

AGENDA
Hightstown Borough Council
March 20, 2023 | 6:30 p.m.
Hightstown Engine Company No. 1
140 North Main Street, Hightstown

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

Meeting called to order by Mayor Susan Bluth

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

Roll Call

Flag Salute

Resolution 2023-70 Naming an Acting Deputy Clerk

Approval of Agenda

Approval of Minutes March 6, 2023 – Public Session
March 6, 2023 – Executive Session

Presentation Planning Board – 3rd Round Housing Element & Fair Share Plan

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

Ordinances **2023-05 First Reading and Introduction** Bond Ordinance Providing for Improvements to the Sludge Tank and Drywell for the Water-Sewer Utility in and by the Brough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$1,640,000 therefor and Authorizing the Issuance of \$1,640,000 Bonds or Notes of the Borough to Finance the Cost Thereof

2023-06 First Reading and Introduction Bond Ordinance Providing for the Replacement of Water-Sewer Lines for the Water and Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$105,000 therefor and Authorizing the Issuance of \$100,000 Bonds or Notes of the Borough to Finance the Cost Thereof

2023-07 First Reading and Introduction Bond Ordinance Providing for Engineer Costs for Lead Line Water Service Replacement for the Water-Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$100,000 therefor and Authorizing the Issuance of \$100,000 Bonds or Notes of the Borough to Finance the Cost Thereof

Resolutions

2023-71 Authorizing Payment of Bills

2023-72 Authorizing Design, Inspection and Administration of Improvements to Maxwell Avenue

2023-73 Awarding a Contract for Improvements to Hausser Avenue, Bennett Place and Prospect Drive – Black Rock Enterprises, LLC

Consent Agenda

2023-74 Resolution Authorizing the Award of Non-Fair and Open Contract for Unimac Washer and Unimac Dry Cabinet

2023-75 Authoring Emergency Temporary Appropriations Prior to Adoption of the 2023 Budget

2023-76 Authorizing a Transfer of Funds in the 2022 Budget

Discussion

Re-opening of Municipal Offices the Public

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session

Resolution 2023-77 Authorizing a Meeting that Excludes the Public

Attorney Client Privilege

Contract Negotiations – Americana Diner

Contract Negotiation – Municipal Facilities

Complaint Investigation

Adjournment

Resolution 2023-70

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

NAMING AN ACTING DEPUTY CLERK

WHEREAS, The Borough Clerk is not available for the March 20, 2023, meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Borough Administrator, Dimitri Musing to perform the duties of the Borough Clerk for the public and executive portion of this meeting; and

WHEREAS, Dimitri Musing shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Dimitri Musing is hereby named as Acting Deputy Clerk for the meeting of the Borough Council on March 20, 2023, and shall perform the duties of the Borough Clerk for said meeting.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023.

Margaret Riggio
Borough Clerk

Meeting Minutes
Hightstown Borough Council
March 6, 2023
6:30 p.m.

The meeting was called to order by Mayor Bluth 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.”

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Joseph Cicalese</i>	✓	
<i>Councilmember Cristina Fowler</i>	✓	
<i>Councilmember Todd Frantz</i>		✓
<i>Councilmember Jeet Gulati</i>	✓	
<i>Councilmember Joshua Jackson</i>	✓	
<i>Councilmember Frederick Montferrat</i>	✓	
<i>Mayor Susan Bluth</i>	✓	

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

The Flag Salute followed roll call.

Mayor Bluth asked for a moment of silence Neil Glackin. Mr. Glackin passed away earlier in the day. He was a past fire chief and past president of the Hightstown Fire Company. His presence in Hightstown will be sorely missed.

APPROVAL OF AGENDA

Mayor Bluth requested that the agenda be amended to include Contract Negotiations – Robbinsville in Executive Session.

Councilmember Montferrat moved the agenda as amended; Seconded by Councilmember Fowler.

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

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

Councilmember Jackson moved the following minutes for approval:

February 21, 2023 – Public Session
February 21, 2023 – Executive Session

Seconded by Councilmember Gulati.

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

Minutes approved 5-0.

PUBLIC COMMENT

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

Patricia Kichula, 229 Sunset Avenue – Commented on the intersection of North Main Street and Bank Street. Cars are parking too close to the corner and blocking the view. It is not necessary to park so close to the corner. The residents living in the house have a parking lot behind their home. She is afraid of getting hit by a car while turning at that corner. The Borough did install a no parking here to corner sign but it is only six feet from the intersection. The sign needs to be 25 feet from the corner and the curb needs to be painted.

Eugene Sarafin, 628 South Main Street – Stated that North Main Street is a county road and we should be speaking with the County for help in enforcement. Talked about insurance rates and the inability to reinsure policies. Spoke against the Republican party.

Scott Caster, 12 Clover Lane – Spoke about Milton Cunningham, former Hightstown Mayor. The banquet room here at the fire house was named Milton Cunningham Community Center. There used to be a plague memorializing the dedication of the community center. He has spoken to the Fire Chief to get that plague reinstalled.

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

ORDINANCES

Ordinance 2023-04 Final Reading and Public Hearing An Ordinance Authorizing the Sale of Block 62, Lot 15 (105 Springcrest Drive), in the Borough of Hightstown, County of Mercer, State of New Jersey, Pursuant to N.J.S.A. 40A:12-1, et seq.

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

Eugene Sarafin, 628 South Main Street – Supports this ordinance. Likes that we are selling this small piece of unusable property.

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

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

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

Ordinance adopted 5-0.

Ordinance 2023-04

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

AN ORDINANCE AUTHORIZING THE SALE OF BLOCK 62, LOT 15 (105 SPRINGCREST DRIVE), IN THE BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER, STATE OF NEW JERSEY, PURSUANT TO N.J.S.A. 40A:12-1, *et seq.*

WHEREAS, the Borough of Hightstown (also referenced as the “Borough”) is the record owner of certain real property known and designated as Block 62, Lot 15 on the Official Tax Map of the Borough, which property has a physical address of 105 Springcrest Drive (the “Property”), in the Borough of Hightstown, County of Mercer, State of New Jersey; and

WHEREAS, the Property is an undersized lot in the R-1 Zone and comprises approximately 3,850 square feet of land area; and

WHEREAS, the Property was previously improved with a sewer pumping station which was known colloquially as the “Springcrest Drive Pumping Station”; and

WHEREAS, the sewer pumping station is no longer necessary for the public purposes of the Borough, and has been decommissioned and removed; and

WHEREAS, given these facts, the Borough Council of the Borough of Hightstown has determined that the Property is no longer needed for any public purposes of the Borough and that it constitutes excess surplus lands; and

WHEREAS, a sale of the Property will return it to the tax rolls of the Borough and create revenues for the municipality; and

WHEREAS, the Borough Council has therefore determined that it is in the best interests of the Borough to offer the Property for sale, in accordance with the requirements of the New Jersey “Local Lands and Buildings Law,” N.J.S.A. 40A:12-1, *et seq.* (the “Act”); and

WHEREAS, N.J.S.A. 40A:12-13(b) authorizes the Borough to sell municipally owned

real property at a private sale to an owner of real property that is located contiguous thereto where the Borough-owned parcel is less than the minimum size required for development under the municipal zoning ordinance and is without any capital improvements thereon; and

WHEREAS, those circumstances are present in the within situation; and

WHEREAS, N.J.S.A. 40A:12-13(b)(5) further provides that where there is more than one (1) owner of property contiguous to the parcel being offered for sale, the municipal parcel shall be sold to the highest bidder from among all such contiguous property owners, and that the sale shall be made for not less than the fair market value of the said real property; and

WHEREAS, in the current situation, there are three (3) parcels contiguous to the Property being offered for sale; and

WHEREAS, the Borough Council has determined that any sale of the Property shall be conditioned upon the Borough retaining a perpetual easement (also referenced as the “utility easement”) over, under and across the Property, which shall allow the Borough and its agents to access and maintain the existing water and sewer pipe(s) that is/are located beneath the Property in perpetuity; and

WHEREAS, a legal description and corresponding plan depicting the area of the proposed utility easement has been prepared by the Borough Engineer’s office and these documents are on file for public inspection and review in the Office of the Municipal Clerk; and

WHEREAS, the Borough’s Tax Assessor has provided an estimation of the fair market value of the Property; and

WHEREAS, the Tax Assessor’s estimate has factored in the proposed utility easement as an encumbrance on the title to the Property; and

WHEREAS, the Tax Assessor’s estimate of the Property’s fair market value, as encumbered by the proposed utility easement, is Three Thousand Nine Hundred and 00/100 dollars (\$3,900.00); and

WHEREAS, the Borough Council now wishes to authorize the sale of the Property, with said sale being conditioned upon the retention of the above-referenced perpetual utility easement in favor of the Borough, in accordance with the Act and the terms and conditions set forth herein.

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:

1. That the Borough hereby declares the Property to be surplus land that is no longer needed for any public purposes of the municipality.
2. That the Borough hereby authorizes a sale of the Property to the highest bidder from among all of the three (3) owners of properties located contiguous thereto, in accordance with the requirements set forth in the Act and herein.

3. That the following conditions for the sale of the Property shall apply:
 - (a) The minimum bid for the Property shall be \$3,900.00.
 - (b) Bids will only be accepted from contiguous landowners, as the Property to be sold is undersized for development under the Borough's Ordinances in the R-1 Zone and there are no capital improvements located thereon. Contiguous landowners for the purpose of this purchase shall be limited to the legal owner(s) of record as of the date of sale. Contract purchasers and tax lien owners are not deemed contiguous for the purpose of this sale. The successful bidder shall consolidate the Property with its existing contiguous parcel, and this requirement shall be incorporated into the Deed as a deed restriction.
 - (c) The sale shall be conducted through a sealed bid process in which the Borough shall solicit proposals from all contiguous landowners (only). Following the enactment of this Ordinance, the Borough Administrator shall send a letter (via certified mail, return receipt requested and regular mail) to all contiguous landowners, at the addresses listed of record with the Borough's tax offices, within five (5) days of the adoption of this Ordinance alerting them to the potential sale of the Property and of their right to submit a sealed bid to purchase the Property, if they are interested. Any owner of contiguous property that is interested in submitting a proposal to purchase the Property must submit their sealed bid to the attention of the Borough Clerk no later than 10 o'clock a.m. (EST) on Tuesday, April 4, 2023. The Borough Clerk shall open all bids received at 10 o'clock a.m. (EST) on Tuesday, April 4, 2023.
 - (d) Following the adoption of the within Ordinance, a notice regarding the proposed sale, including the minimum bid and all other conditions, shall be posted on the bulletin board at both the temporary Borough Hall (156 Bank Street) and at the firehouse property given that the Borough Council conducts its regular meetings within the firehouse. Advertisement shall also be made in a newspaper circulating in the municipality within five (5) days following adoption of the within Ordinance. Offers for the Property may then be made for a period of at least twenty (20) days following the newspaper advertisement.
 - (e) In addition to their proposal, each bidder shall be required to provide ten percent (10%) of their bid price along with the sealed bid. If the bidder is successful, the 10% deposit shall be considered a non-refundable deposit and the balance of the purchase price shall be paid at the time of closing via certified funds or bank check. The ten percent (10%) deposit shall be returned to all unsuccessful bidders.
 - (f) Following the opening of the sealed bids, the Borough Council shall confirm the sale to the successful (high) bidder via Resolution to be adopted

at a Council meeting held within thirty (30) days of the opening of the bids.

- (g) The successful bidder shall be required to pay any and all expenses incurred by the Borough in connection with the sale and transfer of title to the Property (up to a maximum amount of \$1,500.00), including but not limited to the payment by the purchaser of the Borough's legal, survey, title and environmental fees, if any, recording fees, advertisement costs, realty transfer fees and all other reasonable fees and costs incurred as part of the consideration. Said costs shall be itemized as part of the Settlement Statement to be prepared in anticipation of the closing and shall be paid to the Borough on the date of closing, along with the balance of the purchase price.
- (h) As a condition of the sale, a utility easement shall be reserved in favor of the Borough in perpetuity over, under and across the Property which shall allow the Borough and its agents to access and maintain the existing water and sewer pipe(s) that is/are located beneath the Property. A legal description and corresponding plan depicting the area of the proposed easement has been prepared by the Borough Engineer's office and is on file for public inspection and review in the Office of the Municipal Clerk. The easement shall be prepared by the Borough Attorney and shall be executed at or prior to the closing by the buyer(s). Following execution, the utility easement shall be recorded with the Mercer County Clerk's Office by the Borough Attorney.
- (i) The Property is being sold in "as is" condition. The successful bidder is responsible for conducting any and all inspections and testing of the Property at its own cost and expense. The Property is being sold subject to any and all conditions, including but not limited to title issues, environmental issues, existing encumbrances, liens, easements (including the utility easement referenced above), zoning ordinances, other restrictions of record, such facts as an accurate survey would reveal, and any present or future assessments for the construction of improvements benefiting the Property. A survey of the Property may be conducted by any prospective bidder, at its discretion, as part of its due diligence.
- (j) At the closing, the Borough shall provide a Quit Claim Deed in connection therewith. An Affidavit of Title will not be provided.
- (k) No real estate commission(s) shall be paid in connection with the proposed sale of the Property.
- (l) The Deed must be recorded within thirty (30) days of closing or title to the Property shall automatically revert back to the Borough of Hightstown without the necessity of entry or re-entry.
- (m) The Borough reserves the right to accept the highest responsive bid if equal

to or greater than the minimum bid price, or to reject all bids and not to award to the highest bidder. The Borough reserves the right to waive any and all defects and informalities in any proposal, and to accept or reject the highest responsible and responsive bid deemed to be in the best interests of the Borough.

- (n) In the event it is determined that the Borough cannot convey marketable title to the Property, the Borough's sole liability shall be to return without interest the successful bidder's deposit funds. This obligation shall not survive the closing of title. It is suggested and recommended that potential bidders perform a title search and any other due diligence they deem appropriate if they are interested in submitting a bid for the Property.
- 4. That this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.
- 5. That all parts and provisions of any Ordinance which are inconsistent with the provisions of this Ordinance shall be repealed to the extent of such inconsistency(ies).
- 6. That the provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

RESOLUTIONS

Resolution 2023-61 Authorizing Payment of Bills

Moved by Councilmember Jackson; Seconded by Councilmember Fowler.

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

Resolution adopted 5-0.

Resolution 2023-61

*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 \$574,743.23 from the following accounts:

Current		\$404,496.45
W/S Operating		144,097.78
General Capital		2,555.00
Water/Sewer Capital		14,206.50
Grant		0.00
Trust		0.00
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>9,387.50</u>
Total		<u>\$574,743.23</u>

Resolution 2023-62 Amending the Personnel Policy Manual of the Borough of Hightstown

Moved by Councilmember Cicalese; Seconded by Councilmember Fowler.

Mr. Musing explained that this resolution amends two sections of personal policy and eliminates one section entirely. The sick leave section brings the Borough’s sick leave policy in compliance with NJ State Law. The light duty section has been stricken from the policy as the Borough does not offer light duty for employees returning from injury. The personal days language has been updated. The language was outdated and now make more sense.

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

Resolution adopted 5-0.

Resolution 2023-62

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

**AMENDING THE PERSONNEL POLICY MANUAL
OF THE BOROUGH OF HIGHTSTOWN**

WHEREAS, The Borough Administrator has recommended that the Borough amend the Personnel Policy Manual to reflect updated policy changes for Borough Employees; and

WHEREAS, the Borough Council has determined that the Borough should amend the Personnel Policy Manual.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following sections of the *Personnel Policy Manual of the Borough of Hightstown* are hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

5-7. Sick leave.

- A. As used in this section, "sick leave" means paid leave that may be granted to each full-time or part-time Borough employee. ~~who, through sickness or injury, becomes incapacitated to a degree that makes it impossible for him/her to perform the duties of his position or who is quarantined by a physician because he has been exposed to a contagious disease.~~ Sick leave must be accrued before it is used. Sick leave may be granted to ~~an employee due to the serious illness (requiring hospitalization or nursing care) of an employee's spouse; however, not in excess of five (5) working days care for their own, or a family member's physical or mental health or injury; address domestic or sexual violence; attend a child's school-related meeting, conference, or event, take care of children when school or child care is closed due to an epidemic or public health emergency.~~ Part-time employees are not eligible for sick leave. All absence due to ~~illness or disability~~ "sick leave" shall be reported immediately by or for the employee to ~~his~~ their department head with indication of expected duration.
- B. Full-time employees shall be entitled to one (1) sick leave day with pay for each month worked. Sick leave may not be used in advance of its accrual. Employees shall not be paid for absences due to sickness during the first three (3) months of employment.
- C. Part-time employees accrue 1 hour of earned sick leave for every 30 hours worked, up to a maximum of 40 hours of leave per calendar year pursuant to N.J.S.A. 34:11D-1 et seq.

- ~~CD.~~ Upon returning to work after four (4) or more consecutive days of absence due to illness, an employee shall present a doctor's certificate to his/her department head indicating employee is fit to return to duty and the extent of absence required.
- ~~DE.~~ An employee will be eligible to start receiving sick leave beginning on the first day of absence, provided that notice has been given to the department head.
- ~~C-F~~ The Borough reserves the right to request a medical examination by a physician designated by the Borough before an employee is permitted to return to work.
- ~~FG.~~ The Borough may require a medical examination by a Borough-selected physician before any sick leave benefits are paid.
- ~~GH.~~ A full-time employee may accumulate a maximum of ninety (90) days of unused sick leave. All unused sick leave is forfeited upon separation from employment or death, except that, upon retirement pursuant to the Public Employees Retirement System, any non-union Borough employee with *30 years or more of service* to the Borough AND who is not subject to any employment contract AND is not terminated from employment shall be entitled to be paid for accumulated unused sick leave up to a maximum of 90 days or \$10,000, whichever is less.
- ~~H.~~ Sick leave may be used by an employee only for personal illness or disabling injuries.

5-10. Light duty assignment. RESERVED

~~The Borough, at its discretion, may require an employee who has been injured on duty, to be examined at the expense of the Borough by a physician designated by the Borough. The physician shall prepare a written statement establishing whether the employee is capable of returning to work on light duty, and if so, what the physical limits of the light duty assignment shall be. The employee shall be notified of the assignment by telephone at least forty eight (48) hours before the beginning of the light duty assignment and said notice shall be promptly confirmed in writing. Light duty assignments shall not exceed six (6) months, unless approved by the Borough Administrator.~~

5-12. Personal leave with pay.

An employee may be granted four (4) personal leave days each calendar year, ~~but not in conjunction with vacations or holidays. The employee requesting such leave shall do so by~~

~~providing his/her department head with notification at least one (1) week in advance except in the case of an emergency.~~ Newly hired employees during the remainder of their first calendar year of service shall be granted one (1) day of personal leave or absence with pay for each three (3) months of service, to the limit of four (4) days. The said four (4) days may be used for emergencies, personal business or other personal affairs. Employees hired after June 30th shall not be entitled to more than two (2) days of personal leave or absence with pay during their first year of employment.

BE IT FURTHER RESOLVED that a copy of this resolution, containing the changes, will be distributed by the Borough Clerk to all employees.

CONSENT AGENDA

Councilmember Montferrat moved Resolutions 2023-63; 2023-64; 2023-65; 2023-66; 2023-67 and 2023-68 as a Consent Agenda; Councilmember Cicalese seconded.

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

Resolutions adopted 5-0.

Resolution 2023-63

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

**RESOLUTION MAKING AND CONFIRMING APPOINTMENT FOR
THE ENVIRONMENTAL COMMISSION**

BE IT RESOLVED that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

Environmental Commission

Michael Bollentin

Ux. 3 yrs.

December 31, 2025

Resolution 2023-64

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

**AUTHORIZING PAYMENT NO. 2– ADVANCED CONTROL SYSTEMS
(WATER TREATMENT PLANT EMERGENCY GENERATOR AND**

FLOOD GATES)

WHEREAS, on May 3, 2021, the Borough Council awarded a contract for the Water Treatment Plant Emergency Generator and Flood Gates to Advanced Control Systems, of Manalapan, New Jersey at the price of \$448,600.00; and

WHEREAS, the contractor has submitted a request for payment No. 2 in the amount of \$233,828.00, for partial payment through February 9, 2023; and

WHEREAS, the Borough Engineer has recommended approval of Payment Request No. 2 to the contractor in the amount of \$233,828.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown Payment Request No. 2 to Advanced Control Systems, of Manalapan, New Jersey for \$233,828.00 is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

Resolution 2023-65
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION AUTHORIZING THE PURCHASE OF REPLACEMENT WATER METERS FOR THE HIGHTSTOWN BOROUGH WATER PLANT FROM CORE & MAIN

WHEREAS, the Borough of Hightstown as a contracting unit, may without advertising for bids, purchase any materials, supplies or equipment entered into on behalf ESCNJ, 1660 Stelton Road, Piscataway, NJ 08854, pursuant to the provision of P.L.2011, c.139 which permits contracting units to use contracts awarded by national or regional cooperative or other states that were competitively bid. The law supplements existing law on the use of such contracts and is intended to provide additional flexibility to local government in the area of procurement; and

WHEREAS, Core & Main, 61 Gross Avenue, Edison, NJ 08837, has been awarded the contract for the replacement meters under ESCNJ Category: Water Meter Management Service ESCNJ Contract #19/20-27 (expiration 11/14/2023); and

WHEREAS, the Purchasing Agent and Senior Water Plant Operator recommend the utilization of this contract; and

WHEREAS, under ESCNJ Contract #19/20-27, Core & Main can provide the replacement water meters as per their quote #2633684 dated February 8, 2023, in the amount of \$69,750.00 to the Hightstown Borough; and

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

THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown that Core & Main, 61 Gross Avenue, Edison, NJ 08837, ESCNJ Contract #19/20-27 be utilized to provide replacement water meters at the cost of \$69,750.00.

Resolution 2023-66

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

**DESIGNATING SATURDAY, APRIL 22, 2023, AS
ARBOR DAY IN THE BOROUGH OF HIGHTSTOWN**

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown hereby does proclaim and designate Saturday, April 22, 2023, as **ARBOR DAY** in the Borough of Hightstown and to observe this occasion a tree planting ceremony will take place on this day.

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

BE IT FURTHER RESOLVED that all residents and members of our community are urged and

encouraged to plant trees where appropriate, to gladden hearts and promote the well-being of present and future generations.

Resolution 2023-67

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

**AUTHORIZING PAYMENT NO. 3 (FINAL) 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 \$27,703.83 for Final Payment; and

WHEREAS, the Project Engineer has reviewed the request recommends the contract be accepted, closed out and final payment be made to Earle Asphalt Company in the amount of \$27,703.83.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$27,703.83 to Earle Asphalt Company of Wall, New Jersey is hereby approved as detailed herein.

Resolution 2023-68

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

**AUTHORIZING FINAL PAYMENT - OMSUM ENGINEERING
(INSPECTION AND ADMINISTRATION SERVICES ASSOCIATED
WITH IMPROVEMENTS TO STOCKTON STREET & JOSEPH
STREET)**

WHEREAS, on January 21, 2020, Borough Council awarded a contract for inspections and administration services associated with Improvements to Stockton Street and Joseph Street to Omsum Engineering of Piscataway, New Jersey in an amount not to exceed \$72,692.24; and

WHEREAS, the engineer has submitted a final request payment in the amount of \$2,868.76;

WHEREAS, the Borough Administrator recommends that the contract be accepted, closed out

and final payment be made to Omsum Engineering in the amount of \$2,868.76.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown a payment in the amount of \$2,868.76 to Omsum Engineering of Piscataway, New Jersey is hereby approved as detailed herein.

DISCUSSION

Councilmember Montferrat

- Bank Street/North Main Street – He is in agreement that this needs to be dealt with.

Councilmember Gulati

- Housing Authority – has not met since our last meeting.

Councilmember Fowler

- Downtown Hightstown – Flower basket letters are being mailed this week for donations. The goal is to have these delivered and hung before the Memorial Day Parade.
- Memorial Day Parade – Will take place Monday, May 29th. Invitations to participants are being sent this week.
- Harvest Fair will take place Saturday, September 30th with a rain location at Hightstown High School.

Councilmember Cicalese

- Both Parks and Rec and Board of Health meet this week.

Councilmember Jackson

- Volunteers are still needed on several boards and commissions.
- HPC – meets next Thursday via zoom. Information can be found on the website.
- Thanked Mr. Caster for the history of the Community Center Room.

Mayor Bluth

- North Main Street/Bank Street

- The Statute reads no parking 25 feet from intersection. A sign has already been placed. This is enforceable and the police are aware of this and will enforce. Painting will take place in the spring when the weather is warmer.
- Mr. Musing stated that the 25 feet is from the siding of Bank Street; not the curbline. Parking is Borough and County approved. Parking on the street is available to anyone.
- Public Works
 - Praised Mr. Lewis and his staff for their handling of the watermain break at Wycoffs Mill last week. They addressed the issue promptly and professionally.
- Promotion of Lieutenant Miller
 - Lt. Miller was promoted by resolution at the February 21st meeting. He has been sworn in.
 - In the recent past, the Police Department had three sergeants and no lieutenants. Having 1 lieutenant and 2 sergeants streamlines operations.
- Princess Prom Program
 - Assemblyman DeAngelo's office, collects prom dresses that are available to anyone who is in need of a dress.

EXECUTIVE SESSION

Resolution 2023-69 Authorizing a Meeting that Excludes the Public

Moved by Councilmember Montferrat; Seconded by Councilmember Gulati.

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

Resolution adopted 5-0.

Resolution 2023-69

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 6, 2023, at the Hightstown Fire House located at 140 North Main Street,

Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Housing Authority Cooperation Agreement

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 6, 2023, 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.

Adjourn to Executive Session at 7:05 p.m.

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

Council returned to public session at 7:52 p.m.

ADJOURNMENT AT 7:53 p.m.

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

Respectfully Submitted,

Margaret Riggio, RMC
Borough Clerk

Approved by Hightstown Borough Council: _____

DRAFT

Third Round Housing Element and Fair Share Plan



Adaptive Reuse, Affordable Housing, Seattle, WA

Borough of Hightstown Mercer County, New Jersey

January 9, 2023

Clarke Caton Hintz



Housing Element and Fair Share Plan

Planning Board Borough of Hightstown Mercer County, New Jersey

Adopted _____

Endorsed by the Borough Council _____

Prepared by



Brian M. Slauch, PP, AICP
New Jersey Professional Planner License no. 3743
With the assistance of

Elaine R. Clisham, PP, AICP
New Jersey Professional Planner License no. 6507

CLARKE CATON HINTZ, PC
100 Barrack Street
Trenton, New Jersey 08608
(609) 883-8383

A signed and sealed original is on file with the Borough Clerk

Borough Council

Susan Bluth, Mayor
Joshua Jackson, Council President
Joseph Cicalese
Cristina Fowler
Todd Franz
Frederick Montferrat

Margaret (Peggy) Riggio, RMC, CMR, Municipal Clerk
Dimitri Musing, Borough Administrator
Frederick C. Raffetto, Esq., Borough Attorney
Carmela Roberts, PE, Borough Engineer
Brian M. Slaugh, PP, AICP, Borough Planner

Borough Planning Board

Beverly Asselstine, Class IV, Chair
Susan Bluth, Class I, Mayor
Dimitri Musing, Class II
Fred Montferrat, Class III
Nathaniel Gainey, Class IV
John Laudenberg, Class IV
Matthew Morgan, Class IV
Beth Watkins, Class IV
Chris Yandoli, Class IV
Joseph F. Balcewicz, 1st Alternate
Raymond Cabot, 2nd Alternate

Jane Davis, Planning Board Secretary
Michael Herbert, Esq., Planning Board Attorney

Table of Contents

Introduction	1
Brief History and Regional Location	1
Affordable Housing Judicial and Legislative Background	2
First and Second Round Methods	3
Third Round Method	4
Fair Housing Act Amendments of 2008	4
Appellate Division’s 2010 Decision	5
Judicial Activity from 2011 to 2014	5
March 2015 New Jersey Supreme Court Decision.....	6
January 2017 New Jersey Supreme Court Decision.....	6
Housing Element and Fair Share Requirements	7
Affordability Requirements	8
<i>Table 1. 2022 Income Limits for Region 4</i>	9
<i>Table 2. Illustrative 2022 Maximum Affordable Gross Rents for Region 4</i>	9
<i>Table 3. Illustrative 2022 Maximum Affordable Sales Prices for Region 4</i>	9
Housing Conditions	9
<i>Table 4. Units in Housing Structure by Tenure, 2019</i>	10
<i>Table 5. Housing Units by Year Built, 2019</i>	10
<i>Table 6. Housing Units by Number of Rooms, 2019</i>	11
<i>Table 7. Housing Units by Number of Bedrooms, 2019</i>	12
<i>Table 8. Value of Hightstown Owner-Occupied Housing Units, 2010 and 2019</i>	12
<i>Table 9. Gross Rent by Housing Unit in Hightstown and Mercer County, 2019</i>	13
<i>Table 10. Housing Affordability, 2019</i>	14
<i>Table 11. Indicators of Housing Deficiency, 2019</i>	14
Population Characteristics	15
<i>Table 12. Population Change 2000 to 2020, Hightstown Borough and Mercer County</i>	15
<i>Table 13. Population Age Cohorts, 2010 to 2019</i>	16
Household Characteristics	16
<i>Table 14. Household Composition, 2019</i>	17
Income Characteristics	17
<i>Table 15. Estimated Household Income in Hightstown and Mercer County, 2019</i>	17

Table 16. Individual and Family Poverty Rates, 2019..... 18

Employment Characteristics..... **18**

Table 17. Employed Residents by Civilian Economic Sector, 2019 18

Table 18. Employed Residents by Occupation, 2019..... 19

Table 19. Change in Labor Force Since 2010..... 19

Table 20. Covered Employment Estimates in Hightstown and Mercer County 20

Table 21. Covered Employment by Industry Sector, 2019 21

Table 22. Journey to Work, 2019..... 22

Table 23. Available Vehicles by Household, 2019 22

Table 24. Top Ten Commuting Destinations for Hightstown Residents, 2019..... 22

Population Projections.....**23**

Table 25. Population, Household, and Employment Projections, 2010 to 2040..... 23

Table 26. Housing Projections to 2032 24

Consideration of Lands Suitable for Affordable Housing.....**25**

Fair Share Plan **26**

Hightstown Affordable Housing Obligation **26**

Table 27. Hightstown Affordable Housing Allocation, Third Round Summary..... 27

Rehabilitation Share**28**

Prior Round Obligation**28**

Table 28. Hightstown Prior Round Formulas..... 29

Table 29. Credits Towards Hightstown’s 38-Unit Prior Round Obligation..... 29

Third Round Obligation**30**

Table 30. Hightstown Third Round Formulas 30

Table 31. Credits Towards Hightstown’s 68-Unit Third Round Obligation..... 32

Table 32. Hightstown’s Remaining Obligation..... 35

Inclusionary Zoning and Inclusionary Overlay Zoning..... 35

Table 33. Potential Inclusionary Affordable Housing Sites in Hightstown 36

Affordable Housing Sites Map 37

Very Low-Income Units..... **48**

Table 34. Hightstown’s Very Low-Income Obligation 49

Cost Generation..... **49**

Affordable Housing Ordinance, Municipal Housing Liaison, Administrative Agent, and Affirmative Marketing**50**

Development Fee Ordinance.....**50**

Affordable Housing Trust Fund50
Spending Plan..... 51
Conclusion..... 51

Appendices to the Housing Element and Fair Share Plan
[tbd]

INTRODUCTION

The Housing Element and Fair Share Plan for Hightstown Borough addresses its constitutional obligation to provide for affordable housing under the mandate of the Mount Laurel Doctrine established by the New Jersey Supreme Court beginning in 1975 and codified by the state legislature in the New Jersey Fair Housing Act of 1985.¹ Together, the Housing Element and Fair Share Plan constitute the affordable housing plan for the Borough of Hightstown. The Housing Element is a component of the Borough's Master Plan for development and redevelopment, and the Fair Share Plan constitutes the means and documents designed to implement the Housing Element, also known colloquially as the "Housing Plan."

