

- 2022-203** Awarding a Contract for Removal, Transportation, Delivery and Disposal of Gril and Screenings – Spectraserv, Inc.
- 2022-204** Awarding a Contract for Liquid Chlorine – George S. Coyne Chemical Co., Inc.
- 2022-205** Awarding a Contract for Zeta Lyte 1A Polyelectrolyte – Custom Environmental Technology
- 2022-206** Awarding a Contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte – Custom Environmental Technology
- 2022-207** Awarding a Contract for Fluorosilicic Acid (Fluoride) – George S. Coyne Chemical Co., Inc.
- 2022-208** Awarding a Contract for Aluminum Sulfate – USALCO, LLC
- 2022-209** Awarding a Contract for Calcium Hydroxide (Hydrated Lime) – Univar, Inc.
- 2022-210** Awarding a Contract for Magnesium Hydroxide – Premier Magnesia, LLC
- 2022-211** Awarding a Contract for Sodium Bicarbonate – Park Pumps and Controls
- 2022-212** Awarding a Contract for Calcium Hypochlorite – George S. Coyne 1 Co., Inc.
- 2022-213** Authorizing Refund of Tax Overpayment – 13 Huber Court

Discussion

Water/Sewer Rate Increase
Best Practices

Subcommittee Reports

Mayor/Council/Administrative Reports

Adjournment

**Meeting Minutes
Hightstown Borough Council
September 6, 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>	Arrived at 6:37 pm	
<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, Misiura and Montferrat voted yes.

Agenda approved 5-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street – Spoke against the republican party and the supreme court.

Nancy Laudenberger, 632 South Main Street – Spoke about the disbandment of the East Ward Street Bridge Committee.

Wendy McDade, 125 South Street – Spoke about the disbandment of the East Ward Street Bridge Committee.

Pete Klapsogorge, 418 North Main Street – Spoke regarding his concerns about traffic on North Main Street.

Howard Levine, 414 North Main Street – Thanked Council for listening to resident concerns about safety on North Main Street. Hopes that the ordinances will be put into effect soon.

Barb Harrington, 137 South Street – Informed the public about a fundraiser for Marty’s Place this week at the Brewery from 5:00 – 9:00.

Michele Epstein, 421 North Main Street – Expressed ongoing frustration with traffic calming and truck traffic. She feels that Council recognizes the issues but is not doing anything to change and fix issues. There are good intentions but not enough action.

Vladimir Aituganov, 161 East Ward Street – Spoke about the Ward Street Bridge. He believes that Hightstown can survive without traffic on the bridge. Mayor and Council are ignoring what the residents want.

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

Councilmember Jackson log into the meeting during public comment and is now present.

ORDINANCES

Ordinance 2022-17 Final Reading and Public Hearing An Ordinance Amending and Supplementing Article 15-2, Entitled “Administration and Enforcement of Chapter 15, “Fire Prevention and Protection” of “The Revised General Ordinances of the Borough of Hightstown”

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 Montferrat; Seconded by Councilmember Jackson.

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

Ordinance adopted 6-0.

ORDINANCE 2022-17

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING ARTICLE 15-2,
ENTITLED “ADMINISTRATION AND ENFORCEMENT,”
OF CHAPTER 15, “FIRE PREVENTION AND PROTECTION,”
OF “THE REVISED GENERAL ORDINANCES OF THE
BOROUGH OF HIGHTSTOWN”**

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

WHEREAS, per the recommendation of the Borough’s Fire Official, the Borough Council wishes to make certain revisions to the existing fire prevention and protection regulations.

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. Article 15-2, entitled “Administration and Enforcement,” of Chapter 15, “Fire Prevention and Protection,” of “The Revised General Ordinances of the Borough of Hightstown,” is hereby amended and supplemented in the following respects (additions are shown with underline; deletions are shown with ~~strikeout~~):

Article 15-2. Administration and Enforcement

§ 15-2-1. Definitions.

LIFE HAZARD USE

The premises and uses identified in the New Jersey Uniform Fire Code at N.J.A.C. 5:70-2.4, 2.4A, 2.4B, 2.4C and 2.4D, respectively, as may be amended from time to time.

NON-LIFE HAZARD USE

All other premises and uses which do not meet the definition of Life Hazard Use.

§ 15-2-~~42~~. Uniform Fire Safety Act; Fire Prevention Code.

Pursuant to N.J.S. 52:27D-202 of the Uniform Fire Safety Act, the New Jersey 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-~~23~~. Local Enforcing Agency Designated.

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

§ 15-2-~~34~~. Enforcement; Bureau of Fire Safety.

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-~~45~~. Fire Official; Fire Inspectors.

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-~~56~~. Inspections of Non-Life Hazard Uses.

~~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 twenty-four (24) months, except as set forth in “B” below.
- B. Non-life hazard uses that are required by New Jersey law or rule to have annual inspections shall be inspected at least every twelve (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.

§ 15-2-7. 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 New Jersey 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, and email address of the owner of the property upon or in which the use is located.
 - (2) The name, home address, home telephone number, and email address 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 thirty (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, or by any other means of conveyance, the new owner or operator shall file a new registration within thirty (30) days of such a transfer.

§ 15-2-8. Failure to Register.

A penalty of Two Hundred Fifty Dollars (\$250.00) shall be assessed for any business or use required to register that fails to register in accordance with the requirements herein.

§ 15-2-~~69~~. Life Hazard Uses.

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-~~710~~. Other Powers and Duties of Bureau of Fire Safety.

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-~~811~~. Fire Official to Recommend Additional Regulations.

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-~~912~~. Administration of Bureau of Fire Safety.

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-~~4913~~. Appointment of Fire Official; Authority; Term of Office.

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-~~114~~. (Reserved)

§ 15-2-~~1215~~. Legal Counsel.

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

Section 2. 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 3. 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 4. This Ordinance shall become effective immediately upon final passage and publication in accordance

with the law

Ordinance 2022-18 Introduction and First Reading An Ordinance Establishing Regulations Relating to the Replacement of Lead and Galvanized Service Lines and Amending and Supplementing Chapter 19, Entitled “Water and Sewer,” of “The Revised General Ordinances of the Borough of Hightstown” In Order to Establish a New Article 19-6 Thereof to be Known as “Replacement of Lead and Galvanized Service Lines”

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

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

Ordinance introduced 5-0 with 1 abstention.

Public hearing scheduled for September 19, 2022

ORDINANCE 2022-18

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE ESTABLISHING REGULATIONS RELATING TO THE REPLACEMENT OF LEAD AND GALVANIZED SERVICE LINES AND AMENDING AND SUPPLEMENTING CHAPTER 19, ENTITLED “WATER AND SEWER,” OF “THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN” IN ORDER TO ESTABLISH A NEW ARTICLE 19-6 THEREOF TO BE KNOWN AS “REPLACEMENT OF LEAD AND GALVANIZED SERVICE LINES”

WHEREAS, the presence of lead in drinking water represents a threat to the public health, especially the health and development of New Jersey’s children; and

WHEREAS, pipes containing lead that connect water mains to homes and other buildings, often called lead service lines, are a primary source of lead in drinking water; and

WHEREAS, given the risk to public health, the New Jersey State Legislature has required that each public water system replace all existing lead and galvanized service lines, including those existing on private property; and

WHEREAS, in order to protect the health and welfare of the citizens of the Borough of Hightstown, in the County of Mercer, and State of New Jersey (hereinafter the “Borough”), the Borough’s Mayor and Council implemented an inventory and replacement plan for any lead and galvanized service lines existing within the Borough; and

WHEREAS, to effectuate said plan, pursuant to N.J.S.A. 58:12A-39, the Borough hereby adopts this Ordinance to allow the Borough and/or the Borough’s water system, including any officials, employees and/or agents thereof, to enter any property within the Borough to perform lead and galvanized service line replacements, provided that the Borough serves appropriate notices upon the proper parties, as set forth herein; and

WHEREAS, on June 20, 2022, the Borough’s Mayor and Council adopted Resolution No. 2022-120, which established the official policy of the Borough relative to funding the costs associated with lead and galvanized service line replacements; specifically, the costs associated with lead/galvanized service line replacements shall be borne by all of the customers of the Borough-owned public community water system, rather than assessed to the property of specific property owners in the same manner as provided for the assessment of local improvements pursuant to N.J.S.A. 40:56-1, *et seq.* Said determination was made in accordance with N.J.S.A. 52:12A-44(e).

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 19, entitled “Water and Sewer,” of “The Revised General Ordinances of the Borough of Hightstown” (the “Borough Code”), is hereby amended and supplemented in certain limited respects, in order to establish a new Article 19-6, to be known as “Replacement of Lead and Galvanized Service Lines,” to read as follows:

Article 19-6. Replacement of Lead and Galvanized Service Lines.

§ 19-6-1. Purpose and Authority.

The Borough finds that the presence of lead in drinking water represents a threat to the public health and welfare of its citizens, and that pipes containing lead that connect water mains to homes and other buildings, called lead or galvanized service lines, are significant sources of lead in drinking water. As such, under the authority granted the Borough by N.J.S.A. 58:12A-38 and N.J.S.A. 58:12A-39, the Borough hereby declares its intent to identify and replace all lead and/or galvanized service lines within the Borough, including the authority to enter upon any property within the Borough to replace all existing lead and/or galvanized service lines, at the Borough’s cost and expense.

§ 19-6-2. Scope of Property Owner/Borough Responsibilities.

- A. This Chapter shall generally govern the respective responsibilities of the Borough and individual property owners as to all service lines within the Borough, except in the case of a “lead service line” to which this Article 19-6 shall specifically be applicable.
- B. A “lead service line” is a water supply connection that is made of, or lined with, a material consisting of lead, and which connects a water main to a building inlet. A lead pigtail, lead gooseneck, or other lead fitting shall be considered to be a lead service line, regardless of the composition of the service line or other portions of piping to which such piece is attached. A galvanized service line shall be considered to be a lead service line. A lead service line may be owned by the Borough, a property owner, or both.
- C. In the case of a “lead service line”, the Borough shall be responsible for replacement of all pipes, tubing, and fittings connecting its water main to a building or structure, including the water meter for the property. Pursuant to N.J.S.A. 52:12A-44(e), the Borough has determined that all costs and expenses associated with the said replacement work shall be funded by the Borough, rather than assessed to specific property owner(s).

§ 19-6-3. Borough’s Right-of-Entry to Replace Lead Service Lines.

The Borough shall have the authority to enter any property within the Borough to perform a lead service line replacement, provided that the Borough provides the owner and any residents of the property with notice at least 72 hours before entering the property, unless in the case of an emergency as determined by the New Jersey Department of Environmental Protection.

- A. For the purposes of this Subsection 19-6-3, notice to the owner and any residents of the property shall include an attempt to inform the owner and any residents in person of the date and time of the lead service line replacement, and if the owner or a resident is unable to be reached in person, the Borough shall send, by certified mail, a letter to the owner and any residents or post a written notice in a prominent location on the property which shall include:
 - (1) The scheduled date and time of the lead service line replacement and who will be performing the replacement;
 - (2) The likely extent of water service disruption;

(3) The nearby locations where the municipality or a public water system is distributing supplementary drinking water, if any; and

(4) Any remedies that the municipality shall take if the municipality or municipal water system, or an agent thereof, is unable to access the property.

B. In addition to the notice requirements set forth in this Subsection 19-6-3, the Borough shall send, by certified mail, the owner a letter after the completion of the replacement stating the approximate time that the replacement occurred, and providing a brief summary of the work performed.

Section 2. 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 3. 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 4. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

RESOLUTIONS

Resolution 2022-161 Authorizing Payment of Bills

Moved by Councilmember Misiura, Seconded by Councilmember Cicalese

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

Resolution adopted 6-0.

Resolution 2022-161

*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 \$1,301,822.26 from the following accounts:

Current		\$1,106,731.89
W/S Operating		80,672.10
General Capital		26,879.65
Water/Sewer Capital		18,894.88
Grant		1,429.00
Trust		5,268.99
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		59,821.55
Public Defender Trust		0.00
Housing Trust		0.00
Escrow		<u>2,124.20</u>
Total		<u>\$1,301,822.26</u>

Resolution 2022-162 Resolution Authorizing the Borough of Hightstown to Participate in the Intra-County Mutual Aid and Assistance Agreement with Participating Units in the County of Mercer

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2022-162
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO PARTICIPATE IN THE INTRA-COUNTY MUTUAL AID AND ASSISTANCE AGREEMENT WITH PARTICIPATING UNITS IN THE COUNTY OF MERCER

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A: 65-1 et. Seq., (“Act”) provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive within its own jurisdiction; and

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies, police, emergency medical service, fire departments, fire companies or EMS organizations and fire departments situated in fire districts operated by a Board of Fire Commissioners, are permitted, pursuant to N.J.S.A. 40A: 14-26 and 40A: 14-156.1; and

WHEREAS, the President in Homeland Security Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (“NIMS”), which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, “The New Jersey Civilian Defense and Disaster Control Act” App.A9-33 et. seq., provides for the health, safety, and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and,

WHEREAS, the Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules in accordance with the “Fire Service Resource Emergency Deployment Act,” N.J.A.C. 52:14E-11 et. seq., commonly referred to as the “Fire Service Resource Emergency Deployment Regulations” N.J.A.C. 5:75A et. seq.; and

WHEREAS, the Governing Body of the Borough of Hightstown deem it to be in the best interest of the Borough to enter into Mutual Aid and Assistance Agreements with governmental entities throughout Mercer County and all of their departments, authorities, boards, commissions and other functions under the auspice of each participating governmental entity including but not limited to, law enforcement, public works, emergency medical services, fire departments, emergency management, human services, hazardous materials response units, technical or special operations teams, Community Emergency Response Team (“CERT”) members, Medical Reserve Corps (“MRC”) members or other volunteers and other jurisdictions defined “local governments” in the Homeland Security Act of 2002; and

WHEREAS, N.J.S.A 40A:14-26 and 156.1 et seq. has authorized interjurisdictional mutual aid; and

WHEREAS, the Governing Body of the Borough of Hightstown and the Participating Units Recognize that benefit of entering into an agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interest of the persons and property of each individual jurisdiction.

NOW, THEREFORE, BE IT RESOLVED, that the Intra-County Mutual Aid and Assistance Agreement between the Borough of Hightstown and Participating Units be and same hereby accepted.

BE IT FURTHER RESOLVED, that the Mayor, Emergency Management Coordinator, and Borough Clerk are authorized to execute the Intra-County Mutual Aid and Assistance Agreement.

BE IT FURTHER RESOLVED, that Borough Clerk shall forward two (2) certified true copies of this resolution and accompanying agreement to the County of Mercer Office of Emergency Management.

Resolution 2022-163 Authorizing Payment #1 and Change Order #1 – S. Brothers – Improvements to Railroad Avenue, Dey Street, Center Street and South Academy Street

Moved by Councilmember Bluth; Seconded by Councilmember Misiura.

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

Resolution adopted 6-0.

Resolution 2022-163

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

**AUTHORIZING PAYMENT #1 AND CHANGE ORDER #1– S. BROTHERS –
IMPROVEMENTS RAILROAD AVENUE, DEY STREET, CENTER STREET AND
SOUTH ACADEMY STREET**

WHEREAS, on November 21, 2021, the Borough Council awarded a contract for the Improvements Railroad Avenue, Dey Street, Center Street and South Academy Street to S. Brothers, Inc., of South River, New Jersey at the price of \$573,798.00; and

WHEREAS, the contractor has submitted a request for payment No. 1 in the amount of \$499,590.07, for partial payment through July 25, 2022; and

WHEREAS, the contractor has submitted Change Order No. 1 which includes an adjustment to as-built quantities and supplemental items; and

WHEREAS, Change Order No. 1 neither increases nor decreases the contract amount; and

WHEREAS, the Borough Engineer has recommended approval of Change Order No. 1; and

WHEREAS, the Borough Engineer has recommended approval of Payment Request No. 1 to the contractor in the amount of \$499,590.07.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Change Order No. 1 and Payment Request No. 1 to S. Brothers, Inc., of South River, New Jersey for \$499,590.07, is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

Resolution 2022-164 Authorizing Payment #2 – Earle Asphalt Company (Improvements to Stockton Street and Joseph Street – C.R. 571)

Moved by Councilmember Fowler; Seconded by Councilmember Montferrat.

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

Resolution adopted 6-0.

