

AGENDA
Hightstown Borough Council
December 16, 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 December 2, 2024 – Public Session
December 2, 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 **2024-218** Authorizing Payment of Bills

Consent Agenda **2024-219** Establishing Salaries of Certain Officers and Employees of the Borough of Hightstown for the Year 2025

2024-220 Authorizing a Reimbursement for Cell Phone Usage

2024-221 Resolution Appointing a Risk Management Consultant

2024-222 Resolution Appointing a Fund Commissioner

2024-223 Authorizing a Refund of a Duplicate Tax Payment – 123 E. Ward Street

2024-224 Authorizing a Refund of a Duplicate Tax Payment – 231 Hutchinson Street

2024-225 Resolution Authorizing Small Balance Cancellation

2024-226 Authorizing a Transfer of Funds in the 2024 Budget

Discussion

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session Resolution 2024-227 Authorizing a Meeting that Excludes the Public

Contract Negotiations – Green Acres Grant

Contract Negotiations – Borough Attorney

Contract Negotiations – Deerfield Westerlea

Adjournment

Resolution 2024-218

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$883,275.79 from the following accounts:

Current		\$235,175.75
W/S Operating		36,022.98
General Capital		494,373.25
Water/Sewer Capital		24,394.47
Grant		0.00
Trust		83,766.00
Unemployment Trust		0.00
Animal Control		150.00
Law Enforcement Trust		0.00
Tax Lien Trust		4,005.34
Housing Trust		2,000.00
Public Defender Trust		1,500.00
Escrow		<u>1,888.00</u>
Total		<u>\$883,275.79</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 16, 2024.

Margaret Riggio
Borough Clerk

Ranges	Item Status	Purchase Types	Misc
<p><i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i></p>	<p><i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i></p>	<p><i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i></p>	<p><i>P.O. Type: All</i> <i>Include Project Line Items: Yes</i> <i>Format: Detail without Line Item Notes</i> <i>Include Non-Budgeted: Y</i> <i>Vendors: All</i></p>

Vendor #	Name			Contract	PO Type			1099	Excl		
P.O. #	PO Date	Description	Amount	Charge Account	Acct Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	
Item Description			Type								
ACTIO010	ACTION UNIFORM CO, LLC										
24-01297	11/18/24	UNIFORM ALLOWANCE - BUCK									
1 UNIFORM ALLOWANCE - BUCK		\$435.00	4-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/18/24	12/11/24		66027	
Vendor Total:		\$435.00									
AMERI020	AMERICAN AQUATIC TESTING, INC.										
24-01330	11/25/24	INVOICE ##13791									
1 7 DAY CHRONIC TOXICITY TEST		\$1,550.00	4-09-55-501-002-532	B	Outside Lab Testing	R	11/25/24	12/11/24		13791	
Vendor Total:		\$1,550.00									
BOROU010	BOROUGH OF WASHINGTON										
24-01372	12/05/24	2021 WESTERN STAR GARB TRUCK									
1 2021 WESTERN STAR GARB TRUCK		\$86,234.00	4-01-44-902-001-162	B	ACQUISITION OF USED SANITATIONR		12/05/24	12/12/24		RES 2024-214	
2 2021 WESTERN STAR GARBAGE		\$83,766.00	T-12-56-286-000-883	B	Insurance Reimbursements Pending	R	12/05/24	12/12/24		RES 2024-214	
		\$170,000.00									
Vendor Total:		\$170,000.00									
BRTTE005	BRT TECHNOLOGIES LLC										
24-00995	09/05/24	ANNUAL ASSESSMENT NOTICES				B					
4 ANNUAL ASSESSMENT NOTICE CAF		\$264.80	4-01-20-150-001-023	B	Printing - Assessment Notices	R	09/05/24	12/11/24		4115	
Vendor Total:		\$264.80									
BUCKM005	BUCK MINING & MATERIAL INC										
24-01337	11/25/24	OCTOBER 2024 YARD/LEAF DISPOS.									
1 OCTOBER 2024 YARD DISPOSAL		\$660.00	4-01-26-311-001-168	B	Yardwaste	R	11/25/24	12/11/24		1298	
2 OCTOBER 2024 YARD DISPOSAL		\$66.00	4-01-26-311-001-168	B	Yardwaste	R	11/25/24	12/11/24		1293	
3 NOVEMBER 2024 LEAF DISPOSAL		\$210.00	4-01-26-311-001-166	B	LEAF DISPOSAL	R	11/25/24	12/11/24		1301	
		\$936.00									
Vendor Total:		\$936.00									
CGPH0005	CGP&H										

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							
CGPH0005	CGP&H	Account Continued									
24-01350	12/05/24	AFF HOUSING SEPT & OCT 2024									
1	AFF HOUSING SEPT & OCT 2024	\$200.00	4-01-21-180-001-108	B	COAH Planning	R	12/05/24	12/11/24		52128	N
2	AFF HOUSING SEPT & OCT 2024	\$232.50	4-01-21-180-001-108	B	COAH Planning	R	12/05/24	12/11/24		52128	N
3	ADMIN FEE HABITAT UNITS	\$2,000.00	T-26-56-286-000-847	B	Housing-Developer Fees	R	12/05/24	12/11/24		52128	N
		\$2,432.50									
Vendor Total:		\$2,432.50									
C0735	CHART POOL USA INC.										
24-01353	12/05/24	CHARTS									
1	BOXES OF DISSOLVED OXYGEN	\$122.68	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	12/05/24	12/11/24		1281483-01	N
2	BOXES OF INFLUENT/EFFLUENT	\$60.68	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	12/05/24	12/11/24		1281483-01	N
3	FREIGHT	\$17.05	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	12/05/24	12/11/24		1281483-01	N
		\$200.41									
Vendor Total:		\$200.41									
C0058	CINTAS CORPORATION #061										
24-01365	12/05/24	UNIFORM ADVANTAGE NOV 2024									
1	INV 4210214392 11/1/24	\$60.60	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/05/24	12/11/24		4210214392	N
2	INV 4210936539 11/8/24	\$60.60	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/05/24	12/11/24		4210936539	N
3	INV 4211658242 11/15/24	\$60.60	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/05/24	12/11/24		4211658242	N
4	INV 4212349268 11/21/24	\$60.60	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/05/24	12/11/24		4212349268	N
5	INV 4213091819 11/27/24	\$60.60	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	12/05/24	12/11/24		4213091819	N
		\$303.00									
Vendor Total:		\$303.00									
CONCE005	CONCENTRA MEDICAL CENTERS										
24-01401	12/10/24	INV 517414562 K. MILLER 11/27									
1	INV 517414562 K. MILLER 11/27	\$104.00	4-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	12/10/24	12/11/24		517414562	N
Vendor Total:		\$104.00									
COUNT015	COUNTY OF MONMOUTH										
24-01332	11/25/24	SEPTEMBER 2024 SERVICES									
1	INV 24000830-SEPT 2024 SVC	\$45.00	4-01-26-305-001-199	B	Miscellaneous	R	11/25/24	12/11/24		24000830	N
2	INV 24000830-ADMINISTRATIVE	\$21.50	4-01-26-305-001-199	B	Miscellaneous	R	11/25/24	12/11/24		24000830	N
		\$66.50									
24-01403	12/10/24	OCTOBER 2024 SERVICES									