The Mount Laurel Doctrine has a long and complicated history since it was first articulated by the New Jersey Supreme Court in 1975. At this point in time, the Supreme Court has retaken control of the process of ensuring the provision of affordable housing in the state. As part of this process, various lower court decisions have been made (see bottom of page 2). The one of particular importance to the development of this Housing Plan established affordable housing numbers in Mercer County for what is called the Third Round of obligation for municipalities. This decision was made in, "In the Matter of the Application of the Municipality of Princeton²" consolidated with, "In the Matter of West Windsor Township³" entitled, Opinion on Fair Share Methodology to Implement the Mount Laurel Affordable Housing Doctrine for the Third Round, issued on March 8, 2018. Since the decision was issued by Judge Mary C. Jacobson, A.J.S.C., this is known as the "Jacobson Methodology." This method and determination of affordable housing numbers has been utilized in the development of this Housing Plan.

Hightstown Borough stipulates that its affordable housing obligations are as follows:

- Rehabilitation Share of 39 units;
- Prior Round obligation of 38 units; and
- A Third Round obligation encompassing both the Gap Present Need and Prospective Need of 68 units.

In accordance with this process, the Borough of Hightstown and its Planning Board have prepared this Housing Element and Fair Share Plan and the accompanying Spending Plan.

BRIEF HISTORY AND REGIONAL LOCATION

Hightstown Borough sits at the eastern edge of Mercer County, measuring 1.27 square miles in area. It is entirely surrounded by the Township of East Windsor. It is part of the State

¹ - N.J.S.A. 52:27D-301 *et seq.*

² - Docket MER-L-1550-15

³ - Docket MER-L-1561-15

Development and Redevelopment Plan's (SDRP) Planning Area 2, the Suburban Planning area, which comprises areas adjacent to higher-density Metropolitan Planning areas but characterized by lower intensity of development and greater availability of developable land. In addition to this regional characterization, however, the State Development and Redevelopment Plan designates the Borough as a Town Center. The Borough is home to the Peddie School, a private, coeducational boarding and day school founded in 1864, which occupies a 280-acre campus, including Peddie Lake, on the eastern side of the Borough. Rocky Brook feeds Peddie Lake which is a defining feature of Hightstown's downtown, and flows outward to the northwest.

Hightstown was named for John and Mary Hight, who established a tavern in the area in the 1750s. The land that became the Borough of Hightstown and the surrounding East Windsor Township was originally acquired by William Penn in the late 1600s. He wanted to settle the land with Quakers, who were being persecuted in England and New England. The Borough's Stockton Street Historic District covers both sides of Stockton Street (County Route 571), from Railroad Avenue to Summit Street, and a portion of Rogers Avenue. The first railroad in the United States to connect two major cities, New York and Philadelphia, the Camden and Amboy Railroad, originally ran along what is now Railroad Avenue. In 1832, the John Bull, the first locomotive in the country, provided the first steam-powered passenger rail service in the country, stopping at Stockton Street. Hightstown no longer has train service available.

State Route 33 runs through the Borough from the southwest to the northeast and travels eastward at Peddie Lake to nearby Interchange 8 of the New Jersey Turnpike. County Route 571 (Stockton Street) comes into the Borough from Princeton to the west and continues southeast as far as Toms River, New Jersey. State Route 130 runs north-south immediately to the west of the Borough. Until the COVID-19 pandemic in 2020, there was express bus service via Coach USA between Hightstown and both Midtown and Wall Street in New York City.

The Borough's population from the 2020 U.S. Census was 5,900, an increase of 406, or 7.4% from the 2010 Census count of 5,494. Additional demographic characteristics are found in the tables beginning on page 9. The tables are based on estimates from the American Community Survey⁴ as more detailed information from the 2020 Census is not yet available.

AFFORDABLE HOUSING JUDICIAL AND LEGISLATIVE BACKGROUND

The affordable housing landscape in New Jersey is complex and became more so following the failure of the state agency created by the 1985 New Jersey Fair Housing Act (FHA), the Council on Affordable Housing (COAH), to produce a set of rules for the Third Round that passed constitutional muster. This section provides an overview of the laws, decisions and

⁴ - The American Community Survey replaced the long-form census as the source for much of the housing data necessary to complete this section. The census is a one-time count of the population while the ACS is an estimate taken over five years through sampling. For this reason, data in the ACS is subject to a greater margin of error than the U.S. Census since it is based on sampling.

rules that pertain to affordable housing in the state in a quest to answer general questions and the mandates applying to local government in New Jersey on this subject.

Providing affordable housing within developing municipalities was found to be a constitutional obligation by the New Jersey Supreme Court in its landmark 1975 decision now referred to as Mount Laurel I. The Court found that developing municipalities have a constitutional obligation to provide a realistic opportunity for the construction of low- and moderate-income housing.⁵ In its 1983 Mount Laurel II decision, the Supreme Court extended the obligation to all municipalities within any “growth area” as designated in the State Development Guide Plan (now superseded by the State Development and Redevelopment Plan [SDRP]). Subject to a number of limitations, Mount Laurel II also gave developers the opportunity to secure a “builder’s remedy.”⁶ In a builder’s remedy, a developer is granted the right to develop what is typically a multi-family project on land that was not zoned to permit this use or at a greater density than otherwise allowed if a “substantial” percentage of the units are reserved for low and moderate income households.

As noted above, in 1985, the Legislature enacted the FHA in response to the Mount Laurel II decision. With the creation of COAH, the state Legislature conferred primary jurisdiction for affordable housing matters to the new agency and charged it with promulgating regulations to, (1) establish housing regions; (2) estimate low- and moderate-income housing needs; (3) set criteria and guidelines for municipalities to determine and address their affordable housing numbers; and (4) create a process for the review and approval of housing elements and fair share plans that met constitutional guidelines.

First and Second Round Methods

COAH created the criteria and guidelines for municipalities to determine and address their respective affordable housing obligation, or number of affordable dwellings.⁷ Following guidelines established by the U.S. Department of Housing and Urban Development (“HUD”), COAH defined affordable housing as dwellings that were affordable to households with incomes 80% or less of the regional household income – which typically included between 38% and 41% of the total population. COAH originally established a formula for determining municipal affordable housing obligations for the six-year period between 1987 and 1993 (*N.J.A.C. 5:92-1 et seq.*), which became known as the First Round. The First Round rules established an existing need (variously known as “present need” or “rehabilitation share”) where substandard housing was being occupied by low- and moderate-income households, and future demand (“prospective need” or “fair share”) to be satisfied typically, but not exclusively, with new construction.

⁵ - Southern Burlington NAACP v. Twp. of Mount Laurel, 67 N.J. 151 (1975)

⁶ - Southern Burlington NAACP v. Twp. of Mount Laurel, 92 N.J. 158 (1983)

⁷ - Also called a municipality’s “fair share” of affordable housing.

The First Round rules were superseded by new COAH regulations in 1994 (*N.J.A.C. 5:93-1.1 et seq.*). The 1994 regulations recalculated a portion of the 1987-1993 affordable housing obligations for each municipality and computed the additional municipal affordable housing need from 1993 to 1999 using 1990 U.S. Census data. The regulations COAH adopted in 1994 are known as the Second Round rules. Though the FHA did not require that the housing rounds accumulate with time, COAH decided that each municipality's obligation would extend from the First Round forward into the future, *ad infinitum*. This cumulative new construction component from the two earlier rounds is called either the prior cycle or Prior Round. This plan will refer to the new construction obligation for the first and second housing cycles as the Prior Round obligation.

Third Round Method

On December 20, 2004, some five years after the end of the Second Round in 1999, COAH's first version of the Third Round rules (*N.J.A.C. 5:94-1 and 5:95-1*) became effective. The FHA had originally required housing rounds to be for a six-year period, but in 2001, this was amended to extend the time period to 10-year intervals. Therefore, the Third Round should have been from 1999 to 2009. However, because of the delay in promulgating updated rules, the Third Round was extended by five years to 2014 and condensed into an affordable housing delivery period of 10 years from January 1, 2004 through January 1, 2014. In other words, 15 years of obligatory affordable housing activity was to take place in 10 years. This set of rules changed, however, when on January 25, 2007 the New Jersey Appellate Division invalidated key elements of the 2004 version of the Third Round rules. COAH eventually issued revised rules that became effective on June 2, 2008 (as well as a further rule revision effective on October 20, 2008). While the agency met the Court's directive to provide residential development and job projections for the Third Round, it also extended again the time period to 2018. COAH retained the "growth share" approach that was challenged in its 2004 rules, but revised its ratios to require one affordable housing unit for every four market-rate housing units developed and one affordable housing unit for every 16 jobs created.

Just as various parties challenged COAH's initial Third Round regulations, parties also challenged COAH's 2008 revised Third Round rules. The Appellate Division issued a decision about this set of rules on October 8, 2010 (see below). Meanwhile several other important events occurred.

Fair Housing Act Amendments of 2008

On July 17, 2008, Governor Corzine signed P.L. 2008, c. 46, which amended the Fair Housing Act in a number of ways.⁸ Key provisions of the legislation included the following:

⁸ - Also known as the "Roberts Bill," named after former New Jersey Assembly Speaker Joseph Roberts, who sponsored it.

- It established a statewide 2.5% non-residential development fee instead of requiring non-residential developers to provide affordable housing.
- It eliminated regional contribution agreements as a means available to municipalities to transfer up to 50% of their required affordable housing to a “receiving” municipality.
- It added a requirement that 13% of all affordable housing units be restricted to very low-income households (30% or less of median income).
- It added a requirement that municipalities had to commit to spend development fees within four years of the date of collection after the law’s enactment on July 17, 2008.

Appellate Division’s 2010 Decision

On October 8, 2010, the Appellate Division issued a decision on the legal challenges to the 2008 iteration of COAH’s regulations.⁹ The Appellate Division affirmed the COAH regulations that assigned rehabilitation and Prior Round numbers to each municipality, but invalidated the regulations by which the agency allocated future affordable housing obligations in the Third Round. Specifically, the Appellate Division ruled that COAH could not allocate obligations through a “growth share” formula. The Court directed COAH to use similar methods to those used in the First and Second Rounds.

Judicial Activity from 2011 to 2014

COAH sought a stay from the New Jersey Supreme Court of the March 8, 2011 deadline the Appellate Division had imposed in its October 2010 decision for the agency to issue new Third Round housing numbers. On January 18, 2011 the Supreme Court granted COAH’s application for a stay, and on March 31, 2011 the Court granted petitions and cross-petitions to all of the various challenges to the Appellate Division’s 2010 decision. However, the Supreme Court did not hear oral argument on the various petitions and cross-petitions until November 14, 2012.

In the meantime, the Supreme Court decided an appeal by the executive branch of the Appellate Division’s decision on March 8, 2012 that prevented the dissolution of COAH under Governor Christie’s Reorganization Plan No. 001-2011. The Supreme Court upheld the lower Court’s ruling, finding that the governor did not have unilateral power to dissolve COAH. The Court found that such action requires the passage of new legislation.

On September 26, 2013, the Supreme Court upheld the Appellate Division decision in In Re Adoption of N.J.A.C. 5:96 and 5:97 by New Jersey Council on Affordable Housing, 215 N.J. 578 (2013), and ordered COAH to prepare the necessary rules. Subsequent delays in COAH’s rule preparation and ensuing litigation led to the New Jersey Supreme Court, on March 14,

⁹ - In Re N.J.A.C. 5:96 and 5:97, 416 N.J. Super. 462 (App. Div. 2010).

2014, setting forth a schedule for adoption. COAH approved draft Third Round rules on April 30, 2014. Although ordered by the New Jersey Supreme Court to adopt revised new rules by October 22, 2014, COAH failed to do so.

March 2015 New Jersey Supreme Court Decision

The failure of COAH to adopt new regulations as ordered by the New Jersey Supreme Court led Fair Share Housing Center (FSHC), as the lead plaintiff, to file a Motion in Aid of Litigant's Rights to compel the government to produce constitutional affordable housing regulations. The New Jersey Supreme Court heard oral arguments on the motion on January 6, 2015. Two months later, on March 10, 2015, the Supreme Court issued its ruling entitled, In Re N.J.A.C. 5:96 and 5:97, 221 N.J. 1 (2015).

The decision provided direction for how New Jersey municipalities were to comply with the constitutional requirement to provide their fair share of affordable housing. The Court transferred responsibility to review and approve housing plans from COAH to designated Mount Laurel trial judges. If they wished to be protected from exclusionary zoning lawsuits, municipalities were to apply to a Mount Laurel Court instead of COAH. The trial judges, usually with the assistance of an appointed Special Master to the Court, have been reviewing municipal plans much in the same manner as COAH previously did. Those municipalities whose plans are approved by the Court receive a Judgment of Compliance and Repose, the Court equivalent of COAH's substantive certification.

However, the Supreme Court was silent on the subject of how a municipality's fair share obligation was to be calculated. However, as previously noted, Mercer County municipalities are bound by a separate decision rendered by Judge Jacobson. In negotiated settlements since the Supreme Court's decision between many municipalities in the state and FSHC, the affordable housing numbers have tended towards using the Jacobson Methodology because of the thoroughness of the expert testimony and lengthy trial that took place in 2017, as well as the careful weighing of the evidence in Judge Jacobson's 217-page decision. As became clear during the trial, determining new affordable housing numbers was not a simple matter of rerunning the Second Round methodology with Third Round U.S. Census data. Each step in a 32-step process requires a judgement as to how the data and projections are used. Furthermore, the kinds of data gathered by the U.S. Census changed from 1990 to 2000, and then there is the effect or determination of the 2010 U.S. Census in the methodology.

January 2017 New Jersey Supreme Court Decision

The New Jersey Supreme Court had one additional issue to address before municipalities could complete their plans. On January 17, 2017, the Supreme Court issued its decision In Re Declaratory Judgment Actions Filed by Various Municipalities, County of Ocean, Pursuant to The Supreme Court's Decision in In Re Adoption of N.J.A.C. 5:96, 221 N.J. 1(2015). The Supreme Court found that the "gap period," defined as the period between 1999, which was

the end of the Second Round, and 2015, generated a new construction affordable housing obligation that still existed as of the date of the Present Need calculation. The decision required an expanded definition of municipal “Present Need” beyond its original meaning as substandard housing where low- and moderate-income households lived to include new construction for low- and moderate-income households formed during the gap period that were entitled to their delayed opportunity to seek affordable housing.

Accordingly, any municipal affordable housing obligation is now composed of the following four components:

- Present Need or Rehabilitation Share;
- Prior Round Obligation (new construction 1987-1999);
- “Gap” Present Need (new construction 1999 to 2015), part of the Third Round; and
- Prospective Need (new construction in the Third Round from 2015 to 2025).

HOUSING ELEMENT AND FAIR SHARE REQUIREMENTS

In accordance with the Municipal Land Use Law (*N.J.S.A. 40:55D-1, et seq.*), a municipal Master Plan must include a housing plan element as the foundation for the municipal zoning ordinance (*N.J.S.A. 40:55D-28b (3)*). Pursuant to the FHA, a municipality’s housing element must be designed to provide access to affordable housing to meet present and prospective housing needs, with particular attention to low- and moderate-income housing. Specifically, *N.J.S.A. 52:27D-310* requires that the housing plan element contain at least the following:

- An inventory of the municipality’s housing stock by age, condition, purchase or rental value, occupancy characteristics, and type, including the number of units affordable to low and moderate income households and substandard housing capable of being rehabilitated;
- A projection of the municipality’s housing stock, including the probable future construction of low and moderate income housing, for the next 10 years, taking into account, but not necessarily limited to, construction permits issued, approvals of applications for development, and probable residential development trends;
- An analysis of the municipality’s demographic characteristics, including, but not necessarily limited to, household size, income level, and age;
- An analysis of the existing and probable future employment characteristics of the municipality;

- A determination of the municipality's present and prospective fair share of low and moderate income housing and its capacity to accommodate its present and prospective housing needs, including its fair share of low and moderate income housing; and
- A consideration of the lands most appropriate for construction of low and moderate income housing and of the existing structures most appropriate for conversion to, or rehabilitation for, low and moderate income housing, including a consideration of lands of developers who have expressed a commitment to provide low and moderate income housing.

This housing plan has been drawn utilizing these master plan components.

AFFORDABILITY REQUIREMENTS

Affordable housing is defined under New Jersey's FHA as a dwelling, either for-sale or rent that is within the financial means of households of low or moderate income as income is measured within each housing region. Hightstown is in COAH's Region 4, which includes Mercer, Monmouth and Ocean Counties. These housing regions were established in the mid-1980s. Moderate-income households are those with incomes exceeding 50% up to 80% of the regional median income. Low-income households are those with annual incomes 50% or less than regional median income. In 2008 the New Jersey Legislature created an additional sub-category of low income – very low-income – which has been defined as households with incomes 30% or less of the regional median income.

The Uniform Housing Affordability Controls ("UHAC") found at *N.J.A.C. 5:80-26.3(d)* and *-(e)*, sets out income limits, maximum rents and maximum sales prices for dwellings to be considered affordable. For example, the maximum rent must be affordable to households that earn no more than 60% of the median income for the region and the average rent must be affordable to households earning no more than 52% of the median income. The maximum sale prices for affordable units must be affordable to households that earn no more than 70% of the median income and the average sale price must be affordable to a household that earns no more than 55% of the median income. However, the UHAC rules were not revised to address the very low-income requirements of the 2008 amendments to the Fair Housing Act. Consequently, this Housing Element and Fair Share Plan relies on the amended Fair Housing Act's establishment of the very low-income requirement at the 30% of median maximum and a minimum of 13% of total affordable units.

Regional median income had been defined by COAH annually using HUD income limits, but COAH stopped issuing income limits in 2014. To fill this gap, the Affordable Housing Professionals of New Jersey now publishes regional income limits annually for each housing region in New Jersey, using COAH's formulas. Their use has been approved by many courts in affordable housing decisions. The Borough will use the AHPNJ tables annually (usually in April) to update income limits or if some official agency takes this responsibility back.

Table 1 contains the 2022 income limits for Region 4.

Table 1. 2022 Income Limits for Region 4

Household Income Levels	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household
Median	\$85,831	\$98,092	\$110,354	\$122,615	\$132,425	\$142,234
Moderate	\$68,665	\$78,474	\$88,283	\$98,092	\$105,940	\$113,787
Low	\$42,915	\$49,046	\$55,177	\$61,308	\$66,212	\$71,117
Very Low	\$25,749	\$29,428	\$33,106	\$36,785	\$39,727	\$42,670

Source: Affordable Housing Professionals of New Jersey, April 2022.

Tables 2 and 3 provide illustrative gross rents and sale prices for 2022. The sample rents and sale prices are illustrative and are gross figures, which do not account for the specified utility allowance in the case of rentals, or for homeowner’s association dues in the case of for-sale units.

Table 2. Illustrative 2022 Maximum Affordable Gross Rents for Region 4

Household Income Levels (% of Median Income)	1 Bedroom Unit Rent	2 Bedroom Unit Rent	3 Bedroom Unit Rent
Moderate (60%)	\$1,170	\$1,353	\$1,571
Low (50%)	\$941	\$1,077	\$1,252
Very Low (30%)	\$481	\$526	\$614

Source: Affordable Housing Professionals of New Jersey Affordable Housing General Rent Calculator, April 2022.

Table 3. Illustrative 2022 Maximum Affordable Sales Prices for Region 4

Household Income Levels (% of Median Income)	1 Bedroom Unit Price	2 Bedroom Unit Price	3 Bedroom Unit Price
Moderate (70%)	\$175,822	\$210,987	\$104,489
Low (50%)	\$125,587	\$150,705	\$174,148
Very Low (30%)	\$75,352	\$90,423	\$90,296

Source: Affordable Housing Professionals of New Jersey Affordable Housing General Sales Price Calculator, April 2022.

HOUSING CONDITIONS

Table 4 describes the types of housing units found in the Borough. Almost two-thirds of the Borough’s housing units are single-family dwellings, either attached or detached. Two-family units are typically one unit above the other, which is often called a duplex (though in some places the single family semi-detached dwelling is also called a duplex). Most of the remaining dwellings are located in smaller-scale multi-family developments, with fewer than 20 units.

Almost 60% of units are owner-occupied, and slightly more than one-third are renter-occupied. Of the 6.4% of units that are vacant, almost two-thirds are in two-unit structures.

Demand for homes in the Borough is currently matching and perhaps exceeding supply. (This may be a phenomenon associated with the COVID-19 pandemic, which appears to be precipitating increased demand for housing outside major metropolitan areas.) The 6.4% vacancy rate in the Borough is quite a bit lower than that of the county overall, which is 10.3%, and of the state, which is 10.6%. A check of the website Zillow.com shows that at the beginning of 2022 there were three homes and one vacant lot for sale in the Borough. Realtor.com shows no properties in the Borough currently being sold out of foreclosure, and the website of the Mercer County Sheriff's office shows two properties in the Borough currently subject to a Sheriff's Sale and another two recently sold.

Table 4. Units in Housing Structure by Tenure, 2019

Units in Structure	Total Units	%	Owner-Occupied	%	Renter-Occupied	%	Vacant	%
1-unit, detached	1,150	57.6	997	85.9	153	21.7	0	0.0
1-unit, attached	164	8.2	33	2.8	131	18.6	0	0.0
2 family units	98	4.9	0	0.0	17	2.4	81	63.3
3 or 4 units	92	4.6	28	2.4	64	9.1	0	0.0
5 to 9 units	210	10.5	49	4.2	161	22.8	0	0.0
10 to 19 units	211	10.6	54	4.7	180	25.5	47	36.8
20 or more units	70	3.5						
Total	1,995	100.0	1,161	100.0	706	100.0	128	100.0
Percent of Total Units				58.2		35.4		6.4

Source: 2015-2019 American Community Survey 5-Year Estimate (B25032, DP04)

According to the American Community Survey 2015-2019 estimates, the majority of Hightstown's housing stock was constructed prior to 1939, with smaller building booms between 1950 and 1969 – e.g., the post-war housing boom – and between 1980 and 1989, perhaps reflecting construction of the Wyckoff Mills development.

Table 5. Housing Units by Year Built, 2019

Year Built	Number of Units	Percent of Units
1939	646	32.4
1940 to 1949	31	1.6
1950 to 1959	292	14.6
1960 to 1969	305	15.3

Year Built	Number of Units	Percent of Units
1970 to 1979	129	6.5
1980 to 1989	353	17.7
1990 to 1999	38	1.9
2000 to 2009	125	6.3
2010 to 2017	76	3.9
Total Housing Units	1,995	100.0

Source: 2015-2019 American Community Survey 5-Year Estimate (Tables DP04, B25036, B25037)

Table 6, Housing Units by Number of Rooms, shows that, of the housing stock in Hightstown Borough, 48% of units have between four and six rooms, 28% of homes have seven or eight rooms, and 9.1% have nine or more rooms. The data from this table indicate that the housing stock in Hightstown is of average size, with a median number of rooms equaling 5.4. Further information on bedroom count details is found in Table 7, Housing Units by Number of Bedrooms.

Table 6. Housing Units by Number of Rooms, 2019

Rooms	Number of Units	Percent of Total
1	53	2.7%
2	34	1.7%
3	212	10.6%
4	460	23.1%
5	273	13.7%
6	223	11.2%
7	115	5.8%
8	443	22.2%
9+	182	9.1%
Total	1,995	100.0%
Median	5.4	

Source: 2015-2019 American Community Survey 5-Year Estimate (Table DP04)

The majority of housing units in the Borough – 63% – have either two or three bedrooms, which tracks with the almost 60% of the households in the Borough comprising two or three people. Thus, Borough residents do not appear to be either significantly over-housed or significantly under-housed, and indeed the ACS estimates that there are only 72 households (3.9% of all occupied units) with between 1.0 and 1.5 occupants per room, and no households with more than 1.5 occupants per room. Likewise, very few units qualify as “substandard;” the ACS estimates there are no units with incomplete plumbing and only 18 units with incomplete kitchen facilities.

Table 7. Housing Units by Number of Bedrooms, 2019

Number of Bedrooms	Number of Units	Percent of Units
No bedroom	112	5.6%
1 bedroom	273	13.7%
2 bedrooms	621	31.1%
3 bedrooms	636	31.9%
4 bedrooms	345	17.3%
5 or more bedrooms	8	0.4%
Total Housing Units	1,995	100.0%

Source: 2015-2019 American Community Survey 5-Year Estimate (Table DP04)

Table 8, Value of Owner-Occupied Housing Units, shows that the median home value in Hightstown decreased by approximately 1.8% between 2010 and 2019. This is less than the 5.9% decline in median home values in Mercer County overall. The Borough had slightly lower median values than the county in both 2010 (\$288,000 vs. \$309,300) and 2019 (\$282,700 vs. \$291,100). The overall number of owner-occupied units in the Borough decreased from 2010 to 2019, and, reflecting the decline in median value, the percentage of housing units valued between \$200,000 and \$499,999 also decreased, from 89.5% of all owner-occupied units in 2010 to 80.8% of all owner-occupied units in 2019, with the difference being made up by the larger percentage of owner-occupied units (9.6% in 2010 vs. 18.0% in 2019) valued below \$200,000.

Based on the 2021 Illustrative Sales Prices for Affordable Housing, as many as 42 owner-occupied housing units in Hightstown Borough may be affordable to low- or very low-income households, depending on household size and the number of bedrooms in the unit. Approximately 449 additional units (again, depending on household size and the number of bedrooms in the unit), or 38.7% of all owner-occupied units, may be affordable to moderate-income households.

Table 8. Value of Hightstown Owner-Occupied Housing Units, 2010 and 2019

Housing Unit Value	2010 Units	Percent	2019 Units	Percent
Less than \$50,000	0	0.0%	0	0.0%
\$50,000 to \$99,999	0	0.0%	0	0.0%
\$100,000 to \$149,999	23	1.8%	53	4.6%
\$150,000 to \$199,999	101	7.8%	156	13.4%
\$200,000 to \$299,999	596	46.1%	432	37.2%
\$300,000 to \$499,999	561	43.4%	506	43.6%

Housing Unit Value	2010 Units	Percent	2019 Units	Percent
\$500,000 to \$999,999	12	0.1%	14	1.2%
\$1,000,000 or more	0	0.0%	0	0.0%
Total	1,293	100.0%	1,161	100.0%
Median Value	\$288,000		\$282,700	

Source: 2006-2010 and 2015-2019 American Community Survey 5-Year Estimates (Table DP04)

Rents in Hightstown Borough generally skew higher than in Mercer County overall, with 42.6% of units in Hightstown renting for more than \$1,500 per month, compared to 32.2% of units in Mercer County renting in that range. The median rent in Hightstown in 2019 was \$1,458, compared to \$1,266 across Mercer County. Despite their being higher than in Mercer County overall, rents in Hightstown Borough are relatively affordable. Based on 2021 Illustrative Rents for Affordable Housing, approximately 95 units, or 13.5% of all rental units in the Borough, may be affordable to very low-income renters, depending on the number of bedrooms being rented. Another approximately 237 units, or 33.6% of all rental units in the Borough, may be affordable to low-income renters, and an additional 115 units, or 16.3% of all rental units in the Borough, may be affordable to moderate-income renters. In total, approximately 447 rental units, or 63.3% of all renter-occupied housing units, may be affordable to low- and moderate-income household, depending on household size and unit size. See Table 9, Gross Rent by Housing Unit in Hightstown and Mercer County, 2019.

Table 9. Gross Rent by Housing Unit in Hightstown and Mercer County, 2019

Gross Rent	Units in Hightstown	Percent of Total	Units in Mercer County	Percent of Total
Less than \$500	80	11.3%	4,885	10.2%
\$500 to \$999	32	4.5%	8,881	18.5%
\$1,000 to \$1,499	239	33.9%	17,453	36.4%
\$1,500 to \$1,999	174	24.6%	8,863	18.5%
\$2,000 to \$2,499	63	8.9%	3,957	8.2%
\$2,500 to \$2,999	35	5.0%	1,647	3.4%
\$3,000 or more	33	4.7%	999	2.1%
No cash rent	50	7.1%	1,326	2.8%
Total	706	100.0%	48,011	100.0%
Median Rent	\$1,458		\$1,266	

Sources: 2015-2019 American Community Survey (Table DP04)

Housing is generally considered to be affordable if the costs of rents, mortgages, and other essential costs consume 28% or less of an owner-household's income or 30% or less of a

renter-household’s income. (Homeowner rates are lower to account for the additional home maintenance costs associated with ownership.) In Hightstown Borough, 38.4% of all households are spending more than 30% of their incomes on housing, and almost 60% of those cost-burdened households are renters.