Resolution 2022-164

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

**AUTHORIZING PAYMENT NO. 2 EARLE ASPHALT COMPANY
(IMPROVEMENTS TO STOCKTON STREET AND JOSEPH STREET – C.R. 571)**

WHEREAS, on February 16, 2021, the Borough Council awarded a contract for improvements to Stockton Street and Joseph Street (C.R. 571) to Earle Asphalt Company of Wall, New Jersey in the Amount of \$370,013.13; and

WHEREAS, the contractor has submitted a request payment in the amount of \$19,341.22 for partial work performed from July 2, 2021 – September 30, 2021; and

WHEREAS, the Project Engineer has reviewed the request and recommends approval of the payment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$19,341.22 to Earle Asphalt Company of Wall, New Jersey is hereby approved as detailed herein.

Resolution 2022-165 Authorizing Change Order #1 – Earle Asphalt Company (Improvements to Stockton Street and Joseph Street – CR 571)

Moved by Councilmember Montferrat; Seconded by Councilmember Ciclese

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

Resolution adopted 6-0.

Resolution 2022-165

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

**AUTHORIZING CHANGE ORDER #1 – EARLE ASPHALT COMPANY
(IMPROVEMENTS TO STOCKTON STREET AND JOSEPH STREET – C.R. 571)**

WHEREAS, on February 16, 2021, the Borough Council awarded a contract for improvements to Stockton Street and Joseph Street (C.R. 571) to Earle Asphalt Company of Wall, New Jersey in the Amount of \$370,013.13; and

WHEREAS, the contractor has submitted Change Order No. 1, in the amount of \$30,221.63 which represents an increase to the original contract and adds new items to match the as-built quantities; and

WHEREAS, Change Order #1 increases the total contract amount to \$400,234.76 representing a 8.17% increase, and

WHEREAS, the Project Engineer has recommended approval of Change order #1; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Change Order #1 in the amount of \$30,221.63 is hereby approved as detailed herein.

Resolution 2022-166 Authorizing Renewed Shared Services Agreement with East Windsor Township for Senior Services

Moved by Councilmember Bluth; Seconded by Councilmember Jackson.

Mr. Musing stated that he had asked East Windsor for the certified costs for March of 2021 – February of 2022. East Windsor CFO did certify the costs. The senior center is an important program for our seniors. Even when the center is closed there are some expenses that continue. Hoping that the senior center opens full time in the near future.

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

Resolution adopted 6-0.

Resolution 2022-166

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER*

STATE OF NEW JERSEY

AUTHORIZING RENEWED SHARED SERVICES AGREEMENT WITH EAST WINDSOR TOWNSHIP FOR SENIOR SERVICES

WHEREAS, with the adoption of Resolution 2019-87 on April 15, 2019, the Borough Council approved a Shared Services Agreement with the Township of East Windsor for the provision of Senior Services for the period March 1, 2019 through February 29, 2020 at a cost of Forty-Eight Thousand Two Hundred Thirty Nine Dollars and Sixty Four Cents (\$48,239.64) for the 12-month period; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Senior Services to the Borough by the Township of East Windsor through February 28, 2022; and

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Senior Services for the period March 1, 2021 through February 28, 2022; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period March 1, 2021 through February 28, 2022 will be thirty-nine thousand five hundred twenty-eight dollars and eighty cents (\$39,528.80) for this 12-month period; and

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

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

1. The Shared Services Agreement with the Township of East Windsor for Senior Services for the period March 1, 2021 through February 22, 2022 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2021 and 2022 budgets.

Resolution 2022-167 A Resolution Authorizing the Termination of the Prior Agreement Regarding the Services of Borough Attorney Frederick C. Raffetto, Esq. (Ansell Grimm & Aaron, P.C.) and Authorizing the Execution of a New Agreement for Said Services with Mr. Raffetto (Hill Wallack, LLP)

Moved by Councilmember Jackson; Seconded by Councilmember Fowler;

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

Resolution adopted 6-0.

Resolution 2022-167
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

A RESOLUTION AUTHORIZING THE TERMINATION OF THE PRIOR AGREEMENT REGARDING

THE SERVICES OF BOROUGH ATTORNEY FREDERICK C. RAFFETTO, ESQ. (ANSELL GRIMM & AARON, P.C.) AND AUTHORIZING THE EXECUTION OF A NEW AGREEMENT FOR SAID SERVICES WITH MR. RAFFETTO (HILL WALLACK, LLP)

WHEREAS, on January 3, 2022, Resolution No. 2022-09 was adopted by the Borough Council of the Borough of Hightstown (the “Borough”) appointing Frederick C. Raffetto, Esq. to serve as Borough Attorney for the Borough for the year 2022; and

WHEREAS, also on January 3, 2022, an Agreement (also referenced as the “Agreement”) for the provision of legal services was executed by Mr. Raffetto and the Borough; and

WHEREAS, at the time of adoption of the Resolution and execution of the Agreement, Mr. Raffetto was affiliated with the law firm of Ansell Grimm & Aaron, P.C. (“AGA”); and

WHEREAS, effective as of September 1, 2022, Mr. Raffetto has joined the law firm of Hill Wallack, LLP (“HW”); and

WHEREAS, the Borough wishes to continue to have Mr. Raffetto serve as the Borough Attorney for the remainder of 2022 in his new capacity as a representative of HW under all of the same terms and conditions; and

WHEREAS, this will require termination of the Agreement with AGA and the execution of a new Agreement with HW; however, AGA shall continue to handle all legal matters relating to the closing of title on the sale of the Borough-owned property located at 239 Wyckoff Mills Road, East Windsor Township (Block 12.01, Lot 3), through its conclusion.

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 Agreement with AGA is hereby terminated effective August 31, 2022, except that AGA shall be permitted to continue to handle all legal matters relating to the closing of title on the sale of the Borough-owned property located at 239 Wyckoff Mills Road, East Windsor Township (Block 12.01, Lot 3), through its conclusion, under all of the same terms and conditions set forth in the Agreement. Once that specific matter has been finally concluded, then the AGA Agreement shall be fully terminated.
2. That the Borough is hereby authorized to enter into a new contract with Mr. Raffetto and his new firm, HW, for the provision of legal services to the Borough in the capacity as Borough Attorney for the remainder of 2022, which shall be effective as of September 1, 2022. The new contract shall contain all of the same terms and conditions set forth in the prior Agreement with AGA.
3. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Frederick C. Raffetto, Esq., Borough Attorney; and
 - b. Dimitri Musing, Borough Administrator.

Resolution 2022-168 Authorizing Refund of Tax Overpayment – 200 Maxwell Avenue

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 2022-168
BOROUGH OF HIGHTSTOWN

*COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING REFUND OF TAX OVERPAYMENT – 200 MAXWELL AVENUE

WHEREAS, an overpayment of 2022 taxes were made for Block 29/Lot 15, 200 Maxwell Avenue in the amount of \$2,219.61, by the home owner; and

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

WHEREAS, the homeowner, Blanca Guaman 200 Maxwell Avenue, Hightstown, NJ has requested that a refund be issued for the overpayment in the amount of \$2,219.61; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,219.61.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$2,219.61 to Blanca Guaman, 200 Maxwell Avenue, Hightstown, NJ 08520, representing the tax overpayment as set forth herein.

DISCUSSION

Comcast Renewal Ordinance

Mr. Raffetto presented the last renewal ordinance with the proposed ordinance. Mr. Raffetto stated that there are some minor changes to the ordinance. We will be meeting with Mr. Clifton to review the changes. Hopes to have draft ordinance at next meeting so we can present to the state.

Stockton Street – Halloween

Mayor Quattrone asked Council if we would like to close Stockton Street for Halloween as in years past. Discussion ensued. Council unanimously agreed for the closure of Stockton Street on Halloween.

SUBCOMMITTEE REPORTS

Borough Hall – Councilmember Misiura stated that the Musial Group has sent an updated timeline for the project. The subcommittee will meet to review the timeline.

Complete Streets – The Committee met at the end of August and spoke about content to distribute at Harvest Fair.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Montferrat

Construction - working with Mr. Musing and George Chin on property maintenance in town.

Councilmember Jackson

HPC – Will meet on September 15th at 6:30 p.m.

Councilmember Fowler

Harvest Fair – Scheduled for October 1st. The event is sold out over with over100 vendors and entertainment. Banners will be up this week throughout town.

Councilmember Bluth

Cultural Arts Commission – Had their Plenair event at the end of August where artists were seen around town. Their art is now on display at the brewery. Porchfest is scheduled for September 25th.

Borough Clerk, Peggy Riggio

Bid Opening – We will be receiving chemical bids on September 25th.

Professional Services – We need to have a discussion regarding what professionals we would like to issue RFPs for.

Dimitri Musing, Borough Administrator

Turn the Town Teal – Teal Ribbons have been placed downtown. This initiative promotes awareness of ovarian cancer.

Property Maintenance – This is a high priority for the end of the year. He is working with Dave Bell and George Chin in the Construction Office.

North Main Street – He commends Mayor and Council for getting the ordinance done quickly. We are waiting for the county to place signage for no turns and no passing in the bike lane.

Mayor Quattrone

East Ward Street Bridge Committee – He abolished this committee because it was an ad hock committee with no authority and no funds to spend. The County needs to do what they need to do. They will come to us with questions. We will take care of the road.

Downtown Flower Baskets – The flowers took a big hit with the draught and weather. Public Works did their best to keep them alive.

Stockton Street – The Engineer is working on the pending issues.

EXECUTIVE SESSION

Resolution 2022-169 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Montferrat Seconded by Councilmember Cicalese

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

Resolution adopted 6-0.

Resolution 2022-169

*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 September 6, 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

Personnel – Qualified Purchasing Agent

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 December 6, 2022, or when the need for confidentiality no longer exists.

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

Council adjourned to Executive Session at 7:39 p.m.

Council returned to Public Session at 8:11 p.m.

ADJOURNMENT – 8:12 p.m.

Moved by Councilmember Misiura; Seconded by Councilmember Cicalese. All ayes.

Respectfully Submitted,

Margaret Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

Meeting Minutes
Hightstown Borough Council
September 19, 2022
6:30 p.m.

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

The flag salute followed Roll Call.

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

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

The Flag Salute followed roll call.

APPROVAL OF AGENDA

Moved by Councilmember Montferrat; Seconded by Councilmember Fowler.

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

Agenda approved 6-0.

PUBLIC COMMENT

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

Eugene Sarafin, 628 South Main Street – Spoke about the Queens passing and spoke against President Trump.

Adam Welch, 2 Taylor Avenue – Here representing the Cultural Arts Commission. Thanked Dimitri for his help over the last 2 days. He is frustrated over cancellation of Porchfest. Doesn't understand why they couldn't use Association Park.

Peter Klapsogorge, 418 North Main Street - Spoke about safety issues in Hightstown. Traffic is a big issue affecting the quality of life. We cannot keep waiting on the County for action to be taken. The variable message sign by old Borough Hall should be moved and used to alert drivers that the 25-mph speed limit strictly enforced. He hopes that council takes this all seriously.

Jeff Epstein, 421 North Main Street – He noticed that yesterday, there was an 18-wheeler truck parked at The rug mill. We are not regulating trucks that are coming through town. The rug mill property is not being maintained. Something needs to be done.

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

ORDINANCES

Ordinance 2022-18 Final Reading and Public Hearing An Ordinance Establishing Regulations Relating to the Replacement of Lead and Galvanized Service Lines and Amending and Supplementing Chapter 19, Entitled “Water and Sewer,” of “The Revised General Ordinances of the Borough of Hightstown” In Order to Establish a New Article 19-6 Thereof to be Known as “Replacement of Lead and Galvanized Service Lines

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

Eugene Sarafin, 628 South Main Street – Spoke in support of the 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, Jackson and Misiura voted yes; Councilmember Montferrat abstained.

Ordinance adopted 5-0 with 1 abstention.

ORDINANCE 2022-18

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE ESTABLISHING REGULATIONS RELATING TO THE REPLACEMENT OF LEAD AND GALVANIZED SERVICE LINES AND AMENDING AND SUPPLEMENTING CHAPTER 19, ENTITLED “WATER AND SEWER,” OF “THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN” IN ORDER TO ESTABLISH A NEW ARTICLE 19-6 THEREOF TO BE KNOWN AS “REPLACEMENT OF LEAD AND GALVANIZED SERVICE LINES”

WHEREAS, the presence of lead in drinking water represents a threat to the public health, especially the health and development of New Jersey’s children; and

WHEREAS, pipes containing lead that connect water mains to homes and other buildings, often called lead service lines, are a primary source of lead in drinking water; and

WHEREAS, given the risk to public health, the New Jersey State Legislature has required that each public

water system replace all existing lead and galvanized service lines, including those existing on private property; and

WHEREAS, in order to protect the health and welfare of the citizens of the Borough of Hightstown, in the County of Mercer, and State of New Jersey (hereinafter the “Borough”), the Borough’s Mayor and Council implemented an inventory and replacement plan for any lead and galvanized service lines existing within the Borough; and

WHEREAS, to effectuate said plan, pursuant to N.J.S.A. 58:12A-39, the Borough hereby adopts this Ordinance to allow the Borough and/or the Borough’s water system, including any officials, employees and/or agents thereof, to enter any property within the Borough to perform lead and galvanized service line replacements, provided that the Borough serves appropriate notices upon the proper parties, as set forth herein; and

WHEREAS, on June 20, 2022, the Borough’s Mayor and Council adopted Resolution No. 2022-120, which established the official policy of the Borough relative to funding the costs associated with lead and galvanized service line replacements; specifically, the costs associated with lead/galvanized service line replacements shall be borne by all of the customers of the Borough-owned public community water system, rather than assessed to the property of specific property owners in the same manner as provided for the assessment of local improvements pursuant to N.J.S.A. 40:56-1, et seq. Said determination was made in accordance with N.J.S.A. 52:12A-44(e).

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 19, entitled “Water and Sewer,” of “The Revised General Ordinances of the Borough of Hightstown” (the “Borough Code”), is hereby amended and supplemented in certain limited respects, in order to establish a new Article 19-6, to be known as “Replacement of Lead and Galvanized Service Lines,” to read as follows:

Article 19-6. Replacement of Lead and Galvanized Service Lines.

§ 19-6-1. Purpose and Authority.

The Borough finds that the presence of lead in drinking water represents a threat to the public health and welfare of its citizens, and that pipes containing lead that connect water mains to homes and other buildings, called lead or galvanized service lines, are significant sources of lead in drinking water. As such, under the authority granted the Borough by N.J.S.A. 58:12A-38 and N.J.S.A. 58:12A-39, the Borough hereby declares its intent to identify and replace all lead and/or galvanized service lines within the Borough, including the authority to enter upon any property within the Borough to replace all existing lead and/or galvanized service lines, at the Borough’s cost and expense.

§ 19-6-2. Scope of Property Owner/Borough Responsibilities.

- A. This Chapter shall generally govern the respective responsibilities of the Borough and individual property owners as to all service lines within the Borough, except in the case of a “lead service line” to which this Article 19-6 shall specifically be applicable.
- B. A “lead service line” is a water supply connection that is made of, or lined with, a material consisting of lead, and which connects a water main to a building inlet. A lead pigtail, lead gooseneck, or other lead fitting shall be considered to be a lead service line, regardless of the composition of the service line or other portions of piping to which such piece is attached. A galvanized service line shall be considered to be a lead service line. A lead service line may be owned by the Borough, a property owner, or both.
- C. In the case of a “lead service line”, the Borough shall be responsible for replacement of all pipes, tubing, and fittings connecting its water main to a building or structure, including the water meter for the property. Pursuant to N.J.S.A. 52:12A-44(e), the Borough has determined that all costs and expenses associated with the said replacement work shall be funded by the Borough, rather than assessed to specific property owner(s).

§ 19-6-3. Borough's Right-of-Entry to Replace Lead Service Lines.

The Borough shall have the authority to enter any property within the Borough to perform a lead service line replacement, provided that the Borough provides the owner and any residents of the property with notice at least 72 hours before entering the property, unless in the case of an emergency as determined by the New Jersey Department of Environmental Protection.

A. For the purposes of this Subsection 19-6-3, notice to the owner and any residents of the property shall include an attempt to inform the owner and any residents in person of the date and time of the lead service line replacement, and if the owner or a resident is unable to be reached in person, the Borough shall send, by certified mail, a letter to the owner and any residents or post a written notice in a prominent location on the property which shall include:

- (1) The scheduled date and time of the lead service line replacement and who will be performing the replacement;
- (2) The likely extent of water service disruption;
- (3) The nearby locations where the municipality or a public water system is distributing supplementary drinking water, if any; and
- (4) Any remedies that the municipality shall take if the municipality or municipal water system, or an agent thereof, is unable to access the property.

