

**AGENDA**  
**Hightstown Borough Council**  
**February 20, 2024 | 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**

**Approval of Minutes**      February 5, 2024 – Public Session  
February 5, 2024 – Executive Session

**Presentation**                      Proclamation – Donna Syx

**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**                      **2024-02 First Reading and Introduction** An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

**Resolutions**                      **2024-46**    Authorizing Payment of Bills  
  
**2024-47**    Amending the Personnel Policy Manual of the Borough of Hightstown  
  
**2024-48**    A Resolution Approving the After School Arts Program Presented by the Hightstown Borough Cultural Arts Commission as a Borough Sponsored Event  
  
**2024-49**    Authorizing a Shared Services Agreement with Roosevelt Borough for Various Public Works Services

**Consent Agenda**                      **2024-50**    Resolution Authorizing the Application to the State of New Jersey Under the LEAP Program for Animal Control Equipment

**2024-51** Authorizing the Emergency Temporary Appropriations  
Prior to Adoption of the 2024 Budget

**Discussion**

Block Party Ordinance

First Aid Ambulance

**Subcommittee Reports**

**Mayor/Council/Administrative Updates**

**Executive Session**      **Resolution 2024-52** Authorizing a Meeting that Excludes the Public  
Contract Negotiations – Vacate Shangles Alley

**Adjournment**

# Ordinance 2024-02

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

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

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

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

	<b>RANGING FROM:</b>	<b>TO:</b>
Mayor	\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00
Borough Administrator	\$30,000.00	\$145,000.00
Borough Clerk	\$40,000.00	<del>\$87,000.00</del> <u>\$90,000.00</u>
Deputy Borough Clerk	\$30,000.00	\$69,000.00
Computer Systems Administrator	\$3,000.00	\$7,000.00
Qualified Purchasing Agent (QPA)	\$12,000.00	\$20,000.00
Registrar of Vital Statistics	\$2,500.00	\$6,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$5,000.00
Chief Financial Officer	\$2,000.00	<del>\$56,000.00</del> <u>\$60,000.00</u>
Deputy Chief Financial Officer	\$10,000.00	<del>\$75,000.00</del> <u>\$85,000.00</u>
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	<del>\$84,000.00</del> <u>\$90,000.00</u>
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	<del>-\$22,000.00</del> <u>\$25,000.00</u>
Municipal Magistrate	\$30,000.00	\$54,000.00
Police Chief	\$120,000.00	<del>\$167,000.00</del> <u>\$180,000.00</u>
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	<del>\$65,000.00</del> <u>\$70,000.00</u>

	<b>RANGING FROM:</b>	<b>TO:</b>
Planning Board Secretary	\$1,000.00	\$27,000.00
*Technical Assistant( <u>included in full-time Construction Code Official</u> )	\$28,000.00	\$43,000.00
Construction Code Official( <u>Full time position includes * titles</u> )	<del>\$18,000.00</del> <u>\$75,000.00</u>	<del>\$38,000.00</del> <u>\$100,000.00</u>
Fire Subcode Official	\$3,500.00	<del>-\$9,000.00</del> <u>-\$15,000.00</u>
*Building Subcode Official( <u>included in full-time Construction Code Official</u> )	\$3,500.00	\$9,000.00
*Building Inspector( <u>included in full-time Construction Code Official</u> )	\$3,500.00	\$6,000.00
Zoning Official	\$6,000.00	\$13,000.00
Superintendent of Public Works	\$50,000.00	<del>\$130,000.00</del> <u>\$146,000.00</u>
Assistant Superintendent of Public Works	\$50,000.00	\$71,000.00
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	<del>\$85,000.00</del> <u>\$90,000.00</u>
Superintendent of AWWTP	\$50,000.00	<del>\$130,000.00</del> <u>\$150,000.00</u>
Assistant Superintendent of AWWTP	\$45,000.00	\$96,000.00
Lab Manager – AWWTP	\$35,000.00	\$85,000.00
Health Officer	\$8,000.00	<del>\$46,000.00</del> <u>\$20,000.00</u>
Secretary Board of Health	\$100.00	\$2,000.00
OEM Coordinator	\$2,000.00	\$ 12,000.00
<u>Deputy OEM Coordinator</u>	<u>\$2,000.00</u>	<u>\$7,000.00</u>

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

	<b>RANGING FROM:</b>	<b>TO:</b>
Payroll/Benefits Specialist	<del>\$15.00</del> <u>\$16.00</u>	\$36.00
Executive Administrative Assistant	<del>\$15.00</del> <u>\$16.00</u>	\$40.00
Administrative Assistant	<del>\$15.00</del> <u>\$16.00</u>	\$36.00
Public Health Nurse	\$25.00	\$48.00
Senior Public Health Nurse	\$39.00	<del>\$50.00</del> <u>\$55.00</u>
Special Officer I	<del>\$8.00</del> <u>\$16.00</u>	\$20.00
Special Officer II	\$18.00	\$32.00

	<b>RANGING FROM:</b>	<b>TO:</b>
Public Works Foreman	\$17.00	\$43.00
Public Works Heavy Equipment Operator	\$16.00	\$43.00
Public Works Automated Vehicle Operator	\$16.00	\$38.00
Public Works Driver/Laborer	<del>\$15.00</del> \$16.00	\$38.00
Public Works Laborer	<del>\$14.00</del> \$16.00	\$38.00
Public Works Municipal Building Maintenance	<del>\$8.00</del> \$16.00	\$38.00
Public Works Mechanic	\$16.00	\$38.00
Seasonal/Temporary Labor	<del>\$10.00</del> \$16.00	\$22.00
Assistant Water Plant Operator	<del>\$15.00</del> \$16.00	\$27.00
Water Plant Operator	\$25.00	\$38.00
Water Plant Lead Operator	\$40.00	<del>\$54.00</del> \$57.00
AWWTP Maintenance	\$16.00	\$32.00
AWWTP Operator	<del>\$15.00</del> \$16.00	\$32.00
Recreation Director (part-time)	\$20.00	\$45.00
Assistant Recreation Director (part-time)	<del>\$8.00</del> \$16.00	\$22.00
Junior Recreation Counselor (part-time)	<del>\$6.00</del> \$16.00	<del>\$16.00</del> \$17.00
Housing Inspector	<del>\$14.00</del> \$16.00	\$38.00
Fire Inspector	<del>\$14.00</del> \$16.00	\$38.00
Building Inspector	<del>\$14.00</del> \$16.00	\$38.00
Code Enforcement Officer	<del>\$15.00</del> \$16.00	\$38.00
Fire Officer	<del>\$14.00</del> \$16.00	\$38.00
Zoning Official	<del>\$14.00</del> \$16.00	\$38.00
Electric Subcode Official	<del>\$14.00</del> \$16.00	\$54.00
Plumbing Subcode Official	<del>\$14.00</del> \$16.00	\$54.00

