

AGENDA
Hightstown Borough Council
December 4, 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

Approval of Agenda

Minutes Approved

September 18, 2023 – Public Session
September 18, 2023 – Executive Session
October 2, 2023 – Public Session
October 2, 2023 – Executive Session
October 16, 2023 - Public Session
October 16, 2023 - Executive Session
November 6, 2023 - Public Session
November 6, 2023 – Executive Session

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

Ordinances

2023-18 Final Reading and Public Hearing An Ordinance to Repeal Article 2-31, Entitled “Board of Recreation Commissioners,” of Part 1 “Administrative Code,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown”

2023-19 First Reading and Introduction An Ordinance to Repeal Article 2-59, Entitled “Awarding of Public Professional Service Contract,” of Part 4, “Administrative Policies and Procedure,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown.”

2023-20 First Reading and Introduction An Ordinance Repealing Ordinance 2021-06, and to Conditionally Permit Certain Classes of Cannabis Businesses to Locate Within Specified Geographical Boundaries of the Borough of Hightstown in Mercer County, New

Jersey, Adding Licensing Requirements to Chapter 4, Entitled “General Licensing,” Amending and Supplementing Chapter 28, Entitled “Zoning,” and Establishing Chapter 31, Entitled “Taxation of Cannabis Sales,” of the “Revised General Ordinances of the Borough of Hightstown.”

2023-21 First Reading and Introduction An Ordinance Establishing Certain Regulations and Amending and Supplementing Article 13-4, Entitled “Additional Housing Standards for Rental Units,” of Chapter 13, “Housing”, of “The Revised General Ordinances of the Borough of Hightstown,” In Order to Establish a New Section 13-4-11 Thereof to be Known as “Lead-Based Paint Inspection for Residential Rental Dwellings.”

2023-22 First Reading and Introduction A Bond Ordinance Providing for Improvements to the Sluice Gate in and By the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$65,000 Therefor and Authorizing the Issuance of \$61,800 Bonds or Notes of the Borough to Finance Part of the Cost Thereof.

2023-23 First Reading and Introduction Bond Ordinance Providing for Rebuilding of the Rotopress for the Water/Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$118,000 Therefor and Authorizing the Issuance of \$112,300 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Resolutions

2023-218 Authorizing Payment of Bills

2023-219 Authorizing a Shared Services Agreement with Robbinsville Township for Emergency Medical Services

Consent Agenda

2023-220 Resolution Appointing Risk Management Consultant 2024 Fund Year

2023-221 Resolution Appointing Fund Commissioner 2024 Fund Year

Discussion

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session **Resolution 2023-222** Authorizing a Meeting that Excludes the Public

Contract Negotiations – PRC Group

Contact Negotiations – Shangles Alley

Adjournment

Ordinance 2023-18

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

**AN ORDINANCE TO REPEAL ARTICLE 2-31, ENTITLED
“BOARD OF RECREATION COMMISSIONERS,” OF PART 1
“ADMINISTRATIVE CODE,” OF CHAPTER 2, “ADMINISTRATION,” OF
“THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN.”**

WHEREAS, pursuant to Ordinance No. 1998-18, the Borough of Hightstown (the “Borough”) established Article 2-31, entitled “Board of Recreation Commissioners,” of Part 1, “Administrative Code,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown” (also referenced as the “Borough Code”); and

WHEREAS, Article 2-31 of the Borough Code created a Board of Recreation Commissioners, in accordance with N.J.S.A. 40:12-1, *et seq.*; and

WHEREAS, the Borough’s Board of Recreation Commissioners, also known as the “Parks and Recreation Commission,” was vested with all of the powers and duties as set forth in N.J.S.A. 40:12-1, *et seq.*; and

WHEREAS, the Mayor and Council of the Borough have determined that it would be most advantageous, and in the best interests of the Borough, to dissolve the Board of Recreation Commissioners, a/k/a the Parks and Recreation Commission, and to bring all of the responsibilities for the Borough’s parks and recreation programs under the control and supervision of one body – namely, the Borough itself -- rather than a separate entity; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, the governing body of a municipality may make, amend, repeal and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this State or of the United States, as it may deem necessary and proper for the good government, order and protection of persons and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, the Mayor and Council of the Borough deem it to be in the best interests of the Borough to repeal Article 2-31, “Board of Recreation Commissioners,” of the Borough Code in its entirety.

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

1. That Article 2-31, entitled “Board of Recreation Commissioners,” of Part 1 “Administrative Code,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown,” is hereby repealed in its entirety, and shall be of no further force and effect.

2. That, as of the effective date of the within Ordinance, the Board of Recreation Commissioners, a/k/a the Parks and Recreation Commission, shall hereby be dissolved, and all of the responsibilities for the Borough's parks and recreation programs shall hereafter be vested in the Borough.

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

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

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

6. That this Ordinance shall take effect upon final passage and publication in accordance with the law.

Introduction: November 20, 2023

Adoption:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Ordinance 2023-19

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

**AN ORDINANCE TO REPEAL ARTICLE 2-59, ENTITLED
“AWARDING OF PUBLIC PROFESSIONAL SERVICE CONTRACTS,”
OF PART 4, “ADMINISTRATIVE POLICIES AND PROCEDURES,”
OF CHAPTER 2, “ADMINISTRATION,” OF “THE REVISED GENERAL
ORDINANCES OF THE BOROUGH OF HIGHTSTOWN.”**

WHEREAS, pursuant to Ordinance No. 2004-25 (the “Pay-to-Play Ordinance”), the Borough of Hightstown (the “Borough”) established local pay-to-play restrictions which prohibited the award of public contracts to business entities that have made certain political contributions during the 12-month period prior to the award of the contract, and which also prohibited business entities from making certain political contributions during the term of their contracts with the Borough; and

WHEREAS, the Pay-to-Play Ordinance was enacted pursuant to the authority prescribed by N.J.S.A. 40A:11-51; and

WHEREAS, the Pay-to-Play Ordinance was codified at Article 2-59, entitled “Awarding of Public Professional Service Contracts,” of Part 4, “Administrative Policies and Procedures,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown” (also referenced as the “Borough Code”); and

WHEREAS, pursuant to P.L. 2023, c.30, known as the “Elections Transparency Act” (the “Act”), significant changes were made to New Jersey’s pay-to-play laws; and

WHEREAS, Section 37 of the Act repealed N.J.S.A. 40A:11-51, which previously authorized governmental entities to adopt pay-to-play regulations that are more restrictive than the State regulations; and

WHEREAS, pursuant to the Act, the new State pay-to-play regulations preempt all local pay-to-play restrictions; and

WHEREAS, following the State Legislature’s adoption of the Act, the New Jersey Department of Community Affairs, Division of Local Government Services, issued Local Finance Notice (LFN) 2023-14 on August 8, 2023 (the “LFN”); and

WHEREAS, the LFN recommends that, given the State’s preemption of local pay-to-play restrictions with the enactment of the Act, local pay-to-play ordinances that were adopted pursuant to the authority previously contained in N.J.S.A. 40A:11-51 should, as a matter of housekeeping, be repealed; and

WHEREAS, given the above, the Mayor and Council of the Borough deem it to be in the best interests of the Borough to repeal Article 2-59, “Awarding of Public Professional Service Contracts,” of the Borough Code in its entirety.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Article 2-59, entitled “Awarding of Public Professional Service Contracts,” of Part 4, “Administrative Policies and Procedures,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown” is hereby repealed in its entirety, and shall be of no further force and effect.

BE IT FURTHER ORDAINED, that all other provisions of Chapter 2 of the Borough Code which are not referenced in this Ordinance shall remain unaffected/unchanged and remain in full force and effect.

BE IT FURTHER ORDAINED, 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.

BE IT FURTHER ORDAINED, 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.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon final passage and publication in accordance with the law, following the required twenty (20) day period after adoption, as set forth in N.J.S.A. 40:69A-181(b).

Introduced:

Adopted:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Ordinance 2023-20

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

AN ORDINANCE REPEALING ORDINANCE 2021-06, AND TO CONDITIONALLY PERMIT CERTAIN CLASSES OF CANNABIS BUSINESSES TO LOCATE WITHIN SPECIFIED GEOGRAPHICAL BOUNDARIES OF THE BOROUGH OF HIGHTSTOWN IN MERCER COUNTY, NEW JERSEY, ADDING LICENSING REQUIREMENTS TO CHAPTER 4, ENTITLED “GENERAL LICENSING,” AMENDING AND SUPPLEMENTING CHAPTER 28, ENTITLED “ZONING,” AND ESTABLISHING CHAPTER 31, ENTITLED “TAXATION OF CANNABIS SALES,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN.”

WHEREAS, in 2020 New Jersey voters approved Public Question No. 1, which amended the New Jersey Constitution to allow for the legalization of a controlled form of marijuana called “cannabis” for adults at least 21 years of age; and

WHEREAS, on February 22, 2021, the Hon. Philip Murphy signed into law P.L. 2021, c. 16, known as the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” (the “Act”), which legalizes the recreational use of cannabis by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession; and

WHEREAS, Section 31(a) of the Act authorizes municipalities by ordinance to adopt regulations governing the number of cannabis establishments (defined in Section 3 of the Act as “a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer”), cannabis distributors or cannabis delivery services allowed to operate within their boundaries, as well as the location, manner and times operation of such establishments, distributors or delivery services, and establishing civil penalties for the violation of any such regulations; and

WHEREAS, the Borough Council of the Borough of Hightstown (the “Borough”), in the County of Mercer and State of New Jersey, having previously decided that additional study of cannabis business was warranted and who thus voted to opt out of permitting any cannabis businesses, excepting the delivery of cannabis products as allowed by the Act, through the enactment of Ordinance 2021-06, now codified as Article 28-12 of the “Revised General Ordinances of the Borough of Hightstown,” have further studied the issues at hand, including the receipt of input from the Planning Board, and have at this time found it necessary and appropriate, and in the best interests of the health, safety and welfare of the Borough’s residents and members of the public who visit, travel, and/or conduct business in the Borough, to permit certain classes of cannabis-related businesses, land use and development within the geographic boundaries of the Borough, pursuant to the terms and conditions set forth herein, and to amend the Borough’s Ordinances accordingly.

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

Section 1. Article 4-13, presently “Reserved,” of Chapter 4, “General Licensing,” shall be named “Cannabis Licensing,” and shall constitute the following:

Article 4-13. Cannabis Licensing.

§ 4-13-1. Definitions.

As used in this article, the following terms shall have the meanings as defined in the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act,” also referenced herein as the “Act” or “P.L. 2021, c. 16,” as it may be amended or superseded, and are included herein for purposes of general acknowledgement and ease of use:

CLASS 1 CANNABIS CULTIVATOR LICENSE

A license for facilities involved in growing and cultivating cannabis.

CLASS 2 CANNABIS MANUFACTURER LICENSE

A license for facilities involved in the manufacturing, preparation, and packaging of cannabis items.

CLASS 3 CANNABIS WHOLESALE LICENSE

A license for facilities involved in obtaining and selling cannabis items for later resale by other licensees.

CLASS 4 CANNABIS DISTRIBUTOR LICENSE

A license for businesses involved in transporting cannabis plants in bulk from a licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another.

CLASS 5 CANNABIS RETAILER LICENSE

A license for locations at which cannabis items and related supplies are sold to consumers.

CLASS 6 CANNABIS DELIVERY LICENSE

A license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

All other terms as defined in the Act are hereby incorporated herein by reference and shall have the meanings set forth in the Act, as may be amended or superseded.

In addition, the following terms shall have the meanings indicated:

GIFTING

Shall mean the sale of any object containing cannabis or a cannabis product wherein the cannabis itself is assigned no or a below market price sales price.

§ 4-13-2. Non-Licensed Cannabis Businesses and Individual Proprietors and Gifting Prohibited.

The cultivation, manufacturing, preparation, packaging, wholesaling, distributing, retailing, delivery and other related enterprise consisting in whole or in part of cannabis growing, harvesting, drying, producing, marketing and selling by non-licensed businesses or individuals is hereby prohibited throughout the Borough of Hightstown. No licensed cannabis enterprise and no non-licensed business or individual may undertake the gifting of cannabis in the Borough of Hightstown. In addition to any criminal penalties which may be applicable, the Borough shall impose a civil penalty for the violation of any of the provisions of this section in accordance with §4-13-5.

§ 4-13-3. Licensed Use Applicability.

The use of any cannabis license shall only be in strict accordance with the land use and location requirements of Chapter 28 of the Revised General Ordinances of the Borough of Hightstown. Consequently, the Borough of Hightstown may or may not establish locations for the use and operation of the six types of cannabis business licenses and operations as set forth in the Act. Should the Borough of Hightstown establish more than one type of cannabis license, nothing herein shall prohibit a single owner from owning more than one such license, provided such ownership is not prohibited by State statute or rule.

§ 4-13-4. Local Licensing Authority.