Table 10. Housing Affordability, 2019

Monthly Housing Costs as Percent of Income	Owner-Occupied	% of Total	Renter	% of Total	All Occupied	% of Total
Less than 20 Percent	574	49.4%	116	16.4%	690	37.0%
20 to 29 Percent	299	25.8%	112	15.9%	411	22.0%
30 Percent or More	288	24.8%	428	60.6%	716	38.4%
No Cash Rent			50	7.1%	50	2.7%
Total	1,161	100%	706	100%	1,867	100%

Source: 2015-2019 American Community Survey (Table S2503)

In 2019, no housing units were estimated to lack adequate plumbing facilities, and only 18 housing units were estimated to lack complete kitchen facilities. No units, including units constructed prior to 1950, were estimated to have more than one occupant per room. These data can, but do not always, indicate substandard housing stock that needs to be rehabilitated. Overcrowded housing can sometimes be occupied by lower income households who share space to save on housing costs. Anecdotally, fire inspections of commercially owner residential units have uncovered illegally subdivided apartments in Hightstown, which suggests that the American Community survey estimate may be underestimating overcrowding.

Table 11. Indicators of Housing Deficiency, 2019

Indicator	Incomplete Plumbing	Incomplete Kitchen	Crowded or Overcrowded, and Built Pre-1950
Number of Units	0	18	0

Source: 2015-2019 American Community Survey 5-Year Estimate (Tables DP04; B25050)

POPULATION CHARACTERISTICS

The population of Hightstown saw a robust 7.9% increase from 2010 to 2020, larger than the 5.3% increase from 2000-2010 and larger than the increase in Mercer County’s population during the same periods. See Table 12, Population Change.

Table 12. Population Change 2000 to 2020, Hightstown Borough and Mercer County

Government	2000	2010	Percent Change	2020	Percent Change	Percent Change, 2000-2020
Hightstown Borough	5,216	5,494	5.3%	5,900	7.4%	13.1%
Mercer County	350,761	366,513	4.5%	387,340	5.7%	10.4%

Source: U.S. Census 2000, 2010, 2020

Between 2010 and 2019, the American Community Survey estimated a 1.8% decrease in the number of Hightstown residents overall, a 16% decline in residents of elementary school age and those of working age. The largest growth was among the cohorts aged 55 through 74, whose population was estimated to grow 62.4% between 2010 and 2019, helping to raise the estimated median age by 5.8%. There were substantial decreases in older children cohorts, with the 15-19 cohort representing the largest decline (-50.4%). See Table 13, Population Age Cohorts, for additional detail. The change in 15-19 age cohort is puzzling, since in 2010, those individuals would have been 5-9 years old, with 292 people. The ACS has this dropping to 124 people in 2019. While perhaps the majority of adults 18-19 years old left for college, it would still not explain the severe change in this cohort. It may be an artifact of the ACS sampling and the small sample size; the 2020 census data will show a clearer picture. (Note the totals in Table 13 are different than in Table 12 since in the former population age cohorts are estimates rather than counts from the decennial census.)

Table 13. Population Age Cohorts, 2010 to 2019

Age Cohort	2010	Percent	2019	Percent	% Change
Under 5	471	8.6%	331	6.2%	-29.7%
5-9	292	5.3%	436	8.1%	49.3%
10-14	393	7.2%	225	4.2%	-42.7%
15-19	250	4.6%	124	2.3%	-50.4%
20-24	345	6.3%	366	6.8%	6.1%
25-34	900	16.4%	852	15.9%	-5.3%
35-44	874	16.0%	854	15.9%	-2.3%
45-54	703	12.8%	570	10.6%	-18.9%
55-59	203	3.7%	411	7.6%	102.5%
60-64	173	3.2%	241	4.5%	39.3%
65-74	389	7.1%	590	11.0%	51.7%
75-84	328	6.0%	228	4.2%	-30.5%
85+	154	2.8%	147	2.7%	-4.5%
Total	5,475	100.0%	5,375	100.0%	
Median Age	36.3		38.4		5.8%

2006-2010 and 2015-2019 American Community Survey 5-Year Estimates (DP05)

HOUSEHOLD CHARACTERISTICS

A household is defined by the U.S. Census Bureau as those people who occupy a single room or group of rooms constituting a housing unit, who may or may not be related. As a subset of households, a family is identified as a group of people including a householder and one or more people related by blood, marriage or adoption, all living in the same household. In 2019, there were an estimated 1,867 households in Hightstown Borough. Approximately 57.7% of the households are married couples, with or without children. Approximately 11.0% of the Borough’s households are non-family households, which include individuals living alone. See Table 14, Household Composition, for additional detail.

Table 14. Household Composition, 2019

Household Type	No. of Households	Percent
Family households	1,719	92.1%
Married-couple family	1,078	57.7%
With own children under 18 years	282	15.1%
Male householder, no spouse present	150	8.0%
With own children under 18 years	22	1.2%
Female householder, no spouse present	491	26.3%
With own children under 18 years	104	5.6%
Nonfamily households	206	11.0%
Householder living alone	150	8.0%
TOTAL HOUSEHOLDS	1,867	100.0%

Source: 2015-2019 American Community Survey 5-Year Estimates (DP02)

INCOME CHARACTERISTICS

Households and families in Hightstown have, on average, higher incomes than households in Mercer County. Median income in 2019 in Hightstown was \$104,864 for households and \$114,409 for families; comparable figures for the county were \$79,492 for households and \$107,209 for families. Table 15, Estimated Household Income, further illustrates these findings. The Borough’s poverty rates for individuals (10.8%) is lower than the county’s individual poverty rate (12.8%), but its poverty rate for families (8.4%) is higher than the county’s 7/7% family poverty rate. See Table 16, Individual and Family Poverty Rates, for the comparison.

Table 15. Estimated Household Income in Hightstown and Mercer County, 2019

Household Income	Hightstown	Percent	Mercer	Percent
Less than \$10,000	75	4.0%	10,689	8.2%
\$10,000-\$14,999	55	2.9%	4,735	3.6%
\$15,000-\$24,999	118	6.3%	7,839	6.0%
\$25,000-\$34,999	119	6.4%	8,717	6.7%
\$35,000-\$49,999	139	7.4%	10,175	7.8%
\$50,000-\$74,999	253	13.6%	19,976	15.3%
\$75,000-\$99,999	491	26.3%	14,936	11.4%
\$100,000-\$149,999	250	13.4%	22,480	17.2%
\$150,000-\$199,999	129	6.9%	11,792	9.0%
\$200,000+	238	12.7%	19,512	14.9%
Total	1,867	100.0%	130,851	100.0%

Household Income	Hightstown	Percent	Mercer	Percent
Median Income	\$104,864		\$79,492	

Source: 2015-2019 American Community Survey 5-Year Estimates (DP03)

Table 16. Individual and Family Poverty Rates, 2019

Jurisdiction	Families	Individuals
Hightstown	8.4%	10.8%
Mercer County	7.7%	12.8%

Source: 2015-2019 American Community Survey 5-Year Estimates (DP03 and S1702)

EMPLOYMENT CHARACTERISTICS

Table 17, Employed Residents by Civilian Economic Sector, shows the distribution of employment by civilian industry for employed Hightstown Borough residents in 2019. The four industries that employ the largest segments of the population were the education, health and social services industry at 29%; professional, scientific, management, administrative and waste management services at 14.8%; retail trade at 10.9%, and transportation, warehousing and utilities at 8.7%.

Table 17. Employed Residents by Civilian Economic Sector, 2019

Industry	Number	Percent
Agriculture, Forestry, Fishing and Hunting, and Mining	19	0.7%
Construction	0	0.0%
Manufacturing	199	7.7%
Wholesale Trade	100	3.9%
Retail Trade	282	10.9%
Transportation, Warehousing, and Utilities	225	8.7%
Information	17	0.7%
Financing, Insurance, Real Estate, Renting, and Leasing	222	8.6%
Professional, Scientific, Management, Administrative, and Waste Management Services	383	14.8%
Educational, Health and Social Services	750	29.0%
Arts, Entertainment, Recreation, Accommodation and Food Services	153	5.9%
Other	56	2.2%
Public Administration	180	7.0%
Total	2,586	100.0%

Source: 2015-2019 American Community Survey 5-Year Estimates (DP03)

Table 18, Employed Residents by Occupation, identifies the occupations of employed residents of Hightstown. While Borough residents work in a variety of industries, almost half (45.2%) of employed residents work in management, business, science, and arts and 22.2% are employed in sales and office occupations.

Table 18. Employed Residents by Occupation, 2019

Occupation	Number	Percent
Management, Business, Science, Arts	1,168	45.2%
Service	438	16.9%
Sales and Office	573	22.2%
Natural Resources, Construction, Maintenance	22	0.9%
Production, Transportation, Material Moving	385	14.9%
Total	2,586	100.0%

Source: 2015-2019 American Community Survey 5-Year Estimates (DP03)

According to the New Jersey Department of Labor and Workforce Development, between 2010 and 2020, the size of Hightstown’s labor force increased by 23.1%, with the largest year-over-year increase taking place between 2011 and 2012. The Borough’s highest unemployment rates were during 2012 and 2013; however, the 2020 unemployment estimate, reflecting the impact of the first year of the COVID-19 pandemic, rose sharply from previous years to 6.2%. Table 19, Change in Labor Force, illustrates these trends.

Table 19. Change in Labor Force Since 2010

Year	Labor Force	Employed	Unemployed	Unemployment Rate
2010	2,874	2,729	145	5.0
2011	3,015	2,865	149	5.0
2012	3,477	3,243	234	6.7
2013	3,471	3,261	210	6.1
2014	3,501	3,330	171	4.9
2015	3,516	3,376	140	4.0
2016	3,529	3,414	115	3.3
2017	3,408	3,303	105	3.1
2018	3,443	3,352	91	2.6
2019	3,537	3,460	77	2.2
2020	3,539	3,320	219	6.2

Source: New Jersey Department of Labor and Workforce Development

In contrast to Table 19 which indicates an estimate of the number of persons employed who are Hightstown residents, Table 20, Covered Employment Estimates in Hightstown and Mercer County, is intended to show how many jobs are available in the municipality – at least those jobs that are “covered” by unemployment insurance. It does not include the self-employed, unpaid family workers, most part-time or temporary employees, and certain agricultural and in-home domestic workers. In 2010, the number of working-age residents in Hightstown was 57.5% of the number of jobs available in the Borough. By 2019, the most recent year for which census data are available, that relationship had reversed: The workforce was almost 23.1% larger, but the number of jobs within Hightstown Borough had shrunk by almost 35%, and was now almost equal to the number of working-age residents, at least according to the U.S. Census. The difficulty with this statistic is this precipitous drop in employment might have been explained by the Great Recession if it had occurred a few years earlier, since 2010 was generally a time of slowly rising employment gains in the state from the bottom in the prior year. This raises the question of whether the 2010 data includes employers in East Windsor with a Hightstown address that was inaccurately included in the count, or if significant employment was not counted, such as, for example counting the East Windsor Regional High School jobs in East Windsor rather than Hightstown. If the latter, then the 2019 number is suspect. If the data are accurate, Hightstown went from providing 2.3% of all jobs in Mercer County to 1.3% of jobs by 2019. See Table 20, Covered Employment Estimates, for additional detail, but the information presented here should be viewed with some skepticism.

Table 20. Covered Employment Estimates in Hightstown and Mercer County

Year	Hightstown	Mercer County	Hightstown as % of Mercer County
2010	5,001	218,871	2.3%
2019	3,261	250,186	1.3%
% change	-34.8%	14.3%	-43.5%

Source: onthemap.ces.census.gov

The type of employment in Hightstown Borough is spread across a wide variety of industries. Retail trade jobs represented the largest concentration of employment in the Borough, at 18.2% of total jobs, with the next closest category, Professional/Technical, representing another 11.6% of jobs. Again, the data are problematic. Table 21, presumably using similar techniques used to produce Table 20, finds covered employment to be a little over 7,000 people in 2019. That would mean the Borough has an employed resident to jobs imbalance of 1:2.75. Typically, one would have to have large industrial and office parks to achieve that kind of mismatch between the employed population base and number of jobs and Hightstown simply does not have that kind of land use pattern. The most likely reason, again, is the inclusion of employers with Hightstown addresses who are located in East Windsor. Table 21, Covered Employment by Industry Sector, 2019, should perhaps be viewed as the types of jobs in Hightstown and portions of East Windsor.

Table 21. Covered Employment by Industry Sector, 2019

Category	Employment					Wages	
	March	June	Sept.	Dec.	Average	Annual	Weekly
PRIVATE SECTOR							
Agriculture
Construction	59	64	77	81	68	\$65,561	\$1,261
Manufacturing	562	580	629	635	598	\$85,990	\$1,654
Wholesale Trade
Retail Trade	1,260	1,284	1,279	1,399	1,289	\$24,973	\$480
Transportation/Warehouse	93	95	83	76	90	\$46,896	\$902
Information	341	334	317	326	330	\$107,619	\$2,070
Finance/Insurance	293	246	237	234	257	\$98,573	\$1,896
Real Estate	107	116	135	102	115	\$43,955	\$845
Professional/Technical	793	821	823	849	818	\$89,949	\$1,730
Management
Admin/Waste Remediation	390	373	367	347	365	\$47,279	\$909
Education
Health/Social	707	847	873	810	789	\$41,676	\$801
Arts/Entertainment	151	154	157	160	163	\$11,651	\$224
Accommodations/Food	751	778	745	732	755	\$18,878	\$363
Other Services	350	342	300	358	342	\$24,836	\$478
Unclassified	27	27	29	40	29	\$57,244	\$1,101
Subtotal/Average	6,698	6,875	6,850	6,868	6,823	\$56,179	\$1,080
PUBLIC SECTOR							
Federal Government	3	3	3	3	3	\$62,529	\$1,202
State Government	75	76	72	71	74	\$102,530	\$1,972
Local Government	175	175	181	176	181	\$66,377	\$1,276
Subtotal/Average	253	254	256	250	253	\$77,145	\$1,484
Total Covered Employment	6,951	7,129	7,106	7,118	7,076		

Source: New Jersey Department of Labor, Quarterly Census of Employment and Wages

As Table 22, Journey to Work, below shows, 70.3% of Hightstown’s employed residents drive to work alone, the same percentage as for Mercer County and only slightly lower than the 71.0% of New Jersey workers overall who drive alone to work. The relatively high percentage of residents driving to work alone is consistent with a town embedded in a suburban land use pattern and other auto-centric employment centers in the region around the Borough. (Note that the numbers in this table are American Community Survey estimates, and are different than those from the New Jersey Department of Labor.)

Table 22. Journey to Work, 2019

Mode	Hightstown Borough	Mercer County	New Jersey
Drive Alone	1,796	121,386	3,137,002
Carpool	277	18,062	348,602
Transit	29	13,306	510,746
Walk	155	7,582	118,774
Other	176	2,082	88,520
Work at Home	123	10,368	217,410
Total	2,556	172,786	4,421,054

Source: 2015-2019 American Community Survey: Selected Economic Characteristics (DP03)

Approximately 8.7% of households in Hightstown Borough have no vehicle, and 39.4% have one vehicle, suggesting that, since the number of one-car households far exceeds the 8.0% of Borough residents who live alone, many of the 34.3% of Borough households that are single-parent households may also have one vehicle. See Table 23, Available Vehicles by Household.

Table 23. Available Vehicles by Household, 2019

Vehicles	Number	Percent
None	162	8.7%
One	735	39.4%
Two	562	30.1%
Three +	408	21.9%
Total	1,867	100%

Source: 2015-2019 American Community Survey: Selected Housing Characteristics (DP04)

The most common single commuting destination of employed residents of Hightstown is Hightstown itself (7.1%), followed by workers commuting to neighboring South Brunswick (5.9%) and East Windsor (5.5%). The availability of express bus service to Manhattan allows 5.1% of Borough residents to commute to New York. As shown in Table 24, Top Ten Commuting Destinations for Hightstown Residents below, the majority of top employment destinations for residents are within Mercer and Middlesex Counties. (Note again that these numbers are from the census Center for Economic Studies survey, and are different than those from the American Community Survey.)

Table 24. Top Ten Commuting Destinations for Hightstown Residents, 2019

Destination	Jobs	Percent
Hightstown Borough	225	7.1%
South Brunswick Township	188	5.9%
East Windsor Township	174	5.5%
Manhattan Borough, NY	162	5.1%

Destination	Jobs	Percent
Cranbury Township	142	4.5%
Hamilton Township	139	4.4%
Monroe Township	117	3.7%
West Windsor Township	106	3.3%
Plainsboro Township	97	3.1%
Edison Township	96	3.0%
All Other Locations	1,727	54.4%
Total	3,173	100.0%

Source: US Census, Center for Economic Studies, Longitudinal Employer-Household Dynamics, 2019

POPULATION PROJECTIONS

The Delaware Valley Regional Planning Commission (DVRPC), the Metropolitan Planning Organization area that includes Hightstown Borough as well as the remainder of Mercer County, published population and employment projections for the year 2040. DVRPC projects that the Borough’s population and employment will increase by 2.4% and 2.5%, respectively, from 2010 to 2040. As Table 25, Population, Household and Employment Projections shows, these rates are lower than for the county as a whole, in part reflecting the Borough’s comparatively built-out status with limited room for either residential or employment growth compared to elsewhere in the County. However, comparing DVRPC’s projection to the 2020 census count indicates that the Borough has already exceeded the projection for 2040 at 5,900 persons (see Table 12), and the County at 387,340 persons is approaching the 2040 projection.

Table 25. Population, Household, and Employment Projections, 2010 to 2040

	Hightstown Borough			Mercer County		
	2010	2040	% Change	2010	2040	% Change
Population	5,494	5,624	2.4%	366,513	390,730	6.6%
Employment	2,654	2,721	2.5%	266,672	286,087	7.3%

Source: Delaware Valley Regional Planning Commission, 2012

The Fair Housing Act requires that housing plans include a 10-year projection of new housing units based on the number of certificates of occupancy, development applications approved, probable developments, as well as other indicators deemed appropriate (N.J.S.A. 52:27D-310.b). Annual certificate of occupancy issuance for residential construction in Hightstown Borough during the years 2000 through 2020 averaged approximately 6.5 units. However, these certificates of occupancy do not represent net new housing units in Hightstown. In addition to the average 6.5 certificates of occupancy issued per year, an average 4.5 demolition

permits have been issued from 2000 to 2020. As a result, the average net new units per year is 2.0 in Hightstown.

Based on trends over the past 20 years, Hightstown could expect to see approximately 10 net new housing units by the year 2032; however, approved and anticipated development with and without units from this housing plan is expected to increase this number substantially. See Table 26, Housing Projections to 2032.

Table 26. Housing Projections to 2032

Year	Certificates of Occupancy Issued	Demolition Permits Issued	Net New Housing Units
2000	24	0	24
2001	5	0	5
2002	17	0	17
2003	14	1	13
2004	1	12	-11
2005	7	1	6
2006	18	0	18
2007	6	0	6
2008	14	2	12
2009	6	0	6
2010	8	3	5
2011	3	0	3
2012	1	0	1
2013	1	2	-1
2014	1	5	-4
2015	1	0	1
2016	0	68	-68
2017	1	0	1
2018	6	0	6
2019	0	0	
2020	3	0	3
Total	137	94	43
Average per Year	6.5	4.5	2.0
10-Year Housing Projection to 2032*	17	7	10

Source: NJDCA Construction Reporter, Demolition Permits Yearly Summary data, and Housing Units Certified.

* Based on 10-year period 2011-2020; excludes 2016 demolition permits as outlier year

Based on historical trends alone, Hightstown could expect to see as few as 10 net new housing units by the year 2032. The redevelopment of the Rug Mill property on Bank Street, by an affiliate of the PRC Group, will generate an additional 387 units, and the sites proposed in Table 33 in this plan for rezoning or redevelopment for inclusionary development or 100% affordable housing development, if they develop at the proposed density, could generate as many as 318 more housing units in total, for a potential grand total of 715 new housing units. With about 2,000 housing units today, this represents an increase of nearly 36% over the next ten years in the number of dwellings, if fully realized.

CONSIDERATION OF LANDS SUITABLE FOR AFFORDABLE HOUSING

According to Rowan University's NJ MAP land cover analysis, 92.2% of the Borough is currently classified as developed or urbanized. The next highest percentage of land use is Peddie Lake, which accounts for just 3.1% of Borough lands, and stream preservation/open space along the Rocky Brook accounts for much of the remainder.

The Hightstown Water Department supplies public drinking water to the entire Borough. With the exception of lands that are considered environmentally sensitive, the entire Borough is within Mercer County's sewer service area and virtually every lot has sewer service available. Sewage is treated at the Borough's Advanced Wastewater Treatment Facility in the northwest corner of the Borough.

Although the lands in the Borough are largely already developed, the Affordable Housing Subcommittee of the Borough's Planning Board has carefully sought to identify lands that might be able to generate affordable housing through rezoning, overlay zoning, or adoption or modification of a redevelopment plan. The properties included in this Housing Element and Fair Share Plan represent those that, in the opinion of the Subcommittee, show the greatest potential for developing new affordable units.

FAIR SHARE PLAN

HIGHTSTOWN AFFORDABLE HOUSING OBLIGATION

There are three components to a municipality's affordable housing obligation: the Rehabilitation share, or Present Need, the Prior Round obligation, and the Third Round obligation.

The Jacobson¹⁰ methodology for calculating fair share need is binding on participating Mercer County municipalities; thus, according to those calculations, Hightstown has a Rehabilitation share of 39 units; a Prior Round obligation of 38 units; and a Third Round obligation of 68 units. As previously stated, the Third Round includes both the Gap Present Need and Prospective or Future Need categories.

As is obvious, the Borough is largely developed, which constrains the opportunity to produce new affordable housing. For this reason, the Borough had originally considered petitioning for approval of a Vacant Land Adjustment, which allows a municipality to calculate what is known as its Realistic Development Potential, or RDP. A municipality's RDP represents the number of affordable units that can reasonably be constructed on undeveloped parcels greater than a certain size. Should a development receive approval on a parcel not originally included in the Vacant Land Analysis, the parcel gets added to the Vacant Land Analysis and the number of potential affordable units that development would be able to produce is added to the RDP. Thus, while Hightstown originally may have been able to lower its Third Round obligation through the Vacant Land Analysis process, the approval of the redevelopment of the former Rug Mill in the Borough, with the residential units it will provide, pushed the RDP above what the Borough's unadjusted obligation would be under the Jacobson methodology.

In addition, a municipality may petition to lower its Rehabilitation obligation by conducting an external conditions survey of every residence in the Borough, calculating the percentage of homes that, based on inspection, are in need of rehabilitation of at least one major system, and then multiplying the resulting number of units by a factor promulgated by COAH that estimates how many substandard units are likely to be occupied by low- and moderate-income households. While the Borough had originally thought to take advantage of this opportunity, the multiplier that municipalities in Mercer County must use to estimate the percentage of substandard units occupied by low- or moderate-income households is high, so this approach is unlikely to bear fruit in reducing the rehabilitation share. Consequently, the Borough accepts the numbers established in the Jacobson methodology.

Table 27 summarizes the Borough's three-part affordable housing obligation absent any adjustments.

¹⁰ - *ibid.*

Table 27. Hightstown Affordable Housing Allocation, Third Round Summary

Affordable Housing Component	Number
Rehabilitation Share	39
Prior Round Obligation*	38
Third Round Obligation	68
Total Obligation	145

Sources: Econsult, [Statewide and Municipal Obligations Under Jacobson Opinion](#), March 28, 2018; Council on Affordable Housing Municipal Low & Moderate Income Housing Need, October 11, 1993.

* Hightstown has an employment adjustment of seven units not reflected in COAH’s numbers, which lowers the Prior Round Obligation from 45 to 38 units.

Rehabilitation Obligation

The rehabilitation obligation can be defined as an estimate of the number of deteriorated housing units existing in Hightstown Borough that are occupied by low- and moderate-income households. The Borough’s Third Round rehabilitation obligation is 39 units.

Prior Round Obligation

The Prior Round obligation can be defined as the cumulative 1987 through 1999 new construction affordable housing obligation. This time period corresponds to the First and Second Rounds of affordable housing. Calculation of the Prior Round obligation follows the New Jersey Supreme Court’s 2013 decision affirming the validity of the Prior Round obligation. Hightstown’s Prior Round obligation is 38 units/credits as previously calculated by COAH. There is in fact an adjustment to this number as the figure in published accounts does not take into account an adjustment in the Borough’s employment numbers from the First Round where employment in East Windsor was incorrectly attributed to Hightstown based on street address.

Third Round Obligation

The estimated demand for affordable housing includes the “gap” portion of the Third Round that had already passed by the time of the New Jersey Supreme Court’s decision setting the present course of action (1999-2015), as well as a projection 10 years into the future starting in July 2015 (2015-2025). The 10-year period is derived from the Fair Housing Act that, when amended in 2001, required the projection be for this length of time (*N.J.S.A. 52:27D-310*). The court-approved methodology calculates Hightstown’s Gap Present Need at 39 units and Prospective Need at 29 units for a total Third Round new construction obligation of 68 units/credits.

REHABILITATION SHARE

N.J.A.C. 5:93-5.2(b) identifies the purpose of a rehabilitation program as the renovation of deficient housing units occupied by low- and moderate-income households. Deficient housing units are those “with health and safety code violations that require the repair or replacement of a major system,” including “weatherization, a roof, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems) and/or a load-bearing structural system.”

Through its Housing Rehabilitation Program, Mercer County offers assistance to income-eligible homeowners for home repairs and improvements that address safety, health and/or municipal code violations. The program takes advantage of funds provided by the United States Department of Housing & Urban Development (HUD) as part of the HOME Investment Partnerships Program. Funds are provided in the form of an interest-free deferred loan, which is due in full upon transfer of title to the property. All municipalities in the County are eligible to participate in the program, and indicate their interest in doing so via resolution. The Borough’s adopted resolution of participation may be found in Appendix ___. The County reports that since April 2010, however, that no units in Hightstown have been rehabilitated using County HOME funds.

Renter-occupied units constitute more than one-third of the dwellings in Hightstown. More than 40 percent of those, or an estimated 284, are single family detached and townhouses/row houses. Another 81 are two to four-unit buildings and 161 five to nine-unit buildings. Historically, these rental properties are ones most likely to be owned by small landlord businesses with limited resources. Affordable housing rules indicate that rehabilitation programs need to address both owner-occupied and renter-occupied dwellings. Consequently, the Borough will sign a separate agreement with its Administrative Agent, Community, Grants, Planning and Housing (CGP&H), to establish a rehabilitation program for renter-occupied units to provide assistance to landlords. This will require resources from the affordable housing trust fund as they become available. The Borough will direct owners of owner-occupied units to the County program because of limited funds. The draft agreement with CGP&H and the draft operating manual for the program may be found in Appendix ___.

Funds that rehabilitate for-sale units will be considered a 0% interest loan, for which no repayments are required until the owner transfers title to the property. The loan is recorded as a mortgage, and the homeowner signs a promissory note, creating a perpetual lien on the property that is removed when title changes and the loan is repaid. Any loan proceeds will be recycled into future loans to eligible homeowners.

Rental units that are rehabilitated will have 10-year affordability controls imposed on them.

PRIOR ROUND OBLIGATION

Hightstown’s Prior Round obligation, after accounting for an adjustment in its employment numbers, is 38 units. The formulas in Table 28 represent additional requirements pursuant to *N.J.A.C. 5:93-5.14* and *N.J.A.C. 5:93-5.15*:

Table 28. Hightstown Prior Round Formulas

Minimum Rental Units = 10 units

.25 (Prior Round obligation – 20% cap – 1000 unit cap) =
 .25 (38 – 0 – 0) = .25 (38) = 9.5 units, rounded up to 10 units

Minimum Low-Income Units = 14 units

.50 (all constructed units) = .50 (28) = 14 units.

Maximum Rental Bonus Credits = 10 units

No more than the minimum rental obligation = 10 units

Maximum Senior Units = 9 Units

.25 (Prior Round obligation) = .25 (38) = 9.5 units, rounded down to 9 units

Hightstown has partially satisfied its Prior Round obligation with 13 units and 10 associated rental bonuses for a total of 23 credits, as shown in Table 29. The existing units being claimed satisfy all of the formula obligations above with the exception of the minimum number of low-income units: The Borough is providing 10 rental units and no age-restricted units. While the Borough has been able to claim all available rental bonuses, it must still provide 15 more affordable units, including six low-income units, above what is already available. The Borough’s efforts to do this are discussed below under **Remaining Obligation**. In satisfying a municipal obligation, there is some leeway in moving units around to the best advantage of the municipality so that units built in the Third Round may be used in the Prior Round. That is what is occurring in Table 29, in order to maximize the number of rental bonus credits that are allowed to be used.

Table 29. Credits Towards Hightstown’s 38-Unit Prior Round Obligation.

Housing Mechanism	Rental	For-Sale	Bonus	Total
Holly House (Bl 59/Lt 5.02) – Alternative Living Facility; existing	10	0	10; maximum permitted	20
Spring Crest Group Home (Bl. 55/Lot 4) – Alternative Living Facility; existing	3	0	0	3
Total Prior Round: 38-unit Obligation	13	0	10	23
To Be Satisfied				15 units

Of the 38 needed credits in the Prior Round, 28 need to be actual constructed units. Of this number, 14 are required to be low income; eight are low income, five from Holly House units and all three of the Spring Crest units¹¹.

¹¹ - Income levels on some units still need to be verified through crediting documentation.

ALTERNATIVE LIVING ARRANGEMENTS-PRIOR ROUND

Holly House

Holly House (114 Dey Street; Block 59, Lot 5.02; see letter C on the Affordable Housing Sites Map on p. ___) was until the end of 2012 a 10-bedroom Class C boarding home. The facility was first deed-restricted at the end of 1992. The property was sold in 2008 and the new owner opted not to extend the affordability controls. However, the Borough may claim 10 affordable units and 10 associated rental bonuses for the Prior Round for this residential building. Documentation of controls on the Holly House units may be found in Appendix ___.

Spring Crest Group Home

The Spring Crest Group Home, also known as the Hightstown Group Home, is a three-bedroom facility at 114 Spring Crest Drive (Block 55, Lot 4; see letter E on the Affordable Housing Sites Map on p. ____). It was purchased in 1987 by the Center for Innovative Family Achievements, which organization was bought by SERV in 1996. SERV continues to own and operate the facility. The group home originally had 20-year affordability controls that expired in 2007, and in 2013 the Borough executed an agreement with SERV to impose new controls for another 20 years. The Borough is claiming three credits for the three bedrooms (credit for group homes is by the bedroom) in the Prior Round, and three units with three associated rental bonus credits for the extension of controls on the facility in the Third Round. A special-needs facility survey, a current license, and the extension of controls deed restriction may be found in Appendix ___.

