior to and during, and within the courtroom during all court sessions of the Hightstown Borough Municipal Court as per the approved court security plan ("Security Services").
- ii. The Robbinsville Employees, consisting of a bailiff and court officer, shall have the powers and perform their security duties in the same manner as if they were employed by Hightstown.
- iii. The Robbinsville Employees shall maintain their status as employees of Robbinsville and shall not be considered employees of Hightstown. Robbinsville shall be responsible for direct salary compensation to the Robbinsville Employees and continue to pay all indirect

expenses relating to salary compensation, including but not limited to payroll taxes, pension, worker's compensation, healthcare coverage, etc., for same (inclusively the "Costs").

- iv. The Security Services referenced herein shall be provided to Hightstown by Robbinsville, through the Robbinsville Employees, for each session of the Hightstown Borough Municipal Court. Hightstown shall be responsible for all of the Costs accrued during each session, based upon the hourly rates then applicable to the Bailiff and Court Officer. These hourly rates do not include indirect expenses, which Hightstown shall be responsible for in addition to the direct hourly rate. In the event Robbinsville raises the salary of any Robbinsville Employees, these hourly rates shall increase accordingly.
- v. It is understood that the Robbinsville Employees are not being appointed by Hightstown, but rather, their services are controlled by this Agreement.

4. Provision of Equipment and Supplies.

- A. Robbinsville shall provide the necessary Equipment and Supplies to Hightstown in order to allow Hightstown to effectively operate the Hightstown Borough Municipal Court
- B. In return for the provision of the Equipment and Supplies referenced herein by Robbinsville to Hightstown, Hightstown agrees to pay Forty Percent (40%) of the costs associated with the provided Equipment and Supplies.
- C. For any equipment and supplies that are Court-specific, including but not limited to letterhead and envelopes, the Party whose court the Court-specific equipment and supplies are for is responsible for procuring same and shall pay One Hundred Percent (100%) of the costs associated with such equipment and supplies.
- D. For purchases of equipment that shall be used by each Party and are expected to exceed Six Thousand Dollars (\$6,000.00) each Party agrees to split the cost of same equally. Robbinsville shall initiate the purchasing process and shall allow Hightstown an opportunity to review the proposed purchase and approve of same prior to making such purchase.

5. Bank Accounts. In accordance with N.J.S.A. 2B:12-1, *et seq.*, the Parties each will maintain their own general and bail account. These accounts will be maintained according to standardized financial procedures established to process and track all monies received in the municipal courts. The Parties will receive and appropriately distribute all fines generated by all cases on their respective dockets. Robbinsville and Hightstown will maintain dedicated funds in accordance with the Parking Offenses Adjudication Act (POAA) and Alcohol Education Rehabilitation and Enforcement (DWI) Act, which will be made available to their respective Municipal Courts.

6. Liabilities. Any liability associated with or concerning Robbinsville or Hightstown determined to exist prior to or after the Effective Date of this Agreement shall be the sole responsibility of the Party that incurred such liability.

7. Caption. In accordance with N.J.S.A. 2B:12-1, *et seq.*, the identities of the individual courts shall continue to be expressed in the captions of orders and process.

8. Term. The term of this Agreement shall commence on January 1, 2022 (the "Effective Date") and terminate on December 31, 2023, or the date upon which the Parties execute a new agreement governing the subject matter hereof, whichever occurs sooner.

9. Consideration.

- A. During the term of this Agreement Hightstown shall pay to Robbinsville a quarterly fee of Eighteen Thousand Dollars (\$18,000.00) for use of the Facilities.
- B. During the term of this Agreement payment shall be made by Hightstown to Robbinsville for the Robbinsville Employees on a quarterly basis, in accordance with invoices provided by Robbinsville to Hightstown, which detail(s) the number of hours performed by the Robbinsville Employees for Hightstown during the prior quarter, and based upon the provisions of Section 3 above.
- C. During the term of this Agreement payment shall be made by Hightstown to Robbinsville for the Equipment and Supplies on a quarterly basis, in accordance with invoices provided by Robbinsville to Hightstown based upon the provisions of Section 4 above.
- D. Administrative Fee. Hightstown shall pay to Robbinsville a quarterly fee of Three Thousand Dollars (\$3,000.00) as consideration for administration of the provisions of this Agreement.
- E. Payment by Hightstown to Robbinsville shall be made within thirty (30) days of the date of each invoice or the next business day if the thirtieth day falls on a weekend or holiday designated by Robbinsville.
- F. Robbinsville, based upon its best available information and knowledge, shall provide to Hightstown by December 1, an estimate of the total payment to be made by Hightstown under this Agreement for the following year.

10. Hold Harmless/Indemnification.

- A. Hightstown shall defend, hold harmless and indemnify Robbinsville, its officers, employees and agents, from and against any and all fines, claims and losses, of whatever nature or type, arising out of or in connection with the provision of the Facilities, Employees, Equipment and Supplies under this Agreement by Robbinsville to Hightstown, to the extent permitted by law. This provision specifically excludes liability imposed under workers compensation and employment practices insurance; it being the intention of the Parties that each Party shall be responsible for providing workers compensation benefits to its own employees and that each Party would defend against an employment practice claim brought by its own employee. This provision shall also exclude punitive damages and damages as a result of the gross negligence or willful or wanton conduct of any Robbinsville officers, employees or agents.
- B. Each Party shall notify the other if any event occurs which requires or which may require defense and/or indemnification under this Agreement. Hightstown shall provide Robbinsville with legal counsel satisfactory to Robbinsville, which consent shall not be unreasonably withheld, to defend against any such claim or proceeding which may be brought against Robbinsville, its officers, employees and agents, to whom this Section applies. Hightstown shall pay, satisfy and discharge any judgment, settlement, compromise, order, or decree, which may be recovered against Robbinsville, its officers, employees and agents, to whom this Section applies. This provision specifically excludes liability imposed under workers compensation and employment practices insurance; it being the intention of the Parties that each Party shall be responsible for providing workers compensation benefits to its own employees and that each municipality would defend against an employment practice claim brought by its own employee. This provision shall also exclude punitive damages and damages as a result of the gross negligence or willful or wanton conduct of any Robbinsville officers, employees or agents.

11. Insurance. It is recognized and understood that Robbinsville and Hightstown each participate in a Joint Insurance

Fund (“JIF”). Final approval of this Agreement by the Parties is subject to each obtaining insurance coverage satisfactory to the respective JIFs. Each Party agrees to name the other as an additional insured party on any insurance policies that it separately maintains. Each Party shall provide the other with a Certificate of Insurance setting forth the above coverage and naming the other as additional insured promptly upon the execution of this Agreement. In the event that either Party ceases to participate in a JIF, then such Party shall provide alternative insurance comparable to the JIF and subject to the reasonable approval of the other Party.

12. Accounting. Accounting and records maintenance for the Parties shall be the responsibility of each Party to whom the records apply.

13. Communications Between the Parties.

A. Communications between the Parties regarding the provision of the Facilities, Employees, Equipment and Supplies under this Agreement shall be directed to the Business Administrator of the respective Party; however, nothing contained within this paragraph shall prevent the Business Administrator or Mayor of either Party from contacting their counterpart for the other Party with information or suggestions regarding the Facilities, Employees, Equipment and Supplies provided hereunder.

B. The Parties agree to meet at least annually to discuss the provision of the Facilities, Employees, Equipment and Supplies under this Agreement, the costs associated with the same, and any other matters that are relevant to the within Agreement.

14. Termination. This Agreement may be terminated only upon mutual written consent of the Parties.

15. Notices. All notices, statements, or other documents required by this Agreement shall be hand-delivered or mailed to the following designated municipal representatives:

A. The designated municipal representative for Robbinsville is:

Township Clerk
Township of Robbinsville
2298 Route 33
Robbinsville, New Jersey 08691

B. The designated municipal representative for Hightstown is:

Borough Clerk
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08520

16. Choice of Law. Any dispute arising under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

17. Venue. Any dispute regarding the terms of this Agreement shall be venued in New Jersey Superior Court,

Mercer County.

18. Assignment and Waiver. The rights, duties and obligations of this Agreement may not be assigned without either Party's prior written consent and it is agreed that a failure or delay in the enforcement of any of the provisions of this Agreement by either Party shall not constitute a waiver of those provisions.

19. Entire Agreement. This Agreement sets forth the entire understanding of the Parties and cannot be changed or modified orally.

20. Modification. This Agreement may only be supplemented, amended or revised in writing, which has been duly authorized by the Parties and signed by the proper authorized representatives thereof.

21. Mutually Drafted. The Parties hereto acknowledge that the drafting of this Agreement is a mutual effort between the Parties and that this Agreement is not to be construed against either Party as the drafter.

22. Severability. In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable, in any respect, by any court of competent jurisdiction, the rest of this Agreement shall nevertheless remain in full force and effect.

23. AOC and Assignment Judge Approval. The Parties acknowledge and agree that this Agreement is contingent upon and subject to the approval of the AOC and the Assignment Judge, and that the Agreement shall not become effective until such approval(s) have been received.

24. Filing. A copy of this Agreement shall be filed with the Division of Local Government Services in the Department of Community Affairs.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and have caused this Agreement to be dated as of the day and year written above.

DISCUSSION

LOSAP

Mayor Quattrone explained that it has been brought to our attention that East Windsor pays more LOSAP per firefighter than Hightstown. Councilmember Misiura stated that he does not fully understand how this is credited. We need to look at this further and address this accordingly. Borough Administrator, Dimitri Musing stated that changes can be made through ordinance. Mayor Quattrone asked Mr. Musing to do some research about the process and what neighboring municipalities are doing for their LOSAP.

Lead Line Service Replacement

Mr. Musing explained that this law was enacted in July, 2021, signed by Governor Murphy. It requires all drinking water systems across the state of New Jersey, to inventory their service lines to come up with a plan to notify residents of potential presence of lead in their service lines. And then a plan for the replacement of all led and galvanized lines from the main in the road all the way to the inside of the house. This has to be done within the next 10 years.

Budget Meeting Dates

Discussion ensued regarding scheduling of budget workshop meetings. Council agreed upon March 24 and March 31 at 6:30 p.m. via zoom.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Fowler

Plans for the Memorial Day Parade are underway. Invitations are ready to go for participants and invitees and road closure permits have been submitted.

Borough Clerk, Peggy Riggio

All dog, cat and food licenses that have been received have now been processed. Working with Councilmember Fowler on the Memorial Day Parade.

Mayor Quattrone spoke with the representative from Tu Amigo Taxi. He explained that the company missed the early renewal deadline. By the time their application was submitted (after January 1st) all five (5) taxi licenses had been accounted for. Mayor Quattrone explained that we have had companies in the past inquire about company licenses and were told that there were not any available. Mayor Quattrone concluded by informing Tu Amigo Taxi that Council would not be changing the ordinance to allow for a 6th company license. He further stated that Tu Amigo was allowed to drop off fares in the Borough but under no circumstance were they allowed to pick up fares.

EXECUTIVE SESSION

Resolution 2022-65 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0.

Resolution 2022-65

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

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

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

Contract Negotiations – Animal Control

Contract Negotiations – Police and Court Facilities

Contract Negotiations – Stockton Street Sidewalks

Contract Negotiations – Police Building Lease

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

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

Councilmember Montferrat moved to adjourn to Executive Session at 7:42 p.m.; Seconded by Councilmember Cicalese. All ayes.