- A. The Borough Council is hereby designated to act as the local licensing authority for the Borough of Hightstown for all cannabis businesses within the Borough. The Borough Administrator shall act as the receiver of any communications from the State Cannabis Regulatory Commission and shall promptly convey any item of information with regard to the licensing of cannabis businesses by the State or in which State law requires any review or approval by the Borough of any action to the Borough Council.
- B. Under no circumstances shall a local license for a cannabis business issued by the Borough Council be effective until or unless the State has issued the requisite licenses to operate such a facility. It is the intent of this article that no cannabis business may lawfully operate in the Borough of Hightstown without the issuance of a State license and full regulatory oversight of the cannabis business by the Cannabis Regulatory Commission or other state licensing authority as required by law as well as oversight and issuance of a license by the Borough.
- C. Municipal licensing for cannabis businesses shall follow the nomenclature of the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act” as indicated in the definitions in this article.

- D. Maximum number of licenses and fees. Subject to the provisions of Chapter 28, the Borough may issue up to and including the following number of licenses which shall require the associated license application and annual renewal fee:

BOROUGH OF HIGHTSTOWN CANNABIS LICENSE AND FEE SCHEDULE

License	Class	Maximum Number of Licenses to be Issued	Nonrefundable Application Fee	Annual License Renewal
Cannabis Cultivator	1	1	\$10,000.00	\$25,000.00
Cannabis Manufacturer	2	1	\$10,000.00	\$25,000.00
Cannabis Wholesaler	3	1	\$10,000.00	\$25,000.00
Cannabis Distributor	4	1	\$10,000.00	\$25,000.00
Cannabis Retailer	5	0	N/A	N/A
Cannabis Delivery	6	0	N/A	N/A

For any class of cannabis license referenced in the schedule above in which the number “0” is specified under the column entitled “Maximum Number of Licenses to be Issued,” the Borough hereby continues to “opt out” relating to that class of cannabis license under the Act, as originally declared in Ordinance 2021-06.

- E. A resolution of support issued by the Borough Council pursuant to N.J.A.C. 17:30-5.1(g)1 to a cannabis business shall expire within eighteen (18) months unless the business has secured at least one of the annual State issued cannabis licenses for operation of a Class 1 through 4 business within the Borough of Hightstown. The Borough Council may extend the resolution of support at its discretion for up to two (2) additional periods of six (6) months each for good cause, including but not limited to delays in the processing of approvals required from State, county or other local agencies. There shall be a fee of \$2,500.00 for each extension request.

- F. Additional licensing regulations.

(1) Hours of operation.

- (a) The hours of operation of vehicles on the premises of a cannabis business with a gross vehicle weight rating of 25,000 lbs. or greater for Classes 2 through 4 licensees shall be limited from 7:00 am to 7:00 pm, inclusive, unless, as part of a site plan application and for good cause shown and mitigation of noise, appropriate access and site layout, an extended period, not to exceed 14 hours total in any day, is approved by the Planning Board.

- (b) Such hours shall be construed to mean Eastern Standard Time or Eastern Daylight Savings Time, whichever time shall be in effect within the Borough of Hightstown.
- (2) Prohibited consumption. The consumption of cannabis items through smoking, vaping, aerosolizing or other means (e.g. edibles) is prohibited within or on the grounds of any licensed cannabis establishments, distributors, or delivery service of any class of license within the Borough of Hightstown.
- (3) Security. All structures shall be designed, using safety and security barriers, to prevent the unlawful and unauthorized entry into the structures as prescribed by State law.
 - (a) There shall be controlled access to the site, with 24/7 on-site video monitoring of the exterior and interior of the facility. Video records shall be retained and stored for the period prescribed by State law, but in no case shall such video be retained and stored for less than 30 days.
 - (b) Any site plans, construction plan, reports and similar documents depicting or describing access and security details information concerning the facility shall be deemed and protected as confidential security documents and exempt from disclosure as public records.
- (4) Emergency power. All licensed cannabis establishments, distributors, or delivery services shall have a backup generator, capable of maintaining, at a minimum, all electronic security systems and odor control systems in the event of a power failure for a period of at least forty-eight (48) hours.
- (5) Enclosed building. All cultivation, manufacturing, storage and distribution activities, as may be permitted within the Borough, shall take place within an enclosed building. Any facility that is not the sole occupant of its building shall have no internal doorways, windows, or utility chases in common with other spaces in the building and shall have a separate HVAC system (which incorporates odor control) solely for the cannabis business.
- (6) Pollen and seed control. Any cannabis business shall implement measures to prevent cross-pollination and to prevent cannabis pollen and seeds from leaving the premises, which may include, but not limited to, use of pollen screens, ultraviolet light and other methods to ensure that employees, customers, vendors and other persons on site do not leave the premises while carrying any cannabis pollen or seeds knowingly or unknowingly.
- (7) Fencing. All fencing or walls installed for security purposes shall be at least six (6) feet in height. Such security structure may be extended in height as approved on a site plan by the Planning Board.
- (8) Site management. Any cannabis business shall properly store and dispose of all waste generated on the site, including chemical and organic waste, in accordance with all applicable laws and regulations. No cannabis business shall dispose of cannabis or cannabis products

unless they have been made unusable and unrecognizable.

- (9) Noise. All cannabis business facilities shall operate in compliance with state, county, and local noise laws and regulations, except in emergency situations requiring the use of a backup generator.
- (10) Odor. All cannabis business facilities shall utilize available technology to filter and recirculate air, so that odors are not discernable by a reasonable person beyond the property line. Such determination shall be supported by such exhibits, submissions and expert testimony in a development application before the Planning Board for site plan approval to which the approving authority may attach reasonable conditions. The Planning Board may engage such experts as needed to evaluate the submissions made by the applicant in accordance with the procedures set forth in N.J.S.A. 40:55D-1, *et seq.*
- (11) Site Plan and other necessary land use approvals. All applicants for a license to operate a cannabis business within the Borough shall be required to apply for and obtain site plan approval and any other necessary land use approvals from the Planning Board.
- (12) Host community benefits agreement. Following the receipt of all necessary approvals, any applicant for a license to operate a cannabis business within the Borough shall be required to enter into a host community benefits agreement with the Borough to (i) address on- or off-site impacts reasonably anticipated because of the nature of the business and/or the property on which such business is proposed to be located as a condition of local land use approval, and/or (ii) memorialize an applicant's commitment to the Borough.
- (13) Sales Restricted to Persons Over Age 21. No sales of cannabis items shall be permitted to persons who are under the age of twenty-one (21) years.

G. Application for Local License. Persons wishing to obtain any permitted classification of cannabis license within the Borough shall file a license application with the Borough Clerk, on a standardized form established by the Borough and available in the Borough Clerk's office or other suitable locations as determined by the Borough. An application shall be deemed incomplete, and shall not be processed by the Borough, until all documents and application fees are submitted. To be deemed complete, all applications shall be submitted to the Borough Clerk's Office and shall be accompanied by the items referenced below. The following regulations shall apply:

- (1) The applicant shall submit proof that the applicant has or will have lawful possession of the premises proposed for the cannabis establishment, which proof may consist of: a deed, a lease, a real estate contract contingent upon successful licensing, or a binding letter of intent by the owner of the premises indicating an intent to lease the premises to the entrant contingent upon successful licensing.
- (2) The applicant shall submit an affidavit and documentary proof of compliance with all State and local laws regarding affirmative action, anti-discrimination and fair employment practices. The applicant shall also certify under oath that they will not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national

origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

- (3) The applicant shall submit all required nonrefundable fees for the application and conditional license in accordance with the BOROUGH OF HIGHTSTOWN CANNABIS LICENSE AND FEE SCHEDULE.
- (4) The applicant and the application shall otherwise comply with any and all qualification standards set forth in the State and Borough laws or regulations.
- (5) Completed applications shall include a business plan outlining the proposed operations of the cannabis business.
- (6) All applications shall be evaluated by the Hightstown Cannabis Committee. The Committee shall consist of the Borough Administrator and the Chief of Police, or their respective designees, and another Borough employee or non-Governing Body official to be designated by the Borough Administrator. The Committee shall evaluate all applications and issue to the Borough Council a recommendation as to the issuance of a resolution of support, a resolution of support with conditions or a rejection of the application. The recommendation shall be made after consideration and evaluation of the following criteria:
 - (a) The applicant's owners' or principals' qualifications and experience operating in highly regulated industries, including cannabis, healthcare, pharmaceutical manufacturing, or retail pharmacies, with preference to experience operating such businesses within the State of New Jersey and where the value of the owners' experience shall outweigh the experience of non-owner principals.
 - (b) The applicant's qualifications and experience related to public safety and security, including any of the applicant's owners' or principals' experience in securing controlled substances or valuable items. Applicant shall submit a summary of the applicant's plans for storage of products and currency, physical security, video surveillance, security personnel, and visitor management as well as training plans.
 - (c) The status of the applicant's control over the premises at the proposed location, and specifically whether the applicant owns or has executed an agreement to lease or purchase the site.
 - (d) The extent of the applicant's ties to the community as measured by residency in Hightstown by employees, managers and/or shareholders, historical operation of a local business, historical ties to Hightstown or area civic organizations and/or charities.
 - (e) Any other information that the applicant may wish to highlight and bring to the Borough's attention regarding the proposed cannabis business operation and/or the owners, principals or employees of the business.
- (7) The Borough Council shall act on the recommendations made by the Hightstown Cannabis

Committee within 45 days of the committee issuing its recommendations to issue a resolution of support, resolution of support with conditions, or to not issue a resolution of support of a municipal cannabis license under the terms of paragraph H hereinbelow. The Borough Council shall not issue resolutions of support in excess of the number of local cannabis licenses permitted in accordance with the BOROUGH OF HIGHTSTOWN CANNABIS LICENSE AND FEE SCHEDULE. The Borough Administrator shall engage with an applicant granted a resolution of support or a resolution of support with conditions for a host community benefits agreement which must be approved by the Borough Council.

- (8) Notwithstanding the foregoing competitive application process, a notification of a resolution of support shall entitle the recipient applicant to pursue a State license in the appropriate cannabis class for up to eighteen (18) months, which may be extended at the Borough Council's discretion for up to two (2) additional periods of six (6) months each for good cause. No license to operate shall issue until the applicant has received a State annual license and satisfied other prerequisites of municipal licensure. If the recipient of a resolution of support has not received a State license within eighteen (18) months from issuance, unless extended for good cause, the Borough Administrator shall issue a new request for applications and evaluate all applicants for licensure under the above criteria.

H. Terms of local cannabis license and cannabis license renewals:

- (1) Before the occupancy of a building or buildings where the local cannabis license will be used to operate the cannabis business, the license holder shall obtain site plan approval, along with any and all other land use approvals deemed necessary, from the Hightstown Planning Board, along with any additional outside governmental agency approval(s) which may be necessary.
- (2) Any local license issued pursuant to this article shall be valid for a period of one (1) year from the date of issuance and shall be renewed in accordance with the provisions of this article.
- (3) The Borough Administrator may, at the official's discretion, adjust the renewal date of the local license to correlate with an applicant's State licensing and renewal schedule.
- (4) Renewal of any license shall be governed by any code amendments, additional restrictions or changes in regulations adopted since the previous license was issued or renewed.
- (5) Transfer of ownership of any local license or change of location of any license or modification to expand a licensed premise shall be subject to joint Borough Council and Planning Board review and approval as well as a new license application.
- (6) Except where the Borough Clerk has received a complete renewal application along with the requisite fees, and the Borough has issued a license renewal, it shall be unlawful for any person to manufacture, sell, distribute, transfer, transport, or otherwise remove cannabis or cannabis products from the premises of any licensee after the expiration date recorded on the face of the license, except for the closure of the business.

§ 4-13-5. Enforcement and Penalties.