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

	<b>RANGING FROM:</b>	<b>TO:</b>
School Crossing Guard	\$50	\$75

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

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

Introduced:

Adopted:

**ATTEST:**

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Margaret Riggio  
Municipal Clerk

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Susan Bluth  
Mayor

# Resolution 2024-46

*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 \$209,128.12 from the following accounts:

Current		\$85,710.69
W/S Operating		122,254.93
General Capital		0.00
Water/Sewer Capital		0.00
Grant		0.00
Trust		0.00
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Housing Trust		0.00
Public Defender Trust		0.00
Escrow		<u>1,162.50</u>
Total		<u>\$209,128.12</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 February 20, 2024.

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Margaret Riggio  
Borough Clerk

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 Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type	Description								
ACCES005 ACCESS COMPLIANCE, LLC												
24-00192	02/13/24	FIREFIGHTER PHYSICAL EXAMS (2)										
1	FF PHYSICAL EXAM 1/6/24	135.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				27836	N
2	RESPIRATOR FIT TESTING 1/6/24	50.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				27836	N
3	EKG 1/6/24	65.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				27836	N
4	HEPATITIS B TITER 1/6/24	90.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				27836	N
5	FF PHYSICAL EXAM 1/24/24	135.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				28186	N
6	RESPIRATOR FIT TESTING 1/24/24	50.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				28186	N
7	EKG 1/24/24	65.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				28186	N
8	HEPATITIS B TITER 1/24/24	90.00	4-01-25-252-002-093	B Medical Expenses/Hepatitis B	R	02/13/24	02/14/24				28186	N
		680.00										
Vendor Total:		680.00										

ACTIO010 ACTION UNIFORM CO, LLC												
23-01050	08/17/23	CLOTHING ALLOWANCE - ESPOSITO										
1	CLOTHING ALLOWANCE - ESPOSITO	559.00	3-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	08/17/23	02/14/24				57782	N
Vendor Total:		559.00										

A0010 ADVANCE AUTO PARTS												
24-00169	02/09/24	TRICO ONYX										
1	INV 6372403324020-TRICO ONYX	50.52	4-01-25-256-002-034	B VEHICLE PARTS	R	02/09/24	02/14/24				6372403324020	N
Vendor Total:		50.52										

A1014 APPROVED FIRE PROTECTION, INC.												
24-00081	01/26/24	QUOTE #00031844										
1	GAS MONITOR 02, LEL, CO & H2S	2,100.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	01/26/24	02/14/24				IN00091546	N
2	BW XT-BAT-K1 MAX XT BATTERY	95.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	01/26/24	02/14/24				IN00091546	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
A1014	APPROVED FIRE PROTECTION, INC.											
Continued												
24-00081	01/26/24	QUOTE #00031844		Continued								
3	ESTIMATED SHIPPING		25.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	01/26/24	02/14/24			IN00091546	N
			2,220.00									
Vendor Total:			2,220.00									
A0080	ASCAP											
24-00114	01/30/24	LICENSE FEE 1/1/24 - 12/31/24										
1	LICENSE FEE 1/1/24 - 12/31/24		434.00	4-01-30-420-001-197	B ASCAP	R	01/30/24	02/14/24			10000265079	N
Vendor Total:			434.00									
A0025	AT&T MOBILITY											
24-00121	02/01/24	INV 287298218043x01282024										
1	INV	287298218043x01282024 FI	83.06	4-01-25-256-002-094	B Computer Service,Support & Software	R	02/01/24	02/14/24			X01282024	N
2	INV	287298218043x01282024 DPW	189.51	4-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/01/24	02/14/24			X01282024	N
3	INV	287298218043x01282024 HPD	390.22	4-01-31-440-001-079	B Telephone-VERIZON WIRELESS	R	02/01/24	02/14/24			X01282024	N
4	INV	287298218043x01282024 WTP	89.64	4-09-55-501-003-545	B Telephone-w/S-VERIZON	R	02/01/24	02/14/24			X01282024	N
5	INV	287298218043x01282024AWWTP	37.22	4-09-55-501-003-545	B Telephone-w/S-VERIZON	R	02/01/24	02/14/24			X01282024	N
6	INV	287298218043x01282024 HFD	114.72	4-01-25-252-002-029	B Computer Software/Mntc/Equip	R	02/01/24	02/14/24			X01282024	N
			904.37									
Vendor Total:			904.37									
A0452	ATLANTIC TACTICAL INC.											
22-01634	12/22/22	HPD FIREARMS SUPPLIES										
1	HPD FIREARMS SUPPLIES		0.00	3-01-55-001-000-025	B ACCOUNTS PAYABLE	R	12/22/22	02/14/24			SI-80807405	N
2	HPD FIREARMS SUPPLIES		2,141.10	3-01-55-001-000-025	B ACCOUNTS PAYABLE	R	12/22/22	02/14/24			SI-80807405	N
3	HPD FIREARMS SUPPLIES		1,255.00-	3-01-55-001-000-025	B ACCOUNTS PAYABLE	R	12/22/22	02/14/24			SI-80807405	N
			886.10									
Vendor Total:			886.10									