Council returned to public session at 8:21 p.m.

ADJOURNMENT

Councilmember Bluth moved to adjourn at 8:22 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

Meeting Minutes
Hightstown Borough Council
March 21, 2022
6:30 p.m.

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

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese.

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

Agenda approved 6-0.

APPROVAL OF MINUTES

January 18, 2022 – Public Session

Moved by Councilmember Fowler; Seconded by Councilmember Bluth.

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

Minutes approved 6-0.

January 18, 2022 – Executive Session

Moved by Councilmember Jackson; Seconded by Councilmember Montferrat.

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

Minutes approved 6-0.

PRESENTATIONS

Joe Cicalese – Board of Health

Councilmember Cicalese presented a letter acknowledging and expressing appreciation for the services of public health nurse Geetanjali Jain, submitted by the Board of Health. The letter recognized how Ms. Jain's contributions have enable the Department to handle the COVID-19 pandemic. Councilmember Cicalese read the letter for the record:

“This letter is written to the Borough of Hightstown as a commendation and recognition for service of Geetanjali Jain, the Public Health Nurse for the Borough of Hightstown. Ms. Jain has exceeded expectations in this challenging position during the COVID-19 pandemic. Her contribution as a professional nurse has enabled our department to respond to outbreaks, provide mass vaccinations, outreach to the most vulnerable members of the community and unboundedly saved many lives. Ms. Jain has embraced every challenge thrown her way and has emerged as a leader. Prior to the pandemic, this position required periodic short term supervisory functions. However, the demands of the pandemic have evolved this position's occasional supervisory role to a daily responsibility. Throughout the pandemic, she has been required to organize, train and supervise part time and volunteer medical professionals on a regular basis. She has performed these duties with skill and precision. The expertise which she has developed during this challenging time will continue to enhance the capacity of the Health Department to respond to the current and future crises and help to safeguard the residents who live work and visit our communities.”

PUBLIC COMMENT

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

Michelle Epstein, 421 North Main Street – Stated that other municipalities are receiving low interest or forgivable loans from the New Jersey Infrastructure Bank to support the lead mitigation discussed at the previous meeting. She inquired as to why Hightstown may have been declined this opportunity for support. Ms. Epstein also expressed her appreciation for the truck and speeding mitigations being discussed and urged the Council to support and enact them.

Gene Sarafin, 628 South Main Street – Expressed his support for Wycoff Mills One Way and truck and speeding mitigations, and also expressed his dislike of the Republican Party.

Brian Fort, VP of the HOA for the Enchantment on Wycoff Mills Road – Expressed his support for the Enforcement Zone and the Weight Limit on truck routes, but expressed concern with making Wycoff Mills Road one way. The concerns focused on the fact that residents need to navigate from the neighborhood to medical facilities and hospital services, and that the road being one way could introduce navigation issues.

Peter Klapsogorge, 418 North Main Street – Stated his concerns related to road safety related to turns onto Wycoff Road and North Main Street as well as drivers passing on the right prior to and after this intersection. Asked if there could be increased police presence at this intersection to enforce the rule of no passing on the right.

Howard Levine, North Main Street – Expressed his support for the Enforcement Zone, Wycoff Mills One Way, and

weight limit restrictions on truck routes.

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

RESOLUTIONS

Resolution 2022-66 Authorizing Payment of Bills

Moved by Councilmember Montferrat; Seconded by Councilmember Jackson.

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

Resolution adopted 6-0.

Resolution 2022-66

*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 \$1,641,595.36 from the following accounts:

Current		\$931,705.35	
W/S Operating		76,933.21	
General Capital		626,137.01	
Water/Sewer Capital		0.00	
Grant		0.00	
Trust		75.00	
Unemployment Trust		0.00	
Animal Control		559.29	
Law Enforcement Trust		0.00	
Tax Lien Trust		0.00	
Public Defender Trust		0.00	
Housing Trust		0.00	
Escrow		<u>6,185.50</u>	
Total		<u>\$1,641,595.36</u>	

Resolution 2022-67 Awarding a Contract for Removal of Underground Storage Tank at the Hightstown AWWTP

Moved by Councilmember Fowler; Seconded by Councilmember Cicalese.

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

Resolution adopted 5-0 with 1 abstention.

Resolution 2022-67

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

**AWARDING A CONTRACT FOR REMOVAL OF UNDERGROUND STORAGE
TANK AT THE HIGHTSTOWN AWWTP**

WHEREAS, there is a need for the removal of an underground storage tank and installation of an above ground storage tank located at the Hightstown Borough Advanced Waste Water Treatment Plant; and,

WHEREAS, the Borough of Hightstown, pursuant to N.J.S.A. and N.J.A.C. 40A:11-12a 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, a proposal for all work associated with the removal of the current unground storage tank and the installation of an above ground storage tank has been received from R.J. Walsh Associates, Inc., of Allentown, New Jersey, State Contract number A42268 in the amount of \$52,098.60; and

WHEREAS, the Purchasing Agent has reviewed the proposal and confirmed that the State Contract is active and recommends the contract be awarded to R.J. Walsh and Associates; and

WHEREAS, the CFO has certified the availability of said funds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract the removal of the removal of the underground storage tank and installation of the above ground storage tank at the Hightstown Advanced Wastewater Treatment Plant be awarded to R.W. Walsh Associates of Allentown, New Jersey, in the amount of \$52,098.60.

Resolution 2022-68 Resolution Authorizing a 5th Amendment to the Lease Agreement fo the Borough's Continued Use of the Portion of the Property Known and Designated as Block 61.01, Lots 43, 44 & 45, Commonly Known as 415A Mercer Street, Hightstown, NJ

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2022-68

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

**RESOLUTION AUTHORIZING A 5TH AMENDMENT TO THE LEASE AGREEMENT FOR THE
BOROUGH'S CONTINUED USE OF A PORTION OF THE PROPERTY
KNOWN AND DESIGNATED AS BLOCK 61.01, LOTS 43, 44 & 45,
COMMONLY KNOWN AS 415A MERCER STREET,
HIGHTSTOWN, NEW JERSEY.**

WHEREAS, the Hightstown Borough Governing Body previously adopted Ordinance No. 2014-02 which authorized the Borough of Hightstown (the "Borough") to enter into a Lease Agreement (the "Agreement") with Hights Realty, LLC, regarding the Borough's temporary use of a portion of the premises located at 415 Mercer Street in the Borough, commonly known and designated as Block 61.01, Lots 43, 44 and 45 on the Borough's Tax Map (hereinafter referenced as the "Property"), for the relocation of the Borough's Police Department and associated operations; and

WHEREAS, the Agreement was executed by the parties on February 1, 2014; and

WHEREAS, the parties previously executed a "1st Amendment to Lease Agreement and First Renewal Thereof" (the "1st Amendment"), which modified the renewal terms set forth in the initial Agreement; and

WHEREAS, the parties subsequently executed a "2nd Amendment to Lease Agreement (the "2nd Amendment"), which further modified the renewal terms set forth in the initial Agreement;

WHEREAS, said Lease was extended by way of a 3rd Amendment dated May 6, 2019; and

WHEREAS, the parties executed a 4th amendment on March 1, 2021 which further modified the renewal terms set

forth in the initial Agreement; and

WHEREAS, the parties wish to renew the said Agreement for a 5th renewal term, which constitutes a three (3) year period retroactive to February 1, 2022, which shall expire on January 31, 2025; and

WHEREAS, the Parties have negotiated a 5th Amendment to Lease Agreement (the “5th Amendment”), which sets forth the renewal terms and conditions, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the Mayor and Borough Council wish to authorize the Borough to enter into this 5th Amendment, and to authorize the Mayor and Borough Clerk to execute the same on behalf of the Borough.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the Mayor is hereby authorized to execute and the Borough Clerk to attest the attached 5th Amendment, on behalf of the Borough.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided to each of the following:

1. Hights Realty, LLC
2. Robert Brown, Esq.
2. Frederick C. Raffetto, Esq., Borough Attorney
3. Police Chief Frank Gendron.

Resolution 2022-69 Resolution of the Borough of Hightstown, In the County of Mercer, Authorizing and Directing the Borough Planning Board to Determine Whether Certain Property Constitutes and Area in Need of Redevelopment

Moved by Councilmember Misiura; Seconded by Councilmember Montferrat.

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

Resolution approved 6-0.

Resolution 2022-69

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

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, AUTHORIZING AND DIRECTING THE BOROUGH PLANNING BOARD
TO DETERMINE WHETHER CERTAIN PROPERTY CONSTITUTES AN AREA IN
NEED OF REDEVELOPMENT**

WHEREAS, pursuant to the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 *et seq.* (the “Redevelopment Law”), municipalities may undertake studies to determine whether certain properties should be designated as an “area in need of redevelopment”; and

WHEREAS, at the February 14, 2022 meeting of the Borough’s Planning Board (the “Planning Board”), the Planning Board discussed the proposed Master Plan amendment Visioning for Downtown and Lakeside Improvements and Downtown Redevelopment Area, Phase 3; and

WHEREAS, among other things, the Planning Board noted that there is growing interest in developing other

parts of the Borough's downtown area as progress is made in the redevelopment of the Rug Mill Redevelopment Area on the western side of Main Street; and

WHEREAS, based on that discussion, the Planning Board recommended that the Borough Council consider the expansion of the previously designated Downtown Redevelopment Area, Phase 3 to include additional lots on the eastern side of Main Street and the associated Peddie Lake Shoreline, including the parcels designated as Block 28, Lots 48 through 55 on the Borough's tax maps (collectively, the "Study Area"); and

WHEREAS, the Borough desires to authorize and direct the Planning Board to undertake a preliminary investigation to determine whether the Study Area meets criteria for designation as an area in need of redevelopment set forth in the Redevelopment Law; and

WHEREAS, if the Study Area is determined to meet the criteria for designation as an area in need of redevelopment and the Borough so designates the Study Area, then the Borough shall be authorized to use all the powers provided under the Redevelopment Law for use in a redevelopment area, including the power of eminent domain.

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

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. The Planning Board is authorized and directed to undertake a preliminary investigation and conduct a public hearing to determine whether the Study Area meets criteria necessary for designation as an area in need of redevelopment under the Redevelopment Law and, if the Study Area so qualifies, to recommend whether it should be so designated.

Section 3. In the event the governing body shall designate the Study Area as a redevelopment area, the Borough shall be authorized to use all the powers provided under the Redevelopment Law for use in a redevelopment area, including the power of eminent domain.

Section 4. A copy of this resolution shall be forwarded to the Secretary of the Planning Board for action consistent herewith.

Section 5. This resolution shall take effect immediately.

CONSENT AGENDA

Councilmember Bluth moved Resolutions 2022-70; 2022-71; 2022-73 and 2022-74 as a Consent Agenda; Councilmember Jackson seconded.

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

Resolutions adopted 6-0.

Resolution 2022-70

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

APPOINTING A MUNICIPAL HOUSING LIAISON

WHEREAS, pursuant to Hightstown Borough Code Chapter 2 Subsection 2-25.2, there is a need for the appointment of a Municipal Housing Liaison (MHL); and

WHEREAS, the MHL may be a full-time or part-time employee of the Borough of Hightstown; and

WHEREAS, Borough Council wish to appoint, Borough Administrator, Dimitri Musing, as the Municipal Housing Liaison.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Hightstown hereby appoints Dimitri Musing as Municipal Housing Liaison as set forth in Borough Code Chapter 2 Subsection 2-25.2.

