

AGENDA
Hightstown Borough Council
March 3, 2025 | 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 Trentonian and Windsor-Hights Herald as required by law and is posted on the Hightstown Borough website.

Roll Call

Flag Salute

Approval of Agenda

Approval of Minutes February 18, 2025 – Public Session
February 28, 2025 – 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 **2025-63** Authorizing Payment of Bills
2025-64 Resolution of Compliance Regarding the 2021 Audit

Consent Agenda **2025-65** Resolution to Support Publishing Legal Notices on Official Government Websites
2025-66 Amending Resolution 2022-13 Appointing and Authorizing an Agreement for Professional Auditing Services – Gerard Stankiewicz, CPA, RMA, PSA (Samuel Klein and Company) to Correct the Contract Amount

Discussion Complete Streets TCDI Grant Opportunity
NJ Film Ready

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session **Resolution 2025-67** Authorizing a Meeting that Excludes the Public

Contract Negotiations – Robbinsville Police/Court Facilities

Contract Negotiations – Mercer Street Warehouse

Contract Negotiations – DEP – NJDOT

Contract Negotiations – Professional Services

Adjournment

Borough of Hightstown
County of Mercer

Resolution 2025-63

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$2,119,354.86 from the following accounts:

Current	\$1,860,727.37
W/S Operating	68,119.29
General Capital	8,082.22
Water/Sewer Capital	174,625.26
Grant	0.00
Trust	0.00
Unemployment Trust	650.78
Animal Control	647.44
Law Enforcement Trust	0.00
Tax Lien Trust	0.00
Housing Trust	0.00
Public Defender Trust	0.00
Escrow	<u>6,502.50</u>
Total	<u>\$2,119,354.86</u>

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on March 3, 2025.

Margaret Riggio, Borough Clerk

Hightstown Borough Council
March 3, 2025 Council Meeting
Borough of Hightstown
 Bill List By Vendor Name

Ranges	Item Status		Purchase Types		Misc					
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>	<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<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>							
<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									
24-01283	11/13/24	UNIFORM ALLOWANCE - TOWNSEND								
1 UNIFORM ALLOWANCE - TOWNSEN	\$850.00	4-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/13/24	02/26/25		68186	N
Vendor Total:		\$850.00								
APRUZ005	APRUZZESE, MCDERMOTT, MASTRO &									
25-00251	02/24/25	LABOR INV# 234906 JAN 2025								
1 LABOR INV# 234906 JAN 2025	\$2,886.00	5-01-20-155-001-031	B	Labor,Personnel & Union Council	R	02/24/25	02/26/25		234906	N
Vendor Total:		\$2,886.00								
C0735	CHART POOL USA INC.									
25-00195	02/13/25	FLOW CHART RECORDINGS								
1 PARTLOW #2 RED 5/PK	\$185.30	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/13/25	02/26/25		1282570-01	N
2 0-400 24HR PARTLOW S/A	\$151.70	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/13/25	02/26/25		1282570-01	N
3 FREIGHT	\$16.92	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/13/25	02/26/25		1282570-01	N
		\$353.92								
Vendor Total:		\$353.92								
CLARK005	CLARKE CATON HINTZ									
25-00221	02/18/25	Prof Services thru 1/31/2025								
1 Attend PB Mtg 1/13/25 & corres	\$263.03	5-01-21-180-001-105	B	General Planning-Consulting	R	02/18/25	02/26/25		91766	N
2 Perp/Rev/Analyze Housing Plan	\$894.54	5-01-21-180-001-108	B	COAH Planning	R	02/18/25	02/26/25		91767	N
		\$1,157.57								
Vendor Total:		\$1,157.57								
C0222	CONTINENTAL FIRE & SAFETY,INC.									
24-01129	10/10/24	FIRE HOOKS EST 24-2034								
1 FIRE HOOKS ESTIMATE 24-2034	\$252.72	C-04-55-904-003-444	B	FIRE DEPT AIR BAGS,VEHICLE STAER		10/10/24	02/26/25		R4158	N
2 FIRE HOOKS ESTIMATE 24-2034	\$4,726.80	C-04-55-904-003-444	B	FIRE DEPT AIR BAGS,VEHICLE STAER		10/10/24	02/26/25		R4158	N
3 FIRE HOOKS ESTIMATE 24-2034	\$252.72	C-04-55-904-003-444	B	FIRE DEPT AIR BAGS,VEHICLE STAER		10/10/24	02/26/25		R4158	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							
C0222	CONTINENTAL FIRE & SAFETY,INC.	Account Continued									
4	FIRE HOOKS ESTIMATE 24-2034	\$484.38	C-04-55-904-003-444	B	FIRE DEPT AIR BAGS,VEHICLE STAER		10/10/24	02/26/25		R4158	N
5	FIRE HOOKS ESTIMATE 24-2034	\$1,965.60	C-04-55-904-003-444	B	FIRE DEPT AIR BAGS,VEHICLE STAER		10/10/24	02/26/25		R4158	N
		\$7,682.22									
25-00231	02/20/25	CRESTARMODEL #HWNL 2.5" (F) NH									
1	CRESTARMODEL #HWNL 2.5" (F) NH	\$600.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	02/20/25	02/26/25		S1536	N
2	SHIPPING & HANDLING	\$40.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	02/20/25	02/26/25		S1536	N
		\$640.00									
Vendor Total:		\$8,322.22									
COUNT015	COUNTY OF MONMOUTH	-									
25-00263	02/26/25	DECEMBER 2024 SERVICES									
1	INV 25000357-DEC 2024 SERVICES	\$75.00	4-01-26-305-001-199	B	Miscellaneous	R	02/26/25	02/26/25		25000357	N
2	INV 25000357-ADMINISTRATIVE	\$21.50	4-01-26-305-001-199	B	Miscellaneous	R	02/26/25	02/26/25		25000357	N
		\$96.50									
Vendor Total:		\$96.50									
E0201	EDMUNDSGOVTECH, INC.										
25-00213	02/13/25	INV#25-IN1195 SOFTWARE 2025									
1	REAL PROP TAX BILLING MAINT	\$2,712.60	5-01-20-145-001-027	B	Edmunds Software Support	R	02/13/25	02/26/25		25-IN1195	N
2	FINANCE SUPER SUITE MAINT	\$4,065.94	5-01-20-130-001-027	B	Edmunds Software Support	R	02/13/25	02/26/25		25-IN1195	N
3	UTILITY BILL & COLLECT MAINT	\$569.95	5-09-55-501-001-517	B	Maint. Contracts - Office	R	02/13/25	02/26/25		25-IN1195	N
4	UTILITY BILL & COLLECT MAINT	\$2,279.78	5-09-55-501-002-517	B	Maint. Contracts - Office	R	02/13/25	02/26/25		25-IN1195	N
5	PAYROLL MAINTENANCE	\$2,849.73	5-01-20-130-001-027	B	Edmunds Software Support	R	02/13/25	02/26/25		25-IN1195	N
6	ESCROW ACCOUNTING MAINTAINC	\$1,162.54	5-01-21-180-001-053	B	COMPUTER/EQUIPMENT/SOFTWARIR	R	02/13/25	02/26/25		25-IN1195	N
7	ANIMAL LICENSING MAINTAINCE	\$647.44	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUSTR	R	02/13/25	02/26/25		25-IN1195	N
8	WIPP-TAX MAINTENANCE	\$1,478.52	5-01-20-145-001-027	B	Edmunds Software Support	R	02/13/25	02/26/25		25-IN1195	N
9	WIPP-UTILITY MAINTENANCE	\$1,478.52	5-09-55-501-002-517	B	Maint. Contracts - Office	R	02/13/25	02/26/25		25-IN1195	N
10	ELECTRONIC REQUISTION MAINT	\$290.64	5-09-55-501-001-517	B	Maint. Contracts - Office	R	02/13/25	02/26/25		25-IN1195	N
11	ELECTRONIC REQUISTION MAINT	\$871.90	5-09-55-501-002-517	B	Maint. Contracts - Office	R	02/13/25	02/26/25		25-IN1195	N
		\$18,407.56									
Vendor Total:		\$18,407.56									
E0030	ELIZABETH TRUCK CENTER										
25-00236	02/20/25	REPAIR TO 2017 PETERBILT LR600									
1	REPAIR TO MACK LR613 TRUCK	\$10,403.18	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	02/20/25	02/26/25		23968	N