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
P0037 BRIAN PICKERING												
24-00107	01/30/24 CLOTHING REIMBURSEMENT											
1	CLOTHING REIMBURSEMENT	193.00	3-01-26-290-001-032		B	Uniforms	R	01/30/24	02/14/24		10/16/23	N
Vendor Total:		193.00										
BRTTE005 BRT TECHNOLOGIES LLC												
24-00040	01/22/24 MUNICIPALITY CAMA & MOD IV											
1	MUNICIPALITY CAMA & MOD IV	2,472.00	4-01-20-150-001-029		B	Maintenance Contracts	R	01/22/24	02/14/24		2926	N
Vendor Total:		2,472.00										
C1304 CAOLA AND COMPANY, INC.												
24-00139	02/05/24 INV 201189 PANIC BAR ON DOOR											
1	INV 201189 PANIC BAR ON DOOR	399.00	4-01-25-252-002-121		B	Preventive Maintenance	R	02/05/24	02/14/24		201189	N
Vendor Total:		399.00										
CLARK005 CLARKE CATON HINTZ												
24-00080	01/26/24 HOUSING PLAN PROJECT 5645.01											
1	HOUSING PLAN PROJECT 5645.01	37.50	3-01-20-100-001-031		B	PROF SERVICES	R	01/26/24	02/14/24		88651	N
Vendor Total:		37.50										
COMCA005 COMCAST BUSINESS												
24-00158	02/08/24 8499 05 243 00366659 OFC 1											
1	8499 05 243 00366659 OFC 1	314.37	4-01-20-140-001-060		B	Internet Services and Web Services	R	02/08/24	02/14/24		FEB 2024	N
Vendor Total:		314.37										
COPS0005 COPS												
24-00070	01/26/24 TRAINING											
1	TRAINING	318.00	4-01-25-240-001-042		B	Education & Training	R	01/26/24	02/14/24		0000178	N
Vendor Total:		318.00										

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
COUNT015	COUNTY OF MONMOUTH-												
	23-01759	12/31/23	NOVEMBER 2023	SERVICES									
	1 INVOICE	23000081	NOV 2023		50.00	3-01-26-305-001-199	B Miscellaneous	R	12/31/23	02/14/24		23000081	N
	Vendor Total:				50.00								
CREAT005	CREATE STREET												
	24-00140	02/05/24	2024	GAME JACKETS EMBROIDERY									
	1 2024	GAME JACKETS EMBROIDERY			960.00	4-01-25-252-002-032	B Uniform Repairs & Accessories	R	02/05/24	02/14/24		29	N
	Vendor Total:				960.00								
C0087	CUSTOM BANDAG, INC												
	23-01717	12/29/23	FLAT/HOLE REPAIR										
	1 INV	80229829	FLAT/HOLE REPAIR		62.00	3-01-26-315-001-132	B Vehicle Maint. - Public Works	R	12/29/23	02/14/24		80229829	N
	24-00171	02/09/24	LABOR/PARTS/TIRES										
	1 INV	80231348	LABOR/TIRES F250		373.16	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		80231348	N
	2 INV	80231075	LABOR/TIRES		393.66	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		80231075	N
					766.82								
	Vendor Total:				828.82								
DEBLO005	DEBLOCK ENVIRONMENTAL SVCS,LLC												
	24-00156	02/08/24	BACK UP OPERATOR FOR AWWTP			B							
	2 INVOICE	00010659	1/31/2024		500.00	4-09-55-501-002-528	B Outside Consulting Services (B	R	02/08/24	02/14/24		00010659	N
	Vendor Total:				500.00								
EZ001	E Z PASS N.J.												
	24-00128	02/05/24	EZ PASS REPLENISHMENT										
	1 EZ PASS	REPLENISHMENT			100.00	4-01-26-305-001-199	B Miscellaneous	R	02/05/24	02/14/24		20001151 1512 3	N
	Vendor Total:				100.00								
Q0176	EUROFINS QC, LLC												
	24-00129	02/05/24	WATER ANALYSIS										
	1 INV	6300053502	WATER ANALYSIS		247.50	4-09-55-501-001-532	B Outside Testing/Labs	R	02/05/24	02/14/24		6300053502	N

[illegible]

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
GENER010 GENERAL DYNAMICS ORDNANCE &															
24-00136	02/05/24	TRAINING SAFETY COURSE													
1	TRAINING SAFETY COURSE	400.00	4-01-25-240-001-042	B Education & Training	R	02/05/24	02/14/24		CO 356450		N				
Vendor Total:		400.00													
G1077 GEORGE S. COYNE CO., INC.															
24-00069	01/26/24	RES 2023-209 CHLORINE		B											
2	INV 422967 CHLORINE 1/23/24	1,797.24	4-09-55-501-001-526	B Chlorine	R	01/26/24	02/14/24		422967		N				
24-00124	02/02/24	RES 2023-213 LIME HI-CALC		B											
2	INV423371 LIME HI-CALC 1/30/24	2,721.75	3-09-55-501-001-527	B Calcium Hydroxide - Lime	R	02/02/24	02/14/24		423371		N				
Vendor Total:		4,518.99													
G0185 GRAINGER, INC.															
24-00079	01/26/24	PIPE FLANGE													
1	FLANGE 3" FITTING PIPE SCH 80	49.60	4-09-55-501-002-503	B Sewer Plant Maintenance	R	01/26/24	02/14/24		9964693213		N				
Vendor Total:		49.60													
G0050 GROVE SUPPLY INC															
23-01702	12/28/23	1" HAMMER ARRESTER													
1	1" HAMMER ARRESTER	62.57	3-01-26-310-001-024	B Building Maintenance	R	12/28/23	02/14/24		S5960293.001		N				
Vendor Total:		62.57													
H0048 HIGHTS REALTY LLC															
24-00122	02/02/24	FEBRUARY 2024 HPD RENT													
1	FEBRUARY 2024 HPD RENT	5,101.61	4-01-26-310-001-025	B Building Rental	R	02/02/24	02/14/24		FEB 2024		N				
Vendor Total:		5,101.61													
H0035 HIGHTSTOWN FUEL OIL															
24-00073	01/26/24	DIESEL FUEL FOR PD GENERATOR													
1	DIESEL FUEL FOR PD GENERATOR	104.61	4-01-26-310-001-024	B Building Maintenance	R	01/26/24	02/14/24		F1198789		N				
Vendor Total:		104.61													