THIRD ROUND OBLIGATION

As previously indicated, the Borough’s Third Round obligation is 68 units, including a 39-unit “Gap Present Need” obligation and a 29-unit “Prospective Need” obligation.

The formulas in Table 30 represent the compliance requirements pursuant to *N.J.A.C. 5:93-5.14*, *N.J.A.C. 5:93-5.15*, and the New Jersey Fair Housing Act:

Table 30. Hightstown Third Round Formulas

Minimum Rental Obligation = 17 units

$$.25 \text{ (obligation)} = .25 (68) = 17 \text{ units}$$

Maximum Rental Bonus = 17 units

No more than the minimum rental obligation = 17 units

Minimum Family Rental Units = 9 units

$$.50 \text{ (Third Round minimum rental obligation)} = .50 (17) = 8.5 \text{ units, rounded up to 9 units}$$

Maximum Senior Units = 17 units

$$.25 \text{ (obligation)} = .25 (68) = 17 \text{ units}$$

Minimum Total Family Units = 26 units

$$.50 \text{ (obligation – rental bonuses)} = .50 (68-17) = .50(51) = 25.5 \text{ units, rounded up to 26 units}$$

Minimum Low-Income = 26 units

.50 (all constructed units) = .50 (51) = 25.5 units, rounded up to 26 units

Minimum Very Low-Income Units = 11 units

.13 (affordable units approved and constructed or to be constructed after mid-2008) = .13 (82) = 10.66 units; rounded up to 11 units

Minimum Very Low-Income Family Rental Units = 6 units

.50 (required very low-income units) = .50 (11) = 5.5 units, rounded up to 6 units

Hightstown has partially satisfied its Third Round obligation with 21 existing, approved and proposed units and 15 of 17 permitted associated rental bonuses for a total of 36 credits, as shown in Table 31. The existing units being claimed satisfy some but not all of the formula obligations listed in Table 30, as follows:

- The Borough is providing 15 rental units, the majority of which are non-family units, so it will be required to provide six more family rental units in order to comply with both the minimum rental obligation and the minimum family rental obligation. As a result it is only able to claim 15 of 17 available rental bonuses, but reserves the right to claim the remaining two bonuses when it has a firm commitment for the development of at least two additional affordable family rental units;
- The Borough is providing nine total family units and will need to provide the opportunity for 17 more;
- The Borough is not claiming any age-restricted units;
- The Borough is providing 13 low-income units, and will need to provide the opportunity for 14 more;
- The Borough is providing three very low-income units, and will need to provide the opportunity for eight more in order to satisfy both the very low-income requirement and the very low-income family requirement. These units also count toward the required low-income total.

The Borough's efforts to meet these obligations are discussed below under the heading **Remaining Obligation**.

Table 31. Credits Towards Hightstown’s 68-Unit Third Round Obligation.

Housing Mechanism	Rental	For-Sale	Bonus	Total
Habitat for Humanity – 100% affordable family for-sale; scattered sites; existing, approved and proposed		6		6
Spring Crest Group Home (Bl 55/Lt 4) – alternative living facility; existing	3		3	6
Randolph Boarding Home (Bl 38/Lt 1) – alternative living facility; existing	9		9	18
William Street (Bl 13/Lt 24.02) – inclusionary family rentals; existing	3		3	6
Total Third Round: 68-unit Obligation	15	6	15	36
To Be Satisfied				32 units

Of the 68 needed credits in the Third Round, 51 need to be actual constructed units, assuming that all of the rental bonus credits can eventually be achieved. Of this number, 26 are required to be low income; 13 are low-income (one Habitat unit, three Spring Crest group home bedrooms, seven Randolph Street Boarding Home bedrooms, and two William Street units), of which all three of the Spring Crest units also count as very low-income units with controls imposed after 2008.¹² These projects are described below:

100% AFFORDABLE FAMILY FOR-SALE – EXISTING, APPROVED, AND PROPOSED – THIRD ROUND

Habitat for Humanity

For almost 15 years the Borough has worked with the local chapter of Habitat for Humanity to create homeownership opportunities for low- and moderate-income households. The Borough is claiming credit for the following six units, which are in varying stages of completion by Habitat for Humanity as noted below:

250 Academy Street. (Block 40, Lot 28 – see letter B on the Affordable Housing Sites Map on page ___) – one unit, completed: The Borough purchased this property out of foreclosure in 2009 and sold it to Habitat for Humanity, which constructed an affordable single-family home. A deed restriction of at least 30 years was imposed on the unit in 2010. CGP&H, the Borough’s designated affordable housing administrative agent, administers the unit and reports it is a three-bedroom, low-income unit, which received its certificate of occupancy in 2010.

226, 228, 230, and 232 Academy Street. (Block 40, Lots 22, 23 and 24, now consolidated and re-subdivided as Lots 22.01, 22.02, 22.03 and 22.04; 224, 226, 230 and 232 Academy Street – see letter B on the Affordable Housing Sites Map on page ___) – four units, approved and/or constructed. In 2011, Habitat for Humanity received Planning Board approval to construct two duplex residences on these lots, for a total of four affordable

¹² - Income levels on some units still need to be verified through crediting documentation.

units. In 2012 the Borough authorized the transfer of \$200,000 in affordable housing trust funds to facilitate the units' construction. The unit at 232 Academy Street, which CGP&H notes is a three-bedroom unit, had a deed restriction imposed in November 2021 and notes the unit is affordable to a moderate-income buyer. The unit at 230 Academy Street, also a moderate-income unit, was transferred to a qualified purchaser in March 2022. Construction has not yet started on the units at 226 and 228 Academy Street.

207 Grant Avenue (Block 34, Lot 4.02 – see no. 9 on the Affordable Housing Sites Map on page ___) – one unit proposed. The Borough and Habitat for Humanity separately report that this 0.23-acre vacant lot will be donated to the non-profit. As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, this site meets these criteria.

- Site Control (availability). The site has no known title defects or deed restrictions that preclude development of affordable housing.
- Suitability. The lot has approximately 77 feet of frontage on Grant Avenue, one block north of County Route 537 (Stockton Street) and a short distance from Academy Street, close to the Borough's downtown. It is in the Borough's R-3 zoning district, which permits single-family dwellings on lots at least 75 feet wide and 100 feet deep. The lot is currently vacant.
- State Plan. Development of the site is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over the site. The site is located in a smart-growth planning area. The adopted 2001 State Plan designates the site as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.
- Adequate Sewer and Water (developability). The site is located in a sewer service area and a public water area. Water and sewer have been installed along Grant Avenue. A letter from the Borough Engineer, Carmela Roberts, PE CME, dated March 18, 2022, indicates that existing water and sewer conveyance systems can accommodate the additional unit from this site.
- Approvability. Development of the site can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA. The site is within the Borough's Historic District and would undergo review and recommendation to the Planning Board as part of site plan review.
- Environmental Constraints and Regulations. The site will comply with all applicable environmental regulations. The site contains no steep slopes, wetlands, stream corridors, flood hazard areas, or known environmental contamination that could prevent construction of an affordable single-family home.

In addition to site suitability, the developer of the affordable housing project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require that CGP&H, the Borough's Administrative Agent, administer the initial sale and any resale of any affordable unit developed on the site, as required by Article 28-17 of the Borough Code as well as state regulation, including affirmatively marketing the unit, income-qualifying potential buyers, imposition of minimum 30-year affordability controls on the unit, and long-term administration of the unit in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Affirmative Marketing. The affordable unit will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable unit will have minimum 30-year affordability controls.

Documentation for all Habitat for Humanity units may be found in Appendix ____.

INCLUSIONARY FAMILY RENTALS – THIRD ROUND

132C, 132E and 132F William Street

In 2017 the property at Block 13, Lot 24.02 (letter A on the Affordable Housing Sites Map on page ____) was developed with six apartments, three of which have 30-year affordability controls imposed on them. Of the three, two two-bedroom units are designated as low-income units and one three-bedroom unit is designated as a moderate-income unit. The three units are administered by CGP&H, the Borough's affordable housing Administrative Agent.

ALTERNATIVE LIVING FACILITIES – THIRD ROUND

Spring Crest Group Home

As noted above under Prior Round, the Borough is claiming three credits and three associated rental bonuses for the extension of controls executed between the Borough and SERV for SERV's three-bedroom group home at 114 Spring Crest Drive. Please see the Prior Round description for additional information.

Randolph Street Boarding Home

This is an existing Class A boarding facility at 278 Academy Street (Block 38, Lots 1 and 2 – see letter D on the Affordable Housing Sites Map on page ____), with nine income-restricted bedrooms: two designated for moderate-income households and seven for low-income households. The units were deed-restricted for 30 years beginning in 2017, in return for a payment to the owner of \$111,000 from the Borough's affordable housing trust fund. The Borough is claiming credit for nine units plus nine associated rental bonuses from this facility. The deed restriction may be found in Appendix ____.

REMAINING OBLIGATION

The Borough acknowledges that it has not yet fully met its Prior Round or Third Round affordable housing obligations. Table 32 below summarizes the obligations yet to be satisfied.

Table 32. Hightstown’s Remaining Obligation

Requirement	Obligation	Provided	Remaining
Prior Round Total	38	23	15
<i>Prior Round Low-Income Units</i>	14	8	6
Third Round Total	68	36	32*
<i>Third Round Rental Units</i>	17	15	2
<i>Third Round Family Rental Units</i>	9	3	6
<i>Third Round Family Units</i>	26	9	17
<i>Third Round Low-Income Units</i>	26	12	14
Very Low-Income Units Since 2008	11	3	8
<i>Very Low-Income Family Units Since 2008</i>	6	0	6
Total Units Required	106	59	47

* - Two of these may be satisfied by rental bonuses as soon as the Borough has a firm commitment for the development of affordable family rental units.

In addition to the specific water and sewer conveyance information noted with each site, a letter dated March 18, 2022 from the Borough Engineer, Carmela Roberts, PE, CME, indicates that there is sufficient water supply and sewer treatment capacity to accommodate all the proposed inclusionary developments listed below. Following are the proposed means to satisfy the remaining obligations of the allocated affordable housing numbers in Hightstown.

Inclusionary Zoning and Inclusionary Overlay Zoning

The Affordable Housing Subcommittee of the Borough’s Planning Board has examined opportunities throughout the Borough for the provision of additional affordable housing. Table 33 below lists the properties the Subcommittee believes offer the greatest opportunity for development or redevelopment in a manner that would provide affordable units on an inclusionary basis – that is, as part of a larger development that also includes market-rate housing units. Typically, the percentage of affordable units in a development project ranges from 15% to 20%, but sometimes higher if particular incentives or outside governmental programs can be tapped. In this document, 20% is assumed. Each of the sites is discussed in greater detail below. As Table 33 demonstrates, the Subcommittee believes the Borough has sufficient opportunity via these properties to satisfy its entire Prior Round and Third Round obligations, even if some of the proposed sites do not eventually generate the anticipated number of affordable units. With the adoption of this document, the Planning Board recommends the proposed rezoning of following the sites to permit the residential density

Borough of Hightstown, Mercer County
 DRAFT Housing Element and Fair Share Plan

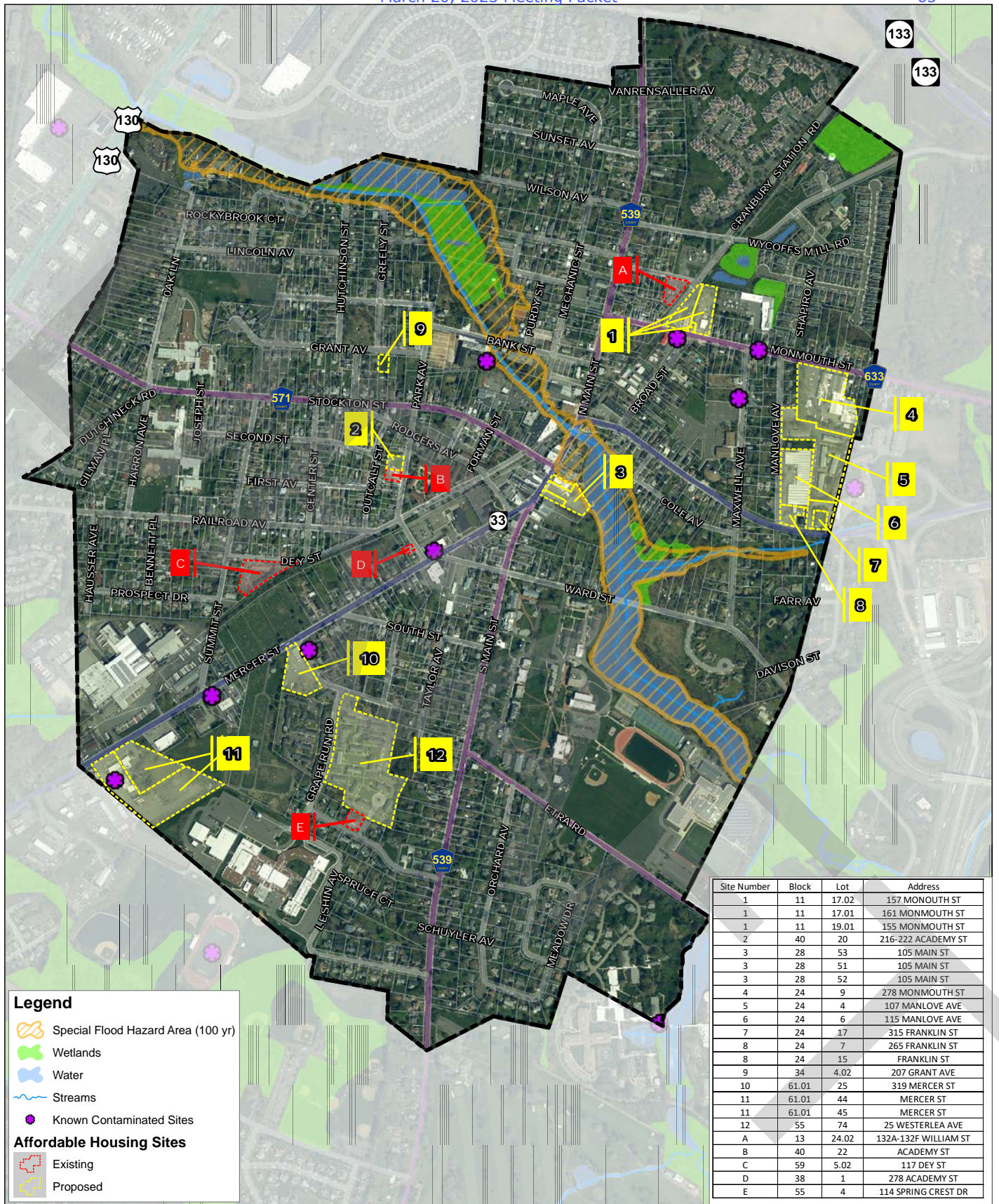
January 9, 2023

and mandatory set-aside noted in the table. More information about each site is set forth following Table 33.

Table 33. Potential Inclusionary Affordable Housing Sites in Hightstown

Site No.*	Address Block and Lot	Gross Acreage	Developable Acreage	Total Potential New Units	Minimum Affordable Units at 20%	Total Feasible New Affordable Units
1	Broad and Monmouth Streets Block 11, Lots 17.01, 17.02, and 19.01	2.15	2.15	25.80 @ 12 units/acre	5.16	5
2	216-222 Academy Street Block 40, Lot 20	0.28	0.28	3.34 @ 12 units/acre	0.67	1
3	105 Main Street Block 28, Lots 51, 52, and 53	1.33	1.33	54.00	10.80	11
4	278 Monmouth Street Block 24, Lot 9	4.18	4.18	58.52 @ 14 units/acre	11.70	12
5,6,7	115 Manlove Avenue and 315 Franklin Street Block 24, Lots 6 and 17 (lot 5 not included in calculation)	2.76	2.76	38.64 @ 14 units/acre	7.73	8
8	265 Franklin Street Block 24, Lot 7	0.34	0.34	4.76 @ 14 units/acre	0.95	1
8	Franklin Street Block 24, Lot 15	0.4	0.4	5.60 @ 14 units/acre	1.12	1
10	319 Mercer Street Block 61.01, Lot 25	1.5	1.5	21.00 @ 14 units/acre	4.20	4
11	Mercer Street Block 61.01, Lots 44 and 45	5.0	5.0; may be less (see below)	60.00 @ 12 units/acre	12.00	12
12	25 Westerlea Avenue Block 55, Lot 74	8.4	8.4	44.88 @ 18 units/acre	8.98	9
Total Potential Affordable Units						64
Surplus Above 47-Unit Unsatisfied Obligation						17

* Site numbers refer to the map on the next page.



Clarke Caton Hintz ● ● ■
 Architecture
 Planning
 Landscape Architecture

Affordable Housing Sites

LOCATION:
 Hightstown Borough, Mercer County, NJ

DATE:
 March 8, 2022

216-222 Academy Street (Block 40, Lot 20): There are existing approvals for development of four units on this vacant lot, currently owned by Ordonez Realty. The approvals require one of the four units to be affordable. To date construction has not started, but the Borough is relying on the future development to produce one affordable unit. A letter from the Borough Engineer, Carmela Roberts, PE, CME, dated March 18, 2022 indicates that existing water and sewer conveyance systems can accommodate the additional four units from this site.

Wells Fargo, 105 Main Street (Block 28, Lots 51, 52 and 53): The Borough has been approached by a developer with a proposal to construct 54 residential units above retail/commercial on this 1.33-acre site. The site is in the DTC Downtown Core zoning district, and the lots are designated to be included in a future expansion of Sub-Area 3 of the Borough's adopted 2004 Main Street Redevelopment Plan. If development is subject to the Redevelopment Plan, the affordable housing set-aside will be determined through negotiation with the designated redeveloper. For purposes of this housing plan, the set-aside has been calculated at 20%, for a yield of 11 affordable family rental units. The affordable units must be provided on-site.

As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, this site meets these criteria.

- **Site Control** (availability). The site has no known title defects or deed restrictions that preclude development of affordable housing.
- **Suitability**. The site is currently occupied by the former Wells Fargo Bank building and associated parking. It has adequate frontage on Main Street, which is state Route 33, and it backs up to Peddie Lake. Adjacent to the site and across Main Street are two- and three-story buildings with retail and commercial space on the ground floor and apartments and offices above. As noted above, the site is currently in the Downtown Core zoning district, which permits apartments above ground-floor commercial uses.
- **State Plan**. Development of the site is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over the site. The site is located in a smart-growth planning area. The adopted 2001 State Plan designates the site as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.
- **Adequate Sewer and Water** (developability). The site is located in a sewer service area and a public water area. Water and sewer have been installed along Main Street. A letter from the Borough Engineer indicates that existing water and sewer conveyance systems can accommodate the additional 54 units from this site.

- Approvability. Development of the site can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA, or within the Borough's Historic District.
- Environmental Constraints and Regulations. The site will comply with all applicable environmental regulations. The site contains no steep slopes, wetlands, or known environmental contamination that could prevent its development with the proposed housing project. It is next to Peddie Lake, however, and development will need to adhere to any flood hazard or stream encroachment regulations pertaining to its location.

In addition to site suitability, the developer of the redevelopment project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require that the residential developer engage an administrative agent, as required by Article 28-17 of the Borough Code as well as state regulation, to administer and affirmatively market the units at the development, income-qualify applicants, place minimum 30-year affordability controls on the units, and provide long-term administration of the units in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Very Low-, Low- and Moderate-Income Distribution. At least half of the affordable units developed will be affordable to low-income households, with at least 13% affordable to very low-income households.
- Affirmative Marketing. The affordable units will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable units will have minimum 30-year affordability controls.
- Bedroom Distribution. The distribution of the number of bedrooms will follow UHAC regulations.

Broad and Monmouth Streets (Block 11, Lots 17.01, 17.02, 19.01): These three lots, totaling 2.15 acres on the north side of Monmouth Street east of Cranbury Station Road where Broad Street dead-ends, currently house low-density automotive-oriented uses, but are adjacent to residential uses. The Borough is proposing to rezone the lots for inclusionary residential development at a density of 12 units per acre with a 20% affordable housing set-aside, which could produce five affordable units.

As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, this site meets these criteria.

- Site Control (availability). The lots have no known title defects or deed restrictions that preclude development of affordable housing.
- Suitability. The lots have adequate frontage on Monmouth Street, which is County Route 633, and Cranbury Station Road. Across Cranbury Station Road are townhouses and low-rise apartments, and across Monmouth Street are low-rise commercial establishments. The lots are currently part of the DTG, Downtown Gateway, zoning district, which permits single-family and duplex residences as well as apartments above or behind commercial uses. The lots are adjacent to the R-3 single-family zoning district to the east on Monmouth Street; the AA Active Adult Age-Restricted Single-Family zoning district to the north; and the R-4 single-family and R-PMF Planned Multi-Family residential districts across Cranbury Station Road. The R-PMF district includes the existing affordable units on William Street.
- State Plan. Development of the site is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over the site. The site is located in a smart-growth planning area. The adopted 2001 State Plan designates the site as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.
- Adequate Sewer and Water (developability). The site is located in a sewer service area and a public water area. Water and sewer have been installed along Monmouth Street and Cranbury Station Road. Adequate water and sewer has been determined to exist for this site by the Borough Engineer.
- Approvability. Development of the site can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA, or within the Borough's Historic District.
- Environmental Constraints and Regulations. Any inclusionary development will comply with all applicable environmental regulations. The lots contain no steep slopes, wetlands, stream corridors, flood hazard areas, or known environmental contamination that could prevent their development as contemplated.

In addition to site suitability, the developer of the affordable housing project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require that the residential developer engage an administrative agent, as required by Article 28-17 of the Borough Code as well as state regulation, to administer and affirmatively market the units at the development, income-qualify applicants, place minimum 30-year affordability controls on the units, and provide long-term administration of the units in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*

- Very Low-, Low- and Moderate-Income Distribution. At least half of the affordable units developed will be affordable to low-income households, with at least 13% affordable to very low-income households.
- Affirmative Marketing. The affordable units will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable units will have minimum 30-year affordability controls.
- Bedroom Distribution. The distribution of the number of bedrooms will follow UHAC regulations.

319 Mercer Street (Block 61.01, lot 25): This 1.5-acre lot is the site of the Tornquist Garage, which appears not to be operational. The Borough is proposing to rezone the property for inclusionary residential development at a density of 14 units per acre with a 20% affordable housing set-aside, which could produce four affordable units. In addition, the association that manages the adjacent Cedar Hill Cemetery has expressed interest in selling a small parcel adjacent to Lot 25, which would allow for greater frontage along Mercer Street and a more regular lot shape. Should that transpire, the resulting larger lot may yield one more affordable unit, which has not been included in the total potential yield for this property.

As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, this site meets these criteria.

- Site Control (availability). The lot has no known title defects or deed restrictions that preclude development of affordable housing.
- Suitability. The lot has adequate frontage on Mercer Street, which is State Route 33. The lot and the gas station across Grape Run Road are both zoned HC-Highway Commercial, but the lot is otherwise surrounded by various residential zoning districts. To its west and across Route 33 are portions of the Cedar Hill Cemetery, respectively part of the R-1 and R-4 residential zoning districts, and behind the lot are the Westerlea and Deerfield apartments, zoned R-MF, Residential Multi-Family.
- State Plan. Development of the site is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over the site. The site is located in a smart-growth planning area. The adopted 2001 State Plan designates the site as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.

- Adequate Sewer and Water (developability). The site is located in a sewer service area and a public water area. Water and sewer have been installed along Mercer Street. A letter from the Borough Engineer, Carmela Roberts, PE CME, dated March 18, 2022, indicates that existing water and sewer conveyance systems can accommodate the additional 21 units from this lot. The lot will need to connect to the water main on Mercer Street.
- Approvability. Development of the site can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA, or within the Borough's Historic District.
- Environmental Constraints and Regulations. The site will comply with all applicable environmental regulations. The site contains no steep slopes, wetlands, stream corridors, flood hazard areas, or known environmental contamination that could prevent its development as contemplated.

In addition to site suitability, the developer of the affordable housing project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require that the residential developer engage an administrative agent, as required by Article 28-17 of the Borough Code as well as state regulation, to administer and affirmatively market the units at the development, income-qualify applicants, place minimum 30-year affordability controls on the units, and provide long-term administration of the units in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Very Low-, Low- and Moderate-Income Distribution. At least half of the affordable units developed will be affordable to low-income households, with at least 13% affordable to very low-income households.
- Affirmative Marketing. The affordable units will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable units will have minimum 30-year affordability controls.
- Bedroom Distribution. The distribution of the number of bedrooms will follow UHAC regulations.

415 Mercer Street (Block 61.01, Lots 44 and 45): These lots, totaling five acres at the very southwestern edge of the Borough, comprise the former Lucas Electric site, currently being used by an automotive-oriented retail business and the Borough Police Department. The Borough is in the process of relocating the Police Department, and is proposing to rezone the property for inclusionary residential development at a density of

12 units per acre with a 20% affordable housing set-aside, which could produce 12 affordable units.

As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, this site meets these criteria.

- Site Control (availability). The lots have no known title defects or deed restrictions that preclude development of affordable housing.
- Suitability. The lots has adequate frontage on Mercer Street, which is State Route 33. The lots are currently zoned HC, Highway Commercial, as are neighboring properties on both sides of Mercer Street. The rear of the lots borders R-1 single-family zoning district.
- State Plan. Development of the site is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over the site. The site is located in a smart-growth planning area. The adopted 2001 State Plan designates the site as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.
- Adequate Sewer and Water (developability). The site is located in a sewer service area and a public water area. Water and sewer have been installed along Mercer Street. A letter from the Borough Engineer, Carmela Roberts, PE CME, dated March 18, 2022 indicates that existing water and sewer conveyance systems can accommodate the additional 60 units from these lots.
- Approvability. Development of the site can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA, or within the Borough's Historic District.
- Environmental Constraints and Regulations. The site will comply with all applicable environmental regulations. The site contains no steep slopes, wetlands, stream corridors, or flood hazard areas, that could prevent the site producing affordable housing. However, there is a small area of known groundwater contamination toward the front of Lot 45. While any actual development is envisioned to take place on the rear portion of the lot, the extent of contamination may hinder development of affordable units on the site.

In addition to site suitability, the developer of the affordable housing project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require that the residential developer engage an administrative agent, as required by Article 28-17 of the Borough Code

as well as state regulation, to administer and affirmatively market the units at the development, income-qualify applicants, place minimum 30-year affordability controls on the units, and provide long-term administration of the units in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*

- Very Low-, Low- and Moderate-Income Distribution. At least half of the affordable units developed will be affordable to low-income households, with at least 13% affordable to very low-income households.
- Affirmative Marketing. The affordable units will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable units will have minimum 30-year affordability controls.
- Bedroom Distribution. The distribution of the number of bedrooms will follow UHAC regulations.

25 Westerlea Avenue (Block 55, Lot 74): These 8.4 acres are the site of the Westerlea Apartments, currently developed at a density of just over 12 units per acre. The Borough is proposing to adopt inclusionary overlay zoning on the site, which would give the owner of the apartments the option to construct additional apartments by adding on to existing buildings, up to an overall density of 18 units per acre. This could potentially produce 45 new apartments. Should the owner opt to do this, the overlay zoning would require a 20% affordable housing set-aside, which could produce nine affordable units. Should a 20% set-aside on just the new units prove infeasible for the owner, a 15% set-aside, which is permitted by Borough ordinance for inclusionary rental development, could produce six or seven affordable units. The owner could choose to deed-restrict the requisite number of older units, providing the opportunity to charge full market rent for all of the newly constructed units.

As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, this site meets these criteria.

- Site Control (availability). It is anticipated that the current owner of the existing Westerlea Apartments would take advantage of the overlay zoning.
- Suitability. The property has access to Route 33 via Westerlea Avenue and Grape Run Road, and access to Main Street via Spring Crest Drive. The property is currently zoned R-MF, which permits multi-family residential development at a maximum density of 12 units per acre.
- State Plan. Development of the site is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over the site. The site is located in a

smart-growth planning area. The adopted 2001 State Plan designates the site as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.

- Adequate Sewer and Water (developability). The site currently has water and sewer service and the Borough Engineer has determined that the existing water and sewer conveyance systems can accommodate the additional 45 units from this site.
- Approvability. Development of the site can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA, or within the Borough's Historic District.
- Environmental Constraints and Regulations. The site will comply with all applicable environmental regulations. The site contains no steep slopes, wetlands, stream corridors, flood hazard areas, or known environmental contamination that could prevent its development as contemplated.

In addition to site suitability, the developer of the affordable housing project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require the residential developer to engage an administrative agent, as required by Article 28-17 of the Borough Code as well as state regulation, to administer and affirmatively market the units at the development, income-qualify applicants, place minimum 30-year affordability controls on the units, and provide long-term administration of the units in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Very Low-, Low- and Moderate-Income Distribution. At least half of the affordable units developed will be affordable to low-income households, with at least 13% affordable to very low-income households.
- Affirmative Marketing. The affordable units will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable units will have minimum 30-year affordability controls.
- Bedroom Distribution. The distribution of the number of bedrooms will follow UHAC regulations.

Eastern Downtown Gateway. This area comprises several lots that could be rezoned to encourage development or else could be studied to determine if they collectively meet the criteria for an area in need of redevelopment designation and subsequent redevelopment plan. The concept is to rezone all these lots into a single inclusionary

residential zone permitting commercial/retail uses along Franklin Street and residential development above and behind the commercial/retail uses at a density of 14 units per acre with a 20% affordable housing set-aside. In the alternative, adopt a redevelopment plan for the lots that would enable similar development, depending on the interest of the landowners. A total of 21 affordable units could be produced at the acreage and densities proposed. The area includes the following properties:

115 Manlove Avenue and 315 Franklin Street (Block 24, Lots 6 and 17): These lots comprise the Comisky Nurseries property. Lot 6, the larger lot, is zoned R-MF, Residential Multi-Family, and Lot 17, which has frontage on Franklin Street, is zoned DTG, Downtown Gateway, which permits single-family and duplex residences and apartments above or behind commercial uses. At the proposed density of 14 units per acre, these two lots could produce eight affordable units.

265 Franklin Street (Block 24, Lot 7): This lot, currently zoned Downtown Gateway, contains a small single-family residence, used as rental property. At the proposed density of 14 units per acre, this lot could yield one affordable unit.