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											
COUNT015	COUNTY OF MONMOUTH-	Account Continued									
1 INV 24000981-OCT 2024 SERVICE		\$100.00	4-01-26-305-001-199	B	Miscellaneous	R	12/10/24	12/12/24		24000981	N
2 INV 24000981-ADMINISTRATIVE		\$21.50	4-01-26-305-001-199	B	Miscellaneous	R	12/10/24	12/12/24		24000981	N
		\$121.50									
	Vendor Total:	\$188.00									
C0024	CRANBURY SERVICE CENTER										
24-01295	11/18/24	2001 FORD EXP BATTERY & TOW									
1 2001 FORD EXP BATTERY		\$209.95	4-01-25-252-002-121	B	Preventive Maintenance	R	11/18/24	12/11/24		19015	N
2 SHOP SUPPLIES		\$9.00	4-01-25-252-002-121	B	Preventive Maintenance	R	11/18/24	12/11/24		19015	N
3 2001 FORD EXP TOW		\$150.00	4-01-25-252-002-121	B	Preventive Maintenance	R	11/18/24	12/11/24		19015	N
4 LABOR INCLUDES BATTERY TEST		\$75.00	4-01-25-252-002-121	B	Preventive Maintenance	R	11/18/24	12/11/24		19015	N
5 HAZARDOUS MATERIALS		\$7.65	4-01-25-252-002-121	B	Preventive Maintenance	R	11/18/24	12/11/24		19015	N
6 PARTS - SOLENOID		\$45.00	4-01-25-252-002-121	B	Preventive Maintenance	R	12/03/24	12/11/24		19015	N
7 LABOR - STARTER SOLENOID		\$75.00	4-01-25-252-002-121	B	Preventive Maintenance	R	12/03/24	12/11/24		19015	N
		\$571.60									
	Vendor Total:	\$571.60									
CRYST005	CRYSTAL SPRINGS										
24-01359	12/05/24	TICKET #243323585035									
1 CRYSTAL SPRINGS 5 GALLONS		\$143.88	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/05/24	12/11/24		23244637 120624	N
2 DELIVERY FEE		\$13.99	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/05/24	12/11/24		23244637 120624	N
3 5 GALLON BOTTLE DEPOSIT		\$72.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/11/24	12/11/24		23244637 120624	N
4 5 GALLON BOTTLE RETURN		72.00-	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/11/24	12/11/24		23244637 120624	N
		\$157.87									
	Vendor Total:	\$157.87									
C0087	CUSTOM BANDAG, INC										
24-01338	11/25/24	FLAT REPAIR AND VALVES									
1 INV 80244972-FLT REPAIR/VALVES		\$20.00	4-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	11/25/24	12/11/24		80244972	N
24-01343	11/25/24	HPD VEHICLES - TIRES (STOCK)									
1 HPD VEHICLES - TIRES (STOCK)		\$412.00	4-01-26-315-001-131	B	Vehicle Maint. - Police	R	11/25/24	12/12/24		80246004	N
2 HPD VEHICLES - TIRES (STOCK)		\$2,540.00	4-01-26-315-001-131	B	Vehicle Maint. - Police	R	11/25/24	12/12/24		80246004	N
3 HPD VEHICLES - TIRES (STOCK)		\$264.00	4-01-26-315-001-131	B	Vehicle Maint. - Police	R	11/25/24	12/12/24		80246004	N
		\$3,216.00									
24-01391	12/10/24	HPD VEHICLE MAINTENANCE									

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											
C0087	CUSTOM BANDAG, INC	Account Continued									
1 HPD VEHICLE MAINTENANCE		\$264.00	4-01-26-315-001-131	B	Vehicle Maint. - Police	R	12/10/24	12/12/24		80245922	N
Vendor Total:		\$3,500.00									
DEBLO005	DEBLOCK ENVIRONMENTAL SVCS,LLC										
24-00156	02/08/24	BACK UP OPERATOR FOR AWWTP				B					
12 INVOICE 00012094 NOVEMBER 202		\$500.00	4-09-55-501-002-528	B	Outside Consulting Services (B	R	09/30/24	12/11/24		00012094	N
Vendor Total:		\$500.00									
B0966	ERB'S GARAGE INC										
24-01362	12/05/24	PARTS/LABOR/REPAIR ON TRK 10									
1 INV 18466-TRK #10A		\$333.40	4-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/05/24	12/11/24		18466	N
2 INV 18486-TRK #10		\$650.94	4-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/05/24	12/11/24		18486	N
		\$984.34									
24-01415	12/11/24	REPAIR LABOR FOR HAHN ROLLOFF									
1 INV 18414-HAHN TRK #412		\$435.00	4-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	12/11/24	12/11/24		18414	N
2 INV 18498-PETERBILT TRK #10		\$832.50	4-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/11/24	12/11/24		18498	N
		\$1,267.50									
Vendor Total:		\$2,251.84									
Q0176	EUROFINS QC, LLC										
24-01336	11/25/24	WATER ANALYSIS									
1 INV 6300067438-WATER ANALYSIS		\$247.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	11/25/24	12/11/24		6300067438	N
2 INV 6300067677-WATER ANALYSIS		\$247.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	11/25/24	12/11/24		6300067677	N
3 INV 6300067693-WATER ANALYSIS		\$103.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	11/25/24	12/11/24		6300067693	N
		\$598.50									
24-01361	12/05/24	WATER ANALYSIS									
1 INV 6300068189-WATER ANALYSIS		\$247.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	12/05/24	12/11/24		6300068189	N
2 INV 6300068329-WATER ANALYSIS		\$247.50	4-09-55-501-001-532	B	Outside Testing/Labs	R	12/05/24	12/11/24		6300068329	N
		\$495.00									
Vendor Total:		\$1,093.50									
FERGU005	FERGUSON ENTERPRISES, LLC										
24-01342	11/25/24	WATER REPAIR/SUPPLIES									
1 INV 1678341-PVC FEM ADPT,		\$145.09	4-09-55-501-002-529	B	Sewer Main Repair/Supplies	R	11/25/24	12/11/24		1678341	N
2 INV 0718194-MEGAFLANGE ADPT		\$496.78	4-09-55-501-001-535	B	Hydrants and Line Repair	R	11/25/24	12/11/24		0718194	N
3 INV 1925207-1/4X2 NIP GBL,		\$18.34	4-09-55-501-001-535	B	Hydrants and Line Repair	R	11/25/24	12/11/24		1925207	N