B. In addition to the notice requirements set forth in this Subsection 19-6-3, the Borough shall send, by certified mail, the owner a letter after the completion of the replacement stating the approximate time that the replacement occurred, and providing a brief summary of the work performed.

Section 2. 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 3. 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 4. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

RESOLUTIONS

Resolution 2022-170 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 2022-170

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 \$158,526.66 from the following accounts:

Current		\$74,735.42	
W/S Operating		27,974.67	
General Capital		19,341.22	
Water/Sewer Capital		29,207.00	
Grant		865.00	
Trust		395.60	
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>6,007.75</u>	
Total		<u>\$158,526.66</u>	

Resolution 2022-171 Authorizing Payment No. 18 – The Musial Group, P.A. (Architectural and Contract Administration Services for Municipal Facilities Located at 230 Mercer Street)

Moved by Councilmember Cicalese; Seconded by Councilmember Misiura

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

Resolution adopted 6-0.

Resolution 2022-171
*BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY*

AUTHORIZING PAYMENT NO. 18 - THE MUSIAL GROUP, P.A.

**(ARCHITECTURAL AND CONTRACT ADMINISTRATION SERVICES FOR
MUNICIPAL FACILITIES LOCATED AT 230 MERCER STREET)**

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

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

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

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

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

WHEREAS, the architect has submitted payment request No. 18 for professional services for July 31, 2022 – August 27, 2022 in the total amount of \$39,105.61.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the payment request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$39,105.61, is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

Resolution 2022-172 Authorizing the Borough of Hightstown to Hire One New Full-Time Regular Police Officer

Moved by Councilmember Bluth; Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2022-172

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

**AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO HIRE ONE NEW FULL-TIME
REGULAR POLICE OFFICER**

WHEREAS, in order to maintain the health, safety and welfare of the public at large, the Hightstown Borough Council has determined that it is necessary to hire a rank and file police officer for the Borough; and

WHEREAS, Section 2-19.8 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” governs the procedure relating to application for, and appointment to, the position of police officer of any rank within the Borough; and

WHEREAS, pursuant to Subsection 2-19.8(b), the Chief has recommended that the Borough Council appoint Colin M. Geraghty as a Hightstown Borough Police Officer; and

WHEREAS, the employment of appointee Colin Geraghty shall be conditioned upon his passing all applicable Borough requirements; and

WHEREAS, the Hightstown Borough Council believes that the hiring of the new police officer as referenced above is in the best interests of the health, safety and welfare of the Borough's residents.

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 individual referenced above is hereby appointed to serve as full-time regular police officer for the Borough of Hightstown, contingent upon the conditions set forth in this Resolution.
2. That the employment of the new officer shall be conditioned upon passing all applicable Borough requirements.
3. That all other terms and conditions of employment relating to the new hire shall be as set forth in the existing FOP Agreement and/or Borough Personnel Policy.
4. That all appropriate Borough officials are hereby authorized and directed to take all appropriate actions in furtherance of the intentions set forth in this Resolution.
5. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Appointee Colin M. Geraghty;
 - b. Police Chief Frank Gendron;
 - c. Police Commissioner Susan Bluth;
 - d. Robert Merryman, Borough Labor Counsel; and
 - e. Frederick C. Raffetto, Esq., Borough Attorney

Resolution 2022-173 Appointing a Qualified Purchasing Agent

Moved by Councilmember Jackson Seconded by Councilmember Fowler.

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

Resolution adopted 6-0.

Resolution 2022-173

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

APPOINTING A QUALIFIED PURCHASING AGENT

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent (QPA) is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying a Qualified Purchasing Agent and,

WHEREAS, with the adoption of Resolution 2021-121, Margaret Riggio was appointed Temporary QPA following the retirement of Debra Sopronyi; and

WHEREAS, on August 7, 2022, Ms. Riggio was notified that she successfully completed the examination for a Qualified Purchasing Agent Certificate from the Department of Community Affairs, State of New Jersey; and

WHEREAS, Margaret Riggio now possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Hightstown Borough desires to continue to take advantage of the increased bid threshold.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Hightstown, hereby appoints Margaret Riggio as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11- 2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and increases its bid threshold, the amount of which shall not exceed the statutory maximum bid threshold; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Borough Clerk is hereby authorized and directed to forward a certified copy of this resolution and a copy of Margaret Riggio’s certification to the Director of the Division of Local Government Services.

Resolution 2022-174 Requesting the State of New Jersey Clean Water and Drinking Water State Revolving Fund Program be Modified to Provide Additional Funding

Moved by Councilmember Misiura; Seconded by Councilmember Fowler

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

Resolution adopted 5-0 with 1 abstention.

Resolution 2022-174

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

**REQUESTING THE STATE OF NEW JERSEY CLEAN WATER AND
DRINKING WATER STATE REVOLVING FUND PROGRAM BE
MODIFIED TO PROVIDE ADDITIONAL FUNDING**

WHEREAS, Hightstown Borough has a population of approximately 5,500 residents and provides water and sewer service through a Municipally owned department; and

WHEREAS, Hightstown Borough makes a diligent effort to maintain its water system to prevent it from excessive degradation and has never exceeded contaminants limits within its water system; and

WHEREAS, Hightstown Borough has participated in the NANO Program to continue to make needed improvements to its water and sewer systems on a regular basis; and

WHEREAS, the current NANO Loan Forgiveness Program maxes out at \$1,000,000 with a loan forgiveness of 50% or \$500,000; and

WHEREAS, Hightstown Borough is currently dealing with the State Law requiring all lead service lines be replaced by 2031 at a cost of up to \$10,000,000; and

WHEREAS, small municipalities have limited debt capacity and the lead service line mandate will stress that capacity and every resident due to increased water and sewer rates over the next 10 years; and

WHEREAS, Hightstown Borough is requesting that additional funding be added to lead service line replacement particularly for small systems; and

WHEREAS, Hightstown Borough is requesting that the maximum amount of funding and loan forgiveness under the NANO program be substantially increased.

NOW THEREFORE BE IT RESOLVED, that the State of New Jersey Clean Water and Drinking Water State Revolving Fund Programs be modified to provide additional funding to small systems with limited financial resources and therefore limited ability to take on the burden of additional debt and modify its program to increase the funding limit in the NANO program and increase the amount of loan forgiveness.

Resolution 2022-175 Resolution Opposing the Increases to the State Health Benefits Program

Moved by Councilmember Bluth; Seconded by Councilmember Cicalese.

Discussion ensued. Councilmember Bluth suggested that the sixth Whereas read as follows: *Whereas this increase demonstrated the Commission's lack of transparency, accountability and foresight to accurately project substantial rate increases with such far reaching consequences.*

Councilmember Bluth moved to amend the resolution as discussed; Seconded by Councilmember Cicalese.

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

Resolution amended 6-0.

Moved as amended by Councilmember Fowler; Seconded by Councilmember Cicalese.

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

Resolution adopted as amended 6-0.

Resolution 2022-175

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

**RESOLUTION OPPOSING THE 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, on September 14, 2022, the State Health Benefits Commission voted to approve a nearly 23% increase for local government health insurance rates for 2023; and

WHEREAS, this increase demonstrated the Commission's lack of transparency, accountability and foresight to accurately project substantial rate increases with such far reaching consequences; and

WHEREAS, it appears that no other state is seeing such a drastic double-digit single year increase in their state and local government health plans; and

WHEREAS, while these costs are outside of the municipal cap, revenue will still have to be identified to cover the increased costs that will be paid for by municipalities, local government employees and property taxpayers

WHEREAS, the 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 and cause a financial hardship for residents.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Hightstown in the county of Mercer implore the State Health Benefit Commission reconsider the rate increase by evaluating the cost-sharing measures offered by the Plan Design Committee and strike a rate increase that is appropriate given the current economic conditions; and

BE IT FURTHER RESOLVED, that the Mayor and Council 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.

DISCUSSION

Comcast Renewal Ordinance

Borough Attorney Fred Raffetto explained that Rob Clifton, a representative from Comcast, sent over a proposed ordinance for review by himself as well as Peggy Riggio and Dimitri Musing. After a Zoom conference with Mr. Clifton, a final proposed ordinance was created to be sent down to the BPU for review and approval. The term length would be 10 years and the Borough would be entitled to 3.5%. The draft is being submitted to the Council to forward to the BPU for its review. Administrator Dimitri Musing echoed his support, and the draft was approved for forwarding to the BPU.

East Windsor Regional School District – Leshin Lane Water Tower Rams Logo

Hightstown High School would like to paint the water tower with the school colors with a ram logo and the word “Hightstown”. Administrator Dimitri Musing said Patricia Malta, the director of buildings and grounds for the East Windsor Regional School District, said the school district would be in favor of paying for the painting. Musing recommended a written agreement that states the school district would also cover the cost of upkeep. Councilmember Fowler spoke in support of the action, as did Councilmembers Bluth, Jackson, and Montferrat. Councilmember Misiura recommended the design be approved by the Cultural Arts Commission.

Professional Services 2023

Mayor Quattrone stated that it is time to decide if Council would like to received proposals for Professional Services. Please think about this and reach out to Peggy if there is a particular professional service you would like to receive proposals for. Municipal Clerk, Peggy Riggio, suggested the Borough consider bringing on a law firm that specializes in OPRA. The Borough would only be billed when the firm was used.

SUBCOMMITTEE REPORTS

Board of Health- Councilmember Cicalese mentioned there would be a COVID-19 vaccination clinic at Hightstown High School on Wednesday from 4:30 to 6:30 by appointment only. There will also one on Nov. 3 at the First Presbyterian Church on Main Street for children six months to five years.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Fowler- The Environmental Commission will be able to provide paddleboats for the Harvest Fair. The Commission was also highlighted for the youth leadership program, and a member dropped off, meaning the Commission is in need of another member. Councilmember Fowler thanked Gary Grub for his work in revitalizing the flowers in Downtown Hightstown. The Harvest Fair is 12 days away; over 100 artisans and crafters will be attending and the radio station 98.3 WNGQ will be coming and broadcasting live.

Councilmember Montferrat- Reported that he is working with other Council members to come up with property maintenance items.

Councilmember Misiura- Expressed his condolences for the young Hightstown resident who died in the accident on Highway 33 in Hightstown. He also expressed disappointment that Porch Fest was canceled.

Councilmember Bluth- Light Up The Lake will be happening on Saturday, Oct. 29.

Peggy Riggio, Clerk- The Clerk's Office is getting ready for the end of the year and reorg, and asked Council to review past professional services to prepare requests for next year. A special events checklist is in progress. Taxi licenses and dog and cat licenses will be going out soon, and the date for Rabies Clinic will be posted on the website as soon as it is confirmed by the health department.

George Lang, CFO- Bids on bond anticipation notes will be coming in. There will hopefully be a full report next meeting about what the rates are for the coming year.

Dimitri Musing, Administrator- Reported that he will reach out to the owners of the rug mill and inquire about the truck parked there. Regarding Porch Fest, both he and Chief Gendron had safety concerns; many locations would have been on county and state roads, and the Borough would not be covered under liability insurance, meaning the event could not continue.

Fred Raffetto, Borough Attorney- He and Mayor Quattrone will be meeting with the Housing Authority.

Mayor Quattrone- He reaffirmed his concerns related to safety for Porch Fest. He also confirmed that he and Mr. Raffetto will be meeting with the Housing Authority regarding a crosswalk. Mayor Quattrone reported that he has been trying different things to lower taxes in town.

ADJOURNMENT 7:43 p.m.

Moved by Councilmember Montferrat; Seconded by Councilmember Cicalese. All ayes.

Respectfully Submitted,

Margaret Riggio
Borough Clerk

Approved by Hightstown Borough Council: _____

Resolution 2022-197

*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 \$1,180,988.68 from the following accounts:

Current		\$1,064,728.13
W/S Operating		19,707.47
General Capital		32,931.04
Water/Sewer Capital		60,669.84
Grant		0.00
Trust		1,000.00
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>1,952.20</u>
Total		<u>\$1,180,988.68</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 November 21, 2022.

Margaret Riggio
Borough Clerk

HIGHTSTOWN BOROUGH COUNCIL
NOVEMBER 21, 2022

Date: November 21, 2022

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 11/21/2022

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
CINTAS	11/4/2022	22-01199	34634	\$ 248.20
BANK OF AMERICA	11/14/2022	22-01433	34728	\$ 8,354.70
EAST WINDSOR REGIONAL SCHOOL	11/15/2022	22-01430	1557	\$ 943,397.00
STATE OF N.J.-DEPT OF TREASURY	11/15/2022	22-01432	1558	\$ 42,665.81
TOTAL				<u>\$ 994,665.71</u>
<u>WATER AND SEWER OPERATING</u>				
STATE OF N.J.-DEPT OF TREASURY	11/15/2022	22-01432	1388	\$ 19,707.47
TOTAL				<u>\$ 19,707.47</u>
<u>ESCROW</u>				
TOTAL				<u>\$ -</u>
<u>GRANT</u>				
TOTAL				<u>\$ -</u>
<u>TRUST- OTHER</u>				
TOTAL				<u>\$ -</u>
<u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u>\$ -</u>
<u>LAW ENFORCEMENT TRUST</u>				
TOTAL				<u>\$ -</u>
<u>UNEMPLOYMENT TRUST</u>				
TOTAL				<u>\$ -</u>
<u>PUBLIC DEFENDER TRUST</u>				
TOTAL				<u>\$ -</u>
<u>TAX LIENTRUST</u>				
TOTAL				<u>\$ -</u>
<u>GENERAL CAPITAL</u>				
THE MUSIAL GROUP, PA	11/10/2022	19-01488	6518	\$ 32,931.04
TOTAL				<u>\$ 32,931.04</u>
<u>WATER AND SEWER CAPITAL</u>				
ALLIED PAINTING	11/10/2022	22-01266	34726	\$ 60,669.84
TOTAL				<u>\$ 60,669.84</u>
MANUAL TOTAL				<u>\$1,107,974.06</u>

P.O. Type: All
Range: First
Format: Detail without Line Item Notes
Vendors: All
Rcvd Batch Id Range: First to Last

Include Project Line Items: Yes
to Last
Include Non-Budgeted: Y

Open: N
Paid: N
Void: N
Rcvd: Y
Held: Y
Aprv: N
Bid: Y
State: Y
Other: Y
Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
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AEDSU005 AEDS.COM											
22-01371	11/01/22	HPD 1ST AID SUPPLIES									
1		HPD 1ST AID SUPPLIES	476.00	2-01-25-240-001-116	B Traffic Bureau	R	11/01/22	11/15/22		INV3092758	N
2		HPD 1ST AID SUPPLIES	630.00	2-01-25-240-001-116	B Traffic Bureau	R	11/01/22	11/15/22		INV3092758	N
			1,106.00								
Vendor Total:			1,106.00								

A0910 ALLMAX SOFTWARE, INC.											
22-01228	10/04/22	REPORT/CHARTS FOR NEW PERMITS									
1		ALLMAX SOFTWARE REPORTS/CHARTS	1,750.00	2-09-55-501-002-530	B Computer Software/Maint/Equip	R	10/04/22	11/15/22		26841	N
22-01402	11/02/22	ANTERO MAINT. ANNUAL SUPPORT									
1		ANTERO MAINT. ANNUAL SUPPORT	1,175.00	2-09-55-501-002-518	B Service Contracts - AWWTP	R	11/02/22	11/15/22		26848	N
Vendor Total:			2,925.00								

ANSEL010 ANSELL USA INC.											
22-00602	05/26/22	MICROFLEXV DISPOSABLE GLOVES									
1		MF-300-L - MICROFLEX DIAMOND	378.00	2-09-55-501-001-507	B Uniforms & Safety Equipment	R	05/26/22	11/15/22		21489736	N
2		SG-375-XL - MICROFLEX SAFETY	261.60	2-09-55-501-001-507	B Uniforms & Safety Equipment	R	05/26/22	11/15/22		21486217	N
			639.60								
Vendor Total:			639.60								

ARCHI005 ARCHIVE SOCIAL, INC.											
22-01382	11/02/22	SOCIAL MEDIA ARCHIVING 22/23									
1		SOCIAL MEDIA ARCHIVING 22/23	2,988.00	2-01-20-140-001-060	B Internet Services and Web Services	R	11/02/22	11/15/22		23469	N
Vendor Total:			2,988.00								

