

AGENDA
Hightstown Borough Council
November 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 October 21, 2024 – Public Session
October 21, 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.

Resolutions **2024-198** Authorizing Payment of Bills

Consent Agenda **2024-199** Extending the Grace Period for Payment of 2024 Fourth Quarter Taxes

2024-200 Resolution Establishing a New Policy Relative to the Claimant Certification Requirements as Set Forth in N.J.S.A. 40A.5-16

Discussion Best Practices 2024
Cannabis Ordinance

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session **Resolution 2024-201** Authorizing a Meeting that Excludes the Public
Personal – Former Employee

Contract Negotiations – The Borough of Hightstown and the
Borough of Washington

Contract Negotiations – Robbinsville Police/Court Facility

Resolution 2024-198

*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 \$290,201.24 from the following accounts:

Current		\$227,067.20
W/S Operating		17,664.86
General Capital		27,031.25
Water/Sewer Capital		13,598.50
Grant		629.23
Trust		310.20
Unemployment Trust		0.00
Animal Control		0.00
Law Enforcement Trust		1,200.00
Tax Lien Trust		0.00
Housing Trust		0.00
Public Defender Trust		2,700.00
Escrow		<u>0.00</u>
Total		<u>\$290,201.24</u>

CERTIFICATION

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

Margaret Riggio
Borough Clerk

Ranges		Item Status		Purchase Types		Misc					
<i>Range: First to Last</i>		<i>Open: N</i>		<i>Bid: Y</i>		<i>P.O. Type: All</i>					
<i>Rcvd Batch Id Range: First to Last</i>		<i>Void: N</i>		<i>State: Y</i>		<i>Include Project Line Items: Yes</i>					
		<i>Paid: N</i>		<i>Other: Y</i>		<i>Format: Detail without Line Item Notes</i>					
		<i>Held: Y</i>		<i>Exempt: Y</i>		<i>Include Non-Budgeted: Y</i>					
		<i>Aprv: N</i>				<i>Vendors: All</i>					
		<i>Rcvd: Y</i>									
<i>Vendor #</i>	<i>Name</i>										
<i>P.O. #</i>	<i>PO Date</i>	<i>Description</i>	<i>Contract</i>	<i>PO Type</i>							
<i>Item Description</i>	<i>Amount</i>	<i>Charge Account</i>	<i>Acct Description</i>	<i>Type</i>	<i>Stat/Chk</i>	<i>First Enc Date</i>	<i>Rcvd Date</i>	<i>Chk/Void Date</i>	<i>Invoice</i>	<i>1099 Excl</i>	
ACTIO010	ACTION UNIFORM CO, LLC										
23-01662	12/20/23	UNIFORM ALLOWANCE - NEW HIRE			B						
4 UNIFORM ALLOWANCE - NEW HIRE	2,660.43	3-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	12/20/23	11/01/24		64854	N	
	Vendor Total:	2,660.43									
ANSEL010	ANSELL HEALTHCARE PROD., LLC										
24-00608	05/28/24	MEDICAL GRADE GLOVES									
1 XL MEDICAL GLOVES	146.90	4-09-55-501-001-503	B	Water Plant Maintenance	R	05/28/24	10/31/24		22073905	N	
2 L MEDICAL GLOVES	566.00	4-09-55-501-001-503	B	Water Plant Maintenance	R	05/28/24	10/31/24		22072710	N	
	Vendor Total:	712.90									
BRTTE005	BRT TECHNOLOGIES LLC										
24-00995	09/05/24	ANNUAL ASSESSMENT NOTICES			B						
3 ANNUAL ASSESSMENT POSTAGE	926.80	4-01-20-150-001-024	B	Postage & Express Charges	R	09/05/24	10/31/24		3936	N	
	Vendor Total:	926.80									
CLARK005	CLARKE CATON HINTZ										
24-01132	10/11/24	INV 90771, 90772, & 90773									
1 INV 90773 REEXAMINATION REPORT	655.93	4-01-21-180-001-110	B	Master Planner	R	10/15/24	10/31/24		90773	N	
2 INV 90771 HOUSING PLAN	2,061.50	4-01-21-180-001-108	B	COAH Planning	R	10/15/24	10/31/24		90771	N	
3 INV 90772 ZONING	125.00	4-01-21-180-001-110	B	Master Planner	R	10/15/24	10/31/24		90772	N	
	Vendor Total:	2,842.43									
C0938	COLE PARMER										
24-00693	06/17/24	QUOTE #406120082									
1 ADJ VOL PIPET SINGLE 500-5KUL	165.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	06/17/24	10/31/24		3757315	N	
2 TIP OMGA EPP/BIO/ACC 5ML 100PK	40.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	06/17/24	10/31/24		3757315	N	
3 FREIGHT	31.14	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	10/04/24	10/31/24		3757315	N	
	Vendor Total:	236.14									

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
C0938	COLE PARMER	Account Continued									
24-00950	08/21/24	QUOTE #408090109									
1 TIP OMGA EPP/BIO/ACC 5ML 100PK		136.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	08/21/24	10/31/24		3806120	N
2 SLIDES POSCHG GRDEDG 76X26 72		30.96	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	08/21/24	10/31/24		3806120	N
3 FREIGHT		24.96	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	08/21/24	10/31/24		3806120	N
		191.92									
	Vendor Total:	428.06									
CONCE005	CONCENTRA MEDICAL CENTERS										
24-01225	10/29/24	FOLLOW UP & POST ACC MILLER									
1 FOLLOW UP 10/4/24 MILLER		104.00	4-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	10/29/24	10/31/24		517250005	N
2 POST ACC 10/9/24 MILLER		176.00	4-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	10/29/24	10/31/24		517250005	N
		280.00									
	Vendor Total:	280.00									
COUNT015	COUNTY OF MONMOUTH-	-									
24-01150	10/11/24	AUGUST 2024 SERVICES									
1 INV 24000715-AUG 2024 SERVICE		25.00	4-01-26-305-001-199	B	Miscellaneous	R	10/11/24	10/31/24		24000715	N
2 INV 24000715-ADMINISTRATIVE		21.50	4-01-26-305-001-199	B	Miscellaneous	R	10/11/24	10/31/24		24000715	N
		46.50									
	Vendor Total:	46.50									
E0157	EAST WINDSOR TOWNSHIP										
24-00962	08/22/24	DISPATCH SERVICES 2024				B					
3 INV 2024-001(2) DISPATCH SVCS		51,143.46	4-01-43-517-001-199	B	East Windsor Dispatch-Shared Service	R	08/22/24	10/31/24		2024-001(2)	N
	Vendor Total:	51,143.46									
Q0176	EUROFINS QC, LLC										
24-01217	10/29/24	WATER ANALYSIS									
1 INV 6300066462-WATER ANALYSIS		247.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	10/29/24	10/31/24		6300066462	N
2 INV 6300066476-WATER ANALYSIS		247.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	10/29/24	10/31/24		6300066476	N
3 INV 6300066417-WATER ANALYSIS		332.00	4-09-55-501-001-532	B	Outside Testing/Labs	R	10/29/24	10/31/24		6300066417	N
4 INV 6300066247-WATER ANALYSIS		57.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	10/29/24	10/31/24		6300066247	N
		884.50									
	Vendor Total:	884.50									
F0909	FLOWTECH, LLC										
24-01221	10/29/24	ANNUAL FLOW METER CALIBRATION									

