

AGENDA
Hightstown Borough Council
April 21, 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 April 7, 2025 Public Session
April 7, 2025 Executive Session

Presentation **Resolution 2025-89** Proclaiming Hightstown Volunteer Appreciation Week and Recognizing, Honoring and Thanking Hightstown's Volunteers

Public Comment Any person wishing to address Council with his or her comments will have a maximum of three minutes to do so at this time.

Ordinances **Ordinance 2025-04 First Reading and Introduction** Bond Ordinance Providing for Improvements to the Water Treatment Plant for Water/Sewer Utility in and by the Borough of Hightstown, In the County of Mercer, New Jersey, Appropriation \$1,200,000 Therefore and Authorizing the Issuance of \$1,140,000 Bond or Notes of the Borough to Finance Part of the Cost Thereof

Resolutions **2025-90** Authorizing Payment of Bills
2025-91 Resolution Authorizing Emergency Purchase Pursuant to the NJSA 40A:-6 Water Treatment Plant Filters

Consent Agenda **2025-92** Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2025 Budget

2025-93 Authorizing Payment No. 4 (Final) and Change Order No. 1 (Final) – Black Rock Enterprises, LLC. – Improvements to Hausser Avenue, Bennett Place and Prospect Drive

2025-94 Resolution Approving the 2025 Memorial Day Parade to be held on May 26, 2025, as a Borough Sponsored Event

2025-95 A Resolution Approving Fun Fridays for 2025 Organized by the Hightstown Borough Cultural Arts Commission

Discussion Zoning Map Ordinance

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session **Resolution 2025-96** Authorizing a Meeting that Excludes the Public

Contract Negotiations – Police Dispatch

Contract Negotiations – Robbinsville EMS

Contract Negotiations – Maxwell Avenue

Contract Negotiations – Dutch Neck Road

Contract Negotiations – Professional Services

Adjournment

Borough of Hightstown
County of Mercer

Resolution 2025-89

**PROCLAIMING HIGHTSTOWN VOLUNTEER APPRECIATION
WEEK AND RECOGNIZING, HONORING AND THANKING
HIGHTSTOWN'S VOLUNTEERS**

WHEREAS, the week of April 20-26, 2025, has been proclaimed National Volunteer Week to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

WHEREAS, the Borough of Hightstown and its residents have benefited greatly from hundreds of volunteers who each year give tirelessly and selflessly to the service of others; and

WHEREAS, volunteerism strengthens communities, improves society, and enhances the overall quality of life for all citizens; and

WHEREAS, volunteering changes the lives of volunteers in a positive way, increasing self-confidence, self-esteem and physical wellbeing; offering the chance to meet new friends and associates; and providing opportunities to learn new skills and abilities; and

WHEREAS, the Hightstown Borough Mayor and Council wish to acknowledge and thank its volunteers for their dedication and tireless efforts.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown hereby proclaims the week of April 20-26, 2025, as Hightstown Volunteer Week and expresses its sincere appreciation and gratitude for the dedication and untiring efforts of all those who volunteer to help make our community a better place to live and work.

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 April 21, 2025.

Margaret Riggio, Borough Clerk

Borough of Hightstown
County of Mercer

Ordinance 2025-04

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO THE
WATER TREATMENT PLANT FOR THE WATER/SEWER UTILITY IN
AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, NEW JERSEY, APPROPRIATING \$1,200,000 THEREFOR
AND AUTHORIZING THE ISSUANCE OF \$1,140,000 BONDS OR NOTES
OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.**

**BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY** (not less than two-thirds
of all members thereof affirmatively concurring) **AS FOLLOWS:**

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$1,200,000, including the sum of \$60,000 as the down payment required by the Local Bond Law, \$39,692.95 of which is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets and \$20,307.05 of which is expected to be available pursuant to an emergency appropriation to be adopted by the Borough on or about April 21, 2025.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,140,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements to the water treatment plant for the Water/Sewer Utility, including, but not limited to, the replacement of filters and the installation of valves, piping, pressure gauges and all connections necessary, including filter media installation and modifications to existing pressure regulating valves, and further including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