- A. This ordinance shall be enforced by the Code Enforcement Officer and/or their designee.
- B. Jurisdiction. Violations of this ordinance shall be adjudicated in the Hightstown Municipal Court. This ordinance shall not affect the judicial proceedings of any other aspect of cannabis use in the Borough of Hightstown.
- C. Penalties. Convictions shall result in the following penalties:
 - (1) First offense and subsequent offenses: A mandatory fine shall be imposed in an amount not to exceed \$2,000.00 per day per violation. In addition to the mandatory fine, the following penalties may be imposed in the discretion of the Municipal Court Judge:
 - (a) Imprisonment in the Mercer County Jail for any term not exceeding 90 days; or
 - (b) Imposition of a period of community service for a period not exceeding 90 days.
 - (2) Each and every day of the violation shall be construed as a single and separate offense.
 - (3) Summary suspension. Notwithstanding the foregoing, when the Borough Administrator has been notified of a third conviction by a licensee or has reasonable grounds to believe that a licensee has engaged in deliberate and willful violation of any applicable law or regulation, or that the public health, safety, and/or general welfare has been jeopardized and requires immediate action, or in circumstances where the licensee has failed to reimburse the municipality for outside third party financial consultant fees in a timely manner as set forth in § 31-1.5a of the Borough Code, the Borough Administrator, in consultation with the Hightstown Cannabis Committee, may enter a summary suspension order which immediately suspends the licensee's license to operate and schedule a hearing as follows:
 - (a) The summary suspension order shall be in writing, shall state the reasons therefor, and shall schedule a hearing not less than ten (10) nor more than thirty (30) days from the date of the order. The order shall be served upon the licensee immediately.
 - (b) The Borough Administrator shall convene the Hightstown Cannabis Committee to conduct the hearing. The licensee shall be permitted to appear at the hearing, along with counsel, if so desired. The licensee must notify the Borough Administrator at least five (5) days prior to the hearing if the licensee plans to bring counsel to the hearing. At the conclusion of the hearing, the Hightstown Cannabis Committee may lift the suspension order and reinstate the license in cases where the licensee has taken sufficient immediate actions to rectify the violation(s) which were the cause of the summary suspension order. Alternatively, the Hightstown Cannabis Committee may impose any fines, conditions, restrictions, suspensions, revocations or combination thereof as warranted.
 - (c) Inactive licenses. Following the commencement of operations by a cannabis business,

the Borough Council may suspend or revoke any license if the licensed premises has been inactive or unoccupied by the licensee for at least six (6) months.

- (4) State license. The Borough Council may suspend or revoke any locally-issued license if the corresponding State license for the subject location is expired, surrendered, suspended, or revoked.

Section 2. Section 28-3-14, entitled “H-C Highway Commercial District,” of Article 28-3, “Districts Established; Zoning Map,” of Chapter 28, “Zoning,” of the “Revised General Ordinances of the Borough of Hightstown,” is hereby amended and supplemented as follows (additions are shown with underline):

§ 28-3-14, H-C Highway Commercial District.

A. Permitted Uses. In the H-C Highway Commercial District, the following uses, and no others, shall be permitted:

(1) Principal Uses. [Unchanged]

(2) Accessory Uses and Structures.

(a) Off-street parking and loading facilities.

(b) Private garages and storage buildings.

(c) Fences, walls and landscaping.

(d) Amusement machines: as permitted in the DTC Downtown Core District.

(e) Satellite dishes, subject to the restrictions and requirements set forth in § 28-10-19.

(f) Signs in accordance with Chapter 29.

(g) Accessory uses and structures customarily incidental and on the same lot as a principal or conditional use.

(3) Conditional Uses. The following uses shall be permitted when authorized as a conditional use by the Planning Board when meeting their associated criteria:

(a) Cannabis Cultivation, Manufacturing, Wholesaling or Distribution, subject to the following criteria:

[1] Such use or uses shall be located on a tract of land comprising at least ten (10) contiguous acres. The vertically integrated operation of Cannabis Cultivation and Cannabis Manufacturing shall be permitted on the same tract of land.

[2] Such use shall operate fully within an enclosed building.

[3] Excepting emergency egress doors, each entrance and exit, including loading docks doors, shall be designed to prevent interior air from escaping out of doors unless properly treated as required under §4-13-4F10 through air locks, negative pressurization or other means of preventing untreated air from exiting the building.

[4] All criteria set forth in the licensing regulations at §4-13-4F shall apply.

- (b) Notwithstanding § 4-13-4D, and subject to approval of the State Cannabis Regulatory Commission, nothing herein shall prohibit multiple licensees within each permitted class from operating simultaneously on the same tract of land, provided that each licensee otherwise satisfies the conditional use criterion herein and any requirements of the State with respect to the co-location of cannabis businesses on the same tract of land or within the same building.

B. Other Restrictions. *[Editor's Note: For brevity, the language of the existing Code is not recited hereafter, as all existing language and subsections which are currently in effect under §28-3-14B are not being revised as part of the within Ordinance and shall remain unchanged.]*

Section 3. Article 28-12, entitled "Cannabis," of Chapter 28, "Zoning," of the "Revised General Ordinances of the Borough of Hightstown" is hereby REPEALED in its entirety.

Section 4. There is hereby created Chapter 31, entitled "Taxation of Cannabis Sales," of the "Revised General Ordinances of the Borough of Hightstown," which shall read as follows:

Chapter 31. Taxation of Cannabis Sales

§ 31-1-1. Title.

This chapter shall be known as the "Taxation of Cannabis Sales."

§ 31-1-2. State Enablement.

- A. Legislation. On February 22, 2021, Governor Murphy signed into law P.L. 2021, c. 16, known as the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act" (the "Act"), which legalizes the recreational use of cannabis by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession.
- B. The Act establishes six marketplace classes of licensed businesses, including:
- (1) Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis;
 - (2) Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing,

preparation, and packaging of cannabis items;

- (3) Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
- (4) Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from on licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
- (5) Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers; and
- (6) Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

- C. A Cannabis Business is defined as any business that holds one or more State of New Jersey issued license for Class 1 through Class 6 cannabis business and a Vertically Integrated Cannabis Business is defined as any Cannabis Business that holds more than one Cannabis License.
- D. Section 40a(1) of the Act permits a municipality to adopt an ordinance imposing a transfer tax on the sale of cannabis or cannabis items by a cannabis establishment that is located in the municipality on receipts from the sale of cannabis by a cannabis cultivator to another cannabis cultivator; receipts from the sale of cannabis items from one cannabis establishment to another cannabis establishment; receipts from the retail sales of cannabis items by a cannabis retailer to retail consumers who are twenty-one (21) years of age or older; or any combination thereof and to set its own rate or rates, but in no case exceeding: two (2) percent of the receipts from each sale by a cannabis cultivator; two (2) percent of the receipts from each sale by a cannabis manufacture; one (1) percent of the receipts from each sale by a cannabis wholesaler; and two (2) percent of the receipts from each sale by a cannabis retailer.
- E. Section 40a(2) of the Act requires a municipality enacting a Transfer Tax to also enact a User Tax.

§ 31-1-3. Definitions.

CANNABIS

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CANNABIS CULTIVATOR

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CANNABIS ESTABLISHMENT

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CANNABIS ITEMS

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CANNABIS MANUFACTURER

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CANNABIS RETAILER

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CANNABIS WHOLESALE

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

CONSUMER

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

PREMISES

Shall mean the same as that term is defined in section 3 of P.L.2021, c.16 (C.24:6I-33).

TAXPAYER BUSINESS

Shall mean for the purposes of this Chapter any cannabis business defined in this sub-section.

All other terms as defined in the “New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act,” also referenced herein as the “Act” or “P.L. 2021, c. 16,” are hereby incorporated herein by reference and shall have the meanings set forth in the Act, as may be amended or superseded.

§ 31-1-4. Establishment of Transfer and User Taxes.

A. Transfer Tax.

- (1) There is hereby imposed a transfer tax in the amount of two percent (2%) on receipts from the sale of cannabis as follows:
 - (a) From the sale of cannabis by a cannabis cultivator to another cannabis establishment;
and
 - (b) From the sale of cannabis items from one cannabis manufacturer to another cannabis establishment.
 - (c) From the sale of cannabis items from a cannabis retailer to the consumer, if retail cannabis sales become permitted in Hightstown Borough.
- (2) There is hereby imposed a transfer tax in the amount of one percent (1%) on receipts of the

sale of cannabis as follows:

- (a) From the sale of cannabis items from one cannabis wholesaler to another cannabis establishment.
- B. Collection of Transfer Tax. Such tax shall be collected or paid, and remitted to the municipality by the cannabis establishment from the cannabis establishment purchasing or receiving the cannabis or cannabis item, or from the consumer at the point of sale, on behalf of the municipality by the cannabis retailer selling the cannabis item to that consumer. The transfer tax shall be stated, charged, and shown separately on any sales slip, invoice, receipt, or other statement or memorandum of the price paid or payable, or equivalent value of the transfer, for the cannabis or cannabis item. No cannabis establishment required to collect a transfer tax imposed hereunder shall advertise or hold out to any person or to the public in general, in any manner, directly or indirectly, that the transfer tax or user tax will not be separately charged and stated to another cannabis establishment or the consumer, or that the transfer tax will be refunded to the cannabis establishment or the consumer.
- C. User Tax. There shall also be imposed a user tax, at the equivalent transfer tax rates, on any concurrent license holder, as permitted by section 33 of P.L. 2021, c.16 (C.24:6 -46), operating more than one cannabis establishment. The user tax shall be imposed on the value of each transfer or use of cannabis or cannabis items not otherwise subject to the transfer tax imposed pursuant to paragraphs A and B of this subsection, from the license holder's establishment that is located in the municipality to any of the other license holder's establishments, whether located in the municipality or another municipality. The value of each transfer or use of cannabis or cannabis items for user tax computation shall equal the statewide average retail price of an ounce of usable cannabis for consumer purchase, as determined by the Cannabis Regulatory Commission, less ten percent (10%) or the third-party dispensary wholesale price, whichever is less.
- D. Relationship to Other Taxes. A transfer tax or user tax imposed pursuant to this section shall be in addition to any other tax imposed by law. Any transaction for which the transfer tax or user tax is imposed, or could be imposed, pursuant to this section, other than those which generate receipts from the retail sales by cannabis retailers, shall be exempt from the tax imposed under the "Sales and Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.). The transfer tax or user tax shall be paid by the cannabis establishment purchasing or receiving any cannabis or cannabis item from any cannabis cultivator or cannabis manufacturer or cannabis wholesaler licensed by the municipality, and shall be collected and remitted to the municipality by the cannabis establishment licensed by the municipality. The transfer tax or user tax shall be stated, charged, and shown separately on any sales slip, invoice, receipt, or other statement or memorandum of the price paid or payable, or equivalent value of the transfer, for the cannabis or cannabis item.
- E. Tax Liability. Every cannabis establishment required to collect a transfer tax or user tax imposed pursuant to this ordinance shall be personally liable for the transfer tax or user tax imposed, collected, or required to be collected under this section. Any cannabis establishment shall have the same right with respect to collecting the transfer tax or user tax from another cannabis establishment or the consumer as if the transfer tax or user tax was a part of the sale and payable at the same time, or with respect to non-payment of the transfer

tax or user tax by the cannabis establishment or consumer, as if the transfer tax or user tax was a part of the purchase price of the cannabis or cannabis item, or equivalent value of the transfer of the cannabis or cannabis item, and payable at the same time; provided, however, that the chief financial officer of the Borough of Hightstown which imposes the transfer tax or user tax shall be joined as a party in any action or proceeding brought to collect the transfer tax or user tax. No cannabis establishment required to collect a transfer tax or user tax imposed by pursuant to this ordinance shall advertise or hold out to any person or to the public in general, in any manner, directly or indirectly, that the transfer tax or user tax will not be separately charged and stated to another cannabis establishment or the consumer, or that the transfer tax or user tax will be refunded to the cannabis establishment or the consumer.

§ 31-1-5. Administration of Transfer and User Taxes.

- A. Unless otherwise determined by the Borough Council, the chief financial officer of Hightstown is charged with the administration and enforcement of the provisions of this chapter, and is empowered to prescribe, adopt, promulgate and enforce rules and regulations relating to any matter pertaining to the administration and enforcement of this chapter, including provisions for the reexamination and corrections of declarations and statements, and of payments alleged or found to be incorrect, or as to which an overpayment is claimed or found to have occurred, and to prescribe forms necessary for the administration of this chapter. The Borough Council may determine at any time, in its sole discretion, to retain an outside third party financial consultant (the “outside consultant”) to exercise all of duties and responsibilities of the chief financial officer as set forth above, with the exception of the power of enforcement, levying of fines and penalties and entering into agreements with the State of New Jersey. In the event that the Borough Council retains such an outside consultant, the fee schedule for the outside consultant shall be presented, for informational purposes only, to the cannabis business before such audit and other work is undertaken. The cannabis business shall be responsible for reimbursement to the Borough of the fees incurred by the Borough to the outside consultant for services rendered in its examination of the business’s accounts for the determination of tax to be paid. A copy of the invoice shall be sent to the cannabis business by the municipality after the municipality is billed for the outside consultant’s work. The cannabis business shall reimburse the municipality for the outside consultant’s fees and expenses within sixty (60) days thereafter. Failure to timely reimburse the municipality shall invoke §4-13-5 of the Borough Code. Should a cannabis business fail or refuse to provide adequate information to the chief financial officer or the outside consultant to determine the amount of tax due, the chief financial officer or the outside consultant may use information provided from other sources (i.e., the NJ Cannabis Regulatory Commission or NJ Department of Treasury) to determine the amount of tax liability, and the licensee shall be subject to the penalties set forth in §4-13-5 of the Borough Code.
- B. It shall be the duty of the chief financial officer or the outside consultant, as applicable, to collect and receive the taxes, fines, and penalties imposed by this chapter. It shall also be the duty of the chief financial officer or the outside consultant, as applicable, to keep a record showing the date of such receipt. The chief financial officer is authorized to enter into

agreements with the State of New Jersey to obtain information to facilitate administration of the taxes. The chief financial officer is authorized to issue a ruling upon written request of a taxpayer or upon his or her own volition.