Vendor #	Name	Description		Contract	PO Type			Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	
Item Description				Type					
F0909	FLOWTECH, LLC	Account Continued							
1 SITE WORK:02- ANNUAL		530.00	4-09-55-501-002-503	B Sewer Plant Maintenance	R	10/29/24	10/31/24	3571	N
Vendor Total:		530.00							
FRONT005	FRONTLINE PUBLIC SAFETY								
24-01135	10/11/24	TRAINING TRACKER SOFTWARE							
1 TRAINING TRACKER SOFTWARE		3,935.93	4-01-25-240-001-029	B Maint. Contracts - Other	R	10/11/24	10/31/24	FL93755	N
Vendor Total:		3,935.93							
GEETA005	GEETANJALI JAIN								
24-01203	10/24/24	2ND & 3RD QTR MILEAGE REIMB							
1 MILEAGE REIMBURSEMENT 2ND QTR		275.50	4-01-27-330-001-045	B Mileage/Travel	R	10/24/24	10/31/24	2ND QTR 2024	N
2 MILEAGE REIMBURSEMENT 3RD QTR		157.12	4-01-27-330-001-045	B Mileage/Travel	R	10/24/24	10/31/24	3RD QTR 2024	N
		<u>432.62</u>							
Vendor Total:		432.62							
G1077	GEORGE S. COYNE CO., INC.								
24-00069	01/26/24	RES 2023-209 CHLORINE							
8 INV 440087 CHLORINE	10/8/24	1,797.24	4-09-55-501-001-526	B Chlorine	R	09/16/24	10/31/24	440087	N
Vendor Total:		1,797.24							
HO122	HECTOR J. ORTIZ								
24-01218	10/29/24	REIMBURSEMENT EDUCATION DPW							
1 REIMBURSEMENT EDUCATION DPW		298.00	4-01-26-310-001-042	B Education & Training	R	10/29/24	10/31/24	PW-1306-FA24-1	N
2 REIMBURSEMENT EDUCATION DPW		205.00	4-01-26-310-001-042	B Education & Training	R	10/29/24	10/31/24	82093	N
		<u>503.00</u>							
Vendor Total:		503.00							
INTER015	INTERSTATE WASTE SERVICES OF								
24-00061	01/24/24	MUNICIPAL RECYCLING							
12 MUNICIPAL RECYCLING NOV 2024		12,610.67	4-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdlR		08/26/24	10/31/24	10090400	N
Vendor Total:		12,610.67							
JUNOD005	JUNOD SQUAD LLC								
24-01035	09/10/24	PINS AND COINS							
1 INV 6966 CHALLENGE COINS		850.00	T-14-56-286-000-827	B RESERVE-LAW ENFORCEMENT TRUR		09/10/24	10/31/24	6966	N
2 INV 6966 PINS		350.00	T-14-56-286-000-827	B RESERVE-LAW ENFORCEMENT TRUR		09/10/24	10/31/24	6966	N
		<u>1,200.00</u>							

Vendor #	Name			Contract	PO Type			Invoice	1099 Excl
P.O. #	PO Date	Description	Amount	Charge Account	Acct Description	Stat/Chk	First Enc Rcvd	Chk/Void	
Item Description					Type		Date Date	Date	
JUNOD005	JUNOD SQUAD LLC	Account Continued							
Vendor Total:		1,200.00							
J0378	KENNCO LLC								
24-01156	10/11/24	SEPTEMBER 2024 CYLINDER RENTAL							
1 INV R27312-SEPT 2024 CYLINDER		36.00	4-01-26-290-001-050	B	DPW Work Equipment	R	10/11/24	10/31/24	R27312 N
Vendor Total:		36.00							
L0027	LINCOLN FINANCIAL								
24-01126	10/04/24	LOSAP 2023 RES 2024-86							
1 LOSAP 2023 RES 2024-86		18,000.00	4-01-43-500-001-399	B	Miscellaneous-O/E LOSAP	R	10/04/24	11/01/24	CR32718 2023 N
Vendor Total:		18,000.00							
M0256	MERCER CO IMPROVEMENT AUTH								
24-01137	10/11/24	SEPTEMBER 2024 TIPPING							
1 SEPTEMBER 2024 TIPPING		17,466.22	4-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	10/11/24	10/31/24	SEPT 2024 N
2 SEPTEMBER 2024 RECYCLING TAX		415.86	4-01-43-496-001-174	B	Recycling Tax	R	10/11/24	10/31/24	SEPT 2024 N
		17,882.08							
Vendor Total:		17,882.08							
M1125	MOUNT'S GARAGE								
24-01227	10/29/24	2013 FORD TAURUS CK ENG LIGHT							
1 2013 FORD TAURUS		314.06	4-01-25-256-002-034	B	VEHICLE PARTS	R	10/29/24	11/01/24	16082 N
2 DIAGNOSE CK ENG LIGHT		373.88	4-01-25-256-002-034	B	VEHICLE PARTS	R	10/29/24	11/01/24	16082 N
3 HAZARDOUS MATERIALS		6.88	4-01-25-256-002-034	B	VEHICLE PARTS	R	10/29/24	11/01/24	16082 N
4 PLENUM GASKET		24.71	4-01-25-256-002-034	B	VEHICLE PARTS	R	10/29/24	11/01/24	16082 N
5 NEW FUEL INJECTOR		420.96	4-01-25-256-002-034	B	VEHICLE PARTS	R	10/29/24	11/01/24	16082 N
6 SHOP SUPPLIES		17.00	4-01-25-256-002-034	B	VEHICLE PARTS	R	10/29/24	11/01/24	16082 N
		1,157.49							
Vendor Total:		1,157.49							
N0275	NJ LEAGUE OF MUNICIPALITIES								
24-01212	10/24/24	AD FOR 2025 PROF. SERVICES							
1 AD FOR 2025 PROF. SERVICES		115.00	4-01-20-120-001-021	B	Advertisements	R	10/25/24	10/31/24	SD21460 N
Vendor Total:		115.00							
PACEA005	PACE ANALYTICAL SERVICES, LLC								
24-01206	10/24/24	INV #247122270 EFFLUENT ANALYS							

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Type	Description						
Item Description											
PACEA005	PACE ANALYTICAL SERVICES, LLC		Account Continued								
1 ECLOI		63.50	4-09-55-501-002-532	B	Outside Lab Testing	R	10/24/24	10/31/24		247122270	N
Vendor Total:		63.50									
P0088	PARKER MCCAY, P.A.										
24-01180	10/17/24	ATTORNEY INVOICE 3188854									
1 ATTORNEY INVOICE 3188854		851.00	4-01-21-180-001-107	B	Planning Board - Attorney	R	10/17/24	10/31/24		3188854	N
Vendor Total:		851.00									
REDAR005	RED ARROW TECHNOLOGIES, LLC										
24-01104	10/01/24	ONSITE SUPPORT INV 16940									
1 ONSITE SUPPORT INV 16940		150.00	4-09-55-501-001-530	B	Computer Software/Maint/Equip	R	10/01/24	10/31/24		16940	N
24-01176	10/16/24	VOIP SVCS OCT 2024 HFD & MAIN									
1 VOIP SVCS OCT 2024 HFD		122.27	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/16/24	10/31/24		16984	N
2 VOIP SVCS OCT 2024 MAIN		499.23	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/16/24	10/31/24		16984	N
		621.50									
24-01189	10/24/24	VOIPSVCS HPD/AWWTP 10/15-11/14									
1 VOIP SVCS AWWTP		180.92	4-09-55-501-003-548	B	Telephone-	R	10/24/24	10/31/24		17015	N
2 VOIP SVCS HPD		377.86	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/24/24	10/31/24		17015	N
		558.78									
24-01220	10/29/24	MONTHLY SUPPORT PHONES&NETWORK									
1 MONTHLY SUPPORT PHONES HPD		300.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/29/24	10/31/24		17112	N
2 MONTHLY SUPPORT PHONES BORO		200.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/29/24	10/31/24		17112	N
3 MONTHLY SUPPORT PHONES HFD		100.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/29/24	10/31/24		17112	N
4 MONTHLY SUPPORT PHONES AWWTP		100.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		10/29/24	10/31/24		17112	N
5 TECH SUPPORT & SVCS NOV 2024		2,110.00	4-01-20-140-001-094	B	Computer Service & Support	R	10/29/24	10/31/24		17111	N
6 INTERNET & WEB NOV 2024		1,315.00	4-01-20-140-001-094	B	Computer Service & Support	R	10/29/24	10/31/24		17111	N
7 TECH SUPPORT/INTERNET/WEB11/24		710.00	4-09-55-501-002-530	B	Computer Software/Maint/Equip	R	10/29/24	10/31/24		17111	N
8 TECH SUPPORT/INTERNET/WEB11/24		595.00	4-09-55-501-001-530	B	Computer Software/Maint/Equip	R	10/29/24	10/31/24		17111	N
		5,430.00									
Vendor Total:		6,760.28									
RESOR005	RESORTS CASINO HOTEL										
24-01127	10/07/24	ACCOMODATIONS 2024 LEAGUE									
1 ACCOMODATIONS 2024 LEAGUE		238.00	4-01-20-110-001-041	B	Conferences & Meetings	R	10/15/24	11/01/24		20455	N
Vendor Total:		238.00									