Vendor # Name										1099
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		Exc
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date Invoice	
HILLW005 HILL-WALLACK, LLP										
24-00177 02/09/24 LEGAL INVOICES THRU 1/31/2024										
1	GENERAL MATTERS INV 748592	3,382.50	4-01-20-155-001-027	B	General Matters	R	02/09/24	02/14/24	748592	N
2	ENGINEERING MATTERS INV 748593	511.50	4-01-20-165-001-028	B	General Engineering	R	02/09/24	02/14/24	748593	N
3	LABOR MATTERS INV 748594	66.00	4-01-20-155-001-031	B	Labor,Personnel & Union Council	R	02/09/24	02/14/24	748594	N
4	RESOLUTIONS INV 748595	379.50	4-01-20-155-001-027	B	General Matters	R	02/09/24	02/14/24	748595	N
5	ORDINANCES INV 748596	33.00	4-01-20-155-001-027	B	General Matters	R	02/09/24	02/14/24	748596	N
6	BORO ADV PRESBYTERIAN HOME @	709.50	4-01-20-155-001-027	B	General Matters	R	02/09/24	02/14/24	748597	N
7	LEASE AGREMENT W HIGHTS REALTY	132.00	4-01-20-155-001-027	B	General Matters	R	02/09/24	02/14/24	748598	N
8	LITIGATION MATTERS INV 748599	49.50	4-01-20-155-001-033	B	Litigation	R	02/09/24	02/14/24	748599	N
9	SHRED SVCS AGRMENT INV 748600	49.50	4-01-20-155-001-027	B	General Matters	R	02/09/24	02/14/24	748600	N
		5,313.00								
Vendor Total:		5,313.00								
H1100 HOME DEPOT CREDIT SERVICES										
24-00174 02/09/24 JAN/FEB 2024 INVOICES										
1	INV 8023779-COV MAG,ROPE CLAMP	26.95	4-01-25-240-001-114	B	Detective Bureau	R	02/09/24	02/14/24	8023779	N
2	INV 8043322-3PC SKT ADP	10.97	4-01-26-290-001-050	B	DPW Work Equipment	R	02/09/24	02/14/24	8043322	N
3	INV 9624675-TRIM COIL, BRN NLS	175.94	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	9624675	N
4	INV 9521339-DYNAFLEX, CEMENT	62.50	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	9521339	N
5	INV 9904280-ROOF NAILER,	114.77	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	9904280	N
6	INV 9024121-SR SHAKEWOOD,	134.91	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	9024121	N
7	INV 9044360-NAILS GALVANIZED	42.00	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	9044360	N
8	CREDIT 9204037-NAILS GALV	42.00	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	9204037	N
9	CREDIT 8044542-TRIM COIL	159.00	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	8044542	N
10	STORE CREDIT RETURN NO RECEIPT	101.27	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	15048	N
11	STORE CREDIT PURCHASE	101.27	4-01-26-310-001-024	B	Building Maintenance	R	02/09/24	02/14/24	15055	N
		685.04								
Vendor Total:		685.04								
INTER015 INTERSTATE WASTE SERVICES OF										
24-00061 01/24/24 MUNICIPAL RECYCLING B										
3	MUNICIPAL RECYCLING FEB 2024	12,125.58	4-01-26-311-001-029	B	Recycling Contract co-mingle-paper/cdbd	R	01/24/24	02/14/24	9501742	N
Vendor Total:		12,125.58								

Vendor #	Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
J0010	JAMMER DOORS	23-01601	12/08/23	NEW DOOR INSTALLATION FOR FD									
		1		NEW DOOR INSTALLATION FOR FD	2,540.00	3-01-26-310-001-024	B Building Maintenance	R	12/08/23	02/14/24		44534	N
	Vendor Total:				2,540.00								
J0257	JCP&L	24-00141	02/06/24	MASTER ACCT 200 000 055 364									
		1	100 008 438 010	125 S MAIN ST	12.85	3-01-31-430-001-071	B Electric-Borough Hall	R	02/06/24	02/14/24		95019717175	N
		2	100 008 438 283	MAIN &STOCKTON	33.87	3-01-31-430-001-071	B Electric-Borough Hall	R	02/06/24	02/14/24		95019717175	N
		3	100 008 482 018	RT 33 &MAXWELL	31.63	3-01-31-430-001-071	B Electric-Borough Hall	R	02/06/24	02/14/24		95019717175	N
		4	100 010 898 904	FRANKLIN &	35.40	3-01-31-430-001-071	B Electric-Borough Hall	R	02/06/24	02/14/24		95019717175	N
		5	100 012 487 714	148 N MAIN ST	666.75	3-01-31-430-001-071	B Electric-Borough Hall	R	02/06/24	02/14/24		95019717175	N
		6	100 012 487 862	FIREHOUSE	700.34	3-01-31-430-001-072	B Electric-Fire House	R	02/06/24	02/14/24		95019717175	N
		7	100 012 529 457	BORO HALLEQUIP	60.86	3-09-55-501-002-504	B Electricity	R	02/06/24	02/14/24		95019717175	N
					1,541.70								
		24-00150	02/06/24	MASTER ACCT 200 000 055 315									
		1	100 008 482 778	MAXWELL AVE	32.06	3-09-55-501-002-504	B Electricity	R	02/06/24	02/14/24		95019724113	N
		2	100 009 294 107	WESTERLEA AVE	178.59	3-09-55-501-001-504	B Electricity	R	02/06/24	02/14/24		95019724113	N
		3	100 012 445 746	BANK ST	5,752.50	3-09-55-501-001-504	B Electricity	R	02/06/24	02/14/24		95019724113	N
		4	100 012 529 309	OAK LANE	8,182.33	3-09-55-501-002-504	B Electricity	R	02/06/24	02/14/24		95019724113	N
					14,145.48								
		24-00157	02/08/24	VARIOUS ACCTS JANUARY 2024									
		1	ACCT 100 147 941 080		3.82	4-01-31-430-001-071	B Electric-Borough Hall	R	02/08/24	02/14/24		95457819967	N
		2	ACCT 100 068 401 122	ROGERS AV	36.30	4-01-31-430-001-071	B Electric-Borough Hall	R	02/08/24	02/14/24		95457819963	N
		3	ACCT 100 100 104 247	MONUMENT	4.09	4-01-31-430-001-071	B Electric-Borough Hall	R	02/08/24	02/14/24		95457819966	N
		4	ACCT 100 029 000 310	BANK ST	632.51	4-01-31-430-001-071	B Electric-Borough Hall	R	02/08/24	02/14/24		95457819961	N
		5	ACCT 100 051 508 677	MAIN ST	99.10	4-01-31-430-001-071	B Electric-Borough Hall	R	02/08/24	02/14/24		95457819962	N
		6	ACCT 100 079 096 689		4.42	4-01-31-430-001-071	B Electric-Borough Hall	R	02/08/24	02/14/24		95457819964	N
					780.24								
	Vendor Total:				16,467.42								