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											
FERGU005	FERGUSON ENTERPRISES, LLC	Account Continued									
		\$660.21									
24-01385	12/10/24		CURB BOX, CURB ST								
1 INV 0716412-3/4 CURB ST,		\$2,051.94	4-09-55-501-001-535	B	Hydrants and Line Repair	R	12/10/24	12/12/24		0716412	N
	Vendor Total:	\$2,712.15									
M0714	GENSERVE, INC.										
24-01331	11/25/24		B SERVICE FOR GENERATOR WT								
1 INV 0468462-IN B GENERATOR SVC		\$200.00	4-09-55-501-001-511	B	Generator/Engine Maintenance (B)	R	11/25/24	12/11/24		0468462-IN	N
	Vendor Total:	\$200.00									
G1077	GEORGE S. COYNE CO., INC.										
24-00197	02/15/24		RES 2023-213 LIME-CALC AWWTP			B					
8 INV 443663 LIME HI CALC 12/4		\$1,814.50	4-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	10/24/24	12/11/24		443663	N
	Vendor Total:	\$1,814.50									
G0001	GPANJ										
24-01408	12/11/24		HOLIDAY INSTALLATION MEETING								
1 HOLIDAY INSTALLATION MEETING		\$65.00	4-01-20-120-001-041	B	Conferences & Meetings	R	12/11/24	12/11/24		E1615	N
	Vendor Total:	\$65.00									
HO122	HECTOR J. ORTIZ										
24-01334	11/25/24		EDUCATIONAL REIMBURSEMENT DPW								
1 EDUCATIONAL REIMBURSEMENT DI		\$390.00	4-01-26-310-001-042	B	Education & Training	R	11/25/24	12/11/24		PW-1308-FA24-1	N
	Vendor Total:	\$390.00									
H0048	HIGHTS REALTY LLC										
24-01376	12/06/24		DECEMBER 2024 HPD RENT								
1 DECEMBER 2024 HPD RENT		\$5,101.51	4-01-26-310-001-025	B	Building Rental	R	12/06/24	12/12/24		DECEMBER 2024	N
	Vendor Total:	\$5,101.51									
HILLW005	HILL-WALLACK, LLP										
24-01348	11/26/24		Prof services through 10/31/24								
1 Correspondence		\$16.50	133MONMOUT	P	Easement Agreement	R	11/26/24	12/11/24		782494	N
	Vendor Total:	\$16.50									
H1100	HOME DEPOT CREDIT SERVICES										
24-01339	11/25/24		OCT/NOV 2024 INVOICES								
1 INV 4043151-DRYWALL, SCREWS		\$57.11	4-09-55-501-002-529	B	Sewer Main Repair/Supplies	R	11/25/24	12/11/24		4043151	N

Vendor #	Name										
P.O. #	PO Date	Description	Contract	PO Type							
Item Description	Amount	Charge Account	Acct Description	Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl	
H1100	HOME DEPOT CREDIT SERVICES	Account Continued									
2 INV 2023458-POST, 4PK GFCI	\$115.91	4-01-26-290-001-127	B	Street Repair & Maintenance	R	11/25/24	12/11/24		2023458	N	
3 INV 4525245-BLUE MINI LIGHTS,	\$141.83	4-01-26-290-001-203	B	Light Poles and Repair	R	11/25/24	12/11/24		4525245	N	
4 INV 9040553-METAL LATH	\$78.00	4-01-26-290-001-127	B	Street Repair & Maintenance	R	11/25/24	12/11/24		9040553	N	
5 INV 7902673-CORE DRILL RENTAL	\$263.35	4-01-26-290-001-127	B	Street Repair & Maintenance	R	11/25/24	12/11/24		7902673	N	
6 INV 7514125-TOILET SEAT,	\$114.83	4-01-26-310-001-024	B	Building Maintenance	R	11/25/24	12/11/24		7902673	N	
7 INV 3523946-DOOR CLOSER	\$24.58	4-01-26-310-001-024	B	Building Maintenance	R	11/25/24	12/11/24		3523946	N	
8 INV 0512240-CLEAR SEALANT,	\$50.34	4-01-26-310-001-024	B	Building Maintenance	R	11/25/24	12/11/24		0512240	N	
	\$845.95										
Vendor Total:	\$845.95										
IDEXX005	IDEXX DISTRIBUTION, INC.										
24-01392	12/10/24	LAB SUPPLIES									
1 120ML SAMPLE VESSEL	\$231.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/10/24	12/12/24		3165567962	N	
2 COLILERT 18 TEST (100-TEST/PK)	\$1,167.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/10/24	12/12/24		3165567962	N	
3 COMPARATOR PART #98-11682-00	\$23.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/10/24	12/12/24		3165567962	N	
4 QUANTI TRAY 200	\$42.00	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/10/24	12/12/24		3165567962	N	
5 FREIGHT	\$72.16	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/10/24	12/12/24		3165567962	N	
	\$1,535.16										
Vendor Total:	\$1,535.16										
11AFI005	IIA FIRE DEPARTMENT TESTING										
24-01239	11/04/24	AERIAL & LADDER TESTING									
1 ANNUAL AERIAL TESTING	\$1,700.00	4-01-25-252-002-122	B	Ladder Test - NFPA Required	R	11/04/24	12/11/24		INIIAFD5702	N	
2 FUEL SURCHARGE 2.5%	\$42.50	4-01-25-252-002-122	B	Ladder Test - NFPA Required	R	11/04/24	12/11/24		INIIAFD5702	N	
3 HEAT SENSOR LABEL	\$22.00	4-01-25-252-002-122	B	Ladder Test - NFPA Required	R	11/04/24	12/11/24		INIIAFD5703	N	
4 GROUND LADDER PER TEST	\$799.00	4-01-25-252-002-122	B	Ladder Test - NFPA Required	R	11/04/24	12/11/24		INIIAFD5703	N	
	\$2,563.50										
Vendor Total:	\$2,563.50										
INTER015	INTERSTATE WASTE SERVICES OF										
24-00061	01/24/24	MUNICIPAL RECYCLING									
13 MUNICIPAL RECYCLING DEC 2024	\$12,610.67	4-01-26-311-001-029	B	Recycling Contract co-mingle-paper/cdlR		10/29/24	12/11/24		10153311	N	
Vendor Total:	\$12,610.67										
J1067	J. VINCH & SONS, INC.										
24-01412	12/11/24	DUMPSTER RENTAL AND DISPOSAL									