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
BOSSI005 BOSS INNOVATION & MARKETING								
	22-01263 10/11/22 BOSS STRONG BOX - HPD CAR 1							
	1 BOSS STRONG BOX - HPD CAR 1		1,200.00 2-01-26-315-001-131 B Vehicle Maint. - Police	R	10/11/22	11/15/22	180566	N
	2 BOSS STRONG BOX - HPD CAR 1		200.00 2-01-26-315-001-131 B Vehicle Maint. - Police	R	10/11/22	11/15/22	180566	N
			<u>1,400.00</u>					
	Vendor Total:		1,400.00					
B0921 BRITTON INDUSTRIES, INC								
	22-01399 11/02/22 YARD WASTE/BRUSH DISPOSAL							
	1 INV 0882004 - YD WST/BRSH DISP		93.48 2-01-26-311-001-168 B Yardwaste	R	11/02/22	11/15/22	0882004	N
	Vendor Total:		93.48					
C0396 CAVANAUGH'S EXTERMINATING CO								
	22-01414 11/09/22 SEPT THRU NOV 2022 PEST SERV							
	1 INV 879226 - SEPT 2022 PEST		20.00 2-01-26-310-001-029 B Maintenance Contracts	R	11/09/22	11/15/22	879226	N
	2 INV 879224 - SEPT 2022 PEST		20.00 2-01-26-310-001-029 B Maintenance Contracts	R	11/09/22	11/15/22	879224	N
	3 INV 883077 - OCT 2022 PEST		20.00 2-01-26-310-001-029 B Maintenance Contracts	R	11/09/22	11/15/22	883077	N
	4 INV 883075 - OCT 2022 PEST		20.00 2-01-26-310-001-029 B Maintenance Contracts	R	11/09/22	11/15/22	883075	N
	5 INV 892438 - NOV 2022 PEST		20.00 2-01-26-310-001-029 B Maintenance Contracts	R	11/09/22	11/15/22	892438	N
	6 INV 892440 - NOV 2022 PEST		20.00 2-01-26-310-001-029 B Maintenance Contracts	R	11/09/22	11/15/22	892440	N
			<u>120.00</u>					
	Vendor Total:		120.00					
C0058 CINTAS CORPORATION #061								
	22-01379 11/01/22 UNIFORM ADVANTAGE OCT 2022							
	1 INV 4133713763 10/7/22		49.64 2-09-55-501-002-507 B Uniforms & Safety Equipment	R	11/01/22	11/15/22	4133713763	N
	2 INV 4134396505 10/14/22		49.64 2-09-55-501-002-507 B Uniforms & Safety Equipment	R	11/01/22	11/15/22	4134396505	N
	3 INV 4135087612 10/21/22		49.64 2-09-55-501-002-507 B Uniforms & Safety Equipment	R	11/01/22	11/15/22	4135087612	N
	4 INV 4135791411 10/28/22		49.64 2-09-55-501-002-507 B Uniforms & Safety Equipment	R	11/01/22	11/15/22	4135791411	N
			<u>198.56</u>					
	Vendor Total:		198.56					

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
G1077 GEORGE S. COYNE CO., INC.														
22-00002	01/18/22	RES 2020-236	LIME HI-CALC WTP			B								
10	INV 394339	10/21/22	LIME HICALC	1,691.25	2-09-55-501-001-527	B Calcium Hydroxide - Lime	R	09/26/22	11/16/22				394339	N
22-00004 01/18/22 RES 2020-234 HYDROFLUOSILIC B														
10	INV 392339	DATED 9/21/22		950.92	2-09-55-501-001-528	B Fluorosilic Acid-	R	01/18/22	11/15/22				392339	N
11	INV 394340	DATED 10/21/22		950.92	2-09-55-501-001-528	B Fluorosilic Acid-	R	09/28/22	11/15/22				394340	N
				1,901.84										
22-00035 01/26/22 CHLORINE RES 2020-231 FOR 2022 B														
7	INV 391337	CHLORINE 9/8/22		822.30	2-09-55-501-001-526	B Chlorine	R	08/18/22	11/15/22				391337	N
8	INV 394341	CHLORINE 10/21/22		822.30	2-09-55-501-001-526	B Chlorine	R	09/15/22	11/16/22				394341	N
				1,644.60										
	Vendor Total:			5,237.69										
G0050 GROVE SUPPLY INC														
22-01207	10/03/22	PRESSURE GAUGES/SOLENOID VALVE												
1	INV S5690389	- PRESSURE GAUGES		34.68	2-09-55-501-001-503	B Water Plant Maintenance	R	10/03/22	11/15/22				S5690389	N
2	INV S5669750	- SOLENOID VALVE		356.00	2-09-55-501-001-503	B Water Plant Maintenance	R	10/03/22	11/15/22				S5669750	N
				390.68										
	Vendor Total:			390.68										
H1100 HOME DEPOT CREDIT SERVICES														
22-01415	11/09/22	OCT/NOV 2022 INVOICES												
1	INV 3514303	- DECKMATE		24.44	2-01-26-310-001-024	B Building Maintenance	R	11/09/22	11/15/22				3514303	N
2	INV 9514771	- FILTERS		74.92	2-01-26-310-001-024	B Building Maintenance	R	11/09/22	11/15/22				9514771	N
3	INV 2520024	- CONNECTORS		19.85	2-01-26-310-001-024	B Building Maintenance	R	11/09/22	11/15/22				2520024	N
4	INV 5045136	- DRYWALL SCREWS		7.98	2-01-25-240-001-116	B Traffic Bureau	R	11/09/22	11/15/22				5045136	N
				127.19										
	Vendor Total:			127.19										
J0257 JCP&L														
22-01404	11/07/22	MASTER 200 000 055 315												
1	100 008 482 778	MAXWELL		19.87	2-09-55-501-002-504	B Electricity	R	11/07/22	11/15/22				95009866977	N
2	100 009 294 701	WESTERLEA		21.28	2-09-55-501-001-504	B Electricity	R	11/07/22	11/15/22				95009866977	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	
J0257	JCP&L	Continued													
22-01404	11/07/22	MASTER 200 000 055 315	Continued												
3	100 012 445 746	BANK ST	3,729.93	2-09-55-501-001-504	B Electricity	R	11/07/22	11/15/22		95009866977	N				
4	100 012 529 309	OAK LANE	7,163.53	2-09-55-501-002-504	B Electricity	R	11/07/22	11/15/22		95009866977	N				
5	100 012 529 309	OAK LANE	7,178.89	2-09-55-501-002-504	B Electricity	R	11/07/22	11/15/22		95009866977	N				
6	100 012 529 309	OAK LANE	5,716.67	2-09-55-501-002-504	B Electricity	R	11/07/22	11/15/22		95009866977	N				
7	100 012 529 309	OAK LANE	<u>14,446.17</u>	2-09-55-501-002-504	B Electricity	R	11/07/22	11/15/22		95009866977	N				
			9,384.00												
22-01405	11/08/22	VARIOUS ACCOUNTS NOV 2022													
1	100 131 110 379 230	MERCER ST	8.65	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95686995553	N				
2	100 051 508 750	STOCKTON ST	199.35	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		9567070584	N				
3	100 079 096 689	GRANT PARK	4.09	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		9565707586	N				
4	100 100 104 247	MONUMENT	18.10	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95657070587	N				
5	100 068 401 122	ROGERS AVE	33.61	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95657070585	N				
6	100 029 000 310 156	BANK ST	575.25	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95657070582	N				
7	100 051 508 677	MAIN ST	100.83	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95657070583	N				
8	100 029 000 310 156	BANK ST	656.43	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95657070582	N				
9	100 029 000 310 156	BANK ST	285.38	2-01-31-430-001-071	B Electric-Borough Hall	R	11/08/22	11/15/22		95657070582	N				
10	100 012 445 936	FIRST AID	437.08	2-01-25-260-001-074	B Electric	R	11/08/22	11/15/22		95677038997	N				
11	100 012 445 936	FIRST AID	<u>200.34</u>	2-01-25-260-001-074	B Electric	R	11/08/22	11/15/22		95677038997	N				
			1,206.25												
22-01434	11/15/22	100 059 701 167 WYCKOFF MILL													
1	100 059 701 167	WYCKOFF MILL	33.00	2-09-55-501-001-504	B Electricity	R	11/15/22	11/15/22		95776724765	N				
2	100 059 701 167	WYCKOFF MILL	<u>0.41</u>	2-09-55-501-001-504	B Electricity	R	11/15/22	11/15/22		95776724765	N				
			33.41												
Vendor Total:			10,623.66												
J0258	JCP&L (STREET LIGHTING)														
22-01406	11/08/22	ACCT 240 11/4 & ACCT 041 11/7													
1	100 081 608 240	N MAIN ST	47.00	2-09-55-501-001-504	B Electricity	R	11/08/22	11/15/22		95686995552	N				
2	100 086 395 041	STOCKTON ST	<u>42.84</u>	2-01-31-435-001-075	B Street Lighting	R	11/08/22	11/15/22		95736873916	N				
			89.84												
Vendor Total:			89.84												

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
J0069 JERSEY ELEVATOR LLC												
	22-01416	11/09/22	NOV 2022 ELEVATOR SERVICE									
	1	NOV 2022	ELEVATOR SERVICE	190.39	2-01-26-310-001-029	B Maintenance Contracts	R	11/09/22	11/15/22		281462	N
	Vendor Total:			190.39								
K0917 KENNETH LARSEN												
	22-01368	11/01/22	CLOTHING ALLOWANCE - LARSEN									
	1		CLOTHING ALLOWANCE - LARSEN	148.75	2-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	11/01/22	11/15/22		85103613032212	N
	Vendor Total:			148.75								
LINDS005 LINDSEY STEFAN												
	22-01411	11/09/22	HIGHTSTOWN THEATER SUMMER 2022									
	1		HIGHTSTOWN THEATER SUMMER 2022	1,000.00	T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN THE PARK	R	11/09/22	11/15/22		SUMMER 2022	N
	Vendor Total:			1,000.00								
LSCME005 LSC MECHANICAL												
	22-01391	11/02/22	IGNITION COIL-REMOVE & REPLACE									
	1		IGNITION COIL-REMOVE & REPLACE	187.50	2-01-25-252-002-121	B Preventive Maintenance	R	11/02/22	11/15/22		5359	N
	2		IGNITION COIL-REMOVE & REPLACE	374.90	2-01-25-252-002-121	B Preventive Maintenance	R	11/02/22	11/15/22		5359	N
				562.40								
	Vendor Total:			562.40								
M0180 MCMASTER-CARR												
	22-01401	11/02/22	LED FLASHING RED ALARM LIGHT									
	1		LED FLASHING RED ALARM LIGHT	101.92	2-09-55-501-002-503	B Sewer Plant Maintenance	R	11/02/22	11/15/22		87614136	N
	2		SHIPPING	8.35	2-09-55-501-002-503	B Sewer Plant Maintenance	R	11/04/22	11/15/22		87614136	N
				110.27								
	Vendor Total:			110.27								
M0256 MERCER CO IMPROVEMENT AUTH												
	22-01413	11/09/22	OCT 2022 TIPPING									
	1	OCT 2022	TIPPING	16,132.25	2-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	11/09/22	11/15/22		OCT 2022	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0256	MERCER CO IMPROVEMENT AUTH				Continued							
		22-01413	11/09/22	OCT 2022 TIPPING	Continued							
		2	OCT 2022	RECYCLING TAX	420.84	2-01-43-496-001-174	R	11/09/22	11/15/22		OCT 2022	N
					16,553.09							
	Vendor Total:				16,553.09							
M0127	MONMOUTH COUNTY											
		22-01412	11/09/22	OCT 2022 ROOSEVELT TIPPING								
		1	OCT 2022	ROOSEVELT TIPPING	3,578.70	2-01-43-513-001-171	R	11/09/22	11/15/22		OCT 2022	N
	Vendor Total:				3,578.70							
N0275	NJ LEAGUE OF MUNICIPALITIES											
		22-01403	11/02/22	RFP PROFESSIONAL SERVICES								
		1	RFP	PROFESSIONAL SERVICES	115.00	2-01-20-120-001-021	R	11/02/22	11/15/22		SD17867	N
	Vendor Total:				115.00							
O0019	O'BRIEN CONSULTING SERVICES											
		22-01389	11/02/22	MONTHLY IT FEES - OCT. 2022								
		1	MONTHLY IT FEES - OCT. 2022		900.00	2-01-25-240-001-029	R	11/02/22	11/15/22		22-6088	N
		2	MONTHLY IT FEES - OCT. 2022		250.00	2-01-25-240-001-029	R	11/02/22	11/15/22		22-6088	N
		3	MONTHLY IT FEES - OCT. 2022		8.50	2-01-25-240-001-029	R	11/02/22	11/15/22		22-6088	N
					1,158.50							
	Vendor Total:				1,158.50							
O0050	ONE CALL CONCEPT INC											
		22-01397	11/02/22	OCT 2022 ONE CALL MESSAGES								
		1	INV 2105087		22.88	2-09-55-501-001-535	R	11/02/22	11/15/22		2105087	N
	Vendor Total:				22.88							

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
P0005 PARIS AUTOMOTIVE SUPPLY														
		22-01417	11/09/22	OCT 2022 INVOICES										
		1	OCT 2022	INVOICES	224.49		2-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	11/09/22	11/15/22		OCT 2022	N
		Vendor Total:			224.49									
PHOEN005 PHOENIX ADVISORS														
		22-01431	11/10/22	ANNUAL FEE INVOICE 11/1/22										
		1	ANNUAL FEE INVOICE 11/1/22		1,150.00		2-01-20-130-001-031	B PROF SERVICES	R	11/10/22	11/15/22		10141	N
		Vendor Total:			1,150.00									
POWER005 POWER PLACE, INC														
		22-00915	08/09/22	COST OF ESTIMATE										
		1	SALES ORDER 1685706 - ESTIMATE		46.89		2-01-26-311-001-034	B Equipment Parts & Accessories	R	08/09/22	11/15/22		1082669	N
		22-01106	09/09/22	REPAIR TO BACKPACK BLOWER										
		1	INV 1087375 - REPAIR TO RED		312.15		2-01-26-290-001-050	B DPW Work Equipment	R	09/09/22	11/15/22		1087375	N
		Vendor Total:			359.04									
P0063 PREMIER MAGNESIA, LLC														
		22-00143	02/09/22	MAGNESIUM HYDROXIDE THIOGUARD										
		4	INV 618715 9/13/22 THIOGUARD		9,354.71		2-09-55-501-002-541	B Magnesium Hydroxide (Flomag H)	R	05/16/22	11/15/22		618715	N
		Vendor Total:			9,354.71									
Q0160 QUICK STOP FIRE PROTECTION														
		22-01205	10/03/22	ANNUAL FIRE EXTINGUISHER INSP										
		1	ANNUAL FIRE EXTINGUISHER INSP		185.00		2-01-25-260-001-024	B Building Maintenance	R	10/03/22	11/15/22		A1082	N
		2	NEW #10 LB D.C. EXTINGUISHER		139.99		2-01-25-260-001-024	B Building Maintenance	R	10/03/22	11/15/22		A1082	N
					324.99									
		Vendor Total:			324.99									
REDAR005 RED ARROW TECHNOLOGIES, LLC														
		22-01419	11/09/22	VOIP SVCS NOV 2022 HFD & MAIN										
		1	VOIP SVCS NOV 2022 HFD 2656329		117.78		2-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	11/09/22	11/15/22		11457	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
				Item Description	Amount	Charge Account		Enc Date	Date	Date	Invoice	Excl
ZOLLD005	ZOLL DATA SYSTEMS, INC											
		22-01408	11/09/22	EMS CHART INV00128039	NOV 22							
		1		EMS GROUND BASE	135.96	2-01-25-260-001-054	R	11/09/22	11/15/22		INV00128039	N
		2		EMS CHARTS GROUND CAD IMPORT	20.60	2-01-25-260-001-054	R	11/09/22	11/15/22		INV00128039	N
		3		EMS CHARTS GROUND TABLET	54.59	2-01-25-260-001-054	R	11/09/22	11/15/22		INV00128039	N
					211.15							
	Vendor Total:				211.15							