Vendor #	Name	Description		Contract	PO Type	Stat/Chk		First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type			Date	Date	Date		
R0537	STITCHES N INK	Account Continued										
24-01226	10/29/24	HTIP & PWP T-SHIRTS										
1	HTIP & PWP T-SHIRTS 2024	315.20	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN R			10/29/24	10/31/24		22624	N
2	DISCOUNT INV 22624	5.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN R			10/29/24	10/31/24		22624	N
		310.20										
Vendor Total:		310.20										
TIMOT005	TIMOTHY ROSELLE											
24-01204	10/24/24	ART LAB & SUPPLIES										
1	ART LAB GNR ELEMENTARY SCHOOL	125.00	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R		10/24/24	10/31/24		10-22-24	N
2	SUPPLIES	104.23	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R		10/24/24	10/31/24		10-22-24	N
		229.23										
Vendor Total:		229.23										
T0060	TOWNSHIP OF ROBBINSVILLE											
24-01188	10/24/24	COURT SHARED SVCS 3RD QTR 2024										
1	SALARIES	31,213.63	4-01-20-176-000-199	B	Miscellaneous	R		10/24/24	10/31/24		QTR 3 2024	N
2	PROSECUTOR	5,115.00	4-01-20-176-000-199	B	Miscellaneous	R		10/24/24	10/31/24		QTR 3 2024	N
3	PUBLIC DEFENDER	2,700.00	T-17-56-286-000-837	B	RESERVE-PUBLIC DEFENDER	R		10/24/24	10/31/24		QTR 3 2024	N
4	USE OF FACILITIES	18,000.00	4-01-26-310-001-025	B	Building Rental	R		10/24/24	10/31/24		QTR 3 2024	N
5	ADMINISTRATIVE FEE	3,000.00	4-01-20-176-000-199	B	Miscellaneous	R		10/24/24	10/31/24		QTR 3 2024	N
6	POSTAGE	231.87	4-01-20-176-000-022	B	Postage and Express Charges	R		10/24/24	10/31/24		QTR 3 2024	N
7	LANGUAGE LINE	598.65	4-01-20-176-000-111	B	Interpretor/Outside Help	R		10/24/24	10/31/24		QTR 3 2024	N
8	EQUIPMENT & SUPPLIES 40%	2,484.20	4-01-20-176-000-036	B	Office Supplies	R		10/24/24	10/31/24		QTR 3 2024	N
		63,343.35										
Vendor Total:		63,343.35										
T0061	TOWNSHIP OF ROBBINSVILLE DPW											
24-01201	10/24/24	HPD VEHICLE MAINTENANCE										
1	HPD VEHICLE MAINTENANCE	108.12	4-01-43-515-001-170	B	Mechanic Services	R		10/24/24	10/31/24		1001480	N
2	HPD VEHICLE MAINTENANCE	333.39	4-01-43-515-001-170	B	Mechanic Services	R		10/24/24	10/31/24		1001481	N
3	HPD VEHICLE MAINTENANCE	37.16	4-01-43-515-001-170	B	Mechanic Services	R		10/24/24	10/31/24		1001482	N
4	HPD VEHICLE MAINTENANCE	37.16	4-01-43-515-001-170	B	Mechanic Services	R		10/24/24	10/31/24		1001483	N
5	HPD VEHICLE MAINTENANCE	550.35	4-01-43-515-001-170	B	Mechanic Services	R		10/24/24	10/31/24		1001484	N
		1,066.18										
Vendor Total:		1,066.18										

Vendor #	Name	Description		Contract	PO Type	Stat/Chk		First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type							
Item Description												
VECTO010	VECTOR SECURITY, INC.											
24-00440	04/15/24		NEW FIRE ALARM SYSTEM			B						
15 DPW 9/24/24-12/23/24 FIRE COMM		90.00	4-01-26-310-001-024	B	Building Maintenance	R	08/29/24	10/31/24			74699252	N
16 DPW 9/24/24-12/23/24 INSP FIRE		114.00	4-01-26-310-001-024	B	Building Maintenance	R	08/29/24	10/31/24			74699252	N
17 DPW 9/24/24-12/23/24 MONITOR		105.00	4-01-26-310-001-024	B	Building Maintenance	R	08/29/24	10/31/24			74699252	N
18 WTP 10/17/24-1/16/25 FIRE COMM		90.00	4-09-55-501-001-503	B	Water Plant Maintenance	R	09/06/24	10/31/24			74832829	N
19 WTP 10/17/24-1/16/25 INSP FIRE		122.55	4-09-55-501-001-503	B	Water Plant Maintenance	R	09/06/24	10/31/24			74832829	N
20 WTP 10/17/24-1/16/25 MONITOR		105.00	4-09-55-501-001-503	B	Water Plant Maintenance	R	09/06/24	10/31/24			74832829	N
		626.55										
	Vendor Total:	626.55										
VIKIN005	VIKING TERMITE & PEST CONTROL											
24-01152	10/11/24		OCTOBER 2024 SERVICE DPW/MNPL									
1 INV 902170139-OCT 2024 SERVICE		21.60	4-01-26-310-001-029	B	Maintenance Contracts	R	10/11/24	10/31/24			902170139	N
	Vendor Total:	21.60										
W0002	W.B. MASON CO., INC.											
24-01168	10/16/24		OFFICE SUPPLIES OCT. 2024									
1 CENTRAL OFFICE SUPPLIES		25.21	4-01-20-125-001-036	B	Office Supplies	R	10/16/24	10/31/24			S143877093	N
2 FIRE DEPT. OFFICE SUPPLIES		680.81	4-01-25-252-002-036	B	Office Supplies	R	10/16/24	10/31/24			S143877093	N
		706.02										
	Vendor Total:	706.02										
W0071	WASTE MGMT OF NEW JERSEY, INC.											
24-00123	02/02/24		RES 2023-208 SLUDGE REMOVAL			B						
11 INV 3222336-0502-9WASTE		7,090.70	4-09-55-501-002-538	B	Sludge Removal/Disposal-Waste ManaR		09/06/24	10/31/24			3222336-0502-9	N
	Vendor Total:	7,090.70										
W0286	WEST WINDSOR TOWNSHIP											
24-00230	02/23/24		2024 HEALTH INTERLOCAL			B						
5 2024 HEALTH INTERLOCAL 4TH QTR		6,179.75	4-01-43-511-001-026	B	West Windsor Health Contract	R	10/29/24	10/31/24			11-1-24	N
	Vendor Total:	6,179.75										
Total Purchase Orders: 41 Total P.O. Line Items: 107 Total List Amount: 250,333.51 Total Void Amount: 0.00												

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total	
CURRENT FUND	3-01	2,660.43	0.00	2,660.43	0.00	0.00	2,660.43	
CURRENT FUND	4-01	186,709.78	0.00	186,709.78	0.00	0.00	186,709.78	
	4-09	15,894.12	0.00	15,894.12	0.00	0.00	15,894.12	
	Year Total:	202,603.90	0.00	202,603.90	0.00	0.00	202,603.90	
GENERAL CAPITAL	C-04	27,031.25	0.00	27,031.25	0.00	0.00	27,031.25	
WATER/SEWER CAPITAL	C-08	13,598.50	0.00	13,598.50	0.00	0.00	13,598.50	
	Year Total:	40,629.75	0.00	40,629.75	0.00	0.00	40,629.75	
	G-02	229.23	0.00	229.23	0.00	0.00	229.23	
TRUST OTHER - FUND #12	T-12	310.20	0.00	310.20	0.00	0.00	310.20	
LAW ENFORCEMENT TRUST FI	T-14	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00	
PUBLIC DEFENDER TRUST FUI	T-17	2,700.00	0.00	2,700.00	0.00	0.00	2,700.00	
	Year Total:	4,210.20	0.00	4,210.20	0.00	0.00	4,210.20	
Total Of All Funds:		250,333.51	0.00	250,333.51	0.00	0.00	250,333.51	

Resolution 2024-199

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

EXTENDING THE GRACE PERIOD FOR PAYMENT OF 2024 FOURTH QUARTER TAXES

WHEREAS, 2024 Fourth Quarter Taxes were due on November 1, 2024, with a ten-day grace period; and

WHEREAS, due to the delayed adoption of the budget, the mailing of the tax bills was delayed; and

WHEREAS, the Mayor and Borough Council finds it to be equitable and proper that the grace period for payment of the 2024 fourth quarter tax be extended until the 12th day of December, 2024; and

WHEREAS, if the 2024 fourth quarter tax payment is not received by December 12, 2024, late fees shall be effective from the due date of November 1, 2024, as is required.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the grace period for payment of the 2024 fourth quarter taxes be extended as detailed herein.

