

AGENDA
Hightstown Borough Council
March 4, 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 20, 2024 – Public Session
February 20, 2024 – 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 **2024-02 Final Reading and Public Hearing** An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

2024-03 First Reading and Introduction – An Ordinance Establishing Certain Regulations and Amending and Supplementing “The Revised General Ordinances of the Borough of Hightstown,” in Order to Establish a New Chapter 10 Thereof to be Known as “Block Parties and Special Events.”

Resolutions **2024-53** Authorizing Payment of Bills
2024-54 Amending the Personnel Policy Manual of the Borough of Hightstown

Consent Agenda **2024-55** Approving a Rental Agreement for the Hightstown Engine Company No. 1 Banquet Hall
2024-56 Authorizing a Renewed Shared Services Agreement with Mercer County for EMS Dispatch Services

2024-57 Authorizing Hightstown Engine Company No. 1 to Apply for the Assistance to Firefighters Grant Program for FY2023

2024-58 Resolution Authorizing the Transfer of Surplus Property to the Hightstown First Aid Squad, Inc.

2024-59 Resolution Making and Confirming Appointments for 2024 Boards, Commissions and Committees

2024-60 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2024 Budget

Discussion

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session **Resolution 2024-61** Authorizing a Meeting that Excludes the Public

Contract Negotiations – Summit Street Improvements

Contract Negotiations – Green Acres Grant

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:

	RANGING FROM:	TO:
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	\$87,000.00 \$90,000.00
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	\$56,000.00 \$60,000.00
Deputy Chief Financial Officer	\$10,000.00	\$75,000.00 \$85,000.00
Accounts Payable Clerk	\$30,000.00	\$64,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$84,000.00 \$90,000.00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$27,000.00
Deputy Tax/Water/Sewer Collector	\$10,000.00	\$69,000.00
Tax/Utility Clerk	\$7,000.00	\$54,000.00
Tax Assessor	\$7,500.00	-\$22,000.00 \$25,000.00
Municipal Magistrate	\$30,000.00	\$54,000.00
Police Chief	\$120,000.00	\$167,000.00 \$180,000.00
Records Management and System Administrator and Administrative Assistant to the Police Department	\$32,000.00	\$65,000.00 \$70,000.00

	RANGING FROM:	TO:
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>)	\$18,000.00 <u>\$75,000.00</u>	\$38,000.00 <u>\$100,000.00</u>
Fire Subcode Official	\$3,500.00	-\$9,000.00 <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	\$130,000.00 <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	\$85,000.00 <u>\$90,000.00</u>
Superintendent of AWWTP	\$50,000.00	\$130,000.00 <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	\$46,000.00 <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:

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

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

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

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

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

Introduced: February 20, 2024

Adopted: **PUBLIC HEARING SCHEDULED FOR MONDAY, MARCH 4, 2024 6:30 P.M.**

ATTEST:

Margaret Riggio
Municipal Clerk

Susan Bluth
Mayor

Ordinance 2024-03

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

**AN ORDINANCE ESTABLISHING CERTAIN REGULATIONS AND AMENDING
AND SUPPLEMENTING “THE REVISED GENERAL ORDINANCES OF THE
BOROUGH OF HIGHTSTOWN,” IN ORDER TO ESTABLISH A NEW
CHAPTER 10 THEREOF TO BE KNOWN AS
“BLOCK PARTIES AND SPECIAL EVENTS.”**

WHEREAS, the Mayor and Council wish to amend “The Revised General Ordinances of the Borough of Hightstown” (the “Borough Code”), in order to establish certain regulations relating to block parties and special events.

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 Chapter 10, currently entitled “Reserved,” of the Borough Code, is hereby established to read as follows:

Chapter 10. Block Parties and Special Events

Article 10-1. Residential Block Parties

§10-1-1. Permits for residential block parties.

A. Definition. As used in this article, the following term shall have the meaning indicated:

BLOCK PARTY

A party sought to be conducted by the homeowners on both sides of a public street or public right-of-way in a given block, requiring the street or public right-of-way to be closed to through traffic for a predetermined period during which a party conducted by the adjoining property owners will be held.

B. Block parties permitted. No person shall use any public street, sidewalk or public right-of-way for a block party in the Borough without first obtaining a block party permit.

- (1) A person seeking issuance of a block party permit shall file an application with the Borough Clerk, together with a nonrefundable application fee of \$35.00 at least thirty (30) days prior to the event.
- (2) Hold harmless indemnification agreements from more than fifty percent (50%) of all households within/abutting the party area must be submitted with the application. A property list can be obtained from the Municipal Clerk prior to submitting the application. Said agreements shall indicate consent to the proposed

block party, consent to the proposed street closure, and acknowledgement that all residents and their invitees shall adhere to all applicable laws, regulations and ordinances, including, but not limited to, noise ordinances. The agreements must be received at the time the application is submitted to the Borough Clerk.

C. Standards for approval of a recreational street closure. Approval of the Chief of Police is based on the following criteria:

- (1) Block parties shall be authorized only upon Borough-owned streets and shall not be authorized upon any street which is owned or under the jurisdiction of Mercer County or the State of New Jersey.
- (2) The conduct and location of the block party will not substantially interrupt or impede the safe and orderly movement of traffic.
- (3) The portion of the street to be closed is one-half (1/2) mile or less in length and intersected by no more than two (2) other streets.
- (4) The conduct of the block party will not be likely to result in damage to persons or property nor cause serious harm to the public.
- (5) If the Chief of Police determines that the criteria above has been satisfied, he or she/his or her designee shall sign the application, indicating whether said application is approved and any special conditions required.
- (6) The Borough Clerk will notify the applicant in writing the approval or denial of the application.

D. Other block party requirements.

- (1) No more than one block party permit for the same street may be issued in one calendar year.
- (2) No block party permit shall be issued if a previously issued permit was revoked by the Borough due to violation of any local ordinances, laws or regulations within the previous five years.
- (3) The coordinator of the block party is responsible for notifying, in writing, all residents living on the street and abutting streets the date and time of the block party.
- (4) Barricades will be delivered and picked up by the Department of Public Works.
- (5) The total time the road can remain closed is five (5) hours.
- (6) Roads must be reopened by 10:00 p.m.

- (7) No block party shall be conducted in such manner as to interfere with the safe passage of emergency vehicles.
 - (8) The applicant shall be responsible for the cleanup of the street immediately following the block party.
 - (9) Alcohol shall only be served on private property and no one under twenty-one (21) years of age may be served.
 - (10) No open flames are permitted on Borough property. All firepits and barbeques must remain on private property.
 - (11) Any food truck or food vendor selling, providing or distributing any type of food, even prepackaged, must apply for a temporary food permit with the Borough Clerk at least 20 days prior to the event.
 - (12) Any outside vendors taking part in the block party (including but not limited to: food trucks, food vendors, craft vendors, bounce houses, dunk tank, face painting, etc.) must provide a certificate of insurance naming Hightstown Borough as additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.00.
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

Resolution 2024-53

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,840,504.98 from the following accounts:

Current		\$1,745,070.37
W/S Operating		35,129.78
General Capital		20,339.08
Water/Sewer Capital		30,555.00
Grant		0.00
Trust		0.00
Unemployment Trust		0.00
Animal Control		100.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Housing Trust		0.00
Public Defender Trust		0.00
Escrow		<u>9,310.75</u>
Total		<u>\$1,840,504.98</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 4, 2024.