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							
J1067	J. VINCH & SONS, INC.	Account Continued									
1 DUMPSTER RENTAL AND DISPOSAL		\$684.70	4-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	12/11/24	12/11/24		28583	N
Vendor Total:		\$684.70									
J0069	JERSEY ELEVATOR LLC										
24-01357	12/05/24	NOV/DEC 2024 MAINTENANCE									
1 DECEMBER 2024 MAINTENANCE		\$203.95	4-01-26-310-001-029	B	Maintenance Contracts	R	12/05/24	12/11/24		INV-205481-N7Y3	N
2 NOVEMBER 2024 MAINTENANCE		\$203.95	4-01-26-310-001-029	B	Maintenance Contracts	R	12/05/24	12/11/24		INV-183691-Q0R7	N
		\$407.90									
Vendor Total:		\$407.90									
J0378	KENNCO LLC										
24-01356	12/05/24	NOVEMBER 2024 CYLINDER RENTAL									
1 INV R28127-NOV 2024 CYLINDER		\$36.00	4-01-26-290-001-050	B	DPW Work Equipment	R	12/05/24	12/11/24		R28127	N
Vendor Total:		\$36.00									
THERO005	LEXIPOL, LLC										
24-01388	12/10/24	HPD ANNUAL ACCREDITATION									
1 HPD ANNUAL ACCREDITATION		\$11,900.00	4-01-25-240-001-199	B	Miscellaneous	R	12/10/24	12/12/24		INVLH11245080	N
Vendor Total:		\$11,900.00									
L0037	LINCOLN FINANCIAL GROUP										
24-01367	12/05/24	DECEMBER 2024 LIFE INSURANCE									
1 DECEMBER 2024 LIFE INSURANCE		\$290.56	4-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	12/05/24	12/11/24		DECEMBER HEAL'N	
2 DECEMBER 2024 LIFE INSURANCE		\$5.91	4-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	12/05/24	12/11/24		DECEMBER HEAL'N	
3 DECEMBER 2024 LIFE INS WTP		\$9.08	4-09-55-501-001-514	B	INSURANCE	R	12/05/24	12/11/24		DECEMBER HEAL'N	
4 DECEMBER 2024 LIFE INS AWWTP		\$63.56	4-09-55-501-002-514	B	Insurance	R	12/05/24	12/11/24		DECEMBER HEAL'N	
		\$369.11									
Vendor Total:		\$369.11									
M0180	MCMMASTER-CARR										
24-01405	12/11/24	OCT 2024/NOV 2024 INVOICES									
1 INV 36192930-US FLAG 5X8		\$94.24	4-01-26-310-001-181	B	Flags	R	12/11/24	12/11/24		36192930	N
2 INV 36490480-CRIMP ON SPLICES		\$81.03	4-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	12/11/24	12/11/24		36490480	N
3 INV 35356169-BRASS SOLENOID		\$140.97	4-09-55-501-001-503	B	Water Plant Maintenance	R	12/11/24	12/11/24		35356169	N
4 INV 35234688-PREMIUM SOLENOID		\$198.87	4-09-55-501-001-503	B	Water Plant Maintenance	R	12/11/24	12/11/24		35234688	N
5 CRDT 35322374-PREMIUM SOLENOI		198.87-	4-09-55-501-001-503	B	Water Plant Maintenance	R	12/11/24	12/11/24		35322374	N
6 INV 35603694-POLY TUBING 3/8"		\$42.00	4-09-55-501-001-503	B	Water Plant Maintenance	R	12/11/24	12/11/24		35603694	N

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											
M0180	MCMMASTER-CARR	Account Continued									
7 INV 35583111-POLY TUBING 1/2"		\$46.00	4-09-55-501-001-503	B	Water Plant Maintenance	R	12/11/24	12/11/24		35583111	N
8 CRDT 35615558-POLY TUBING 1/2"		46.00-	4-09-55-501-001-503	B	Water Plant Maintenance	R	12/11/24	12/11/24		35615558	N
		\$358.24									
	Vendor Total:	\$358.24									
M0256	MERCER CO IMPROVEMENT AUTH										
24-01413	12/11/24	NOVEMBER 2024 TIPPING									
1 NOVEMBER 2024 TIPPING		\$14,768.53	4-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	12/11/24	12/11/24		NOVEMBER 2024	N
2 NOVEMBER 2024 RECYCLING TAX		\$351.63	4-01-43-496-001-174	B	Recycling Tax	R	12/11/24	12/11/24		NOVEMBER 2024	N
		\$15,120.16									
	Vendor Total:	\$15,120.16									
M0095	MERCER COUNTY CLERK/ELECTION										
24-01406	12/11/24	2024 PRIMARY ELECTION PRINTING									
1 2024 PRIMARY ELECTION PRINTING		\$3,855.58	4-01-20-120-002-100	B	Election Expenses	R	12/11/24	12/11/24		HIGHTSTOWN 202N	
		\$3,855.58									
	Vendor Total:	\$3,855.58									
M0127	MONMOUTH COUNTY										
24-01414	12/11/24	NOV 2024 ROOSEVELT TIPPING									
1 NOV 2024 ROOSEVELT TIPPING		\$2,169.86	4-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	12/11/24	12/11/24		NOVEMBER 2024	N
		\$2,169.86									
	Vendor Total:	\$2,169.86									
NICHO005	NICHOLAS MITCHELL										
24-01363	12/05/24	CLOTHING REIMBURSEMENT									
1 CLOTHING REIMBURSEMENT 2024		\$450.00	4-01-26-290-001-032	B	Uniforms	R	12/05/24	12/11/24		433600150196	N
		\$450.00									
	Vendor Total:	\$450.00									
NJADV005	NJ Advance Media										
24-01410	12/11/24	LEGAL ADS OCT. 2024									
1 ORD 2024-17 ADOPT		\$33.54	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010923126	N
2 PROFESSIONAL SERVICES 2025		\$20.28	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010929444	N
		\$53.82									
24-01411	12/11/24	LEGAL ADS NOV 2025									
1 TAX SALE AFFIDAVIT 2024		\$30.00	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010932553	N
2 TAX SALE 2024		\$54.08	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010932553	N
3 ORD 2024-19 INTRO		\$31.72	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010938172	N