Resolution 2022-71

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

**DESIGNATING SATURDAY, APRIL 23, 2022 AS
ARBOR DAY IN THE BOROUGH OF HIGHTSTOWN**

WHEREAS, it is widely reported as historical fact that, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, the Borough is a designated Tree City USA by the Arbor Foundation; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, raw material for sculpture and painting and limitless works of art, and source materials for countless other wood products; and

WHEREAS, trees in our Borough increase property values, enhance the economic vitality of business areas, and beautify our community and spiritual renewal; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown hereby does proclaim and designate Saturday, April 23, 2022, as **ARBOR DAY** in the Borough of Hightstown and to observe this occasion a tree planting ceremony will take place on this day.

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Hightstown, that all residents and members of our community are urged and encouraged to support efforts to protect our trees, walkways, riparian banks and woodlands throughout our Borough and our surrounding environment;

BE IT FURTHER RESOLVED that all residents and members of our community are urged and encouraged to plant trees where appropriate, to gladden hearts and promote the well-being of present and future generations.

Resolution 2022-73

*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>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	296,720.00	2,500.00	299,220.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	100,000.00	0.00	100,000.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	396,720.00	2,500.00	399,220.00

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.

Resolution 2022-74

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 21, 2022, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Attorney Client Privilege

Contract Negotiations – Animal Control

Contract Negotiations – Stockton Street Sidewalks

Contract Negotiations – Curbside Recycling

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 21, 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.

DISCUSSION

Police Chief Frank Gendron joined the meeting at this time.

Enforcement Zone

Councilmember Bluth discussed a resolution passed in Allentown implementing a 25 mile per hour speed limit throughout the municipality, and violators would receive a ticket and be required to appear in court. Councilwoman Bluth suggested something similar for Hightstown by ordinance instead of by resolution, a choice supported by Borough Attorney Fred Raffetto. Discussion ensued, with concerns being raised that mandating a court appearance for a speeding ticket is too heavy-handed and that this could lead to increased court appearances, while other councilmembers stated that the increased signage itself could be a deterrent from speeding. Following a consensus from Council, Mr. Raffetto said he will go forward and explore next steps.

Wycoff Mills One Way

Mayor Quattrone said the county supports the decision to make the road one way and would help put up the signs. Discussion ensued. Borough Attorney Fred Raffetto said an ordinance is required to designate the new traffic regulations. Following consensus from the Council, the ordinance will be introduced at the next meeting.

Weight Limit – Truck Routes

Councilman Misiura suggested an update to Borough Code to specify which roads do not permit trucks, consistent with the verbiage in ordinances in other towns. Following a consensus from the Council, Borough Attorney Fred Raffetto said this can be added as another ordinance and presented for consideration at the next meeting.

COVID-19 Reopening

Administrator Dimitri Musing suggested, following discussion with Health Officer Jill Swanson, that Borough Hall be opened once again to employees (with masks voluntary) but that the building remain closed to the public for the time being. Discussion ensued. Mr. Musing said he would inform employees the next day and it would take effect the next Monday.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Fowler

Downtown Hightstown - The flower basket campaign ordered flowers and said the baskets will be up in time for Memorial Day.

Memorial Day Parade - The Memorial Day Parade is happening and she is working with Mike from the VFW.

Harvest Fair - The Harvest Fair committee has been set up and vendor forms are being distributed this week, with a deadline at the end of June.

Councilmember Cicalese

Complete Streets Committee - There will be a Complete Streets meeting this week

Councilmember Montferrat

Residents have been asking if there will be a town-wide sale with the Masonic Lodge. There is no date for this at the time.

Councilmember Jackson

HPC - Looking into replacing the blue banners on the telephone poles in town.

Councilmember Bluth

Cultural Arts Commission – Looking for a date for Empty Bowls. There will be a Porch Fest in Hightstown on September 24. The First Aid Squad approved a mural to be painted on the side of the First Aid building.

Peggy Riggio, Borough Clerk

Animal Licensing – Stragglers are still turning in cat and dog licenses, there is a late fee as of March 1.

Primary Election - Petitions for primary election are due to the Clerk's office at 4 PM on Monday April 4.

Dimitri Musing, Borough Administrator

Lead service line replacements have to be done by June 22, 2031. The Borough is in the process of applying for loans for this process.

George Lang, CFO - Budget requests from Department Heads came in over the last week

EXECUTIVE SESSION**Resolution 2022-74 Authorizing a Meeting that Excludes the Public**

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2022-74

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 21, 2022, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

- Attorney Client Privilege
- Contract Negotiations – Animal Control
- Contract Negotiations – Stockton Street Sidewalks
- Contract Negotiations – Curbside Recycling

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 21, 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 Bluth moved to adjourn to Executive Session at 7:52 p.m.; Councilmember Jackson seconded. All ayes.

Council returned to public session at 8:42 p.m.

Resolution 2022-75 Authorizing a Shared Service Agreement Between the Township of Manalapan and the Borough of Hightstown for Animal Control Services

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

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

Resolution adopted 6-0.

Resolution 2022-75

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

AUTHORIZING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF MANALAPAN AND THE BOROUGH OF HIGHTSTOWN FOR ANIMAL CONTROL SERVICES.

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1, *et seq.* (the “Act”),

authorizes local units of this State to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the Township of Manalapan (hereinafter the “Township”) and the Borough of Hightstown (hereinafter the “Borough”) (collectively hereinafter also referenced as the “Parties”) have determined that it would be in the best interests of the residents of the Borough for the Parties to collaborate with respect to animal control services (the “services”); and

WHEREAS, the services will contribute to the health, safety and welfare of the residents of the Borough; and

WHEREAS, in the spirit of inter-municipal cooperation, and in furtherance of the principles underlying the Act, the Parties have negotiated a Shared Service Agreement (the “Agreement”), which sets forth the terms and conditions associated with this undertaking, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the Borough Council wishes to authorize the Borough to enter into the Agreement, and to authorize the Mayor and Borough Clerk to execute same on behalf of the Borough.

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 Council hereby authorizes the Mayor to execute, and the Clerk to attest, the attached Shared Service Agreement with the Township of Manalapan relating to the above service.
2. That all relevant Borough officials are hereby authorized to perform all actions which are necessary to effectuate the intentions of the within Resolution.
3. That a certified copy of this Resolution and the attached Agreement shall be provided to each of the following:
 - a. Township of Manalapan;
 - b. Dimitri Musing, Borough Administrator; and
 - c. Frederick C. Raffetto, Esq., Borough Attorney.

ADJOURNMENT

Councilmember Misiura moved to adjourn at 8:46 p.m.; Councilmember Cicalese seconded. All ayes.

Respectfully Submitted,

Margaret Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

ORDINANCE 2022-15

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING SECTION 7-1-14, ENTITLED “PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS,” OF ARTICLE 7-1, “ON-STREET TRAFFIC REGULATIONS,” OF CHAPTER 7, “TRAFFIC,” OF “THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN”

WHEREAS, the Borough of Hightstown (the “Borough”) has previously established certain traffic regulations within the Borough; and

WHEREAS, the previous regulations as referenced above, which are codified in Chapter 7 of the Borough Code, shall be collectively referenced herein as the “prior traffic regulations”; and

WHEREAS, the Mayor and Borough Council have determined to revise the prior traffic regulations as set forth herein.

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

Section 1. That the prior traffic regulations are hereby revised as set forth in more detail herein.

Section 2. That Section 7-1-14, entitled “Parking Prohibited at All Times on Certain Streets,” of Article 7-1, “On-Street Traffic Regulations,” of Chapter 7, “Traffic,” of “The Revised General Ordinances of the Borough of Hightstown” (the “Borough Code”), is hereby amended and supplemented in certain limited respects as follows (additions are shown with underline):

§ 7-1-14. Parking Prohibited at All Times on Certain Streets.

No person shall park a vehicle at any time upon any streets or parts thereof described. Notwithstanding the same, the Chief of Police shall be authorized in his/her sole discretion to permit parking where it is otherwise prohibited pursuant to this Section, on a temporary basis, in circumstances where deemed necessary in furtherance of the health, safety and welfare of the residents of the Borough and/or to facilitate the operational needs of the Borough.

Name of Street	Side	Location
Academy Street	North	Mercer Street to easternmost Post Office driveway
Academy Street	North	Railroad Avenue to 100 feet east
Academy Street	North	For a distance of 170 feet west of Mercer Street
Academy Street	South	Mercer Street to Railroad Avenue

Academy Street	East	From Park Avenue to Stockton Street
Academy Street	East	From Rogers Avenue to Railroad Avenue
Academy Street	East	From Stockton Street to Rogers Avenue
Academy Street	West	From Park Avenue to Grant Avenue
Bank Street	North	From North Main Street to Mechanic Street
Bank Street	North	From the westerly curbline of the driveway entrance of the water plant, a distance of 30 feet east and 30 feet west
Bank Street	South	From North Main Street to Academy Street
Center Street	West	From Stockton Street to Morrison Avenue
Church Street	East	From Rogers Avenue to Stockton Street
Clinton Street	North	From Cole Avenue to Maxwell Avenue
Clinton Street	South	From the westerly curbline of Cole Avenue for a distance of 70 feet east
Cole Avenue	Both	From Franklin Street to Clinton Street
Cranbury Station Road [5-2-2022 by Ord. No. 2022-08]	Both	From Monmouth Street to Wyckoff Mills Road
Dutch Neck Road	North	From the southerly curbline of Stockton Street 665 feet southwesterly
Dutch Neck Road	Southeast	From Gilman Place to Stockton Street
Etra Road	Both	From South Main Street to the Borough line
First Avenue	North	From Outcalt Street to Joseph Street
Forman Street	West	From the southerly curbline of Stockton Street for 205 feet south
Grape Run Road	North	From Westerlea Avenue to Pershing Avenue
Grape Run Road	South	From the easterly curbline of Westerlea Avenue to a point 120 feet east
Grape Run Road	Both	From Westerlea Avenue to Mercer Street
Hagemount Avenue	West	From Lincoln Avenue to Rocky Brook Court
Harron Avenue	East	From Stockton Street to Morrison Avenue
Hutchinson Street	East	From Grant Avenue to Park Avenue
Joseph Street	East	From Stockton Street to Second Avenue
Leshin Lane	North	From a point 50' west of the western side of the driveway of 16 Leshin Lane to Westerlea Avenue
Leshin Lane	South	From a point 50' west of the western side of the driveway of 17 Leshin Lane to Westerlea Avenue
Lincoln Avenue	North	Between Hagemount Avenue and Hutchinson Street
Monmouth Street	North	From North Main Street to a point opposite the east curbline of Broad Street
Monmouth Street	South	From the east curbline of Manlove Avenue 652.67 feet east