Margaret Riggio
Borough Clerk

P.O. Type: All		Include Project Line Items: Yes				Open: N		Paid: N		Void: N	
Range: First		to Last				Rcvd: Y		Held: Y		Aprv: N	
Format: Detail without Line Item Notes						Bid: Y		State: Y		Other: Y Exempt: Y	
Vendors: All		Include Non-Budgeted: Y									
Rcvd Batch Id Range: First		to Last									
Vendor #	Name										
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/Void		1099
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
ACTI0010 ACTION UNIFORM CO, LLC											
23-01687	12/26/23	UNIFORM ALLOWANCE - MORENO									
1	UNIFORM ALLOWANCE - MORENO	849.97	3-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	12/26/23	02/28/24		57954	N
24-00165	02/09/24	UNIFORM ALLOWANCE - ESPOSITO									
1	UNIFORM ALLOWANCE - ESPOSITO	158.00	4-01-25-240-001-043		B Uniform Allowance/Leather Gds.	R	02/09/24	02/28/24		57759	N
Vendor Total:		1,007.97									
A0068 AIRPOWER INTERNATIONAL, INC.											
24-00074	01/26/24	SCBA COMPRESSOR YRLY CONTRACT									
1	SCBA COMPRESSOR YRLY CONTRACT	1,995.00	4-01-25-252-002-123		B Test Air Packs	R	01/26/24	02/28/24		12888	N
Vendor Total:		1,995.00									
APRUZ005 APRUZZESE, MCDERMOTT, MASTRO &											
24-00178	02/13/24	JANUARY 2024 LABOR INVOICE									
1	JANUARY 2024 LABOR INVOICE	2,095.22	4-01-20-155-001-031		B Labor,Personnel & Union Council	R	02/13/24	02/28/24		232387	N
Vendor Total:		2,095.22									
C1304 CAOLA AND COMPANY, INC.											
23-01517	11/28/23	INV #200858 REPAIR DOOR LOCK									
1	CLASS RMR FUNCT. LEVER SET	196.00	3-09-55-501-002-557		B Plant Safety/Plant Security	R	11/28/23	02/28/24		200858	N
2	SWOP EXISTING LEVER TO MAIN	131.50	3-09-55-501-002-557		B Plant Safety/Plant Security	R	11/28/23	02/28/24		200858	N
		327.50									
Vendor Total:		327.50									

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
CAPIT005 CAPITAL COATING INC											
23-01628	12/15/23	INSTALL WIND VENTED ROOF SYS									
1	INSTALL	2001 WIND VENTED ROOF	31,500.00	3-01-26-310-001-024	B Building Maintenance	R	12/15/23	02/28/24		9799	N
Vendor Total:			31,500.00								
CHEST005 CHESTERFIELD ELECTRIC LLC											
23-01095	08/31/23	ELECTRIC FOR MAXWELL GENERATOR									
1	ELECTRIC	FOR MAXWELL GENERATOR	28,650.00	C-08-55-976-000-541	B GENERATOR MAXWELL AVE PUMP STATION	R	08/31/23	02/28/24		I-4831-1	N
Vendor Total:			28,650.00								
C0058 CINTAS CORPORATION #061											
24-00144	02/06/24	UNIFORM ADVANTAGE JANUARY 2024									
1	INV	4179275270 1/5/24	56.99	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/06/24	02/28/24		4179275270	N
2	INV	4180028099 1/12/24	56.99	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/06/24	02/28/24		4180028099	N
3	INV	4180803332 1/19/24	56.99	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/06/24	02/28/24		4180803332	N
4	INV	4181512805 1/26/24	56.99	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	02/06/24	02/28/24		4181512805	N
			227.96								
Vendor Total:			227.96								
COMCA005 COMCAST BUSINESS											
24-00195	02/15/24	8499 05 243 0034100 413 MERCER									
1	8499	05 243 0034100 413 MERCER	175.35	4-01-20-140-001-060	B Internet Services and Web Services	R	02/15/24	02/28/24		499052430034100	N
Vendor Total:			175.35								
C0222 CONTINENTAL FIRE & SAFETY, INC.											
23-01466	11/17/23	HYDROTEST SCBA CYLINDER& ORING									
1	HYDROTEST	SCBA CYLINDER	850.00	3-01-25-252-002-123	B Test Air Packs	R	11/17/23	02/28/24		R1461	N
2	HYDROTEST	SCBA CYLINDER	150.00	3-01-25-252-002-123	B Test Air Packs	R	11/17/23	02/28/24		R1461	N
			1,000.00								
24-00113	01/30/24	F SWIVEL ROCKER LUG Q 24-215									
1	F SWIVEL	ROCKER LUG	379.50	4-01-25-252-002-121	B Preventive Maintenance	R	01/30/24	02/28/24		R1323	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0222	CONTINENTAL FIRE & SAFETY, INC.			Continued										
	24-00113	01/30/24	F SWIVEL ROCKER LUG Q	24-215	Continued									
	2 SHIPPING				30.00	4-01-25-252-002-121		B Preventive Maintenance	R	01/30/24	02/28/24		R1323	N
					409.50									
	Vendor Total:				1,409.50									
COUNT015	COUNTY OF MONMOUTH-													
	24-00161	02/09/24	DECEMBER 2023 SERVICES											
	1 INV	23000184-DEC	2023 SERVICES		50.00	3-01-26-305-001-199		B Miscellaneous	R	02/09/24	02/28/24		23000184	N
	Vendor Total:				50.00									
C0931	Creston Hydraulics, Inc.													
	24-00048	01/22/24	SWIVEL NUT ELBOWS											
	1 INV	00225709	SWIVEL NUT ELBOWS		15.58	4-01-26-290-001-039		B General Machinery Parts	R	01/22/24	02/28/24		00225709	N
	Vendor Total:				15.58									
E0576	EAST WINDSOR REGIONAL SCHOOL													
	24-00210	02/20/24	DECEMBER 2023 FUEL USE											
	1 DEC 2023		FUEL USE-AWWTP		45.28	3-09-55-501-002-512		B Motor Fuel	R	02/20/24	02/28/24		DEC23	N
	2 DEC 2023		FUEL USE-CONSTRUCTION		28.91	3-01-31-460-001-151		B MOTOR FUEL-CONSTRUCTION DEPARTMENT	R	02/20/24	02/28/24		DEC23	N
	3 DEC 2023		FUEL USE-FIRE		490.36	3-01-31-460-001-166		B Motor Fuel - Fire Dept.	R	02/20/24	02/28/24		DEC23	N
	4 DEC 2023		FUEL USE-FIRST AID		356.84	3-01-31-460-001-148		B Motor Fuel - Emergency Medical	R	02/20/24	02/28/24		DEC23	N
	5 DEC 2023		FUEL USE-GARBAGE		1,262.92	3-01-31-460-001-147		B Motor Fuel - Public Works	R	02/20/24	02/28/24		DEC23	N
	6 DEC 2023		FUEL USE-POLICE		1,797.45	3-01-31-460-001-145		B Motor Fuel - Police	R	02/20/24	02/28/24		DEC23	N
	7 DEC 2023		FUEL USE-STREETS		1,374.89	3-01-31-460-001-147		B Motor Fuel - Public Works	R	02/20/24	02/28/24		DEC23	N
	8 DEC 2023		FUEL USE-WATER		125.35	3-09-55-501-001-512		B Motor Fuel	R	02/20/24	02/28/24		DEC23	N
	9 DEC 2023		FUEL FACILITY FEE		120.00	3-01-31-460-001-144		B Upgrades to Fueling Facility	R	02/20/24	02/28/24		DEC23	N
					5,602.00									
	Vendor Total:				5,602.00									
E0201	EDMUNDSGOVTECH, INC.													
	24-00228	02/23/24	EDMUNDS CLOUD STORAGE											
	1 EDMUNDS		CLOUD HOSTING		2,246.40	4-01-20-130-001-027		B Edmunds Software Support	R	02/23/24	02/28/24		24-IN1432	N
	2 EDMUNDS		CLOUD HOSTING		561.60	4-09-55-501-001-517		B Maint. Contracts - Office	R	02/23/24	02/28/24		24-IN1432	N