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							
NJADV005	NJ Advance Media	Account Continued									
4 ORD 2024-18		\$22.88	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010938382	N
5 TAX SALE AFFIDAVIT 2ND NOTICE		\$30.00	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010937966	N
6 TAX SALE 2024 2ND NOTICE		\$55.12	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		0010937966	N
7 2024 BUDGET AMENDMENT		\$173.52	4-01-20-120-001-021	B	Advertisements	R	12/11/24	12/11/24		10938175	N
		\$397.32									
Vendor Total:		\$451.14									
N0234	NJ DIV OF ALCOHOLIC BEV CONTR.										
24-01407	12/11/24	2024-2025 LIQUOR LICENSE									
1 2024-2025 LIQUOR LICENSE		\$9.00	4-01-20-120-001-199	B	Miscellaneous	R	12/11/24	12/11/24		2024-2025	N
Vendor Total:		\$9.00									
M1131	NJ MOTOR VEHICLE COMMISSION										
24-01409	12/11/24	2025 MVC ACCESS PROGRAM FEE									
1 2025 MVC ACCESS PROGRAM FEE		\$150.00	4-01-20-120-001-199	B	Miscellaneous	R	12/11/24	12/11/24		2025	N
Vendor Total:		\$150.00									
PARKP005	PARK PUMPS AND CONTROLS, INC										
24-00294	03/11/24	RES 2023-214 SODIUMBICARBONATE									
5 INV 3745 SODIUM BICARB 12/2/24		\$2,800.00	4-09-55-501-002-552	B	Sodium Bicarbonate	R	08/28/24	12/11/24		3745	N
Vendor Total:		\$2,800.00									
P0088	PARKER MCCAY, P.A.										
24-01380	12/06/24	Billing through 11/30/2024									
1 Review & correspondence		\$351.50	4-01-21-180-001-107	B	Planning Board - Attorney	R	12/06/24	12/11/24		3191700	N
2 4th Round Housing & Correspond		\$370.00	4-01-21-180-001-108	B	COAH Planning	R	12/06/24	12/11/24		3191701	N
		\$721.50									
Vendor Total:		\$721.50									
REDAR005	RED ARROW TECHNOLOGIES, LLC										
24-01370	12/05/24	MONTHLY SUPPORT PHONES&NETWORK									
1 MONTHLY SUPPORT PHONES HPD		\$300.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/05/24	12/11/24		17341	N
2 MONTHLY SUPPORT PHONES BORO		\$200.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/05/24	12/11/24		17341	N
3 MONTHLY SUPPORT PHONES HFD		\$100.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/05/24	12/11/24		17341	N
4 MONTHLY SUPPORT PHONES AWW		\$100.00	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/05/24	12/11/24		17341	N
5 TECH SUPPORT & SVCS DEC 2024		\$2,245.00	4-01-20-140-001-094	B	Computer Service & Support	R	12/05/24	12/11/24		17340	N
6 INTERNET & WEB DEC 2024		\$1,365.00	4-01-20-140-001-060	B	Internet Services and Web Services	R	12/05/24	12/11/24		17340	N

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							
REDAR005	RED ARROW TECHNOLOGIES, LLC	<i>Account Continued</i>									
7	TECH SUPPORT/INTERNET/WEB	\$755.00	4-09-55-501-002-530	B	Computer Software/Maint/Equip	R	12/05/24	12/11/24		17340	N
8	TECH SUPPORT/INTERNET/WEB	\$550.00	4-09-55-501-001-530	B	Computer Software/Maint/Equip	R	12/05/24	12/11/24		17340	N
		\$5,615.00									
24-01387	12/10/24	WATER TOWER INTERNET DEVICE									
1	WATER TOWER INTERNET DEVICE	\$100.00	4-09-55-501-001-549	B	Miscellaneous	R	12/10/24	12/12/24		17273	N
24-01402	12/10/24	VOIP SVCS DEC 2024 HFD & MAIN									
1	VOIP SVCS DEC 2024 HFD	\$122.27	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/10/24	12/11/24		17444	N
2	VOIP SVCS DEC 2024 MAIN	\$499.23	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/10/24	12/11/24		17444	N
		\$621.50									
Vendor Total:		\$6,336.50									
R0077	ROBERTS ENGINEERING GRP LLC										
24-01382	12/09/24	Billing through 11/9/2024									
1	Construction Inspect, Review	\$1,871.50	MIL11-02	P	MILLSTONE BASIN HABITAT	R	12/09/24	12/11/24		9527	N
Vendor Total:		\$1,871.50									
RYANB005	RYAN BUCK										
24-01296	11/18/24	UNIFORM ALLOWANCE - BUCK									
1	UNIFORM ALLOWANCE - BUCK	\$406.63	4-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/18/24	12/12/24		2646429	N
Vendor Total:		\$406.63									
S0002	SAFETY-KLEEN SYSTEMS, INC										
24-01364	12/05/24	INV #95817400									
1	FEE, FUEL SURCHARGE	\$15.13	4-09-55-501-002-535	B	Chemicals Miscellaneous	R	12/05/24	12/11/24		95817400	N
2	30G CYCLONIC PARTS WASHER	\$295.00	4-09-55-501-002-535	B	Chemicals Miscellaneous	R	12/05/24	12/11/24		95817400	N
		\$310.13									
Vendor Total:		\$310.13									
S0061	SEA BOX										
24-01335	11/25/24	CONTAINER RENTAL									
1	INV RI127393-CONTAINER RENTAL	\$75.00	4-01-26-310-001-025	B	Building Rental	R	11/25/24	12/11/24		RI127393	N
Vendor Total:		\$75.00									
M0254	SF MOBILE-VISION										
24-01386	12/10/24	HPD IN-CAR VIDEO CLOUD STORAGE									
1	HPD IN-CAR VIDEO CLOUD STORAC	\$4,956.00	4-01-25-240-001-029	B	Maint. Contracts - Other	R	12/10/24	12/12/24		58160	N