Vendor #	Name	Description		Contract	PO Type	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type	Stat/Chk					
Item Description										
E0030	ELIZABETH TRUCK CENTER	<i>Account Continued</i>								
Vendor Total:		\$10,403.18								
Q0176	EUROFINS QC, LLC									
25-00206	02/13/25	WATER ANALYSIS								
1 INV 6300071069-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/13/25	02/26/25	6300071069	N
2 INV 6300071061-WATER ANALYSIS		\$452.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/13/25	02/26/25	6300071061	N
		\$700.00								
25-00258	02/26/25	WATER ANALYSIS								
1 INV 6300071464-WATER ANALYSIS		\$197.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/26/25	02/26/25	6300071464	N
2 INV 6300071504-WATER ANALYSIS		\$455.00	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/26/25	02/26/25	6300071504	N
3 INV 6300071169-WATER ANALYSIS		\$103.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/26/25	02/26/25	6300071169	N
		\$756.00								
Vendor Total:		\$1,456.00								
FIREA005	FIRE APPARATUS REPAIR, INC.									
25-00233	02/20/25	VALVES EXPEDITION EST 25-110								
1 DRAIN VALVE EST 25-110		\$25.46	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18188	N
2 PROTECTION VALVE		\$11.46	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18188	N
3 LABOR		\$290.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18188	N
		\$326.92								
25-00235	02/20/25	EST# 25-124 TS-41 AFTERMARKET								
1 REMOVE AFTERMARKET SWITCH		\$145.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
2 LOCATE WATER LEAK		\$435.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
3 REMOVED TURN SIGNAL LABOR		\$435.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
4 REMOVE OFFICER SIDE PUMP PANI		\$725.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
5 ELECTRIC MOTOR/MIV/VALVE ACT		\$2,108.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
6 2.5" TORRENT VALVE AUTO TANK		\$385.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
7 VICTALIC SEAL RING		\$14.85	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
8 CLEANERS RAGS SOLVENTS GREA		\$45.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
9 BRASSFITTING 1/8NPT 1/8PUSHLOC		\$18.90	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
10 TURN SIGNAL SWITCH/MULTI FCTP		\$205.00	5-01-25-252-002-121	B	Preventive Maintenance	R	02/20/25	02/26/25	18189	N
		\$4,516.75								
Vendor Total:		\$4,843.67								
FRENC005	French & Parrello Associates									

Hightstown Borough Council
March 3, 2025 Council Meeting
 Borough of Hightstown
 Bill List By Vendor Name

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							
FRENC005		French & Parrello Associates		Account Continued							
24-01317	11/25/24	PEDDIE DAM 2024 INSPECTION			B						
4		\$910.49	4-01-20-165-001-028	B	General Engineering	R	11/25/24	02/26/25		154892	N
Vendor Total:		\$910.49									
G1077		GEORGE S. COYNE CO., INC.									
25-00225	02/19/25	RES 2024-189 LIME HI-CALC WTP			B						
2		\$3,811.00	5-09-55-501-001-527	B	Calcium Hydroxide - Lime	R	02/19/25	02/26/25		446966	N
Vendor Total:		\$3,811.00									
HILLW005		HILL-WALLACK, LLP									
25-00269	02/26/25	LEGAL INVOICES 11/1/24-1/31/25									
1		\$2,986.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		787565	N
2		\$181.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		787566	N
3		\$33.00	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		787568	N
4		\$478.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		787569	N
5		\$198.00	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		787570	N
6		\$511.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		787571	N
7		\$1,633.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		788509	N
8		\$82.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		788510	N
9		\$907.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		788511	N
10		\$16.50	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		788512	N
11		\$330.00	4-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		788513	N
12		\$841.50	5-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		'	N
13		\$82.50	5-01-20-155-001-027	B	General Matters	R	02/26/25	02/26/25		793161	N
		\$8,283.00									
Vendor Total:		\$8,283.00									
H1100		HOME DEPOT CREDIT SERVICES									
25-00141	02/05/25	DECEMBER 2024 INVOICES									
1		\$687.00	4-01-25-252-001-199	B	Miscellaneous	R	02/05/25	02/26/25		1902781	N
2		\$10.75	4-01-26-290-001-127	B	Street Repair & Maintenance	R	02/05/25	02/26/25		1084348	N
3		\$128.24	4-01-25-240-001-116	B	Traffic Bureau	R	02/05/25	02/26/25		3041172	N
4		\$10.97	4-01-26-290-001-127	B	Street Repair & Maintenance	R	02/05/25	02/26/25		6510004	N
5		\$12.97	4-01-26-290-001-050	B	DPW Work Equipment	R	02/05/25	02/26/25		9520040	N
		\$849.93									
Vendor Total:		\$849.93									