- C. The chief financial officer or the outside consultant, as applicable, is hereby authorized to examine the books, papers and records of any taxpayer to verify the accuracy of any declaration or financial statement, or if no declaration or financial statement was filed, to ascertain the tax due. Every taxpayer is hereby directed and required to give to the chief financial officer, or to the outside consultant, as applicable, the means, facilities and opportunity for such examinations and investigations, as are hereby authorized or otherwise permitted by law.
- D. In the event that the transfer tax or user tax imposed pursuant to this ordinance is not paid when due by a cannabis establishment, the unpaid balance, and any interest accruing thereon, shall be a lien on the parcel of real property comprising the cannabis establishment's premises in the same manner as all other unpaid municipal taxes, fees, or other charges. The lien shall be superior and paramount to the interest in the parcel of any owner, lessee, tenant, mortgagee, or other person, except the lien of municipal taxes, and shall be on a parity with and deemed equal to the municipal lien on the parcel for unpaid property taxes due and owing in the same year.
- E. The chief financial officer or outside consultant, as applicable, shall file in the office of its tax collector a statement showing the amount and due date of the unpaid balance and identifying the lot and block number of the parcel of real property that comprises the delinquent cannabis establishment's premises. The lien shall be enforced as a municipal lien in the same manner as all other municipal liens are enforced.
- F. Returns and records filed by a licensee, and the records and files of the chief financial officer or the outside consultant, as applicable, respecting the administration of the Transfer and User Tax, shall be considered confidential and privileged and neither the chief financial officer nor any employee or outside consultant engaged in the administration thereof or charged with the custody of any such records or files, nor any former officer or employee, nor any person who may have secured information therefrom shall divulge, disclose, use for their own personal advantage, or examine for any reason other than a reason necessitated by the performance of official duties any information obtained from the said returns, records or files or from any examination or inspection of the premises or property of any person, or to an officer of a public entity for a reason authorized by N.J.S.A. 54:50-9. Neither the chief financial officer nor any employee or outside consultant engaged in such administration or charged with the custody of any such returns, records or files shall be required to produce any of them for the inspection of any person or for use in any action or proceeding except when the records or files or the facts shown thereby are directly involved in an action or proceeding to collect or challenge the assessment of Transfer or User Taxes hereunder, or where the determination of the action or proceeding will affect the validity or amount of the claim of the Borough hereunder, or in any lawful proceeding for the investigation and prosecution of any violation of this Article 31 or of the criminal provisions of the State Uniform Tax Procedure Law or of any State tax law, or where production is required

pursuant to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1, et seq.) or the Common Law, or the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (P.L. 2021, c.16) or other applicable law.

§ 31-1-6. Recordkeeping, Tax Payments and Financial Statements.

- A. Requirement to Keep Records. Taxpayers liable for the transfer and/or user tax are required to keep such records as will enable the filing of true and accurate financial statements of the tax and such records shall be preserved for a period of not less than three (3) years from the filing date or due date, whichever is later, in order to enable the chief financial officer or any agent designated by him to verify the correctness of the declarations or financial statements filed. If records are not available in the Borough of Hightstown to support the financial statements which were filed or which should have been filed, the taxpayer will be required to make them available to the chief financial officer either by producing them at a location in the municipality or by paying for the expenses incurred by the chief financial officer or his agent in traveling to the place where the records are regularly kept.
- B. Tax Payments and Financial Statements. All cannabis establishments operating in the Borough of Hightstown shall be required to file a transfer and/or user tax statement with the chief financial officer to report their sales during each calendar quarter and the amount of tax in accordance with the provisions of this chapter. Financial statements shall be filed and payments of tax imposed for the preceding calendar quarter shall be made on or before the last day of April, July, October, and January, respectively. A taxpayer who has overpaid the transfer tax, or who believes it is not liable for the tax, may file a written request on an amended financial statement with the chief financial officer for a refund or a credit of the tax.

Section 5. Repealer. Any article, section, paragraph, subsection, clause, or other provision of the Code of the Borough of Hightstown, inconsistent with the provisions of this ordinance, is hereby repealed to the extent of such inconsistency, only.

Section 6. Severability. If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

Section 7. Enactment. This ordinance shall become effective immediately after publication in the manner provided by law.

Section 8. Continuation and codification. This ordinance shall be a part of the “Revised General Ordinances of the Borough of Hightstown,” as through codified and fully set forth herein. The Borough Clerk shall have this ordinance codified and incorporated in the official copies of the Borough Code. The Borough Clerk and Borough Attorney are authorized and directed to change any chapter, article and/or section number of the “Revised General Ordinances of the Borough of Hightstown,” in the event that the codification of this ordinance reveals that there is a conflict between the numbers and the existing Code, and in order to avoid confusion and accidental repeal

of existing provisions not intended to be repealed.

Introduction:

Adoption:

ATTEST:

MARGARET RIGGIO, RMC, CMR
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Ordinance 2023-21

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

AN ORDINANCE ESTABLISHING CERTAIN REGULATIONS AND AMENDING AND SUPPLEMENTING ARTICLE 13-4, ENTITLED “ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS,” OF CHAPTER 13, “HOUSING,” OF “THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN,” IN ORDER TO ESTABLISH A NEW SECTION 13-4-11 THEREOF TO BE KNOWN AS “LEAD-BASED PAINT INSPECTION FOR RESIDENTIAL RENTAL DWELLINGS.”

WHEREAS, the Mayor and Council wish to revise “The Revised General Ordinances of the Borough of Hightstown” (the “Borough Code”), in order to establish certain regulations relating to lead-based paint inspections for residential rental dwellings.

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

1. That Article 13-4, entitled “Additional Housing Standards for Rental Units,” of Chapter 13, “Housing,” of the Borough Code, is hereby established to read as follows:

Chapter 13. Housing

Article 13-4. Additional Housing Standards for Rental Units

§ 13-4-1. Lead-Based Paint Inspection for Residential Rental Dwellings.

A. Definitions.

BOROUGH CODE ENFORCEMENT OFFICER

The Borough Code Enforcement Housing Officer or designee.

DUST WIPE SAMPLING

A sample collected by wiping a representative surface and tested, in accordance with a method approved by the United States Department of Housing and Urban Development (HUD) and as conducted pursuant to N.J.A.C 5:28A-2.3.

LEAD ABATEMENT

Measures designed to permanently eliminate lead-based paint hazards in accordance with standards established by the Commissioner of Community Affairs in compliance with standards promulgated by the appropriate federal agencies.

LEAD ABATEMENT CONTRACTOR

A firm certified by the New Jersey Department of Health to perform lead abatement or interim control work pursuant to N.J.A.C 5:17.

LEAD ABATEMENT WORKER

An individual certified by the New Jersey Department of Health to perform lead abatement work pursuant to N.J.A.C 8:62.

LEAD-BASED PAINT

Paint or other surface coating material that contains lead in excess of 1.0 milligrams per centimeter squared or in excess of 0.5 percent by weight, or such other level as may be established by Federal law.

LEAD-BASED PAINT HAZARD

Any condition that causes exposure to lead from lead-contaminated dust or soil or lead-contaminated paint that is deteriorated or present on surfaces would result in adverse human health effects.

LEAD EVALUATION CONTRACTOR

A person certified by the New Jersey Department of Community Affairs to perform lead inspection and risk assessment work pursuant to N.J.A.C. 5:171.1 et seq.

LEAD INSPECTOR/RISK ASSESSOR

An individual certified by the New Jersey Department of Health to perform lead inspection and risk assessment work pursuant to N.J.A.C. 8:62. This includes the ability to perform dust wipe sampling.

LEAD-FREE CERTIFICATION

The certificate issued in accordance with N.J.A.C. 5:17, which states that there is no lead-based paint or that the dwelling has undergone lead abatement, in accordance with N.J.A.C. 5:17.

LEAD-SAFE CERTIFICATION

The certification issued pursuant to N.J.A.C. 5:28A, which confirms that a periodic lead-based paint inspection was performed, and no lead-based paint hazards were found. This certification is valid for two years from the date of issuance, in accordance with N.J.A.C. 5:28A-2.4.

LEAD FREE

A dwelling that has been found to have no outstanding lead-based paint hazards. It does not mean that the dwelling is certified to be lead free.

LEAD SAFE

A dwelling that has been found to have no outstanding lead-based paint hazards. It does not mean that the dwelling is certified to be lead free.

MUNICIPAL LEAD INSPECTOR

A lead evaluation contractor retained by the Borough.

PERIODIC LEAD-BASED PAINT INSPECTION

The initial inspection of all applicable dwelling units at the earlier of two years from the effective date of P.L. 2021, c. 182, (July 22, 2022)(N.J.S.A. 52:27D-437.6), or tenant turnover and , thereafter, the earlier of three years or upon tenant turnover, consistent with

N.J.A.C 5:28A-2.1, for the purposes of identifying lead-based paint hazards in dwellings subject to this Article.

REMEDICATION

Interim controls or lead abatement work undertaken in conformance with this Article to address lead-based paint hazards.

TENANT TURNOVER

The time at which all existing occupants vacate a dwelling unit and all new tenants move into the dwelling unit or the time at which a new tenant enters a vacant dwelling unit.

VISUAL ASSESSMENT

A visual examination for deteriorated paint or visible surface dust, debris, or residue, and as conducted pursuant to N.J.A.C. 5:28A-2.3.

B. Applicability.

- (1) All rental single-family, two-family, and multiple dwelling units must be inspected for lead-based paint hazards in accordance with this Article except for the following:
 - (a) Dwellings constructed during or after 1978.
 - (b) Single-family and two-family seasonal rental dwelling units that are rented for less than six months duration each year by tenants that do not have consecutive lease renewals.
 - (c) Dwelling units that have been certified to be free of lead-based paint pursuant to N.J.A.C. 5:17.
 - (d) Multiple rental dwelling units constructed prior to 1978 that have been registered with the Department of Community Affairs for at least 10 years and have no outstanding paint violations from the most recent cyclical inspection.

C. Lead-Based Paint Inspections.

- (1) All applicable inspections shall apply to interior spaces within dwellings. This is interpreted to include any common areas that tenants of a rental dwelling have access to, including hallways and basements, in two-family and multiple dwelling rentals. Dust wipe samplings are required for all lead-based paint inspections.
- (2) Initial Inspection. The owner shall have every dwelling unit as defined under this Article, inspected for lead-based paint hazards upon tenant turnover or within two years of the effective date of P.L. 2021, c.182, July 22, 2022, whichever is sooner. The first inspection must take place no later than July 22, 2024.
- (3) Subsequent Inspection. After initial inspection, the owner shall have all such dwelling units inspected for lead-based paint hazards every three years or upon

tenant turnover after 2 years. An inspection shall not be required at tenant turnover, if it occurs within the two years of a valid lead-safe certification for the dwelling unit.

- (4) Every owner of a dwelling unit subject to this Article shall be responsible for obtaining the required inspection. The owner is to directly hire and pay for the lead evaluation contractor to conduct the periodic lead-based paint inspections for lead-based paint. Inspections shall be conducted pursuant to N.J.A.C. 5:28A-2.3.
- (5) The Code Enforcement Office will provide a list of lead evaluation contractors certified by the New Jersey Department of Community Affairs to perform lead inspection and risk assessment work pursuant to N.J.A.C. 5:171.1 et seq. to owners who request it.

D. Borough Facilitated Inspection.

A municipal lead inspector designated by the Borough shall be authorized and empowered to conduct periodic lead-based paint inspections for all applicable rental dwelling units in accordance with N.J.S.A 52:27D-437.16 and N.J.A.C. 5:28A-1.1 et seq.

- (1) Notice of Inspection.
 - (a) Request for Borough facilitated initial inspections must be submitted in writing by the property owner prior to April 1, 2024 or a minimum of 20 business days prior to the scheduled date of tenant turnover. It is the responsibility of the property owner to schedule inspections.
 - (b) Request for Borough facilitated periodic inspections must be submitted in writing by the property owner a minimum of 20 business days prior to the scheduled date of tenant turnover or expiration of the required three year inspection period.
- (2) Inspection fees.
 - (a) \$500 base fee for a one bedroom dwelling plus \$50 for each additional bedroom in the unit plus a 15% administration fee.
 - (b) Inspection fees shall not apply if the property owner hires a private lead evaluation contractor who meets the qualifications of the New Jersey Department of Community Affairs.
- (3) Every inspection for which the landlord, tenant, owner or agent has failed to provide access for inspection shall be deemed a failed inspection and the inspection fees shall be forfeited. If an owner desires to cancel an inspection, a written notice of cancellation must be provided to the Borough a minimum of 48 business hours in advance of the scheduled inspection. Business hours are Monday - Friday, 8:30 AM through 4:30 PM, excluding holidays.