278 Monmouth Street (Block 24, Lot 9): This lot, currently zoned R-MF, Residential Multi-Family, houses the Empire Antiques business. At the proposed density of 14 units per acre, this property could produce 12 affordable units.

Franklin Street (Block 24, Lot 15): This is a U-shaped lot, currently vacant, that surrounds Lot 7 (above) on three sides. It is also zoned Downtown Gateway. At the proposed density of 14 units per acre, this property could produce one affordable unit.

As required in *N.J.A.C. 5:93-5.3*, affordable housing sites shall be approvable, developable, and suitable, as defined in *N.J.A.C. 5:93-1.3*, for the production of low- and moderate-income housing. As demonstrated below, these lots meet these criteria.

- Site Control (availability). The lots have no known title defects or deed restrictions that preclude development of affordable housing.
- Suitability. The lots have adequate frontage on Franklin Street, which is state Route 33, Manlove Avenue and Monmouth Street.
- State Plan. Development of the lots is consistent with the SDRP and the rules and regulations of all agencies with jurisdiction over them. The lots are located in a smart-growth planning area. The adopted 2001 State Plan designates them as being located in the Suburban Planning Area, PA 2, where infill redevelopment is encouraged.
- Adequate Sewer and Water (developability). The lots are located in a sewer service area and a public water area. Water and sewer have been installed along most street

frontages. A letter from the Borough Engineer, Carmela Roberts, PE CME, dated March 18, 2022 indicates the following:

- For all lots, the water system may not currently be able to provide adequate fire flow. Fire flow tests will be required, and an upgrade may be necessary.
- It is not clear how the property at 315 Franklin and the U-shaped vacant lot on Franklin Street are provided sanitary sewer service, if they are provided today, and an extension of the sewer main may be required in order to provide sewer service to these lots, if it is lacking today.
- In order to provide sewer service to the lot at 265 Franklin Street, an extension of the sewer main must be constructed and connected to the existing main on Manlove Avenue.
- Approvability. Development of the lots can be accomplished that is consistent with the Residential Site Improvement Standards, *N.J.A.C. 5:21-1 et seq.* The site is not within jurisdiction of a regional planning agency or CAFRA, or within the Borough's Historic District.
- Environmental Constraints and Regulations. Development will comply with all applicable environmental regulations. The lots contain no steep slopes, wetlands, stream corridors, flood hazard areas, or known environmental contamination that could prevent their development as contemplated.

In addition to site suitability, the developer of the affordable housing project will be required to meet the applicable requirements of UHAC:

- Administrative Entity. The Borough will require that any residential developer engage an administrative agent, as required by Article 28-17 of the Borough Code as well as state regulation, to administer and affirmatively market the units at the development, income-qualify applicants, place minimum 30-year affordability controls on the units, and provide long-term administration of the units in accordance with rules at *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Very Low-, Low- and Moderate-Income Distribution. At least half of the affordable units developed will be affordable to low-income households, with at least 13% affordable to very low-income households.
- Affirmative Marketing. The affordable units will be affirmatively marketed in accordance with *N.J.A.C. 5:93-1 et seq.* and *N.J.A.C. 5:80-26.1 et seq.*
- Controls on Affordability. As noted, the affordable units will have minimum 30-year affordability controls.

- Bedroom Distribution. The distribution of the number of bedrooms will follow UHAC regulations.

Other Potential Sites for Future Consideration

132 Maxwell Avenue (Block 27, Lot 38): It was the Subcommittee's opinion that even at a residential density of six units per acre, which is the minimum density for triggering an affordable housing set-aside, the development intensity would be too high for this 0.59-acre vacant site. However, it is included because of its potential to support a single-family unit or duplex, should an affordable housing developer such as Habitat for Humanity be interested.

107 Manlove Avenue (Block 24, Lot 4): This is the site of the Townhouse Gardens Apartments, currently zoned R-MF, Residential Multi-Family, and developed at a density of 14 units per acre. The Affordable Housing Subcommittee believes there is an opportunity to develop this area of the Borough into a residential and local retail center, and that 14 residential units per acre is an appropriate density. Therefore, this plan has not projected any additional units to be developed on the Townhouse Gardens site, but has included it as an "anchor" site in the hope of sparking inclusionary residential development on the various lots around it listed above. The Townhouse Gardens Apartments property and those in the Eastern Downtown Gateway total 11.42 acres.

Mandatory Set-Aside

In 2019 the Borough voluntarily adopted a mandatory affordable housing set-aside ordinance, which requires all new housing developments to set aside as affordable 15% of new units developed if the units are to be rental units, and 20% of new units developed if the units are to be for-sale units. For assisted-living units, the required set-aside is 10%. In cases where the set-aside calculation does not result in a full integer, the developer may round the set-aside up to the nearest full integer and set aside that number of units as affordable; or, if the partial integer is less than 0.5, the developer may round the set-aside down and provide a fractional payment in lieu of construction for the partial unit, which will be deposited into the Borough's affordable housing trust fund. Exempted from the set-aside requirement are individual single-family and duplex construction if not part of a larger development, and new residential units developed in a redevelopment area, where the set-aside is permitted to be negotiated as part of the redevelopment agreement.

VERY LOW-INCOME UNITS

Pursuant to the 2008 amendments to the FHA, P.L. 2008, c.46 (codified as *N.J.S.A. 52:27D-329.1*), municipalities must provide units affordable to very low-income households equal to 13% of all affordable units approved and constructed after July 1, 2008. If all of the above-listed potential affordable housing sites yield the projected number of affordable units, the Borough's very low-income requirement from existing and proposed units would be as follows:

Table 34. Hightstown’s Very Low-Income Obligation

Affordable Housing Site	Total Affordable Units Post-2008	Very Low-Income Units Required	Very Low-Income Units Provided or to be Provided
Spring Crest Group Home	N/A	N/A	3
Habitat for Humanity	6	0.78	0
William Street	3	0.39	0
Randolph Boarding Home	9	1.17	0
216-222 Academy Street	1	0.13	0
105 Main Street	11	1.43	1
Broad and Monmouth Streets	5	0.65	1
319 Mercer Street	4	0.52	0
415 Mercer Street	12	1.56	2
25 Westerlea Avenue	9	1.17	1
115 Manlove Avenue and 315 Franklin Street	8	1.04	1
265 Franklin Street	1	0.13	0
278 Monmouth Street	12	1.56	2
Franklin Street	1	0.13	0
Totals	82	10.66, rounded up to 11	11
Total Family Very Low-Income Units		6	

To the degree that the above-listed proposed compliance mechanisms produce family units, the very low-income units included would also help to satisfy the six-unit family very low-income requirement (50% of required very low-income units). In accordance with Chapter 28-17-16, the Borough will ensure that, as part of any development or redevelopment agreement that includes the development of affordable housing, 13% of all affordable units will be deed-restricted as available to households earning 30% or less of area median income. In addition, the Borough, depending on the level of affordable housing fees obtained, may allocate funds in its Spending Plan to incentivize small-scale developers to provide additional very low-income units, the individual payments for which will be the subject of a developer’s or redeveloper’s agreement.

COST GENERATION

The relevant land-use provisions of the Borough Code been reviewed to determine if there are unnecessary cost-generating standards, and the Borough has not identified any that could be characterized in that manner. Development applications containing affordable housing will be reviewed for consistency with the relevant portions of the Borough Code, Residential Site Improvement Standards (*N.J.A.C. 5:21-1 et seq.*), the Municipal Land Use Law (*N.J.S.A. 40:55D-*

40.1 through 40.7), and the mandate of the FHA regarding unnecessary cost-generating features. Hightstown will comply with *N.J.A.C. 5:93-10.1(a)*, procedures for development applications containing affordable housing, *N.J.A.C. 5:93-10.1(b)*, and requirements for special studies and escrow accounts where an application contains affordable housing (*N.J.A.C. 5:93-10.3*).

AFFORDABLE HOUSING ORDINANCE, MUNICIPAL HOUSING LIAISON, ADMINISTRATIVE AGENT, AND AFFIRMATIVE MARKETING

In 2019, the Borough adopted an Affordable Housing Ordinance in accordance with *N.J.A.C. 5:80-26.1 et seq.* This ordinance governs the creation, administration, and occupancy of affordable units, the required low- and moderate-income set-asides; and outlines eligibility requirements and occupancy standards. Since UHAC predates the very low-income requirements established in mid-2008, the Affordable Housing Ordinance includes a modification that addresses the amended Fair Housing Act in this regard.

In 2008 the Borough established in Subsection 2-25 of the Borough Code the position of Municipal Housing Liaison, and enumerated the responsibilities of the position. The Borough will yearly appoint by resolution a Borough employee as the Municipal Housing Liaison. The resolution may be found in Appendix ___.

As noted above, the Borough has retained the services of CGP&H, an experienced and qualified Affordable Housing Administrative Agent, to provide general Administrative Agent services for the Borough. The executed agreement may be found in Appendix ___.

The Borough has prepared an Affirmative Marketing Plan for all current and future affordable units in the Borough that require affirmative marketing. Each developer of new inclusionary development will be required to submit an Affordable Housing Plan in accordance with Chapter 28-17-4. This will include the affirmative marketing plan meeting the requirements of *N.J.A.C. 5:93-11.1* and the Borough's Code at 28-17-16. The costs of the Affordable Housing Plan are the responsibility of the developers/owners of affordable units. The Borough's Affirmative Marketing Plan may be found in Appendix ___.

DEVELOPMENT FEE ORDINANCE

Hightstown Borough first adopted a development fee ordinance in 2004, and most recently amended it in 2021. It may be found in the Borough Code at Section 26-10. The funds from the collection of fees have been utilized in accordance with all applicable regulations, and will continue to be utilized henceforth as provided for in the Spending Plan accompanying this Housing Element and Fair Share Plan.

AFFORDABLE HOUSING TRUST FUND

As of September 30, 2022, the Borough had approximately \$18,366 remaining in its affordable housing trust fund. Since the fund's inception the Borough has collected \$132,701 in development fees, \$288,412 in payments in lieu of construction, and \$41,621 in interest.

The Spending Plan accompanying this Housing Element and Fair Share Plan is based on the reconciled account through September 30, 2022. Upon approval of the Borough's Spending Plan by the Borough Council, annual trust fund monitoring reports will be posted on the Borough's website.

SPENDING PLAN

The Borough's Spending Plan, which discusses anticipated revenues, collection of revenues, and the use of revenues, was prepared in accordance with *N.J.A.C. 5:93-5.1(c)* and is included as Appendix ___ to this Plan. All collected revenues are placed in the Borough's Affordable Housing Trust Fund and will be dispensed for the use of affordable housing activities as indicated in the Spending Plan. In general, the Borough anticipates using the funds for its rehabilitation obligation, for rental assistance, and to render units affordable to very low-income households in accordance with this housing plan. In addition to these primary uses of Affordable Housing Trust Fund monies, the Spending Plan may determine that the following needs have been identified to facilitate the implementation of the housing plan and may be so modified from time to time or at any time:

- New construction;
- Purchase of land for low- and moderate-income housing;
- Improvement of land to be used for low- and moderate-income housing;
- Extensions and/or improvements of roads and infrastructure to low- and moderate-income housing sites;
- Administration of the implementation of the Housing Element and Fair Share Plan.

At least 30% of development fees and interest collected must be used to provide affordability assistance to low- and moderate-income households in affordable units included in a municipal Fair Share Plan and for the creation of very low-income units. Additionally, no more than 20% of the revenues collected from development fees may be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop or implement a rehabilitation program, a new construction program, a Housing Element and Fair Share Plan, and/or an affirmative marketing program.

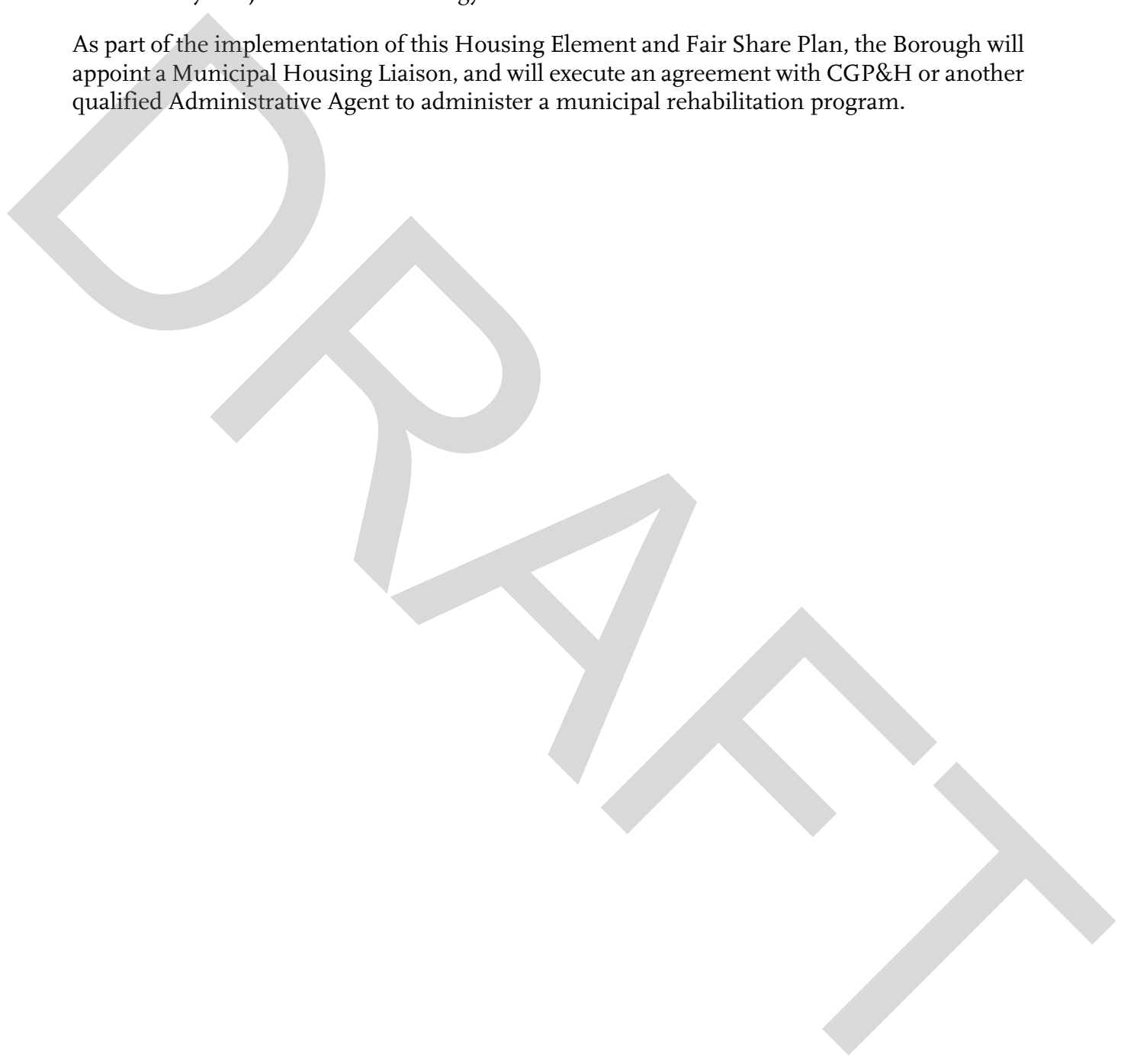
The adoption of the Borough's Spending Plan will constitute a "commitment" for expenditure per the FHA at *N.J.S.A. 52:27D-329.2* and *-329.3*, with a four-year time period for expenditure that will start with the entry of the Superior Court's Judgment of Compliance and Repose. The draft Spending Plan and Affordability Assistance manual may be found in Appendix ___.

CONCLUSION

The Borough of Hightstown has consistently demonstrated good-faith efforts to create affordable units in the Borough, despite a shortage of open, developable land for new residential development. This plan establishes the mechanisms by which the Borough

proposes to discharge its Rehabilitation, Prior Round and Third Round obligations as calculated by the Jacobson methodology.

As part of the implementation of this Housing Element and Fair Share Plan, the Borough will appoint a Municipal Housing Liaison, and will execute an agreement with CGP&H or another qualified Administrative Agent to administer a municipal rehabilitation program.





Clarke Caton Hintz

Architecture
Planning
Landscape Architecture

Introduction

The Borough of Hightstown has prepared a Third Round Housing Element and Fair Share Plan (HEFSP) that addresses the Borough's stipulated three-part Third Round affordable housing obligation. This Spending Plan sets forth how the Borough will spend its affordable housing trust funds in support of the affordable housing compliance plan detailed in the HEFSP.

Hightstown first adopted a development fee ordinance in 2004, creating a dedicated revenue source for affordable housing and establishing the Borough's affordable housing trust fund, for which this Spending Plan is prepared. The ordinance was updated in 2005 to raise the residential development fee assessment from 0.5% to 1% of equalized assessed property value and was updated again in 2021 to conform to recent allowances. As amended, the ordinance now sets development fees at 1.5% and 2.5% of equalized assessed property value, for residential development and non-residential development, respectively.

As of December 31, 2022, the Borough has collected a total of \$462,534.46 in development fees and interest, and has expended \$30,000 in affordability assistance, \$273,818 in housing activity, and \$86,495.25 in administrative expenditures, for a balance in the account of \$72,221.21. All development fees, payments in lieu of constructing affordable units on site, other income, and interest generated by the fees are deposited in a separate interest-bearing affordable housing trust fund account at Valley National Bank for affordable housing purposes. These funds will be spent in accordance with *N.J.A.C. 5:93-8.16*, as described in the sections that follow.

The Borough asserts that the expenditures of funds contemplated under the Borough's Housing Element and Fair Share Plan and Spending Plan constitute a "commitment" for expenditure pursuant to *N.J.S.A. 52:27D-329.2* and *-329.3*, with the four-year time period for expenditure beginning to run with the adoption of the Borough's HEFSP and Spending Plan. This commitment is asserted in accordance with the provisions of *In re Tp. Of Monroe, 442 N.J. Super. 565 (Law Div. 2015) (aff'd 442 N.J. Super. 563)*.

100 Barrack Street
Trenton NJ 08608
clarkecatonhintz.com
Tel: 609 883 8383
Fax: 609 883 4044

John Hatch, FAIA
George Hibbs, AIA
Brian Slaugh, AICP
Michael Sullivan, AICP
Michael Hanrahan, AIA
Mary Beth Lonergan, AICP



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

Estimated Revenues Until the End of the Third Round

To calculate a projection of revenue anticipated during the Third Round, the Borough considered the following:

- (a) Development fees: \$192,615
 - 1. Residential and nonresidential projects which have had development fees imposed upon them at the time of preliminary or final development approvals;
 - 2. All projects currently before the Planning and Zoning Board for development approvals that may apply for building permits and certificates of occupancy; and
 - 3. Future development that is likely to occur based on historical rates of development. The Borough anticipates non-residential development fees from the proposed mixed-use redevelopment of the Wells Fargo building at 105 Main Street, and development fees from Phase I of the proposed redevelopment of the Rug Mill, as well as minor additional residential development fees.

- (b) Payments in lieu of constructing affordable units: \$0

Actual and committed payments-in-lieu of construction from developers. The Borough does not anticipate any revenues from payments in lieu of construction during the Third Round.

- (c) Other funding sources: \$0

The Borough does not anticipate future funds from this category at this time. Funds from other sources, include, but are not limited to the sale of units with extinguished controls, repayment of affordable housing program loans, rental income, and proceeds from the sale of affordable units. All monies in the Borough's affordable housing trust fund are anticipated to come from development fees and interest.

- (d) Projected interest: \$2,315

Based on the current average interest rate, interest earned in recent years, and projected rates of development fee revenue, the Borough anticipates collecting \$2,315 in interest through 2025.



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

Table SP-1. Anticipated Revenues Through the End of the Third Round.

Year	To Date	2023	2024	1/25-6/25	Total
Source of Funds					
Projected Development Fees	\$72,221 STARTING BALANCE (December 31, 2022)	\$22,250	\$84,900	\$83,150	\$190,300
Projected Payments in Lieu of Construction					
Interest		\$90	\$1,160	\$1,065	\$2,315
Total		\$22,340	\$84,410	\$82,565	\$192,615

Source of Funds – Housing Trust Fund 2023 through June 2025

The Borough projects a total of \$192,615 in revenue to be collected between January 2023 and June 2025 from residential and non-residential development fees, and accrued interest. Development fees are projected based on a valuation of retail space of \$125/sf. Because the Borough is almost completely developed, it is projecting only \$3,500 per year in additional residential development fees, matching the average collected each year over the past four years.

Administrative Mechanism to Collect and Distribute Funds

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by the Borough:

- (a) Collection of development fee revenues:

All collection of development fee revenues will be consistent with local regulations, which follow COAH administrative models for both residential and non-residential developments, and in accordance with N.J.S.A. 40:55D-8.1 through 8.7.



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

- (b) Distribution of development fee revenues:

A request for disbursement is made to the Borough Administrator, who forwards it to the Borough Attorney and Planner. The Attorney and Planner review the request for consistency with this Spending Plan and make a recommendation to the Borough Council, which authorizes the disbursement of funds either by resolution or via bill list. Once a disbursement is authorized, the Chief Financial Officer releases the requested revenue from the trust fund for the specific use approved by the Borough Council.

Description of Anticipated Use of Affordable Housing Funds

- (a) Rehabilitation: \$80,750

The Borough will establish a municipally administered Rehabilitation program and will dedicate \$80,750 in trust funds toward the rehabilitation of three to four units via the Borough program. All rehabilitated units will comply with *N.J.A.C. 5:93-5.2(b)*, which defines a substandard unit as “a unit with health and safety code violations that require the repair or replacement of a major system.” Major systems include weatherization, roofing, plumbing, heating electricity, sanitary plumbing, lead paint abatement and/or load bearing structural systems. All rehabilitated units must meet the applicable construction code. All rehabilitated units must be occupied by low- or moderate-income households and subject to 10-year affordability controls, which are placed on the property in the form of a lien or deed restriction. All rehabilitations must have a minimum average hard cost of \$10,000.

- (b) Affordability Assistance (*N.J.A.C. 5:93-8.16(c)*): \$166,545

The Borough is required to spend a minimum of 30% of development fee revenue and interest to render existing affordable units more affordable, and at least one-third of that amount must be dedicated to very low-income households (i.e., households earning less than 30% of the regional median income) or to create very low-income units. The actual required amount is calculated as follows:



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

Table SP-2. Projected Minimum Affordability Assistance Requirement

Actual development fees and interest thru Dec. 31, 2022		\$462,534
Development fees projected January 2023 – June 2025	+	\$190,300
Interest projected January 2023 – June 2025	+	\$2,315
Total	=	\$655,149
30 percent requirement	x 0.30 =	\$196,545
Less Affordability Assistance expenditures to date	-	\$30,000
PROJECTED MINIMUM Affordability Assistance Requirement	=	\$166,545
PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement	÷ 3 =	\$55,515

Based on fees and interest collected through December 31, 2022, and projected revenues through June 30, 2025, the Borough must dedicate at least \$166,545 from the affordable housing trust fund to render units more affordable, including \$55,515 to render units more affordable to households earning 30% or less of area median income. It may use a variety of vehicles to do this, including but not limited to the following:

- Down-payment assistance;
- Rental assistance;
- Security deposit assistance;
- Low interest loans;
- Assistance with homeowner’s association or condominium fees and special assessments; and/or
- Converting low-income units to very-low-income units or creating new very-low income units, etc.

Home Purchase Assistance: \$30,000

The Borough will allocate a maximum of \$15,000 per unit to assist income-qualified households in purchasing an affordable unit in the Borough. The funds may be used to match household down payment funds, and to help defray attorney’s fees, mortgage application fees, and other closing costs.



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

Rental Assistance: \$11,551

The Borough will dedicate \$11,551 toward rental assistance for current or new tenants in the Borough's existing affordable units, and to new tenants in units that will be constructed. The program will pay one month's rent to the landlord on behalf of the tenant, up to a maximum of \$1,500 per unit. Priority will be given to very low-income tenants, in order to ensure that the Borough meets its minimum very low-income affordability expenditure.

The Affordability Assistance operating manual may be found as an appendix to this Spending Plan.

Additional Very Low-Income Family Units: \$125,000

The Borough will dedicate up to \$125,000 to use as subsidies to developers of affordable units pursuant to either any of the Borough's proposed inclusionary zones or overlay zones or its mandatory Borough-wide affordable housing set-aside, to encourage the production of more than the minimum required number of very low-income family units, in order to ameliorate the current shortage of low-income and very low-income family units identified in the HEFSP. The amount of the subsidy to be provided to each developer will be the subject of a development or redevelopment agreement.

(c) **Administrative Expenses (N.J.A.C. 5:93-8.16(e)): \$44,435**

The Borough may use affordable housing trust fund development fee revenue for related administrative costs up to a 20% limitation pending funding availability after programmatic and affordability assistance expenditures. The actual administrative expense maximum is calculated on an ongoing basis based on actual development fee revenues collected.



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

Table SP-3. Projected Administrative Expenses

Actual development fees and interest thru Dec. 31, 2022		\$462,534
Development fees projected January 2023 – June 2025	+	\$190,300
Interest projected January 2023 – June 2025	+	\$2,315
Total	=	\$655,149
20 percent maximum permitted administrative expenditures	x 0.20 =	\$131,030
Less administrative expenditures through June 30, 2022	-	\$86,495
Projected allowed administrative expenditures	=	\$44,535

The Borough projects that \$44,535 may be available from the affordable housing trust fund to be used for administrative purposes through June 2025. Projected administrative expenditures, subject to the 20% cap, are as follows:

- Borough Attorney and Planner fees related to plan preparation and implementation;
- Rehabilitation program and affordability assistance program administration fees.

Expenditure Schedule

The Borough intends to use affordable housing trust fund revenues for rehabilitation of substandard units, for tenant and home purchaser assistance, and for the creation of additional family low- and very low-income units. The projected funding schedule is set forth below.

Table SP-4. Projected Expenditure Schedule 2022 Through 2025

Program	Units	2023	2024	1-6/ 2025	Total
Rehabilitation	3-4	\$20,000	\$40,000	\$20,750	\$80,750
Home Purchase Assistance			\$15,000	\$15,000	\$30,000
Rental Assistance			\$3,156	\$8,395	\$11,551
Low-Income Unit Assistance	2-3		\$50,000	\$75,000	\$125,000
Administration		\$5,000	\$34,535	\$5,000	\$44,535
TOTAL		\$25,000	\$142,685	\$124,145	\$291,836



Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

Excess or Shortfall of Funds

While no shortfall of funds is anticipated, the Borough commits to funding all programs detailed in this Spending Plan, including via other municipal funding. Should a shortfall occur between now and the end of the Third Round that cannot be covered by other municipal sources, the Borough commits to adopting a resolution of intent to bond to cover such shortfall. Any excess in funds collected over what has been projected will be dedicated to additional affordability assistance to the extent required, and toward the Borough's Rehabilitation program as available.

Summary

The Borough intends to spend affordable housing trust fund revenues pursuant to the extant regulations governing such funds and consistent with the housing programs outlined in its 2023 Housing Element and Fair Share Plan. As of December 31, 2022, the Borough had a balance in the trust account of \$72,221.21. The Borough anticipates an additional \$192,615 in development fees and interest to be collected between January 1, 2023 and June 30, 2025, for a total of \$291,836 in available funds. The Borough will spend up to \$80,750 on its Rehabilitation program, \$125,000 as incentives to small-scale developers for the creation of additional family low- and very low-income units, \$30,000 on a home purchase assistance program, and \$11,551 on a rental assistance program. The Borough may also expend up to \$44,535 of trust funds on administrative costs during the remainder of the Third Round.

Draft Hightstown Borough Spending Plan

Clarke Caton Hintz

SP-5. Spending Plan Summary

Revenues		
Balance as of December 31, 2022		\$72,221
Projected Revenue from January 2023 through June 2025		\$192,615
1. <i>Development fees</i>	+	\$190,300
2. <i>Payments in lieu of construction</i>	+	\$0
3. <i>Other funds</i>	+	\$0
<i>Interest</i>	+	\$2,315
<i>Total Projected Funds Available</i>	=	\$291,836
Expenditures		
Rehabilitation	-	\$80,750
Home Purchase Assistance	-	\$30,000
Rental Assistance	-	\$11,551
Creation of additional low-income family units	-	\$125,000
Administration	-	\$44,535
<i>Total Projected Expenditures</i>	=	\$291,836
SURPLUS	=	\$0

Ordinance 2023-_____

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

**ORDINANCE AMENDING CHAPTER 28 – ZONING OF THE CODE OF THE
BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER TO MODIFY THE R-
MF DISTRICT TO IMPLEMENT INCLUSIONARY AFFORDABLE HOUSING
ZONING**

WHEREAS, the Hightstown Borough Council desires to implement standards for the development of inclusionary affordable housing in the Zoning Ordinance in furtherance of the municipal obligation to provide the opportunity for affordable housing; and

WHEREAS, it has been determined by Hightstown Borough Council that the implementation of these modifications to the R-MF zoning district would effectuate the intent and purpose of the goals and objectives of the Housing Element and Fair Share Plan of the Master Plan of the Borough of Hightstown; and

WHEREAS, the Municipal Land Use Law requires that any amendments or revisions to Hightstown Borough’s Zoning Ordinance shall be reviewed by the Planning Board to determine if said amendments or revisions thereto are substantially consistent with the Master Plan of the Borough of Hightstown; and

WHEREAS, the Planning Board of Hightstown adopted a Housing Element and Fair Share Plan, Element of the Master Plan on _____,2023, that addresses the municipality’s affordable housing obligations in a manner which will promote the public health, safety, morals, and general welfare; and

WHEREAS, the Municipal Land Use Law at N.J.S.A. 40:55D-62a requires substantial consistency of the provisions regulating zoning and land use with the adopted Land Use Plan Element; and

WHEREAS, the Hightstown Borough Council formally refers this Ordinance to the Planning Board for examination, discussion, and recommendations in accordance with N.J.S.A. 40:55D-26; and

WHEREAS, the adoption of this Ordinance was appropriately noticed pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-15 and in accordance with N.J.S.A.40:55D-62.1.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Hightstown that the Zoning Ordinance is hereby amended as follows:

Section 1. §28-2-2, Definitions, shall be revised to remove the following definitions:

APARTMENT HOUSE, GARDEN-TYPE shall mean a residential structure of not more than two and one-half (2 1/2) stories containing three (3) or more dwelling units. (See also "multiple dwelling.")