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
J0258	JCP&L (STREET LIGHTING)															
24-00153	02/07/24	ACCT 100 081 608 240	JAN 24													
1	ACCT 100 081 608 240	BLK LT 0		87.66	4-09-55-501-001-504	B Electricity		R	02/08/24	02/14/24		95457819965		N		
Vendor Total:				87.66												
JERSE015	JERSEY AUTO SUPPLY INC.															
24-00164	02/09/24	PARTS/LABOR/SUPPLIES														
1	INV 261862-FRONT BRAKE PAD		43.55	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		261862		N				
2	INV 261567-TRANS DIP STICK		47.48	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		261567		N				
3	INV 261662-POS CRANKCASE VENT		13.14	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		261662		N				
4	INV 261646-VALVE/MANIFOLD GASK		119.49	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		261646		N				
5	INV 261684-IGNITION COIL		40.46	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		261684		N				
6	INV 261541-ELECTR CONNNECTOR		37.50	4-01-26-315-001-132	B Vehicle Maint. - Public Works	R	02/09/24	02/14/24		261541		N				
7	INV 261690-BRAKE CLEANER		25.62	4-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/09/24	02/14/24		261690		N				
8	INV 259895-WIPER BLADES		8.79	4-09-55-501-001-502	B Vehicle Maintenance	R	02/09/24	02/14/24		259895		N				
				336.03												
Vendor Total:				336.03												
J0378	KENNCO LLC															
23-01753	12/31/23	DECEMBER 2023 CYLINDER RENTAL														
1	INVOICE R23403-DECEMBER 2023		36.60	3-01-26-310-001-050	B DPW Work Equipment	R	12/31/23	02/14/24		R23403		N				
24-00162	02/09/24	JANUARY 2024 CYLINDER RENTAL														
1	INV R23857-JAN 2024 CYL RENTAL		36.60	4-01-26-310-001-050	B DPW Work Equipment	R	02/09/24	02/14/24		R23857		N				
Vendor Total:				73.20												
L0205	LANGUAGE LINE SERVICES															
24-00148	02/06/24	INV 11220739 HPD SVC 1/8/2024														
1	INV 11220739 HPD SVC 1/8/2024		278.79	4-01-25-240-001-111	B Interpreter	R	02/06/24	02/14/24		11220739		N				
Vendor Total:				278.79												
L0624	LAWSOFT, INC.															
24-00084	01/26/24	ANNUAL SUPPORT & MAINTENANCE														
1	ANNUAL SUPPORT & MAINTENANCE		7,300.00	4-01-25-240-001-029	B Maint. Contracts - Other	R	01/26/24	02/14/24		23-0536		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	
L0624	LAWSOFT, INC.	Continued										
24-00084	01/26/24	ANNUAL SUPPORT & MAINTENANCE	Continued									
2	ANNUAL SUPPORT & MAINTENANCE	500.00	4-01-25-240-001-029	B Maint.	Contracts - Other	R	01/26/24	02/14/24		23-0536		N
		7,800.00										
	Vendor Total:	7,800.00										
M0256	MERCER CO IMPROVEMENT AUTH											
24-00149	02/06/24	JANUARY 2024 TIPPING										
1	JANUARY 2024 TIPPING	19,514.95	4-01-32-465-001-165	B Landfill	Solid Waste Disposal-MCIA	R	02/06/24	02/14/24		JANUARY 2024		N
2	JANUARY 2024 RECYCLING TAX	464.64	4-01-43-496-001-174	B Recycling	Tax	R	02/06/24	02/14/24		JANUARY 2024		N
		19,979.59										
	Vendor Total:	19,979.59										
M0536	MGL PRINTING SOLUTIONS											
24-00191	02/13/24	PAYROLL CHECKS INV 204236										
1	PAYROLL CHECKS INV 204236	394.00	4-01-20-125-001-023	B Printing &	Stationary	R	02/13/24	02/14/24		204236		N
2	SHIPPING	29.00	4-01-20-125-001-023	B Printing &	Stationary	R	02/13/24	02/14/24		204236		N
		423.00										
	Vendor Total:	423.00										
N0076	NANCY ALEXANDER											
24-00130	02/05/24	MILEAGE REIMBURSEMENT										
1	MILEAGE REIMBURSEMENT	53.02	4-01-25-240-001-116	B Traffic	Bureau	R	02/05/24	02/14/24		1/31/2024		N
	Vendor Total:	53.02										
N1127	NJ ASSOC OF PUBLIC HEALTH											
24-00053	01/22/24	2024 MEMBERSHIP APP G. JAIN										
1	2024 MEMBERSHIP APP G. JAIN	75.00	4-01-27-330-001-044	B Professional	Assoc. Dues	R	01/22/24	02/14/24		2024 G. JAIN		N
	Vendor Total:	75.00										





Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
S0061 SEA BOX														
24-00172	02/09/24	CONTAINER RENTAL												
1 INV	RI112385-CONTAINER RENTAL	75.00	4-01-26-310-001-025	B Building Rental	R	02/09/24	02/14/24		RI112385					N
Vendor Total:					75.00									
M0254 SF MOBILE-VISION														
24-00135	02/05/24	NON WARRANTY REPAIR												
1 NON WARRANTY REPAIR		125.00	4-01-25-240-001-029	B Maint. Contracts - Other	R	02/05/24	02/14/24		55289					N
2 NON WARRANTY REPAIR		85.00	4-01-25-240-001-029	B Maint. Contracts - Other	R	02/05/24	02/14/24		55289					N
					210.00									
Vendor Total:					210.00									
S0925 SIRCHIE ACQUISITION CO LLC														
23-01492	11/21/23	DETECTIVE BUREAU SUPPLIES												
1 DETECTIVE BUREAU SUPPLIES		49.09	3-01-25-240-001-114	B Detective Bureau	R	11/21/23	02/14/24		622216-IN					N
2 DETECTIVE BUREAU SUPPLIES		49.09	3-01-25-240-001-114	B Detective Bureau	R	11/21/23	02/14/24		622216-IN					N
3 DETECTIVE BUREAU SUPPLIES		29.50	3-01-25-240-001-114	B Detective Bureau	R	11/21/23	02/14/24		629481-IN					N
4 DETECTIVE BUREAU SUPPLIES		32.20	3-01-25-240-001-114	B Detective Bureau	R	11/21/23	02/14/24		622216-IN					N
					159.88									
Vendor Total:					159.88									
T0022 TAYLOR FENCE COMPANY														
24-00163	02/09/24	POST SPLIT RAILS												
1 INV	24-000766-POST SPLIT RAILS	106.63	4-01-28-369-001-141	B Parks & Playgrd Maintenance	R	02/09/24	02/14/24		24-000766					N
Vendor Total:					106.63									
T0147 TRACTOR SUPPLY COMPANY														
24-00173	02/09/24	BOLT SNAPS												
1 INV	469382-BOLT SNAPS	23.96	4-01-26-310-001-024	B Building Maintenance	R	02/09/24	02/14/24		469382					N
Vendor Total:					23.96									

[illegible]

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
V0007 VALLEY PHYSICIAN SERVICES, PC												
24-00183	02/13/24 4TH QUARTER DOT TESTING											
1	4TH QUARTER 2023 DOT TESTING	68.00		3-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	02/13/24	02/14/24		737778c5622	N
Vendor Total:		68.00										
V0019 VERIZON												
24-00151	02/07/24 ACCT 01-46 1/31/2024											
1	ACCT 01-46 1/31/2024	388.66		4-01-25-240-001-060	B	INTERNET AND WEB SERVICES	R	02/07/24	02/14/24		257132741000146	N
Vendor Total:		388.66										
VIKIN005 VIKING TERMITE & PEST CONTROL												
24-00043	01/22/24 JAN 2024 MONTHLY PEST SERVICE											
1	INV 901150097 - MONTHL PEST	21.60		4-01-26-310-001-029	B	Maintenance Contracts	R	01/22/24	02/14/24		901150097	N
2	INV 901150104 - MONTHL PEST	21.60		4-01-26-310-001-029	B	Maintenance Contracts	R	01/22/24	02/14/24		901150104	N
		43.20										
Vendor Total:		43.20										
W0071 WASTE MGMT OF NEW JERSEY, INC.												
24-00123	02/02/24 RES 2023-208 SLUDGE REMOVAL			B								
2	INV 3177658-0502-1 SLUDGE REM	4,899.40		4-09-55-501-002-538	B	Sludge Removal/Disposal-Waste Management	R	02/02/24	02/14/24		3177658-0502-1	N
Vendor Total:		4,899.40										
WIREL005 WIRELESS ELECTRONICS, INC.												
23-01583	12/08/23 RADIO/PORTABLE CHARGER INSTALL											
1	INSTALL APX 1500 RADIO	325.00		3-01-25-260-001-054	B	Computer Exp/Equipmt Repairs	R	12/08/23	02/14/24		M63188	N
2	INSTALL PORTABLE CHARGER	125.00		3-01-25-260-001-054	B	Computer Exp/Equipmt Repairs	R	12/08/23	02/14/24		M63188	N
		450.00										
Vendor Total:		450.00										
YYGLO005 YYG LOPEZ LLC												
24-00101	01/30/24 MEAL DURING SNOW STORM 1/19/24											
1	MEAL DURING SNOW STORM 1/19/24	130.02		4-01-26-290-001-199	B	Miscellaneous	R	01/30/24	02/14/24		11241	N
2	SUBTRACT CARD TRANSACTION FEE	4.99-		4-01-26-290-001-199	B	Miscellaneous	R	01/30/24	02/14/24		11241	N

YYGL0005	YYG LOPEZ LLC	Continued
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Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	3-01	11,131.56	0.00	11,131.56	0.00	0.00	0.00	11,131.56
	3-09	17,215.35	0.00	17,215.35	0.00	0.00	0.00	17,215.35
	Year Total:	28,346.91	0.00	28,346.91	0.00	0.00	0.00	28,346.91
CURRENT FUND	4-01	67,075.53	0.00	67,075.53	0.00	0.00	0.00	67,075.53
	4-09	13,947.83	0.00	13,947.83	0.00	0.00	0.00	13,947.83
	4-21	0.00	0.00	0.00	0.00	0.00	832.50	832.50
Year Total:		81,023.36	0.00	81,023.36	0.00	0.00	832.50	81,855.86
Total of All Funds:		109,370.27	0.00	109,370.27	0.00	0.00	832.50	110,202.77



Project Description	Project No.	Rcvd Total	Held Total	Project Total
New Residence @ 117 William St	ALTAMIRA	832.50	0.00	832.50
Total of All Projects:		832.50	0.00	832.50

**Date: Feb 20, 2024**

**To: Mayor and Council**

**From: Finance Office**

**Re: Manual Bill List for 2/20/2024**

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
NJ MOTOR VEHICLE COMMISSION	2/7/2024	24-00152	36615	\$ 150.00
BANK OF AMERICA	2/12/2024	24-00155	36617	\$ 7,353.60
<b>TOTAL</b>				<b>\$ 7,503.60</b>
<u>WATER AND SEWER OPERATING</u>				
BANK OF AMERICA	2/12/2024	24-00155	36617	\$ 164.36
NEW JERSEY INFRASTRUCTURE BANK	2/1/2024	24-00095	1409	\$ 90,927.39
<b>TOTAL</b>				<b>\$ 91,091.75</b>
<u>ESCROW</u>				
HILL-WALLACK, LLP	2/6/2024	24-00014	3303	\$ 330.00
<b>TOTAL</b>				<b>\$ 330.00</b>
<u>GRANT</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>TRUST- OTHER</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>ANIMAL CONTROL TRUST</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>LAW ENFORCEMENT TRUST</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>UNEMPLOYMENT TRUST</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>PUBLIC DEFENDER TRUST</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>TAX LIEN TRUST</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>GENERAL CAPITAL</u>				
<b>TOTAL</b>				<b>\$ -</b>
<u>WATER AND SEWER CAPITAL</u>				
<b>TOTAL</b>				<b>\$ -</b>
<b>MANUAL TOTAL</b>				<b>\$ 98,925.35</b>