Borough of Hightstown
County of Mercer

Ordinance 2025-04

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a

Borough of Hightstown
County of Mercer

Ordinance 2025-04

general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 40 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$1,140,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$150,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders

Borough of Hightstown
County of Mercer

Ordinance 2025-04

and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. The appropriation authorized by this bond ordinance provides in part for the \$1,500,000 emergency temporary appropriation created by a resolution of the Borough duly adopted on March 27, 2025 and entitled, "Resolution of the Borough of Hightstown, in the County of Mercer, New Jersey Authorizing an Emergency Temporary Appropriation Pursuant to N.J.S.A. 40A:4-20 in the Amount of \$1,500,000 to Provide For Emergency Capital Repairs to the Borough's Water Utility System". Accordingly, such emergency temporary appropriation shall not be provided for in the Borough's 2025 municipal budget.

Section 12. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduction:

Adoption:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Borough of Hightstown
County of Mercer

Resolution 2025-90

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 \$928,807.64 from the following accounts:

Current		\$823,458.17
W/S Operating		56,825.33
General Capital		17,811.52
Water/Sewer Capital		28,988.12
Grant		0.00
Trust		0.00
Unemployment Trust		150.25
Animal Control		0.00
Law Enforcement Trust		0.00
Tax Lien Trust		0.00
Housing Trust		0.00
Public Defender Trust		0.00
Escrow		<u>1,574.25</u>
Total		<u><u>\$928,807.64</u></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 April 21, 2025.

Margaret Riggio, Borough Clerk

Ranges			Item Status		Purchase Types		Misc				
Range: First to Last Rcvd Batch Id Range: First to Last			Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y		P.O. Type: All Include Project Line Items: Yes Format: Detail without Line Item Notes Include Non-Budgeted: Y Vendors: All				
Vendor #	Name										
P.O. #	PO Date	Description		Contract	PO Type						
Item Description	Amount	Charge Account	Acct Description	Type	Stat/Chk	First Date	Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ACTIO010 ACTION UNIFORM CO, LLC											
24-01268	11/13/24	UNIFORM ALLOWANCE - STEPHENSEN									
1 UNIFORM ALLOWANCE - STEPHENSEN	\$489.00	4-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/13/24	04/16/25			69162	N
24-01284	11/13/24	UNIFORM ALLOWANCE-ABBATEMARCO									
1 UNIFORM ALLOWANCE-ABBATEMARCO	\$846.00	4-01-25-240-001-043	B	Uniform Allowance/Leather Gds.	R	11/13/24	04/16/25			69578	N
Vendor Total: \$1,335.00											
ACTIV005 ACTIVE911, INC.											
25-00419	04/02/25	ALERTING SUBSCRIPTION 2025									
1 ALERTING SUBSCRIPTION 2025	\$740.25	5-01-25-252-002-029	B	Computer Software/Mntc/Equip	R	04/02/25	04/16/25			616830	N
Vendor Total: \$740.25											
A1014 APPROVED FIRE PROTECTION, INC.											
25-00446	04/07/25	2025 INSPECTION PD,FD,MUN,WD									
1 2025 ANNUAL FIRE EXT INSP HFD	\$1,009.26	5-01-26-310-001-024	B	Building Maintenance	R	04/07/25	04/16/25			IN00108488	N
2 2025 ANNUAL FIRE EXT INSP HPD	\$758.16	5-01-26-310-001-024	B	Building Maintenance	R	04/07/25	04/16/25			IN00108487	N
3 2025 ANN FIRE EXT INSP MUNI	\$1,103.19	5-01-26-310-001-024	B	Building Maintenance	R	04/07/25	04/16/25			IN00108486	N
Vendor Total: \$2,870.61											
APRUZ005 APRUZZESE, MCDERMOTT, MASTRO &											
25-00473	04/16/25	LABOR INV# 235243 MAR 2025									
1 LABOR INV# 235243 MAR 2025	\$3,792.50	5-01-20-155-001-031	B	Labor,Personnel & Union Council	R	04/16/25	04/16/25			235243	N
Vendor Total: \$3,792.50											
BOWMA005 BOWMAN & COMPANY LLP											
24-01377	12/06/24	ACCOUNTING SVCS CONTRACT									
5 ACCOUNTING SVCS 03/31/2025	\$180.00	4-01-20-130-001-031	B	PROF SERVICES	R	12/06/24	04/16/25			123160	N
Vendor Total: \$180.00											
BRTTE005 BRT TECHNOLOGIES LLC											