Total Purchase Orders: 50 Total P.O. Line Items: 110 Total List Amount: 73,014.62 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	2-01	40,839.63	0.00	40,839.63	0.00	0.00	0.00	40,839.63
	2-09	29,222.79	0.00	29,222.79	0.00	0.00	0.00	29,222.79
	2-21	0.00	0.00	0.00	0.00	0.00	1,952.20	1,952.20
Year Total:		70,062.42	0.00	70,062.42	0.00	0.00	1,952.20	72,014.62
TRUST OTHER - FUND #12	T-12	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Total of All Funds:		71,062.42	0.00	71,062.42	0.00	0.00	1,952.20	73,014.62

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Amended Site Plan	2021-02	1,064.70	0.00	1,064.70
Use Variance - 2 Family Home	2022-05	675.00	0.00	675.00
480 MERCER STREET WAREHOUSE	2022-06	212.50	0.00	212.50
Total of All Projects:		<u>1,952.20</u>	<u>0.00</u>	<u>1,952.20</u>

Resolution 2022-198

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

**AUTHORIZING PAYMENT NO. 20 - THE MUSIAL GROUP, P.A.
(ARCHITECTURAL AND CONTRACT ADMINISTRATION
SERVICES FOR MUNICIPAL FACILITIES LOCATED AT 230
MERCER STREET)**

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

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

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

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

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

WHEREAS, the architect has submitted payment request No. 20 for professional services for October 1, 2022 – October 29, 2022 in the total amount of \$19,175.79.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the payment request to The Musial Group, P.A. of Mountainside, New Jersey in the amount of \$19,175.79, is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Invoice

THE MUSIAL GROUP, p.a.
architecture - planning - interior design
191 Mill Lane
Mountainside, New Jersey 07092
October 31, 2022

Project No: 118719.02
Invoice No: 20
TMG inv #6

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

Project: 118719.02 HIGHTSTOWN MUNICIPAL BUILDING & POLICE SUBSTATION

Professional services from October 1, 2022 to October 29, 2022

Fee

Phase	Fee	Percent Complete	Earned	Current
Construction Documents	205,819.00	90.00	185,237.10	18,523.71
Bidding	10,000.00	0.00	0.00	0.00
Construction Administration	81,400.00	0.00	0.00	0.00
Total Fee	297,219.00	Total Earned	185,237.10	
		Previous Fee Billing	166,713.39	
		Current Fee Billing	18,523.71	

Total Fee 18,523.71

Reimbursable Expenses

Reproductions		
10/11/22 ARC DOCUMENT SOLUTIONS FULL SIZE SET & 1/2 SIZE OF DWGS	214.59	
10/24/22 ARC DOCUMENT SOLUTIONS 1/2 SIZE OF DWGS	85.86	
Express Delivery		
10/13/22 Federal Express Corp. DWGS TO HIGHTSTOWN	48.36	
10/13/22 Federal Express Corp. DWGS TO HIGHTSTOWN	47.93	
10/31/22 Federal Express Corp. DWGS TO HIGHTSTOWN	37.98	

Total Reimbursables 1.5 times 434.72 652.08

TOTAL THIS INVOICE \$19,175.79

Project: 118719.02 HIGHTSTOWN MUNICIPAL BUILDING & POLICE SUBSTATION

Page 2

Outstanding Invoices

Number	Date	Balance	
0000019	09/30/22	32,931.04	Paid 11/10/22
Total		32,931.04	

TOTAL NOW DUE \$52,758.91

Billings to date

	Current	Prior	Total
Fee	18,523.71	166,713.39	185,237.10
Expense	652.08	0.00	652.08
Totals	19,175.79	166,713.39	185,889.18

Resolution 2022-199

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

**A RESOLUTION APPROVING AND RATIFYING THE EXECUTION OF AN
EMPLOYMENT AGREEMENT WITH STEVE WHITE TO SERVE AS
SUPERINTENDENT OF THE ADVANCED WASTEWATER TREATMENT PLANT
FOR THE BOROUGH OF HIGHTSTOWN.**

WHEREAS, Section 2-17-1 of the Hightstown Borough Code provides that the Sewer Department shall be headed by the Superintendent of the Advanced Wastewater Treatment Plant (the “AWWTP”), who shall be appointed by the Borough Administrator in consultation with the Mayor and Council; and

WHEREAS, in consultation with the Mayor and Council, the Borough Administrator has appointed Steve White to serve as the new Superintendent of the AWWTP, for a five (5) year term commencing on December 5, 2022 and expiring on December 31, 2027; and

WHEREAS, specific terms and conditions of employment for the new Superintendent of the AWWTP have been set forth in the attached proposed Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby approves and ratifies the Borough Administrator’s execution of the attached Employment Agreement between the Borough of Hightstown and Steve White concerning the position of Superintendent of the AWWTP for the term referenced above.

BE IT FURTHER RESOLVED, that a copy of this Resolution, along with the attached Employment Agreement, shall be provided to each of the following:

- a. Dimitri Musing, Borough Administrator;
- b. Frederick C. Raffetto, Esq., Borough Attorney; and
- c. Robert J. Merryman, Esq., Borough Labor Counsel.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Employment Agreement

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as "Agreement") is made and entered into this 14 day of NOVEMBER, 2022 by and between STEVE WHITE (hereinafter referred to as "White" or "Superintendent") and the BOROUGH OF HIGHTSTOWN, a municipal corporation of the State of New Jersey (hereinafter referred to as "Borough"). White and the Borough shall hereinafter collectively be referred to as the "Parties," and individually as "Party."

1. Title and Duties.

The Borough shall employ White in the position of Superintendent of the Advanced Wastewater Treatment Plant (the "AWWTP") and White shall perform such duties as are called for in this position as established by law, statutes, rules and regulations, and Borough Ordinances, including but not limited to Section 2-17 of the Borough Code, as well as any other duties as assigned to him by the Borough Administrator and/or his/her designee.

2. Term.

The term of this Agreement is for a period of five (5) consecutive years, commencing on December 5, 2022, and expiring on December 31, 2027, subject to the provisions of Section 11 below. Notwithstanding the aforesaid, the Parties shall have the option to renew and/or renegotiate the terms of the Agreement following the expiration of the original term.

3. Licenses and Qualifications.

White represents that he possesses all licenses and certificates necessary for the position set forth above, including but not limited to, Wastewater Operator IV and Collection II certifications, a copy of which shall be supplied to the Borough Clerk and be on record with the Borough.

4. Paid Time Off and Other Benefits.

White shall receive fifteen (15) calendar vacation days per year commencing as of January 1, 2023, and twelve (12) sick days per year commencing as of January 1, 2023, up to a maximum of ninety (90) accumulated sick days, as per the Borough's Personnel Policy. White shall also receive personal time as permitted and allowed in Borough Ordinances and/or the Borough's Personnel Policy, whichever is applicable. In case of a conflict between the Borough Ordinances and the Borough's Personnel Policies, the Borough's Ordinances shall control. White, as Superintendent, shall not be entitled to receive payment of overtime and/or compensatory time in lieu of overtime or any other compensation, as the position of Superintendent of the AWWTP is exempt under

Federal and State Law, as well as any local law/policy, as to overtime. The position of Superintendent is not covered by any collective bargaining agreement and White is not a member of any collective bargaining unit. No benefits found in any collective bargaining agreement shall be applicable to White. The Superintendent will be eligible to sell back up to one hundred percent (100%) of annual vacation time, payable at the salary rate for the year in which the time was accrued.

5. Health Insurance Benefits.

White shall receive health insurance benefits as provided generally to non-union aligned employees in the Borough. In addition, White shall be covered by all of the provision of Ch. 78, Pl. 2011. The premium contributions toward benefits in the amounts calculated in P.L. 2011, Ch. 78, will remain the same for the duration of the Agreement, even if Chapter 78 sunsets.

6. Life Insurance.

White shall receive a complimentary life insurance policy, in the amount of \$20,000.00, as set forth in the Borough's policy.

7. Services to be Rendered.

White shall provide, as necessary and required, all of the services for the position set forth above fully, diligently, competently and to the best of the White's ability. White shall not undertake any paid work for any other employer other than the Borough's duties hereunder, except with approval of the Borough Administrator.

8. Salary/Compensation.

White's salary for the title of Superintendent of the Advanced Wastewater Treatment Plant with the Borough shall be paid at an initial annual rate of \$130,000.00, less all applicable deductions, effective December 5, 2022. Thereafter, White's salary shall increase at an annual rate of three percent (3%), as follows:

- Effective January 1, 2024 - \$133,900.00, less all applicable deductions;
- Effective January 1, 2025 - \$137,917.00, less all applicable deductions;
- Effective January 1, 2026 - \$142,054.51, less all applicable deductions;
- Effective January 1, 2027 - \$146,306.88, less all applicable deductions.

Salary shall be paid in accordance with the usual practice of the Borough.

9. Effect on Employment Relationship.

This Agreement is not intended to and does not affect the employment relationship between White and the Borough except as expressly stated herein. Specifically, this Agreement does not

convey and/or grant any greater protection either procedurally or substantively as to discipline.

10. Performance Evaluation.

The Borough Administrator shall review and evaluate the performance of White at least once (1x) annually. The Borough Administrator shall provide White with a summary written statement of the findings of the evaluation and provide an adequate opportunity for White to discuss his evaluation.

11. Termination by Either Party.

The Parties recognize that the Superintendent shall serve as an “at will” employee of the Borough. As such, either Party may terminate this Agreement and the Superintendent’s appointment at any time prior to the natural expiration of the term set forth in Section 2 above. However, should either Party wish to terminate the Agreement/appointment prior to the expiration of the term, a minimum of ninety (90) calendar days’ written notice must be provided to the other Party. If termination is initiated by the Superintendent, then White agrees to assist the Borough in good faith during said ninety (90) day period with any transition activities that are necessary in connection with the replacement Superintendent.

12. Entire Agreement.

Except as explicitly stated herein, this Agreement shall supersede any and all prior oral and/or written employment agreements and constitutes the entire agreement between the parties with respect to White’s employment with the Borough and there are no representations, warranties or agreements, whether expressed or implied, except as set forth herein. This Agreement may not be modified unless in a written instrument signed by both parties.

13. Controlling Law.

All of the terms, conditions and other provisions of this Agreement shall be interpreted and governed by reference to the substantive laws of the State of New Jersey, without giving effect to principles of conflicts of law.

14. Venue.

Any disputes or controversies arising out of this Agreement shall be submitted to the Superior Court of New Jersey, Mercer County.

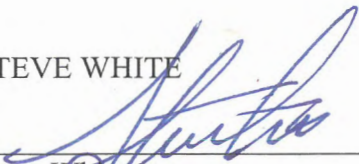
15. Severability.

In the event any provision of this Agreement is determined to be illegal, invalid or unenforceable as written, the remaining provisions of this Agreement shall nevertheless be binding upon White and the Borough with the same effect as though the void provision or

portion thereof had been severed and deleted.

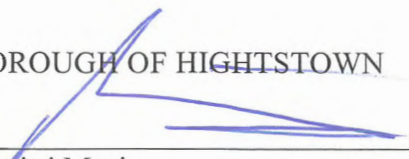
IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

STEVE WHITE



Steve White

BOROUGH OF HIGHTSTOWN



Dimitri Musing,
Borough Administrator

WITNESS



Dated 11/14/22

ATTEST



Dated 11/14/2022

JANE DAVIS
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES MAY 6, 2027
COMMISSION: #50194202

Resolution 2022-200

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

**AUTHORIZING PAYMENT #3 AND CHANGE ORDER #2– ALLIED
PAINTING, INC. (WATER TANK PAINTING AND REPAIR AT FIRST
AVENUE, LESHIN LANE AND CRANBURY STATION ROAD)**

WHEREAS, on May 16, 2022, the Borough Council awarded a contract for the Water Tank Painting and Repairs at First Avenue, Leshin Lane and Cranbury Station Road to Allied Painting Inc., of Cherry Hill, New Jersey at the price of \$427,300.00; and

WHEREAS, the contractor has submitted a request for payment No. 3 in the amount of \$137,002.86, for partial payment through November 1, 2022; and

WHEREAS, the contractor has submitted Change Order No. 2 which includes Leshin Lane Cathodic Protection Replacement which was approved by Resolution 2022-186 (\$40,000.00 increase), Ladder Credit for First Avenue (\$500.00 reduction) and Ladder Credit for Leshin Lane (\$2,000.00 reduction); and

WHEREAS, Change Order No. 2 increases the contract amount by a net of \$37,500.00, or 8.5% of the total contract; and

WHEREAS, the Borough Engineer has recommended approval of Change Order No. 2; and

WHEREAS, the Borough Engineer has recommended approval of Payment Request No. 1 to the contractor in the amount of \$137,002.86; and

WHEREAS, the CFO had certified availability of the funds for the \$37,500.00 change order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Change Order No. 2 and Payment Request No. 3 to Allied Painting, Inc., of Cherry Hill New Jersey for \$137,002.86, is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022

Margaret Riggio
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

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

MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

FROM: Carmela Roberts, P.E., C.M.E. *CR*
Borough Engineer

DATE: November 8, 2022

RE: Water Tank Painting and Repairs at First Avenue,
Leshin Lane, and Cranbury Station Road
Payment No. 3
Our File No.: H1678

Attached please find the following in reference to Payment No. 3 and Change Order No. 2 which is a partial payment through November 1, 2022 for mobilization and exterior painting at the First Avenue and Leshin Lane water tanks:

1. Payment No. 3
2. Invoice No. 3
3. Change Order No. 2
4. Certified Payrolls
5. Monthly Project Workforce Reports

This payment includes Change Order No. 2 which adds the following supplemental items:

Supplemental Item No. 3 (Leshin Lane Cathodic Protection Replacement): Remove existing cathodic protection system. Furnish and install new cathodic protection system. This change order pay item was approved under Resolution 2022-186 on October 17, 2022 for \$40,000.00.

Supplemental Item No. 4 (Ladder Credit - First Avenue): During construction, it was determined that the proposed ladder at the First Avenue water tank was not required per OSHA/NJDEP requirements and was therefore removed from the contract. Removal of the ladder from the scope of work reduces the contract price by \$500.00.

Supplemental Item No. 5 (Ladder Credit - Leshin Lane): During construction, it was determined that the two proposed ladders at the Leshin Lane water tank were not required per OSHA/NJDEP requirements and were therefore removed from the contract. Removal of the two ladders from the scope of work reduces the contract price by \$2,000.00.

Change Order No. 2 increases the contract amount by \$37,500.00 (8.5%).

I recommend payment be made to Allied Painting, Inc. in the amount of \$137,002.86.

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

cc: Dimitri Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
George Lang, Borough CFO
James Cannon, Allied Painting, Inc.
Ana Jimenez, Allied Painting, Inc.
Christina White, Allied Painting, Inc.
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC

HIGHTSTOWN BOROUGH COUNCIL
NOVEMBER 21, 2022

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



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

PAYMENT No. 3
**WATER TANK PAINTING AND REPAIRS AT FIRST AVENUE,
LESHIN LANE, AND CRANBURY STATION ROAD**
Borough of Hightstown, Mercer County, New Jersey
November 3, 2022
File No.: H1801

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	LS	1.00	1.00	0.67	\$15,000.00	\$15,000.00
2	Project Video and Photographs	LS	1.00	1.00	0.00	\$3,500.00	\$3,500.00
3	Water Tank Improvements - First Avenue	LS	1.00	0.25	0.25	\$99,200.00	\$24,675.00
4	Water Tank Improvements - Leshin Lane	LS	1.00	0.89	0.56	\$187,600.00	\$167,031.84
5	Water Tank Improvements - Cranbury Station Road	LS	1.00	1.00	0.00	\$112,000.00	\$112,000.00
6	Cleaning and Restoration	LS	1.00	0.00	0.00	\$10,000.00	\$0.00
S-1	Power Washing Cranbury Station Road Water Tank	LS	1.00	1.00	0.00	\$7,800.00	\$7,800.00
S-2	Cranbury Station Road Paint Touchups and Rust Repair	LS	1.00	1.00	0.00	\$5,100.00	\$5,100.00
S-3	Leshin Lane Cathodic Protection	LS	1.00	0.00	0.00	\$40,000.00	\$0.00
S-4	Ladder Credit - First Avenue	UNIT	1.00	0.00	0.00	-\$500.00	\$0.00
S-5	Ladder Credit - Leshin Lane	UNIT	2.00	0.00	0.00	-\$1,000.00	\$0.00
TOTAL WORK COMPLETED							\$335,106.84
LESS: RETAINAGE		2%					\$6,702.14
SUBTOTAL							\$328,404.70
LESS: PREVIOUS PAYMENTS							\$191,401.84
TOTAL AMOUNT DUE							\$137,002.86
AMOUNT OF ORIGINAL CONTRACT							\$427,300.00
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NOS. 1 & 2 (11.8%)							\$477,700.00

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

1. ISSUING OFFICE Borough of Hightstown	2. PROJECT NO. 1104001-009	3. CONTRACT NO. 1	4. MODIFICATION NO. 2
5. TO (CONTRACTOR) Allied Painting, Inc.		6. PROJECT LOCATION AND DESCRIPTION Water Tank Painting and Repairs at First Avenue, Leshin Lane, and Cranbury Station Road	

7. A proposal is required for making the hereinafter described change in accordance with specification and drawing revisions cited herein or listed in attachment hereto. Submit your proposal in space indicated on page 2, attach detailed breakdown of prime and sub-contract costs (See the clause of this contract entitled, "Changes". DO NOT start work under this proposed change until you receive a copy signed by the Contracting Officer or a directive to proceed).