CERTIFICATION

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

Margaret Riggio
Borough Clerk

Resolution 2024-200

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

RESOLUTION ESTABLISHING A NEW POLICY RELATIVE TO THE CLAIMANT CERTIFICATION REQUIREMENTS AS SET FORTH IN N.J.S.A. 40A:5-16

WHEREAS, NJAC 5:30-9A.6 allows local units to enact a standard policy through resolution to not require claimant certification where the vendor or claimant does not provide such certification as part of its normal course of business; and

WHEREAS, claimant certifications cannot be waived for the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual (e.g. sole proprietors); and

WHEREAS, the Borough CMFO has recommended in the interest of efficiency that said policy be adopted.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, that the new policy relative to claimant certification requirements be enacted as detailed herein.

CERTIFICATION

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

Margaret Riggio
Borough Clerk

DRAFT
Ordinance 2024-__

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING VARIOUS SECTIONS OF
“THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN”
RELATING TO CANNABIS LICENSING.**

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

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

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

WHEREAS, the Borough Council of the Borough of Hightstown (the “Borough”), in the County of Mercer and State of New Jersey, previously decided that additional study of cannabis business was warranted and thus initially voted to opt out of permitting any cannabis businesses, excepting the delivery of cannabis products as allowed by the Act, through the enactment of Ordinance 2021-06; and

WHEREAS, having further studied the issues at hand, including the receipt of input from the Planning Board, the Borough Council subsequently found it necessary and appropriate, and in the best interests of the health, safety and welfare of the Borough’s residents and members of the public, to opt in with regard to cannabis licensing in certain limited respects, and to permit certain classes of cannabis-related businesses, land use and development within the geographic boundaries of the Borough, pursuant to the terms and conditions set forth in Ordinance 2023-20, as adopted on December 18, 2023; and

WHEREAS, upon further review, the Borough Council has determined to expand its cannabis licensing to include Class 5 Cannabis Retailer Licenses as set forth in the Act, and to revise the cannabis licensing requirements of “The Revised General Ordinances of the Borough of

Hightstown” (also referenced as the “Borough Code”) as set forth herein.

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

Section 1. Article 4-13, entitled “Cannabis Licensing,” of “Part 1, “Business Licensing,” of Chapter “4, “General Licensing,” of the Borough Code is hereby amended and supplemented in the following respects (additions are show with underline; deletions are shown with ~~strikethrough~~):

Chapter 4. General Licensing

Part 1. Business Licensing

Article 4-13. Cannabis Licensing

§ 4-13-1 Definitions.

[Added 12-18-2023 by Ord. No. 2023-20]

- A. As used in this article, the following terms shall have the meanings as defined in the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act,"^[1] also referenced herein as the "Act" or "P.L. 2021, c. 16," as it may be amended or superseded, and are included herein for purposes of general acknowledgment and ease of use:

CLASS 1 CANNABIS CULTIVATOR LICENSE

A license for facilities involved in growing and cultivating cannabis.

CLASS 2 CANNABIS MANUFACTURER LICENSE

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

CLASS 3 CANNABIS WHOLESALER LICENSE

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

CLASS 4 CANNABIS DISTRIBUTOR LICENSE

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

CLASS 5 CANNABIS RETAILER LICENSE

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

CLASS 6 CANNABIS DELIVERY LICENSE

A license for businesses providing courier services for consumer purchases that are

fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.

[1] *Editor's Note: See N.J.S.A. 24:6I-31 et seq.*

- B. All other terms as defined in the Act are hereby incorporated herein by reference and shall have the meanings set forth in the Act, as may be amended or superseded.
- C. In addition, the following terms shall have the meanings indicated:

GIFTING

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

§ 4-13-2 Nonlicensed cannabis businesses and individual proprietors and gifting prohibited.

[Added 12-18-2023 by Ord. No. 2023-20]

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

§ 4-13-3 Licensed use applicability.

[Added 12-18-2023 by Ord. No. 2023-20]

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

§ 4-13-4 Local licensing authority.

[Added 12-18-2023 by Ord. No. 2023-20]

- A. The Borough Council is hereby designated to act as the local licensing authority for the Borough of Hightstown for all cannabis businesses within the Borough. The Borough Administrator shall act as the receiver of any communications from the State Cannabis Regulatory Commission and shall promptly convey any item of information with regard to the licensing of cannabis businesses by the state or in which state law requires any review or

approval by the Borough of any action to the Borough Council.

- B. Under no circumstances shall a local license for a cannabis business issued by the Borough Council be effective until or unless the state has issued the requisite licenses to operate such a facility. It is the intent of this article that no cannabis business may lawfully operate in the Borough of Hightstown without the issuance of a state license and full regulatory oversight of the cannabis business by the Cannabis Regulatory Commission or other state licensing authority as required by law as well as oversight and issuance of a license by the Borough.
- C. Municipal licensing for cannabis businesses shall follow the nomenclature of the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act"^[1] as indicated in the definitions in this article.
[1] *Editor's Note: See N.J.S.A. 24:6I-31 et seq.*
- D. Maximum number of licenses and fees. Subject to the provisions of Chapter 28, the Borough may issue up to and including the following number of licenses, which shall require the associated license application and annual renewal fee:

License	Class	Maximum Number of Licenses to be Issued	Nonrefundable Application Fee	<u>Nonrefundable Annual License Renewal Fee</u>
Cannabis cultivator	1	1	\$10,000	\$25,000
Cannabis manufacturer	2	1	\$10,000	\$25,000
Cannabis wholesaler	3	1	\$10,000	\$25,000
Cannabis distributor	4	1	\$10,000	\$25,000
Cannabis retailer	5	0	N/A \$10,000	N/A \$25,000
Cannabis delivery	6	0	N/A	N/A

NOTE:

For any class of cannabis license referenced in the schedule above in which the number "0" is specified under the column entitled "Maximum Number of Licenses to be Issued," the Borough hereby continues to opt out relating to that class of cannabis license under the Act, as originally declared in Ordinance No. 2021-06.

- E. A resolution of support issued by the Borough Council pursuant to N.J.A.C. 17:30-5.1(g)1 to a cannabis business shall expire within 18 months unless the business has secured at least one of the annual state-issued cannabis licenses for operation of a Class 1 through 4 business within the Borough of Hightstown. The Borough Council may extend the resolution of

support at its discretion for up to two additional periods of six months each for good cause, including but not limited to delays in the processing of approvals required from state, county or other local agencies. There shall be a fee of \$2,500 for each extension request.

F. Additional licensing regulations.

(1) Hours of operation.

- (a) The hours of operation of vehicles on the premises of a cannabis business with a gross vehicle weight rating of 25,000 pounds or greater for Classes 2 through 4 5 licensees shall be limited from 7:00 a.m. to 7:00 p.m., inclusive, unless, as part of a site plan application and for good cause shown and mitigation of noise, appropriate access and site layout, an extended period, not to exceed 14 hours total in any day, is approved by the Planning Board.
- (b) Such hours shall be construed to mean Eastern Standard Time or Eastern Daylight Savings Time, whichever time shall be in effect within the Borough of Hightstown.

(2) Prohibited consumption. The consumption of cannabis items through smoking, vaping, aerosolizing or other means (e.g., edibles) is prohibited within or on the grounds of any licensed cannabis establishments, distributors, or delivery service of any class of license within the Borough of Hightstown.

(3) Security. All structures shall be designed, using safety and security barriers, to prevent the unlawful and unauthorized entry into the structures as prescribed by state law.

- (a) There shall be controlled access to the site, with 24/7 on-site video monitoring of the exterior and interior of the facility. Video records shall be retained and stored for the period prescribed by state law, but in no case shall such video be retained and stored for less than 30 days.
- (b) Any site plans, construction plan, reports and similar documents depicting or describing access and security details information concerning the facility shall be deemed and protected as confidential security documents and exempt from disclosure as public records.

(4) Emergency power. All licensed cannabis establishments, distributors, or delivery services shall have a backup generator capable of maintaining, at a minimum, all electronic security systems and odor control systems in the event of a power failure for a period of at least 48 hours.

(5) Enclosed building. All cultivation, manufacturing, storage, and distribution and retail activities, as may be permitted within the Borough, shall take place within an

enclosed building. Any facility that is not the sole occupant of its building shall have no internal doorways, windows, or utility chases in common with other spaces in the building and shall have a separate HVAC system (which incorporates odor control) solely for the cannabis business.