# Resolution 2024-47

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

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

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

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

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

### 2-5. Criminal Background Checks.

Criminal background checks are required of all candidates, whether paid or volunteer, including those under the age of Eighteen (18). ~~that who~~ may work directly ~~or indirectly~~ with children/youth/minors in accordance with the procedures outlined in the Section of this manual entitled “Background Checks and Procedures for Candidates, Employees and Volunteers”.

### 2.9. Background Checks and Procedures for Candidates, Employees and Volunteers.

- **Background checks required:** Background checks are required of all candidates, whether for paid or volunteer positions, including those under the age of Eighteen (18). working directly ~~or indirectly~~ with children/youth/minors. Background checks will also be administered for each employee or volunteer that works directly ~~or indirectly~~ with children/youth/minors every three years. The positions exact titles of employees subject to background checks are will included, but not be limited to, (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- **Background check procedure:** The Borough Administrator, or his or her designee, will perform or initiate background checks and be the recipient of reports from outside agencies or contractors. The Borough Administrator will discuss disqualifying information received with the employee’s or volunteer’s department head. Written information received as a result of a “Request for Criminal History Record Information For A Noncriminal Justice Purpose” will be destroyed immediately after it has served its authorized purpose, as

required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

The Borough Administrator will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the Borough contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Borough Administrator.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:
  - Homicide (N.J.S.A. 2C:11)
  - Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
  - Kidnapping (N.J.S.A. 2C:13)
  - Sexual Offenses (N.J.S.A. 2C:14)
  - Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
  - Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
  - Robbery (N.J.S.A. 2C:15)
  - ~~Theft (N.J.S.A. 2C:20)~~

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

- **Appeal Process:** The Appeals Committee will be comprised of a (Borough Administrator, Police Chief and other designated management official of the municipality).

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the individual employee has 14 calendar days to file a Notice of Appeal with the Borough. Such Notice of Appeal must be sent in writing to the Borough Administrator. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Borough will issue a written determination on the employee's, candidate's or volunteer's appeal of their disqualifying conviction, setting forth the reasons for the determination.

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

#### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 20, 2024.

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Margaret Riggio  
Borough Clerk

# Resolution 2024-48

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

**A RESOLUTION APPROVING THE AFTER SCHOOL ARTS PROGRAM  
PRESENTED BY THE HIGHTSTOWN BOROUGH CULTURAL ARTS COMMISSION  
AS A BOROUGH SPONSORED EVENT**

**WHEREAS**, the Cultural Arts Commission is a recognized commission of Hightstown Borough pursuant to Article 2-48 entitled “Cultural Arts” of “The Revised General Ordinances of the Borough of Hightstown”; and

**WHEREAS**, one of the obligations of the Cultural Arts Commission as set forth in the in Article 2-48 is to present artistic activities for the benefit of the Hightstown Community; and

**WHEREAS**, one such activity planned and presented by the Cultural Arts Commission is an After School Arts Program; and

**WHEREAS**, the program will take place after school at the Walter C. Black School on Tuesday afternoons from April 16, 2024 – May 21, 2024; and

**WHEREAS**, all participants of the program must have a hold harmless agreement signed by a parent or guardian before attending the first class; and

**WHEREAS**, a minimum of two (2) adults must be present during each class session; and

**WHEREAS**, background checks must be conducted on all volunteers in accordance with the current Personnel Policy of the Borough of Hightstown.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown approve the After School Art Program as a Borough sponsored event and look forward to another successful community event presented by the Cultural Arts Commission.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 20, 2024.

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Margaret Riggio  
Borough Clerk

# Resolution 2024-49

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

## **AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROOSEVELT BOROUGH FOR VARIOUS PUBLIC WORKS SERVICES**

**WHEREAS**, it is the desire of Hightstown Borough to enter into a Shared Services Agreement for the provision of various Public Works services to the Borough of Roosevelt for the two-year period, January 1, 2024 through December 31, 2025; 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 services to be provided by Hightstown Borough, to the Borough of Roosevelt shall include the repair and maintenance of public water and sewer lines, and public roads and streets; and

**WHEREAS**, Ken Lewis, Hightstown Public Works Superintendent shall be the contact for said services on behalf of Hightstown Borough.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Hightstown Borough is hereby authorized to enter into a Shared Services Agreement for Certain Public Works Services, and the Mayor and Borough Clerk are authorized to execute said agreement.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 20, 2024.

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Margaret Riggio  
Borough Clerk

**SHARED SERVICES AGREEMENT**

This **AGREEMENT** made this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ and between

**BOROUGH OF HIGHTSTOWN**

156 Bank Street Hightstown  
New Jersey 08520

AND

**BOROUGH OF ROOSEVELT**

33 North Rochdale Avenue  
Post Office Box 128  
Roosevelt, New Jersey 08555

**WHEREAS**, the Borough of Hightstown and the Borough of Roosevelt (hereinafter collectively referred to as the "Parties") wish to encourage inter-municipal cooperation and planning with regard to their common interest in the repair and maintenance of public water and sewer lines and public roads and streets (the "services"); and

**WHEREAS**, the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

**WHEREAS**, N.J.S.A. 40:48-5 authorizes a municipality to contract with any public or private entity for the provision of any service which the municipality itself could provide directly; and

**WHEREAS**, the Uniform Shared Services Act", N.J.S.A. 40A:65-1 et seq., authorized local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any Party to the agreement is empowered to render within its own jurisdiction; and

**WHEREAS**, the Parties have each duly authorized their proper officials to enter into and execute this Agreement.

**NOW, THEREFORE, BE AND IT IS HEREBY AGREED** by and between the Parties as follows:

1. The Borough of Hightstown shall provide the following services to the Borough of Roosevelt, on an as-needed basis as requested by the Borough of Roosevelt: (a) Repair of water main breaks; (b) Repair of sewer blockages; and (c) Other repair and maintenance of public water and sewer lines, and public roads and streets. The Borough reserves the right to deny the provision of such services if providing same would cause an undue hardship to the Borough.