Vendor #	Name											
PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
G0185	GRAINGER, INC.											
24-00202	02/20/24	QUOTE #2056919980										
1	BATTERY 6VDC 4.5 AH,0 187"	48.69	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24			9029232650	N	
2	BATTERY 12VDC, 7.5AH, 0.250"	62.24	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24			9029232650	N	
		110.93										
Vendor Total:			110.93									
G0050	GROVE SUPPLY INC											
24-00160	02/09/24	TEES AND COUPLINGS										
1	INV S5978188.001-PVC TEE	85.55	4-01-26-290-001-050	B DPW Work Equipment	R	02/09/24	02/28/24			S5978188.001	N	
2	INV S5981416.001-PVC C/O TEE	202.90	4-01-26-290-001-127	B Street Repair & Maintenance	R	02/09/24	02/28/24			S5981416.001	N	
		288.45										
Vendor Total:			288.45									
H0026	HALDEMAN FORD OF HIGHTSTOWN											
23-00101	01/31/23	FORD EXPEDITION PARTS										
1	FORD EXPEDITION PARTS	354.13	3-01-25-252-002-121	B Preventive Maintenance	R	01/31/23	02/28/24			155129	N	
Vendor Total:			354.13									
HILLW005	HILL-WALLACK, LLP											
24-00225	02/23/24	105 SPRINGCREST DR LEGAL FEES										
1	105 SPRINGCREST DR LEGAL FEES	1,699.50	4-01-20-155-001-027	B General Matters	R	02/23/24	02/28/24			749567	N	
Vendor Total:			1,699.50									
INTER010	INTERPORT MAINTENANCE CO.,INC.											
23-01513	11/28/23	STORAGE CONTAINER										
1	STORAGE CONTAINER	1,700.00	3-01-25-240-001-117	B Ammunition & Target Practice	R	11/28/23	02/28/24			S51092	N	
2	STORAGE CONTAINER	585.00	3-01-25-240-001-117	B Ammunition & Target Practice	R	11/28/23	02/28/24			S51092	N	
		2,285.00										
Vendor Total:			2,285.00									

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
JOHNH005 JOHN HOLM & SON											
24-00190 02/13/24 STANDBY VACUUM TRUCK MAXWELL											
	1	STANDBY VACUUM TRUCK MAXWELL	900.00	C-08-55-971-000-541	B MAXWELL AVE WATER SEWER IMPROVEMENTS	R	02/13/24	02/28/24	87283		N
Vendor Total:			900.00								
KUBIA005 KUBIAK ELECTRIC CO., INC.											
24-00212 02/20/24 SERVICE CALL											
	1	AD RHINO PRO PSH SERIES	140.40	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24	24-35		N
	2	MANHOURS FOR ELECTRICIAN	125.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24	24-35		N
	3	MANHOUR(S) ELECTRICIAN REGULAR	150.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24	24-35		N
			415.40								
24-00213 02/20/24 SERVICE CALL											
	1	MOTOR STARTER 5.5-7.5A 480VOLT	246.41	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24	24-120		N
	2	MANHOUR(S) ELECTRICIAN MINIMUM	125.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24	24-120		N
	3	MANHOUR(S) ELECTRICIAN REGULAR	150.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	02/20/24	02/28/24	24-120		N
			521.41								
Vendor Total:			936.81								
L0037 LINCOLN FINANCIAL GROUP											
24-00234 02/23/24 MARCH 2024 LIFE INSURANCE											
	1	MARCH 2024 LIFE INSURANCE	308.72	4-01-23-210-003-115	B Medical Ins-Empl Grp Health	R	02/23/24	02/28/24	MARCH 2024		N
	2	MARCH 2024 LIFE INSURANCE	5.91	4-01-23-210-003-115	B Medical Ins-Empl Grp Health	R	02/23/24	02/28/24	MARCH 2024		N
	3	MARCH 2024 LIFE INS KM ADJ	18.16	4-01-23-210-003-115	B Medical Ins-Empl Grp Health	R	02/23/24	02/28/24	MARCH 2024		N
	4	MARCH 2024 LIFE INS WTP	18.16	4-09-55-501-001-514	B INSURANCE	R	02/23/24	02/28/24	MARCH 2024		N
	5	MARCH 2024 LIFE INS AWWTP	63.56	4-09-55-501-002-514	B Insurance	R	02/23/24	02/28/24	MARCH 2024		N
			414.51								
Vendor Total:			414.51								
M1076 MCMANIMON, SCOTLAND & BAUMANN											
24-00218 02/20/24 Prof services thru 1/31/2024											
	1	Correspond & Redev Agreement	2,287.50	3PRCLLC	P Site Plan Application #2020-01	R	02/20/24	02/28/24	219649		N
	2	Corres & Mtgs with Appl & Boro	600.00	2022-01	P 105 Main St - Concept Plan	R	02/20/24	02/28/24	219650		N
			2,887.50								

[illegible]

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
N0275 NJ LEAGUE OF MUNICIPALITIES														
24-00096	01/29/24	RFP - GRANT WRITER AD												
1	RFP - GRANT WRITER AD	115.00	4-01-20-120-001-021	B Advertisements	R	01/29/24	02/28/24		SD20164		N			
Vendor Total:					115.00									
N0074 NORTHEASTERN BUILDING SUPPLY														
24-00076	01/26/24	15/32 4PLY FIR CDX												
1	INV 2401-271171-WOOD PLY CDX	633.83	4-01-26-310-001-024	B Building Maintenance	R	01/26/24	02/28/24		2401-271171		N			
2	INV 2401-271016 4 PLY FIR 1/2	950.75	4-01-26-310-001-024	B Building Maintenance	R	02/01/24	02/28/24		2401-271016		N			
3	INV 2401-271023 4 PLY FIR 1/2	950.75	4-01-26-310-001-024	B Building Maintenance	R	02/01/24	02/28/24		2401-271023		N			
					633.83									
Vendor Total:					633.83									
PARKP005 PARK PUMPS AND CONTROLS, INC														
23-00226	02/22/23	RES 2022-211 SODIUM BICARB		B										
6	INV 3628 SODIUM BICARBONATE	2,744.00	3-09-55-501-002-552	B Sodium Bicarbonate	R	02/22/23	02/28/24		3628		N			
Vendor Total:					2,744.00									
P0088 PARKER MCCAY, P.A.														
24-00196	02/15/24	Billing through 1/31/2024												
1	Prep & attend reorg PB Mtg	388.50	4-01-21-180-001-107	B Planning Board - Attorney	R	02/15/24	02/28/24		3176152		N			
2	Review, prep for & attend mtg	333.00	2022-01	P 105 Main St - Concept Plan	R	02/15/24	02/28/24		3176153		N			
3	Prep for upcoming hearing	74.00	2022-04	P 424 Stockton Street	R	02/15/24	02/28/24		3176154		N			
					795.50									
Vendor Total:					795.50									
C0099 PETROCHOICE														
23-01551	12/01/23	HYDRAULIC OIL												
1	ORDER 5033454 - DPLX 21C HYDRA	1,184.90	3-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/01/23	02/28/24		51389636		N			
Vendor Total:					1,184.90									

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Hightstown Borough Council
March 4, 2024 Meeting
Borough of Hightstown
Bill List By Vendor Name