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P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
H1100	HOME DEPOT CREDIT SERVICES	<i>Account Continued</i>									
H0163	HUNTER JERSEY PETERBUILT										
25-00086	01/28/25	SEAT-LB URIDE									
1 INV x205096464:01-SEAT VNL BLK		\$1,637.71	4-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	01/28/25	01/29/25		X205314280:01	N
Vendor Total:		\$1,637.71									
IACP0005	IACP										
25-00203	02/13/25	ANNUAL DUES									
1 ANNUAL DUES		\$270.00	5-01-25-240-001-044	B	Professional Assoc. Dues	R	02/13/25	02/26/25		0390457	N
Vendor Total:		\$270.00									
INTER015	INTERSTATE WASTE SERVICES OF										
25-00001	01/06/25	MUNICIPAL RECYCLING 2025									
4 INV 104210099 MAR 2025 RECYCLE		\$12,610.67	5-01-26-311-001-029	B	Recycling Contract co-mingle-paper/cdlR		01/06/25	02/26/25		104210099	N
Vendor Total:		\$12,610.67									
J0010	JAMMER DOORS										
25-00261	02/26/25	REPAIR TO GARAGE DOOR									
1 REPAIR TO GARAGE DOOR		\$592.50	5-01-26-310-001-024	B	Building Maintenance	R	02/26/25	02/26/25		51197	N
Vendor Total:		\$592.50									
J0069	JERSEY ELEVATOR LLC										
25-00255	02/26/25	MARCH 2025 MAINTENANCE									
1 MARCH 2025 MAINTENANCE		\$210.07	5-01-26-310-001-029	B	Maintenance Contracts	R	02/26/25	02/26/25		INV-258101-L4G6	N
Vendor Total:		\$210.07									
J0378	KENNCO LLC										
25-00260	02/26/25	OXYGEN AND ACETYLENE REFILLS									
1 INV 28696-ACETYLENE REFILL		\$100.00	5-01-26-290-001-050	B	DPW Work Equipment	R	02/26/25	02/26/25		28696	N
2 INV 28696-OXYGEN REFILL		\$25.00	5-01-26-290-001-050	B	DPW Work Equipment	R	02/26/25	02/26/25		28696	N
3 INV 28696-SHIPPING CHARGE		\$35.00	5-01-26-290-001-050	B	DPW Work Equipment	R	02/26/25	02/26/25		28696	N
		\$160.00									
Vendor Total:		\$160.00									
K0147	KNOX COMPANY										
24-01484	12/30/24	QUOTE QT-KA-61237 SUPPORTS									
1 QUOTE QT-KA-61237 SUPPORTS		\$1,200.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/30/24	02/27/25		INV-KA-364073	N