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	
BRTTE005	BRT TECHNOLOGIES LLC		Account Continued								
25-00421	04/02/25	MUNICIPALITY CAMA & MOD IV									
1 MUNICIPALITY CAMA & MOD IV	\$2,546.00	5-01-20-150-001-029	B	Maintenance Contracts	R	04/02/25	04/16/25		3641	N	
Vendor Total:		\$2,546.00									
CGPH0005	CGP&H										
25-00468	04/15/25	AFF HOUSING JAN & MAR 2025									
1 AFF HOUSING JAN 2025 FLAT FEE	\$100.00	5-01-21-180-001-108	B	COAH Planning	R	04/15/25	04/16/25		52893	N	
2 JAN 2025 MUNICIPAL SERVICES	\$429.00	5-01-21-180-001-108	B	COAH Planning	R	04/15/25	04/16/25		52893	N	
3 AFF HOUSING MAR 2025 FLAT FEE	\$100.00	5-01-21-180-001-108	B	COAH Planning	R	04/15/25	04/16/25		53458	N	
4 MAR2025 MUNICIPAL SERVICES	\$231.00	5-01-21-180-001-108	B	COAH Planning	R	04/15/25	04/16/25		53458	N	
		\$860.00									
Vendor Total:		\$860.00									
C0058	CINTAS CORPORATION #061										
25-00442	04/07/25	UNIFORM ADVANTAGE MARCH 2025									
1 INV 4223379660 03/07/2025	\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		4223379660	N	
2 INV 4224099178 03/14/2025	\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		4224099178	N	
3 INV 4224847392 03/21/2025	\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		4224847392	N	
		\$181.80									
Vendor Total:		\$181.80									
CLARK005	CLARKE CATON HINTZ										
25-00470	04/16/25	Prof services through 3/28/25									
1 Zoning Ordinance Amendments	\$66.76	5-01-21-180-001-105	B	General Planning-Consulting	R	04/16/25	04/16/25		92232	N	
3 Concept Plan - Prep & Meeting	\$236.25	2025-01	P	Football field & Tennis Courts	R	04/16/25	04/16/25		92234	N	
4 Prep Housing Elmnt/Fair Share	\$2,890.00	5-01-21-180-001-108	B	COAH Planning	R	04/16/25	04/16/25		92231	N	
		\$3,193.01									
Vendor Total:		\$3,193.01									
C0938	COLE PARMER										
25-00068	01/21/25	QUOTE #501100137									
1 TIP OMGA EPP/BIO/ACC 5ML 100PK	\$129.60	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/21/25	04/16/25		3910436	N	
2 FREIGHT	\$26.29	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/21/25	04/16/25		3910436	N	
		\$155.89									
Vendor Total:		\$155.89									