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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	
POLIC005 POLICE & SHERIFFS PRESS, INC											
23-01414	11/03/23	BOROUGH PHOTO ID'S									
1 BOROUGH PHOTO ID'S	60.00	3-01-20-125-001-023	B	Printing & Stationary	R	11/03/23	02/28/24		184997	N	
2 BOROUGH PHOTO ID'S	3.05	3-01-20-125-001-023	B	Printing & Stationary	R	11/03/23	02/28/24		184997	N	
	63.05										
24-00039	01/22/24	PHOTO ID'S - TAXI DRIVER									
1 PHOTO ID'S - TAXI DRIVER	17.60	3-01-20-125-001-023	B	Printing & Stationary	R	01/22/24	02/28/24		187887	N	
24-00214	02/20/24	BORO PHOTO ID									
1 BORO PHOTO ID	17.60	4-01-20-125-001-023	B	Printing & Stationary	R	02/20/24	02/28/24		189289	N	
Vendor Total:		98.25									
P0016 PRINCETON ONE THIRTY SUPPLY											
24-00159	02/09/24	TRASH BAGS,TOILET PAPER									
1 LINER-24X33 8MIC BLK EINSTEIN	36.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	02/09/24	02/28/24		059769	N	
2 LINER-55 GAL LARGE BLK 100/CS	31.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	02/09/24	02/28/24		059769	N	
3 TOWEL ROLL GIANT 8"X800'	39.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	02/09/24	02/28/24		059769	N	
4 MOP LOOPRT MED COTTON BLUE	27.16	4-09-55-501-002-523	B	Paper Products/Janitorial	R	02/09/24	02/28/24		059769	N	
5 HANDLE-MOP FIBERGLASS 60"	12.49	4-09-55-501-002-523	B	Paper Products/Janitorial	R	02/09/24	02/28/24		059769	N	
6 LIME-A-WAY LIME CALCIUM &	41.50	4-09-55-501-002-523	B	Paper Products/Janitorial	R	02/09/24	02/28/24		059769A	N	
	187.15										
Vendor Total:		187.15									
P1155 PRIOR NAMI BUSINESS SYSTEMS											
24-00131	02/05/24	KONICA MINOLTA BIZHUB C650i									
1 KONICA MINOLTA BIZHUB C650i	12,787.83	C-04-55-900-004-444	B	OFFICE COPIER PRINTER ADMIN	R	02/05/24	02/28/24		0000717544	N	
Vendor Total:		12,787.83									
PUBLI005 PUBLIC SAFETY UNLIMITED, LLC											
23-01409	11/03/23	HPD UNIFORMS/CLOTHING MECCA									
1 HPD UNIFORMS/CLOTHING	220.00	3-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/03/23	02/28/24		82418	N	
2 HPD UNIFORMS/CLOTHING	220.00	3-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/03/23	02/28/24		82418	N	
3 HPD UNIFORMS/CLOTHING	99.00	3-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/03/23	02/28/24		82418	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	Exc	
PUBLI005	PUBLIC SAFETY UNLIMITED, LLC Continued											
23-01409	11/03/23	HPD UNIFORMS/CLOTHING MECCA	Continued									
4 HPD UNIFORMS/CLOTHING			115.00	3-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	11/03/23	02/28/24		82418	N	
			654.00									
Vendor Total:			654.00									
P0032	PWANJ	EDUCATION										
24-00203	02/20/24	2024 MEMBERSHIP										
1 2024 MEMBERSHIP FOR KENNETH			75.00	4-01-26-290-001-044	B Professional Assoc. Dues	R	02/20/24	02/28/24		1/1/24	N	
Vendor Total:			75.00									
REDAR005	RED ARROW TECHNOLOGIES, LLC											
24-00217	02/20/24	VOIP SVCS 2/15-3/14 AWWTP/HPD										
1 VOIP SVCS 2/15/24-3/14/24AWWTP			179.92	4-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	02/20/24	02/28/24		15110	N	
2 VOIP SVCS 2/15/24-3/14/24 HPD			375.93	4-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	02/20/24	02/28/24		15110	N	
			555.85									
Vendor Total:			555.85									
R0077	ROBERTS ENGINEERING GRP LLC											
24-00239	02/27/24	BILLING THROUGH FEBRUARY 2024										
1 SPRINGCREST DRIVE PS LOT SALE			610.00	4-01-20-165-001-028	B General Engineering	R	02/27/24	02/28/24		8315	N	
2 COUNCIL MEETING			200.00	4-01-20-165-001-104	B Attendance at Meetings (B)	R	02/27/24	02/28/24		8367	N	
3 MISC REQUESTS			825.00	4-01-20-165-001-028	B General Engineering	R	02/27/24	02/28/24		8368	N	
4 PEDDIE LAKE DAM			80.00	4-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	02/27/24	02/28/24		8369	N	
5 SW MAPPING			7,710.00	4-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	02/27/24	02/28/24		8370	N	
6 SW MANAGEMENT PLAN			920.00	4-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	02/27/24	02/28/24		8371	N	
7 TAX MAINTENANCE			1,310.00	4-01-20-165-001-109	B Tax Map Maintenance/Zoning	R	02/27/24	02/28/24		8372	N	
8 MISC ROADS			240.00	4-01-20-165-001-028	B General Engineering	R	02/27/24	02/28/24		8373	N	
9 NJ DOT RT 33 IMPROVEMENTS			520.00	4-01-20-165-001-028	B General Engineering	R	02/27/24	02/28/24		8374	N	
Tracking Id: RT33 NJDOT FIRE HYDRANT RELOCATION												
10 GENERAL SEWERS			675.00	4-09-55-501-002-508	B Engineer	R	02/27/24	02/28/24		8430	N	
11 GENERAL WATER			1,447.00	4-09-55-501-001-508	B Engineer	R	02/27/24	02/28/24		8376	N	
12 CHEMICALS & SLUDGE REMOVAL			105.00	4-09-55-501-002-538	B Sludge Removal/Disposal-waste Management	R	02/27/24	02/28/24		8377	N	
14 IMPROVEMENTS TO HAUSER AVE,			1,450.00	C-04-55-894-001-447	B HAUSER, BENNETT PL PROSPECT DR SOFT COST	R	02/27/24	02/28/24		8379	N	
16 IMPROVEMENTS TO MAXWELL AVE			5,501.25	C-04-55-899-000-447	B MAXWELL AVE IMPROVEMENTS SEC. 20	R	02/27/24	02/28/24		8381	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	
R0077	ROBERTS ENGINEERING GRP LLC		Continued									
24-00239 02/27/24 BILLING THROUGH FEBRUARY 2024 Continued												
17	DAWES PARK-GREEN ACRES GRANT	2,263.75	4-01-20-165-001-028	B	General Engineering	R	02/27/24	02/28/24		8400	N	
Tracking Id: GREEN ACRE DAWES PARK-GREEN ACRES GRANT												
18	ANAEROBIC DIGESTER IMP INV8431	405.00	C-08-55-975-000-544	B	2023-09 IMP TO ANAEROBIC DIGESTER SEC 20	R	02/28/24	02/28/24		8431	N	
		24,262.00										
24-00250 02/28/24 Billing through 2/17/2024												
1	Review resubmission, prep ltr	545.00	ALTAMIRA	P	New Residence @ 117 William St	R	02/28/24	02/28/24		8382	N	
2	Rev minor subdiv;add to taxmap	1,362.50	3PRCLLC	P	Site Plan Application #2020-01	R	02/28/24	02/28/24		8383	N	
3	Review developer comments	80.00	2022-01	P	105 Main St - Concept Plan	R	02/28/24	02/28/24		8384	N	
4	Review & finalize ltr to PB	255.00	2022-01	P	105 Main St - Concept Plan	R	02/28/24	02/28/24		8385	N	
		2,242.50										
Vendor Total:		26,504.50										
R1054	RONALD STEPHENSEN											
24-00220 02/23/24 UNIFORM ALLOWANCE												
1	UNIFORM ALLOWANCE	130.01	4-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	02/23/24	02/28/24		29258	N	
Vendor Total:		130.01										
S0002	SAFETY-KLEEN SYSTEMS, INC											
24-00108 01/30/24 PARTS WASHER												
1	INV 93416151-PARTS WASHER SRVC	311.45	4-01-26-310-001-050	B	DPW work Equipment	R	01/30/24	02/28/24		93416151	N	
Vendor Total:		311.45										
SHERW010	SHERWIN WILLIAMS PAINT											
24-00223 02/23/24 INV #5929-6												
1	SPR INT SA EXTRA COLOR:V002	69.20	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/23/24	02/28/24		5929-6	N	
2	GHOST SHIP POWERHOUSE-WHITE	2.66	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/23/24	02/28/24		5929-6	N	
		71.86										
Vendor Total:		71.86										