Monmouth Street	South	From Pennsylvania Railroad to Broad Street
North Main Street	East	From the northerly curbline of Franklin Street to a point 80 feet north
North Main Street	West	From a point 239.5 feet north of the north curbline of Stockton Street to a point 242 feet north
North Main Street	North	From Monmouth Street to Sunset Avenue
North Main Street	South	From the Borough Line to Monmouth Street
Oak Lane	East	From Stockton Street to the north curbline of Lincoln Avenue; thence from Lincoln Avenue for 397 feet north
Oak Lane	West	From the northerly curbline of Stockton Street to a point 450 feet north
Outcalt Avenue	East	For a distance of 50 feet north or south of the First Avenue and Second Avenue intersections
Outcalt Street	West	From Rogers Avenue to Morrison Avenue
Park Avenue	South	From the westerly curbline of Academy Street to a point 50 feet west
Pershing Avenue	West	From Grape Run Road to South Street
Purdy Street	East	From Bank Street to Reed Street
Railroad Avenue	East	From Stockton Street to Academy Street
Railroad Avenue	West	From Stockton Street to Rogers Avenue
Reed Street	North	From Mechanic Street to Rev. Powell Drive
Rev. Powell Drive	East	From Reed Street to Chamberlin Avenue
Rogers Avenue	North	From Stockton Street to Mercer Street
Second Avenue	North	From Outcalt Street to Joseph Street
Second Avenue	North	From Summit Street to Joseph Street
South Main Street	West	From Ward Street to Mercer Street
South Street	North	From Mercer Street to South Main Street
Stockton Street	North	From Mercer Street to South Main Street for 199 feet west
Stockton Street	South	From Main Street to the west curbline of Dutch Neck Road; thence on Dutch Neck Road for 624 feet
Ward Street	North	From Mercer Street to South Main Street
Ward Street	North	From the easterly curbline of South Main Street to a point 793.25 feet east
Ward Street	South	From the southeasterly curbline of Mercer Street to a point 57 feet east
Ward Street	South	From the easterly curbline of South Main Street to a point 2,241 feet east
Westerlea	West	Leshin Lane to Grape Run Road

Section 3. That all other provisions of Section 7-1-14 of the Borough Code which are not referenced with underline in Section 2 of this Ordinance shall remain unaffected/unchanged and remain in full force and effect.

Section 4. That all parts and provisions of any Ordinance which are inconsistent with the provisions of this Ordinance shall be repealed to the extent of such inconsistency.

Section 5. That the provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

Section 6. That this Ordinance shall become effective upon final passage and publication in accordance with the law, following the receipt of any approvals deemed necessary by any other governmental agencies or authorities which may have jurisdiction over the matters set forth in the within Ordinance and the installation of proper signage by the Borough of Hightstown and/or the County of Mercer.

Introduction: July 18, 2022

Adoption:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2022-16

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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

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

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

	RANGING FROM:	TO:
Mayor	\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00
Borough Administrator	\$30,000.00	\$96,000.00 <u>\$145,000.00</u>
Borough Clerk	\$40,000.00	\$87,000.00
Deputy Borough Clerk	\$30,000.00	\$69,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00
<u>Qualified Purchasing Agent (QPA)</u>	<u>\$12,000.00</u>	<u>\$20,000.00</u>
Registrar of Vital Statistics	\$2,500.00	\$6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$5,000.00
Chief Financial Officer	\$2,000.00	\$56,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00
<u>Part-Time Treasurer</u>	<u>\$15,000.00</u>	<u>\$32,000.00</u>
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$84,000.00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	\$22,000.00
Municipal Magistrate	\$30,000.00	\$54,000.00
Police Chief	\$120,000.00	\$167,000.00

	RANGING FROM:	TO:
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$59,000.00 <u>\$65,000.00</u>
Planning Board Secretary	\$1,000.00	\$27,000.00
Technical Assistant	\$28,000.00	\$43,000.00
Construction Code Official	\$18,000.00	\$38,000.00
Fire Subcode Official	\$3,500.00	\$9,000.00
Building Subcode Official	\$3,500.00	\$9,000.00
Building Inspector	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Superintendent of Public Works	\$50,000.00	\$113,000.00 <u>\$130,000.00</u>
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	\$85,000.00
Superintendent of AWWTP	\$50,000.00	\$114,000.00 <u>\$130,000.00</u>
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Health Officer	\$8,000.00	\$16,000.00
Secretary Board of Health	\$100.00	\$2,000.00
OEM Coordinator	\$2,000.00	\$ 12,000.00

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

	RANGING FROM:	TO:
Administrative Assistant/Payroll Clerk <u>Payroll/Benefits Specialist</u>	\$10.00 <u>\$15.00</u>	\$36.00
Clerical Assistant <u>Executive Administrative Assistant</u>	\$10.50 <u>\$15.00</u>	\$22.00 <u>\$40.00</u>
Administrative Assistant	\$13.50 <u>\$15.00</u>	\$32.00 <u>\$36.00</u>
Public Health Nurse	\$25.00	\$48.00
Senior Public Health Nurse	\$39.00	\$50.00
Special Officer I	\$8.00	\$20.00
Special Officer II	\$18.00	\$32.00

	RANGING FROM:	TO:
Public Works Foreman	\$17.00	\$43.00
Public Works Heavy Equipment Operator	\$16.00	\$43.00
Public Works Automated Vehicle Operator	\$16.00	\$38.00
Public Works Driver/Laborer	\$15.00	\$38.00
Public Works Laborer	\$14.00	\$38.00
Public Works Municipal Building Maintenance	\$8.00	\$38.00
Public Works Mechanic	\$16.00	\$38.00
Seasonal/Temporary Labor	\$10.00	\$22.00
Assistant Water Plant Operator	\$15.00	\$27.00
Water Plant Operator	\$25.00	\$38.00
Water Plant Lead Operator	\$40.00	\$54.00
AWWTP Maintenance	\$16.00	\$32.00
AWWTP Operator	\$15.00	\$32.00
Recreation Director (part-time)	\$20.00	\$43.00 <u>\$45.00</u>
Assistant Recreation Director (part-time)	\$8.00	\$22.00
Junior Recreation Counselor (part-time)	\$6.00	\$16.00
Housing Inspector	\$14.00	\$38.00
Fire Inspector	\$14.00	\$38.00
Building Inspector	\$14.00	\$38.00
Code Enforcement Officer	\$15.00	\$38.00
Fire Officer	\$14.00	\$38.00
Zoning Official	\$14.00	\$38.00
Electric Subcode Official	\$14.00	\$54.00
Plumbing Subcode Official	\$14.00	\$54.00

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

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

Section 4. This Ordinance shall take effect after final passage and publication as provided by law.

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

Introduced:

Adopted:

ATTEST:

Margaret Riggio
Municipal Clerk

Lawrence D. Quattrone
Mayor

Resolution 2022-143

*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 \$307,400.87 from the following accounts:

Current		\$190,479.49
W/S Operating		78,034.52
General Capital		14,430.75
Water/Sewer Capital		8,362.75
Grant		0.00
Trust		1,064.76
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Public Defender Trust		0.00
Housing Trust		0.00
Escrow		<u>15,028.60</u>
Total		<u>\$307,400.87</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 August 1, 2022.

Margaret Riggio
Borough Clerk

Date: August 1, 2022

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 8/1/2022

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
BANK OF AMERICA	7/14/2022	22-00804	34223	\$ 3,286.14
STATE OF N.J.-DEPT OF TREASURY	7/15/2022	22-00771	1546	\$ 39,035.12
EAST WINDSOR REGIONAL SCHOOL	7/15/2022	22-00803	1547	\$ 52,844.00
COMCAST	7/20/2022	22-00832	34265	\$ 195.30
COMCAST BUSINESS	7/20/2022	22-00827	34261	\$ 170.35
JCP&L	7/20/2022	22-00807	34262	\$ 16,313.18
JCP&L	7/20/2022	22-00808	34262	\$ 16.48
VERIZON FIOS	7/20/2022	22-00810	34264	\$ 159.99
JCP&L	7/28/2022	22-00851	34266	\$ 2,189.87
PSE&G	7/28/2022	22-00852	34267	\$ 135.15
VERIZON WIRELESS	7/28/2022	22-00848	34269	\$ 760.24
TOTAL				\$ 115,105.82
 <u>WATER AND SEWER OPERATING</u>				
NJ DEPT OF TRANSPORTATION	7/15/2022	22-00812	34226	\$ 1,055.00
EAST WINDSOR REGIONAL SCHOOL	7/15/2022	22-00771	1381	\$ 15,129.32
PSE&G	7/28/2022	22-00852	34267	\$ 19.18
TOTAL				\$ 16,203.50
 <u>ESCROW</u>				
ROBERTS ENGINEERING	7/14/2022	22-00806	3199	\$ 8,845.00
TOTAL				\$ 8,845.00
 <u>GRANT</u>				
TOTAL				\$ -
 <u>TRUST- OTHER</u>				
LARA KOPPEL	7/14/2022	22-00809	34224	\$ 75.00
LISA MARIE PALACIO	7/14/2022	22-00801	34225	\$ 200.00
PICTURE SHOW-DAWES REC	7/20/2022	22-00834	34263	\$ 370.20
PICTURE SHOW-DAWES REC	7/28/2022	22-00861	34268	\$ 419.56
TOTAL				\$ 1,064.76
 <u>ANIMAL CONTROL TRUST</u>				
TOTAL				\$ -
 <u>LAW ENFORCEMENT TRUST</u>				
TOTAL				\$ -
 <u>UNEMPLOYMENT TRUST</u>				
TOTAL				\$ -
 <u>PUBLIC DEFENDER TRUST</u>				
TOTAL				\$ -
 <u>TAX LIEN TRUST</u>				
TOTAL				\$ -
 <u>GENERAL CAPITAL</u>				
TOTAL				\$ -
 <u>WATER AND SEWER CAPITAL</u>				
TOTAL				\$ -
 MANUAL TOTAL				\$ 141,219.08

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0054 AQUA PRO-TECH LABORATORIES															
		22-00818	07/18/22	OUTSIDE TESTING											
		1		OUTSIDE TESTING	1,549.72		2-09-55-501-002-532		B Outside Lab Testing	R	07/18/22	07/28/22		2060114M	N
		Vendor Total:			1,549.72										
CHEST005 CHESTERFIELD ELECTRIC LLC															
		22-00840	07/20/22	AIR CONDITIONER SERVICE CALL											
		1		AIR CONDITIONER SERVICE CALL	139.00		2-09-55-501-002-503		B Sewer Plant Maintenance	R	07/20/22	07/28/22		I-4229-1	N
		2		1065684 BELT A47 49IN LONG	131.36		2-09-55-501-002-503		B Sewer Plant Maintenance	R	07/28/22	07/28/22		I-4229-1	N
		3		TRIP CHARGE	89.00		2-09-55-501-002-503		B Sewer Plant Maintenance	R	07/28/22	07/28/22		I-4229-1	N
					<u>359.36</u>										
		Vendor Total:			359.36										
C0058 CINTAS CORPORATION #061															
		22-00758	07/06/22	BLACK GLOVES											
		1		BLACK GLOVE-0 XL PF 6MIL 100CT	650.00		2-09-55-501-002-506		B Lab. Equipment & Supplies	R	07/06/22	07/28/22		1903160423	N
		2		BLACK GLOVE-0 M F 6MIL 100CT	130.00		2-09-55-501-002-506		B Lab. Equipment & Supplies	R	07/06/22	07/28/22		1903160423	N
					<u>780.00</u>										
		Vendor Total:			780.00										
CLARI005 CLARIS INTERNATIONAL INC															
		22-00694	06/17/22	ANNUAL CONTRACT RENEWAL											
		1		ANNUAL CONTRACT RENEWAL	900.00		2-01-25-240-001-029		B Maint. Contracts - Other	R	06/17/22	07/28/22		2022-2023	N
		Vendor Total:			900.00										
CLARK005 CLARKE CATON HINTZ															
		22-00811	07/14/22	Services throug											
		1		#83864;srvc	1,401.00		2021-02		P Amended Site Plan	R	07/14/22	07/28/22		83864	N
		2		#83869;srvc	170.00		2022-01		P 105 Main St - Concept Plan	R	07/14/22	07/28/22		83869	N
		3		#83877;srvc	42.50		2022-05		P Use Variance - 2 Family Home	R	07/14/22	07/28/22		83877	N
					<u>1,613.50</u>										
		Vendor Total:			1,613.50										