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						
M0254	SF MOBILE-VISION	Account Continued									
Vendor Total:		\$4,956.00									
S0256	STALKER RADAR										
24-01087	09/26/24	DSR 2 ANTENNA RADAR Q#2072298									
1	DSR 2 ANTENNA RADAR	\$2,813.00	C-04-55-904-001-444	B	2024-12 POLICE LOCKERS,OFFICE FR		09/26/24	12/11/24		448369	N
Vendor Total:		\$2,813.00									
TMOBI005	T-MOBILE										
24-01366	12/05/24	STOCKTON PARKING LOT CAMERAS									
1	STOCKTON PARKING LOT CAMERA	\$61.60	4-01-33-195-002-029	B	Computer Software/Maint/Equip	R	12/05/24	12/11/24		10/21-11/20/24	N
Vendor Total:		\$61.60									
TELCO005	TELCO BILL CENTER INC.										
24-01368	12/05/24	POTSOLVE RECURRING CHGS DEC24									
1	POTSOLVE RECURRING CHGS DEC	\$401.25	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/05/24	12/11/24		5553	N
Vendor Total:		\$401.25									
TOWNS010	TOWNSHIP OF MANALAPAN										
24-01400	12/10/24	INV 2024-05-HB & 2024-10-HB									
1	INV 2024-05-HB DOG	\$75.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUSTR		12/10/24	12/11/24		2024-05-HB	N
2	INV 2024-10-HB DOG	\$75.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUSTR		12/10/24	12/11/24		2024-10-HB	N
		\$150.00									
Vendor Total:		\$150.00									
T0060	TOWNSHIP OF ROBBINSVILLE										
24-01369	12/05/24	COURT SHARED 10/1/24-11/22/24									
1	SALARIES 10/1/24-12/31/24	\$31,347.59	4-01-20-176-000-199	B	Miscellaneous	R	12/05/24	12/11/24		QTR 4 2024	N
2	PROSECUTOR THRU 11/30/24	\$3,255.00	4-01-20-176-000-199	B	Miscellaneous	R	12/05/24	12/11/24		2/3RD Q4 2024	N
3	PUBLIC DEFENDER THRU 11/30/24	\$1,500.00	T-17-56-286-000-837	B	RESERVE-PUBLIC DEFENDER	R	12/05/24	12/11/24		2/3RD Q4 2024	N
4	USE OF FACILITIES 10/1-12/31	\$18,000.00	4-01-26-310-001-025	B	Building Rental	R	12/05/24	12/11/24		QTR 4 2024	N
5	ADMIN FEE 10/1-12/31	\$3,000.00	4-01-20-176-000-199	B	Miscellaneous	R	12/05/24	12/11/24		QTR 4 2024	N
6	POSTAGE 10/1/24-11/22/24	\$64.17	4-01-20-176-000-022	B	Postage and Express Charges	R	12/05/24	12/11/24		PART QTR 4 2024	N
7	LANGUAGE LINE 10/1/24-11/22/24	\$429.00	4-01-20-176-000-111	B	Interpretor/Outside Help	R	12/05/24	12/11/24		PART QTR 4 2024	N
8	EQUIP & SUPPLIES 10/1-11/22/24	\$835.46	4-01-20-176-000-036	B	Office Supplies	R	12/05/24	12/11/24		PART QTR 4 2024	N
		\$58,431.22									
Vendor Total:		\$58,431.22									

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											
T0061 TOWNSHIP OF ROBBINSVILLE DPW											
24-01355	12/05/24										
1 HPD VEHICLE MAINTENANCE		\$109.00	4-01-43-515-001-170	B	Mechanic Services	R	12/05/24	12/11/24		I001618	N
2 HPD VEHICLE MAINTENANCE		\$109.00	4-01-43-515-001-170	B	Mechanic Services	R	12/05/24	12/11/24		I001619	N
3 HPD VEHICLE MAINTENANCE		\$109.00	4-01-43-515-001-170	B	Mechanic Services	R	12/05/24	12/11/24		I001620	N
4 HPD VEHICLE MAINTENANCE		\$110.50	4-01-43-515-001-170	B	Mechanic Services	R	12/05/24	12/11/24		I001621	N
		\$437.50									
Vendor Total:		\$437.50									
U0013 USA BLUE BOOK											
24-01352	12/05/24										
1 3 SHELF FIRST AID KIT SHIPPING		\$322.45	4-09-55-501-002-557	B	Plant Safety/Plant Security	R	12/05/24	12/11/24		INV00553458	N
Vendor Total:		\$322.45									
V0007 VALLEY PHYSICIAN SERVICES, PC											
24-01333	11/25/24										
1 3RD QUARTER DOT TESTING		\$90.00	4-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	11/25/24	12/11/24		965741C5622	N
Vendor Total:		\$90.00									
W0071 WASTE MGMT OF NEW JERSEY, INC.											
24-00123	02/02/24										
13 INV 3232932-0502-3	12/2/24	\$4,700.50	4-09-55-501-002-538	B	Sludge Removal/Disposal-Waste Mana	R	10/16/24	12/11/24		3232932-0502-3	N
24-00154	02/08/24										
52 INV 3233584-0502-1	11/2/24	\$297.93	4-01-26-305-001-029	B	Contract-Dumpsters	R	11/04/24	12/11/24		3233584-0502-1	N
53 INV 3233582-0502-5	12/2/24	\$596.52	4-01-26-305-001-029	B	Contract-Dumpsters	R	11/04/24	12/11/24		3233582-0502-5	N
54 INV 3233582-0502-5	12/2/24	\$397.31	4-01-26-305-001-029	B	Contract-Dumpsters	R	11/04/24	12/11/24		3233582-0502-5	N
55 INV 3233583-0502-3	12/2/24	\$1,544.38	4-01-26-305-001-029	B	Contract-Dumpsters	R	11/04/24	12/11/24		3233583-0502-3	N
56 INV 3233583-0502-3	12/2/24	\$633.78	4-01-26-305-001-029	B	Contract-Dumpsters	R	11/04/24	12/11/24		3233583-0502-3	N
		\$3,469.92									
Vendor Total:		\$8,170.42									
WORKN005 WORK N GEAR, LLC											
24-01193	10/24/24										
1 UNIFORMS/BOOTS/ACCESSORIES		\$450.00	4-01-26-290-001-032	B	Uniforms	R	10/24/24	12/12/24		HA200261	N
24-01195	10/24/24										
1 UNIFORMS/BOOTS/ACCESSORIES		\$450.00	4-01-26-290-001-032	B	Uniforms	R	10/24/24	12/11/24		HA200249	N