E. Owner Option to Designate a Private Lead Evaluation Contractor.

- (1) A dwelling owner or landlord may hire a private lead evaluation contractor certified to provide lead paint inspections services in accordance with N.J.S.A. 52:27D-437.1 et seq., to conduct lead paint inspections and provide lead-safe or lead-free certificates in lieu of obtaining a Borough facilitated inspection. Dust wipe samplings are required for all lead-based paint inspections.
- (2) The Borough retains the authority to prohibit an owner from directly hiring a private lead evaluation contractor to conduct a periodic lead-based paint inspection where:
 - (a) The owner previously opted to hire a lead evaluation contractor to perform the periodic lead-based paint inspection and failed to have the inspection completed.
 - (b) The Borough determines there is a conflict of interest between the owner and their lead evaluation contractor of choice.
- (3) If the Borough restricts the owner from directly hiring a private lead evaluation contractor, the Borough shall provide written notice to the owner that a Borough facilitated inspection is required with applicable fees.

F. Lead Safe Certificate.

If no lead-based paint hazards are identified upon inspection, the Licensed Lead Inspector/Risk Assessor or Contractor shall certify the dwelling as lead-safe on the form prescribed from the Department of Community Affairs.

- (1) A lead-safe certificate shall be valid for two years from the date of issuance.
 - (a) If, during the two-year certification period, a lead evaluation contractor, lead inspector/risk assessor, or a local health department conducts an independent inspection or risk assessment and determines that there is lead-based paint hazard, the lead-safe certification issued pursuant to this Article in accordance with N.J.A.C. 5:28A shall be invalid.
 - (b) The lead-safe certification shall not exempt the dwelling from any other law that would require a lead inspection/risk assessment.
- (2) Filing fee for certifications issued following inspections.
 - (a) Lead-safe or lead-free certification: \$50 per dwelling unit.

This fee shall include a \$20 per unit assessment in accordance with N.J.S.A. 52:27D-437.16(h).
 - (b) Lead-safe or lead-free certifications dated prior to the effective date of Section 13-4-11 shall be assessed a fee of \$20 per unit In accordance with N.J.S.A. 52:27D-437.16(h).

- (3) A copy of the lead-safe certificate shall be filed with the Borough Code Enforcement Officer.

G. Identification of a Lead-Based Paint Hazard.

- (1) If lead-based paint hazards are identified upon inspection, the inspector shall notify the Department of Community Affairs for review of the findings, in accordance with the Lead Hazard Control Assistance Act.
- (2) If the lead-based paint hazard is identified in an inspection of one of the dwelling units in a building consisting of two or more dwelling units, then the lead contractor shall inspect the remainder of the building's dwelling units, with the exception of those dwelling units that have been certified to be free of lead-based paint or which have a valid lead-safe certification.

H. Responsibility for Remediation of Lead-Based Paint Hazards.

The owner of the dwelling unit shall be responsible for remediation of the lead-based paint hazard. Remediation and any re-inspections required following remediation must be conducted consistent with N.J.A.C. 5:28A-2.5. Documentation of such remediation shall be provided to the Borough Code Enforcement Officer.

I. Owner Responsibility.

- (1) The owner of the dwelling that is subject to this Article shall provide the tenant and Borough evidence of a valid lead-safe certification obtained pursuant to this Article at the time of tenant turnover. The owner shall also affix a copy of any such certification as an exhibit to the tenant's lease.
- (2) The owner shall notify the Borough in writing to schedule the lead paint hazard inspection.
- (3) The owner of a multiple dwelling that is subject to this Article shall provide evidence of the most recent tenant turnover, at the time of any cyclical inspection performed pursuant to the Hotel and Multiple Dwelling Law, N.J.S.A. 55:13A-1 et seq.
- (4) The owner of a dwelling that is subject to this Article shall maintain a record of the lead-safe certification, which shall include the name or names of a unit's tenants, if the inspection was conducted during a period of tenancy.
- (5) The owner of any dwelling subject to this Article shall inform the Borough Code Enforcement Officer of all tenant turnover activity to ensure any required inspection may be scheduled.
- (6) The owner of a dwelling shall provide a copy of this Article, and any lead-safe certifications issued pursuant thereto, along with the accompanying guidance document, "Lead-Based Paint in Rental Dwellings," to any prospective owners of the dwelling during a real estate transaction, settlement, or closing.

J. Violations and Penalties.

- (1) Pursuant to N.J.S.A. 52:27D-437.6 and N.J.A.C. 5-28A-4.1, the Borough Code Enforcement Officer is authorized to conduct investigations and issue penalties in order to enforce an owner's failure to comply with this Article.
- (2) A property owner/landlord shall comply with the requirements of P.L. 2021, c. 182 and this chapter. If a Borough Code Enforcement Officer determines that a property owner has failed to comply with the inspection requirements of this chapter, the property owner shall be given a thirty-day notice to cure any violation by ordering the necessary inspection or by initiating any required remediation. If the dwelling owner has not cured the violation within 30 days, the owner shall be subject to a penalty not to exceed \$1,000 per week until the required inspection has been conducted or remediation efforts initiated. Remediation efforts shall be considered to be initiated when the dwelling owner has hired a lead abatement contractor or other qualified party to perform lead-hazard control methods.
- (3) Any other violation of the provisions of this chapter shall be subject to a fine of not less than \$50 nor more than \$500 for each offense.

2. 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.

3. 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.

4. That this Ordinance shall take effect upon final passage and publication in accordance with the law.

Introduced:

Adopted:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

ORDINANCE 2023-22

First Reading and Introduction A Bond Ordinance Providing for Improvements to the Sluice Gate in and By the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$65,000 Therefor and Authorizing the Issuance of \$61,800 Bonds or Notes of the Borough to Finance Part of the Cost Thereof.

FORTHCOMING FROM THE CFO

ORDINANCE 2023-23

First Reading and Introduction Bond Ordinance Providing for Rebuilding of the Rotopress for the Water/Sewer Utility in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$118,000 Therefor and Authorizing the Issuance of \$112,300 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

FORTHCOMING FROM THE CFO

Resolution 2023-218

*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 \$2,028,807.63 from the following accounts:

Current		\$1,934,861.19	
W/S Operating		50,266.19	
General Capital		12,440.92	
Water/Sewer Capital		6,115.58	
Grant		19,305.00	
Trust		4,702.25	
Unemployment Trust		0.00	
Animal Control		0.00	
Law Enforcement Trust		0.00	
Tax Lien Trust		0.00	
Housing Trust		0.00	
Public Defender Trust		0.00	
Escrow		<u>1,116.50</u>	
Total		<u>\$2,028,807.63</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 December 4, 2023.

Margaret Riggio
Borough Clerk

Date: December 4, 2023

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 12/4/23

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
AT & T MOBILITY	11/15/2023	23-01418	36240	\$ 777.26
COMCAST BUSINESS	11/15/2023	23-01419	36239	\$ 306.17
JCP&L	11/15/2023	23-01421	36238	\$ 888.71
JCP&L (STREET LIGHTING)	11/15/2023	23-01423	36237	\$ 28.55
JCP&L	11/15/2023	23-01417	36236	\$ 1,584.73
JCP&L	11/15/2023	23-01422	36235	\$ 8.34
COUNTY OF MERCER COUNTY TAX	11/15/2023	23-01391	1591	\$ 870,546.75
STATE OF N.J.-DEPT OF TREASURY	11/15/2023	23-01392	1592	\$ 50,896.66
EAST WINDSOR REGIONAL SCHOOL	11/15/2023	23-01393	1593	\$ 917,835.00
BANK OF AMERICA	11/15/2023	23-01454	36242	\$ 8,719.34
COMCAST BUSINESS	11/28/2023	23-01483	36296	\$ 175.35
JCP&L (STREET LIGHTING)	11/28/2023	23-01484	36294	\$ 2,375.82
PSE&G	11/28/2023	23-01485	36293	\$ 224.16
VERIZON WIRELESS	11/28/2023	23-01505	36292	\$ 266.15
VERIZON FIOS	11/28/2023	23-01455	36291	\$ 194.43
TOTAL				\$ 1,854,827.42
<u>WATER AND SEWER OPERATING</u>				
STATE OF N.J.-DPET OF TREASURY	11/15/2023	23-01392	1406	\$ 23,119.18
AT & T MOBILITY	11/15/2023	23-01418	36240	\$ 126.92
JCP&L	11/15/2023	23-01421	36238	\$ 36.13
JCP&L (STREET LIGHTING)	11/15/2023	23-01423	36237	\$ 68.37
JCP&L	11/15/2023	23-01417	36236	\$ 31.04
BANK OF AMERICA	11/15/2023	23-01454	36242	\$ 118.04
JCP&L	11/28/2023	23-01456	36295	\$ 10,885.98
PSE&G	11/28/2023	23-01485	36293	\$ 20.23
VERIZON	11/28/2023	23-01504	36290	\$ 67.02
TOTAL				\$ 34,472.91
<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>				
TOTAL				\$ -
<u>WATER AND SEWER CAPITAL</u>				
TOTAL				\$ -
MANUAL TOTAL				\$ 1,889,300.33

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

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

Open: N
Rcvd: Y
Bid: Y

Paid: N
Held: Y
State: Y

Void: N
Aprv: N
Other: Y
Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
	Item Description		Amount	Charge Account	Acct Type Description		Enc Date	Date	Date Invoice	Excl
APRUZ005 APRUZZESE, MCDERMOTT, MASTRO &										
	23-01488	11/21/23	NOVEMBER 2023 LABOR INVOICES							
	1	NOVEMBER 2023	LABOR INVOICES	814.00	3-01-20-155-001-031	B Labor,Personnel & Union Council	R	11/21/23	11/29/23	231873 N
	2	NOVEMBER 2023	LABOR INVOICES	1,332.00	3-01-20-155-001-031	B Labor,Personnel & Union Council	R	11/21/23	11/29/23	231873 N
				2,146.00						
		Vendor Total:		2,146.00						
BUCKM005 BUCK MINING & MATERIAL INC										
	23-01481	11/17/23	LEAF DISPOSAL							
	1	INV	1191-LEAF DISPOSAL	784.00	3-01-26-311-001-166	B LEAF DISPOSAL	R	11/17/23	11/28/23	1191 N
		Vendor Total:		784.00						
CGPH0005 CGP&H										
	23-01497	11/21/23	AFF HOUSING ADMIN SVC SEP/OCT							
	1	AFFORDABLE HOUSNG ADMIN SVC	448.86	3-01-21-180-001-108	B COAH Planning	R	11/21/23	11/28/23	48687	N
		Vendor Total:		448.86						
CHEST005 CHESTERFIELD ELECTRIC LLC										
	23-01445	11/14/23	SERVICE CALL FOR AIR CONDITION							
	1	TRIP CHARGE FOR SERVICE CALL	89.00	3-09-55-501-002-503	B Sewer Plant Maintenance	R	11/14/23	11/28/23	I5763-1	N
	2	DIAGNOSTIC FEE	78.49	3-09-55-501-002-503	B Sewer Plant Maintenance	R	11/14/23	11/28/23	I-5763-1	N
			167.49							
	23-01446	11/14/23	SERVICE CALL							
	1	TRIP CHARGE FOR SERVICE CALL	89.00	3-09-55-501-002-503	B Sewer Plant Maintenance	R	11/14/23	11/28/23	I-5501-1	N

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
CHEST005 CHESTERFIELD ELECTRIC LLC Continued												
23-01446	11/14/23	SERVICE CALL	Continued									
2	1 HOUR SERVICE CALL	139.00	3-09-55-501-002-503	B Sewer Plant Maintenance	R	11/14/23	11/28/23		I-5504-1		N	
		228.00										
	Vendor Total:	395.49										
CLARK005 CLARKE CATON HINTZ												
23-01487	11/20/23	Prof services through 10/27/23										
1	Correspondence	284.50	3-01-21-180-001-108	B COAH Planning	R	11/20/23	11/29/23		88077		N	
2	Discuss Master Plan w/ Chair	102.00	3-01-21-180-001-105	B General Planning-Consulting	R	11/20/23	11/29/23		88078		N	
		386.50										
	Vendor Total:	386.50										
COMCA010 COMCAST												
23-01507	11/28/23	INV 187348734 HPD 11/15/23										
1	INV 187348734 HPD 11/15/23	195.30	3-01-20-140-001-060	B Internet Services and Web Services	R	11/28/23	11/29/23		187348734		N	
	Vendor Total:	195.30										
CONCE005 CONCENTRA MEDICAL CENTERS												
23-01518	11/28/23	PHYSICAL EXAM M. NELSON										
1	PHYSICAL EXAM M. NELSON	213.00	3-01-26-290-001-093	B Employee Physicals/Drug Tests	R	11/28/23	11/29/23		516058542		N	
	Vendor Total:	213.00										
COUNT015 COUNTY OF MONMOUTH-												
23-01428	11/14/23	SEPTEMBER 2023 SERVICES										
1	INV HGHT 09-23-09	70.00	3-01-26-305-001-199	B Miscellaneous	R	11/14/23	11/28/23		HGHT 09-23-09		N	
	Vendor Total:	70.00										
C0931 Creston Hydraulics, Inc.												
23-01380	10/31/23	HOSE ASSEMBLY										
1	INV 00223475-HOSE ASSEMBLY	156.09	3-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/31/23	11/28/23		00223475		N	