_____ Date Carmela Roberts, P.E., Borough Engineer _____ Signature
Type Name and Title

8. DESCRIPTION OF CHANGE: Pursuant to the clause of this contract covering changes, the contractor shall furnish all labor and material, and all work necessary to accomplish the following described work:

This change order adds three (3) supplemental pay items as described below:

Supplemental Item No. 3 (Leshin Lane Cathodic Protection Replacement) – Remove existing cathodic protection system. Furnish and install new cathodic protection system.

Supplemental Item No. 4 (Ladder Credit – First Avenue) – During construction, it was determined that the proposed ladder at the First Avenue water tank was not required per OSHA/NJDEP requirements and was therefore removed from the contract.

Supplemental Item No. 5 (Ladder Credit – Leshin Lane) – During construction, it was determined that the proposed ladders at the Leshin Lane water tank were not required per OSHA/NJDEP requirements and were therefore removed from the contract.

As a result of the above, the contract price is revised as follows:

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
DEDUCTS				
			TOTAL DEDUCT	\$0
EXTRAS				
			TOTAL EXTRA	\$0
SUPP.				
S-3	Leshin Lane Cathodic Protection	1.00 LS	\$40,000.00	\$40,000.00
S-4	Ladder Credit – First Avenue	1.00 UNIT	-\$500.00	-\$500.00
S-5	Ladder Credit – Leshin Lane	2.00 UNIT	-\$1,000.00	-\$2,000.00
			TOTAL SUPPLEMENTAL	\$37,500.00

TOTAL COST OF THIS MODIFICATION \$37,500.00 (Increase)


The contract time is hereby: increase decrease or remains the same by 0 calendar days as a result of this modification.

The foregoing modification is hereby accepted:

Ana Maria Jimenez CONTRACTOR _____ OWNER _____ (NJPE SEAL) ENGINEER
BY: Ana Maria Jimenez BY: Mayor Lawrence D. Quattrone BY: Carmela Roberts, PE, CME
DATE: 11/8/2022 DATE: _____ DATE: _____

APPROVAL: _____
STATE OF NEW JERSEY _____ DATE _____

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

9. ISSUING OFFICE Borough of Hightstown	10. PROJECT NO. 1104001-009	11. CONTRACT NO. 1	12. MODIFICATION NO. 2
13. CONTRACTOR'S PROPOSAL – Change in Contract Price and Extension of Time (Detailed breakdown, attach additional sheets as necessary)			
(Proposed) Please refer to attached memos and invoices from contractor detailing supplemental line items			
NET INCREASE <u>\$37,500.00</u>	NET DECREASE <u>\$ 0</u>	CALENDER DAYS INCREASE <u> 0 </u> DAYS	
DATE: <u>11/8/2022</u>	TYPE NAME AND TITLE: <u>Ana Maria Jimenez controller</u>	SIGNATURE: 	

CONTRACT MODIFICATION PROPOSAL AND ACCEPTANCE

14. ISSUING OFFICE & PROJECT NO. Borough of Hightstown, 1104001-009	15. CONTRACT NO. 1	16. MODIFICATION NO. 2
17. ORIGINAL CONTRACT BID PRICE \$ 427,300.00 TOTAL OF PREVIOUS CHANGE ORDERS \$ 12,900.00 TOTAL CONTRACT COST INCLUDING CHANGE ORDERS ... \$ 477,700.00		
18. NECESSITY FOR CHANGE AND REASON FOR OMISSION FROM PLANS AND SPECIFICATIONS: This change order removes the installation of ladders at First Avenue and Leshin Lane from the scope of work, and it covers the following supplemental item: <u>Supplemental Item No. 3 (Leshin Lane Cathodic Protection Replacement)</u> – Remove existing cathodic protection system. Furnish and install new cathodic protection system. During the design phase, the existing cathodic protection was found to be operational. However, the Borough has since had difficulty furnishing replacement parts for system repairs due to the age of the existing cathodic protection system. The existing system is outdated and is now becoming more difficult to maintain. <u>Supplemental Item No. 4 (Ladder Credit – First Avenue)</u> – During construction, it was determined that the proposed ladder at the First Avenue water tank was not required per OSHA/NJDEP requirements and was therefore removed from the contract. <u>Supplemental Item No. 5 (Ladder Credit – Leshin Lane)</u> – During construction, it was determined that the proposed ladders at the Leshin Lane water tank were not required per OSHA/NJDEP requirements and were therefore removed from the contract.		
19. OTHER IMPACTS RESULTANT OF THIS CHANGE: None.		
20. RESUME OF NEGOTIATIONS OR RECOMMENDATIONS (Loanee’s Representative) : Negotiations between Allied Painting, Inc. and Roberts Engineering Group were conducted throughout the duration of construction. Roberts Engineering Group reviewed the scope with Allied Painting, Inc., as well as with the Cathodic Protection System vendor, Corrpro. See attached documentation.		
DATE:	TYPE NAME AND TITLE OF LOANEE’S REPRESENTATIVE: Carmela Roberts, P.E. Borough Engineer	SIGNATURE:

Resolution 2022-201

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

**A RESOLUTION CONFIRMING THE POLICY OF THE BOROUGH OF
HIGHTSTOWN TO PROHIBIT WATER AND/OR SEWER SERVICE SHUTOFFS
BETWEEN NOVEMBER 15, 2022, AND MARCH 15, 2023.**

WHEREAS, pursuant to P.L. 2021, c.317 (N.J.S.A. 40A:5A-30), the New Jersey Department of Community Affairs (“DCA”) has implemented a “Winter Termination Program” (the “Program”) to prevent utility service disconnection and/or shutoffs to residential customers during the time period between November 15th and March 15th; and

WHEREAS, in furtherance of the principles and intentions of the Program, the Borough of Hightstown (the “Borough”) wishes to confirm its policy that utility services as provided by the Borough (i.e., water and sewer services) shall not be disconnected and/or shut off to residential customers who may fall in arrears with their payments for such services during the time period between November 15, 2022 and March 15, 2023; and

WHEREAS, the said policy shall not prevent the accrual of interest, late fees and/or other penalties which may accrue relating to residential service accounts that are in arrears; however, the policy shall mandate that services shall not be discontinued and/or shut off to residential customers during that time period.

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

1. That the Borough hereby confirms its policy that, during the time period between November 15, 2022 and March 15, 2023, utility services as provided by the Borough (i.e., water and sewer services) shall not be disconnected and/or shut off to residential customers in cases where the customer is in arrears in making payments for such services. In such cases, interest, late charges and other penalties shall still accrue against the specific account; however, the services shall not be discontinued and/or shut off during that time period.
2. That a copy of this policy shall be posted on the Borough’s website forthwith.
3. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Dimitri Musing, Borough Administrator;
 - b. Frederick C. Raffetto, Esq., Borough Attorney; and
 - c. New Jersey Department of Community Affairs.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 800
TRENTON, NJ 08625-0800
(609) 292-6420

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

Dear:

The NJ Department of Community Affairs has implemented a Winter Termination Program to prevent service discontinuation for eligible residential customers receiving **residential electric, sewer and water service** from a local authority, municipal utility, or rural electric cooperative from **November 15th through March 15th**.

Service cannot be disconnected during this period to those residential customers who demonstrate at the time of the intended termination that they are:

1. Recipients of benefits under the Federal Home Energy Assistance Program (HEAP) or certified as eligible therefore under standards set by the New Jersey Department of Human Services.
2. Recipients of Temporary Assistance to Needy Families (TANF).
3. Recipients of Federal Supplemental Security Income (SSI).
4. Recipients of Pharmaceutical Assistance to the Aged and Disabled (PAAD).
5. Recipients of General Assistance (GA) benefits.
6. Recipients of the Universal Service Fund (USF).
7. Recipients of the Low-income Household Water Assistance Program.
8. Recipients of benefits under the Lifeline Credit Program.
9. Persons unable to pay their utility bills because of circumstances beyond their control.

Such circumstances shall include, but shall not be limited to, unemployment, illness, medically related expenses, recent death of an immediate family member, and any other circumstances, which might cause financial hardship.

As part of this program, your agency is required to send a notice to all residential customers about the Winter Termination Program in the billing cycle prior November 15. The notice shall set forth the terms and conditions of the Program. In addition, your agency must send a notice about the Program to all residential customers who have started a new service after the billing cycle prior to November 15 at the time the residential customer signs up for service.

If your agency has a policy that provides that service will not be shut off to any residential customer from November 15 to March 15, your agency does not have to comply with the notice requirement. In such case, your agency must post a notice generally describing the Program on its website. If the policy changes at any time, your agency must comply with the above terms.

If a customer receives electric, water, or wastewater related financial assistance, the customer shall forward all the benefits to their appropriate electric, water, or wastewater vendor. During the protection period, an electric, water, or wastewater vendor shall not request a security deposit or an addition to an existing security deposit from a customer who is eligible for and seeks the protection of the Winter Termination Program.

All customers in arrears should be referred to DCAid <https://dcaid.dca.nj.gov/en-US/are-you-eligible/> or NJ211 for possible assistance.

If you have any questions about this program, please contact Fidel Ekhelar at fidel.ekhelar@dca.nj.gov. Thank you for the services that you provide to our State's residents.

Sincerely,



Lieutenant Governor Sheila Y. Oliver
Commissioner

Resolution 2022-202

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

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

WHEREAS, two (2) bids were received on September 30, 2022, for the removal, transportation, delivery and disposal of sludge cake for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the removal, transportation, delivery and disposal of sludge cake be awarded to the low bidder, Waste Management of New Jersey, Inc. of Newtown, PA at a per unit price of \$157.50 per ton with a total contract price of \$94,500.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Waste Management of New Jersey has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for removal, transportation, delivery and disposal of sludge cake is hereby awarded to Waste Management of New Jersey, Inc. of Newtown, PA, effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-203

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

**AWARDING CONTRACT FOR REMOVAL, TRANSPORTATION,
DELIVERY AND DISPOSAL OF GRIT AND SCREENINGS –
SPECTRASERV, INC.**

WHEREAS, two (2) bids were received on September 30, 2022, for the removal, transportation, delivery and disposal of grit and screenings for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract, for the transportation, delivery and disposal of grit and screenings be awarded to the low bidder, Spectraserv, Inc. of South Kearny, NJ at a per unit price of \$200.00 per ton with a total contract price of \$24,000.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Spectraserv, Inc has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 and 2024 budgets for said expenditure.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for removal, transportation, delivery and disposal of grit and screenings is hereby awarded to Spectraserv, Inc. of South Kearny, NJ, effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-204

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

AWARDING A CONTRACT FOR LIQUID CHLORINE – GEORGE S. COYNE CHEMICAL CO., INC.

WHEREAS, one (1) bid was received on September 30, 2022, for Liquid Chlorine for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for Liquid Chlorine be awarded to the low bidder, George S. Coyne Chemical Company, Inc. of Croydon, PA, at a per unit price of \$2.9881 per pound with a total contract price of \$20,916.70; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by George S. Coyne Chemical Company, Inc. of Croydon, PA, has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 and 2024 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Liquid Chlorine is hereby awarded to George S. Coyne Chemical Company, Inc. of Croydon, PA, effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-205

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

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

WHEREAS, two (2) bids were received on September 30, 2022 for Zeta Lyte 1A Anionic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Zeta Lyte 1A Anionic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$13.20 per gallon with a total contract price of \$8,712.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Custom Environmental Technology has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Zeta Lyte 1A Anionic Polyelectrolyte is hereby awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-206

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

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

WHEREAS, two (2) bids were received on September 30, 2022 for Zeta Lyte 2800 CH Cationic Polyelectrolyte for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Zeta Lyte 2800 CH Cationic Polyelectrolyte be awarded to the low bidder, Custom Environmental Technology of Collegeville, PA at a per unit price of \$19.89 per gallon with a total contract price of \$54,697.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Custom Environmental Technology has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one-year contract for Zeta Lyte 2800 CH Cationic Polyelectrolyte, be awarded to Custom Environmental Technology of Collegeville, PA effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-207

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

**AWARDING CONTRACT FOR FLUOROSILICIC ACID (FLUORIDE)
– GEORGE S. COYNE CHEMICAL CO., INC**

WHEREAS, two (2) bids were received on September 30, 2022 for Fluorosilicic Acid (Fluoride) for the Water Treatment Plant in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Fluorosilicic Acid (Fluoride) be awarded to the low bidder, George S. Coyne Chemical Co. of Croydon, Pennsylvania, at a per unit price of \$7.7763 per gallon with a total contract price of \$12,830.90; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by George S. Coyne Chemical Co., Inc. has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Fluorosilicic Acid (Fluoride) is hereby awarded to George S. Coyne Chemical Co. of Croydon, Pennsylvania effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 7, 2020.

Margaret Riggio
Borough Clerk

Resolution 2022-208

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

AWARDING CONTRACT FOR ALUMINUM SULFATE USALCO, LLC

WHEREAS, one (1) bid was received on September 30, 2022, for Aluminum Sulfate for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Aluminum Sulfate be awarded to the low bidder, Usalco Baltimore Plant, LLC of Baltimore, Maryland at a per unit price of \$1.4696 per gallon with a total contract price of \$30,126.80; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by USALCO, LLC has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2021 and 2022 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Aluminum Sulfate is hereby awarded to Usalco Baltimore Plant, LLC of Baltimore, Maryland effective January 1, 2021.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 7, 2020.

Margaret Riggio
Deputy Borough Clerk

Resolution 2022-209

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

AWARDING CONTRACT FOR CALCIUM HYDROXIDE (HYDRATED LIME) – UNIVAR, INC.

WHEREAS, two (2) bids were received on September 30, 2022, for Calcium Hydroxide (Hydrated Lime) for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Calcium Hydroxide (Hydrated Lime) be awarded to the low bidder, Univar Solutions of Richboro, PA at a per unit price of \$0.35 per pound with a total contract price of \$48,125.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Univar Solutions has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Calcium Hydroxide (Hydrated Lime) is hereby awarded to Univar Solutions effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-210

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

AWARDING CONTRACT FOR MAGNESIUM HYDROXIDE – PREMIER MAGNESIA, LLC

WHEREAS, two (2) bids were received on September 30, 2022 for Magnesium Hydroxide for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Magnesium Hydroxide be awarded to the low bidder, Premier Magnesia, LLC of Wayne, PA at a per unit price of \$899.00 per ton with a total contract price of \$53,940.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Premier Magnesia, LLC has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Magnesium Hydroxide is hereby awarded to, Premier Magnesia, LLC of Wayne, PA effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-211

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

AWARDING CONTRACT FOR SODIUM BICARBONATE – PARK PUMPS AND CONTROLS

WHEREAS, two (2) bids were received on September 30, 2022, for Sodium Bicarbonate for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for Sodium Bicarbonate be awarded to the low bidder, Park Pumps and Controls at a per unit price of \$0.49 per pound with a total contract price of \$29,645.00; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by Park Pumps and Controls has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Sodium Bicarbonate is hereby awarded Park Pumps and Controls effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Resolution 2022-212

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

AWARDING CONTRACT FOR CALCIUM HYPOCHLORITE – GEORGE S. COYNE CHEMICAL, CO., INC.