- (6) Pollen and seed control. Any cannabis business shall implement measures to prevent cross-pollination and to prevent cannabis pollen and seeds from leaving the premises, which may include, but is not limited to, use of pollen screens, ultraviolet light and other methods, to ensure that employees, customers, vendors and other persons on site do not leave the premises while carrying any cannabis pollen or seeds knowingly or unknowingly.
- (7) Fencing. All fencing or walls installed for security purposes shall be at least six feet in height. Such security structure may be extended in height as approved on a site plan by the Planning Board.
- (8) Site management. Any cannabis business shall properly store and dispose of all waste generated on the site, including chemical and organic waste, in accordance with all applicable laws and regulations. No cannabis business shall dispose of cannabis or cannabis products unless they have been made unusable and unrecognizable.
- (9) Noise. All cannabis business facilities shall operate in compliance with state, county, and local noise laws and regulations, except in emergency situations requiring the use of a backup generator.
- (10) Odor. All cannabis business facilities shall utilize available technology to filter and recirculate air so that odors are not discernible by a reasonable person beyond the property line. Such determination shall be supported by such exhibits, submissions and expert testimony in a development application before the Planning Board for site plan approval to which the approving authority may attach reasonable conditions. The Planning Board may engage such experts as needed to evaluate the submissions made by the applicant in accordance with the procedures set forth in N.J.S.A. 40:55D-1 et seq.
- (11) Site plan and other necessary land use approvals. All applicants for a license to operate a cannabis business within the Borough shall be required to apply for and obtain site plan approval and any other necessary land use approvals from the Planning Board.
- (12) Host community benefits agreement. Following the receipt of all necessary approvals, any applicant for a license to operate a cannabis business within the Borough shall be required to enter into a host community benefits agreement with the Borough to:
 - (a) Address on- or off-site impacts reasonably anticipated because of the nature of the business and/or the property on which such business is proposed to be

located as a condition of local land use approval; and/or

(b) Memorialize an applicant's commitment to the Borough.

(13) Sales restricted to persons over age 21. No sales of cannabis items shall be permitted to persons who are under the age of 21 years.

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

(1) The applicant shall submit proof that the applicant has or will have lawful possession of the premises proposed for the cannabis establishment, which proof may consist of a deed, a lease, a real estate contract contingent upon successful licensing, or a binding letter of intent by the owner of the premises indicating an intent to lease the premises to the entrant contingent upon successful licensing.

(2) The applicant shall submit an affidavit and documentary proof of compliance with all state and local laws regarding affirmative action, antidiscrimination and fair employment practices. The applicant shall also certify under oath that they will not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

(3) The applicant shall submit all required nonrefundable fees for the application and conditional license in accordance with the Borough of Hightstown Cannabis License and Fee Schedule.

(4) The applicant and the application shall otherwise comply with any and all qualification standards set forth in the state and Borough laws or regulations.

(5) Completed applications shall include a business plan outlining the proposed operations of the cannabis business.

(6) All applications shall be evaluated by the Hightstown Cannabis Committee. The Committee shall consist of the Borough Administrator and the Chief of Police, or their respective designees, and another Borough employee or non-governing-body official to be designated by the Borough Administrator. The Committee shall evaluate all applications and issue to the Borough Council a recommendation as to the issuance of a resolution of support, a resolution of support with conditions or a rejection of the application. The recommendation shall be made after consideration

and evaluation of the following criteria:

- (a) The applicant's owners' or principals' qualifications and experience operating in highly regulated industries, including cannabis, health care, pharmaceutical manufacturing, or retail pharmacies, with preference to experience operating such businesses within the State of New Jersey and where the value of the owners' experience shall outweigh the experience of nonowner principals.
 - (b) The applicant's qualifications and experience related to public safety and security, including any of the applicant's owners' or principals' experience in securing controlled substances or valuable items. The applicant shall submit a summary of the applicant's plans for storage of products and currency, physical security, video surveillance, security personnel, and visitor management as well as training plans.
 - (c) The status of the applicant's control over the premises at the proposed location, and specifically whether the applicant owns or has executed an agreement to lease or purchase the site.
 - (d) The extent of the applicant's ties to the community as measured by residency in Hightstown by employees, managers and/or shareholders, historical operation of a local business, historical ties to Hightstown or area civic organizations and/or charities.
 - (e) Any other information that the applicant may wish to highlight and bring to the Borough's attention regarding the proposed cannabis business operation and/or the owners, principals or employees of the business.
- (7) The Borough Council shall act on the recommendations made by the Hightstown Cannabis Committee within 45 days of the Committee issuing its recommendations to issue a resolution of support, resolution of support with conditions, or to not issue a resolution of support of a municipal cannabis license under the terms of Subsection H hereinbelow. The Borough Council shall not issue resolutions of support in excess of the number of local cannabis licenses permitted in accordance with the Borough of Hightstown Cannabis License and Fee Schedule. The Borough Administrator shall engage with an applicant granted a resolution of support or a resolution of support with conditions for a host community benefits agreement which must be approved by the Borough Council.
- (8) Notwithstanding the foregoing competitive application process, a notification of a resolution of support shall entitle the recipient applicant to pursue a state license in the appropriate cannabis class for up to 18 months, which may be extended at the Borough Council's discretion for up to two additional periods of six months each for good cause. No license to operate shall issue until the applicant has received a state annual license and satisfied other prerequisites of municipal licensure. If the recipient

of a resolution of support has not received a state license within 18 months from issuance, unless extended for good cause, the Borough Administrator shall issue a new request for applications and evaluate all applicants for licensure under the above criteria.

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

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

§ 4-13-5 Enforcement and penalties.

[Added 12-18-2023 by Ord. No. 2023-20]

- A. This article shall be enforced by the Code Enforcement Officer and/or their designee.
- B. Jurisdiction. Violations of this article shall be adjudicated in the Hightstown Municipal Court. This article shall not affect the judicial proceedings of any other aspect of cannabis use in the Borough of Hightstown.
- C. Penalties. Convictions shall result in the following penalties:

- (1) First offense and subsequent offenses. A mandatory fine shall be imposed in an amount not to exceed \$2,000 per day per violation. In addition to the mandatory fine, the following penalties may be imposed in the discretion of the Municipal Court Judge:
 - (a) Imprisonment in the Mercer County Jail for any term not exceeding 90 days; or
 - (b) Imposition of a period of community service for a period not exceeding 90 days.
- (2) Each and every day of the violation shall be construed as a single and separate offense.
- (3) Summary suspension. Notwithstanding the foregoing, when the Borough Administrator has been notified of a third conviction by a licensee or has reasonable grounds to believe that a licensee has engaged in deliberate and willful violation of any applicable law or regulation, or that the public health, safety, and/or general welfare has been jeopardized and requires immediate action, or in circumstances where the licensee has failed to reimburse the municipality for outside third-party financial consultant fees in a timely manner as set forth in § 31-1-5A of the Borough Code, the Borough Administrator, in consultation with the Hightstown Cannabis Committee, may enter a summary suspension order which immediately suspends the licensee's license to operate and schedule a hearing as follows:
 - (a) The summary suspension order shall be in writing, shall state the reasons therefor, and shall schedule a hearing not less than 10 nor more than 30 days from the date of the order. The order shall be served upon the licensee immediately.
 - (b) The Borough Administrator shall convene the Hightstown Cannabis Committee to conduct the hearing. The licensee shall be permitted to appear at the hearing, along with counsel, if so desired. The licensee must notify the Borough Administrator at least five days' prior to the hearing if the licensee plans to bring counsel to the hearing. At the conclusion of the hearing, the Hightstown Cannabis Committee may lift the suspension order and reinstate the license in cases where the licensee has taken sufficient immediate actions to rectify the violation(s) which were the cause of the summary suspension order. Alternatively, the Hightstown Cannabis Committee may impose any fines, conditions, restrictions, suspensions, revocations or combination thereof as warranted.
 - (c) Inactive licenses. Following the commencement of operations by a cannabis business, the Borough Council may suspend or revoke any license if the licensed premises has been inactive or unoccupied by the licensee for at least six months.

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

Section 2. Section 28-3-13, entitled “DTC Downtown Core,” of Article 28-3, “Districts Established; Zoning Map,” of Chapter 28, “Zoning,” of the Borough Code is hereby amended and supplemented as follows (additions are show with underline; deletions are shown with ~~strikethrough~~):

Chapter 28. Zoning

Article 28-3. Districts Established; Zoning Map

§ 28-3-13. DTC Downtown Core.

[1991 Code §§ 223-20, 223-21; Ord. No. 93-852; Ord. No. 860; Ord. No. 2013-13; Ord. No. 2019-13]

The purpose and intent is to eliminate the CC-1 Central Commercial District and the CC-2 Central Commercial District and to establish a new district known as the DTC Downtown Core.