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
C0931	Creston Hydraulics, Inc.	Continued										
23-01385	10/31/23	6.0 DROP SPREADER										
1	DPS21350	6.0 DROP SPREADER	4,162.50	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	10/31/23	11/28/23		00224301	N	
23-01426	11/14/23	INSTALLATION OF DROP SPREADER										
1	INSTALLATION OF DROP SPREADER		539.75	T-12-56-286-000-850	B STORM RECOVERY SNOW,STORM, OTHER	R	11/14/23	11/28/23		00224302	N	
		Vendor Total:	4,858.34									
C0087	CUSTOM BANDAG, INC											
23-01490	11/21/23	TIRE REPLACEMENT LEAF VAC										
1	INV 80228248-TIRE REPLACEMENT		33.50	3-01-26-315-001-132	B Vehicle Maint. - Public Works	R	11/21/23	11/28/23		80228248	N	
		Vendor Total:	33.50									
DRAEG005	DRAEGER, INC.											
23-00352	03/15/23	ALCOTEST BREATH TEST SYSTEM										
1	NEW JERSEY ALCOTEST 9510		15,300.00	G-02-41-729-006-316	B DRUNK DRIVING ENFORCEMENT 2016 -	R	03/15/23	11/29/23		5951674601	N	
2	EBT TEN-YEAR EXTENDED SERVICE		3,100.00	G-02-41-729-006-316	B DRUNK DRIVING ENFORCEMENT 2016 -	R	03/15/23	11/29/23		5951674601	N	
3	ADTNL ITEMS PER NJ STANDARDS		905.00	G-02-41-729-006-316	B DRUNK DRIVING ENFORCEMENT 2016 -	R	03/15/23	11/29/23		5951674601	N	
			19,305.00									
		Vendor Total:	19,305.00									
E0576	EAST WINDSOR REGIONAL SCHOOL											
23-01438	11/14/23	JUNE 2023 FUEL USE										
1	JUNE 2023 FUEL USE-AWWTP/SEWER		66.04	3-09-55-501-002-512	B Motor Fuel	R	11/14/23	11/28/23		JUNE 2023	N	
2	JUNE 2023 FUEL USE-CONSTRUCT.		22.44	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/14/23	11/28/23		JUNE 2023	N	
3	JUNE 2023 FUEL USE-FIRE		210.72	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	11/14/23	11/28/23		JUNE 2023	N	
4	JUNE 2023 FUEL USE-FIRST AID		247.64	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	11/14/23	11/28/23		JUNE 2023	N	
5	JUNE 2023 FUEL USE-GARBAGE		1,326.27	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/14/23	11/28/23		JUNE 2023	N	
6	JUNE 2023 FUEL USE-POLICE		1,938.07	3-01-31-460-001-145	B Motor Fuel - Police	R	11/14/23	11/28/23		JUNE 2023	N	
7	JUNE 2023 FUEL USE-PARKS		79.21	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/14/23	11/28/23		JUNE 2023	N	
8	JUNE 2023 FUEL USE-STREETS		962.51	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/14/23	11/28/23		JUNE 2023	N	
9	JUNE 2023 FUEL USE-WATER		119.81	3-09-55-501-001-512	B Motor Fuel	R	11/14/23	11/28/23		JUNE 2023	N	
10	JUNE 2023 FUEL FACILITY FEE		120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	11/14/23	11/28/23		JUNE 2023	N	
			5,092.71									

Vendor # Name						
PO #	PO Date	Description	Contract Amount	PO Type Charge Account		
Item Description			Amount	Acct Type Description	Stat/chk	First Rcvd Chk/Void Enc Date Date Date Invoice
E0576	EAST WINDSOR REGIONAL SCHOOL	Continued				
23-01494	11/21/23	MAY 2023 FUEL USE				
1 MAY 2023 FUEL USE-AWWTP	103.97	3-09-55-501-002-502	B Vehicle Maintenance	R	11/21/23 11/28/23	MAY 2023 N
2 MAY 2023 FUEL USE-CONSTRUCTION	24.14	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/21/23 11/28/23	MAY 2023 N
3 MAY 2023 FUEL USE-FIRE	453.28	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	11/21/23 11/28/23	MAY 2023 N
4 MAY 2023 FUEL USE-FIRST AID	516.96	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	11/21/23 11/28/23	MAY 2023 N
5 MAY 2023 FUEL USE-GARBAGE	1,611.23	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	MAY 2023 N
6 MAY 2023 FUEL USE-PARKS	85.61	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	MAY 2023 N
7 MAY 2023 FUEL USE-POLICE	2,144.75	3-01-31-460-001-145	B Motor Fuel - Police	R	11/21/23 11/28/23	MAY 2023 N
8 MAY 2023 FUEL USE-STREETS	909.75	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	MAY 2023 N
9 MAY 2023 FUEL USE-WATER	179.30	3-09-55-501-001-512	B Motor Fuel	R	11/21/23 11/28/23	MAY 2023 N
10 MAY 2023 FUEL FACILITY FEE	120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	11/21/23 11/28/23	MAY 2023 N
	6,148.99					
23-01495	11/21/23	JULY 2023 FUEL USE				
1 JULY 2023 FUEL USE-AWWTP	124.22	3-09-55-501-002-502	B Vehicle Maintenance	R	11/21/23 11/28/23	JULY 2023 N
2 JULY 2023 FUEL USE	32.42	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/21/23 11/28/23	JULY 2023 N
3 JULY 2023 FUEL USE-FIRE	373.06	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	11/21/23 11/28/23	JULY 2023 N
4 JULY 2023 FUEL USE-FIRST AID	289.34	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	11/21/23 11/28/23	JULY 2023 N
5 JULY 2023 FUEL USE-GARBAGE	1,141.37	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	JULY 2023 N
6 JULY 2023 FUEL USE-PARKS	63.16	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	JULY 2023 N
7 JULY 2023 FUEL USE-POLICE	2,329.97	3-01-31-460-001-145	B Motor Fuel - Police	R	11/21/23 11/28/23	JULY 2023 N
8 JULY 2023 FUEL USE-STREETS	792.97	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	JULY 2023 N
9 JULY 2023 FUEL USE-WATER	192.07	3-09-55-501-001-512	B Motor Fuel	R	11/21/23 11/28/23	JULY 2023 N
10 JULY 2023 FUEL FACILITY FEE	120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	11/21/23 11/28/23	JULY 2023 N
	5,458.58					
23-01496	11/21/23	AUGUST 2023 FUEL USE				
1 AUGUST 2023 FUEL USE-AWWTP	98.28	3-09-55-501-002-502	B Vehicle Maintenance	R	11/21/23 11/28/23	AUGUST 2023 N
2 AUG 2023 FUEL USE-CONSTRUCTION	31.26	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/21/23 11/28/23	AUGUST 2023 N
3 AUG 2023 FUEL USE-FIRE	313.84	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	11/21/23 11/28/23	AUGUST 2023 N
4 AUG 2023 FUEL USE-FIRST AID	421.96	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	11/21/23 11/28/23	AUGUST 2023 N
5 AUG 2023 FUEL USE-GARBAGE	1,766.46	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	AUGUST 2023 N
6 AUG 2023 FUEL USE-PARKS	220.42	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	AUGUST 2023 N
7 AUG 2023 FUEL USE-POLICE	2,579.31	3-01-31-460-001-145	B Motor Fuel - Police	R	11/21/23 11/28/23	AUGUST 2023 N
8 AUG 2023 FUEL USE-STREETS	858.56	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23 11/28/23	AUGUST 2023 N
9 AUG 2023 FUEL USE-WATER	71.08	3-09-55-501-001-512	B Motor Fuel	R	11/21/23 11/28/23	AUGUST 2023 N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
E0576 EAST WINDSOR REGIONAL SCHOOL Continued												
23-01496 11/21/23 AUGUST 2023 FUEL USE Continued												
10	AUG 2023 FUEL FACILITY FEE	120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	11/21/23	11/28/23				AUGUST 2023	N
		6,481.17										
23-01498 11/21/23 SEPTEMBER 2023 FUEL USE												
1	SEPT 2023 FUEL USE-AWWTP	117.74	3-09-55-501-002-502	B Vehicle Maintenance	R	11/21/23	11/28/23				SEPTEMBER 2023	N
2	SEPT 2023 FUEL USE-	54.58	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/21/23	11/28/23				SEPTEMBER 2023	N
3	SEPT 2023 FUEL USE-FIRE	259.25	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	11/21/23	11/28/23				SEPTEMBER 2023	N
4	SEPT 2023 FUEL USE-FIRST AID	366.28	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	11/21/23	11/28/23				SEPTEMBER 2023	N
5	SEPT 2023 FUEL USE-GARBAGE	1,762.61	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23	11/28/23				SEPTEMBER 2023	N
6	SEPT 2023 FUEL USE-PARKS	66.23	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23	11/28/23				SEPTEMBER 2023	N
7	SEPT 2023 FUEL USE-POLICE	2,373.22	3-01-31-460-001-145	B Motor Fuel - Police	R	11/21/23	11/28/23				SEPTEMBER 2023	N
8	SEPT 2023 FUEL USE-STREETS	505.15	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23	11/28/23				SEPTEMBER 2023	N
9	SEPT 2023 FUEL USE-WATER	132.61	3-09-55-501-001-512	B Motor Fuel	R	11/21/23	11/28/23				SEPTEMBER 2023	N
10	SEPT 2023 FUEL FACILITY FEE	120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	11/21/23	11/28/23				SEPTEMBER 2023	N
		5,757.67										
23-01499 11/21/23 OCTOBER 2023 FUEL USE												
1	OCT 2023 FUEL USE-AWWTP	48.86	3-09-55-501-002-502	B Vehicle Maintenance	R	11/21/23	11/28/23				OCTOBER 2023	N
2	OCT 2023 FUEL USE-CONSTRUCTION	21.53	3-01-31-460-001-151	B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	11/21/23	11/28/23				OCTOBER 2023	N
3	OCT 2023 FUEL USE-FIRE	459.28	3-01-31-460-001-166	B Motor Fuel - Fire Dept.	R	11/21/23	11/28/23				OCTOBER 2023	N
4	OCT 2023 FUEL USE-FIRST AID	338.13	3-01-31-460-001-148	B Motor Fuel - Emergency Medical	R	11/21/23	11/28/23				OCTOBER 2023	N
5	OCT 2023 FUEL USE-GARBAGE	1,965.55	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23	11/28/23				OCTOBER 2023	N
6	OCT 2023 FUEL USE-POLICE	1,995.31	3-01-31-460-001-145	B Motor Fuel - Police	R	11/21/23	11/28/23				OCTOBER 2023	N
7	OCT 2023 FUEL USE-STREETS	930.86	3-01-31-460-001-147	B Motor Fuel - Public Works	R	11/21/23	11/28/23				OCTOBER 2023	N
8	OCT 2023 FUEL USE-WATER	156.38	3-09-55-501-001-512	B Motor Fuel	R	11/21/23	11/28/23				OCTOBER 2023	N
9	OCT 2023 FUEL FACILITY FEE	120.00	3-01-31-460-001-144	B Upgrades to Fueling Facility	R	11/21/23	11/28/23				OCTOBER 2023	N
		6,035.90										
Vendor Total:		34,975.02										
ES0S0005 ESO SOLUTIONS, INC.												
23-01341 10/25/23 ANNUAL SOFTWARE RENEWAL												
1	ANNUAL SOFTWARE RENEWAL	956.34	3-01-25-252-002-029	B Computer Software/Mntc/Equip	R	10/25/23	11/28/23				ESO-114696	N
2	ER - CAD INTEGRATION	841.80	3-01-25-252-002-029	B Computer Software/Mntc/Equip	R	10/25/23	11/28/23				ESO-114696	N
3	ER - FIRE UPGRADE (NFIRS ONLY)	918.85	3-01-25-252-002-029	B Computer Software/Mntc/Equip	R	10/25/23	11/28/23				ESO-114696	N