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											
WORKN005	WORK N GEAR, LLC	Account Continued									
24-01197	10/24/24			UNIFORMS/BOOTS/ACCESSORIES							
1 UNIFORMS/BOOTS/ACCESSORIES		\$441.09	4-01-26-290-001-032	B	Uniforms	R	10/24/24	12/12/24		HA201188	N
24-01198	10/24/24			UNIFORMS/BOOTS/ACCESSORIES							
1 UNIFORMS/BOOTS/ACCESSORIES		\$447.89	4-01-26-290-001-032	B	Uniforms	R	10/24/24	12/11/24		HA200251	N
24-01199	10/24/24			UNIFORMS/BOOTS/ACCESSORIES							
1 UNIFORMS/BOOTS/ACCESSORIES		\$126.63	4-01-26-290-001-032	B	Uniforms	R	10/24/24	12/11/24		HA200700	N
24-01200	10/24/24			UNIFORMS/BOOTS/ACCESSORIES							
1 UNIFORMS/BOOTS/ACCESSORIES		\$205.70	4-01-26-290-001-032	B	Uniforms	R	10/24/24	12/11/24		HA200250	N
Vendor Total:		\$2,121.31									
YPERS005	Y-PERS, INC										
24-01345	11/25/24			COTTON GLOVES							
1 COTTON GLOVES-SGC9500		\$60.00	4-01-26-290-001-050	B	DPW Work Equipment	R	11/25/24	12/12/24		0202078-IN	N
Vendor Total:		\$60.00									
Total Purchase Orders: 74 Total P.O. Line Items: 163 Total List Amount: \$338,841.16 Total Void Amount: \$0.00											

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total
CURRENT FUND	4-01	\$226,806.77	\$0.00	\$226,806.77	\$0.00	\$0.00	\$0.00
	4-09	\$19,917.39	\$0.00	\$19,917.39	\$0.00	\$0.00	\$0.00
	4-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,888.00
	Year Total:	\$246,724.16	\$0.00	\$246,724.16	\$0.00	\$0.00	\$1,888.00
GENERAL CAPITAL	C-04	\$2,813.00	\$0.00	\$2,813.00	\$0.00	\$0.00	\$0.00
TRUST OTHER - FUND #12	T-12	\$83,766.00	\$0.00	\$83,766.00	\$0.00	\$0.00	\$0.00
ANIMAL CONTROL TRUST FUN	T-13	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
PUBLIC DEFENDER TRUST FUI	T-17	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00
HOUSING TRUST FUND-RECAF	T-26	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
	Year Total:	\$87,416.00	\$0.00	\$87,416.00	\$0.00	\$0.00	\$0.00
Total Of All Funds:		\$336,953.16	\$0.00	\$336,953.16	\$0.00	\$0.00	\$1,888.00

Project Description	Project No.	Rcvd Total
Easement Agreement	133MONMOUT	\$16.50
MILLSTONE BASIN HABITAT	MIL11-02	\$1,871.50
Total Of All Projects:		<u>\$1,888.00</u>

Date: December 16, 2024

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 12/16/2024

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
TREASURER, STATE OF NJ/2003 DRI	12/10/2024	24-01262	1627	\$ 4,962.73
AT&T MOBILITY	12/11/2024	24-01289	37745	\$ 937.35
PSE&G	12/11/2024	24-01373	37748	\$ 237.33
VERIZON	12/11/2024	24-01375	37749	\$ 426.74
VERIZON WIRELESS	12/11/2024	24-01381	37750	\$ 266.09
JCP&L	12/11/2024	24-01404	37747	\$ 1,538.74
TOTAL				\$ 8,368.98
<u>WATER AND SEWER OPERATING</u>				
STATE OF NJ - SFWTR	12/3/2024	24-01349	37744	\$ 32.47
AT&T MOBILITY	12/11/2024	24-01289	37745	\$ 146.16
PSE&G	12/11/2024	24-01373	37748	\$ 1,550.66
JCP&L	12/11/2024	24-01374	37747	\$ 13,505.42
VERIZON	12/11/2024	24-01375	37749	\$ 189.00
EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY	12/11/2024	24-01395	37746	\$ 612.79
JCP&L	12/11/2024	24-01404	37747	\$ 69.09
TOTAL				\$ 16,105.59
<u>ESCROW</u>				
TOTAL				\$ -
<u>GRANT</u>				
TOTAL				\$ -
<u>TRUST- OTHER</u>				
TOTAL				\$ -
<u>ANIMAL CONTROL TRUST</u>				
TOTAL				\$ -
<u>LAW ENFORCEMENT TRUST</u>				
TOTAL				\$ -
<u>UNEMPLOYMENT TRUST</u>				
TOTAL				\$ -
<u>PUBLIC DEFENDER TRUST</u>				
TOTAL				\$ -
<u>TAX LIEN TRUST</u>				
PRO CAP 8, LLC	12/3/2024	24-01340	1045	\$ 4,005.34
TOTAL				\$ 4,005.34
<u>GENERAL CAPITAL</u>				
EARLE ASPHALT COMPANY	12/3/2024	24-00961-03	37743	\$ 491,560.25
TOTAL				\$ 491,560.25
<u>WATER AND SEWER CAPITAL</u>				
EARLE ASPHALT COMPANY	12/3/2024	24-00961-03	37743	\$ 24,394.47
TOTAL				\$ 24,394.47
MANUAL TOTAL				\$ 544,434.63

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**ESTABLISHING SALARIES OF CERTAIN OFFICERS AND
EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN FOR THE
YEAR 2025**

WHEREAS, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

WHEREAS, it is the desire of the Mayor and Council to set 2025 salaries for certain non-union employees who do not have a separate employment agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2025:

<u>Position/Title</u>	<u>2025 Salary</u>
Chief Financial Officer	\$53,560.00
Borough Clerk	\$90,040.70
Registrar of Vital Statistics	\$4,839.69
IT	\$5,627.55
Qualified Purchasing Agent (QPA)	\$16,390.91
Health Official	\$15,824.65
Public Health Nurse	\$86,074.10
Collector	\$80,340.00
Assessor	\$21,747.08
Municipal Judge	\$36,548.65
Construction Code Official	\$99,910.00
Zoning Official	\$6,180.00