WHEREAS, one (1) bid was received on September 30, 2022, for Calcium Hypochlorite for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a one year contract for the Calcium Hypochlorite be awarded to the low bidder, George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania at a per unit price of \$4.5076 per pound with a total contract price of \$2,253.80; and

WHEREAS, said contract shall be effective January 1, 2023; and

WHEREAS, the bid submitted by George S. Coyne Chemical, Co., Inc. has been reviewed by the Borough Attorney and found to be in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2023 budget for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Calcium Hypochlorite is hereby awarded to George S. Coyne Chemical, Co., Inc. of Croydon, Pennsylvania effective January 1, 2023.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk



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

November 8, 2022

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

Re: Receipt of Bids
Chemical Purchases and Sludge Disposal
AWWTP and WTP
Our File No.: H1665

Dear Mayor and Council:

Bids were received for chemical purchases and sludge and grit disposal for the Advanced Wastewater Treatment Plant and Water Treatment Plant on September 30, 2022. All bids are for a period of either one or two years. I have reviewed the bids and offer the following comments:

1. **Removal, Transportation, Delivery and Disposal of Sludge Cake** – Bids were received for Removal, Transportation, Delivery and Disposal of Sludge Cake for one (1) year and two (2) year periods as follows:

(1) One (1) Year Period

▪ Waste Management Newtown, PA	\$157.50/Ton	\$94,500.00
▪ Spectraserv, Inc. South Kearny, NJ	\$195.00/Ton	\$117,000.00

The low bid documents have been reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Removal, Transportation, Delivery and Disposal of Sludge Cake to Waste Management of New Jersey, Inc. of Newtown, PA at a unit price of \$157.50/Ton and a total amount of \$94,500.00.

(2) Two (2) Year Period

▪ Waste Management Newtown, PA	\$164.50/Ton	\$197,400.00
▪ Spectraserv, Inc. South Kearny, NJ	\$195.00/Ton	\$234,000.00

As the two-year price is higher than the one-year price, I recommend no contract be awarded for the two-year time frame.

2. **Removal, Transportation, Delivery and Disposal of Grit and Screenings** – Two bids were received for Removal, Transportation, Delivery and Disposal of Grit and Screenings as follows:

▪ Spectraserv, Inc. South Kearny, NJ	\$200.00/Ton	\$24,000.00
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b. (1) Zeta Lyte 2800 CH Cationic Polyelectrolyte – One (1) Year Period

▪ Custom Environmental Technology, Inc. Collegeville, PA	\$19.89/gal.	\$54,697.50
▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$23.93/gal.	\$65,807.50

The low bid documents submitted by Custom Environmental Technology, Inc. have been reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract to Custom Environmental Technology, Inc. at a unit price of \$19.89/gal. for a total amount of \$54,697.50.

b. (2) Zeta Lyte 2800 CH Cationic Polyelectrolyte – Two (2) Year Period

▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$27.66/gal.	\$152,130.00
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As the two-year price is higher than the one-year price, I recommend no contract be awarded for the two-year time frame.

5. Fluorosilicic Acid – Bids were received for Fluorosilicic Acid for a one (1) year period as follows:

(1) One (1) Year Period

▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$7.7763/gal.	\$12,830.90
▪ Univar Solutions Richboro, PA	\$9.78/gal.	\$16,137.00

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Fluorosilicic Acid to George S. Coyne Chemical Co., Inc. of Croydon, PA, at a unit price of \$7.7763/gal. for a total amount of \$12,830.90.

(2) Two (2) Year Period

- No bids received.

6. Aluminum Sulfate – One (1) bid was received for Aluminum Sulfate for a one (1) year period as follows:

(1) One (1) Year Period

▪ Usalco, LLC Baltimore, MD	\$1.4696/gal.	\$30,126.80
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The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Aluminum Sulfate to Usalco, LLC of Baltimore, MD, at a unit price of \$1.4696/gal. for a total amount of \$30,126.80.

Receipt of Bids
Chemical Purchases
Our File No.: H1665
Page 4 of 5

(2) Two (2) Year Period

- No bids received.

7. **Calcium Hydroxide (Hydrated Lime)** – Bids were received for Calcium Hydroxide (Hydrated Lime) for a one (1) year period as follows:

(1) One (1) Year Period

- Univar Solutions
Richboro, PA \$0.35/lb. \$48,125.00
- George S. Coyne Chemical Co., Inc.
Croydon, PA \$0.5069/lb. \$69,698.75

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Calcium Hydroxide (Hydrated Lime) to Univar Solutions of Richboro, PA, at a unit price \$0.35/lb. for a total amount of \$48,125.00.

(2) Two (2) Year Period

- No bids received.

8. **Magnesium Hydroxide** – Bids were received for Magnesium Hydroxide for a one (1) year period as follows:

(1) One (1) Year Period

- Premier Magnesia
Waynesville, NC \$899.00/ton \$53,940.00
- Univar Solutions
Richboro, PA \$1,015.12/ton \$60,907.20

The low bid documents have been reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Magnesium Hydroxide to Premier Magnesia of Waynesville, PA, at a unit price of \$899.00/ton for a total amount of \$53,940.00.

(2) Two (2) Year Period

- No bids received.

9. **Sodium Bicarbonate** – Bids were received for Sodium Bicarbonate for a one (1) year period as follows:

(1) One (1) Year Period

- Park Pumps and Controls
Edgewater Park, NJ \$0.49/lb. \$29,645.00
- George S. Coyne Chemical Co., Inc.
Croydon, PA \$0.7345/lb. \$44,437.25

Receipt of Bids
Chemical Purchases
Our File No.: H1665
Page 5 of 5

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Sodium Bicarbonate to Park Pumps and Controls at Edgewater Park, NJ at a unit price of \$0.49/lb. for a total amount of \$29,645.00.

(2) Two (2) Year Period

- No bids received.

10. **Calcium Hypochlorite** – One (1) bid was received for Calcium Hypochlorite for one (1) year and two (2) year periods as follows:

(1) One (1) Year Period

- George S. Coyne Chemical Co., Inc.
Croydon, PA \$4.5076/lb. \$2,253.80

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a one (1) year contract for Calcium Hypochlorite to George S. Coyne Chemical Co., Inc. of Croydon, PA at a unit price of \$4.5076/lb. for a total amount of \$2,253.80.

(2) Two (2) Year Period

- George S. Coyne Chemical Co., Inc.
Croydon, PA \$5.04/lb. \$5,040.00

As the two-year price is higher than the one-year price, I recommend no contract be awarded for the two-year time frame.

The Borough Attorney has reviewed the bid documents and have found them acceptable. By way of this letter, I am returning the original bid documents to the Borough Clerk. Should you have questions or require additional information, please feel free to contact me.

Very truly yours,



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

cc: Dimitri Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
Frederick C. Raffetto, Esq., Borough Attorney
George Lang, Borough CFO
Mickie O'Connor, Borough Deputy CFO
Bill Searing, AWWTP Superintendent
Richard Lewis, Borough Senior Water Operator
Kelly Pham, EIT, Roberts Engineering Group, LLC

HIGHTSTOWN BOROUGH COUNCIL
NOVEMBER 21, 2022



BOROUGH OF HIGHTSTOWN
 Friday, September 30, 2022 @ 11:00 am

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

Chemical Purchases Our File No.: H1665				Atlas Septic, Inc. 243 Thorckmorton Street Freehold, New Jersey 07728 Phone: (732) 673-9403 Fax:		Custom Environmental Technology, Inc. 8 Iron Bridge Drive Collegeville, Pennsylvania 19426 Phone: (610) 409-8210 Fax: (610) 409-8212		George S. Coyne Chemical Co., Inc. 3015 State Road Croydon, Pennsylvania 19021-6997 Phone: (215) 785-3000 Fax: (215) 785-1585		JCI Jones Chemicals, Inc. 1765 Ringling Boulevard Sarasota, Florida 34236 Phone: (941) 330-1537 Fax: (941) 330-9657		Park Pumps and Controls 950 Mount Holly Road Edgewater Park, New Jersey 08010 Phone: (609) 871-0944 Fax: (609) 871-2987		Premier Magnesia 75 Giles Place Waynesville, North Carolina 28786 Phone: (828) 452-4784 Fax: (828) 452-4786		Russell Reid/United Site Services 118 Flanders Road Westborough, Massachusetts 01581 Phone: (800) 628-8955 Ext. 5439 Fax: (732) 417-0367	
Item No.	Description	Quantity	Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Removal, Transportation, Delivery and Disposal of Sludge Cake																
	1A(1) Removal, Transportation, Delivery and Disposal of Sludge Cake - One (1) Year Period	600	TONS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	1A(2) Removal, Transportation, Delivery and Disposal of Sludge Cake - Two (2) Year Period	1,200	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
2	Removal, Transportation, Delivery and Disposal of Grit and Screenings																
	Removal, Transportation, Delivery and Disposal of Grit and Screenings - Two (2) Year Period	120	TONS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
3	Liquid Chlorine																
	3A(1) - Liquid Chlorine - One (1) Year Period	7,000	LBS.	No Bid	No Bid	No Bid	No Bid	\$2,988.1	\$20,916.70	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	3A(2) - Liquid Chlorine - Two (2) Year Period	14,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
4	Polymer Chemical																
	4A(1) Zeta Lyte 1A Anionic Polyelectrolyte - One (1) year period	660	GAL	No Bid	No Bid	\$13.20	\$8,712.00	\$17.92	\$11,827.20	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	4A(2) Zeta Lyte 1A Anionic Polyelectrolyte - Two (2) year period	1,320	GAL	No Bid	No Bid	No Bid	No Bid	\$22.59	\$29,818.80	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	4B(1) Zeta Lyte 2800 CH Cationic Polyelectrolyte - One (1) year period	2,750	GAL	No Bid	No Bid	\$19.89	\$54,697.50	\$23.93	\$65,807.50	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	4B(2) Zeta Lyte 2800 CH Cationic Polyelectrolyte - Two (2) year period	5,500	GAL	No Bid	No Bid	No Bid	No Bid	\$27.66	\$152,130.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
5	Fluorosilicic Acid																
	5A(1) Fluorosilicic Acid - One (1) Year Period	1,650	GAL	No Bid	No Bid	No Bid	No Bid	\$7.7763	\$12,830.90	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	5A(2) Fluorosilicic Acid - Two (2) Year Period	3,300	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
6	Aluminum Sulfate																
	6A(1) Aluminum Sulfate - One (1) Year Period	20,500	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	6A(2) Aluminum Sulfate - Two (2) Year Period	41,000	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
7	Calcium Hydroxide (Hydrated Lime)																
	7A(1) Calcium Hydroxide (Hydrated Lime) - One (1) Year Period	137,500	LBS.	No Bid	No Bid	No Bid	No Bid	\$0.5069	\$69,698.75	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	7A(2) Calcium Hydroxide (Hydrated Lime) - Two (2) Year Period	275,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
8	Magnesium Hydroxide																
	8A(1) Magnesium Hydroxide - One (1) Year Period	60	TONS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$899.00	\$53,940.00	No Bid	No Bid
	8A(2) Magnesium Hydroxide - Two (2) Year Period	119	TONS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
9	Sodium Bicarbonate																
	9A(1) Sodium Bicarbonate - One (1) Year Period	60,500	LBS.	No Bid	No Bid	No Bid	No Bid	\$0.7345	\$44,437.25	No Bid	No Bid	\$0.49	\$29,645.00	No Bid	No Bid	No Bid	No Bid
	9A(2) Sodium Bicarbonate - Two (2) Year Period	121,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
10	Calcium Hypochlorite																
	10A(1) Calcium Hypochlorite - One (1) Year Period	500	LBS.	No Bid	No Bid	No Bid	No Bid	\$4.5076	\$2,253.80	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	10A(2) Calcium Hypochlorite - Two (2) Year Period	1,000	LBS.	No Bid	No Bid	No Bid	No Bid	\$5.04	\$5,040.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid



BOROUGH OF HIGHTSTOWN
Friday, September 30, 2022 @ 11:00 am

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

Chemical Purchases Our File No.: H1665				Spectraserv, Inc. 75 Jacobus Avenue South Kearny, Nwq Jersey 07032 Phone: (973) 589-0277 Fax: (973) 589-0415		Synagro/Epic 435 Williams Court, Suite 100 Baltimore, Maryland 21220 Phone: (832) 630-7027 Fax: (410) 779-3558		Univar Solutions 68 Shelbourne Road Richboro, Pennsylvania 18954 Phone: (215) 337-5403 Fax: (215) 337-9540		Usalco, LLC 2601 Cannery Avenue Baltimore, Maryland 21226 Phone: (410) 354-0100 Ext 2414 Fax: (410) 918-2240		Waste Management 100 Brandywine Boulevard Newtown, Pennsylvania 18940 Phone: (609) 352-8362 Fax:	
Item No.	Description	Quantity	Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Removal, Transportation, Delivery and Disposal of Sludge Cake												
	1A(1) Removal, Transportation, Delivery and Disposal of Sludge Cake - One (1) Year Period	600	TONS	\$195.00	\$117,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$157.50	\$94,500.00
	1A(2) Removal, Transportation, Delivery and Disposal of Sludge Cake - Two (2) Year Period	1,200	GAL	\$195.00	\$234,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$164.50	\$197,400.00
2	Removal, Transportation, Delivery and Disposal of Grit and Screenings												
	Removal, Transportation, Delivery and Disposal of Grit and Screenings - Two (2) Year Period	120	TONS	\$200.00	\$24,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$222.75	\$26,730.00
3	Liquid Chlorine												
	3A(1) - Liquid Chlorine - One (1) Year Period	7,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	3A(2) - Liquid Chlorine - Two (2) Year Period	14,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
4	Polymer Chemical												
	4A(1) Zeta Lyte 1A Anionic Polyelectrolyte - One (1) year period	660	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	4A(2) Zeta Lyte 1A Anionic Polyelectrolyte - Two (2) year period	1,320	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	4B(1) Zeta Lyte 2800 CH Cationic Polyelectrolyte - One (1) year period	2,750	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	4B(2) Zeta Lyte 2800 CH Cationic Polyelectrolyte - Two (2) year period	5,500	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
5	Fluorosilicic Acid												
	5A(1) Fluorosilicic Acid - One (1) Year Period	1,650	GAL	No Bid	No Bid	No Bid	No Bid	\$9.78	\$16,137.00	No Bid	No Bid	No Bid	No Bid
	5A(2) Fluorosilicic Acid - Two (2) Year Period	3,300	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
6	Aluminum Sulfate												
	6A(1) Aluminum Sulfate - One (1) Year Period	20,500	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$1,469.6	\$30,126.80	No Bid	No Bid
	6A(2) Aluminum Sulfate - Two (2) Year Period	41,000	GAL	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
7	Calcium Hydroxide (Hydrated Lime)												
	7A(1) Calcium Hydroxide (Hydrated Lime) - One (1) Year Period	137,500	LBS.	No Bid	No Bid	No Bid	No Bid	\$0.35	\$48,125.00	No Bid	No Bid	No Bid	No Bid
	7A(2) Calcium Hydroxide (Hydrated Lime) - Two (2) Year Period	275,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
8	Magnesium Hydroxide												
	8A(1) Magnesium Hydroxide - One (1) Year Period	60	TONS	No Bid	No Bid	No Bid	No Bid	\$1,015.12	\$60,907.20	No Bid	No Bid	No Bid	No Bid
	8A(2) Magnesium Hydroxide - Two (2) Year Period	119	TONS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
9	Sodium Bicarbonate												
	9A(1) Sodium Bicarbonate - One (1) Year Period	60,500	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	9A(2) Sodium Bicarbonate - Two (2) Year Period	121,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
10	Calcium Hypochlorite												
	10A(1) Calcium Hypochlorite - One (1) Year Period	500	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	10A(2) Calcium Hypochlorite - Two (2) Year Period	1,000	LBS.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

Carmela Roberts, P.E.
NJ License No. 34419

Resolution 2022-213

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

AUTHORIZING REFUND OF TAX OVERPAYMENT – 13 HUBER COURT

WHEREAS, an overpayment of 2022 taxes were made for Block 2.01/Lot 1 C0114, 13 Huber Court in the amount of \$1,820.86, by the home owner; and

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

WHEREAS, the homeowner, Steven J. Hamilton, 13 Huber Court, Hightstown, NJ has requested that a refund be issued for the overpayment in the amount of \$1,820.86; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$1,820.86.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$1,820.86 to Steven J. Hamilton, 13 Huber Court, Hightstown, NJ 08520, representing the tax overpayment as set forth herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 21, 2022.