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc1			
ESOS0005 ESO SOLUTIONS, INC. Continued												
23-01341	10/25/23	ANNUAL SOFTWARE RENEWAL	Continued									
4 ER - LOSAP MODULE	0.00	3-01-25-252-002-029	B Computer Software/Mntc/Equip	R	10/25/23	11/28/23		ESO-114696	N			
	2,716.99											
Vendor Total:		2,716.99										
Q0176 EUROFINS QC, LLC												
23-01471	11/17/23	WATER ANALYSIS										
1 INV 6300050674-WATER ANALYSIS	247.50	3-09-55-501-001-532	B Outside Testing/Labs	R	11/17/23	11/28/23		6300050674	N			
Vendor Total:		247.50										
FIREA005 FIRE APPARATUS REPAIR, INC.												
23-01413	11/03/23	COOLANT LEVEL SENSOR ENGINE-41										
1 COOLANT LEVEL SENSOR ENGINE-41	632.50	3-01-25-252-002-121	B Preventive Maintenance	R	11/03/23	11/28/23		17538	N			
2 DETROIT POWER ANTIFREEZE	21.00	3-01-25-252-002-121	B Preventive Maintenance	R	11/03/23	11/28/23		17538	N			
3 OIL PSI DDEC 588-2-23532797	109.00	3-01-25-252-002-121	B Preventive Maintenance	R	11/03/23	11/28/23		17538	N			
4 COOLANT LEVEL SENSOR	74.25	3-01-25-252-002-121	B Preventive Maintenance	R	11/03/23	11/28/23		17538	N			
5 E-ONE OIL PSI SWITCH	87.75	3-01-25-252-002-121	B Preventive Maintenance	R	11/03/23	11/28/23		17538	N			
	924.50											
Vendor Total:		924.50										
F1183 FRANK GENDRON												
23-01519	11/28/23	UNIFORM ALLOWANCE -GENDRON										
1 UNIFORM ALLOWANCE -GENDRON	800.00	3-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	11/28/23	11/29/23			N			
Vendor Total:		800.00										
G0175 GEORGE'S GARAGE & TOWING, INC.												
23-01458	11/17/23	FB TOW TO MOUNTS GARAGE										
1 INV 62278-TOW TRCK #403 F250	150.00	3-01-26-315-001-132	B Vehicle Maint. - Public Works	R	11/17/23	11/28/23		62278	N			
Vendor Total:		150.00										

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099	
Item	Description		Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
M1076	MCMANIMON, SCOTLAND & BAUMANN Continued											
23-01524	11/28/23	INV 216407 PROF SERVICES										
1	INV 216407	PROF SERVICES	2,300.50	3-01-20-155-001-032		B LEGAL COUNCIL-REDEVELOPMENT	R	11/28/23	11/29/23		216407	N
Vendor Total:			5,792.50									
M0127	MONMOUTH COUNTY											
23-01470	11/17/23	OCT 2023 ROOSEVELT TIPPING										
1	OCT 2023	ROOSEVELT TIPPING	4,259.88	3-01-43-513-001-171		B Borough of Roosevelt-Tipping Fees	R	11/17/23	11/28/23		OCTOBER 2023	N
Vendor Total:			4,259.88									
N0076	NANCY ALEXANDER											
23-01493	11/21/23	MILEAGE REIMBURSEMENT										
1	MILEAGE REIMBURSEMENT		11.86	3-01-26-315-001-131		B Vehicle Maint. - Police	R	11/21/23	11/28/23			N
Vendor Total:			11.86									
N0170	NORCIA CORP.											
23-01469	11/17/23	LABOR AND REPAIR OF TRUCK #20										
1	INV 83622		1,598.82	3-01-26-311-001-034		B Equipment Parts & Accessories	R	11/17/23	11/28/23		83622	N
Vendor Total:			1,598.82									
PACEA005	PACE ANALYTICAL SERVICES, LLC											
23-01355	10/26/23	INVOICE 237113242										
1	INVOICE #237113242		463.00	3-09-55-501-002-532		B Outside Lab Testing	R	10/26/23	11/28/23		237113242	N
Vendor Total:			463.00									
P0088	PARKER MCCAY, P.A.											
23-01486	11/20/23	Billing through 10/31/2023										
1	Research, advice & Follow up		378.00	3-01-21-180-001-107		B Planning Board - Attorney	R	11/20/23	11/28/23		3172018	N
2	Follow up on application		54.00	2022-04		P 424 Stockton Street	R	11/20/23	11/28/23		3172019	N
			432.00									
Vendor Total:			432.00									

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct Type	Description	Enc	Date	Date	Date	Invoice	Excl
PORTE005 PORTER LEE CORPORATION												
23-01502	11/21/23 DETECTIVE BUREAU SUPPLIES											
1	DETECTIVE BUREAU SUPPLIES	86.00		3-01-25-240-001-114	B	Detective Bureau	R	11/21/23	11/28/23		29387	N
2	DETECTIVE BUREAU SUPPLIES	18.11		3-01-25-240-001-114	B	Detective Bureau	R	11/21/23	11/28/23		29387	N
		104.11										
	Vendor Total:	104.11										
P0044 PSE&G												
23-01508	11/28/23 MASTER 13 014 184 04 11/20/23											
1	ACCT 7341583509 140 N MAIN ST	310.30		3-01-31-446-001-143	B	Gas/Heat - Fire House	R	11/28/23	11/29/23		503100124825	N
2	ACCT 7341583606 148N MAIN ST#R	174.68		3-01-31-446-001-070	B	Gas Heat - Borough Hall	R	11/28/23	11/29/23		503100124825	N
3	ACCT 7341583703 BANK ST	172.29		3-09-55-501-001-505	B	Gas Service	R	11/28/23	11/29/23		503100124825	N
4	ACCT 7341583800 OAK LN	1,739.11		3-09-55-501-002-505	B	Gas Service	R	11/28/23	11/29/23		503100124825	N
		2,396.38										
	Vendor Total:	2,396.38										
REDAR005 RED ARROW TECHNOLOGIES, LLC												
23-01344	10/25/23 ONSITE SUPPORT EXT 502											
1	ONSITE SUPPORT EXT 502	150.00		3-01-31-440-001-084	B	POLICE PHONES	R	10/25/23	11/28/23		14112	N
23-01359	10/26/23 MONTHLY SUPPORT NOVEMBER 2023											
1	TECH SUPPORT & SERVICES	1,749.63		3-01-20-140-001-094	B	Computer Service & Support	R	10/26/23	11/28/23		14186	N
2	INTERNET & WEB	1,408.50		3-01-20-140-001-060	B	Internet Services and Web Services	R	10/26/23	11/28/23		14186	N
3	TECH SUPPORT/INTERNET/WEB	653.89		3-09-55-501-002-530	B	Computer Software/Maint/Equip	R	10/26/23	11/28/23		14186	N
4	TECH SUPPORT/INTERNET/WEB	287.95		3-09-55-501-001-530	B	Computer Software/Maint/Equip	R	10/26/23	11/28/23		14186	N
5	TELEPHONE SUPPORT	700.00		3-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	10/26/23	11/28/23		14186	N
		4,799.97										
23-01430	11/14/23 VOIP SVCS NOV 2023 HFD & MAIN											
1	VOIP SVCS NOV 2023 HFD	121.43		3-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	11/14/23	11/28/23		14274	N
2	VOIP SVCS NOV 2023 MAIN	496.27		3-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	11/14/23	11/28/23		14274	N
		617.70										
23-01491	11/21/23 VOIP SVCS NOV 23 AWWTP/HPD											
1	VOIP SVCS NOV 23 AWWTP	179.84		3-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	11/21/23	11/28/23		14348	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099	
Item	Description	Amount	Charge	Account	Acct	Type	Description	Enc	Date	Date	Invoice	Exc
REDAR005 RED ARROW TECHNOLOGIES, LLC Continued												
23-01491	11/21/23 VOIP SVCS NOV 23 AWWTP/HPD	Continued										
2	VOIP SVCS NOV 23 HPD	375.77	3-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	11/21/23	11/28/23		14348			
		555.61										
23-01522	11/28/23 MONTHLY SUPPORT DECEMBER 2023											
1	TECH SUPPORT & SERVICES	1,749.63	3-01-20-140-001-094	B Computer Service & Support	R	11/28/23	11/29/23		14455			
2	INTERNET & WEB	1,408.50	3-01-20-140-001-060	B Internet Services and Web Services	R	11/28/23	11/29/23		14455			
3	TECH SUPPORT/INTERNET/WEB	653.89	3-09-55-501-002-530	B Computer Software/Maint/Equip	R	11/28/23	11/29/23		14455			
4	TECH SUPPORT/INTERNET/WEB	287.95	3-09-55-501-001-530	B Computer Software/Maint/Equip	R	11/28/23	11/29/23		14455			
5	TELEPHONE SUPPORT	700.00	3-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	11/28/23	11/29/23		14455			
		4,799.97										
Vendor Total:		10,923.25										
R0077 ROBERTS ENGINEERING GRP LLC												
23-01527	11/29/23 BILLING THROUGH OCT/NOV 2023											
1	MISC REQUESTS	2,183.75	3-01-20-165-001-028	B General Engineering	R	11/29/23	11/29/23		8017			
2	STORM WATER PERMIT	1,402.99	3-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	11/29/23	11/29/23		8018			
3	SW MAPPING	791.25	3-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	11/29/23	11/29/23		8019			
4	EMERGENCY REPAIR SERVICES	253.75	3-01-20-165-001-028	B General Engineering	R	11/29/23	11/29/23		8020			
5	MISC ROADS	450.00	3-01-20-165-001-028	B General Engineering	R	11/29/23	11/29/23		8021			
6	GENERAL SEWERS	135.00	3-09-55-501-002-508	B Engineer	R	11/29/23	11/29/23		8022			
7	GENERAL WATER	600.00	3-09-55-501-001-508	B Engineer	R	11/29/23	11/29/23		8023			
8	CHEMICALS & SLUDGE REMOVAL	1,258.75	3-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	11/29/23	11/29/23		8024			
9	WATER TANKS	2,317.50	C-08-55-963-000-544	B DESIGN COSTS WATER TANKS/STANDPIPE	R	11/29/23	11/29/23		8025			
10	IMPROVEMENTS TO HAUSER AVE,	705.00	C-04-55-894-001-447	B HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	11/29/23	11/29/23		8028			
11	IMPROVEMENTS TO ORCHARD AVE,	1,400.00	C-08-55-969-001-541	B IMPROVEMENTS TO ORCHARD,CLOVER & S. MAIN	R	11/29/23	11/29/23		8030			
12	IMPROVEMENTS TO MAXWELL AVE	5,320.00	C-04-55-899-000-447	B MAXWELL AVE IMPROVEMENTS SEC. 20	R	11/29/23	11/29/23		8031			
		16,817.99										
23-01528	11/29/23 Billing through 11/25/2023											
1	Attend PB Meeting	320.00	3-01-21-180-001-106	B Planning Board Engineer-General	R	11/29/23	11/29/23		8027			
2	Review resubmission #4	1,062.50	2022-04	P 424 Stockton Street	R	11/29/23	11/29/23		8035			
		1,382.50										

Vendor #	Name											
PO #	PO Date	Description	Contract	PO Type				First	Rcvd	Chk/Void		1099
Item	Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Exc'l		
R0077	ROBERTS ENGINEERING GRP LLC	Continued										
23-01529	11/29/23	AWWTP ACTIVATED SLUDGE IMPROVE										
1	AWWTP ACTIVATED SLUDGE	1,560.00	C-08-55-972-000-544	B ACTIVATED SLUDGE TANK & DRYWELL SEC 20	R	11/29/23	11/29/23		8026		N	
Vendor Total:		19,760.49										
SIOBH005	SIOBHAN MATIAS											
22-01641	12/27/22	HARVESTFAIR REFUND FOOD PERMIT										
1	HARVESTFAIR REFUND FOOD PERMIT	35.00	2-01-55-004-000-003	B Refund Food License Fee	R	12/27/22	11/28/23		HARVEST FAIR 22 N			
Vendor Total:		35.00										
S0256	STALKER RADAR											
23-01319	10/16/23	DSR 2 ANTENNA RADAR										
1	DSR 2 ANTENNA RADAR	2,813.00	C-04-55-900-002-444	B PURCHASE OF POLICE CAR	R	10/16/23	11/28/23		428582		N	
Vendor Total:		2,813.00										
STATE005	STATEWIDE INSURANCE FUND											
23-01506	11/27/23	EXCESS LIABILITY & UMBRELLA										
1	EXCESS LIABILITY INV 2023HB	3,245.00	3-01-23-210-003-112	B General Liability-JIF	R	11/27/23	11/28/23		2023HB		N	
2	UMBRELLA POLICY INV 2023HB	8,281.00	3-01-23-210-003-112	B General Liability-JIF	R	11/27/23	11/28/23		2023HB		N	
		11,526.00										
Vendor Total:		11,526.00										
TMOBI005	T-MOBILE											
23-01526	11/28/23	LOT CAMERAS 10/21/23-11/20/23										
1	STOCKTON LOT CAMERAS	61.60	3-01-33-195-002-029	B Computer Software/Maint/Equip	R	11/28/23	11/29/23		10/21-11/20/23		N	
Vendor Total:		61.60										
T0147	TRACTOR SUPPLY COMPANY											
23-01461	11/17/23	LINKS AND LYNCH PINS										
1	INV 451092-LINKS & LYNCH PINS	62.95	3-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	11/17/23	11/28/23		451092		N	
Vendor Total:		62.95										