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P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
K0147	KNOX COMPANY	<i>Account Continued</i>									
2 REPAIR TECH LOCK		\$0.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/30/24	02/27/25		INV-KA-364073	N
3 KNOX EKEY PROGRAMMABLE KEY		\$432.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/30/24	02/27/25		INV-KA-364073	N
4 MOUNTING BRACKET		\$80.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/30/24	02/27/25		INV-KA-364073	N
5 1YR KNOXCONNECT CLOUD LIC		\$721.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/30/24	02/27/25		INV-KA-364073	N
6 SHIPPING & HANDLING		\$34.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	12/30/24	02/27/25		INV-KA-364073	N
		\$2,467.00									
Vendor Total:		\$2,467.00									
L0205	LANGUAGE LINE SERVICES										
25-00176	02/05/25	INV 11523266 HPD SVC JAN 2025									
1 INV 11523266 HPD SVC JAN 2025		\$78.30	5-01-25-240-001-111	B	Interpretor	R	02/05/25	02/26/25		11523266	N
Vendor Total:		\$78.30									
LEEHE005	LEE HECHT HARRISON, LLC										
25-00232	02/20/25	INV 13443763 W/E 2-14-25									
1 INV 13443763 W/E 2-14-25		\$975.00	5-01-20-130-001-031	B	PROF SERVICES	R	02/20/25	02/26/25		13443763	N
2 INV 13443763 W/E 2-14-25		\$162.50	5-09-55-501-001-600	B	WATER UTILITY -0 OTHER PROF TER		02/20/25	02/26/25		13443763	N
3 INV 13443763 W/E 2-14-25		\$162.50	5-09-55-501-002-600	B	SEWER - OTHER PROF - TEMP AGER		02/20/25	02/26/25		13443763	N
		\$1,300.00									
Vendor Total:		\$1,300.00									
L0037	LINCOLN FINANCIAL GROUP										
25-00216	02/13/25	MARCH 2025 LIFE INSURANCE									
1 MARCH 2025 LIFE INSURANCE		\$299.64	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	02/19/25	02/26/25		MAR 2025 LIFE	N
2 MARCH 2025 LIFE INSURANCE		\$5.91	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	02/19/25	02/26/25		MAR 2025 LIFE	N
3 MARCH 2025 LIFE INSURANCE WTP		\$9.08	5-09-55-501-001-514	B	INSURANCE	R	02/19/25	02/26/25		MAR 2025 LIFE	N
4 MARCH 2025 LIFE INS AWWTP		\$63.56	5-09-55-501-002-514	B	Insurance	R	02/19/25	02/26/25		MAR 2025 LIFE	N
		\$378.19									
Vendor Total:		\$378.19									
M0041	MACK INDUSTRIES										
25-00148	02/05/25	PROPOSAL #QT24356									
1 ANNUAL SERVICE CONTRACT FOR		\$960.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/25	02/26/25		70048	N
25-00149	02/05/25	PROPOSAL #QT24355									
1 DIGESTER HEAT EXCHANGER		\$1,419.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/25	02/26/25		70047	N
2 TRUCK CHARGE		\$50.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/25	02/26/25		70047	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											
M0041	MACK INDUSTRIES	<i>Account Continued</i>									
3 1	TECHNICIAN-8HR LABOR @\$125H	\$125.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/25	02/26/25		70047	N
4	COMBUSTION ANALYZER	\$100.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/26/25	02/26/25		70047	N
		\$1,694.00									
Vendor Total:		\$2,654.00									
M1076	MCMANIMON, SCOTLAND & BAUMANN										
25-00252	02/24/25	Prof. Services through 1/31/25									
1	Conference, Mtg & Correspond	\$4,837.50	3PRCLLC	P	Site Plan Application #2020-01	R	02/24/25	02/26/25		236626	N
25-00264	02/26/25	INV 236622 AMEND ORD#202309									
1	INV 236622 AMEND ORD#202309	\$600.00	C-08-55-975-000-544	B	2023-09 IMP TO FINE SCREEN SEC 2R	R	02/26/25	02/26/25		236622	N
Vendor Total:		\$5,437.50									
M0180	MCMMASTER-CARR										
25-00204	02/13/25	THREAD SCREWS, IMPACT SOCKET									
1	INV 40149020-THREAD SCREWS,	\$31.83	5-01-26-290-001-050	B	DPW Work Equipment	R	02/13/25	02/26/25		40149020	N
2	INV 40141775-THREAD SCREWS	\$28.90	5-01-28-369-001-140	B	Landscape Maintenance	R	02/13/25	02/26/25		40141775	N
		\$60.73									
25-00254	02/26/25	INV #41086709 EMERG EXIT LIGHT									
1	EMERGENCY LIGHT BATTERY PACK	\$9.44	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/26/25	02/26/25		41086709	N
2	EMERGENCY LIGHT BATTERY PACK	\$11.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/26/25	02/26/25		41086709	N
3	SHIPPING	\$8.72	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/26/25	02/26/25		41086709	N
		\$29.16									
Vendor Total:		\$89.89									
M0127	MONMOUTH COUNTY										
25-00207	02/13/25	JAN 2025 ROOSEVELT TIPPING									
1	JAN 2025 ROOSEVELT TIPPING	\$2,636.46	5-01-43-513-001-171	B	Borough of Roosevelt-Tipping Fees	R	02/13/25	02/26/25		JAN2025	N
Vendor Total:		\$2,636.46									
N0076	NANCY ALEXANDER										
25-00151	02/05/25	MILEAGE REIMBURSEMENT									
1	MILEAGE REIMBURSEMENT	\$55.12	5-01-25-240-001-116	B	Traffic Bureau	R	02/05/25	02/26/25		JAN 2025	N
Vendor Total:		\$55.12									
N0169	NEW JERSEY WATER ASSOCIATION										
25-00146	02/05/25	2025 SYSTEM MEMBERSHIP & DUES									

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											
N0169	NEW JERSEY WATER ASSOCIATION	<i>Account Continued</i>									
1	2025 SYSTEM MEMBERSHIP	\$540.00	5-09-55-501-001-519	B	Professional Assoc. Dues	R	02/05/25	02/26/25		3321	N
2	YEARLY MEMBERSHIP RENEWAL	\$30.00	5-09-55-501-001-519	B	Professional Assoc. Dues	R	02/05/25	02/26/25		3320	N
		\$570.00									
Vendor Total:		\$570.00									
N0652	NJ STATE POLICE CHIEF ASSN										
25-00136	02/05/25	ANNUAL DUES									
1	ANNUAL DUES	\$275.00	5-01-25-240-001-044	B	Professional Assoc. Dues	R	02/05/25	02/26/25		DUES 2025	N
25-00234	02/20/25	TRAINING CONFERENCE									
1	TRAINING CONFERENCE	\$465.00	5-01-25-240-001-042	B	Education & Training	R	02/20/25	02/26/25		IN-20492	N
Vendor Total:		\$740.00									
N1001	NJWEA										
25-00262	02/26/25	REGISTRATION FOR MARCH 10,2025									
1	STEVE WHITE (SUPERINTENDENT)	\$150.00	5-09-55-501-002-513	B	Education & Training	R	02/26/25	02/26/25		MAR102025	N
Vendor Total:		\$150.00									
O0019	O'BRIEN CONSULTING SERVICES										
25-00163	02/05/25	MONTHLY IT FEES JAN. 2025									
1	MONTHLY IT FEES JAN. 2025	\$900.00	5-01-25-240-001-029	B	Maint. Contracts - Other	R	02/05/25	02/26/25		256962	N
2	MONTHLY IT FEES JAN. 2025	\$280.00	5-01-25-240-001-029	B	Maint. Contracts - Other	R	02/05/25	02/26/25		256962	N
3	MONTHLY IT FEES JAN. 2025	\$8.50	5-01-25-240-001-029	B	Maint. Contracts - Other	R	02/05/25	02/26/25		256962	N
		\$1,188.50									
Vendor Total:		\$1,188.50									
PACEA005	PACE ANALYTICAL SERVICES, LLC										
25-00266	02/26/25	INV #257101927, INV257104240									
1	INV #257101927	\$83.70	5-09-55-501-002-532	B	Outside Lab Testing	R	02/26/25	02/26/25		257101927	N
2	INV #257104240	\$292.40	5-09-55-501-002-532	B	Outside Lab Testing	R	02/26/25	02/26/25		257104240	N
		\$376.10									
Vendor Total:		\$376.10									
P0088	PARKER MCCAY, P.A.										
25-00246	02/20/25	Billing through 1/31/2025									
1	Attend PB Mtg & consultation	\$1,175.96	5-01-21-180-001-107	B	Planning Board - Attorney	R	02/20/25	02/26/25		3194281	N
2	Affordable Housing	\$1,772.00	5-01-21-180-001-108	B	COAH Planning	R	02/20/25	02/26/25		3194282	N