DWELLING, MULTIPLE shall mean one (1) of the following:

- a. APARTMENT HOUSE shall mean any building or portion thereof which is arranged or designed to be occupied by three (3) or more families or individuals living independently of each other and having separate kitchen and sanitation facilities. See definition of "apartment house, garden-type."
- b. LODGING HOUSE, ROOMING HOUSE OR BOARDINGHOUSE shall mean any house, building or portion thereof in which three (3) or more persons are furnished lodging or rooming accommodations for hire or otherwise.
- c. HOTEL shall mean a building having at least fifty (50) sleeping rooms, where separate cooking facilities are not provided and where rooms are rented primarily on a temporary or day-by-day basis.
- d. NURSING HOME shall mean a building having at least twenty (20) rooms for the accommodation of persons in need of constant medical care or supervision and providing common dining and recreational facilities.

Section 2. §28-2-2, Definitions, shall be amended to add or revise the following definitions:

BOARDING HOUSE shall mean the same as defined in N.J.S.A. 55:13B-3h, as it may be amended or superseded.

DWELLING, APARTMENT – See Multifamily dwelling.

DWELLING, MULTIFAMILY shall mean a building which contains more than two (2) dwellings, each of which is intended for occupancy by one (1) housekeeping unit.

DWELLING, TOWNHOUSE shall mean a dwelling a minimum of two stories in height that is designed and occupied exclusively as the residence of one housekeeping unit, with no other dwelling above or below it and attached by means of one or more common vertical fire walls to at least one other such dwelling all housed in the same structure.

FAMILY – See Housekeeping Unit.

HOUSEKEEPING UNIT shall mean one (1) or more persons living together in one (1) dwelling unit on a nonseasonal basis and sharing living, sleeping, cooking and sanitary facilities on a non-profit basis.

ROOMING HOUSE shall mean the same as defined in N.J.S.A. 55:13B-3a, as it may be amended or superseded.

Section 3. §28-3-9, R-MF, Multi-Family District, shall be amended in its entirety as follows:

§ 28-3-9. R-MF Multifamily Residential District.

- A. Purpose and Intent. The purpose and intent of the R-MF Multi-Family Residential District is to provide market rate and subsidized affordable housing in the Borough of Hightstown to aid in meeting its constitutional obligation to provide for very low, low and moderate income housing in accordance with the Fair Housing Act (N.J.S.A. 52:27D-301 et seq.). The R-MF district is further divided into sub-districts that apply to each specific site with inclusionary affordable housing in accordance with the objectives of the Housing Plan Element of the Master Plan and implementing resolutions, ordinances, and agreements constituting the Fair Share Plan. The R-MF district provides a compensatory benefit over the preceding zoning district's use and/or intensity standards sufficient to address the affordable housing components of inclusionary development.
- B. Permitted Uses. In the R-MF Multifamily District, the following uses, and no others, shall be permitted:
 - (1) Principal Uses:
 - (a) Townhouse dwellings.
 - (b) Multifamily dwellings
 - (c) Municipal purpose.
 - (2) Accessory Uses:
 - (a) Community center for the use of residents and their guests.
 - (b) Common recreational facilities for the use and enjoyment of residents and their guests.
 - (c) Maintenance building.
 - (d) Management office if located within a community center or building with multifamily dwellings.

- (e) Home occupation in accordance with the requirements of §28-10-6 and in addition to the prohibited uses listed in subparagraph -c therein, no funeral home, private school or professional office shall be permitted as a home occupation on the premises.
 - (f) Off-street surface parking; car sheds and detached garages for private residential use, only.
 - (g) Fences, walls and street furniture.
 - (h) Signs in accordance with §29.
 - (i) Large satellite dish antenna when approved as part of an application for development for providing common service to the residents of a development in accordance with the standards of §28-10-18.
 - (j) Small satellite dish antennae in accordance with the standards of §28-10-18.
 - (k) Accessory uses on the same lot and customarily incidental to the principal use.
- (3) Conditional Uses. The following uses shall be permitted when the criteria have been met for the se listed.
- (a) Multifamily use with a sub-district designation of 18 (R-MF18) shall be permitted when the following criteria have been met:
 - [1] New multifamily dwellings shall be added to the site by additions to the existing building or by the demolition and construction of new buildings in lieu of the construction of additions.
 - [2] The design of the additions shall have at a minimum a base made of comparable materials to the exterior of the existing buildings but may differ in the field materials above the base, and shall have a similar roof pitch, and roof design as the existing buildings. Fenestration shall mimic the spacing and opening size, to the degree permissible by the Uniform construction Code, of the existing window and doors architecture.
 - [3] At least twenty percent (20%) of all housing units shall be affordable to low, including very low, and moderate income households as those terms are defined in the Borough's affordable housing regulations, the Uniform Housing Affordability Controls rules (N.J.A.C. 5:80-26.1 et seq.) and the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.). Such units may be established in existing multifamily units as such dwellings become vacant in a schedule as approved by the Borough's Administrative Agent for affordable housing.

- (b) Uses permitted in §28-3-15, the DTG Downtown Gateway district, listed as -A(1)(c), -A(1)d, -A(1)f, -A(1)g and -A(1)k meeting the following criteria:

- [1] Any such use shall front on State Highway Route 33.

- [2] Any such use shall be located on the first floor only of a building.

C. Bulk standards. The following area, yard, and coverage standards shall apply to uses within the R-MF district:

(1) Maximum gross density shall not exceed the following:

- (a) For R-MF zoning districts without any sub-district designation, the maximum gross density shall be twelve (12) dwelling units per acre.

- (b) For R-MF zoning districts with designated sub-district 14 (R-MF14), the maximum gross density shall not exceed fourteen (14) units per acre.

- (c) For R-MF zoning districts with designated sub-district 18 (R-MF18), the maximum gross density shall not exceed eighteen (18) units per acre.

(2) Maximum building coverage.

- (a) Multi-family use - Twenty-five percent (25%) of total tract area.

- (b) Townhouse use - Twenty-five percent (25%) of the total tract area and seventy percent (70%) of lot area for individual townhouse parcels.

- (c) Combined multi-family and townhouse uses: Twenty-five percent (25%) of the total tract area and seventy percent (70%) of lot area for individual townhouse parcels.

(3) Maximum impervious surface coverage - seventy percent (70%) of total tract area.

(4) Maximum building height.

- (a) Townhouse – Two and a half stories and thirty-five (35) feet.

- (b) Multifamily – Two stories and thirty-five feet within fifty of a tract perimeter; three stories and forty-five (45) feet otherwise.

- (c) Community building – Twenty-eight (28) feet.

- (d) Maintenance building and other accessory structures – Eighteen (18) feet.

- (e) Building limitations and separation requirements for townhouses and multi-family uses shall be as indicated in the following table:

Requirement	Standard
Maximum Dwellings per Building (Townhouses)	8 dwellings
Maximum Dwellings per Building (Multifamily)	24 dwellings
Minimum Distance from Building front to Building front	60 feet
Minimum Distance from Building front to Building side	35 feet
Minimum Distance from Building front to Building rear	60 feet
Minimum Distance from Building side to Building rear	35 feet
Minimum Distance from Building rear to Building rear	50 feet
Minimum Distance from Building side to Building side	20 feet

- (5) Fee simple townhouse and community building requirements when placed on a fee simple lot shall be as indicated in the following table:

Use	Townhouse	Community Building
Minimum lot size	1,800 sf.	4,000 sf.
Minimum lot frontage	18 feet; 22 feet if internal garage	40 ft.
Minimum lot depth	100 ft.	100 ft.
Maximum building coverage	70%	60%
Maximum lot coverage	80%	75%
Principal Building Minimum Yard Depths and Height Limitations		
Front yard	20 ft.	20 ft.
Side yard	0 ft. common wall; 8 ft. end unit	20 ft.
Rear yard	20 ft.	30 ft.
Accessory Building Minimum Yard Depths and Height Limitations		
Front Yard	N.P.	N.P.
Side yard	N.P.	10 ft.
Rear yard	5 ft.	10 ft.
Tool shed side and rear yard	5 ft.	5 ft.

N.P. = Not a permitted location

- (6) Building setbacks from streets and driveways. Minimum building setbacks shall be as in the following table:

Requirement	Standard
From major collector drive or street (public r.o.w. or private r.o.w. easement)	50 feet ⁽¹⁾
Front façade from a residential access drive or street (public r.o.w. or private r.o.w. easement)	22 feet ⁽²⁾
Rear façade from a residential access drive or street (public r.o.w. or private r.o.w. easement)	20 feet
Side facades from a residential access drive or street (public r.o.w. or private r.o.w. easement)	12 feet ⁽³⁾

(1), or 60 feet from the edge of cartway, whichever is greater.

(2), or 30 feet from the edge of cartway, whichever is greater.

(3), or 20 feet from the edge of cartway, whichever is greater.

- (7) Parking requirements. Residential uses shall comply with the parking requirements of the Residential site Improvement Standards at N.J.A.C. 5:21-4.14. Non-residential uses shall comply with §28-10-11.J.
 - (8) Parking lot setbacks. Where parking lots for residential uses are proposed, no parking space shall be closer than twelve (12) feet to a building. This requirement shall not apply to driveways leading to individual garages. Parking lots shall be setback a minimum of twenty (20) feet from a right-of-way or private right-of-way easement, sixty (60) feet from the edge of cartway of a major collector or minor arterial road, and twenty (20) feet from the edge of a residential access cartway.
 - (9) Minimum landscaped buffer adjacent to existing public streets and property lines - Twenty-five (25) feet or in accordance with §31.D, whichever imposes the greater width. Landscaping requirements shall be as required in §31.
 - (10) Accessory uses and structures, with the exception of –B.4 uses, shall not be located in a front yard or within ten (10) feet of any property line, provided however, that accessory structures which are one hundred (100) square feet or less in gross floor area may be located within five (5) feet of a side or rear property line. All accessory structures, including sheds, shall be constructed in accordance with the requirements of the Uniform Construction Code. Accessory uses and structures permitted under –B.4 herein shall meet the area and yard requirements for principal uses and structures.
- D. Required Affordable Housing. In any RM-1 district, at least twenty percent (20%) of the total number of dwellings shall be affordable to very low, low and moderate income households for for-sale development and at least fifteen percent (15%) for rental development. Affordable units shall be restricted, regulated and administered consistent with the Borough's affordable housing regulations, the Uniform Housing Affordability Controls rules (N.J.A.C. 5:80-26.1 *et seq.*) and the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 *et seq.*), including the Fair Housing Act's definition of very low-income households and

all other provisions of Article XII, the Affordable Housing of this ordinance.

E. Design Standards.

1. Multi-family buildings. The following standards shall be used in the design of multi-family buildings:
 - a. A minimum of one hundred twenty (120) cubic feet of storage shall be provided for each dwelling, exclusive of kitchen cabinetry.
 - b. Access to dwellings shall be designed as to provide a sense of safety and security for the residents, particularly in internal stairwells.
 - c. All stairs shall be enclosed in the building.
 - d. The exterior of the building shall be designed to visually break up any facade in excess of one hundred (100) lineal feet through the use of, but not limited to, offsets, bump-outs and building entrances.
 - e. The design should distinguish between the base, middle, and top of the building.
 - f. Where an outdoor living space is proposed, adequate visual screening from all other neighboring dwellings, outdoor living spaces, parking areas and roadways shall be provided. Screening may be accomplished with plant materials, masonry structures or wood fencing a minimum of 4 feet in height. Architectural elements, such as masonry walls and fences, shall be compatible in both style and materials with the dwelling.
 - g. All utility meters or boxes, air compressors, heat pumps, or other exterior equipment shall be located at the side or rear of buildings and shall be screened by architectural elements or landscape plantings.
2. Townhouses. The following standards shall be used in the design of townhouse and stacked townhouse buildings:
 - a. A minimum of one hundred fifty (150) cubic feet of storage shall be provided for each dwelling, exclusive of kitchen cabinetry.
 - b. The front facades of at least forty percent (40%) of the number of dwellings in a structure shall be set back not less than two (2) feet behind the facades of the remaining dwellings in such structure.
 - c. The roof lines of at least thirty percent (30%) of the number of dwellings which are attached in a structure, shall be staggered in line with the offsets required in - 2.b, hereinabove. Chimneys, skylights, dormers, and other roof structures are encouraged, but not required, to vary the elevation and provide additional light into upper story dwellings.

- d. Where an outdoor living space is included for a unit, it shall be provided with adequate visual screening from all other neighboring dwellings, outdoor living spaces, parking areas and roadways. Screening may be accomplished with plant materials, masonry structures or wood fencing a minimum of four (4) feet in height. Architectural elements, such as masonry walls and fences, shall be compatible in both style and materials with the dwelling unit.

Section 4. §28-3-1, Districts Established, shall be revised to add under the R-MF Zoning District the R-MF14 and R-MF18 subdistricts.

Section 5. §28-3-1, Zoning Map, shall be amended to rescind the existing zoning districts and applying the following zoning districts and subdistricts to the tax assessment blocks and lots, and associated half width of streets as appropriate:

- R-MF Block 11; Lots 17.01, 17.02 and 19.01 (Broad and Monmouth)
 Block 40, Lot 20 (216-222 Academy St.)
 Block 61.01; Lots 44 and 45

- R-MF14 Block 24, Lot 9 (278 Monmouth St.)
 Block 24, Lots 5, 6 and 24 (115 Manlove Ave., and 315 Franklin St.)
 Block 24, Lot 7 (265 Franklin St.)
 Block 24, Lot 15 (Franklin St.)
 Block 61.01, Lot 25 (319 Mercer St., rear)

- R-MF18 Block 55, Lot 74 (25 Westerlea Ave.)

Section 6. Continuation. In all other respects, the Unified Development Ordinance of the Borough of Hightstown shall remain unchanged.

Section 7. Severability. If any portion of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole, or any other part thereof. Any invalidation shall be confined in its operation to the section, paragraph, sentence, clause, phrase, term, or provision or part there of directly involved in the controversy in which such judgment shall have been rendered.

Section 8. Interpretation. If the terms of this Ordinance shall be in conflict with those of another Ordinance of the Code of the Borough of Hightstown, then the restriction which imposes the greater limitation shall be enforced.

Section 9. Repealer. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency only.

Section 10. Enactment. This Ordinance shall take effect upon the filing thereof with the Mercer County Planning Board after final passage, adoption, and publication by the Borough Clerk of the Borough of Hightstown in the manner prescribed by law.

Ordinance 2023-05

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

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO THE
SLUDGE TANK AND DRYWELL FOR THE WATER-SEWER UTILITY
IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, NEW JERSEY, APPROPRIATING \$1,640,000 THEREFOR
AND AUTHORIZING THE ISSUANCE OF \$1,640,000 BONDS OR
NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF.**

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$1,640,000. Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvement since the project described in Section 3(a) hereof is expected to be funded through the New Jersey Infrastructure Bank.

Section 2. In order to finance the cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,640,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements and replacement of various parts for the existing sludge tank and drywell for the water-sewer utility, including all work and materials necessary therefor and incidental thereto.

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

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

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The

chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

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

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

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

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

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$1,640,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$265,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use

the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

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

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

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

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

Introduced:

Adopted:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Ordinance 2023-06

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

BOND ORDINANCE PROVIDING FOR THE REPLACEMENT OF WATER-SEWER LINES FOR THE WATER AND SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$105,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$100,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$105,000, including the sum of \$5,000 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$100,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the replacement of water-sewer lines, including all work and materials necessary therefor and incidental thereto.

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

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

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer.

The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

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

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

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

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

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$100,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$10,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

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

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

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 40c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

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

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

Introduced:

Adopted:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Ordinance 2023-07

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

BOND ORDINANCE PROVIDING FOR ENGINEER COSTS FOR LEAD LINE WATER SERVICE REPLACEMENT FOR THE WATER-SEWER UTILITY IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$100,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$100,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE THE COST THEREOF

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

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough"). For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$100,000. Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvement since the project described in Section 3(a) hereof is expected to be funded through the New Jersey Infrastructure Bank.

Section 2. In order to finance the cost of the improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount of \$100,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is engineer costs for lead line water service replacement for the water-sewer utility, including all related costs and expenditures incidental thereto.

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

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

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued

pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

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

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

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

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 15 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$100,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$100,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use

the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

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

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

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

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

Introduced:

Adopted:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Resolution 2023-71

*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 \$1,352,632.49 from the following accounts:

Current		\$934,946.24
W/S Operating		76,384.50
General Capital		84,664.72
Water/Sewer Capital		254,128.00
Grant		0.00
Trust		0.00
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>2,509.03</u>
Total		<u>\$1,352,632.49</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 March 20, 2023.

Margaret Riggio
Borough Clerk

Date: March 20, 2023

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 3/20/23

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
BANK OF AMERICA	3/9/2023	23-00311	35233	\$ 220.26
NJ DEPT OF TRANSPORTATION	3/9/2023	23-00315	35234	\$ 200.00
EAST WINDSOR REGIONAL SCHOOL	3/15/2023	23-00256	1570	\$ 786,164.00
STATE OF N.J.-DEPT OF TREASURY	3/15/2023	23-00319	1571	\$ 46,459.01
COMCAST BUSINESS	3/15/2023	23-00274	035240	\$ 118.17
COMCAST BUSINESS	3/15/2023	23-00312	035240	\$ 306.17
AT & T MOBILITY	3/15/2023	23-00295	035239	\$ 993.43
VERIZON	3/15/2023	23-00318	035237	\$ 590.96
VERIZON FIOS	3/15/2023	23-00351	035238	\$ 217.98
JCP & L	3/15/2023	23-00294	035235	\$ 13,354.53
JCP & L	3/15/2023	23-00313	035235	\$ 31.58
JCP & L	3/15/2023	23-00289	035235	\$ 1,277.82
JCP & L	3/15/2023	23-00293	035236	\$ 117.39
TOTAL				\$ 850,051.30
<u>WATER AND SEWER OPERATING</u>				
STATE OF N.J.-DEPT OF TREASURY	3/15/2023	23-00319	1394	\$ 25,802.94
TOTAL				\$ 25,802.94
<u>ESCROW</u>				
TOTAL				\$ -
<u>GRANT</u>				
TOTAL				\$ -
<u>TRUST- OTHER</u>				
TOTAL				\$ -
<u>ANIMAL CONTROL TRUST</u>				
TOTAL				\$ -
<u>LAW ENFORCEMENT TRUST</u>				
TOTAL				\$ -
<u>UNEMPLOYMENT TRUST</u>				
TOTAL				\$ -
<u>PUBLIC DEFENDER TRUST</u>				
TOTAL				\$ -
<u>TAX LIEN TRUST</u>				
TOTAL				\$ -
<u>GENERAL CAPITAL</u>				
OMSUM ENGINEERING, LLC	3/7/2023	23-00290	6527	\$ 2,868.76
EARLE ASPHALT COMPANY	3/7/2023	21-00842-02	6526	\$ 27,703.83
EARLE ASPHALT COMPANY	3/13/2023	23-00210	6530	\$ 53,372.13
TOTAL				\$ 83,944.72
<u>WATER AND SEWER CAPITAL</u>				
JOHN BALDASSARRE ADVANCED CONTROL	3/7/2023	23-00292	35232	\$ 233,828.00
TOTAL				\$ 233,828.00
MANUAL TOTAL				\$ 1,193,626.96

P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
 Range: First to Last Rcvd: Y Held: Y Aprv: N
 Format: Detail without Line Item Notes Bid: Y State: Y Other: Y Exempt: Y
 Vendors: All Include Non-Budgeted: Y
 Rcvd Batch Id Range: First to Last

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
A0054 AQUA PRO-TECH LABORATORIES												
		23-00060	01/26/23	OUTSIDE LAB TESTING								
		1 INV	227-109-349	LAB TESTING	371.00	3-09-55-501-002-532	B Outside Lab Testing	R	01/26/23	03/15/23	227109349	N
		2 INV	237-100-595	LAB TESTING	85.86	3-09-55-501-002-532	B Outside Lab Testing	R	01/26/23	03/15/23	237100595	N
					456.86							
				Vendor Total:	456.86							
C0058 CINTAS CORPORATION #061												
		23-00271	03/03/23	UNIFORM ADVANTAGE FEB 2023								
		1 INV	4145549396	2/3/23	58.97	3-09-55-501-002-507	B Uniforms & Safety Equipment	R	03/03/23	03/15/23	4145549396	N
		2 INV	4146246454	2/10/23	58.97	3-09-55-501-002-507	B Uniforms & Safety Equipment	R	03/03/23	03/15/23	4146246454	N
		4 INV	4146962912	2/17/23	63.99	3-09-55-501-002-507	B Uniforms & Safety Equipment	R	03/03/23	03/15/23	4146962912	N
		5 INV	4147647566	2/24/23	58.97	3-09-55-501-002-507	B Uniforms & Safety Equipment	R	03/03/23	03/15/23	4147647566	N
					240.90							
				Vendor Total:	240.90							
C0055 CJCOA INC												
		23-00284	03/06/23	2023 ANNUAL MEMBERSHIP								
		1	2023 ANNUAL MEMBERSHIP	G. CHIN	55.00	3-01-33-195-001-044	B Professional Association Dues	R	03/06/23	03/15/23	2023 G. CHIN	N
				Vendor Total:	55.00							
CLARK005 CLARKE CATON HINTZ												
		22-01595	12/20/22	Services through 10/28/2022								
		1	#85048; Srvcs thru 10/28/22		1,056.53	2021-02	P Amended Site Plan	R	12/20/22	03/15/23	85048	N
				Vendor Total:	1,056.53							

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
COREM005 CORE & MAIN LP												
	23-00257	03/01/23	IPERL 3/4S METERS									
	1 INV	S368727	- IPERL 3/4S 3TS	1,544.90	3-09-55-501-001-524	B Meter & Meter Parts	R	03/01/23	03/15/23		S368727	N
	Vendor Total:			1,544.90								
C0087 CUSTOM BANDAG, INC												
	23-00281	03/06/23	TIRE REPAIR KUBOTA LOADER									
	1	MED COMM	FLAT REPAIR FROM	48.00	3-09-55-501-002-502	B Vehicle Maintenance	R	03/06/23	03/15/23		80216292	N
	2	AP NAIL	HOLE REPAIR	6.00	3-09-55-501-002-502	B Vehicle Maintenance	R	03/06/23	03/15/23		80216292	N
	3	2" MEDIUM	VALVE	4.89	3-09-55-501-002-502	B Vehicle Maintenance	R	03/06/23	03/15/23		80216292	N
				58.89								
	Vendor Total:			58.89								
D0050 DEPT OF CHILDREN & FAMILIES												
	23-00302	03/08/23	MARRIAGE/CIVIL UNION REPORT									
	1	MARRIAGE	LICENSE REPORT	100.00	2-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	03/08/23	03/15/23		1ST QTR 2022	N
	2	MARRIAGE	LICENSE REPORT	225.00	2-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	03/08/23	03/15/23		2ND QTR 2022	N
				325.00								
	Vendor Total:			325.00								
E0576 EAST WINDSOR REGIONAL SCHOOL												
	23-00345	03/15/23	FEB 2023 FUEL USE									
	1	FEB 2023	FUEL USE AWWTP/SEWER	88.77	3-09-55-501-002-512	B Motor Fuel	R	03/15/23	03/15/23		FEB 2023	N
	2	FEB 2023	FUEL USE CONSTRUCTION	47.84	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	03/15/23	03/15/23		FEB 2023	N
	3	FEB 2023	FUEL USE - FIRE	396.76	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	03/15/23	03/15/23		FEB 2023	N
	4	FEB 2023	FUEL USE - FIRST AID	346.56	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	03/15/23	03/15/23		FEB 2023	N
	5	FEB 2023	FUEL USE - GARBAGE	1,198.63	3-01-31-460-001-147	B Motor Fuel - Public Works	R	03/15/23	03/15/23		FEB 2023	N
	6	FEB 2023	FUEL USE - POLICE	1,775.66	3-01-31-460-001-145	B Motor Fuel - Police	R	03/15/23	03/15/23		FEB 2023	N
	7	FEB 2023	FUEL USE - STREETS	754.70	3-01-31-460-001-147	B Motor Fuel - Public Works	R	03/15/23	03/15/23		FEB 2023	N
	8	FEB 2023	FUEL USE - WATER	118.21	3-09-55-501-001-512	B Motor Fuel	R	03/15/23	03/15/23		FEB 2023	N
	9	FEB 2023	FUEL FACILITY FEE	120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	03/15/23	03/15/23		FEB 2023	N
				4,847.13								
	Vendor Total:			4,847.13								

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
B0966 ERB'S GARAGE INC														
		22-01440	11/16/22	YEARLY SERVICE TO GARBAGE TRKS		B								
		3		VOLVO SERVICE & LUBE CHASSIS	1,085.07		2-01-26-315-001-132	B Vehicle Maint. - Public Works	R	11/16/22	03/15/23		16818	N
		Vendor Total:			1,085.07									
Q0176 EUROFINS QC, LLC														
		23-00283	03/06/23	WATER ANALYSIS										
		1	INV 6300038246	WATER ANALYSIS	247.50		3-09-55-501-001-532	B Outside Testing/Labs	R	03/06/23	03/15/23		6300038246	N
		Vendor Total:			247.50									
F1181 FOX WELDING SERVICE														
		23-00222	02/17/23	BRACKET REPAIR PARKSON FINE SC										
		1		PARKSON FINE SCREEN BRACKET	100.00		3-09-55-501-002-503	B Sewer Plant Maintenance	R	02/17/23	03/15/23		2/16/23	N
		Vendor Total:			100.00									
FRONT005 FRONTLINE PUBLIC SAFETY														
		22-01618	12/22/22	TRAINING TRACKER SOFTWARE										
		1		TRAINING TRACKER SOFTWARE	3,750.00		2-01-25-240-001-029	B Maint. Contracts - Other	R	12/22/22	03/15/23		FL35776	N
		Vendor Total:			3,750.00									
GENER015 GENERAL CODE, LLC														
		23-00301	03/08/23	ECODE360 ANNUAL MAINTENANCE										
		1		ECODE360 ANNUAL MAINTENANCE	1,195.00		3-01-20-140-001-060	B Internet Services and Web Services	R	03/08/23	03/15/23		GC00120310	N
		Vendor Total:			1,195.00									
G0038 GOLD TYPE BUSINESS MACHINE														
		23-00279	03/06/23	ANNUAL LICENSE RENEWAL										
		1		ANNUAL LICENSE RENEWAL	2,362.50		3-01-25-240-001-029	B Maint. Contracts - Other	R	03/06/23	03/15/23		0000038717	N
		Vendor Total:			2,362.50									