Vendor #	Name	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Type	Description					
Item Description										
COMCA010	COMCAST									
25-00469	04/15/25	ETHERNET HPD 4/15/25-5/14/25								
1 ETHERNET HPD 4/15/25-5/14/25		\$198.23	5-01-20-140-001-060	B	Internet Services and Web Services	R	04/15/25	04/16/25	238501895	N
Vendor Total:		\$198.23								
COMCA005	COMCAST BUSINESS									
25-00467	04/15/25	ACCT 4100 04/07/25-05/06/25								
1 ACCT 4100 04/07/25-05/06/25		\$175.35	5-01-20-140-001-060	B	Internet Services and Web Services	R	04/15/25	04/16/25	499052430034100	N
Vendor Total:		\$175.35								
C0222	CONTINENTAL FIRE & SAFETY, INC.									
25-00444	04/07/25	OXYGEN TANK REFILL								
1 OXYGEN TANK REFILL		\$36.00	5-01-25-240-001-116	B	Traffic Bureau	R	04/07/25	04/16/25	S2004	N
2 OXYGEN TANK REFILL		\$168.00	5-01-25-240-001-116	B	Traffic Bureau	R	04/07/25	04/16/25	S2004	N
		\$204.00								
Vendor Total:		\$204.00								
DEBLO005	DEBLOCK ENVIRONMENTAL SVCS, LLC									
25-00217	02/14/25	BACK UP OPERATOR FOR AWWTP				B				
4 INV 00012699 MARCH 2025		\$500.00	5-09-55-501-002-528	B	Outside Consulting Services (B	R	02/14/25	04/16/25	00012699	N
Vendor Total:		\$500.00								
E0024	EARLE ASPHALT COMPANY									
25-00416	04/02/25	WATER MAIN REPAIRS								
1 WATER MAIN BREAK REPAIR		\$8,839.22	4-09-55-501-001-535	B	Hydrants and Line Repair	R	04/02/25	04/16/25	1/15/2025	N
2 WATER MAIN BREAK REPAIR		\$5,155.28	4-09-55-501-001-535	B	Hydrants and Line Repair	R	04/02/25	04/16/25	1/15/2025	N
3 WATER MAIN BREAK REPAIR		\$4,571.00	4-09-55-501-001-535	B	Hydrants and Line Repair	R	04/02/25	04/16/25	1/15/2025	N
		\$18,565.50								
25-00429	04/02/25	WATER SERVICES REPAIR/REPLACE								
1 CHAMBERLIN AVE-WATER MAIN		\$28,828.12	C-08-55-973-000-541	B	2023-06 REPLACEMENT OF WATER-R		04/02/25	04/16/25	2/14/2025	N
25-00448	04/07/25	WATER MAIN BREAK REPAIR JAN'25								
1 WATER MAIN BREAK REPAIR 1/15/25		\$7,629.53	5-09-55-501-001-535	B	Hydrants and Line Repair	R	04/07/25	04/16/25	2/14/2025	N
2 WATER MAIN BREAK REPAIR 1/17/25		\$5,820.05	5-09-55-501-001-535	B	Hydrants and Line Repair	R	04/07/25	04/16/25	2/14/2025	N
3 WATER MAIN BREAK REPAIR 1/21/25		\$6,171.60	5-09-55-501-001-535	B	Hydrants and Line Repair	R	04/07/25	04/16/25	2/14/2025	N
		\$19,621.18								
Vendor Total:		\$67,014.80								