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Hightstown Borough Council
March 4, 2024 Meeting
Borough of Hightstown
Bill List By Vendor Name

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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	Exc1		
STATE020 STATE LINE FIRE & SAFETY, INC.											
24-00211	02/20/24	CRASH RECOVERY SOFTWARE									
1 CRASH RECOVERY SOFTWARE	770.00	4-01-25-252-002-029	B	Computer Software/Mntc/Equip	R	02/20/24	02/28/24	136870		N	
Vendor Total:	770.00										
TOWNS010 TOWNSHIP OF MANALAPAN											
24-00231	02/23/24	DECEMBER SHELTER REPORT KITTEN									
1 DECEMBER SHELTER REPORT KITTEN	100.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUST	R	02/23/24	02/28/24	2023-12-HB		N	
Vendor Total:	100.00										
T0061 TOWNSHIP OF ROBBINSVILLE DPW											
24-00188	02/13/24	HPD VEHICLE MAINTENANCE									
1 HPD VEHICLE MAINTENANCE	261.46	4-01-43-515-001-170	B	Mechanic Services	R	02/13/24	02/28/24	I001112		N	
2 HPD VEHICLE MAINTENANCE	108.52	4-01-43-515-001-170	B	Mechanic Services	R	02/13/24	02/28/24	I001114		N	
3 HPD VEHICLE MAINTENANCE	108.52	4-01-43-515-001-170	B	Mechanic Services	R	02/13/24	02/28/24	I001115		N	
	478.50										
Vendor Total:	478.50										
T0211 TRAP ROCK INDUSTRIES LLC.											
24-00209	02/20/24	3/4 INCH CLEAN STONE									
1 3/4 INCH CLEAN STONE	838.44	4-01-26-290-001-127	B	Street Repair & Maintenance	R	02/20/24	02/28/24	8158747		N	
Vendor Total:	838.44										
U0013 USA BLUE BOOK											
23-01756	12/31/23	QUOTE #1047901-2									
1 AMMONIUM MOLYBDATE 4% 500ML	57.80	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00246820		N	
2 AUTOCLAVE TAPE 1 INCH X 60	31.31	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00259443		N	
3 SODIUM THIOSULFATE 0.025 N	116.40	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00256200		N	
4 DISPOSABLE TRANSFER PIPET	53.77	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00246191		N	
5 DEIONIZED WATER 99mL BOTTLES	147.80	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00249368		N	
6 RICCA POTASSIUM ANTIMONYL	67.01	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00254747		N	
7 HYDROCHLORIC ACID 50% 1 LITER	406.80	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00266372		N	
8 HACH DR/CHECK ASORBANCE	298.00	3-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/31/23	02/28/24	INV00246191		N	

Total Purchase Orders: 61 Total P.O. Line Items: 143 Total List Amount: 155,620.60 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	3-01	44,220.02	0.00	44,220.02	0.00	0.00	0.00	44,220.02
	3-09	4,865.44	0.00	4,865.44	0.00	0.00	0.00	4,865.44
Year Total:		49,085.46	0.00	49,085.46	0.00	0.00	0.00	49,085.46
CURRENT FUND	4-01	44,114.53	0.00	44,114.53	0.00	0.00	0.00	44,114.53
	4-09	5,889.53	0.00	5,889.53	0.00	0.00	0.00	5,889.53
	4-21	0.00	0.00	0.00	0.00	0.00	5,537.00	5,537.00
Year Total:		50,004.06	0.00	50,004.06	0.00	0.00	5,537.00	55,541.06
GENERAL CAPITAL	C-04	20,339.08	0.00	20,339.08	0.00	0.00	0.00	20,339.08
WATER/SEWER CAPITAL	C-08	30,555.00	0.00	30,555.00	0.00	0.00	0.00	30,555.00
Year Total:		50,894.08	0.00	50,894.08	0.00	0.00	0.00	50,894.08
ANIMAL CONTROL TRUST FUND #13	T-13	100.00	0.00	100.00	0.00	0.00	0.00	100.00
Total of All Funds:		150,083.60	0.00	150,083.60	0.00	0.00	5,537.00	155,620.60

Project Description	Project No.	Rcvd Total	Held Total	Project Total
105 Main St - Concept Plan	2022-01	1,268.00	0.00	1,268.00
424 Stockton Street	2022-04	74.00	0.00	74.00
Site Plan Application #2020-01	3PRCLLC	3,650.00	0.00	3,650.00
New Residence @ 117 William St	ALTAMIRA	545.00	0.00	545.00
Total of All Projects:		5,537.00	0.00	5,537.00

Date: Mar 4, 2024

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 3/4/2024

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
COUNTY OF MERCER COUNTY TAX	2/15/2024	24-00023	1599	\$ 829,121.77
STATE OF N.J.-DEPT OF TREASURY	2/15/2024	24-00179	1600	\$ 58,079.32
EAST WINDSOR REGIONAL SCHOOL	2/15/2024	24-00180	1601	\$ 764,863.00
JCP&L (STREET LIGHTING)	2/27/2024	24-00236	036684	\$ 2,391.09
PSE&G	2/27/2024	24-00237	036685	\$ 301.75
PSE&G	2/27/2024	24-00240	036685	\$ 1,518.44
VERIZON WIRELESS	2/27/2024	24-00238	036686	\$ 266.07
VERIZON FIOS	2/27/2024	24-00198	036687	\$ 194.38
TOTAL				\$ 1,656,735.82
<u>WATER AND SEWER OPERATING</u>				
STATE OF N.J.-DEPT OF TREASURY	2/15/2024	24-00179	1410	\$ 22,041.46
CRYSTAL SPRINGS	2/27/2024	24-00088	36683	\$ 139.87
PSE&G	2/27/2024	24-00237	036685	\$ 375.50
PSE&G	2/27/2024	24-00240	036685	\$ 1,817.98
TOTAL				\$ 24,374.81
<u>ESCROW</u>				
MCMANIMON, SCOTLAND & BAUMANN	2/15/2024	24-00126	3308	\$ 1,500.00
ROBERTS ENGINEERING GRP LLC	2/15/2024	24-00125	3309	\$ 2,273.75
TOTAL				\$ 3,773.75
<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				\$ 1,684,884.38

Resolution 2024-54

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING THE PERSONNEL POLICY MANUAL OF THE BOROUGH OF HIGHTSTOWN

WHEREAS, the Personnel Policy Manual of the Borough of Hightstown is amended from time to time to reflect updated policy changes for Borough Employees and Volunteers; and

WHEREAS, the Borough Council has determined that the Personnel Policy Manual be amended.

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, with the exception of 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, -with the exception of 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.

- A candidate's failure to fully cooperate in the criminal background process in any manner, including withholding or refusing to provide information obtained as a result of the background check, will result in the denial of employment and/or denial of participation as a volunteer for Borough programs and activities.

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 March 4, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-55

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

APPROVING A RENTAL AGREEMENT FOR THE HIGHTSTOWN ENGINE COMPANY NO. 1 BANQUET HALL

WHEREAS, Hightstown Borough owns the property located at 140 North Main Street;
and

WHEREAS, the Borough has granted Hightstown Engine Company No. 1 permission to
use the rental of the banquet hall for fundraising purposes; and

WHEREAS, the rental of the banquet hall requires a legal agreement and insurance
requirements; and

WHEREAS, the attached agreement has been reviewed by Statewide Insurance and the
Borough Attorney and has been found acceptable; and

WHEREAS, all parties renting the banquet hall must complete the application and provide
the necessary insurance documentation.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of
Hightstown, that the attached banquet hall agreement is approved and shall be used for all hall
rentals from this date forward; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to:

1. Ryan Bennett, President of Hightstown Engine Company No. 1
2. Wayne Dietz, Skylands Risk Management
3. Dimitri Musing, Hightstown Borough Administrator
4. Fredrick Raffetto, Hightstown Borough Attorney

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held
on March 4, 2024.