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
	Item Description							Date		Excl
DASTI005 DASTI, MURPHY & MCGUCKIN, P.C.										
	22-00828 07/19/22 INV 115644 MUNI COURT APPEAL									
	1 INV 115644 MUNI COURT APPEAL		157.50	2-01-20-155-001-027	B General Matters	R	07/19/22	07/28/22	115644	N
	22-00829 07/19/22 INV 116021 MUNI COURT APPEAL									
	1 INV 116021 MUNI COURT APPEAL		1,382.50	2-01-20-155-001-027	B General Matters	R	07/19/22	07/28/22	116021	N
	Vendor Total:		1,540.00							
DENNI015 DENNIS EGAN										
	22-00830 07/19/22 REIMBURSEMENT HIST PRES COMM									
	1 REIMBURSEMENT HIST PRES COMM		179.86	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	HOME DEPOT RCPT	N
	2 REIMBURSEMENT HIST PRES COMM		85.96	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	TONY'S RECPT	N
	3 REIMBURSEMENT HIST PRES COMM		29.94	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	HOME DEPOT RCPT	N
	4 REIMBURSEMENT HIST PRES COMM		115.94	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	HOME DEPOT RCPT	N
	5 REIMBURSEMENT HIST PRES COMM		99.99	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	A & M RECPT	N
	6 REIMBURSEMENT HIST PRES COMM		398.40	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	TONY'S RECPT	N
	7 REIMBURSEMENT HIST PRES COMM		438.24	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	TONY'S RECPT	N
	8 REIMBURSEMENT HIST PRES COMM		125.88	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	TIMOTHY'S RCPT	N
	9 REIMBURSEMENT HIST PRES COMM		200.00	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	CORNERCOPIA RCT	N
	10 REIMBURSEMENT HIST PRES COMM		43.98	2-01-20-175-000-199	B MISCELLANEOUS	R	07/19/22	07/28/22	TIMOTHY'S RCPT	N
			1,718.19							
	Vendor Total:		1,718.19							
DRPUT005 DR PUTHENMADAM RADHAKRISHNAN										
	22-00553 05/12/22 PROF SVCS HEALTH CLINIC 2022			B						
	9 PROF SVCS HEALTH CLNC 7/11/22		357.18	2-01-27-330-001-031	B Contract-Professional Serv.(B)	R	06/23/22	07/28/22	7/11/22	N
	Vendor Total:		357.18							
E0576 EAST WINDSOR REGIONAL SCHOOL										
	22-00800 07/13/22 JUNE 2022 FUEL USE									
	1 JUNE 2022 FUEL USE-FIRE		392.58	2-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	07/13/22	07/28/22	JUNE 2022	N
	2 JUNE 2022 FUEL USE-POLICE		2,523.10	2-01-31-460-001-145	B Motor Fuel - Police	R	07/13/22	07/28/22	JUNE 2022	N
	3 JUNE 2022 FUEL USE-FIRST AID		468.42	2-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	07/13/22	07/28/22	JUNE 2022	N
	4 JUNE 2022 FUEL USE-GARBAGE		2,558.42	2-01-31-460-001-147	B Motor Fuel - Public Works	R	07/13/22	07/28/22	JUNE 2022	N
	5 JUNE 2022 FUEL USE-STREETS		1,515.98	2-01-31-460-001-147	B Motor Fuel - Public Works	R	07/13/22	07/28/22	JUNE 2022	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
E0576 EAST WINDSOR REGIONAL SCHOOL Continued														
22-00800	07/13/22	JUNE 2022	FUEL USE			Continued								
6	JUNE 2022	FUEL USE-PARKS	150.84	2-01-31-460-001-147	B Motor Fuel - Public Works	R	07/13/22	07/28/22		JUNE 2022				N
7	JUNE 2022	FUEL USE-WATER	190.21	2-09-55-501-001-512	B Motor Fuel	R	07/13/22	07/28/22		JUNE 2022				N
8	JUNE 2022	FUEL USE-SEWER	267.28	2-09-55-501-002-512	B Motor Fuel	R	07/13/22	07/28/22		JUNE 2022				N
9	JUNE 2022	FUEL FACILITY FEE	<u>120.00</u>	2-01-31-460-001-144	B Upgrades to Fueling Facility	R	07/13/22	07/28/22		JUNE 2022				N
			8,186.83											
Vendor Total:			8,186.83											
ESOS0005 ESO SOLUTIONS, INC.														
22-00788	07/13/22	ANNUAL SOFTWARE RENEWAL												
1	ANNUAL SOFTWARE RENEWAL	956.34	2-01-25-252-002-029	B Computer Software/Mntc/Equip	R	07/13/22	07/28/22		ESO-84367					N
2	ER - CAD INTEGRATION	841.80	2-01-25-252-002-029	B Computer Software/Mntc/Equip	R	07/13/22	07/28/22		ESO-84367					N
3	ER- FIRE UPGRADE (NFIRS ONLY)	918.85	2-01-25-252-002-029	B Computer Software/Mntc/Equip	R	07/13/22	07/28/22		ESO-84367					N
4	ER - LOSAP MODULE	<u>0.00</u>	2-01-25-252-002-029	B Computer Software/Mntc/Equip	R	07/13/22	07/28/22		ESO-84367					N
		2,716.99												
Vendor Total:			2,716.99											
Q0176 EUROFINS QC, LLC														
22-00814	07/18/22	WATER ANALYSIS												
1	INV 6300026713-WATER ANALYSIS	247.50	2-09-55-501-001-532	B Outside Testing/Labs	R	07/18/22	07/28/22		6300026713					N
Vendor Total:			247.50											
G0181 FRANKLIN-GRIFFITH, LLC														
22-00394	04/06/22	STREET LIGHT/HEAD REPLACEMENT												
1	QUOTE S120317057 - COMPLETE	7,689.10	2-01-26-290-001-127	B Street Repair & Maintenance	R	04/06/22	07/28/22		S120317057					N
2	QTE S120346429 - 2 LIGHT HEADS	<u>6,152.50</u>	2-01-26-290-001-127	B Street Repair & Maintenance	R	04/06/22	07/28/22		S120317057.005					N
		13,841.60												
Vendor Total:			13,841.60											
FRENC005 French & Parrello Associates														
21-00847	07/23/21	ENGINEERING SVC PEDDIELAKE DAM		B										
14	STABILITY ANALYSIS	1,781.50	1-01-20-165-001-105	B Peddie Lake Dam-Inspection	R	07/23/21	07/28/22		133896					N
15	EVALUATION REPORT	65.00	1-01-20-165-001-105	B Peddie Lake Dam-Inspection	R	07/23/21	07/28/22		133896					N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
FRENC005 French & Parrello Associates Continued								
	21-00847 07/23/21 ENGINEERING SVC PEDDIELAKE DAM	Continued						
	16 H & H MODEL & INUNDATION MAP	920.00	1-01-20-165-001-105	B	Peddie Lake Dam-Inspection	R	07/23/21 07/28/22	133896 N
		<u>2,766.50</u>						
	Vendor Total:	2,766.50						
G0214 GARDEN STATE HIGHWAY PRODUCTS								
	22-00671 06/14/22 HO PARKING ANYTIME SIGNS							
	1 R7-1AD NO PARKING ANY TIME	200.00	2-01-26-290-001-126	B	Signs & Posts	R	06/14/22 07/28/22	PS-INV107663 N
	2 R7-1 NO PARKING ANY TIME (STD)	200.00	2-01-26-290-001-126	B	Signs & Posts	R	06/14/22 07/28/22	PS-INV107663 N
	3 SPECIAL SIGNS - TPE 4 REFL -	32.00	2-01-26-290-001-126	B	Signs & Posts	R	06/14/22 07/28/22	PS-INV107663 N
	4 EST. SHIPPING AND HANDLING	<u>50.00</u>	2-01-26-290-001-126	B	Signs & Posts	R	06/14/22 07/28/22	PS-INV107663 N
		482.00						
	Vendor Total:	482.00						
G1043 GAYLE CORPORATION								
	21-01672 12/31/21 LIME PUMP REPLACEMENT							
	1 QUOTE 123121 - JESCO	6,780.00	1-09-55-501-001-503	B	Water Plant Maintenance	R	12/31/21 07/28/22	18149 N
	2 FREIGHT CHARGES	<u>422.25</u>	1-09-55-501-001-503	B	Water Plant Maintenance	R	07/15/22 07/28/22	18149 N
		7,202.25						
	Vendor Total:	7,202.25						
G1077 GEORGE S. COYNE CO., INC.								
	22-00035 01/26/22 CHLORINE RES 2020-231 FOR 2022		B					
	5 INV 385679 CHLORINE 6/24/22	822.30	2-09-55-501-001-526	B	Chlorine	R	05/11/22 07/28/22	385679 N
	Vendor Total:	822.30						
U0013 HD SUPPLY FACILITIES MAINT LTD								
	22-00755 07/06/22 DIAPHRAM & REBUILD KITS							
	1 #9751497 DIAPHRAM KIT	481.00	2-09-55-501-002-503	B	Sewer Plant Maintenance	R	07/06/22 07/28/22	049953 N
	2 #97751217 REBUILD KIT	998.00	2-09-55-501-002-503	B	Sewer Plant Maintenance	R	07/06/22 07/28/22	049953 N