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P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
Item Description											
P0088	PARKER MCCAY, P.A.	<i>Account Continued</i>									
		\$2,947.96									
	Vendor Total:	\$2,947.96									
POLYD005	POLYDYNE INC										
25-00224	02/18/25		CLARIFLOC NE-255555 RES2024-31		B						
2 INV 1899444 1/29/25		\$6,660.00	5-09-55-501-002-544	B	Chemical - Rotary Fanpress Polymer	R	02/18/25	02/26/25		1899444	N
	Vendor Total:	\$6,660.00									
REDAR005	RED ARROW TECHNOLOGIES, LLC										
25-00199	02/13/25		VOIP SVCS FEB 2025 HFD & MAIN								
1 VOIP SVCS FEB 2025 HFD		\$122.59	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	02/13/25	02/26/25		17903	N
2 VOIP SVCS FEB 2025 MAIN		\$500.37	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	02/13/25	02/26/25		17903	N
		\$622.96									
25-00249	02/24/25		MONTHLY TELEPHONE 03/01/25								
1 MONTHLY TELEPHONE HPD 3/01/25		\$300.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	02/24/25	02/26/25		18027	N
2 MONTHLY TELEPHONE BORO 3/01/25		\$200.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	02/24/25	02/26/25		18027	N
3 MONTHLY TELEPHONE HFD 3/01/25		\$100.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	02/24/25	02/26/25		18027	N
4 MONTHLY TELEPHONE AWWTP 3/1/25		\$100.00	5-09-55-501-003-548	B	Telephone	R	02/24/25	02/26/25		18027	N
		\$700.00									
25-00250	02/24/25		MONTHLY SUPPORT PHONE & NETWORK								
1 TECH SUPPORT & SVCS MAR 2025		\$2,245.00	5-01-20-140-001-094	B	Computer Service & Support	R	02/24/25	02/26/25		18028	N
2 INTERNET & WEB MAR 2025		\$1,375.00	5-01-20-140-001-060	B	Internet Services and Web Services	R	02/24/25	02/26/25		18028	N
3 TECH SUPPORT INTERNET WEB		\$755.00	5-09-55-501-002-530	B	Computer Software/Maint/Equip	R	02/24/25	02/26/25		18028	N
4 TECH SUPPORT INTERNET WEB		\$550.00	5-09-55-501-001-530	B	Computer Software/Maint/Equip	R	02/24/25	02/26/25		18028	N
		\$4,925.00									
	Vendor Total:	\$6,247.96									
R0077	ROBERTS ENGINEERING GRP LLC										
25-00002	01/06/25		ANNUAL STORMWATER PERMIT 2025		B						
3 STORMWATER PERMIT INV 12603		\$2,982.50	5-01-20-165-001-106	B	Misc. Road & Drainage Issues(B	R	01/06/25	02/26/25		12603	N
25-00237	02/20/25		ENGINEERING INVS THRU 2/15/25								
1 COUNCIL MEETINGS INV 12530		\$315.00	5-01-20-165-001-104	B	Attendance at Meetings (B)	R	02/20/25	02/26/25		12530	N
2 MISC REQUESTS INV 12586		\$1,401.92	5-01-20-165-001-028	B	General Engineering	R	02/20/25	02/26/25		12586	N
3 MISC ROADS INV 12614		\$270.00	5-01-20-165-001-028	B	General Engineering	R	02/20/25	02/26/25		12614	N
4 NJDOT RT33 ADA IMPROV INV12712		\$1,125.00	5-01-20-165-001-028	B	General Engineering	R	02/20/25	02/26/25		12712	N

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P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
R0077	ROBERTS ENGINEERING GRP LLC	<i>Account Continued</i>									
5	GENERAL WATER INV 12713	\$3,025.00	5-09-55-501-001-508	B	Engineer	R	02/20/25	02/26/25		12713	N
		\$6,136.92									
25-00238	02/20/25	TIER A REQUIREMENTS 2025				B					
2	TIER A REQUIREMENTS INV 12611	\$1,095.00	5-01-20-165-001-106	B	Misc. Road & Drainage Issues(B	R	02/20/25	02/26/25		12611	N
25-00240	02/20/25	ACTIVATED SLUDGE TANKS&DRYWELL									
1	ACTIVATED SLUDGE TANKS&DRYW	\$560.00	5-09-55-501-002-508	B	Engineer	R	02/20/25	02/26/25		12878	N
25-00241	02/20/25	DAWES PARK DESIGN &INSP REPORT									
1	DAWES PARK DESIGN &INSP REPOI	\$240.00	C-04-55-906-001-447	B	2024-16 DAWES PARK IMPROVEMENR		02/20/25	02/26/25		12613	N
25-00242	02/20/25	CAP IMP ORCHARD, MEADOW 13061									
1	CAP IMP ORCHARD, MEADOW 1306	\$160.00	C-04-55-896-001-447	B	RD IMP ORCHARD, CLOVER, S. MAINR		02/20/25	02/26/25		13061	N
25-00247	02/20/25	Billing through 2/15/2025									
1	Rev data development & Meeting	\$225.00	2022-06	P	480 MERCER STREET WAREHOUSER		02/20/25	02/26/25		12976	N
2	Review plans & meet w/ Borough	\$1,440.00	3PRCLLC	P	Site Plan Application #2020-01	R	02/20/25	02/26/25		13566	N
		\$1,665.00									
25-00267	02/26/25	WATER IMP TO MAXWELL AVE 13310									
1	WATER IMP TO MAXWELL AVE 13310	\$1,020.00	C-08-55-971-000-544	B	MAXWELL AVE WATER-SEWER IMP. R		02/26/25	02/26/25		13310	N
25-00268	02/26/25	W/S IMP ORCHARD, MEADOW, 13062									
1	W/S IMP ORCHARD, MEADOW, 1306	\$320.00	C-08-55-967-002-544	B	SECTION 2-20 SOFT COSTS	R	02/26/25	02/26/25		13062	N
Vendor Total:		\$14,179.42									
SAMUE005	SAMUEL KLEIN AND COMPANY										
24-01468	12/26/24	2022 AUDIT RES 2023-12									
1	2022 AUDIT RES 2023-12	\$14,437.00	5-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	12/26/24	02/27/25		2/7/25	N
2	2022 AUDIT RES 2023-12	\$7,218.50	5-09-67-004-000-014	B	Accounts Payable	R	12/26/24	02/27/25		2/7/25	N
3	2022 AUDIT RES 2023-12	\$7,218.50	5-09-67-004-000-014	B	Accounts Payable	R	12/26/24	02/27/25		2/7/25	N
4	2022 AUDIT RES 2023-12 LOSAP	\$500.00	5-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	12/26/24	02/27/25		2/7/25	N
5	2022 AUDIT RES 2023-12 UCC	\$850.00	5-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	12/26/24	02/27/25		2/7/25	N
		\$30,224.00									
24-01469	12/26/24	ADD'L 2022 AUDIT SVCS									
1	ADD'L 2022 AUDIT SVCS	\$4,750.00	4-01-20-130-001-031	B	PROF SERVICES	R	12/26/24	02/28/25		2/7/2025	N
2	PREP FOR IBANK AUDIT	\$375.00	4-09-55-501-001-501	B	Audit Services	R	02/07/25	02/28/25		2/7/2025	N
3	PREP OF 2024 MUNI BUDGET	\$2,250.00	4-01-20-130-001-031	B	PROF SERVICES	R	02/07/25	02/27/25		2/7/2025	N
4	LOCAL FINANCE BOARD APP	\$764.12	4-09-55-501-001-501	B	Audit Services	R	02/07/25	02/28/25		2/7/2025	N
5	PREP FOR IBANK AUDIT	\$375.00	4-09-55-501-002-501	B	Audit Services	R	02/27/25	02/28/25		2/7/2025	N
6	LOCAL FINANCE BOARD APP	\$764.12	4-09-55-501-002-501	B	Audit Services	R	02/27/25	02/28/25		2/7/2025	N