Margaret Riggio
Borough Clerk

Hightstown Engine Co. #1

Email: hfdhallinfo@gmail.com
140 N. Main St., Hightstown, NJ 08520



FOR OFFICIAL USE ONLY	
Received	Approval
Initials	Yes / No
Date	Date

HIGHTSTOWN ENGINE CO. #1 BANQUET HALL RENTAL AGREEMENT

140 N. MAIN ST. HIGHTSTOWN, NEW JERSEY 08520

PLEASE PRINT LEGIBLY IN INK OR TYPE. ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED.

SECTION 1: EVENT DETAILS

Please complete the below regarding your event details:

If single event:

Date of Event	Start Time	End Time
---------------	------------	----------

If recurring event:

Start Date	End Date	MON	FRI
		TUE	SAT
Start Time	End Time	WED	SUN
		THR	

Please list the number of attendees
and age range:

Type of event:

- ☐ Meeting
☐ Social event
☐ Private Party
☐ Other

Title of event:

Please describe your event in detail:

Will there be catering at the event? _____

If yes, please list the name of the company: _____

SECTION 2: RENTER INFORMATION

Please indicate what type of renter you are:

_____ Non-Profit Organization

_____ Individual

_____ Business (Tax ID Number _____)

- Non-Profit organizations must submit a 501(c)(3) as well as insurance per Section 4.
- Businesses must provide Tax ID number (above) as well as insurance per Section 4.

Primary Contact Name

Street Address

City

State

Zip

Home Phone

Cell

Email Address

Business / Organization Name

Organization Address

City

State

Zip

Main Phone

Extension

Fax Number

SECTION 3: EMERGENCY CONTACT

EMERGENCY CONTACT MUST BE DIFFERENT FROM PRIMARY CONTACT

Name

Home Phone

Cell

SECTION 4: REQUIREMENTS AND INSURANCE

Individual Applicants must provide two (2) copies of insurance riders; one naming the Borough of Hightstown as a Certificate Holder and Additional Insured under your homeowner's policy or renter's policy; the other naming Hightstown Engine Company #1 as a Certificate Holder and Additional Insured under your homeowner's policy or renter's policy. The policy must cover General Liability or Personal Liability including Property Damage with combined limits of not less than \$300,000. This must be provided no later than two (2) weeks prior to your event along with the completed and signed Hold Harmless Agreement.

Organization/Business Applicants must provide two (2) copies of Certificate of Insurances; one naming the Borough of Hightstown as a Certificate Holder and Additional Insured; the other naming Hightstown Engine Company #1 as a Certificate Holder and Additional Insured. Both Certificates of Insurances must have minimum General Liability and Property Damage coverage with combined limits of not less than **\$1,000,000 per occurrence, and \$2,000,000 annual aggregate**. See attached for the two (2) Certificate of Insurance examples regarding General Liability with specifications highlighted naming The Borough of Hightstown and Hightstown Engine Co. #1 as additional insured. This must be provided no later than two (2) weeks prior to your event along with the completed and signed Hold Harmless Agreement.

***Caterers and other Professionals who may be hired by the applicant must comply with the same requirements as set forth above in Organization/Business Applicants.

SECTION 5: RENTAL OPTIONS**_____ Package #1**

4 Hour party up to 100 people with BYOB Option

\$1475.00 + \$300.00 Security Deposit

_____ Package #2

4 Hour party up to 101-150 people with BYOB Option

\$1675.00 + \$300.00 Security Deposit

_____ Package #3

4 Hour party up to 151-200 people with BYOB Option

\$1675.00 + \$300.00 Security Deposit

Add On's:

Extra hours \$250.00 per hour

_____ Hours Additional

_____ Total Additional Cost

All package pricing includes the following:

- Hightstown Engine Co. #1 assigned Chaperone as deemed necessary by the number of attendees.
- Clean Up.
- Parking Attendant.
- Administrative Fees.

Capacity

- The capacity of the Hightstown Engine Co. #1 cannot exceed 200 people.

A \$200.00 Cash Reservation Deposit is required to be submitted along with the application:

- This will be applied to the entire balance of the rental agreement as set forth in the Policy and Procedure Agreement in Section 8.

SECTION 6: ADDITIONAL PERMITS AND INFORMATION

Will you be serving alcohol at this event? _____ No _____ Yes. What type: _____

Non-Profits

- You must apply for a Social Affairs permit through the Department of Alcoholic Beverage Control if your event involves fundraising of any kind.

Please describe how you plan to prevent underage drinking/overindulgence:

Will you be hosting a game of chance (50/50, raffle, etc.) or bingo? _____ Yes _____ No

Games of Chance licenses are required and must be obtained through the State of NJ and Borough of Hightstown. Please contact the Borough Clerk (priggio@hightstownborough.com).

SECTION 7: SUBMITTING THE APPLICATION

1. The \$200.00 **cash** deposit is due at signing.
2. The following are due in no less than **two (2) weeks** PRIOR to your event.
 - Signed Hightstown Engine Co. #1 Banquet Hall Agreement.
 - \$300.00 security deposit Paid in **cash**.
 - Rental Fee Paid in full in **cash**.
 - Completed Certificate of Insurance OR Homeowner's/Renter's Insurance.
 - Signed Hold Harmless Agreement.

Total Due: _____ **Due By:** _____

This rental agreement is strictly for the Hightstown Engine Co. #1 Banquet Hall and the two lavatories. Please ensure you have thoroughly read these policies and procedures. You will be required to sign off acknowledging your acceptance of all the bullet points below.

SECTION 8: POLICIES AND PROCEDURES

- **Hightstown Engine Co. #1 reserves the right to refuse rental and/or immediately terminate a function for an infraction of the restrictions as set forth herein and any such infraction(s) may result in the immediate termination of the event and expulsion from the premises. Any expulsion will result in a loss of the Renter's security deposit.**
- **Hightstown Engine Co. #1 also reserves the right to cancel or reschedule any event under emergency or other circumstances where there is a need for the exclusive use of the premises by Hightstown safety personnel and/or under other circumstances where the health, safety and/or welfare of the public could be jeopardized. In such circumstances, the Renter shall be entitled to a full refund of monies previously posted.**
- **NO INSURANCE ON BELONGINGS:** Neither the Borough of Hightstown nor the Hightstown Engine Co #1 is responsible for, or carries insurance covering, loss to any belongings of the Renter, Renter's agents, Renter's guests, invitees or licensees, or any other individuals who may attend the Renter's event (with or without Renter's express permission), whether such belongings are located inside or outside of the premises. Renter assumes total responsibility for any such items and for securing adequate insurance protection against such loss.
- **CATERING:** Neither the Borough of Hightstown nor the Hightstown Engine Co #1 is responsible for, and will not be held liable for, any food provided by outside food vendors.
- **NO SMOKING:** The demised premise is a smoke-free facility, and the Renter shall not allow any of its guests, invitees, or licensees, or anyone else who may attend the Renter's event (with or without Renter's permission) to smoke cigars, cigarettes, pipes, tobacco or cannabis products of any nature whatsoever in the subject premises.
- **A CERTIFICATE OF INSURANCE or HOMEOWNER'S/RENTER'S INSURANCE POLICY,** in accordance with the provisions of Section 4 hereof, is required naming the Hightstown Engine Co #1 and The Borough of Hightstown as additional insured. This proof of insurance must be submitted no later than **2 weeks** prior to the event and shall be in a form satisfactory to the Borough's insurance carrier (including coverage amounts).
- **ALCOHOLIC BEVERAGES** are permitted in a BYOB capacity (only) at the event, with the Renter securing the proper permitting and insurance (as required), and will not be provided by, or served by representatives of, the Borough of Hightstown or the Hightstown Engine Co. #1. Renter hereby acknowledges and assumes all responsibility and liability associated with the service and/or consumption of alcoholic beverages at the event, including the monitoring of service of alcoholic beverages at the event. Renter shall be solely responsible for the actions of its representatives, employees and/or other agents who are acting on its behalf with respect to the service of alcoholic beverages at the event. Renter hereby acknowledges by signing this agreement that it is aware that it is illegal to serve alcoholic beverages to minors and persons appearing to be intoxicated. Renter further acknowledges and agrees that it is the sole and exclusive responsible party for all claims, losses, liabilities, damages, including reasonable attorney expenses, etc., whether direct or indirect, and whether occasioned on the premises or off the premises, that are in any way associated with the consumption of alcoholic beverages by those present at this event.
- **SECURITY DEPOSIT:** The Renter is solely responsible for any and all damage(s) incurred to the Banquet Hall (including inside and outside the premises) and shall forfeit its security deposit for any infraction of this agreement as it applies to the setup or execution of the event, or damages that are occasioned as a result of the event. Deposit will be forfeited if the Renter cannot maintain safety during their rental and if police are called. The Renter will be held financially responsible for covering any expenses exceeding the amount of the security deposit for any damage to the facility and/or the adjacent areas and/or the equipment and/or for any clean-up required by the Hightstown Engine Co #1 as a result of its use of the facility.