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
I0682	INSTITUTE FOR PROFESSIONAL DEV													
	22-00729	06/23/22	REDEMPTION ASSIGNMENT WEBINAR											
	1		REDEMPTION ASSIGNMENT WEBINAR	50.00	2-01-20-145-001-042		B Education & Training	R	06/23/22	07/28/22			62222	N
	2		BASICS OF ARBITRAGE RULES	50.00	2-01-20-145-001-042		B Education & Training	R	06/23/22	07/28/22			62922	N
				<u>100.00</u>										
	Vendor Total:			100.00										
J0069	JERSEY ELEVATOR LLC													
	22-00796	07/13/22	JULY 2022 ELEVATOR SERVICE											
	1		INV 274655	190.39	2-01-26-310-001-029		B Maintenance Contracts	R	07/13/22	07/28/22			274655	N
	Vendor Total:			190.39										
L0210	LARRY GUNNELL													
	22-00820	07/18/22	REFRESHMENT REIMBURSEMENT											
	1		REFRESHMENT REIMBURSEMENT	74.64	2-01-28-370-002-021		B RECREATION SUMMER PROGRAM	R	07/18/22	07/28/22			ALDI RECPT 7/14	N
	Vendor Total:			74.64										
LAWSO005	LAWSON PRODUCTS, INC.													
	22-00791	07/13/22	QUICK SET SUPER											
	1		QUICK SET SUPER	109.80	2-09-55-501-002-503		B Sewer Plant Maintenance	R	07/13/22	07/28/22			9309765886	N
	2		FREIGHT	11.99	2-09-55-501-002-503		B Sewer Plant Maintenance	R	07/28/22	07/28/22			9309765886	N
				<u>121.79</u>										
	Vendor Total:			121.79										
L0037	LINCOLN FINANCIAL GROUP													
	22-00833	07/20/22	AUGUST 2022 LIFE INSURANCE											
	1		AUGUST 2022 LIFE INSURANCE	290.56	2-01-23-210-003-115		B Medical Ins-Emp] Grp Health	R	07/20/22	07/28/22			AUGUST 2022	N
	2		AUGUST 2022 LIFE INSURANCE	5.91	2-01-23-210-003-115		B Medical Ins-Emp] Grp Health	R	07/20/22	07/28/22			AUGUST 2022	N
	3		AUGUST 2022 LIFE INSURANCE WTP	18.16	2-09-55-501-001-514		B INSURANCE	R	07/20/22	07/28/22			AUGUST 2022	N
	4		AUG 2022 LIFE INSURANCE AWWTP	54.48	2-09-55-501-002-514		B Insurance	R	07/20/22	07/28/22			AUGUST 2022	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
L0037	LINCOLN FINANCIAL GROUP			Continued										
		22-00833	07/20/22	AUGUST 2022 LIFE INSURANCE		Continued								
				5 AUGUST 2022 LIFE INSURANCE	9.08	2-01-23-210-003-115		B Medical Ins-Emp] Grp Health	R	07/20/22	07/28/22		AUGUST 2022	N
					<u>360.03</u>									
				Vendor Total:	360.03									
M0180	MCMASTER-CARR													
		22-00792	07/13/22	MARKING TAPE/RUBBER PLUGS										
				1 INV 80957803 - MARKING TAPE	23.04	2-01-26-305-001-034		B Motor Vehicle Parts & Access.	R	07/13/22	07/28/22		80957803	N
				2 INV 80933017 - RUBBER PLUGS	127.70	2-01-26-290-001-127		B Street Repair & Maintenance	R	07/13/22	07/28/22		80957803	N
					<u>150.74</u>									
				Vendor Total:	150.74									
M0256	MERCER CO IMPROVEMENT AUTH													
		22-00795	07/13/22	JUNE 2022 TIPPING										
				2 JUNE 2022 RECYCLING TAX	530.40	2-01-43-496-001-174		B Recycling Tax	R	07/13/22	07/28/22		JUNE 2022	N
				3 JUNE 2022 TIPPING	20,332.10	2-01-32-465-001-165		B Landfill Solid Waste Disposal-MCIA	R	07/13/22	07/28/22		JUNE 2022	N
					<u>20,862.50</u>									
				Vendor Total:	20,862.50									
M0127	MONMOUTH COUNTY													
		22-00797	07/13/22	JUNE 2022 ROOSEVELT TIPPING										
				1 JUNE 2022 ROOSEVELT TIPPING	2,931.80	2-01-43-513-001-171		B Borough of Roosevelt-Tipping Fees	R	07/13/22	07/28/22		JUNE 2022	N
				Vendor Total:	2,931.80									
N0275	NJ LEAGUE OF MUNICIPALITIES													
		22-00805	07/13/22	ADMIN ASST DPW AD										
				1 ADMIN ASST DPW AD	160.00	2-01-20-120-001-021		B Advertisements	R	07/13/22	07/28/22		SD17266	N
				Vendor Total:	160.00									
P0005	PARIS AUTOMOTIVE SUPPLY													
		22-00794	07/13/22	JUNE 2022 PARTS INVOICES										
				1 JUNE 2022 PARTS INVOICES	195.51	2-01-26-305-001-034		B Motor Vehicle Parts & Access.	R	07/13/22	07/28/22		226238	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0005	PARIS AUTOMOTIVE SUPPLY	Continued												
22-00794	07/13/22 JUNE 2022 PARTS INVOICES	Continued												
2	JUNE 2022 PARTS INVOICES	830.47	2-01-33-195-002-199	B Miscellaneous	R	07/13/22	07/28/22					227771/227849	N	
3	JUNE 2022 PARTS INVOICES	108.32	2-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	07/13/22	07/28/22					227778/227822	N	
4	JUNE 2022 PARTS INVOICES	111.55	2-01-28-369-001-139	B Mower Repairs	R	07/13/22	07/28/22					227784	N	
		<u>1,245.85</u>												
	Vendor Total:	1,245.85												
P0088	PARKER MCCAY, P.A.													
22-00859	07/27/22 Services thru 6/28/22													
1	#3149535; Srvc thru 6/28/22	49.50	2021-02	P Amended Site Plan	R	07/27/22	07/28/22					3149535	N	
2	#3149534; Srvc thru 6/28/22	82.50	2-01-21-180-001-107	B Planning Board - Attorney	R	07/27/22	07/28/22					3149534	N	
3	#3149537; Srvc thru 6/28/22	7.60	2022-05	P Use Variance - 2 Family Home	R	07/27/22	07/28/22					3149537	N	
		<u>139.60</u>												
	Vendor Total:	139.60												
P0044	PSE&G													
22-00863	07/28/22 MASTER 13 014 184 04 7/22/22													
1	7341583509 140 N MAIN ST	146.58	2-01-31-446-001-143	B Gas/Heat - Fire House	R	07/28/22	07/28/22					503100104611	N	
2	7341583606 148 N MAIN ST	65.57	2-01-31-446-001-143	B Gas/Heat - Fire House	R	07/28/22	07/28/22					503100104611	N	
3	7341583703 BANK ST	38.56	2-09-55-501-001-505	B Gas Service	R	07/28/22	07/28/22					503100104611	N	
4	7341583800 OAK LANE	2,257.86	2-09-55-501-002-505	B Gas Service	R	07/28/22	07/28/22					503100104611	N	
		<u>2,508.57</u>												
	Vendor Total:	2,508.57												
R0077	ROBERTS ENGINEERING GRP LLC													
22-00849	07/21/22 WATER TREATMENT PLANT GENERATR													
1	WATER TREATMENT PLANT GENERATR	318.75	C-08-55-965-000-540	B FEMA FLOOD MIT GENERATOR ENGINEER 20-17	R	07/21/22	07/28/22					6169	N	
22-00850	07/21/22 SERVICES THROUGH 7/16/22													
1	COUNCIL MEETINGS 6161	240.00	2-01-20-165-001-104	B Attendance at Meetings (B)	R	07/21/22	07/28/22					6161	N	
2	MISC REQUESTS 6162	134.25	2-01-20-165-001-028	B General Engineering	R	07/21/22	07/28/22					6162	N	
3	NJDOT GRANTS 6163	1,362.50	2-01-20-165-001-028	B General Engineering	R	07/21/22	07/28/22					6163	N	
4	MISC ROADS 6164	835.00	2-01-20-165-001-028	B General Engineering	R	07/21/22	07/28/22					6164	N	
5	GENERAL SEWERS 6165	3,905.25	2-09-55-501-002-508	B Engineer	R	07/21/22	07/28/22					6165	N	

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
R0077 ROBERTS ENGINEERING GRP LLC Continued											
22-00850 07/21/22 SERVICES THROUGH 7/16/22			Continued								
6 GENERAL WATER 6166	9,294.25	2-09-55-501-001-508	B Engineer	R	07/22/22	07/28/22			6166		N
7 CHEMICALS & SLUDGE REMOVAL	420.00	2-09-55-501-002-508	B Engineer	R	07/22/22	07/28/22			6167		N
8 WATER TANKS 6168	1,244.50	C-08-55-963-000-544	B DESIGN COSTS WATER TANKS/STANDPIPE	R	07/22/22	07/28/22			6168		N
9 AWWTP ACTIVATED SLUDGE	9,178.50	2-09-55-501-002-508	B Engineer	R	07/22/22	07/28/22			6170		N
10 STOCKTON & JOSEPHS SIDEWALKS	472.50	C-04-55-880-001-446	B STOCKTON & JOSEPH SIDEWALK LITIGATION	R	07/22/22	07/28/22			6171		N
11 IMPROVEMENTS TO RAILROAD & DEY	11,226.25	C-04-55-894-002-447	B RAILROAD AVE & DEY STREET SOFT COSTS	R	07/22/22	07/28/22			6173		N
12 IMPROVEMENTS HAUSSER, BENNETT	2,090.00	C-04-55-894-001-447	B HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	07/22/22	07/28/22			6174		N
13 STOCKTON ST CURB & SIDEWALK	345.00	C-04-55-880-001-447	B RETAINING WALL 17-9, STOCKTON SIDEW SEC20	R	07/22/22	07/28/22			6175		N
14 IMPROVEMENTS TO ORCHARD, MEADOW	6,799.50	C-08-55-969-001-544	B IMP TO ORCHARD, CLOVER & S. MAIN SEC 20	R	07/22/22	07/28/22			6176		N
	47,547.50										
22-00853 07/22/22 SERVICES THRU 7/16/2022											
1 #6172; SERVICES THRU 7/16/2022	1,258.00	2-01-21-180-001-199	B Miscellaneous	R	07/22/22	07/28/22			6172		N
2 #6178; SERVICES THRU 7/16/2022	2,921.50	2022-02	P PEDDIE SOLAR & PARKING LOT	R	07/22/22	07/28/22			6178		N
3 #6180; SERVICES THRU 7/16/2022	1,410.00	2022-05	P Use Variance - 2 Family Home	R	07/22/22	07/28/22			6180		N
	5,589.50										
Vendor Total:	53,455.75										
S0002 SAFETY-KLEEN SYSTEMS, INC											
22-00837 07/20/22 SERVICE SAFETY CLEAN											
1 SERVICE SAFETY CLEAN	260.96	2-09-55-501-002-502	B Vehicle Maintenance	R	07/20/22	07/28/22			89366627		N
Vendor Total:	260.96										
S0061 SEA BOX											
22-00793 07/13/22 CONTAINER RENTAL											
1 INV SI154484 - CONTAINER	75.00	2-01-26-310-001-025	B Building Rental	R	07/13/22	07/28/22			SI154484		N
Vendor Total:	75.00										
W0156 SEARING, WILLIAM											
22-00790 07/13/22 REIMBURSEMENT WILLIAM SEARING											
1 REIMBURSEMENT WILLIAM SEARING	19.99	2-09-55-501-002-503	B Sewer Plant Maintenance	R	07/13/22	07/28/22			ORDER 8440217		N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description					Enc Date Date	Date Invoice	Excl
W0156 SEARING, WILLIAM Continued								
	22-00790 07/13/22 REIMBURSEMENT WILLIAM SEARING	Continued						
	2 REIMBURSEMENT WILLIAM SEARING		3.99 2-09-55-501-002-503	B Sewer Plant Maintenance	R	07/13/22 07/28/22	ORDER 8440217	N
			23.98					
	Vendor Total:		23.98					
S0256 STALKER RADAR								
	22-00509 05/04/22 RADAR MOUNTS & CONTROLS							
	1 2' ANTENNA CABLE IP67		75.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	2 20' ANTENNA CABLE IP67		141.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	3 VSS CABLE KIT QUOTE 2061609		126.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	4 2020-2022 FI SUV CU/DISPLAY/		96.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	5 2020-2022 FI SUV REAR ANTENNA		118.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	6 SHIPPING QUOTE 2061609		20.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	7 DSR ERGONOMIC REMOTE CONTROL		138.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
	8 SHIPPING QUOTE 2061614		10.00 2-01-44-902-001-162	B Purchase of Police Vehicle	R	05/04/22 07/28/22	401809	N
			724.00					
	Vendor Total:		724.00					
S1096 STAPLES BUSINESS ADVANTAGE								
	22-00826 07/18/22 HPD OFFICE SUPPLIES							
	1 HPD OFFICE SUPPLIES		9.99 2-01-25-240-001-036	B Office Supplies & Equipment	R	07/18/22 07/28/22	9841906783	N
	2 HPD OFFICE SUPPLIES		66.32 2-01-25-240-001-036	B Office Supplies & Equipment	R	07/18/22 07/28/22	7361071970	N
	3 HPD OFFICE SUPPLIES		10.94 2-01-25-240-001-036	B Office Supplies & Equipment	R	07/18/22 07/28/22	7361071970	N
	4 HPD OFFICE SUPPLIES		27.98 2-01-25-240-001-036	B Office Supplies & Equipment	R	07/18/22 07/28/22	9841906783	N
			115.23					
	Vendor Total:		115.23					
S0375 STEVENSON SUPPLY CO.								
	22-00761 07/06/22 FERNCO/BUSHINGS FOR AWWTP							
	1 INV 649120		488.14 2-09-55-501-002-503	B Sewer Plant Maintenance	R	07/06/22 07/28/22	649120	N
	Vendor Total:		488.14					