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
		Item		Description	Amount	Charge Account		Enc Date	Date	Date	Exc
T0141	TREAT'S GARAGE										
23-01474	11/17/23	HPD VEHICLE TOW									
1	HPD VEHICLE TOW	150.00	3-01-26-315-001-131	B Vehicle Maint. - Police	R	11/17/23	11/28/23		59241		N
23-01501	11/21/23	HPD VEHICLE TOW									
1	HPD VEHICLE TOW	150.00	3-01-26-315-001-131	B Vehicle Maint. - Police	R	11/21/23	11/28/23		59323		N
Vendor Total:					300.00						
U0013	USA BLUE BOOK										
23-01171	09/15/23	DEIONIZED WATER/SULFURIC ACID									
1	ITEM 90355	DEIONIZED WATER	139.44	3-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/15/23	11/29/23		INV00132036	N
2	ITEM 29875	SULFURIC ACID	29.50	3-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/15/23	11/29/23		INV00132036	N
3	FREIGHT	48.61	3-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/15/23	11/29/23		INV00132036		N
			217.55								
23-01411	11/03/23	SCHEDULE 80 PVC MALE ADAPTER									
1	SCHEDULE 80 PVC MALE ADAPTER	48.95	3-09-55-501-002-549	B MAXWELL AVE PUMPING STATION	R	11/03/23	11/29/23		INV00190581		N
2	FREIGHT	12.64	3-09-55-501-002-549	B MAXWELL AVE PUMPING STATION	R	11/13/23	11/29/23		INV00190581		N
			61.59								
Vendor Total:					279.14						
VIKIN005	VIKING TERMITE & PEST CONTROL										
23-01310	10/16/23	OCTOBER 2023 SERVICE									
1	INV 430149864-OCT 2023 SERVICE	20.00	3-01-26-310-001-029	B Maintenance Contracts	R	10/16/23	11/28/23		430149864		N
2	INV 430149856-OCT 2023 SERVICE	20.00	3-01-26-310-001-029	B Maintenance Contracts	R	10/16/23	11/28/23		430149856		N
			40.00								
23-01432	11/14/23	NOVEMBER 2023 SERVICE									
1	INV 900786942-NOV 2023 SERVICE	20.00	3-01-26-310-001-029	B Maintenance Contracts	R	11/14/23	11/28/23		900786942		N
2	INV 900786934-NOV 2023 SERVICE	20.00	3-01-26-310-001-029	B Maintenance Contracts	R	11/14/23	11/28/23		900786934		N
			40.00								
Vendor Total:					80.00						

Total Purchase Orders:	60	Total P.O. Line Items:	184	Total List Amount:	139,507.30	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	35.00	0.00	35.00	0.00	0.00	0.00	35.00
CURRENT FUND	3-01	79,998.77	0.00	79,998.77	0.00	0.00	0.00	79,998.77
	3-09	15,793.28	0.00	15,793.28	0.00	0.00	0.00	15,793.28
	3-21	0.00	0.00	0.00	0.00	0.00	1,116.50	1,116.50
Year Total:		95,792.05	0.00	95,792.05	0.00	0.00	1,116.50	96,908.55
GENERAL CAPITAL	C-04	12,440.92	0.00	12,440.92	0.00	0.00	0.00	12,440.92
WATER/SEWER CAPITAL	C-08	6,115.58	0.00	6,115.58	0.00	0.00	0.00	6,115.58
Year Total:		18,556.50	0.00	18,556.50	0.00	0.00	0.00	18,556.50
	G-02	19,305.00	0.00	19,305.00	0.00	0.00	0.00	19,305.00
TRUST OTHER - FUND #12	T-12	4,702.25	0.00	4,702.25	0.00	0.00	0.00	4,702.25
Total of All Funds:		138,390.80	0.00	138,390.80	0.00	0.00	1,116.50	139,507.30

Project Description	Project No.	Rcvd Total	Held Total	Project Total
424 Stockton Street	2022-04	1,116.50	0.00	1,116.50
Total of All Projects:		<u>1,116.50</u>	<u>0.00</u>	<u>1,116.50</u>

Resolution 2023-219

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROBBINSVILLE TOWNSHIP FOR EMERGENCY MEDICAL SERVICES

WHEREAS, there is a need for Emergency Medical Service coverage in Hightstown Borough; and

WHEREAS, Hightstown Borough desires to enter into an agreement with Robbinsville Township for Emergency Medical Service and Robbinsville Township has agreed to provide said services to Hightstown Borough; and

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

WHEREAS, the Mayor and Council have reviewed the proposed Shared Services Agreement for Emergency Medical Service for the period January 1, 2024 through December 31, 2026; and

WHEREAS, this agreement may be extended by mutual agreement of the parties for up to two (2) additional one year terms; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, will be Forty Thousand Dollars (\$40,000.00) annually; and

WHEREAS funds for this expenditure will be made available in the 2024, 2025 and 2026 budgets.

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

1. The Shared Services Agreement with the Township of Robbinsville for Emergency Medical Service for the period January 1, 2024 through December 31, 2026 is hereby approved, in accordance with the provisions of N.J.S.A. 40:65-1 et seq.
2. The Mayor and Borough Clerk are hereby authorized and directed to execute the agreement for same.
3. This agreement is approved subject to the provision of adequate funds in the Borough's 2024, 2025 and 2026 budgets.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 4, 2023.

Margaret Riggio
Borough Clerk

**SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF
ROBBINSVILLE AND BOROUGH OF HIGHTSTOWN – EMS SERVICES**

THIS SHARED SERVICES AGREEMENT is effective January 1, 2024, between the **TOWNSHIP OF ROBBINSVILLE**, a municipal corporation of the State of New Jersey, with offices at 2298 Route 33, Robbinsville, New Jersey, 08691 hereinafter referred to as “Robbinsville”, and the **BOROUGH OF HIGHTSTOWN**, a municipal corporation of the State of New Jersey, with offices at 156 Bank Street, Hightstown, New Jersey, 08520, hereinafter referred to as “Hightstown.”

Witnesseth that:

Whereas, Hightstown desires to contract with Robbinsville for the provision of emergency medical ambulance services (hereinafter “EMS Services”); and

Whereas, Robbinsville is agreeable to providing said EMS Services to Hightstown for a fee and certain specified conditions; and

Whereas, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.* permits local units of this State to enter into a contract with any other local unit for the joint provisions within their combined jurisdictions of any service which any party to the agreement is empowered to render within its jurisdiction; and

Whereas, Robbinsville and Hightstown have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-5* of the *Uniform Shared Services Consolidation Act*;

Now, Therefore, in consideration of the mutual agreements and covenants contained herein, the Parties hereto agree as follows:

1. **Term.** This Agreement shall take effect January 1, 2024, and expire December 31, 2026, unless extended by mutual agreement of the Parties for up to two (2) additional one (1) year terms.
2. **Scope of Services.** Robbinsville shall provide the requested EMS Services to Hightstown pursuant to the terms and conditions of Robbinsville’s contract with the provider for Emergency Medical/Ambulance Services.
3. **Fees.** Hightstown shall pay Robbinsville an annual fee of Forty Thousand Dollars (\$40,000.00) for the provision of EMS Services under this Agreement.
4. **Billing and Payment.** Robbinsville shall provide Hightstown with itemized billings on a quarterly basis for services rendered. Payment shall be due from Hightstown within thirty (30) days of the date of billing and all payments shall be made payable to the Township of Robbinsville.

5. **Liability.** Robbinsville and Hightstown shall each be responsible for acts of their own officers', directors', employees', volunteers', and agents' actual or alleged negligence consistent with the provisions of the *New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq.*, arising out of or related to performance of any activity under the terms of this Agreement.
6. **Insurance.** Robbinsville and Hightstown shall each be responsible for insuring their own officers, directors, employees, volunteers, and agents against any demand or claim, assertion of liability, or any action founded thereon, including reasonable attorneys' fees, arising out of, or alleged to have arisen out of the performance of any activity under the terms of this Agreement.
7. **Extension or Termination.** Each party shall notify the other in writing sixty (60) days before expiration of this Agreement if it desires to extend the contract for an additional one year term.
8. **Notices.** All notices, statements, or other documents required by this Agreement shall be hand-delivered or mailed to the following designated municipal representatives:
 - A. The designated municipal representative for Robbinsville is:

Township Clerk
Township of Robbinsville
2298 Route 33
Robbinsville, NJ 08691
 - B. The designated municipal representative for Hightstown is:

Borough Clerk
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520
9. **Choice of Law.** Any dispute arising under this Agreement or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.
10. **Entire Agreement.** This Agreement sets forth the entire understanding of the Parties and cannot be changed or modified orally.
11. **Modification.** This Agreement may only be supplemented, amended or revised in writing, which has been duly authorized by the Parties and signed by the proper authorized representatives thereof.
12. **Severability.** In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable, in any respect, by any court of

competent jurisdiction, the rest of this Agreement shall nevertheless remain in full force and effect.

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

IN WITNESS WHEREOF, parties of the Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.

ATTEST: (Affix Seal)

TOWNSHIP OF ROBBINSVILLE

MICHELE SEIGFRIED,
Township Clerk

DAVID FRIED, Mayor

ATTEST: (Affix Seal)

HIGHTSTOWN BOROUGH

PEGGY RIGGIO
Borough Clerk

SUSAN BLUTH, Mayor

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT FOR EMS SERVICES BETWEEN THE TOWNSHIP OF ROBBINSVILLE AND BOROUGH OF HIGHTSTOWN

WHEREAS, the Borough of Hightstown ("Borough") desires to enter into a Shared Services Agreement ("Agreement") with the Township of Robbinsville ("Township") for the provision of Emergency Medical Services ("EMS Services") for the term January 1, 2024, through December 31, 2026, with the mutual option of two additional one (1) year terms; and

WHEREAS, the Township has agreed to provide EMS Services to the Borough in an annual amount of \$40,000.00; and

WHEREAS, such agreements are authorized pursuant to the Uniform Shared Services Consolidation Act, N.J.S.A. 40A:65-1 *et seq.*; and

WHEREAS, this agreement is in the best interest of the Township of Robbinsville;

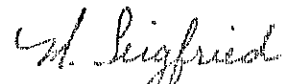
NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Robbinsville, County of Mercer, State of New Jersey, that the Shared Services Agreement between the Borough of Hightstown and the Township of Robbinsville for the provision of EMS Services for the term January 1, 2024, through December 31, 2026, with the mutual option of two additional one (1) year terms, in an amount of \$40,000.00 annually, is authorized and accepted and the proper officials of the Township of Robbinsville are authorized to execute said Agreement.

BE IT FURTHER RESOLVED that the Agreement shall take effect upon the adoption of an appropriate resolution by the Borough of Hightstown and the execution of agreement by the parties in accordance with N.J.S.A. 40A:65-5(c), *et seq.*

BE IT FURTHER RESOLVED that a copy of this Resolution and agreement shall be forwarded to the Director of the Division of Local Government Services as per N.J.S.A. 40A:65-4(3)b.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Chief Financial Officer, the Robbinsville Township Fire Department, and the Borough of Hightstown.

I certify this to be a true copy of a Resolution adopted by the Township Council of the Township of Robbinsville at a meeting held on November 30, 2023.



Michele Seigfried, Municipal Clerk

Resolution 2023-220

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

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Hightstown (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position.

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

1. Borough of Hightstown (Local Unit) hereby appoints Skylands Risk Management, Inc. its Risk Management Consultant.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2024 in the form attached hereto.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 4, 2023.

Margaret Riggio
Borough Clerk

STATEWIDE INSURANCE FUND
RISK MANAGEMENT CONSULTANT'S AGREEMENT

2024 Fund Year

THIS AGREEMENT entered into this 1st day of January 2024, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, The Borough of Hightstown ("MEMBER") and Skylands Risk Managemet ("RISK MANAGEMENT CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.

- (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claim settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
 - (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as may be required from time to time by the FUND.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
 - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
 - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2024** to **January 1, 2025**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

ATTEST:

Margaret Riggio, Borough Clerk

Member Representative
Susan Bluth, Mayor Hightstown Borough

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____
Risk Management Consultant

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

Resolution 2023-221

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

RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, the Borough of Hightstown (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Hightstown (Local Unit) that Dimitri Musing is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2024**.

BE IT FURTHER RESOLVED that Margaret Riggio is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2024**.

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 4, 2023.

Margaret Riggio
Borough Clerk

Resolution 2023-222

*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 December 4, 2023, at the Hightstown Firehouse Hall, 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 – PRC Group

Contract Negotiations – Shangles alley

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 March 4, 2024, 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 December 4, 2023.

Margaret Riggio
Borough Clerk