SECTION 8: POLICIES AND PROCEDURES (CONTINUED)

- **SECURITY DEPOSIT REFUND:** Deposit refunds will be made to the applicant only. Please allow 4-6 weeks for a refund to be processed after the condition of the facility has been assessed, and a determination has been made that no damage(s) has/have been caused to the Banquet Hall (interior and exterior) or lavatories.
- **RESTRICTIONS AND RULES:**
 - No tape, nails, staples, push pins or other adhesive are permitted on the ceilings or walls.
 - No smoke or fog machines are permitted.
 - No confetti or silly string may be used.
 - No tacks or staples are to be used on the tables and chairs.
 - No shots of alcohol of any kind may be served.
- **PARKING:** Parking is available on the far side of the municipal building or in the extreme back of the firehouse BEHIND the cones. Any cars parked in front of the cones will be towed at the owner's expense. These spots are reserved for firefighters responding to emergencies. This area will be blocked off.
- **RESERVATION DEPOSIT:** A non-refundable reservation deposit of \$200.00 will be due at the signing of the contract. The date will not be reserved and will be able to be reserved by someone else until the \$200.00 deposit is collected. This deposit will be applied to the entire balance of the rental agreement. If the event is canceled after the contract has been signed and the deposit is taken, the deposit shall be forfeited if notice was provided less than 2 weeks prior to the event date and time. If approved by the Hightstown Co #1, the event may be changed to another available open date due to weather or COVID concerns. If regulations change regarding hall capacity, this deposit and/or balance will also be refunded in full.

SECTION 9: SIGNATURES AND UNDERSTANDINGS

PRINT SIGN AND INITIAL WHERE INDICATED

I (print name)_____ understand the submission of this application does not guarantee use of the facility. The Hightstown Engine Co. # 1 reviews all applications on an individual basis. On behalf of the Renter, I hereby agree to the following:

_____(Initial) I understand full payment of the rental needs to be paid within two (2) weeks prior to the event.

_____(Initial) I have read and understand the instructions described in Sections 1 through 8 of this application, and agree to all of the terms and conditions set forth therein on behalf of the Renter.

_____(Initial) I have completed this application with true and complete answers to all of said questions with this application.

_____(Initial) I understand failure to comply with any of the regulations within this document could result in immediate and total loss of privileges of the use of the facility.

_____(Initial) I will be in attendance at the event for the duration of the event.

_____(Initial) I agree to obey all rules, regulations, and ordinances and to be responsible for the condition and maintenance of facility and proper behavior of guests.

I am duly authorized to act on behalf of the Renter and to bind the Renter to the representations set forth herein. I have read the Hightstown Engine Co. #1 Banquet Hall Policies and Procedures Agreement and am authorized to accept all terms and conditions as stated herein on behalf of the Renter. I confirm that the Renter understands that it is responsible for leaving the facility in the same condition as provided to it before the event. I confirm that the Renter is aware and agrees that, with my having signed the within Policies and Procedures Agreement, the Renter hereby agrees to all the requirements as stated above for use of the Hightstown Engine Co. #1 Banquet Hall and two lavatories, and that the Renter shall be solely liable for any and all infractions which may be committed.

Renter Name or Authorized Party on behalf of Renter (Print): _____

Signature of Renter or Authorized Party on behalf of Renter: _____

Email address: _____

Dated: _____

Hightstown Engine Co. #1 Representative Name (Print): _____

Signature of Hightstown Engine Co. #1 Representative: _____

Dated: _____



Hightstown Engine Co. #1

Email: hfdhallinfo@gmail.com
140 N. Main St., Hightstown, NJ 0852

ACKNOWLEDGEMENT & HOLD HARMLESS RELEASE FORM

I am duly authorized to act on behalf of the Renter and to bind the Renter to the representations set forth herein. On behalf of the Renter, I acknowledge and confirm that the Renter hereby agrees to release, indemnify, defend and hold harmless the Borough of Hightstown and the Hightstown Engine Co. #1, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, volunteers and employees (collectively referenced as the "indemnitees"), from and against any and all claims, causes of action, and/or liabilities arising from or in any way related to the event held at the Hightstown Engine Co. #1 Banquet Hall, including damages, expenses, suits, proceedings, judgments, costs, penalties, and attorney's fees, whether such claim, cause of action or liability is direct or vicarious, resulting in property damage, personal injury or death to any person or entity.

I further acknowledge and confirm that the Renter hereby agrees to indemnify and defend any and all indemnitees for their own negligence, regardless of whether such negligence is responsible wholly or in part, for the damages suffered. This provision shall be construed as broadly in favor of indemnification as permitted under the laws of the State of New Jersey.

Event: _____

Date of Event: _____

Renter Name or Person Authorized to Act on Behalf of the Renter

(Print): _____

Date: _____

Signature of Renter or Person Authorized to Act on Behalf of the Renter and Executing this Form:

Email address: _____

Address: _____



CERTIFICATE OF LIABILITY INSURANCE

39
DATE (MM/DD/YYYY)
MM/DD/YYYY

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLD

IMPORTANT: If the certificate holder
If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL:	
	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
INSURED	INSURER :	
	INSURER :	
	INSURER :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: GL Event Revised kwh

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y			MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
							GENERAL AGGREGATE
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N					PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT
							E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder, The Borough of Hightstown, is included as an additional insured under general liability with respect to the event being held on MM/DD/YYYY at Hightstown Engine Co. #1 Banquet Hall, 140 N Main Street, Hightstown, NJ 08520

CERTIFICATE HOLDER

CANCELLATION

Hightstown Borough 156 Bank Street Hightstown NJ 08520	SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



Hightstown Borough Council
March 4, 2024 Meeting

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
40
MM/DD/YYYY

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESE

IMPORTANT: If the certificate holde i
If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holde i lieu of such endorsement(s)

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
INSURED	INSURER :		
	INSURER :		
	INSURER :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: GL Event Revised kwh

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y			MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ per policy
							MED EXP (Any one person) \$ per policy
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$2,000,00
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PRODUCTS - COMP/OPAGG \$per policy
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> AUTOS ONLY						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder, Hightstown Engine Co. #1, is included as an additional insured under general liability with respect to the event being held on MM/DD/YYYY at Hightstown Engine Co. #1 Banquet Hall, 140 N Main Street, Hightstown, NJ 08520

CERTIFICATE HOLDER

CANCELLATION

Hightstown Engine Co. #1

140 Main St

NJ 08520

Hightstown

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Resolution 2024-56

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

AUTHORIZING A RENEWED SHARED SERVICES AGREEMENT WITH MERCER COUNTY FOR EMS DISPATCH SERVICES

WHEREAS, with the adoption of Resolution 2014-126 on June 2, 2014, the Borough Council approved a Shared Services Agreement with Mercer County for Emergency Medical Dispatch Services for the period of July 1, 2014 to December 31, 2016; and

WHEREAS, Hightstown Borough has entered into successor agreements annually since the inception of the original agreement; and

WHEREAS, the parties desire to enter into a successor agreement to continue the provision of Emergency Medical Dispatch Services to the Borough by Mercer County for a one-year period, January 1, 2024 through December 31, 2024; 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 Dispatch Services for the period January 1, 2024 through December 31, 2024; and

WHEREAS, the Borough's net share of costs for these services, by the terms of this agreement, for the period January 1, 2024 through December 31, 2024 will be Five Thousand Five Hundred Ten Dollars (\$5,510.00) for this 12-month period; and

WHEREAS, additional terms of said Services shall be established in a shared services agreement signed by Mercer County and Hightstown Borough; and

WHEREAS, it is the intention of the Mayor and Council to provide adequate funding for this expenditure in the 2024 budget.