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Hightstown that all other non-union employees will receive a 3% increase which shall be effective January 1, 2025.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 16, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-220

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

AUTHORIZING A REIMBURSEMENT FOR CELL PHONE USAGE

WHEREAS, the Borough finds it cost effective to permit certain employees to utilize their private cell phone for Borough business throughout the year; and

WHEREAS, the Borough wishes to authorize a reimbursement for private cell phone usage during 2024 to Dimitri Musing, Borough Administrator, Margaret Riggio, Borough Clerk, Frank Gendron, Chief of Police; and Steve White, Superintendent of the Advanced Waste Water Treatment Plant for the period January 1, 2023 through December 31, 2023 in the amount of \$270.00; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Finance is authorized to issue reimbursement as stated above for private cell phone usage during 2024

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be given to the Finance Office, Dimitri Musing, Margaret Riggio, Frank Gendron, and Steve White.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 18, 2023.

Margaret Riggio
Borough Clerk

Resolution 2024-221

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

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

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

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

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

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

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

1. Borough of Hightstown, in the County of Mercer and State of New Jersey hereby appoints Skylands Risk Management, Inc. its Risk Management Consultant.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2025 in the form attached hereto.

CERTIFICATION

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

Margaret Riggio
Borough Clerk

STATEWIDE INSURANCE FUND
RISK MANAGEMENT CONSULTANT'S AGREEMENT
2025 Fund Year

THIS AGREEMENT entered into this 16th day of December 2024, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, The Borough of Hightstown ("MEMBER") and Skylands Risk Management, Inc. ("RISK MANAGEMENT CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

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

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

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

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

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

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

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

- (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
- (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
- (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
- (h) assist in the claim settlement process, if required, by MEMBER or FUND.
- (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
- (j) comply with the obligations imposed upon Risk Managers in the FUND'S Bylaws.
- (k) act in good faith and fair dealing to the FUND.
- (l) perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER'S assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
- (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND'S assessment in computing the fee set forth in 2(a).
- (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2025** to **January 1, 2026**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

ATTEST:

Margaret Riggio, Borough Clerk

Member Representative Susan Bluth, Mayor

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

**EXHIBIT A
STATEWIDE INSURANCE FUND**

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

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

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

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

OR

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

OR

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

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

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

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

COMPANY: _____
Risk Management Consultant

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

Resolution 2024-222

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

RESOLUTION APPOINTING A FUND COMMISSIONER

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

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

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Hightstown (Local Unit) that Dimitri Musing is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2025**.

BE IT FURTHER RESOLVED that Margaret Riggio is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2025**.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 16, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-223

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

AUTHORIZING A REFUND OF A DUPLICATE TAX PAYMENT 123 E. WARD STREET

WHEREAS, a duplicate payment for 2024 taxes were made for Blk: 28/Lt:41, 123 E. Ward Street, in the amount of \$6,106.68; and

WHEREAS, both the mortgage company and the homeowner paid fourth quarter taxes; and

WHEREAS, the mortgage company, CoreLogic Tax Services, has requested that a refund be issued for the duplicate payment in the amount of \$6,108.68; and

WHEREAS, the Tax Collector has requested that said the duplicate payment be refunded in the amount of \$6,106.88.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$6,106.68 to CoreLogic Tax Services, PO Box 9202, Coppell, Tx, 75019-9208 representing the duplicate tax payment as set forth 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 December 12, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-224

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

AUTHORIZING A REFUND OF A DUPLICATE TAX PAYMENT 231 HUTCHINSON STREET

WHEREAS, a duplicate payment for 2024 taxes were made for Blk: 7/Lt:95, 231 Hutchinson Street, in the amount of \$2,788.61; and

WHEREAS, both the mortgage company and the homeowner paid fourth quarter taxes; and

WHEREAS, the mortgage company, CoreLogic Tax Services, has requested that a refund be issued for the duplicate payment in the amount of \$2,788.61; and

WHEREAS, the Tax Collector has requested that said the duplicate payment be refunded in the amount of \$2,788.61.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$2,788.61 to CoreLogic Tax Services, PO Box 9202, Coppel, Tx, 75019-9208 representing the duplicate tax payment as set forth 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 December 16, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-225

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

RESOLUTION AUTHORIZING SMALL BALANCE CANCELLATION

WHEREAS, N.J.S.A. 40A:5-17.1 Provides that a municipality may authorize the processing of tax refunds of less than ten dollars (\$10.00) and the cancellation of tax delinquencies of less than ten dollars (\$10.00);

WHEREAS, the Tax Collector has requested that said small balance be canceled in the amount of \$9.14, on Block 2.01 Lt:1; WYCKOFF'S MILL.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector is hereby authorized to cancel taxes as set forth 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 December 16, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-226

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING A TRANSFER OF FUNDS IN THE 2024 BUDGET

WHEREAS N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2024 budget are hereby authorized:

	<u>From</u>	<u>To</u>
Current Fund		
Tax Collector		
Salaries and Wages	45,000.00	
Police		
Other Expenses	12,000.00	
LUB		
Other Expenses	5,000.00	
Streets & Roads		
Other Expenses	11,000.00	
Data Processing/Info Tech		
Other Expenses	7,200.00	
Administrative & Executive		
Salaries and Wages		50,000.00
Other Expenses		1,000.00
Mayor and Council		
Other Expenses		1,000.00
Land Use Board		
Salaries and Wages		7,000.00
General Liability - JIF		
Other Expenses		5,000.00
Uniform Fire Safety		
Salaries and Wages		1,500.00
Building and Ground		
Other Expenses		10,000.00
Parks & Recreation - Summer Program		
Other Expenses		700.00
Social Security		4,000.00
	<u>\$ 80,200.00</u>	<u>\$ 80,200.00</u>
Water-Sewer Operating Fund		
Other Expenses	85,000.00	
Social Security		7,000.00
Salaries and Wages		<u>78,000.00</u>
	<u>\$ 85,000.00</u>	<u>\$ 85,000.00</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 18, 2023.

Margaret Riggio
Borough Clerk

Resolution 2024-227

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 16, 2024, at the Hightstown Firehouse Hall, 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Green Acres Grant

Contract Negotiations – Borough Attorney

Contract Negotiations – Deerfield Westerlea

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public March 2, 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 December 16, 2024.

Margaret Riggio
Borough Clerk