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
G0001 GPANJ														
		23-00303	03/08/23	BUSINESS MEETING MARCH 2023										
		1		BUSINESS MEETING MARCH 2023	35.00		3-01-20-100-001-041	B Conferences & Meetings	R	03/08/23	03/15/23		E1283	N
		Vendor Total:			35.00									
H0048 HIGHTS REALTY LLC														
		23-00270	03/02/23	MARCH 2023 HPD RENT										
		1		MARCH 2023 HPD RENT	4,953.03		3-01-26-310-001-025	B Building Rental	R	03/02/23	03/15/23		MAR 2023	N
		Vendor Total:			4,953.03									
H1100 HOME DEPOT CREDIT SERVICES														
		23-00326	03/15/23	FEB/MAR 2023 INVOICES										
		1		INV 4023551 - BETTER IN KNIT	14.73		3-01-26-290-001-127	B Street Repair & Maintenance	R	03/15/23	03/15/23		4023551	N
		2		INV 4023527 - TEST CAP	6.48		3-01-26-290-001-127	B Street Repair & Maintenance	R	03/15/23	03/15/23		4023527	N
		3		INV 3023600 - PICK UP TOOL/	104.86		3-01-26-310-001-024	B Building Maintenance	R	03/15/23	03/15/23		3023600	N
		4		INV 7024079 - GRAFFITI REMOVAL	51.88		3-01-28-369-001-141	B Parks & Playgrd Maintenance	R	03/15/23	03/15/23		7024079	N
		5		INV 4521757 - BATTERIES	13.87		3-09-55-501-001-503	B Water Plant Maintenance	R	03/15/23	03/15/23		4521757	N
					<u>191.82</u>									
		Vendor Total:			191.82									
J0378 KENNCO LLC														
		23-00277	03/06/23	MONTHLY CYLINDER RENTAL										
		1		INV R18931	34.80		3-01-26-290-001-050	B DPW Work Equipment	R	03/06/23	03/15/23		R18931	N
		Vendor Total:			34.80									
K0918 KENNETH A. LEWIS														
		23-00327	03/15/23	REIMBURSE - DINNER WATER BRK										
		1		REIMBURSE - DINNER FOR DPW	35.20		3-09-55-501-001-549	B Miscellaneous	R	03/15/23	03/15/23			N
		Vendor Total:			35.20									
K0147 KNOX COMPANY														
		23-00200	02/13/23	MEDVAULT DATA CABLE/MOUNTING										
		1		MEDVAULT USB DATA CABLE	47.00		3-01-25-256-002-094	B Computer Service,Support & Software	R	02/13/23	03/15/23		INV-KA-163059	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
K0147 KNOX COMPANY Continued														
		23-00200	02/13/23	MEDVAULT DATA CABLE/MOUNTING		Continued								
		2		MOUNTING BRACKET	74.00	3-01-25-256-002-094		B Computer Service,Support & Software	R	02/13/23	03/15/23		INV-KA-163059	N
		3		SHIPPING AND HANDLING	20.00	3-01-25-256-002-094		B Computer Service,Support & Software	R	02/13/23	03/15/23		INV-KA-163059	N
					<u>141.00</u>									
				Vendor Total:	141.00									
M0261 MERCER COUNTY COMMUNITY COLLEG														
		23-00259	03/01/23	CEVO-3 FIRE FEBRUARY 20, 2023										
		1		CEVO-3 FIRE FEBRUARY 20, 2023	210.00	3-01-25-252-002-042		B Education & Training	R	03/01/23	03/15/23		FA4201	N
				Vendor Total:	210.00									
M1083 MIDDLESEX COUNTY FIRE ACADEMY														
		23-00265	03/01/23	MXV OPERATIONAL-IN COUNTY FEE										
		1		MXV OPERATIONAL-IN COUNTY FEE	210.00	2-01-25-252-002-042		B Education & Training	R	03/01/23	03/15/23		02-1421-22	N
				Vendor Total:	210.00									
NJADV005 NJ Advance Media														
		23-00305	03/08/23	LEGAL ADS FEBRUARY 2023										
		1		INTENT TO AWARD-GARBAGE TRUCK	30.42	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010563613	N
		2		ORD 2023-01 INTRO	28.60	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010577368	N
		3		ORD 2023-02 INTRO	33.28	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010577373	N
		4		ORD 2023-03 INTRO	30.16	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010577377	N
		5		ORD 2023-01 ADOPT	21.06	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010584912	N
		6		ORD 2023-02	35.88	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010584916	N
		7		ORD 2023-03 ADOPT	32.76	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010584919	N
		8		ORD 2023-04 INTRO	31.20	3-01-20-120-001-021		B Advertisements	R	03/08/23	03/15/23		0010584924	N
		9		PLANNING BOARD PUBLIC HEARING	37.44	3-01-21-180-001-021		B Advertisements	R	03/08/23	03/15/23		0010585091	N
					<u>280.80</u>									
				Vendor Total:	280.80									
N0275 NJ LEAGUE OF MUNICIPALITIES														
		23-00245	02/27/23	EMPLOYMENT POSTING										
		1		DRIVER/LABORER	275.00	3-01-26-290-001-199		B Miscellaneous	R	02/27/23	03/15/23		SD18488	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
N0275 NJ LEAGUE OF MUNICIPALITIES Continued														
23-00299	03/08/23	WEBINAR	03/17/2023											
1	WEBINAR	03/17/2023		95.00	3-01-20-100-001-042	B Education & Training		R	03/08/23	03/15/23		3/17/23		N
2	WEBINAR	03/17/2023		95.00	3-01-25-240-001-042	B Education & Training		R	03/08/23	03/15/23		3/17/23		N
				<u>190.00</u>										
	Vendor Total:			465.00										
N0044 NJAPZA														
23-00285	03/06/23	2023 MEMBERSHIP DUES G. CHIN												
1	2023 MEMBERSHIP DUES G. CHIN			100.00	3-01-21-180-001-044	B PROFESSIONAL ASSOCIATION DUES		R	03/06/23	03/15/23		2023		N
	Vendor Total:			100.00										
N1001 NJWEA														
23-00266	03/01/23	NJWEA REGISTRATION E. TORRES												
1	NJWEA REGISTRATION E. TORRES			135.00	3-09-55-501-002-527	B Conferences & Meetings		R	03/01/23	03/15/23		#E8364		N
2	NJWEA REGISTRATION E. TORRES			135.00	3-09-55-501-002-527	B Conferences & Meetings		R	03/06/23	03/15/23		#E8364		N
3	NJWEA REGISTRATION E. TORRES			117.00	3-09-55-501-002-527	B Conferences & Meetings		R	03/06/23	03/15/23		#E8364		N
				<u>387.00</u>										
23-00307	03/08/23	NJWEA REGISTRATION S. WHITE												
1	NJWEA REGISTRATION S. WHITE			135.00	3-09-55-501-002-527	B Conferences & Meetings		R	03/08/23	03/15/23		E8512		N
	Vendor Total:			522.00										
00019 O'BRIEN CONSULTING SERVICES														
22-01713	12/31/22	MONTHLY IT SERVICES												
1	MONTHLY IT SERVICES			900.00	2-01-25-240-001-029	B Maint. Contracts - Other		R	12/31/22	03/15/23		22-6146		N
2	MONTHLY IT SERVICES			250.00	2-01-25-240-001-029	B Maint. Contracts - Other		R	12/31/22	03/15/23		22-6146		N
3	MONTHLY IT SERVICES			8.50	2-01-25-240-001-029	B Maint. Contracts - Other		R	12/31/22	03/15/23		22-6146		N
				<u>1,158.50</u>										
23-00280	03/06/23	MONTHLY IT RATE FEB 2023												
1	MONTHLY IT RATE FEB 2023			900.00	3-01-25-240-001-029	B Maint. Contracts - Other		R	03/06/23	03/15/23		22-6146		N
2	MONTHLY IT RATE FEB 2023			250.00	3-01-25-240-001-029	B Maint. Contracts - Other		R	03/06/23	03/15/23		22-6146		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
00019	O'BRIEN CONSULTING SERVICES			Continued										
		23-00280	03/06/23	MONTHLY IT RATE FEB 2023		Continued								
				3 MONTHLY IT RATE FEB 2023	8.50	3-01-25-240-001-029		B Maint. Contracts - Other	R	03/06/23	03/15/23		22-6146	N
					1,158.50									
	Vendor Total:				2,317.00									
00050	ONE CALL CONCEPT INC													
		23-00282	03/06/23	FEB 2023 MARK OUT REQUESTS										
				1 FEB 2023 MARK OUT REQUESTS	43.97	3-09-55-501-001-535		B Hydrants and Line Repair	R	03/06/23	03/15/23		3025089	N
	Vendor Total:				43.97									
P0088	PARKER MCCAY, P.A.													
		23-00275	03/03/23	Billing through 01/31/2023										
				1 #3157956; Srvcs thru 1/31/23	1,138.50	3-01-21-180-001-107		B Planning Board - Attorney	R	03/03/23	03/15/23		3157956	N
				2 #3157958; Srvcs thru 1/31/23	49.50	2022-01		P 105 Main St - Concept Plan	R	03/03/23	03/15/23		3157958	N
				3 #3157959, Srvcs thru 01/31/23	198.00	2022-04		P 424 Stockton Street	R	03/03/23	03/15/23		3157959	N
					1,386.00									
	Vendor Total:				1,386.00									
P0089	PARKSON CORPORATION													
		22-01234	10/04/22	RECONDITION EXISTING ROTOPRESS										
				1 RECONDITION EXISTING ROTOPRESS	2,030.00	C-08-55-952-001-541		B 2017-11 SECONDARY CLARIFIER	R	10/04/22	03/15/23		AR1/51036310	N
				2 RECONDITION EXISTING ROTOPRESS	18,270.00	C-08-55-952-001-541		B 2017-11 SECONDARY CLARIFIER	R	03/15/23	03/15/23		AR1/51036244	N
					20,300.00									
	Vendor Total:				20,300.00									
P0301	PL CUSTOM BODY & EQUIPMENT INC													
		22-01409	11/09/22	SUPPLY/INSTALL BRACKET&SHELVES										
				1 SUPPLY/INSTALL SCOOP BRACKET	130.00	2-01-25-260-001-034		B Vehicle Repair	R	11/09/22	03/15/23		S024886	N
				2 SUPPLY/INSTALL BACK BOARD	290.00	2-01-25-260-001-034		B Vehicle Repair	R	11/09/22	03/15/23		S024886	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
P0301	PL CUSTOM BODY & EQUIPMENT INC	Continued													
22-01409	11/09/22	SUPPLY/INSTALL BRACKET&SHELVES	Continued												
3	SUPPLY/INSTALL (2) ADJUSTABLE	525.00	2-01-25-260-001-034	B vehicle Repair	R	11/09/22	03/15/23	S024886	N						
		945.00													
	Vendor Total:	945.00													
QUADI005	QUADIANT, INC.														
23-00255	03/01/23	LEASE N9829490 3/29/23-6/28/23													
1	LEASE N9829490 3/29/23-6/28/23	441.57	3-01-30-421-001-029	B Meter Rental/Maintance	R	03/01/23	03/15/23	N9829490	N						
	Vendor Total:	441.57													
R0525	REGISTRARS ASSOC OF NJ														
23-00304	03/08/23	SPRING CONF 2023													
1	SPRING CONF 2023	50.00	3-01-27-330-001-041	B Conferences & Meetings	R	03/08/23	03/15/23	10435	N						
	Vendor Total:	50.00													
R0077	ROBERTS ENGINEERING GRP LLC														
23-00272	03/03/23	Billing through 01/21/2023													
1	Review deeds & legal descript	80.00	2022-03	P Wilson Ave minor subdivision	R	03/03/23	03/15/23	6821	N						
23-00273	03/03/23	RRFB DESIGN & INSPECTION													
1	RRFB DESIGN & INSPECTION	720.00	C-04-55-898-006-447	B DPW ROAD SINGAGE RAPID BEACONS SEC 20	R	03/03/23	03/15/23	6943	N						
	Vendor Total:	800.00													
RONAL005	RONALD P. MONDELLO, P.C.														
23-00276	03/03/23	Services through 2/3/2023													
1	#Boro2022-2;Srvcs thru 2/3/23	1,125.00	2022-06	P 480 MERCER STREET WAREHOUSE	R	03/03/23	03/15/23	BORO2022-2	N						
	Vendor Total:	1,125.00													

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
R0114 RUTGERS, THE STATE UNIVERSITY														
		23-00308	03/08/23	MUNI UTILITY FUND M. O'CONNOR										
		1		MUNI UTILITY FUND M. O'CONNOR	1,037.00	3-01-20-130-001-042		B Education & Training	R	03/08/23	03/15/23		FM-2107-SP23-2	N
		Vendor Total:			1,037.00									
W0156 SEARING, WILLIAM														
		23-00262	03/01/23	MEAN WELL DR-4524 TRANSFORMER										
		1		MEAN WELL DR-4524 24V, 2AMP	60.88	3-09-55-501-002-503		B Sewer Plant Maintenance	R	03/01/23	03/15/23		64421703193021	N
		Vendor Total:			60.88									
M0254 SF MOBILE-VISION														
		22-01387	11/02/22	REDACTION SOFTWARE & COMPUTER										
		1		COMMAND REDACT SOFTWARE	9,750.00	2-01-20-140-001-054		B Computer/Printers-Hardware & Software	R	11/02/22	03/15/23		Q-30364	N
		2		REDACT WORKSTATION	6,960.00	2-01-20-140-001-054		B Computer/Printers-Hardware & Software	R	11/02/22	03/15/23		Q-30364	N
		3		PROFESSIONAL SERVICES	195.00	2-01-20-140-001-054		B Computer/Printers-Hardware & Software	R	11/02/22	03/15/23		Q-30364	N
					<u>16,905.00</u>									
		Vendor Total:			16,905.00									
S0208 SIGNIFICANT DIGITS, INC														
		23-00286	03/06/23	ANNUAL LIC FEE SD READER 2023										
		1		ANNUAL LIC FEE SD READER 2023	650.00	3-09-55-501-001-517		B Maint. Contracts - Office	R	03/06/23	03/15/23		23H-156-097	N
		Vendor Total:			650.00									
STATE005 STATEWIDE INSURANCE FUND														
		23-00291	03/07/23	INSTALLMENT 2/4 WC & LIABILITY										
		1		CURRENT FUND GENERAL LIABILITY	12,758.12	3-01-23-210-003-112		B General Liability-JIF	R	03/07/23	03/15/23		2023B119	N
		2		CURRENT FUND WORKER'S COMP 2/4	24,542.17	3-01-23-210-003-113		B Workers Compensation (JIF)	R	03/07/23	03/15/23		2023B119	N
		3		WORKER'S COMP 2/4 WTP	8,378.71	3-09-55-501-001-515		B County Insurance - JIF	R	03/07/23	03/15/23		2023B119	N
		4		WORKER'S COMP 2/4 AWTP	33,514.83	3-09-55-501-002-515		B County Insurance - JIF	R	03/07/23	03/15/23		2023B119	N
					<u>79,193.83</u>									
		Vendor Total:			79,193.83									

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
S0375 STEVENSON SUPPLY CO.														
23-00278	03/06/23	PVC NIPPLES												
1	INV 659903	- PVC NIPPLES	40.36	3-09-55-501-001-503	B	Water Plant Maintenance	R	03/06/23	03/15/23	659903	N			
Vendor Total:			40.36											
TELCO005 TELCO BILL CENTER INC.														
23-00177	02/09/23	POT SOLVE RECURRING CHARGES												
1	POT SOLVE RECURRING CHARGES	375.00	3-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	02/09/23	03/15/23	1635	N				
23-00268	03/01/23	POT SOLVE RECURRING CHARGES												
1	POT SOLVE RECURRING CHARGES	401.25	3-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	03/01/23	03/15/23	1682	N				
Vendor Total:			776.25											
U0007 UNIVAR USA INC														
23-00111	02/01/23	RES 2022-209 LIME IHI-CALC WTP												
2	INV50877090	1/26/23 LIMEHICALC	2,625.00	3-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	02/01/23	03/15/23	50877090	N			
3	INV50981009	3/8/23 LIMEHICALC	700.00	3-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	02/01/23	03/15/23	50981009	N			
			3,325.00											
Vendor Total:			3,325.00											
U0144 UPS														
23-00264	03/01/23	INV 0000161Y33083 2/25/23 HPD												
1	INV 0000161Y33392	2/15/23	28.45	3-01-25-240-001-199	B	Miscellaneous	R	03/01/23	03/15/23	0000161Y33083	N			
2	INV 0000161Y33392	2/15/23	19.50	3-01-25-240-001-199	B	Miscellaneous	R	03/01/23	03/15/23	0000161Y33083	N			
			47.95											
23-00287	03/06/23	INV 0000161Y33093 HPD/DPW												
1	INV 0000161Y33093	DPW	26.70	3-01-30-421-001-022	B	Postage & Express Charges	R	03/06/23	03/15/23	0000161Y33093	N			
2	INV 0000161Y33093	HPD	16.11	3-01-25-240-001-199	B	Miscellaneous	R	03/06/23	03/15/23	0000161Y33093	N			
			42.81											
Vendor Total:			90.76											

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
U0013 USA BLUE BOOK														
23-00230	02/24/23	QOUTE #326092												
1	OPERATION OF WASTEWATER	139.95	3-09-55-501-002-503	B Sewer Plant Maintenance	R	02/24/23	03/15/23			290384			N	
2	TREATMENT PLANT LOG BOOK 2/PK	23.95	3-09-55-501-002-503	B Sewer Plant Maintenance	R	02/24/23	03/15/23			290384			N	
3	FREIGHT	12.87	3-09-55-501-002-503	B Sewer Plant Maintenance	R	02/24/23	03/15/23			290384			N	
		<u>176.77</u>												
	Vendor Total:	176.77												
VIKIN005 VIKING TERMITE & PEST CONTROL														
23-00218	02/17/23	FEB 2023 MONTHLY SERVICE												
1	INV 430135167 - FEB 23 SERVICE	20.00	3-01-26-310-001-029	B Maintenance Contracts	R	02/17/23	03/15/23			430135167			N	
2	INV 430135166 - FEB 23 SERVICE	20.00	3-01-26-310-001-029	B Maintenance Contracts	R	02/17/23	03/15/23			430135166			N	
		<u>40.00</u>												
	Vendor Total:	40.00												
V0274 VWR FUNDING, INC.														
22-01390	11/02/22	PUMPHEAD ADAPTOR-SPEED REDUCER												
1	PUMPHEAD ADAPTOR-SPEED REDUCER	902.53	2-09-55-501-002-503	B Sewer Plant Maintenance	R	11/02/22	03/15/23			8811323324			N	
2	PUMPHEAD ADAPTER-SPEED REDUCER	902.53	2-09-55-501-002-503	B Sewer Plant Maintenance	R	11/23/22	03/15/23			8812182872			N	
4	PUMPHEAD ADAPTER-SPEED REDUCER	963.94	2-09-55-501-002-503	B Sewer Plant Maintenance	R	02/24/23	03/15/23			8811833323			N	
		<u>963.94</u>												
	Vendor Total:	963.94												
W0002 W.B. MASON CO., INC.														
23-00054	01/24/23	STORAGE CABINETS HPD												
1	STORAGE CABINETS HPD	598.00	3-01-25-240-001-036	B Office Supplies & Equipment	R	01/24/23	03/15/23			236460265			N	
	Vendor Total:	598.00												
W0071 WASTE MGMT OF NEW JERSEY, INC.														
23-00147	02/08/23	DUMPSTER RES2020-136 TO7/31/23		B										
7	INV 3117829-0502-1 3/1/23	545.90	3-01-26-305-001-029	B Contract-Dumpsters	R	02/23/23	03/15/23			3117829-0502-1			N	
8	INV 3117829-0502-1 3/1/23	363.59	3-01-26-305-001-029	B Contract-Dumpsters	R	03/08/23	03/15/23			3117829-0502-1			N	
9	INV 3117830-0502-9 3/1/23	1,455.73	3-01-26-305-001-029	B Contract-Dumpsters	R	03/08/23	03/15/23			3117830-0502-9			N	
10	INV 3117830-0502-9 3/1/23	597.40	3-01-26-305-001-029	B Contract-Dumpsters	R	03/08/23	03/15/23			3117830-0502-9			N	

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0071	WASTE MGMT OF NEW JERSEY, INC.				Continued										
		23-00147	02/08/23	DUMPSTER RES2020-136	T07/31/23	Continued									
		11 INV	3117831-0502-7	3/1/23			272.65	3-01-26-305-001-029	B Contract-Dumpsters	R	03/08/23	03/15/23		3117831-0502-7	N
							3,235.27								
	Vendor Total:						3,235.27								

Total Purchase Orders: 55 Total P.O. Line Items: 113 Total List Amount: 159,005.53 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	24,378.57	0.00	24,378.57	0.00	0.00	0.00	24,378.57
	2-09	963.94	0.00	963.94	0.00	0.00	0.00	963.94
	Year Total:	25,342.51	0.00	25,342.51	0.00	0.00	0.00	25,342.51
CURRENT FUND	3-01	60,516.37	0.00	60,516.37	0.00	0.00	0.00	60,516.37
	3-09	49,617.62	0.00	49,617.62	0.00	0.00	0.00	49,617.62
	3-21	0.00	0.00	0.00	0.00	0.00	2,509.03	2,509.03
	Year Total:	110,133.99	0.00	110,133.99	0.00	0.00	2,509.03	112,643.02
GENERAL CAPITAL	C-04	720.00	0.00	720.00	0.00	0.00	0.00	720.00
WATER/SEWER CAPITAL	C-08	20,300.00	0.00	20,300.00	0.00	0.00	0.00	20,300.00
	Year Total:	21,020.00	0.00	21,020.00	0.00	0.00	0.00	21,020.00
Total of All Funds:		156,496.50	0.00	156,496.50	0.00	0.00	2,509.03	159,005.53

Project Description	Project No.	Rcvd Total	Held Total	Project Total
Amended Site Plan	2021-02	1,056.53	0.00	1,056.53
105 Main St - Concept Plan	2022-01	49.50	0.00	49.50
wilson Ave minor subdivision	2022-03	80.00	0.00	80.00
424 Stockton Street	2022-04	198.00	0.00	198.00
480 MERCER STREET WAREHOUSE	2022-06	1,125.00	0.00	1,125.00
Total of All Projects:		<u>2,509.03</u>	<u>0.00</u>	<u>2,509.03</u>

Resolution 2023-72

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

AUTHORIZING DESIGN, INSPECTION AND ADMINISTRATION OF IMPROVEMENTS TO MAXWELL AVENUE

WHEREAS, the Borough of Hightstown has been awarded a grant in the amount of \$621,270.00 for improvements to Maxwell Avenue; and

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$95,000.00, for the engineering survey, design, permitting and bidding of the project and;

WHEREAS, the Borough Council wishes to authorize the Borough Engineer, Carmela Roberts of Roberts Engineering Group, for an amount not to exceed \$170,000.00, for construction inspection and contract administration costs.

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

NOW, THEREFORE BE IT RESOLVED, that the Borough Engineer is hereby authorized as the design engineer, construction inspection and contract administration engineer for the Improvements to Maxwell Avenue at a cost not to exceed a total of \$265,000.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023.

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

January 12, 2023

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

Re: Improvements to Maxwell Avenue - REVISED
Borough of Hightstown, Mercer County
Our File No.: H1603

Dear Mayor and Council:

The New Jersey Department of Transportation has notified the Borough through its Project Management and Reporting System (PMRS) that it has been awarded funding through the Municipal Aid Program for Improvements to Maxwell Avenue in the amount of \$621,270.00.

You may recall that the estimated construction cost was \$744,810.00. The awarded allotment is \$123,540.00 less than the requested amount. This cost does not include the costs for water and sewer improvements.

Improvements include replacement of deteriorated curb, sidewalk, and curb ramps as necessary; new sidewalk where none currently exist on one side of the road; upgrades to storm drains; milling and paving with base repairs as necessary; replacement of signage and striping; and the construction of a roundabout at the intersection with East Ward Street.

In reviewing with the Borough Water Department, the existing water main on Maxwell Avenue between Franklin Street and Monmouth Street should be replaced. In addition, the water services should be replaced between Monmouth Street and East Ward Street as needed. The Borough Water Department has inspected nearly half of the properties on Maxwell Avenue and has found that they mostly consist of copper services. Therefore, we anticipate that most of the costs associated with water services on Maxwell Avenue will be for transferring the water services to the new water main which is substantially less costly than installing a new water service line. The estimated construction cost for the water main and service improvements is \$475,000.00.

This would be a total construction value of approximately \$1,225,000.00.

Improvements may be needed to the existing sanitary sewer system within the project area. However, the sewer main must be televised before we are able to determine whether sewer improvements are needed. These improvements would be in addition to the costs outlined in this letter.

The anticipated costs for survey, design, permitting, bidding, and construction administration/inspection area as follows:

Survey, Design, Permitting, and Bidding =	\$ 75, 000.00
Construction Administration and Inspection =	\$ 105, 000.00
TOTAL =	\$ 180, 000.00

Improvements to Maxwell Avenue
Borough of Hightstown
Our File No.: H1603
Page 2 of 2

The Borough also must continue to move forward with lead water service replacement throughout the water distribution system as required by the NJDEP Lead Service Rules. It would be beneficial to expand this contract to include investigation and replacement of lead water services in areas beyond Maxwell Avenue. This could include all or portions of Monmouth Street, Manlove Avenue, Broad Street, Cole Avenue, and Clinton Street. The Borough may benefit from cost savings associated with the water main replacement that is also needed on Maxwell Avenue.

Should the Borough consider expanding this contract to include lead service replacement beyond Maxwell Avenue, I recommend that an expanded construction value of \$525,000 be added to the contract in order to maximize the NJ Water Bank's potential 50% loan forgiveness for contracts up to \$1,000,000.00. This would allow for approximately 50 additional water services to be replaced between the water main and water meters.

Adding the additional scope of work would increase the total construction value to approximately \$1,750,000.00. Should Council authorize the expanded scope, the anticipated costs for survey, design, permitting, bidding, and construction administration/inspection area as follows:

Survey, Design, Permitting, and Bidding =	\$ 95, 000.00
<u>Construction Administration and Inspection =</u>	<u>\$ 170, 000.00</u>
TOTAL =	\$ 265, 000.00

Please review the above figures and advise as to how the Council would like to move forward. I am available to review at your next available Council meeting.

Should you have any questions or concerns, 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
George Lang, Borough CFO
Ken Lewis, Borough Superintendent of Public Works
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

November 23, 2022

The Honorable Lawrence Quattrone
Mayor, Hightstown Borough
156 Bank Street
Hightstown Borough, New Jersey 08520

Dear Mayor Quattrone,

I am pleased to inform you that Hightstown Borough has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2023 Municipal Aid Program for LA-2023 MA Hightstown Borough Improvements to Maxwell Avenue 11 in the amount of \$621,270.00.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 611 applications requesting more than \$389 million. There is \$161.25 million available in funds for this program from the Transportation Trust Fund (TTF) supported by the State gas tax.

As part of the Department's Commitment to Communities, NJDOT provides statewide assistance for local governments for improvements to and preservation of the local transportation network. This network makes up about 90 percent of New Jersey's roadways. The successful completion of your project will help achieve this goal and provide your constituents and everyone that uses local roads a transportation system that provides the mobility they deserve.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington – 973-810-9120 District 3 - Trenton – 609-963-2020
District 2 - Newark - 862-350-5730 District 4 - Cherry Hill - 856-414-8414

Again, thank you for your support of this program and good luck with your project.

Sincerely,

A handwritten signature in cursive script, reading "Diane Gutierrez-Scaccetti".

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk; Municipal Engineer

Resolution 2023-73

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

**AWARDING A CONTRACT FOR IMPROVEMENTS TO HAUSSER
AVENUE, BENNETT PLACE, AND PROSPECT DRIVE – BLACK
ROCK ENTERPRISES, LLC.**

WHEREAS, seven (7) bids were received on February 24, 2023, for Improvements to Hausser Avenue, Bennett Place and Prospect Drive; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a contract for the Improvements to Hausser Avenue, Bennett Place and Prospect Drive be awarded to the low bidder, Black Rock Enterprises, LLC, of Old Bridge, New Jersey at the price of \$755,759.40; and

WHEREAS, this project is partially funded by the New Jersey Department of Transportation Municipal Aid Grant program and the award of this contract is conditional upon approval by the New Jersey Department of Transportation; and

WHEREAS, the Borough Attorney has reviewed the bid documents submitted by Black Rock Enterprises, LLC and has found them to be in order with respect to legal compliance; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the Improvements to Hausser Avenue, Bennett Place and Prospect Drive be awarded to the low bidder, Black Rock Enterprises, LLC, of Old Bridge, New Jersey at the price of \$755,759.40.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023.

Margaret Riggio
Borough Clerk



Roberts

ENGINEERING GROUP LLC
Women Business Enterprise Certified

March 14, 2023

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

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

Re: Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1802

Dear Mayor and Council:

Bids were received for the Improvements to Hausser Avenue, Bennett Place, and Prospect Drive project on Friday, February 24, 2023. A total of eight (8) bidders obtained plans and specifications and seven (7) contractors submitted bids. The bid results are as follows:

	Bid
1. Black Rock Enterprises, LLC Old Bridge, New Jersey 08857	\$755,759.40
2. James R. Ientile, Inc. Marlboro, New Jersey 07746	\$863,001.00
3. Earle Asphalt Company Wall Township, New Jersey 07719	\$913,013.13
4. S. Brothers General Contracting Manalapan, New Jersey 07726	\$1,007,315.55
5. JVS Industrial & Commercial Contractors, Inc. Edison, New Jersey 08817	\$1,027,384.00
6. Underground Utilities Corp. Liden, New Jersey 07036	\$1,141,208.00
7. Montana Construction, Inc. Lodi, New Jersey 07644	\$1,187,000.00

This project is being funded through a FY2021 Municipal Aid Program grant as administered by the New Jersey Department of Transportation (NJDOT) in the amount of \$500,000.00 as well as loan financing through the NJ Water Bank for the water main improvements. The Engineer's Estimate for this contract is \$892,305.00. The low bidder amount of \$755,759.40 is \$136,545.60 (15%) below the Engineer's Estimate.

I have reviewed the bid submitted by Black Rock Enterprises, LLC. All conditions set forth in the bid proposal have been satisfied and the Contractor is not on the current list of debarred contractors.

Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1802
Page 2 of 2

We have worked with Black Rock Enterprises, LLC in the past and have found them to be responsive, efficient, and experienced.

Additionally, the Borough Attorney has reviewed the bid documents and found them to be acceptable. However, he has also requested that the low bidder provide the following forms which have been submitted as required and are enclosed:

- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- Lowest Bidder Prevailing Wage Certification

Therefore, it is my recommendation that a contract be awarded to Black Rock Enterprises, LLC of Old Bridge, New Jersey for the Improvements to Hausser Avenue, Bennett Place, and Prospect Drive project in the amount of \$755,759.40, subject to the approval of the New Jersey Department of Transportation and the NJ Infrastructure Bank.

By way of this letter, I am returning the original bids to the Clerk.