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

1. The Mayor and Municipal Clerk are hereby authorized to execute a shared services agreement for EMS Dispatch Services as stated herein.
2. This agreement is approved subject to the provision of adequate funds in the Borough's 2024 budget.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 4, 2024.

Margaret Riggio
Borough Clerk

**SHARED SERVICES AGREEMENT
BETWEEN
THE COUNTY OF MERCER AND THE BOROUGH OF HIGHTSTOWN
FOR THE PROVISION OF EMS DISPATCH SERVICES**

THIS AGREEMENT, made this _____ day of _____, 2024, by and between the County of Mercer, a body politic of the State of New Jersey, with principal offices located at 640 South Broad Street, Trenton, Mercer County, New Jersey (hereinafter referred to as “COUNTY”), and the Borough of Hightstown, a municipal corporation of the State of New Jersey, with principal offices located at 156 Bank Street, Hightstown, Mercer County, New Jersey (hereinafter referred to as “MUNICIPALITY”).

WITNESSETH:

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 provision within their combined jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the COUNTY is interested in providing EMS dispatch services to the MUNICIPALITY, and the MUNICIPALITY is interested in having said services available to its residents;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the COUNTY and the MUNICIPALITY hereby agree as follows:

1. The COUNTY agrees to provide EMS dispatch services to the MUNICIPALITY.

2. The term of this Agreement shall be one (1) year for the period of January 1, 2024 through December 31, 2024.

3. The MUNICIPALITY shall be assessed an annual assessment representing the cost of the calls made to, and received by the COUNTY for EMS dispatch services.

4. There shall be an adjustment to the annual assessment in January of the subsequent calendar year to reflect actual calls in the prior year.

5. Based on the annual assessment the MUNICIPALITY will pay an annual cost for EMS dispatch in the amount of \$5,510.00 to the COUNTY within thirty (30) days of invoicing by the COUNTY.

6. Each party shall indemnify, defend and hold harmless the other party, its agents, officers and employees, and their successors and assigns, from and against all liability for any claims, suits, demands, actions or causes of action of any kind and nature arising out of or in connection with the provision of the parties' respective responsibilities under this Agreement, to the extent permitted by law.

7. This Agreement may be terminated at any time by either party, with or without cause; however, unless otherwise agreed to by the parties, a termination shall not become effective for a minimum of ninety (90) days following the receipt of the notice of termination by the non-terminating party.

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

A. The designated representative for the COUNTY is:
Christopher Marion, County Administrator
County of Mercer
640 S. Broad Street
Trenton, NJ 08650

B. The designated representative for the MUNICIPALITY is:
Peggy Riggio, Municipal Clerk
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

9. 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. 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.

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year aforesaid.

ATTEST:

COUNTY OF MERCER

JERLENE H. WORTHY
CLERK TO THE BOARD
OF COUNTY COMMISSIONERS

DANIEL R. BENSON
COUNTY EXECUTIVE

ATTEST:

MARGARET RIGGIO
BOROUGH CLERK

SUSAN BLUTH, MAYOR

Resolution 2024-57

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

AUTHORIZING HIGHTSTOWN ENGINE COMPANY NO. 1 TO APPLY FOR THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM FOR FY2023

WHEREAS, the Assistance to Firefighters Grant Program (AFG) provides fire safety grants to fund critically needed resources to equip and train emergency personnel, enhance efficiencies and support community resilience; and

WHEREAS, the deadline to apply for funds for FY2023 is March 8, 2024; and

WHEREAS, Hightstown Engine Company No. 1 has expressed interest in applying for funds and requires Hightstown Borough's DUNS and UEI numbers for the application process; and

WHEREAS, Borough Council support the fire company's application provided that:

1. Hightstown Engine Company No. 1 is responsible for writing the grant and any and all administration of the grant during the application and approval process.
2. Hightstown Engine Company No. 1 is responsible for any and all administration of the grant should the grant be awarded.
3. Hightstown Engine Company No. 1 is responsible to maintain and update all records as required by AFG including any administration and follow up once funds are awarded.
4. Hightstown Engine Company No. 1 is responsible for any financial obligations including but not limited to matching grant funds.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Hightstown Engine Company No. 1 is authorized to apply for the FY2023 Assistance to Firefighters Grant Program as detailed herein and the Borough Administrator is directed to provide Hightstown Borough's DUNS and UEI numbers.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to:

1. Donald Derr, Chief Hightstown Engine Company
2. Dimitri Musing, Borough Administrator

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 4, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-58

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

RESOLUTION AUTHORIZING THE TRANSFER OF SURPLUS PROPERTY TO THE HIGHTSTOWN FIRST AID SQUAD, INC.

WHEREAS, the Borough of Hightstown (the “Borough”) is in possession of an old ambulance vehicle (the “vehicle”), which was previously acquired by the Borough from Robbinsville Township; and

WHEREAS, the vehicle is a 2006 Ford model ambulance, bearing VIN #1FDXE45P16DA36239; and

WHEREAS, the Borough has determined that the vehicle is no longer needed for any public purposes of the Borough, and that it represents surplus property with nominal or no value; and

WHEREAS, the Borough wishes to transfer title to the vehicle to the Hightstown First Aid Squad, Inc. (the “HFAS”), which is a 501(c)(3) charitable nonprofit entity that provides public emergency services to the residents of the Borough and the public in general, for no consideration.

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

- 1, That the vehicle is hereby determined and declared to be surplus property with nominal or no value.
2. That the Borough hereby authorizes the transfer of title to the vehicle to the HFAS in order to assist with the public purposes of providing emergency medical services to the residents of the Borough and the general public, for no consideration.
3. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, any documents that are necessary in order to effectuate the transfer of title to the vehicle to the HFAS.
4. That all other Borough officials are authorized to perform any actions that are necessary in order to further the intentions of the within Resolution.
5. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Hightstown First Aid Squad, Inc.;
 - b. Dimitri Musing, Borough Administrator;
 - c. George Lang, CFO;
 - d. Gerard Stankiewicz, Borough Auditor; and
 - e. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 4, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-59

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

RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2024 BOARDS, COMMISSIONS AND COMMITTEES

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

Environmental Commission

Judy Schuler (Alt. #2)	Ux. 2 Years	December 31, 2025
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Cultural Arts Commission

Phillip Gargiulo (Alt. #2)	Ux. 1 Year	December 31, 2024
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CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 4, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-60

*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>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	3,500.00	42,510.00	46,010.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	35,000.00	35,000.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	3,500.00	77,510.00	81,010.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 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 March 4, 2024.

Margaret Riggio
Borough Clerk

Borough of Hightstown
Emergency Temporary No. 2
3/4/2024

SCHEDULE "A"

Current Fund

Financial Administration	Other Expenses	2,000.00
Tax Collector	Other Expenses	<u>1,500.00</u>
Total Current Fund		<u>3,500.00</u>

Resolution 2024-61

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 4, 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 – Summit Street Improvements

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 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 March 4, 2024.

Margaret Riggio
Borough Clerk