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
T0211 TRAP ROCK INDUSTRIES LLC.														
22-00798	07/13/22	3/4	CLEAN STONE FOR AWWTP											
1	INV	8139253-3/4	CLEAN STONE	758.89	2-09-55-501-002-503		B Sewer Plant Maintenance	R		07/13/22	07/28/22		8139253	N
Vendor Total:				758.89										
U0144 UPS														
22-00731	06/23/22	INV	0000161Y33232/33252	HPD										
1	INV	0000161Y33252	HPD	32.74	2-01-25-240-001-199		B Miscellaneous	R		06/23/22	07/28/22		0000161Y33252	N
2	INV	0000161Y33232	HPD	34.98	2-01-25-240-001-199		B Miscellaneous	R		06/23/22	07/28/22		0000161Y33232	N
				<u>67.72</u>										
Vendor Total:				67.72										
V0019 VERIZON														
22-00862	07/28/22	ACCTS	01-53 & 01-69	7/15/22										
1	750-717-188-0001-53	7/15/22		613.52	2-01-31-440-001-089		B Telephone-VERIZON	R		07/28/22	07/28/22		750717188000153	N
2	250-717-367-0001-69	7/15/22		243.96	2-09-55-501-003-545		B Telephone-w/S-VERIZON	R		07/28/22	07/28/22		250717367000169	N
				<u>857.48</u>										
Vendor Total:				857.48										
W0071 WASTE MGMT OF NEW JERSEY, INC.														
22-00178	02/17/22	RES	2022-47	SLUDGE EXTENSION			B							
6	INV	3063175-0502-3	6/1/22	6,472.64	2-09-55-501-002-538		B Sludge Removal/Disposal-waste Management	R		05/17/22	07/28/22		3063175-0502-3	N
7	INV	3069055-0502-1	7/1/22	8,645.63	2-09-55-501-002-538		B Sludge Removal/Disposal-waste Management	R		06/13/22	07/28/22		3069055-0502-1	N
				<u>15,118.27</u>										
22-00570	05/17/22	GRIT & SCREENING RES	2020-230				B							
3	INV	3069001-0502-5	7/1/22	1,468.88	2-09-55-501-002-540		B Grit/Screening Disposal-waste Mgmt	R		05/17/22	07/28/22		3069001-0502-5	N
Vendor Total:				16,587.15										
W0286 WEST WINDSOR TOWNSHIP														
22-00841	07/20/22	2022	HEALTH INTERLOCAL	3RD QTR										
1	2022	HEALTH INTERLOCAL	3RD QTR	5,939.75	2-01-43-511-001-026		B West Windsor Health Contract	R		07/20/22	07/28/22		3RD QTR HEALTH	N
Vendor Total:				5,939.75										

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type	Description								
WIREL005 WIRELESS ELECTRONICS, INC.												
22-00786 07/13/22 MONTHLY SVC CONTRACT JULY 2022												
1 MONTHLY SVC CONTRACT JULY 2022	255.00	2-01-25-240-001-029		B Maint. Contracts - Other			R	07/13/22	07/28/22		JULY 2022	N
Vendor Total:	255.00											

Total Purchase Orders: 54 Total P.O. Line Items: 151 Total List Amount: 166,181.79 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	2,766.50	0.00	2,766.50	0.00	0.00	0.00	2,766.50
	1-09	7,202.25	0.00	7,202.25	0.00	0.00	0.00	7,202.25
	Year Total:	9,968.75	0.00	9,968.75	0.00	0.00	0.00	9,968.75
CURRENT FUND	2-01	72,607.17	0.00	72,607.17	0.00	0.00	0.00	72,607.17
	2-09	54,628.77	0.00	54,628.77	0.00	0.00	0.00	54,628.77
	2-21	0.00	0.00	0.00	0.00	0.00	6,183.60	6,183.60
	Year Total:	127,235.94	0.00	127,235.94	0.00	0.00	6,183.60	133,419.54
GENERAL CAPITAL	C-04	14,430.75	0.00	14,430.75	0.00	0.00	0.00	14,430.75
WATER/SEWER CAPITAL	C-08	8,362.75	0.00	8,362.75	0.00	0.00	0.00	8,362.75
	Year Total:	22,793.50	0.00	22,793.50	0.00	0.00	0.00	22,793.50
Total of All Funds:		159,998.19	0.00	159,998.19	0.00	0.00	6,183.60	166,181.79

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Amended Site Plan	2021-02	1,632.00	0.00	1,632.00
105 Main St - Concept Plan	2022-01	170.00	0.00	170.00
PEDDIE SOLAR & PARKING LOT	2022-02	2,921.50	0.00	2,921.50
Use Variance - 2 Family Home	2022-05	1,460.10	0.00	1,460.10
Total of All Projects:		<u>6,183.60</u>	<u>0.00</u>	<u>6,183.60</u>

Resolution 2022-144

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

**RESOLUTION AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO
APPLY TO THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
(NJDC) FOR A 2022 AMERICAN RESCUE PLAN FIREFIGHTER GRANT**

WHEREAS, the Borough of Hightstown will apply for a 2022 American Rescue Plan Firefighter Grant from the New Jersey Department of Community Affairs (NJDC) for much needed firefighting equipment including purchase of a gear washer and extractor with drying rack, and 10 full turn out sets (coats and bunker pants) boots, helmets, gloves, and hoods;

WHEREAS, the purchase of the equipment will cost \$75,000 and the Borough of Hightstown is requesting \$67,500 in 2022 American Rescue Plan Firefighter Grant funds and will provide a 10% match of \$7,500 with local funds.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Borough of Hightstown does hereby authorize the application for such a grant; and,
2. Recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of the grant agreement; and, also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Borough of Hightstown and the New Jersey Department of Community Affairs.

NOW THEREFORE, BE IT FURTHER RESOLVED that the persons whose names, titles and signatures appear below are authorized to sign the application and that they or their successors in said titles are authorized to sign the agreement and any other documents in connection therewith:

Margaret Riggio, Borough Clerk

Lawrence Quattrone, Mayor

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 1, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-145

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

A RESOLUTION OF SUPPORT FOR THE AMERICA'S 9/11 RIDE

WHEREAS, Hightstown Borough, has been privileged to be a participant and pass-through town of the America's 9/11 Ride for several years; and

WHEREAS, the America's 9/11 Ride began in November of the year 2001 to honor those who died in the September 11, 2001 attacks on America's citizens, and those who protect us in our daily lives; and

WHEREAS, America's 9/11 Ride is sponsored by the Americas 911 Foundation which was founded in 2004; and

WHEREAS, the America's 9/11 Ride is anxiously awaited and well attended by the citizens of Hightstown Borough and its neighboring communities; and

WHEREAS, the America's 9/11 Ride consists of active Police, Fire and EMTs; and

WHEREAS, the 2022 ride will take place August 17th – August 20th with the ride passing through Hightstown on August 18th; and

WHEREAS, the Borough of Hightstown is in full support of America's 9/11 Ride throughout the country and honored to have Hightstown continue to be a part of this.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Hightstown Borough and its residents support the America's 9/11 Ride and look forward to participating again this year.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 1, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-146

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

AMENDING RESOLUTION 2022-26 AUTHORIZING DEPOSITORIES AND SIGNATURES FOR BOROUGH ACCOUNTS

WHEREAS, resolution 2022-26 authorized officers of the Borough of Hightstown to sign for the payment of money from the accounts that the Borough if Hightstown; and

WHEREAS, it is necessary to amend resolution 2022-26 by removing the name of Nicolette Devish as a designated officers who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that resolution 2022-26 shall be amended by removing Nicolette Devish as an officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 1, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-147

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

RESOLUTION OPPOSING THE PROPOSED INCREASES TO THE STATE HEALTH BENEFITS PROGRAM

WHEREAS, the State Health Benefits Program (SHBP), governed by N.J.S.A. 52:14-17.25 et seq., offers medical, prescription drug, and dental coverage to qualified State and participating local government public employees, retirees, and eligible dependents; and

WHEREAS, all SHBP plans are self-funded meaning that the money paid out for benefits comes directly from a SHBP fund supplied by the State, participating local employers, and member premiums; and

WHEREAS, the Division of Pensions and Benefits is responsible for the daily administrative activities of the SHBP, the State Health Benefits Commission is the executive organization responsible for overseeing the SHBP; and

WHEREAS, the State Health Benefits Commission, comprised of state officials and union representatives, annually consider the calendar year premium levels for the Local Government Employer Group of the SHBP based on recommendations found in the Rate Setting Recommendation Analysis of the Local Government Employee Group; and

WHEREAS, the preliminary rate increase for the 2023 Local Government Employer Group included a 24% increase for Active Medical, a 3.7% increase for Active Pharmacy, a 15.6% increase in Early Retiree Medical, and a 0.7% increase for Medicare. Early Retiree Pharmacy has a 5.7% decrease; and

WHEREAS, subsequent news accounts has Department of Treasury noting “rates for active members and early retirees would likely be increase between 12-20% across the various plans for the upcoming year”; and

WHEREAS, such proposed exorbitant rate increases will fall upon the local property taxpayer along with the local public employees at a time where there is record inflation, and

WHEREAS, the proposed premium increase for most active employees will take thousands more out of their paychecks annually and lead to huge costs for local governments that will translate into higher property tax bills for struggling families; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Hightstown in the county of Mercer call upon the State Health Benefit Commission to reconsider the rate increase and strike a rate increase that is appropriate in the current economic conditions; and

BE IT FURTHER RESOVLED, that the governing body of the Borough of Hightstown in the county of Mercer urge the legislature to adopt legislation expanding the composition of the State Health Benefits Commission to include representatives from both municipal and county government management; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Murphy, State Treasurer Muoio, Senate President Scutari, Assembly Speaker Coughlin, Senator Linda Greenstein, Assemblyman Daniel Benson, Assemblyman Wayne DeAngelo, and New Jersey State League of Municipalities.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 1, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-148

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

RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS

WHEREAS, the Borough Council of the Borough of Hightstown deems that it is in the best interest of the Borough of Hightstown to make certain financial transactions by using electronic transactions.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that the following policy shall govern the use of electronic transactions:

- (a) The CFO or Deputy CFO shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The CFO or Deputy CFO shall follow the attached ACH and Electronic Transaction Policy to be followed and presented to the governing body;
- (c) The CFO or Deputy CFO shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The CFO or Deputy CFO shall submit documentation to the governing body, or person responsible for approving payments by resolution, detailing goods and services purchased, the cost of goods or services;
- (e) All ACH transactions shall be approved by the CFO or Deputy CFO before payment is made.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on August 1, 2022.