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P.O. #	PO Date	Amount	Charge Account	Acct Description	Type							
Item Description												
SAMUE005	SAMUEL KLEIN AND COMPANY	<i>Account Continued</i>										
		\$9,278.24										
	Vendor Total:	\$39,502.24										
S0061	SEA BOX											
25-00202	02/13/25	CONTAINER RENTAL										
1 INV RI131500-CONTAINER RENTAL		\$75.00	5-01-26-310-001-025	B	Building Rental	R	02/13/25	02/26/25		RI131500	N	
	Vendor Total:	\$75.00										
M0254	SF MOBILE-VISION											
25-00137	02/05/25	3 YEAR RENEWAL CONTRACT										
1 3 YEAR RENEWAL CONTRACT		\$12,288.00	5-01-25-240-001-029	B	Maint. Contracts - Other	R	02/05/25	02/26/25		58527	N	
	Vendor Total:	\$12,288.00										
S0066	SPECTRASERV INC.											
24-00181	02/13/24	GRIT & SCREENING RES 2022-23										
4 INV 0000007376 1/7/25		\$2,316.00	4-09-55-501-002-540	B	Grit/Screening Disposal-Waste Mgmt	R	08/23/24	02/26/25		0000007376	N	
	Vendor Total:	\$2,316.00										
S1096	STAPLES BUSINESS ADVANTAGE											
25-00135	02/05/25	HPD OFFICE SUPPLIES										
1 HPD OFFICE SUPPLIES		\$15.86	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
2 HPD OFFICE SUPPLIES		\$84.98	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
3 HPD OFFICE SUPPLIES		\$6.30	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
4 HPD OFFICE SUPPLIES		\$7.56	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
5 HPD OFFICE SUPPLIES		\$32.12	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
6 HPD OFFICE SUPPLIES		\$38.19	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
7 HPD OFFICE SUPPLIES		\$30.62	5-01-25-240-001-036	B	Office Supplies & Equipment	R	02/05/25	02/26/25		6023881332	N	
		\$215.63										
	Vendor Total:	\$215.63										
U0017	ULINE, INC.											
25-00198	02/13/25	SCREW TOP 6.5 GALLON PAILS										
1 SCREW TOP 6.5 GALLON PAILS		\$240.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/13/25	02/26/25		28835727	N	
2 SHIPPING & HANDLING		\$58.82	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/18/25	02/26/25		28835727	N	
		\$298.82										
	Vendor Total:	\$298.82										

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P.O. #	PO Date	Amount	Charge Account	Acct Description	Type							
Item Description												
V0022	VERIZON WIRELESS											
25-00248	02/21/25		INV 6105512222 02/08/25									
1 INV 6105512222 02/08/25		\$266.09	5-01-31-440-001-079	B Telephone-VERIZON WIRELESS		R	02/21/25	02/26/25		6105512222	N	
	Vendor Total:	\$266.09										
VIKIN005	VIKING TERMITE & PEST CONTROL											
25-00156	02/05/25		JANUARY 2025 SERVICE PD									
1 INV 902413502-JAN 2025 SVC HPD		\$23.70	5-01-26-310-001-029	B Maintenance Contracts		R	02/05/25	02/26/25		902413502	N	
25-00157	02/05/25		JAN 2025 SERVICE DPW/MUNICIPAL									
1 INV 902413492-JAN 2025 SERVICE		\$23.50	5-01-26-310-001-029	B Maintenance Contracts		R	02/05/25	02/26/25		902413492	N	
	Vendor Total:	\$47.20										
W0071	WASTE MGMT OF NEW JERSEY, INC.											
24-00123	02/02/24		RES 2023-208 SLUDGE REMOVAL			B						
15 INV 3244028-0502-6 1/3/25		\$2,587.40	4-09-55-501-002-538	B Sludge Removal/Disposal-Waste ManaR			01/31/25	02/26/25		3244028-0502-6	N	
	Vendor Total:	\$2,587.40										
<hr/>												
Total Purchase Orders:	66	Total P.O. Line Items:	166	Total List Amount:	\$183,864.77	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	\$21,810.63	\$0.00	\$21,810.63	\$0.00	\$0.00	\$0.00
	4-09	\$7,181.64	\$0.00	\$7,181.64	\$0.00	\$0.00	\$0.00
	Year Total:	\$28,992.27	\$0.00	\$28,992.27	\$0.00	\$0.00	\$0.00
CURRENT FUND	5-01	\$96,025.91	\$0.00	\$96,025.91	\$0.00	\$0.00	\$0.00
	5-09	\$41,674.43	\$0.00	\$41,674.43	\$0.00	\$0.00	\$0.00
	5-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,502.50
	Year Total:	\$137,700.34	\$0.00	\$137,700.34	\$0.00	\$0.00	\$6,502.50
GENERAL CAPITAL	C-04	\$8,082.22	\$0.00	\$8,082.22	\$0.00	\$0.00	\$0.00
WATER/SEWER CAPITAL	C-08	\$1,940.00	\$0.00	\$1,940.00	\$0.00	\$0.00	\$0.00
	Year Total:	\$10,022.22	\$0.00	\$10,022.22	\$0.00	\$0.00	\$0.00
ANIMAL CONTROL TRUST FUN	T-13	\$647.44	\$0.00	\$647.44	\$0.00	\$0.00	\$0.00
Total Of All Funds:		\$177,362.27	\$0.00	\$177,362.27	\$0.00	\$0.00	\$6,502.50