- A. Permitted Uses. In the DTC Downtown Core, the following uses, and no others, shall be permitted:
 - (1) Principal Uses:
 - (a) Retail sales and services within a completely enclosed building.
 - (b) Personal and business services within a completely enclosed building.
 - (c) Offices.
 - (d) Public facilities, including public parking facilities.
 - (e) Child care centers.
 - (f) Bars and taverns.
 - (g) Restaurants and other places to eat and drink, but not including establishments with drive-throughs.
 - (h) Banks and financial institutions.
 - (i) Newspaper and other publishing facilities.
 - (j) Apartment dwellings as upper floor use of buildings containing above permitted principal uses.

- (k) Art galleries and artist studios.
- (2) Accessory Uses and Structures:
 - (a) Signs in accordance with ~~Article~~ Chapter 29-18.
 - (b) Parking facilities.
 - (c) Fences, walls and landscaping.
 - (d) Amusement machines, subject to the licensing and regulation provisions of Chapter 4, General Licensing, Article 4-7, Amusement Machines, of the Code of the Borough of Hightstown.
 - (e) Satellite dishes, subject to the restrictions and requirements set forth in § 28-10-19.
 - (f) Accessory uses and structures customarily incidental and on the same lot as a principal or conditional use.
- (3) Conditional Uses. The following uses shall be permitted when authorized as a conditional use by the Planning Board when meeting their associated criteria:
 - (a) Cannabis retail, subject to the following criteria:
 - [1] Such use shall operate fully within an enclosed building.
 - [3] Excepting emergency egress doors, each entrance and exit, including loading docks doors, shall be designed to prevent interior air from escaping out of doors unless properly treated as required under §4-13-4F(10) through air locks, negative pressurization or other means of preventing untreated air from exiting the building.
 - [4] All criteria set forth in the licensing regulations at §4-13-4F shall apply.

B. Other Restrictions. [*Editor's Note: For brevity, the language of the existing Code is not recited hereafter, as all existing language and subsections which are currently in effect under §28-3-13B are not being revised as part of the within Ordinance and shall remain unchanged.*]

Section 3. Section 28-3-14, entitled "H-C Highway Commercial District," of Article 28-3, "Districts Established; Zoning Map," of Chapter 28, "Zoning," of the Borough Code is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikethrough~~):

Chapter 28. Zoning

Article 28-3. Districts Established; Zoning Map

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

[1991 Code §§ 233-24, 233-25; Ord. No. 93-852; Ord. No. 860; Ord. No. 2013-13; Ord. No. 2014-16; Renumbered - Ord. No. 2019-15]

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

(1) Principal Uses.

- (a) Any principal use permitted in the DTC Downtown Core [District](#).
- (b) Retailing and service establishments with incidental outdoor operations.
- (c) Movie theater, bowling alley, gymnasiums, tennis centers, roller skating rinks and similar recreational and cultural facilities conducted within an enclosed building.
- (d) Lumber yards.
- (e) Heating oil distribution facilities.
- (f) Motor vehicle body and repair shops, subject to the conditions of § **28-10-13**.

(2) Accessory Uses and Structures.

[Amended 12-18-2023 by Ord. No. 2023-20]

- (a) Off-street parking and loading facilities.
- (b) Private garages and storage buildings.
- (c) Fences, walls and landscaping.
- (d) Amusement machines: as permitted in the DTC Downtown Core District.
- (e) Satellite dishes, subject to the restrictions and requirements set forth in **28-10-19**.
- (f) Signs in accordance with Chapter **29**.
- (g) Accessory uses and structures customarily incidental to and on the same lot

as a principal or conditional use.

- (3) Conditional Uses. The following uses shall be permitted when authorized as a conditional use by the Planning Board when meeting their associated criteria:
[Added 12-18-2023 by Ord. No. 2023-20]

- (a) Cannabis cultivation, manufacturing, wholesaling, ~~or~~ distribution or retail, subject to the following criteria:

[1] With the exception of cannabis retail, ~~S~~such use or uses shall be located on a tract of land comprising at least 10 contiguous acres. The vertically integrated operation of cannabis cultivation and cannabis manufacturing shall be permitted on the same tract of land.

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

[3] Excepting emergency egress doors, each entrance and exit, including loading docks doors, shall be designed to prevent interior air from escaping out of doors unless properly treated as required under § ~~4-13-4F~~(10) through air locks, negative pressurization or other means of preventing untreated air from exiting the building.

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

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

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

Section 4. Section 28-3-15, entitled "DTG Downtown Gateway," of Article 28-3, "Districts Established; Zoning Map," of Chapter 28, "Zoning," of the Borough Code is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikethrough~~):

Chapter 28. Zoning

Article 28-3. Districts Established; Zoning Map

§ 28-3-15. DTG Downtown Gateway.

[1991 Code §§ 233-22, 233-23; Ord. No. 93-852; Ord. No. 2003-25; Ord. No. 2019-14; Renumbered - Ord. No. 2019-15]

The purpose and intent is to eliminate the R-PO Residential Professional Office District and to establish a new district known as the DTG Downtown Gateway.

- A. Permitted Uses. In the DTG Downtown Gateway, the following uses, and no others, shall be permitted:
- (1) Principal Uses.
 - (a) Detached single-family dwellings or duplex.
 - (b) Restaurants and other places to eat and drink, but not including establishments with drive-throughs.
 - (c) Retail sales and services within a completely enclosed building.
 - (d) Personal and business services within a completely enclosed building.
 - (e) Performing arts companies.
 - (f) Offices.
 - (g) Child care centers.
 - (h) Tutoring centers.
 - (i) Financial institutions.
 - (j) Apartment dwellings as upper floor use or rear part of buildings containing adjacent and/or above principal uses.
 - (k) Art galleries and artist studios.
 - (2) Accessory Uses and structures.
 - (a) Carports, accessory garages and/or open parking spaces with necessary driveways for vehicles belonging to residents on the premises and their guests.

- (b) Noncommercial solariums and home swimming pools, provided that suitable protective fencing for swimming pools are in accordance with § 28-10-6.
 - (c) Signs in accordance with ~~Article~~ Chapter 29-17.
 - (d) Fences, walls and landscaping in accordance with § 28-10-5 as they pertain to Residential Districts.
 - (e) Subject to lot coverage requirements, no more than two storage sheds are permitted on a lot in accordance with § 28-10-5.
 - (f) Satellite dishes, subject to the restrictions and requirements set forth in § 28-10-19.
 - (g) Accessory uses and structures customarily incidental and on the same lot as a principal or conditional use.
- (3) Conditional Uses. The following uses shall be permitted when authorized as a conditional use by the Planning Board when meeting their associated criteria:
- (a) Cannabis retail, subject to the following criteria:
 - [1] Such use shall operate fully within an enclosed building.
 - [2] Excepting emergency egress doors, each entrance and exit, including loading docks doors, shall be designed to prevent interior air from escaping out of doors unless properly treated as required under §4-13-4F(10) through air locks, negative pressurization or other means of preventing untreated air from exiting the building.
 - [3] All criteria set forth in the licensing regulations at §4-13-4F shall apply.
- B. Other Restrictions. *[Editor's Note: For brevity, the language of the existing Code is not recited hereafter, as all existing language and subsections which are currently in effect under §28-3-14B are not being revised as part of the within Ordinance and shall remain unchanged.]*

Section 5. Section 28-3-16, entitled "R-O Research Office District," of Article 28-3, "Districts Established; Zoning Map," of Chapter 28, "Zoning," of the Borough Code is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikethrough~~):

Chapter 28. Zoning

Article 28-3. Districts Established; Zoning Map

§ 28-3-16. R-O Research Office District.

[Ord. No. 93-852; Ord. No. 2013-13; Renumbered - Ord. No. 2019-15]

A. Permitted Uses.

- (1) Permitted Principal Uses.
 - (a) Scientific and research laboratories.
 - (b) Warehousing and storage of products within a completely enclosed building, but not to include toxic or hazardous materials.
 - (c) Computer centers.
 - (d) Pharmaceutical operations, non-manufacturing.
 - (e) Business and professional offices.
 - (f) Day care centers.
- (2) Permitted Accessory Uses.
 - (a) Off-street parking and loading facilities.
 - (b) Cafeterias or other similar food service facilities located within a building and operated for the exclusive use of site occupants.
 - (c) Recreational facilities.
 - (d) Assembly rooms for meetings associated with the site business use.
 - (e) Incidental motor freight operations such as deliveries, but not to include motor freight terminals.
 - (f) Satellite dishes, subject to the restrictions and requirements set forth in § 28-10-19.
 - (g) Accessory uses and structures customarily incidental and on the same lot as a principal or conditional use.
- (3) Conditional Uses. ~~No conditional uses shall be permitted.~~ The following uses shall be permitted when authorized as a conditional use by the Planning Board when

meeting their associated criteria:

(a) Cannabis retail, subject to the following criteria:

- [1] Such use shall operate fully within an enclosed building.
- [2] Excepting emergency egress doors, each entrance and exit, including loading docks doors, shall be designed to prevent interior air from escaping out of doors unless properly treated as required under §4-13-4F(10) through air locks, negative pressurization or other means of preventing untreated air from exiting the building.
- [3] All criteria set forth in the licensing regulations at §4-13-4F shall apply.