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	
E0024	EARLE ASPHALT COMPANY	Account Continued									
FIREA005	FIRE APPARATUS REPAIR, INC.										
25-00422	04/02/25	EST# 25-151 TS41									
1 REMOVE HOSEBED DECKING PLAT	\$2,320.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
2 OVERFLOW TUBING 4.5 WITH CLAM	\$112.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
3 INSTALL OVERFLOW TUBING TANK	\$145.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
4 CAFS DISCHARGE GAUGE 2.5 0-600	\$108.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
5 SHIPPING OF PARTS	\$35.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
6 WATER LEVEL GAUGE INSTALL KIT	\$705.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
7 SHIPPING OF PARTS	\$58.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
8 REMOVE EXISTING BOOSTER TANK	\$580.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
9 CLEANERS RAGS SOLVENT GREAS	\$45.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
10 NEW STYLE 2.5 INCH AKRON KIT	\$408.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
11 REMOVE DISCHARGE FOR HOSE E	\$725.00	5-01-25-252-002-121	B	Preventive Maintenance	R	04/02/25	04/16/25		18275	N	
	\$5,241.00										
Vendor Total:	\$5,241.00										
M0714	GENSERVE, INC.										
25-00360	03/20/25	QUOTE# 78960 AWWTP B SERVICE	B								
2 B SERVICE-PENNSAUKEN	\$200.00	5-09-55-501-002-511	B	Generator/Engine Maintenance AgreemR		03/20/25	04/16/25		0514635-IN	N	
Vendor Total:	\$200.00										
GSTTR005	GST TRAINING AND CONSULTING										
25-00376	03/26/25	RDS INSTRUCTOR COURSE									
1 RDS INSTRUCTOR COURSE	\$500.00	5-01-25-240-001-042	B	Education & Training	R	03/26/25	04/16/25		1015	N	
Vendor Total:	\$500.00										
I0682	INSTITUTE FOR PROFESSIONAL DEV										
25-00443	04/07/25	DEDUCTIONS WEBINAR									
1 DEDUCTIONS WEBINAR INV 42325	\$50.00	5-01-20-145-001-042	B	Education & Training	R	04/07/25	04/16/25		42325	N	
Vendor Total:	\$50.00										
J0257	JCP&L										
25-00458	04/09/25	VARIOUS ACCTS 3/6/25-4/4/25									
1 100100104247 3/6/25-4/4/25	\$13.11	5-01-31-430-001-071	B	Electric-Borough Hall	R	04/09/25	04/16/25		95707952471	N	
2 100029000310 3/6/25-4/4/25	\$597.55	5-01-31-430-001-071	B	Electric-Borough Hall	R	04/09/25	04/16/25		95707952467	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 Type	Description							
Item Description												
J0257	JCP&L	Account Continued										
3 100131110379 3/6/25-4/4/25		\$14.22	5-01-31-430-001-071	B	Electric-Borough Hall	R		04/09/25	04/16/25		95707952472	N
4 100051508677 3/6/25-4/4/25		\$111.91	5-01-31-430-001-071	B	Electric-Borough Hall	R		04/09/25	04/16/25		95707952468	N
5 100051508750 3/6/25-4/4/25		\$176.94	5-01-31-430-001-071	B	Electric-Borough Hall	R		04/09/25	04/16/25		95707952469	N
6 100072968868 3/6/25-4/4/25		\$33.54	5-01-31-430-001-071	B	Electric-Borough Hall	R		04/09/25	04/16/25		95149401912	N
		\$947.27										
25-00463	04/15/25	ACCT 122 03/11/2025-04/9/2025										
1 ACCT 122 03/11/2025-04/9/2025		\$40.87	5-01-31-430-001-071	B	Electric-Borough Hall	R		04/15/25	04/16/25		95348472452	N
Vendor Total:		\$988.14										
J0258	JCP&L (STREET LIGHTING)											
25-00459	04/09/25	ACCT 240 & 041 DATED 04/09/25										
1 100081608240 03/06/25-04/04/25		\$75.56	5-09-55-501-001-504	B	Electricity	R		04/10/25	04/16/25		95707952470	N
2 100086395041 03/06/25-04/04/25		\$26.91	5-01-31-435-001-075	B	Street Lighting	R		04/10/25	04/16/25		95149401913	N
		\$102.47										
Vendor Total:		\$102.47										
KUBIA005	KUBIAK ELECTRIC CO., INC.											
25-00454	04/07/25	INV #25-186										