Project Description	Project No.	Rcvd Total
480 MERCER STREET WAREHOUSE	2022-06	\$225.00
Site Plan Application #2020-01	3PRCLLC	\$6,277.50
Total Of All Projects:		\$6,502.50

Date: March 3, 2025

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 3/03/2025

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
STATE OF N.J DEPT OF TREASURY	2/14/2025	25-00190	1635	\$ 63,854.29
COUNTY OF MERCER COUNTY TAX	2/14/2025	25-00081	1634	\$ 910,177.89
EAST WINDSOR REGIONAL SCHOOL	2/14/2025	25-00211	1633	\$ 732,923.00
BANK OF AMERICA	2/14/2025	25-00192	37960	\$ 3,935.42
DIANE LITZ	2/18/2025	25-00194	37961	\$ 10.00
TREASURER, STATE OF NEW JERSEY	2/20/2025	25-00154	37992	\$ 258.00
COMCAST BUSINESS	2/25/2025	25-00228	37993	\$ 175.35
VERIZON FIOS	2/25/2025	25-00214	37996	\$ 202.65
JCP&L	2/25/2025	25-00215	37995	\$ 54.23
HIGHTSTOWN EMERGENCY MEDICAL	2/25/2025	25-00226	37994	\$ 31,300.00
TOTAL				<u>\$ 1,742,890.83</u>
 <u>WATER AND SEWER OPERATING</u>				
EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY	2/14/2025	25-00218	16763	\$ 82.15
STATE OF N.J DEPT OF TREASURY	2/14/2025	25-00190	1429	\$ 18,599.53
DEBLOCK ENVIRONMENTAL SVCS, LLC	2/14/2025	2500217-01	16762	\$ 500.00
BANK OF AMERICA	2/14/2025	25-00192	16761	\$ 56.39
STATE OF N.J -SFWTR	2/25/2025	25-00253	16782	\$ 25.15
TOTAL				<u>\$ 19,263.22</u>
 <u>ESCROW</u>				
TOTAL				<u>\$ -</u>
 <u>GRANT</u>				
TOTAL				<u>\$ -</u>
 <u>TRUST- OTHER</u>				
TOTAL				<u>\$ -</u>
 <u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u>\$ -</u>
 <u>LAW ENFORCEMENT TRUST</u>				
TOTAL				<u>\$ -</u>
 <u>UNEMPLOYMENT TRUST</u>				
N.J. STATE DEPT OF LABOR	2/14/2025	25-00200	001084	\$ 650.78
TOTAL				<u>\$ 650.78</u>
 <u>PUBLIC DEFENDER TRUST</u>				
TOTAL				<u>\$ -</u>
 <u>TAX LIEN TRUST</u>				
TOTAL				<u>\$ -</u>
 <u>GENERAL CAPITAL</u>				
TOTAL				<u>\$ -</u>
 <u>WATER AND SEWER CAPITAL</u>				
EARLE ASPHALT COMPANY	2/25/2025	24-00961-04	005934	\$ 172,685.26
TOTAL				<u>\$ 172,685.26</u>
MANUAL TOTAL				<u>\$1,935,490.09</u>

Borough of Hightstown
County of Mercer

Resolution 2025-64

RESOLUTION OF COMPLIANCE REGARDING THE 2021 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of *N.J.S.A.* 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the audit entitled:

General Comments
Recommendations

; and

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
Recommendations

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid, and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

Borough of Hightstown
County of Mercer

Resolution 2025-64

R.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Hightstown hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on March 3, 2025

Margaret Riggio, Borough Clerk

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT
GROUP AFFIDAVIT FORM
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY
COUNTY OF **MERCER**

We, members of the governing body of the **Borough of Hightstown** of, in the County of **Mercer**, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the **Borough Council** of the **Borough of Hightstown** in the county of **Mercer**;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year **2022**;
3. We certify that we have personally reviewed and are familiar with, at a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

Susant Bluth

Joseph Cicalese

Cristina Fowler

Todd Frantz

Jeet Gulati

Joshua Jackson

Frederick Montferrat

Sworn to and subscribed before me this

3rd day of March, 2025

Margaret Riggio, Municipal Clerk
Borough of Hightstown

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

Borough of Hightstown
County of Mercer

Resolution 2025-65

**RESOLUTION TO SUPPORT PUBLISHING LEGAL NOTICES ON OFFICIAL
GOVERNMENT WEBSITES**

WHEREAS, the sunset provision of March 1, 2025 imposed under P.L. 2024 c.106 is fast approaching in what was a temporary solution that allowed local governments to comply with the public notice requirements under the law in time for annual reorganization meetings in January; and,

WHEREAS, local government officials serve as the stewards of property taxpayer dollars and should no longer be required to subsidize the newspaper industry with revenues collected from publishing legal notices in the press; and,

WHEREAS, long before NJ Advanced Media's announcement that it was terminating daily print publications in January of 2025, local government officials found it increasingly difficult to comply with the public notice requirements under the law as the media has become almost exclusively digitized and struggled to retain staff, resources, and publications; and,

WHEREAS, legislation that will authorize local governments to publish legal notices on a local government's official website will streamline an antiquated and overly burdensome process and save valuable time, resources, and property taxpayer dollars; and,

NOW, THEREFORE, BE IT RESOLVED that the Borough of Hightstown does in fact, hereby urge state leaders to pass legislation that will authorize municipalities, counties, school districts, and all local governments to publish legal notices in a clear, transparent, and timely manner on a local government's official website.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to Governor Phil Murphy, Senate President Nicholas Scutari, Speaker of the General Assembly Craig Coughlin, Senator Linda Greenstein, Assemblymembers Wayne DeAngelo and Tennille McCoy, and the New Jersey State League of Municipalities.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on March 3, 2025.