Margaret Riggio
Borough Clerk

ACH AND ELECTRONIC TRANSACTIONS POLICY
August 1, 2022

The following policy shall govern the use of electronic transactions and ACH arrangements for the Borough of Hightstown:

1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds

The CFO or Deputy CFO may enter into an ACH agreement, effective January 1, 2022. The Borough Council of the Borough of Hightstown shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy.

2. Responsibility for ACH Agreements.

The CFO or Deputy CFO shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The CFO or Deputy CFO shall submit to the Borough Council documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system, the Bill List or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

a. The CFO or Deputy CFO shall be responsible for the establishment of ACH agreements. The CFO shall notify the Deputy CFO of those accounts to be paid by ACH or electronic transfers.

b. Upon receipt of an invoice for payment for accounts paid by ACH, the Deputy CFO shall approve payment and notify the CFO of the date of debit to the Borough accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the Borough. All other invoices approved by the Borough Administrator, Purchasing Agent and Deputy CFO and payable by ACH may be paid in that matter if deemed in the best interest of the Borough. e.g. to avoid a late fee.

c. For payment of State and Federal payroll taxes, the CFO or Deputy CFO shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.

d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the CFO or Deputy CFO shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.

e. All invoices shall be held by the CFO or Deputy CFO along with copies of payment advices.

Resolution 2022-149

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>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	206,800.00	2,126,902.00	2,333,702.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service – Current	0.00	0.00	0.00
Water/Sewer	130,000.00	913,575.00	1,043,575.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	336,800.00	3,040,477.00	3,377,277.00

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 August 1, 2022.

Margaret Riggio
Borough Clerk

Borough of Hightstown
 Emergency Temporary
 8/1/2022

SCHEDULE "A"

Current Fund

Administrative and Executive	Salaries and Wages	7,000.00
Mayor and Council	Salaries and Wages	3,000.00
Finance	Salaries and Wages	7,000.00
Tax Collector	Salaries and Wages	5,000.00
Engineer	Other Expenses	4,000.00
Historical Commission	Other Expenses	1,500.00
Municipal Court	Salaries and Wages	5,000.00
Police	Salaries and Wages	70,000.00
Uniform Fire Safety Act	Salaries and Wages	1,300.00
Streets and Roads	Salaries and Wages	15,000.00
Other Expenses	Other Expenses	10,000.00
Sanitation	Salaries and Wages	4,000.00
Sanitation	Other Expenses	7,000.00
Board of Health	Salaries and Wages	5,000.00
Board of Health	Other Expenses	2,000.00
Parks and Recreation	Salaries and Wages	5,000.00
Parks and Recreation	Other Expenses	2,000.00
Recreation and Open Space Park Comm	Salaries and Wages	10,000.00
Gasoline	Other Expenses	5,000.00
Landfill	Other Expenses	8,000.00
Uniform Construction Code	Salaries and Wages	11,000.00
Housing	Salaries and Wages	4,000.00
Health Shared Service	Other Expenses	5,000.00
Social Security	Other Expenses	10,000.00
		<hr/>
Total Current Fund		206,800.00

Water-Sewer Operating Fund

Salaries and Wages	70,000.00
Other Expenses	60,000.00
	<hr/>
Total Water Sewer Operating	130,000.00

Total	<hr/> <hr/>
	336,800.00

Resolution 2022-150

*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 August 1, 2022, via www.zoom.com, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

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 November 1, 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 August 1, 2022.

Margaret Riggio
Borough Clerk

Article 15-2
Administration and Enforcement

§ 15-2-1 Uniform Fire Safety Act; Fire Prevention Code.
[1991 Code § 97-4; Ord. No. 2001-20]

Pursuant to N.J.S. 52:27D-202 of the Uniform Fire Safety Act, the Uniform Fire Code, N.J.A.C. 5:70-1 et seq., and the Fire Prevention Code are hereby adopted and shall be locally enforced throughout the Borough.

§ 15-2-2 Local Enforcing Agency Designated.
[1991 Code § 97-5]

The local enforcing agency shall be the Bureau of Fire Safety.

§ 15-2-3 Enforcement; Bureau of Fire Safety.
[1991 Code § 97-6]

The Fire Official shall be responsible for the enforcement of the Fire Prevention Code of the Borough. To assist in the performance of the responsibilities and duties placed upon the Fire Official, a Bureau of Fire Safety is hereby created consisting of the Fire Official and such other fire inspectors as may be designated as set forth in § 15-2-4.

§ 15-2-4 Fire Official; Fire Inspectors.
[1991 Code § 97-7]

- A. Fire Official. The Bureau shall operate under the direct supervision and control of the Fire Official. The Fire Official shall be responsible for the direct administration and enforcement of the Fire Prevention Code.
- B. Fire Inspectors. Upon recommendation of the Fire Official, the Mayor and Council may designate such number of fire inspectors as shall from time to time be deemed necessary. Such fire inspectors shall be selected through an examination to determine their fitness for the position.

§ 15-2-5 Inspections of Non-Life Hazard Uses.
[1991 Code § 97-8]

~~The Bureau of Fire Safety shall enforce the State Uniform Fire Safety Act and regulations promulgated pursuant thereto and the Fire Prevention Code in all structures and premises, except one family and two-family dwellings, and buildings owned or operated by the Federal government or State and interstate agencies, provided that common areas, storage and mechanical areas and other areas not used as dwellings in multifamily structures shall also be subject to inspection. Inspections shall be made as often as necessary for the purpose of ascertaining and causing to be corrected any conditions liable to cause a fire or any violations of the provisions of the Fire Prevention Code or any other ordinance affecting fire hazards. The Fire Official or other qualified fire inspector shall inspect each structure covered by this article at least annually.~~

The Bureau of Fire Safety shall inspect all buildings, structures or premises not listed as life hazard uses (referred hereafter as non-life hazard uses), with the exception of owner-occupied detached one- and two-family dwellings that are used exclusively for residential purposes. Individual dwelling units in multi-family dwellings are also excluded from this inspection program with the exception of the common egress, storage, and mechanical areas of such structures. All non-life hazard uses shall be inspected periodically as follows:

(a) -At least every 24 months, except that

(b) -Non-life hazard uses that are required by New Jersey law or rule to have annual inspections shall be inspected at least every 12 months.

Nothing herein shall prohibit the Bureau of Fire Safety from inspecting any non-life hazard more frequently at the request of the occupant and subject to the inspection fees set forth herein.

Registration of Non-Life Hazard Uses.

(a)

Owners of businesses and/or other uses constituting industrial, commercial, professional services, educational, multi-family residential and other uses not classified as life hazard uses by the Uniform Fire Code and which are required to be inspected herein in accordance with this article and the requirements of the New Jersey Uniform Fire Code shall register annually with the Bureau of Fire Safety as provided herein.

(b)

The owners of uses required to be registered shall do so on forms provided by the Bureau of Fire Safety, which forms shall include, but not be limited to, the following information:

(1)

The name, address, telephone number, email of the owner of the property upon or in which the use is located.

(2)

The name, home address, and home telephone number, email of the owner, operator, or registered agent of the use, if different from the owner of the property.

(3)

The name, physical location, mailing address, and telephone number of the use or business.

(4)

The type of use along with a description of the business of activity being conducted.

(5)

The amount of square footage being utilized or occupied by the use or business.

(6)

Any further information deemed necessary to identify or classify the use or business, as may be required by the Fire Official.

(c)

It shall be a violation of this article for the owner or operator of a business to fail to return such forms within 30 days of being ordered to do so by the Fire Official. If the ownership is transferred, whether by sale, assignment, gift, intestate succession, devise, reorganization, receivership, foreclosure or execution process, the new owner or operator shall file a new registration within 30 days of such a transfer.

Failure to Register. A penalty of \$250 shall be assessed for any business or use required to register that fails to register in accordance with the requirements herein.

§ 15-2-6 Life Hazard Uses.
[1991 Code § 97-9]

The Bureau of Fire Safety shall conduct the periodic inspections of life hazard uses required by the Fire Prevention Code on behalf of the New Jersey Commissioner of Community Affairs.

§ 15-2-7 Other Powers and Duties of Bureau of Fire Safety.
[1991 Code § 97-10]

The Bureau of Fire Safety shall have such other powers and perform such other duties as are set forth in other sections of this chapter as may be conferred and imposed from time to time by law.

§ 15-2-8 Fire Official to Recommend Additional Regulations.
[1991 Code § 97-11]

It shall be the duty of the Fire Official to investigate and to recommend to the Borough Council such additional ordinances or amendments to existing ordinances as he may deem necessary for safeguarding life and property against fire.

§ 15-2-9 Administration of Bureau of Fire Safety.
[1991 Code § 97-12]

The Fire Official shall serve as administrator and enforcement officer of the Bureau of Fire Safety and shall report to the Mayor and Council. He shall establish the day-to-day operating routines of the Bureau of Fire Safety and shall coordinate the activities of any technical inspectors.

§ 15-2-10 Appointment of Fire Official; Authority; Term of Office.
[1991 Code § 97-13; Ord. No. 2001-20; Ord. No. 2010-13]

- A. The Mayor and Council shall appoint a Fire Official pursuant to the State Uniform Fire Code, N.J.A.C. 5:70-1 et seq. The Fire Official shall be appointed on the basis of examination or another method selected by the Mayor and Council for determining his qualifications.
- B. The Bureau shall be under the direct supervision and control of the Fire Official who shall report to the Mayor and Council. He shall have authority, as may be necessary in the interest of public safety, health and general welfare, to establish rules and regulations, to interpret and enforce the provisions of the Fire Prevention Code and to determine special requirements applicable because of climatic or other conditions, but no such rules shall have the effect of waiving any fire safety requirements specifically provided in the Fire Prevention Code or violating accepted engineering practices involving public safety.
- C. The term of office of the Fire official shall be four years.
- D. The Fire Official may be removed from office by the Borough Administrator for failing to perform the Fire Official's duties.
- E. A qualified interim Fire Official may be appointed as needed by the Borough Administrator.

§ 15-2-11 (Reserved)

§ 15-2-12 Legal Counsel.
[1991 Code § 97-15]

The Borough Attorney shall serve as legal counsel to the Bureau of Fire Safety.

Definitions

Life Hazard Use - (LHU) - (DFS term) A building or structure that may constitute a potential risk to human life, public welfare, or firefighters, and which must be registered with the NJ Division of Fire Safety. The uniform fire code book lays out what falls into this category.

Non-Life Hazard Use- (NLHU) - (DFS term) A building or structure that does not constitute a potential risk to human life, public welfare, or firefighters.

In the code now:

§ 15-2-6. Life Hazard Uses.

[1991 Code § 97-9]

The Bureau of Fire Safety shall conduct the periodic inspections of life hazard uses required by the Fire Prevention Code on behalf of the New Jersey Commissioner of Community Affairs.