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

Very truly yours,



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

cc: Dimitri Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
George Lang, Borough CFO
Fred Raffetto, Esq., Borough Attorney
Ken Lewis, Borough Superintendent of Public Works
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC
Kelly Pham, E.I.T., Roberts Engineering Group, LLC



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Friday, February 24, 2023 at 11:00 am

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

Summary of Bids Our File No.: H1802				Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, New Jersey 08690 Phone: (609) 586-1141		Black Rock Enterprises, LLC 1316 Englishtown Road Old Bridge, New Jersey 08857 Phone: (732) 967-6400 Fax: (732) 967-6402		James R. Ientile, Inc. 28 Vandenberg Road Marlboro, New Jersey 08857 Phone: (732) 303-0637 Fax: (732) 303-0631		Earle Asphalt Company 1800 State Highway 34 Wall Township, New Jersey 07719 Phone: (732) 308-1113 Ext. 206 Fax: (732) 308-1034		S. Brothers General Contracting 16 Sobechko Road Manalapan, New Jersey 07726 Phone: (732) 446-3390 Fax: (732) 446-0076	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1 Mobilization	LS	1	\$40,000.00	\$40,000.00	\$12,500.00	\$12,500.00	\$19,844.00	\$19,844.00	\$40,996.55	\$40,996.55	\$18,384.00	\$18,384.00	
2 Clearing Site	LS	1	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$57,000.00	\$57,000.00	\$51,300.00	\$51,300.00	\$98,140.00	\$98,140.00	
3 Project Video	LS	1	\$2,000.00	\$2,000.00	\$20,000.00	\$20,000.00	\$1,501.40	\$1,501.40	\$500.00	\$500.00	\$4,000.00	\$4,000.00	
4 Traffic Cones	UNIT	30	\$15.00	\$450.00	\$15.00	\$450.00	\$0.01	\$0.30	\$0.01	\$0.30	\$1.00	\$30.00	
5 Drums	UNIT	30	\$25.00	\$750.00	\$1.00	\$30.00	\$0.01	\$0.30	\$0.01	\$0.30	\$0.01	\$0.30	
6 Traffic Director, Flagger	HOURL	150	\$80.00	\$12,000.00	\$1.00	\$150.00	\$0.01	\$1.50	\$100.00	\$15,000.00	\$1.00	\$150.00	
7 Uniform Traffic Director	HOURL	250	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00	
8 Breakaway Barricade	UNIT	9	\$100.00	\$900.00	\$1.00	\$9.00	\$0.50	\$4.50	\$0.01	\$0.09	\$1.00	\$9.00	
9 Construction Sign 'B' (60"x30")	UNIT	3	\$250.00	\$750.00	\$100.00	\$300.00	\$0.50	\$1.50	\$0.01	\$0.03	\$890.00	\$2,670.00	
10 Construction Sign 'C' (72"x60")	UNIT	2	\$350.00	\$700.00	\$100.00	\$200.00	\$0.25	\$0.50	\$0.01	\$0.02	\$890.00	\$1,780.00	
11 Construction Sign 'D' (72"x60")	UNIT	2	\$350.00	\$700.00	\$100.00	\$200.00	\$0.25	\$0.50	\$0.01	\$0.02	\$890.00	\$1,780.00	
12 Construction Sign 'E' (72"x60")	UNIT	2	\$350.00	\$700.00	\$100.00	\$200.00	\$0.25	\$0.50	\$0.01	\$0.02	\$890.00	\$1,780.00	
13 Inlet Filter, Type 2	UNIT	11	\$150.00	\$1,650.00	\$100.00	\$1,100.00	\$1.00	\$11.00	\$50.00	\$550.00	\$120.00	\$1,320.00	
14 Manhole Frame and Cover, Sanitary	UNIT	12	\$750.00	\$9,000.00	\$900.00	\$10,800.00	\$950.00	\$11,400.00	\$450.00	\$5,400.00	\$1,500.00	\$18,000.00	
15 8" Type 'N' Eco Curb Piece	UNIT	7	\$650.00	\$4,550.00	\$400.00	\$2,800.00	\$550.00	\$3,850.00	\$550.00	\$3,850.00	\$450.00	\$3,150.00	
16 Bicycle Safe Frame and Grate	UNIT	7	\$750.00	\$5,250.00	\$375.00	\$2,625.00	\$450.00	\$3,150.00	\$425.00	\$2,975.00	\$425.00	\$2,975.00	
17 8" PVC Sanitary Main	LF	40	\$175.00	\$7,000.00	\$250.00	\$10,000.00	\$330.00	\$13,200.00	\$100.00	\$4,000.00	\$150.00	\$6,000.00	
18 6" PVC Sanitary Lateral	LF	30	\$150.00	\$4,500.00	\$150.00	\$4,500.00	\$430.00	\$12,900.00	\$24.50	\$735.00	\$180.00	\$5,400.00	
19 PVC Cleanout, Sanitary	UNIT	5	\$750.00	\$3,750.00	\$1,000.00	\$5,000.00	\$500.00	\$2,500.00	\$3,100.00	\$15,500.00	\$1,000.00	\$5,000.00	
20 Transfer Existing Water Service	UNIT	15	\$500.00	\$7,500.00	\$1,250.00	\$18,750.00	\$1,600.00	\$24,000.00	\$1,540.00	\$23,100.00	\$1,000.00	\$15,000.00	
21 1" Type K Copper Water Service	LF	239	\$120.00	\$28,680.00	\$30.00	\$7,170.00	\$26.00	\$6,214.00	\$6.50	\$1,553.50	\$180.00	\$43,020.00	
22 1" Curb Valve and Box	UNIT	4	\$700.00	\$2,800.00	\$1,500.00	\$6,000.00	\$1,850.00	\$7,400.00	\$2,600.00	\$10,400.00	\$980.00	\$3,920.00	
23 6" HDPE Water Main	LF	1,339	\$140.00	\$187,460.00	\$95.00	\$127,205.00	\$117.00	\$156,663.00	\$156.70	\$209,821.30	\$143.00	\$191,477.00	
24 Fire Hydrant Assembly, Complete	UNIT	5	\$10,000.00	\$50,000.00	\$8,500.00	\$42,500.00	\$8,100.00	\$40,500.00	\$12,300.00	\$61,500.00	\$9,200.00	\$46,000.00	
25 8" Cap	UNIT	2	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$495.00	\$990.00	\$300.00	\$600.00	\$2,000.00	\$4,000.00	
26 6" Cap	UNIT	7	\$400.00	\$2,800.00	\$650.00	\$4,550.00	\$410.00	\$2,870.00	\$300.00	\$2,100.00	\$1,900.00	\$13,300.00	
27 6" Gate Valve	UNIT	5	\$1,700.00	\$8,500.00	\$3,500.00	\$17,500.00	\$2,300.00	\$11,500.00	\$2,900.00	\$14,500.00	\$6,100.00	\$30,500.00	
28 6" Insertion Valve	UNIT	2	\$10,000.00	\$20,000.00	\$15,000.00	\$30,000.00	\$13,000.00	\$26,000.00	\$7,500.00	\$15,000.00	\$18,000.00	\$36,000.00	
29 6"x6" Tee	UNIT	3	\$1,000.00	\$3,000.00	\$1,000.00	\$3,000.00	\$910.00	\$2,730.00	\$500.00	\$1,500.00	\$950.00	\$2,850.00	
30 6"x6" Wet Tap and Valve	UNIT	1	\$7,000.00	\$7,000.00	\$9,500.00	\$9,500.00	\$6,800.00	\$6,800.00	\$5,000.00	\$5,000.00	\$9,600.00	\$9,600.00	
31 6"x8" Wet Tap and Valve	UNIT	2	\$8,000.00	\$16,000.00	\$10,000.00	\$20,000.00	\$7,000.00	\$14,000.00	\$5,200.00	\$10,400.00	\$10,200.00	\$20,400.00	
32 Concrete Sidewalk, 4" Thick	SY	916	\$80.00	\$73,280.00	\$77.00	\$70,532.00	\$82.00	\$75,112.00	\$85.00	\$77,860.00	\$94.00	\$86,104.00	
33 Reinforced Concrete Sidewalk, 6" Thick	SY	197	\$90.00	\$17,730.00	\$90.00	\$17,730.00	\$111.00	\$21,867.00	\$120.00	\$23,640.00	\$118.00	\$23,246.00	
34 6"x8"x16" Concrete Vertical Curb	LF	1,595	\$37.00	\$59,015.00	\$33.00	\$52,635.00	\$26.00	\$41,470.00	\$38.00	\$60,610.00	\$40.00	\$63,800.00	
35 Detectable Warning Surface (Typ.)	SY	10	\$450.00	\$4,500.00	\$350.00	\$3,500.00	\$330.00	\$3,300.00	\$280.00	\$2,800.00	\$340.00	\$3,400.00	
36 Hot Mix Asphalt Driveway, 2" Thick	SY	74	\$100.00	\$7,400.00	\$45.00	\$3,330.00	\$80.00	\$5,920.00	\$60.00	\$4,440.00	\$30.00	\$2,220.00	
37 HMA Milling, 3" or Less	SY	7,615	\$5.00	\$38,075.00	\$3.75	\$28,556.25	\$4.60	\$35,029.00	\$5.88	\$44,776.20	\$4.00	\$30,460.00	
38 Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	TON	1,050	\$100.00	\$105,000.00	\$96.00	\$100,800.00	\$136.00	\$142,800.00	\$85.00	\$89,250.00	\$101.00	\$106,050.00	
39 Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	225	\$100.00	\$22,500.00	\$1.00	\$225.00	\$110.00	\$24,750.00	\$50.00	\$11,250.00	\$1.00	\$225.00	
40 Tack Coat	GAL	780	\$1.00	\$780.00	\$4.00	\$3,120.00	\$0.05	\$39.00	\$0.01	\$7.80	\$6.00	\$4,680.00	
41 HMA Pavement Repair	SY	143	\$50.00	\$7,150.00	\$30.00	\$4,290.00	\$80.00	\$11,440.00	\$50.00	\$7,150.00	\$30.00	\$4,290.00	
42 Regulatory Sign, R1-1 'Stop'	UNIT	5	\$350.00	\$1,750.00	\$300.00	\$1,500.00	\$325.00	\$1,625.00	\$300.00	\$1,500.00	\$580.00	\$2,900.00	
43 Warning Sign, W15-2 'Watch for Children'	UNIT	2	\$350.00	\$700.00	\$300.00	\$600.00	\$260.00	\$520.00	\$250.00	\$500.00	\$400.00	\$800.00	
44 Warning Sign, 'Autistic Children'	UNIT	2	\$350.00	\$700.00	\$300.00	\$600.00	\$260.00	\$520.00	\$30.00	\$60.00	\$400.00	\$800.00	
45 Warning Sign, 'Children at Play'	UNIT	3	\$350.00	\$1,050.00	\$300.00	\$900.00	\$260.00	\$780.00	\$152.50	\$457.50	\$400.00	\$1,200.00	
46 Warning Sign, W1-2R 'Arrow'	UNIT	2	\$350.00	\$700.00	\$335.50	\$671.00	\$260.00	\$520.00	\$275.00	\$550.00	\$390.00	\$780.00	
47 Warning Sign, W11-2 'Pedestrian'	UNIT	4	\$350.00	\$1,400.00	\$325.00	\$1,300.00	\$260.00	\$1,040.00	\$275.00	\$1,100.00	\$360.00	\$1,440.00	
48 Warning Sign, W16-9P 'Ahead'	UNIT	4	\$350.00	\$1,400.00	\$100.00	\$400.00	\$260.00	\$1,040.00	\$30.00	\$120.00	\$140.00	\$560.00	
49 Street Sign	UNIT	8	\$350.00	\$2,800.00	\$385.00	\$3,080.00	\$325.00	\$2,600.00	\$275.00	\$2,200.00	\$460.00	\$3,680.00	
50 Traffic Marking, 24" Wide White	LF	228	\$20.00	\$4,560.00	\$7.55	\$1,721.40	\$14.00	\$3,192.00	\$8.00	\$1,824.00	\$8.00	\$1,824.00	
51 Traffic Marking, 8" Wide White	LF	345	\$5.00	\$1,725.00	\$2.55	\$879.75	\$4.00	\$1,380.00	\$3.00	\$1,035.00	\$3.25	\$1,121.25	
52 Fertilizing and Seeding, Type A-3	SY	1,050	\$4.00	\$4,200.00	\$1.00	\$1,050.00	\$0.01	\$10.50	\$2.00	\$2,100.00	\$3.00	\$3,150.00	
53 Topsoiling, 5" Thick	SY	1,050	\$5.00	\$5,250.00	\$5.00	\$5,250.00	\$0.01	\$10.50	\$10.00	\$10,500.00	\$5.00	\$5,250.00	
54 Asphalt Price Adjustment	DOLLAR	6,500	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00	
55 Fuel Price Adjustment	DOLLAR	4,000	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00	
56 Excavation, Test Hole	CY	50	\$150.00	\$7,500.00	\$100.00	\$5,000.00	\$0.01	\$0.50	\$0.01	\$0.50	\$1.00	\$50.00	
57 Dense Graded Aggregate, If & Where Directed	CY	50	\$50.00	\$2,500.00	\$1.00	\$50.00	\$0.01	\$0.50	\$35.00	\$1,750.00	\$1.00	\$50.00	
58 Tree Removal, Over 12" to 18" Diameter	UNIT	3	\$1,500.00	\$4,500.00	\$4,000.00	\$12,000.00	\$0.25	\$0.75	\$1,750.00	\$5,250.00	\$2,000.00	\$6,000.00	
59 Tree Planting, 2" Cal.	UNIT	5	\$750.00	\$3,750.00	\$800.00	\$4,000.00	\$0.25	\$1.25	\$600.00	\$3,000.00	\$720.00	\$3,600.00	
60 Allowance	DOLLAR	20,000	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	
Total Cost:				\$892,305.00	Total Cost:	\$755,759.40	Total Cost:	\$863,001.00	Total Cost:	\$913,013.13	Total Cost:	\$1,007,315.55	



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Friday, February 24, 2023 at 11:00 am

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

Summary of Bids Our File No.: H1802				Engineer's Estimate Roberts Engineering Group, LLC 1670 Whitehorse-Hamilton Square Road Hamilton, New Jersey 08690 Phone: (609) 586-1141		JVS Industrial & Commercial Contractors, Inc. 154 Silver Lake Avenue Edison, New Jersey 08817 Phone: (732) 543-2777 Fax: (732) 543-2775		Underground Utilities Corp. 711 Commerce Road Liden, New Jersey 07036 Phone: (908) 862-8936 Fax: (908) 862-8690		Montana Construction, Inc. 80 Contant Avenue Lodi, New Jersey 07644 Phone: (973) 478-5200 Fax: (973) 478-7604		Construct Connect 30 Technology Parkway South, Suite 100 Norcross, Georgia 30092 Phone: (800) 364-2059 Fax: (866) 870-8187	
Description	Units	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1 Mobilization	LS	1	\$40,000.00	\$40,000.00	\$5,000.00	\$5,000.00	\$75,000.00	\$75,000.00	\$30,000.00	\$30,000.00			
2 Clearing Site	LS	1	\$20,000.00	\$20,000.00	\$3,500.00	\$3,500.00	\$50,627.00	\$50,627.00	\$49,050.30	\$49,050.30			
3 Project Video	LS	1	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$1.00	\$1.00			
4 Traffic Cones	UNIT	30	\$15.00	\$450.00	\$10.00	\$300.00	\$1.00	\$30.00	\$1.00	\$30.00			
5 Drums	UNIT	30	\$25.00	\$750.00	\$10.00	\$300.00	\$1.00	\$30.00	\$1.00	\$30.00			
6 Traffic Director, Flagger	HOURL	150	\$80.00	\$12,000.00	\$75.00	\$11,250.00	\$1.00	\$150.00	\$130.00	\$19,500.00			
7 Uniform Traffic Director	HOURL	250	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$130.00	\$32,500.00			
8 Breakaway Barricade	UNIT	9	\$100.00	\$900.00	\$10.00	\$90.00	\$1.00	\$9.00	\$1.00	\$9.00			
9 Construction Sign 'B' (60"x30")	UNIT	3	\$250.00	\$750.00	\$350.00	\$1,050.00	\$600.00	\$1,800.00	\$1.00	\$3.00			
10 Construction Sign 'C' (72"x60")	UNIT	2	\$350.00	\$700.00	\$600.00	\$1,200.00	\$600.00	\$1,200.00	\$1.00	\$2.00			
11 Construction Sign 'D' (72"x60")	UNIT	2	\$350.00	\$700.00	\$600.00	\$1,200.00	\$600.00	\$1,200.00	\$1.00	\$2.00			
12 Construction Sign 'E' (72"x60")	UNIT	2	\$350.00	\$700.00	\$600.00	\$1,200.00	\$600.00	\$1,200.00	\$1.00	\$2.00			
13 Inlet Filter, Type 2	UNIT	11	\$150.00	\$1,650.00	\$200.00	\$2,200.00	\$100.00	\$1,100.00	\$1.00	\$11.00			
14 Manhole Frame and Cover, Sanitary	UNIT	12	\$750.00	\$9,000.00	\$2,000.00	\$24,000.00	\$2,000.00	\$24,000.00	\$1.00	\$12.00			
15 8" Type 'N' Eco Curb Piece	UNIT	7	\$650.00	\$4,550.00	\$1,200.00	\$8,400.00	\$1,000.00	\$7,000.00	\$1.00	\$7.00			
16 Bicycle Safe Frame and Grate	UNIT	7	\$750.00	\$5,250.00	\$1,000.00	\$7,000.00	\$500.00	\$3,500.00	\$1.00	\$7.00			
17 8" PVC Sanitary Main	LF	40	\$175.00	\$7,000.00	\$130.00	\$5,200.00	\$200.00	\$8,000.00	\$1,000.00	\$40,000.00			
18 6" PVC Sanitary Lateral	LF	30	\$150.00	\$4,500.00	\$200.00	\$6,000.00	\$100.00	\$3,000.00	\$600.00	\$18,000.00			
19 PVC Cleanout, Sanitary	UNIT	5	\$750.00	\$3,750.00	\$1,000.00	\$5,000.00	\$500.00	\$2,500.00	\$650.00	\$3,250.00			
20 Transfer Existing Water Service	UNIT	15	\$500.00	\$7,500.00	\$1,500.00	\$22,500.00	\$1,500.00	\$22,500.00	\$1,000.00	\$15,000.00			
21 1" Type K Copper Water Service	LF	239	\$120.00	\$28,680.00	\$75.00	\$17,925.00	\$50.00	\$11,950.00	\$65.00	\$15,535.00			
22 1" Curb Valve and Box	UNIT	4	\$700.00	\$2,800.00	\$2,800.00	\$11,200.00	\$1,000.00	\$4,000.00	\$850.00	\$3,400.00			
23 6" HDPE Water Main	LF	1,339	\$140.00	\$187,460.00	\$155.00	\$207,545.00	\$143.00	\$191,477.00	\$325.00	\$435,175.00			
24 Fire Hydrant Assembly, Complete	UNIT	5	\$10,000.00	\$50,000.00	\$12,000.00	\$60,000.00	\$11,000.00	\$55,000.00	\$8,500.00	\$42,500.00			
25 8" Cap	UNIT	2	\$500.00	\$1,000.00	\$700.00	\$1,400.00	\$500.00	\$1,000.00	\$1.00	\$2.00			
26 6" Cap	UNIT	7	\$400.00	\$2,800.00	\$600.00	\$4,200.00	\$400.00	\$1,600.00	\$2,800.00	\$7.00			
27 6" Gate Valve	UNIT	5	\$1,700.00	\$8,500.00	\$2,750.00	\$13,750.00	\$3,000.00	\$15,000.00	\$2,850.00	\$14,250.00			
28 6" Insertion Valve	UNIT	2	\$10,000.00	\$20,000.00	\$10,000.00	\$20,000.00	\$15,000.00	\$30,000.00	\$1.00	\$2.00			
29 6"x6" Tee	UNIT	3	\$1,000.00	\$3,000.00	\$500.00	\$1,500.00	\$1,000.00	\$3,000.00	\$1.00	\$3.00			
30 6"x6" Wet Tap and Valve	UNIT	1	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$8,500.00	\$8,500.00			
31 6"x8" Wet Tap and Valve	UNIT	2	\$8,000.00	\$16,000.00	\$5,250.00	\$10,500.00	\$16,000.00	\$32,000.00	\$8,000.00	\$16,000.00			
32 Concrete Sidewalk, 4" Thick	SY	916	\$80.00	\$73,280.00	\$130.00	\$119,080.00	\$125.00	\$114,500.00	\$78.00	\$71,448.00			
33 Reinforced Concrete Sidewalk, 6" Thick	SY	197	\$90.00	\$17,730.00	\$155.00	\$30,535.00	\$135.00	\$26,595.00	\$130.00	\$25,610.00			
34 6"x8"x16" Concrete Vertical Curb	LF	1,595	\$37.00	\$59,015.00	\$43.00	\$68,585.00	\$35.00	\$55,825.00	\$45.00	\$71,775.00			
35 Detectable Warning Surface (Typ.)	SY	10	\$450.00	\$4,500.00	\$250.00	\$2,500.00	\$400.00	\$4,000.00	\$1.00	\$10.00			
36 Hot Mix Asphalt Driveway, 2" Thick	SY	74	\$100.00	\$7,400.00	\$100.00	\$7,400.00	\$60.00	\$4,440.00	\$1.00	\$74.00			
37 HMA Milling, 3" or Less	SY	7,615	\$5.00	\$38,075.00	\$7.00	\$53,305.00	\$7.00	\$53,305.00	\$8.00	\$60,920.00			
38 Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	TON	1,050	\$100.00	\$105,000.00	\$140.00	\$147,000.00	\$135.00	\$141,750.00	\$125.00	\$131,250.00			
39 Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	225	\$100.00	\$22,500.00	\$140.00	\$31,500.00	\$135.00	\$30,375.00	\$120.00	\$27,000.00			
40 Tack Coat	GAL	780	\$1.00	\$780.00	\$1.00	\$780.00	\$5.00	\$3,900.00	\$1.00	\$780.00			
41 HMA Pavement Repair	SY	143	\$50.00	\$7,150.00	\$110.00	\$15,730.00	\$75.00	\$10,725.00	\$1.00	\$143.00			
42 Regulatory Sign, R1-1 'Stop'	UNIT	5	\$350.00	\$1,750.00	\$150.00	\$750.00	\$300.00	\$1,500.00	\$265.00	\$1,325.00			
43 Warning Sign, W15-2 'Watch for Children'	UNIT	2	\$350.00	\$700.00	\$150.00	\$300.00	\$300.00	\$600.00	\$265.00	\$530.00			
44 Warning Sign, 'Autistic Children'	UNIT	2	\$350.00	\$700.00	\$150.00	\$300.00	\$300.00	\$600.00	\$265.00	\$530.00			
45 Warning Sign, 'Children at Play'	UNIT	3	\$350.00	\$1,050.00	\$150.00	\$450.00	\$300.00	\$900.00	\$265.00	\$795.00			
46 Warning Sign, W1-2R 'Arrow'	UNIT	2	\$350.00	\$700.00	\$150.00	\$300.00	\$330.00	\$660.00	\$305.00	\$610.00			
47 Warning Sign, W11-2 'Pedestrian'	UNIT	4	\$350.00	\$1,400.00	\$150.00	\$600.00	\$330.00	\$1,320.00	\$282.00	\$1,128.00			
48 Warning Sign, W16-9P 'Ahead'	UNIT	4	\$350.00	\$1,400.00	\$150.00	\$600.00	\$200.00	\$800.00	\$85.00	\$340.00			
49 Street Sign	UNIT	8	\$350.00	\$2,800.00	\$300.00	\$2,400.00	\$400.00	\$3,200.00	\$350.00	\$2,800.00			
50 Traffic Marking, 24" Wide White	LF	228	\$20.00	\$4,560.00	\$8.00	\$1,824.00	\$8.00	\$1,824.00	\$6.90	\$1,573.20			
51 Traffic Marking, 8" Wide White	LF	345	\$5.00	\$1,725.00	\$3.00	\$1,035.00	\$2.80	\$966.00	\$2.30	\$793.50			
52 Fertilizing and Seeding, Type A-3	SY	1,050	\$4.00	\$4,200.00	\$5.00	\$5,250.00	\$5.00	\$5,250.00	\$1.50	\$1,575.00			
53 Topsoiling, 5" Thick	SY	1,050	\$5.00	\$5,250.00	\$5.00	\$5,250.00	\$10.00	\$10,500.00	\$5.00	\$5,250.00			
54 Asphalt Price Adjustment	DOLLAR	6,500	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00	\$1.00	\$6,500.00			
55 Fuel Price Adjustment	DOLLAR	4,000	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00	\$1.00	\$4,000.00			
56 Excavation, Test Hole	CY	50	\$150.00	\$7,500.00	\$5.00	\$250.00	\$300.00	\$15,000.00	\$1.00	\$50.00			
57 Dense Graded Aggregate, If & Where Directed	CY	50	\$50.00	\$2,500.00	\$25.00	\$1,250.00	\$60.00	\$3,000.00	\$1.00	\$50.00			
58 Tree Removal, Over 12" to 18" Diameter	UNIT	3	\$1,500.00	\$4,500.00	\$500.00	\$1,500.00	\$1,700.00	\$5,100.00	\$1,200.00	\$3,600.00			
59 Tree Planting, 2" Cal.	UNIT	5	\$750.00	\$3,750.00	\$500.00	\$2,500.00	\$3,500.00	\$12,250.00	\$750.00	\$3,750.00			
60 Allowance	DOLLAR	20,000	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00	\$1.00	\$20,000.00			
Total Cost:				\$892,305.00	Total Cost:	\$1,027,384.00	Total Cost:	\$1,141,208.00	Total Cost:	\$1,187,000.00	Total Cost:	NO BID RECEIVED	

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

Resolution 2023-74

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

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR A UNIMAC WASHER AND UNIMAC DRY CABINET

WHEREAS, Hightstown Borough has been awarded an American Rescue Plan Firefighter 2022 grant in the amount of \$31,000.00 (Grant Agreement #2022-04989-0633-00); and

WHEREAS, the Borough of Hightstown has determined that there is a need for a washer and dry cabinet for Hightstown Engine Company No. 1 through a non-fair and open purchase pursuant to the provisions of N.J.S.A 19:44A-20.5; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, Ahgua Tech, LLC of Short Hills, NJ, has submitted a proposal dated March 1, 2023, indicating they will provide a UniMac Washer and UniMac Dry Cabinet for \$31,000.00; and

WHEREAS, the Chief Finance Officer has certified that funds are available for this purchase charging budget line 3-01-44-727-000-199.

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

1. The Borough Council for the aforementioned reasons, hereby declares that Ahgua Tech, LLC, 55 Stewart Road, Short Hills NJ 07078, submitted a quote and hereby approves purchase to said entity for the aforesaid goods and services in the amount of \$31,000.00
2. Ahgua Tech, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Ahgua Tech, LLC, has not made any reportable contributions to a political or candidate committee in the Borough of Hightstown in the previous one year, and that Ahgua Tech, LLC, will refrain from making any reportable contributions through length of the project.
3. The Borough Council hereby authorizes the Borough Clerk/Purchasing Agent to execute the quote and proceed with the issuance of a purchase order to begin the work detailed herein.

4. That the Business Disclosure Entity Certification the Determination of Value be placed on file with this resolution.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023.

Margaret Riggio
Borough Clerk

**BOROUGH OF HIGHTSTOWN
DETERMINATION OF VALUE FORM AND CERTIFICATION OF FUNDS
PURSUANT TO NON-FAIR AND OPEN CONTRACT AWARDS
PURCHASE OF WASHER-DRYER FOR HIGHTSTOWN ENGINE CO. #1**

Contract For: Purchase of Washer/Dryer for Hightstown Engine Company No. 1
Contract to be Awarded to: Ahgua Tech, LLC
Contract Period: Purchase and installation of Washer/Dryer Unit
Estimated Contract Amount: \$31,000.00

CERTIFICATION

I hereby certify that the estimated amounts of the contracts to be awarded exceed \$17,500.

I hereby further certify that funds to cover the expenditures for the above-reference contracts will be encumbered by purchase orders on an as-needed basis (as required pursuant to N.J.A.C. 5:30-5.4.).

Budget Line to be charged for expense: **3-01-44-727-000-199 ARP FIREFIGHTER GRANT**

Certified by: **Peggy Riggio, OPA – Purchasing Agent**

Certified Date: **03/16/2023**

Ahgua Tech LLC (EIN 27-0724339)		Sales & Purchase Contract	
A NJ-MWBE Certified Latina-owned Small Business - SHCCNJ/LETS/HETP			
55 Stewart Road, Short Hills, NJ 07078			
(973) 650-1953 Direct (973) 415-8886 Office (973) 415-8850 Fax			
Contract Quotation:		Shipping Address:	
Name	Deputy Chief Donald Derr	Notes: Please confirm shipping location.	
Company	Hightstown Engine Co. #1		
Street	140 Main St.		
City, State, Zip	Hightstown, NJ 08520		
Phone	609-933-2180		
Email	firenaircachers@gmail.com; junk2871@gmail.com		
QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1	UniMac Washer Model UWT045 , 45lb (3) set PPE Capacity, 100G-force, complete with UniLinc Control, Firelinc logging system, OptiSpray through the door rinsing (39% water saver), Voltage 200-240V/50-60Hz/1-3Ph NFPA1851 Compliant	\$ 17,521.00	\$ 17,521.00
1	Firelinc System - FF Industry Credit (\$1k value)	\$ 1,000.00	\$ -
1	UniMac UTGC6ED Dry Cabinet (accomodates 6 sets less liners) *voltage to be confirmed. Signature _____ Voltage _____ Phase _____	\$ 9,867.00	\$ 9,867.00
1	Soap injection system with (4) 5-gallon pails of detergent, pump programming, start-up, installation and training Installation TBD based on Site Visit or these services to be provided by FD's call-in contract	\$ 798.00	\$ 798.00
FINANCE PLAN: SEE ATTACHED IF APPLICABLE		SUBTOTAL	\$ 28,186.00
TAX EXEMPT: YES Government entity		SALES TAX %	0.000%
Terms: Contract Valid for 30 days from date above. Installation and Delivery: Site Unseen Installation Costs Vary; Site Visit Recommended Machinery to be delivered, leveled, lagged to the concrete floor. Floor strength tbd on visit. Utilities Must Be within four feet (4'-0") of equipment.		SALES TAX \$	\$ -
		Delivery/Install	\$ 589.00
		Freight	\$ 2,225.00
		TOTAL AMOUNT	\$ 31,000.00
THANK YOU FOR YOUR BUSINESS! Purchaser warrants that any machinery given in trade is free and unencumbered; and agrees to crate and deliver to local shipping point within 30 DAYS AFTER receipt of goods. Purchaser agrees to conditions enumerated above and hereof acknowledges copy of this contract.			
PLEASE SIGN AND RETURN			
The above order is accepted by seller.		CONFIRMATION & ACCEPTANCE	
Date:	Buyer:		
EAC Business International LLC Witness to buyer's signature below:			
dba Ahgua Tech LLC			
By:	Owner:		

Resolution 2023-75

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

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2023 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2023 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2023 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	306,000.00	76,000.00	382,000.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	155,000.00	50,000.00	205,000.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	461,000.00	126,000.00	587,000.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2023 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023.

Margaret Riggio
Borough Clerk

Borough of Hightstown
 Emergency Temporary No.2
 3/20/2023

SCHEDULE "A"

Current Fund

Administrative and Executive	Salaries and Wages	15,000.00
Financial Administration	Other Expenses	3,000.00
Tax Collector	Other Expenses	1,000.00
Planning Board	Salaries and Wages	3,000.00
Police	Salaries and Wages	100,000.00
Police	Other Expenses	10,000.00
Group Insurance	Other Expenses	110,000.00
Uniform Fire Safety Act	Salaries and Wages	3,000.00
First Aid	Other Expenses	5,000.00
Parks and Recreation	Salaries and Wages	3,000.00
Celebration of Public Events	Other Expenses	500.00
Postage	Other Expenses	2,000.00
Gas/Heating	Other Expenses	2,500.00
Construction Code	Salaries and Wages	10,000.00
Construction Code	Other Expenses	2,000.00
Housing Code Enforcement	Salaries and Wages	5,000.00
American Rescue Plan - Firefighter 2022 Award	Other Expenses	<u>31,000.00</u>
Total Current Fund		<u>306,000.00</u>

Water-Sewer Operating Fund

Salaries and Wages	50,000.00
Other Expenses	100,000.00
Social Security	<u>5,000.00</u>
Total Water Sewer Operating	<u>155,000.00</u>

Total	<u><u>461,000.00</u></u>
-------	--------------------------

Resolution 2023-76

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2022 BUDGET

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2022 budget are hereby authorized:

<u>Current:</u>	<u>From</u>	<u>To</u>
Group Insurance		
Other Expenses	\$ 15,000.00	
Streets and Roads		
Salaries and Wages	21,000.00	
Landfill Disposal Costs		
Other Expenses	30,000.00	
Legal Services and Costs		
Other Expenses		\$ 5,000.00
Engineer		
Other Expenses		4,000.00
Natural Gas		2,500.00
Street Lighting		3,000.00
Public Employee Retirement System		24,500.00
Senior Citizens Program Service Center		27,000.00
TOTALS	\$ 66,000.00	\$ 66,000.00

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023

Margaret Riggio
Borough Clerk

Resolution 2023-77

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 20, 2023, at the Hightstown Fire House located at 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Attorney Client Privilege

Contract Negotiations – Americana Diner

Contract Negotiations – Municipal Facilities

Complaint Investigation

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 20, 2023, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 20, 2023.

Margaret Riggio
Borough Clerk