Margaret Riggio, Borough Clerk

Borough of Hightstown
County of Mercer

Resolution 2025-66

**AMENDING RESOLUTION 2022-13 APPOINTING AND AUTHORIZING AN
AGREEMENT FOR PROFESSIONAL AUDITING SERVICES – GERARD
STANKIEWICZ, CPA, RMA, PSA (SAMUEL KLEIN AND COMPANY) TO CORRECT
THE CONTRACT AMOUNT**

WHEREAS, the Borough Council of the Borough of Hightstown previously adopted Resolution 2022-13 on January 3, 2022, authorizing a contract with Gerard Stankiewicz of Samuel Klein & Company for professional auditing services; and

WHEREAS, due to an oversight, the contract amount stated in the resolution was incorrect and does not reflect the actual intended contract amount; and

WHEREAS, it is necessary to amend the prior resolution to correct the contract amount to properly reflect the intended expenditure;

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

1. The prior Resolution 2022-13 is hereby amended to reflect the corrected not-to-exceed amount of \$28,874.00.
2. All other terms and conditions of the contract with Gerard Stankiewicz of Samuel Klein and Company shall remain unchanged and in full force and effect.
3. The Borough Clerk and Deputy CFO are hereby authorized to take all necessary actions to implement this amendment.

BE IT FURTHER RESOLVED that a copy of this resolution shall be filed with the Hightstown Borough Finance Department and provided to Gerard Stankiewicz of Samuel Klein and Company.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on March 3, 2025.

Margaret Riggio, Borough Clerk

HIGHTSTOWN PLANNING BOARD

To: Mayor Bluth, Hightstown Borough Council

From: Beverly Asselstine, Chair, Planning Board

CC: Borough Administrator, Borough Clerk, Planning Board Secretary

Date: February 26, 2025

Subject: Transportation and Community Development Initiative Grant Opportunity

The Planning Board reviewed the Transportation and Community Development Initiative (TCDI) grant offered by the Delaware Valley Regional Planning Commission (DVRPC) at our February meeting. TCDI is designed to support early-stage planning that links land use, transportation, and economic development. It is made available in New Jersey every other year. Hightstown last participated in the program four years ago. The Planning Board believes an appropriate Hightstown project can be created that will allow us to address some of the recommendations in the 2024 Master Plan Reexamination. Therefore, we would like to recommend that Hightstown apply for a TCDI grant during this cycle.

The funding available is \$60,000 to \$100,000 for individual municipal applicants. The deadline for application is March 31. Decisions will be made by May and funding will be available in July 2025, with project completion required by June 2027.

This year DVRPC is managing all the administrative support for grant recipients. Since this is a technical assistance grant, this means that they will issue an RFP for the consultant, contract with them, manage invoicing and ongoing status reports. Recipients will be responsible for leading the project team, including providing background information, clarification of the project goals and day-to-day guidance as needed. In addition, unlike in the past, there is no matching requirement for this grant.

Master Plan recommendations that could be tackled by this grant are:

Element	Recommendation
Land Use	Study parking supply and demand in the Borough's downtown area to determine where and how parking requirements and policies should be adjusted to meet the Borough's land use and redevelopment objectives.
Economic Development	The Borough should move quickly to pursue grant opportunities to achieve Goal 2, Objective 1: Develop and implement a comprehensive economic development plan for the expanded downtown area that defines the public contribution in such areas as streetscape and mobility enhancements, leverages public/private partnerships, analyzes parking needs, and is led by a dedicated publicly funded resource.

Proposed project: Downtown Hightstown Parking and Economic Development Plan

Gather baseline data, conduct community outreach and develop economic development strategies that the Borough can implement independently and in partnership with local businesses and developers

Specific tasks and deliverables could include:

- Create an inventory of businesses in the expanded downtown Hightstown area (Downtown Core zone and Downtown Gateway), including type of business, number employees and contact information.
- Analyze existing volumes of traffic to and from these businesses (foot, bicycle, taxi and car), as well as the future potential for all businesses if all land in the expanded downtown area is maximized under existing land use regulations. Identify the mix of business types and provide recommendations for those types most likely to thrive for future recruitment efforts.
- Calculate the parking needs to support existing businesses and future needs if development is fully realized, including for residents of the expanded downtown area.
- Identify how the parking needs can be met, including pros and cons of each alternative. This should account for existing municipal parking lots and take redevelopment plans and future redevelopment opportunities into consideration.
- Calculate the streetscape needs for things like bike racks, lighting, street trees and seating.
- Review existing ordinances for parking hours, parking permits for downtown residents, taxi stands, etc. and make recommendations.
- Review existing zoning ordinances and voluntary design guidelines in the Downtown Hightstown Design Manual; make appropriate recommendations to improve their effectiveness at supporting business growth, while maintaining the historic character of our community in line with our Master Plan goals and objectives.

Project leadership: We propose that the Complete Streets Committee and the Planning Board Master Plan Committee serve as the project team to guide the consultant and provide whatever support they need for a successful plan. The project team would also complete the online application and obtain endorsement of the project by the County Planning Department and Greater Mercer TMA.

A resolution of endorsement would be required from Borough Council to support the application. Thank you for your consideration of this opportunity. Please let me know if you have any questions.



Borough of Hightstown
County of Mercer

Resolution 2025-67

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 3, 2025, 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 – Robbinsville Police/Court Facilities
- Contract Negotiations – Mercer Street Warehouse
- Contract Negotiations – DEP – NJDOT
- Contract Negotiations – Professional Services

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public June 3, 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on March 3, 2025.

Margaret Riggio, Borough Clerk