B. Other Restrictions.

- (1) Lot Area. A lot area of not less than four acres shall be required.
- (2) Lot Width. A lot width of not less than 100 feet shall be required.
- (3) Front Yard Setback. No portion of any building shall be located nearer to any street line than 100 feet.
- (4) Side Yard Setback. There shall be two side yards, each with a width of at least 50 feet.
- (5) Rear Yard Setback. There shall be a rear yard not less than 50 feet deep. In the case of a lot extending through from street to street, the front yard requirement shall be observed on both streets.
- (6) Maximum Floor Area Ratio. Maximum floor area ratio shall be 30% for all uses, except that the portion of use devoted to storage and warehousing may be calculated at 40%.
- (7) Lot Coverage. 20% by buildings with a maximum total impervious coverage of 50%.
- (8) Building Height. Three stories, with a maximum height of 45 feet.
- (9) Landscaping and Buffers. All portions of lots not used for buildings or other site improvements shall be suitably landscaped with lawns, trees, shrubbery, etc. All preserved critical land areas shall be left in their natural state and suitably buffered. Portions of lots which adjoin any residential zone shall provide a fifty-foot landscaped buffer screen area, which is to be improved with a variety of landscaping to provide for a year-round screen visually separating the site from the

adjacent residential zoned properties. The buffer area may contain landscaped berms and suitable fencing, but the fencing shall be only incorporated to supplement required landscaping.

- (10) Parking Requirements. As provided in § 28-10-11.
- (11) Off-street Loading Requirements. As required in § 28-10-11.

Section 6. Section 28-3-17, entitled “PED Planned Economic Development District,” of Article 28-3, “Districts Established; Zoning Map,” of Chapter 28, “Zoning,” of the Borough Code is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikethrough~~):

Chapter 28. Zoning

Article 28-3. Districts Established; Zoning Map

§ 28-3-17. PED Planned Economic Development District.

[Ord. No. 93-852; Ord. No. 2003-25; Renumbered with Ord. No. 2008-17; Ord. No. 2013-13; Renumbered - Ord. No. 2019-15]

- A. Objectives. The Planned Economic Development District is a planned development district established to provide for the redevelopment of the former Hightstown Rug Mill/North American Phillips site. It is designed to facilitate a variety of land use development options, including the adaptive reuse of the site's existing structures, based on development and approval of an overall plan for the approximately six-acre site. The redevelopment plan is to be designed addressing several objectives, including: Compatible land use relationships with adjacent land uses; preservation and enhancement of natural features, particularly the Rocky Brook stream corridor; preservation and enhancement of any historic features of the site, including structures and mechanical equipment; and freedom from any substantial adverse detriment to neighbors of the property as relates to traffic, trucks, noise, smoke, vibrations or other environmental impacts.
- B. Permitted Uses.
 - (1) Principal Uses.
 - (a) Adaptive reuse of the site's existing structures for residential use Residential dwelling units as part of a Planned Development shall not exceed 80 units which shall not be located on the first (ground) floor.
 - (b) Principal land uses permitted in the R-O District excluding, however, warehousing, industrial uses, storage of products and trucking as permitted uses.
 - (c) Studios for the visual and performing arts.

- (d) All principal and accessory uses permitted in the DTC Downtown Core as part of a Planned Development, excluding, however, houses of worship and funeral parlors.
 - (e) Hotels, as part of a Planned Development.
 - (f) Planned development of the site shall incorporate two or more of the above principal uses.
- (2) Accessory Uses.
- (a) Off street parking, loading, signs as provided by Borough Ordinance.
 - (b) Recreational and other common use facilities serving residents and employees of the PED site, including, but not limited to, swimming pools, tennis courts, community meeting rooms, exercise facilities, plazas and sitting areas, walkways and open space.
 - (c) Satellite dishes, subject to the restrictions and requirements set forth in § 28-10-19.
 - (d) Accessory uses and structures customarily incidental and on the same lot as a principal or conditional use.
- (3) Conditional Uses. ~~No conditional uses are permitted.~~ The following uses shall be permitted when authorized as a conditional use by the Planning Board when meeting their associated criteria:
- (a) Cannabis retail, subject to the following criteria:
 - [1] Such use shall operate fully within an enclosed building.
 - [2] Excepting emergency egress doors, each entrance and exit, including loading docks doors, shall be designed to prevent interior air from escaping out of doors unless properly treated as required under §4-13-4F(10) through air locks, negative pressurization or other means of preventing untreated air from exiting the building.
 - [3] All criteria set forth in the licensing regulations at §4-13-4F shall apply.

C. Other Restrictions.

- (1) Required PED District Plan. Development in the PED District shall be based on a comprehensive general development plan approved by the Planning Board. The general development plan shall be prepared and processed in full accord with N.J.S.

40:55D-45 through 45.8. The required scale for the overall plan shall not be less than one inch equals 50 feet and plans of subsections, if applicable, shall be not less than one inch equals 20 feet. Unless amended by the Planning Board upon application of the developer, the period of approval of the general development plan shall not exceed five years from the date of final approval of the first section of the PED site.

- (2) Permitted Density/F.A.R. The permitted density or floor area ratio of any development scheme which incorporates adaptive reuse of the site's existing buildings shall be based on a satisfactory achievement of the site's development objectives, the general development plan, and other standards of this chapter.

The maximum permitted F.A.R. for research-office use shall be 0.40, based on meeting all other applicable standards of this chapter.

The allowable density and F.A.R. for any mixed use planned development will be based on a full analysis of the general development plan and the allocation of the site to particular land use types.

- (3) Site Coverage. The maximum permitted coverage of buildings in the PED District shall be 30%. The maximum permitted impervious cover shall be 70% for adaptive reuse, research-office, and mixed use planned schemes.
- (4) Maximum Height. For new nonresidential buildings, the maximum height shall be two stories, not to exceed 30 feet. The maximum height for adaptive reuse of the existing site buildings is the existing building height..
- (5) Required Yards, Building Setbacks. The setback of existing buildings shall be the existing setback for adaptive reuse plans. Research-office use buildings shall be set back a minimum of 30 feet from all street and lot lines.
- (6) Minimum Lot Areas. Based on the approved PED Development Plan.
- (7) Parking and Off-Street Loading. See § 28-10-11.
- (8) Landscaping, Open Space and Buffers. All nonimproved areas of the site shall be suitably landscaped with a variety of landscape materials, appropriate to location function and design. Buffer strips at least 10 feet in width shall be provided to separate different land use sections of the site as well as along site perimeters. Buffer areas may be developed as berms or raised beds and include walls or fences, but the structures shall only be provided to supplement landscape screening plantings. The Rocky Brook stream corridor and tributary shall be improved as a "green belt" in accordance with the Borough's Greenways Master Plan. Street trees shall be provided along the site periphery and along interior roadways and walkways and in parking lots.
- (9) Sight Triangles. Sight triangles shall be provided in accordance with § 28-10-9.