2. The services referenced in the preceding Paragraph shall be performed by the Borough of Hightstown at the following rates: (a) Foreman - \$125.00 per hour;

(b) Operator - \$90.00 per hour; and (c) Laborer - \$70.00 per hour. A Foreman shall be required for every service performed under this Agreement. If services are required after or before the hours of 7 am to 3:30 pm or on a Holiday, the above-mentioned rates shall be increased by 50% per hour.

3. The Borough of Hightstown shall charge the following rates for equipment utilized in connection with services performed under this Agreement: (a) Backhoe - \$40.00 per hour; (b) Air compressor - \$20.00 per hour; (c) Mud pump (2-1/2") - \$10.00 per hour; (d) Dump truck- \$75.00 per hour; (e) Sewer camera \$35.00 per hour;; (f) Wood chipper - \$100.00 per hour; (g) Sewer Jet \$100.00 per hour; (h) Vacuum Unit \$50.00 per hour. If the need for other equipment arises, rates shall be determined by the Public Works Superintendent and Hightstown Administrator.

4. The rates specified in sections 2 and 3 will be effective starting from the moment the Hightstown employees and equipment depart from the Hightstown Department of Public Works yard, and they will end upon their return to the same yard.

5. On the first working day of each month, the Borough of Hightstown shall bill the Borough of Roosevelt for all services provided during the previous month. Payment shall be made by the Borough of Roosevelt by the 20<sup>th</sup> of each month for services rendered during the prior month.

6. Absent negligence on the part of the Borough of Hightstown, its agents, officers and employees, the Borough of Roosevelt hereby covenants and agrees to release, indemnify, defend and hold harmless the Borough of Hightstown, its agents, officers and employees, from and against any and all claims, demands, losses, expenses, attorneys fees, cause of action, judgments, lawsuits, proceedings, damages, and liability which may be asserted or claimed by the borough of Roosevelt and which relate in any way to, or arise in any way from, any acts or omissions of the Borough of Hightstown, its agents, officers and employees, resulting from this Agreement.

7. The term of this Agreement shall be through December 31, 2025, with the right to renew upon such terms and conditions as are agreed upon by the Parties at that time. Prior to that time, either Party may terminate this Agreement upon thirty (30) days advance written notice without penalty.

8. This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey.

9. This Agreement sets forth the entire agreement between the Parties concerning the subject matter hereof and shall not be modified or amended by an instrument in writing signed by the Parties.

10. This Agreement shall be binding upon the Parties and their legal representatives, successors and assigns.

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

ATTEST:

THE BOROUGH OF HIGHTSTOWN

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

\_\_\_\_\_  
Susan Bluth, Mayor

Date:\_\_\_\_\_

ATTEST:

THE BOROUGH OF ROOSEVELT

\_\_\_\_\_  
Kathleen Hart, Borough Clerk

\_\_\_\_\_  
Peggy Malkin, Mayor

Date:\_\_\_\_\_

# Resolution 2024-50

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

## **RESOLUTION AUTHORIZING THE APPLICATION TO THE STATE OF NEW JERSEY UNDER THE LEAP PROGRAM FOR ANIMAL CONTROL EQUIPMENT**

**WHEREAS**, the State of New Jersey has appropriated \$7.5 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development, and implementation of new shared and regional services; and

**WHEREAS**, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

**WHEREAS**, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

**WHEREAS**, the Township of Manalapan and the Borough of Hightstown entered into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

**WHEREAS**, the Township of Manalapan provides shared ACO services to: Freehold Township, Hightstown Borough, Roosevelt Borough, and Millstone Township; and

**WHEREAS**, the purpose of this shared services agreement is to provide Animal Control Services, which will benefit the residents of all participating local units; and

**WHEREAS**, the Township of Manalapan has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Hightstown, that the Township of Manalapan does hereby join with them in applying for a LEAP Implementation Grant in the amount of \$76,377.00 to support implementation of this shared service.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 20, 2024.

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Margaret Riggio  
Borough Clerk

# Resolution 2024-51

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2024 BUDGET

**WHEREAS**, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2024 temporary budget; and

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

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

**WHEREAS**, the total emergency temporary appropriations in resolutions adopted in the year 2024 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i><b>THIS RESOLUTION</b></i>	<i><b>PREVIOUS TOTAL</b></i>	<i><b>CUMULATIVE TOTAL</b></i>
Current	42,510.00	0.00	<b>42,510.00</b>
Capital Outlay – Current	0.00	0.00	<b>0.00</b>
Debt Service - Current	0.00	0.00	<b>0.00</b>
Water/Sewer	35,000.00	0.00	<b>35,000.00</b>
Capital Outlay – W/S	0.00	0.00	<b>0.00</b>
Debt Service - W/S	0.00	0.00	<b>0.00</b>
<b>TOTAL</b>	<b>77,510.00</b>	0.00	<b>77,510.00</b>

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2024 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 20, 2024.

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Margaret Riggio  
Borough Clerk

Borough of Hightstown  
Emergency Temporary No. 1  
2/20/2024

**Schedule "A"**

**Current Fund**

Municipal Court	Salaries and Wages	5,000.00
Emergency Management	Salaries and Wages	2,000.00
Solid Waste	Salaries and Wages	20,000.00
Board of Health	Salaries and Wages	10,000.00
EMS Dispatch County	Other Expenses	<u>5,510.00</u>
Total Current Fund		<u>42,510.00</u>

**Water-Sewer Operating Fund**

Salaries and Wages	25,000.00
Social Security	<u>10,000.00</u>
Total Water Sewer Operating	<u>35,000.00</u>

Total	<u><u>77,510.00</u></u>
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# Resolution 2024-52

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

## **AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on February 20, 2024, 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 Negotiation – Vacate 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 May 20, 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 February 20, 2024.

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Margaret Riggio  
Borough Clerk