Margaret Riggio
Borough Clerk

Chapter 19 - Water & Sewer Charge Increases 2023

Subsection 19-2-2 Water Charges						2022 Price Increases			2023 Proposed Price Increases			
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Price	2022 \$ Price Change	2022 % Change	2023 \$ Proposed Price	2023 \$ Price Change	2023 % Change
a.	Quarterly base charge for water connections whether or not any water is used during the quarter(per connection unit)	\$37.50	\$44.00	\$6.50	17.33%	\$44.44	\$46.75	\$2.31	5.20%	\$54.70	\$7.95	17%
b.	Quarterly base charge for auxiliary residential water-only connection (per connection unit) installed as per subsection 19-2.5c, ie. irrigation system	\$25.00	\$25.00	\$0.00	0.00%	\$25.25	\$30.00	\$4.75	18.81%	\$35.00	\$5.00	17%
c.	Water usage charge per each 100 cubic feet of metered water usage (all account types except auxiliary residential water-only connections)(100 ft3 is 748 gallons)	\$1.85	\$1.96	\$0.11	5.95%	\$1.98	\$2.08	\$0.10	5.07%	\$2.43	\$0.35	17%
d.	Water usage charge per each 100 cubic feet of metered water usage for auxiliary residential water-only connections	\$2.85	\$2.85	\$0.00	0.00%	\$2.88	\$3.03	\$0.15	5.26%	\$3.55	\$0.52	17%
e.	Tanked Water (per 1,000 gallons)	\$10.00	\$10.00	\$0.00	0.00%	\$10.10	\$20.00	\$9.90	98.02%	\$23.40	\$3.40	17%

Subsection 19-2-3 Sewer Charges						2022 Price Increases			2023 Proposed Price Increases			
	Description	Pre-2014 \$ Price	2014 New \$ Price	2014 \$ Price Increase	2014 % Change	2017 1% Price Increase	2022 \$ Price	2022 \$ Price Change	2022 % Change	2023 \$ Proposed Price	2023 \$ Price Change	2023 % Change
a.	Quarterly base charge for sewage connections (per connection unit) whether or not any water is used during the quarter	\$60.00	\$74.00	\$14.00	23.33%	\$74.74	\$78.50	\$3.76	5.03%	\$91.85	\$13.35	17%
b.	Sewage usage charge per each 100 cubic feet of metered water usage (all account types)	\$3.85	\$4.06	\$0.21	5.45%	\$4.10	\$4.31	\$0.21	5.11%	\$5.04	\$0.73	17%

Note: 1 Person usage is approximately 500 cubic feet of water per quarter (family of 4 is 2,000).

2022 Proposed Price						
	Usage	\$ Base	\$ Rate / 100 cubic feet	Multiplier = Usage / 100	Total Volume usage	Total Water Cost
Water	500	\$ 46.75	\$ 2.08	5	\$ 10.40	\$ 57.15
Sewer	500	\$ 78.50	\$ 4.31	5	\$ 21.55	\$ 100.05
Total		\$ 125.25			\$ 31.95	\$ 157.20
2023 Proposed Price						
	Usage	\$ Base	\$ Rate / 100 cubic feet	Multiplier = Usage / 100	Total Volume usage	Total Water Cost
Water	500	\$ 54.70	\$ 2.43	5	\$ 12.15	\$ 66.85
Sewer	500	\$ 91.85	\$ 5.04	5	\$ 25.20	\$ 117.05
Total		\$ 146.55			\$ 37.35	\$ 183.90
			Quarterly % Change from 2022 Rate			17%
			Quarterly \$ Change from 2022 Rate			\$26.70
			Yearly \$ Impact per Family Member			\$106.80

Best Practices Inventory Online Platform

2022 Survey

Hightstown Borough

Printable Current Answers

001	Unscored Survey	Health Benefits	
For medical benefits, select the formula used for active employee cost sharing . For purposes of this question, the phrase "active employees" does not include those elected officials receiving medical coverage.			[0.00] Percentage of Premium
002	Unscored Survey	Health Benefits	
For prescription drug benefits, select the formula used for active employee cost sharing. For purposes of this question, the phrase "active employees" does not include those elected officials receiving Rx coverage.			[0.00] Percentage of Premium
003	Unscored Survey	Health Benefits	
If your municipality participates in the State Health Benefits Program, please include the following on the Excel form provided on DLGS's Best Practices webpage: 1) the total amount of premiums paid for CY2022 active employee, retiree and eligible elected official SHBP coverage; and 2) the amount of cost sharing collected from your municipality's employees, retirees and eligible elected officials for SHBP coverage in CY2022. Only combine medical and Rx coverage if your municipality uses SHBP for Rx coverage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			Comment: File Uploaded

004	Core Competencies	Personnel	
<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>			<p>[1.00] Yes</p>
005	Core Competencies	Personnel	
<p>Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.</p>			<p>[1.00] Yes Comment: 07/05/2022</p>
006	Core Competencies	Budget	
<p>Does your municipality complete an initial draft of its annual budget no later than the first week of February (or first week of August if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>			<p>[0.00] No Comment: usually done after 2/1</p>
007	Core Competencies	Budget	
<p>Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2021-24? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.</p>			<p>[0.00] No</p>

008	Core Competencies	Budget	
<p>N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division by no later than February 10 (August 10 for SFY municipalities). In 2022 the Division extended the AFS submission deadline to March 4 for calendar year municipalities, while the AFS submission deadline for SFY municipalities was extended to September 9. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS by the required deadline?</p>			[0.00] No
009	Core Competencies	Budget	
<p>Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</p>			[1.00] Yes
010	Core Competencies	Budget	
<p>Has your municipality electronically submitted its User-Friendly Budget section for the CY2021/SFY2022 adopted budget?</p>			[1.00] Yes
011	Core Competencies	Budget	
<p>Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC enforcement. The amounts of UCC revenue generated and funds appropriated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Annual Report submitted to the Division of Codes and Standards. Your municipality's construction code fee schedule must comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2020-27. Does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office, and is your municipality refraining from using UCC fees for purposes unrelated to UCC enforcement? Only answer N/A if your municipality does not have a construction code office.</p>			[1.00] Yes
012	Core Competencies	Capital Projects	
<p>Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.</p>			[1.00] Yes
013	Core Competencies	Transparency	
<p>Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?</p>			[1.00] Yes

014	Core Competencies	Procurement	
Do your municipality's professional services contracts include a "not to exceed" amount?			[1.00] Yes
015	Core Competencies	Procurement	
On all public works projects subject to the Prevailing Wage Act, the contractor and all subcontractors must provide the contracting unit with certified payroll records for each employee performing work on the project. Certified payroll records shall be provided for each pay period within ten (10) days of the payment of wages. In turn, the municipality must collect, file, and store all certified payroll records on the project and make them available for inspection during normal business hours. Please review Local Finance Notice 2021-20 for further information. Is your municipality maintaining certified payrolls for all prevailing wage municipal projects pursuant to law and making same available for public inspection?			[1.00] Yes
016	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?			[1.00] Yes
017	Core Competencies	Cybersecurity	
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?			[0.00] No Comment: New IT personnel implementing for 2023
018	Core Competencies	Financial Administration	
Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?			[1.00] Yes

019	Core Competencies	Budget	
Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.			[1.00] Yes
020	Core Competencies	Capital Projects	
Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?			[1.00] Yes Comment: usually end of year
021	Core Competencies	Procurement	
Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?			[1.00] Yes
022	Core Competencies	Transparency	
Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?			[1.00] Yes
023	Core Competencies	Transparency	
N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.			[1.00] Yes

024	Core Competencies	Transparency	
<p>Pursuant to N.J.S.A. 34:13A-16.8(d)(2), PERC requires a summary of the cost impact associated with a municipality's completed contracts for all bargaining units. Police and fire contracts have one summary form, while non-police and fire contracts have another form. The summary forms and filing instructions are located at https://www.state.nj.us/perc/conciliation/contracts/. Has your municipality filed the required PERC summary forms for all current completed labor agreements? Only answer N/A if your municipality does not have any employee labor unions.</p>			<p>[0.00] No Comment: will do for future</p>
025	Core Competencies	Cybersecurity	
<p>Does your municipality perform off-network daily incremental backups with weekly full backups of all data?</p>			<p>[1.00] Yes</p>
026	Core Competencies	Shared Services	
<p>N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?</p>			<p>[1.00] Yes</p>
027	Core Competencies	Fire Districts	
<p>If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the fire district's annual budget can be adopted. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. Oughton v. Board of Fire Comrs., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?</p>			<p>[1.00] N/A</p>

028	Core Competencies	Shared Services	
<p>N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.</p>			[1.00] Yes
029	Core Competencies	Financial Administration	
<p>N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. For calendar year 2021 audits, this deadline was extended to August 31, 2022 pursuant to the Director's June 16, 2022 Order (See Local Finance Notice 2022-12). Has your municipality's completed audit for the preceding fiscal year been electronically submitted to DLGS within the required timeframe? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</p>			[1.00] N/A
030	Core Competencies	Financial Administration	
<p>Have all audit findings from the CY2020/SFY2021 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the CY2021/SFY2022 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings for CY2020/SFY2021.</p>			[1.00] N/A
031	Core Competencies	Utilities	
<p>P.L. 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2022-09 for more information on the law's requirements. Is your municipality complying with the requirements of P.L. 2021, c. 97? Only answer N/A if your municipality does not have its own water, sewer, or electric service.</p>			[1.00] Prospective
032	Core Competencies	Transparency	
<p>In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties were required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports?. Did your municipality file with the Division all reports filed with Treasury? Only answer N/A if your municipality refused ARP LFRF Funding</p>			[1.00] Yes

033	Core Competencies	Ethics	
<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2022 such that they were not issued a Notice of Violation by the Local Finance Board? Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.</p>			[0.00] No
034	Core Competencies	Ethics	
<p>If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2022 roster but did not file the FDS by April 30, 2022? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.</p>			[1.00] N/A
035	Best Practices	Financial Administration	
<p>N.J.A.C. 5:30-8.3(a) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, subsection (b) of 5:30-8.3 encourages municipalities to adopt a more stringent schedule for tax collector surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(b)?</p>			[0.50] Yes
036	Best Practices	Financial Administration	
<p>N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b)?</p>			[0.50] Yes
037	Best Practices	Personnel	
<p>Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.</p>			[0.50] Yes

038	Best Practices	Tax Collection	
Does your municipality issue periodic late notices to taxpayers who are overdue on their property tax payments?			[0.50] Yes
039	Best Practices	Procurement	
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.			[0.50] N/A Comment: State Health Benefits
040	Best Practices	Procurement	
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.			[0.50] N/A
041	Best Practices	Budget	
Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.			[0.50] Yes
042	Best Practices	Transparency	
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content? Answer N/A if your municipality does not have a social media account.			[0.50] Yes
043	Best Practices	Transparency	
Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?			[0.50] Yes

044	Best Practices	Environment	
Have public electric vehicle charging stations been installed on municipal property?			[0.00] No
045	Best Practices	Environment	
When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.			[0.00] No
046	Unscored Survey	Ethics	
N.J.S.A. 40A:9-22.19 of the Local Government Ethics Law allows a municipality to establish its own municipal ethics board. Does your municipality have both an ordinance on the books establishing a municipal ethics board and a municipal code of ethics pursuant to N.J.S.A. 40A:9-22.21?			[0.00] No
047	Unscored Survey	Ethics	
If your municipality has an ordinance establishing a municipal ethics board pursuant to N.J.S.A. 40A:9-22.19, is the board constituted with the minimum number of members necessary to establish a quorum for conducting business? A municipal ethics board shall consist of six members, at least two of whom shall be public members. No more than three members shall be of the same political party. Answer NA if your municipality does not have an ordinance establishing a local ethics board.			[0.00] N/A
048	Unscored Survey	Tax Collection	
N.J.S.A 54:4-122.9 authorizes municipalities to adopt a resolution contracting with a local bank to serve as an "official tax receiving agency" for receiving, under the tax collector's supervision, current tax payments, current water and sewer charges, and other public monies. A bank authorized to serve in this capacity can take property tax payments, utility payments, and other charges that are otherwise paid directly to the municipality, so long as those payments are not for delinquencies. Delinquencies must be satisfied directly with the municipality; however, a bank may accept payments made within an authorized grace period. Local Finance Notice 2021-09 contains further information on applicable requirements. Has your municipality designated a local bank as an official tax receiving agency pursuant to N.J.S.A. 54:4-122.9?			[0.00] No
049	Unscored Survey	Tax Collection	
As explained in Local Finance Notice 2022-04, P.L. 2021, c. 99 expressly authorizes municipalities to establish property tax rewards programs encouraging patronage of local retail establishments. All actions properly taken by a municipal governing body prior to May 12, 2021 to authorize the creation and operation of a property tax rewards programs were also retroactively validated by P.L. 2021, c. 99. Has your municipality established a property tax rewards program?			[0.00] No

050	Unscored Survey	Housing	
<p>The Urban Homesteading Act (N.J.S.A. 40A:12-31 through 38) allows a municipality to adopt an ordinance establishing a process whereby title to municipal property obtained through in rem foreclosure is transferred to individuals committed to rehabilitate the premises and reside there for a specified period. All ordinances establishing an urban homesteading program must be filed with the Division of Local Government Services. Does your municipality currently have an ordinance on the books establishing an urban homesteading program pursuant to the Act?</p>			[0.00] No
051a	Unscored Survey	Shared Services	
<p>If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, please select one of the options provided and list under Comments 1) the municipality for which the position is being provided; and 2) all other positions and each municipality along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.</p>			[0.00] None of the Above Comment: N/A
051b	Unscored Survey	Shared Services	
<p>If the answer to Question 51a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.</p>			[0.00] N/A Comment: N/A
052	Unscored Survey	Environment	
<p>How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.</p>			Comment: part of overall DPW budget 26-290
053	Unscored Survey	Financial Administration	
<p>Does your municipality currently retain a chief financial officer through a professional services contract?</p>			[0.00] No

054a	Unscored Survey	American Rescue Plan Act
What portion of the first tranche of ARP LFRF dollars has your municipality obligated to date?		[0.00] 100%
054b	Unscored Survey	American Rescue Plan Act
What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2022?		[0.00] Less than 50%
054c	Unscored Survey	American Rescue Plan Act
What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2023?		[0.00] Currently Undecided
055a	Unscored Survey	Opportunity Zones
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?		[0.00] No
055b	Unscored Survey	Opportunity Zones
If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.		Comment: N/A
056a	Unscored Survey	Lead Remediation
P.L. 2021, c. 182 requires a municipality to perform, or, in certain circumstances, hire a certified lead evaluation contractor to perform, inspections of certain single-family, two-family, and multiple rental dwellings for lead-based paint hazards. Further information concerning the requirements of this recently enacted law are available at https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html . Does your municipality have a permanent local agency that has been charged with conducting inspections for lead-based paint in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments.		[0.00] No local agency

056b	Unscored Survey	Lead Remediation	
If your municipality does not have a permanent local agency or a shared services agreement to conduct inspections for lead-based paint in rental dwellings and enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor certified to provide paid lead inspection services by the New Jersey Department of Community Affairs?			[0.00] No
056c	Unscored Survey	Lead Remediation	
Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?			[0.00] No
056d	Unscored Survey	Lead Remediation	
If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?			[0.00] N/A
056e	Unscored Survey	Lead Remediation	
How many visual lead-based paint inspections did your municipality conduct thus far in 2022?			Comment: 0
056f	Unscored Survey	Lead Remediation	
How many dust wipe-sampling lead-based paint inspections did your municipality conduct thus far in 2022?			Comment: 0
056g	Unscored Survey	Lead Remediation	
How many post-remediation lead-based paint inspections has your municipality conducted thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			Comment: 0
056h	Unscored Survey	Lead Remediation	
How many lead safe certifications have been issued by your municipality thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			Comment: 0
056i	Unscored Survey	Lead Remediation	
What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			Comment: 0

056j

Unscored Survey

Lead Remediation

Would your municipality be interested in applying for a State grant program to assist with the rental dwelling inspection costs associated with implementing P.L. 2021, c. 182? Answer N/A if your municipality has no local lead inspection activities or does not have any dwellings eligible for inspection.

[0.00] N/A

Best Practices Inventory Online Platform 2022 Survey**Hightstown Borough**

Scoring

Current Score: 29.50Score Aid Withheld

0 - 15	100% of final aid payment withheld
16 - 19	50% of final aid payment withheld
20 - 23	25% of final aid payment withheld
24 +	No aid withholding

From: DCA DoNotReply [DCA] <DoNotReply@dca.nj.gov>

Sent: Thursday, November 10, 2022 3:42 PM

To: George Lang <cfo@hightstownborough.com>

Subject: Best Practices Inventory Submission 11/10/2022

The 2022 Best Practices Inventory for Hightstown Borough has been submitted successfully on 11/10/2022.