D. Disposition of Common Open Space; Open Space Organization.

- (1) Public Dedication. Common open space land areas may be dedicated to the Borough of Hightstown or other governmental agency and shall be free from all mortgages and encumbrances and shall only be dedicated to the entity with approval of the entity.
- (2) Open Space Organization. If common open space is not publicly dedicated, an organization for the ownership and maintenance of open space for the benefit of the owners and residents of the planned development shall be established by the developer in accordance with N.J.S. 40:55D-43. The organization shall meet the following standards to be written into the articles of incorporation and/or bylaws.
 - (a) It shall not be dissolved and shall not dispose of any open space, by sale or otherwise, except to an organization conceived and established to own and maintain the open space for the benefit of such development, and thereafter such organization shall not be dissolved or dispose of any of its open space without first offering to dedicate the same to the Borough of Hightstown, which shall be subject to the approval of the Borough.
 - (b) In the event that such organization shall fail to maintain the open space in reasonable order and condition, the Borough may serve written notice upon such organization or upon the owners that the organization has failed to maintain the open space in reasonable condition, and the notice shall include a demand that such deficiencies of maintenance be cured within 35 days thereof and shall state the date and place of a hearing hereon, which shall be held within 15 days of the notice. At such hearing the Borough may modify the terms of the original notice as to deficiencies and may give a reasonable extension of time, not to exceed 65 days, within which they shall be cured. If the deficiencies set forth in the original notice or in the modification thereof shall not be cured within the 35 days or any permitted extension thereof, the Borough, in order to preserve the open space and maintain the same for a period of one year, may enter upon and maintain such land. The entry and maintenance shall not vest in the public any rights to use the open space, except when the same is voluntarily dedicated to the public by the owners. Before the expiration of the year, the Borough Council shall, upon its initiative or upon the request of the organization theretofore responsible for the maintenance of the open space, call a public hearing upon 15 days' written notice to such organization and to the owners of the development, to be held by the Borough Council at which hearing such organization and the owners of the development shall show cause why such maintenance by the Borough shall not, at the election of the Borough, continue for a succeeding year. If the Borough shall determine that such organization is ready and able to maintain the open space in reasonable condition, the Borough shall cease to maintain the open space at the end of the year. If the Borough shall determine such organization is not able to

maintain the open space in a reasonable condition, the Borough may, in its discretion, continue to maintain the open space during the next succeeding year, subject to a similar hearing and determination in each year thereafter. The decision of the Borough shall constitute a final administrative decision, subject to judicial review.

- (c) The cost of such maintenance by the Borough shall be assessed pro rata against the properties within the development that have a right of enjoyment of the open space, in accordance with assessed value at the time of imposition of the lien, and shall become a lien and tax on the properties and be added to and be a part of the taxes to be levied and assessed thereon and shall be enforced and collected with interest by the same officers and in the same manner as other taxes.

E. Findings for Planned Developments. As appropriate for PED District development, and as required by N.J.S. 40:55D-45, prior to approval of a proposed development, the Planning Board shall find the following facts and conclusions:

- (1) That departures by the proposed development from zoning regulations otherwise applicable to the subject property conform to the zoning standards applicable to planned developments.
- (2) That the proposals for maintenance and conservation of the common open space are reliable, and that the amount, location and purpose of the common open space are adequate.
- (3) That provisions through the physical design of the proposed development for public services, control over vehicular and pedestrian traffic and the amenities of light and air, recreation and visual enjoyment, including signage, are adequate.
- (4) That the proposed planned development will not have an unreasonably adverse impact upon the area in which it is proposed to be established.
- (5) In the case of proposed development which contemplates construction over a period of years, that the terms and conditions intended to protect the interests of the public and of the residents, occupants and owners of the proposed development in the total completion of the development are adequate.

Section 7. Chapter 31, entitled “Taxation of Cannabis Sales,” of the “Revised General Ordinances of the Borough of Hightstown” is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikethrough~~):

Chapter 31. Taxation of Cannabis Sales

Article I. Transfer and User Taxes

§ 31-1-1. Title.

[12-18-2023 by Ord. No. 2023-20]

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

§ 31-1-2. State enablement.

[12-18-2023 by Ord. No. 2023-20]

- A. Legislation. On February 22, 2021, Governor Murphy signed into law P.L. 2021, c. 16, known as the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act" (the "Act"),^[1] which legalizes the recreational use of cannabis by adults 21 years of age or older and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult-use) cannabis operations, use and possession.
[1] Editor's Note: See N.J.S.A. 24:6I-31 et seq.
- B. The Act establishes six marketplace classes of licensed businesses, including:
- (1) Class 1 cannabis cultivator license for facilities involved in growing and cultivating cannabis;
 - (2) Class 2 cannabis manufacturer license for facilities involved in the manufacturing, preparation, and packaging of cannabis items;
 - (3) Class 3 cannabis wholesaler license for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
 - (4) Class 4 cannabis distributor license for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
 - (5) Class 5 cannabis retailer license for locations at which cannabis items and related supplies are sold to consumers; and
 - (6) Class 6 cannabis delivery license for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer.
- C. A cannabis business is defined as any business that holds one or more State of New Jersey

issued license for Class 1 through Class 6 cannabis business and a vertically integrated cannabis business is defined as any cannabis business that holds more than one cannabis license.

- D. Section 40a(1) of the Act permits a municipality to adopt an ordinance imposing a transfer tax on the sale of cannabis or cannabis items by a cannabis establishment that is located in the municipality on receipts from the sale of cannabis by a cannabis cultivator to another cannabis cultivator; receipts from the sale of cannabis items from one cannabis establishment to another cannabis establishment; receipts from the retail sales of cannabis items by a cannabis retailer to retail consumers who are 21 years of age or older; or any combination thereof, and to set its own rate or rates, but in no case exceeding 2% of the receipts from each sale by a cannabis cultivator; 2% of the receipts from each sale by a cannabis manufacturer; 1% of the receipts from each sale by a cannabis wholesaler; and 2% of the receipts from each sale by a cannabis retailer.
- E. Section 40a(2) of the Act requires a municipality enacting a transfer tax to also enact a user tax.

§ 31-1-3. Definitions.

[12-18-2023 by Ord. No. 2023-20]

- A. As used in this chapter, the following terms shall have the meanings indicated:

CANNABIS

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

CANNABIS CULTIVATOR

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

CANNABIS ESTABLISHMENT

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

CANNABIS ITEMS

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

CANNABIS MANUFACTURER

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

CANNABIS RETAILER

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

24:6I-33).

CANNABIS WHOLESALER

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

CONSUMER

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

PREMISES

Shall mean the same as that term is defined in Section 3 of P.L. 2021, c. 16 (N.J.S.A. 24:6I-33).

TAXPAYER BUSINESS

Shall mean for the purposes of this chapter any cannabis business defined in this subsection.

- B. All other terms as defined in the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act," [1] also referenced herein as the "Act" or "P.L. 2021, c. 16," are hereby incorporated herein by reference and shall have the meanings set forth in the Act, as may be amended or superseded.
[1] Editor's Note: See N.J.S.A. 24:6I-31 et seq.

§ 31-1-4. Establishment of transfer and user taxes.

[12-18-2023 by Ord. No. 2023-20]

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

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

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

§ 31-1-5. Administration of transfer and user taxes.

[12-18-2023 by Ord. No. 2023-20]

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

collect and receive the taxes, fines, and penalties imposed by this chapter. It shall also be the duty of the chief financial officer or the outside consultant, as applicable, to keep a record showing the date of such receipt. The chief financial officer is authorized to enter into agreements with the State of New Jersey to obtain information to facilitate administration of the taxes. The chief financial officer is authorized to issue a ruling upon written request of a taxpayer or upon his or her own volition.

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

validity or amount of the claim of the Borough hereunder, or in any lawful proceeding for the investigation and prosecution of any violation of this Chapter 31 or of the criminal provisions of the State Uniform Tax Procedure Law[1] or of any state tax law, or where production is required pursuant to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) or the Common Law, or the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act[2] (P.L. 2021, c. 16) or other applicable law.

[1] Editor's Note: See N.J.S.A. 54:48-1 et seq.

[2] Editor's Note: See N.J.S.A. 24:6I-31 et seq.

§ 31-1-6. Recordkeeping; tax payments; financial statements.

[12-18-2023 by Ord. No. 2023-20]

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

Section 8. Repealer. Any article, section, paragraph, subsection, clause, or other provision of the Code of the Borough of Hightstown, inconsistent with the provisions of this ordinance, is hereby repealed to the extent of such inconsistency, only.

Section 9. Severability. If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

Section 10. Enactment. This ordinance shall become effective immediately after publication in the manner provided by law.

Section 11. Continuation and codification. This ordinance shall be a part of the “Revised General Ordinances of the Borough of Hightstown,” as through codified and fully set forth herein. The Borough Clerk shall have this ordinance codified and incorporated in the official copies of the Borough Code. The Borough Clerk and Borough Attorney are authorized and directed to change any chapter, article and/or section number of the “Revised General Ordinances of the Borough of Hightstown,” in the event that the codification of this ordinance reveals that there is a conflict between the numbers and the existing Code, and in order to avoid confusion and accidental repeal of existing provisions not intended to be repealed.

Introduction:

Adoption:

ATTEST:

MARGARET RIGGIO, RMC, CMR
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

DRAFT

Resolution 2024-201

*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 November 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:

Personnel – Former Employee

Contract Negotiations – The Borough of Hightstown and the Borough of Washington

Contract Negotiations – Robbinsville Police/Court Facility

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 February 4, 2025, 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 November 4, 2024.

Margaret Riggio
Borough Clerk