1 LABOR- 1 MANHOUR ELECTRICIAN		\$125.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R		04/07/25	04/16/25		25-186	N
2 1 MANHOUR(S) ELECTRICIAN		\$100.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R		04/07/25	04/16/25		25-186	N
		\$225.00										
Vendor Total:		\$225.00										
LEEHE005	LEE HECHT HARRISON, LLC											
25-00456	04/07/25	INV 13477503 W/E 3/30/25										
1 INV 13477503 W/E 3/30/25		\$1,164.38	5-01-20-130-001-031	B	PROF SERVICES	R		04/07/25	04/16/25		13477503	N
2 INV 13477503 W/E 3/30/25		\$194.06	5-09-55-501-001-600	B	WATER UTILITY -0 OTHER PROF TER			04/07/25	04/16/25		13477503	N
3 INV 13477503 W/E 3/30/25		\$194.06	5-09-55-501-002-600	B	SEWER - OTHER PROF - TEMP AGER			04/07/25	04/16/25		13477503	N
		\$1,552.50										
Vendor Total:		\$1,552.50										
M0256	MERCER CO IMPROVEMENT AUTH											
25-00430	04/02/25	JANUARY/FEBRUARY 2025 TIPPING										
1 JANUARY 2025 TIPPING		\$20,279.24	5-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R		04/02/25	04/16/25		JAN/FEB2025	N
2 JANUARY 2025 RECYCLING TAX		\$460.89	5-01-43-496-001-174	B	Recycling Tax	R		04/02/25	04/16/25		JAN/FEB2025	N
3 FEBRUARY 2025 TIPPING		\$15,349.04	5-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R		04/02/25	04/16/25		JAN/FEB2025	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	
M0256	MERCER CO IMPROVEMENT AUTH		Account Continued									
4 FEBRUARY 2025 RECYCLING TAX	\$348.84	5-01-43-496-001-174	B	Recycling Tax	R	04/02/25	04/16/25		JAN/FEB2025		N	
	\$36,438.01											
Vendor Total:	\$36,438.01											
MESSE005	MES SERVICE COMPANY LLC											
24-01438	12/16/24	CAPITAL CYLINDERS										
1 SNAP-CHANGE CYLINDER	\$12,040.64	C-04-55-904-002-444	B	FIRE DEPT SCBA,TURNOUT GEAR,DR		12/16/24	04/16/25		IN2224153		N	
2 AV-3000 HT (S), KVL R	\$360.68	C-04-55-904-002-444	B	FIRE DEPT SCBA,TURNOUT GEAR,DR		12/16/24	04/16/25		IN2224153		N	
3 AV-3000 HT (L), KVL R	\$1,082.04	C-04-55-904-002-444	B	FIRE DEPT SCBA,TURNOUT GEAR,DR		12/16/24	04/16/25		IN2224153		N	
4 AV-3000 HT (M), KVL R	\$4,328.16	C-04-55-904-002-444	B	FIRE DEPT SCBA,TURNOUT GEAR,DR		02/05/25	04/16/25		IN2224153		N	
	\$17,811.52											
Vendor Total:	\$17,811.52											
M0143	MSM SERVICE CO.											
25-00375	03/26/25	FIRST AID BOX SUPPLIES										
1 RUBBER ELAS BNDG, 3"X5yd, std.	\$2.60	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
2 SELF-ADHERING ELAST TAPE 2"X5	\$3.78	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
3 ANTIBIOTIC OINTMENT W-J	\$10.98	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
4 XEROBURN BURN GEL 3.5 gm. PKT	\$4.79	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
5 ANTISEP SPRAY WATERJEL 2OZ	\$6.92	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
6 BURB SPRAY MEDI-FIRST 2OZ	\$4.76	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
7 EYE WASH 4OZ JET STRM SCREW	\$5.17	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
8 EYE WASH 8OZ BSTN. RND. SCREW	\$9.30	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
9 EYE DROPS STANDARD FORMULA !	\$1.50	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
10 COUGH & COLD RELIEF 2X40	\$13.59	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
11 IBUPROFEN TABLETS 200MG 50X2	\$11.54	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
12 SINUS DECONGESTANT TABL	\$12.83	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
13 BACK PAIN RELIEF 40X2 TABLT MP	\$10.62	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
14 DISCOUNT	0.85-	5-09-55-501-002-557	B	Plant Safety/Plant Security	R	03/26/25	04/16/25		D3412		N	
	\$97.53											
Vendor Total:	\$97.53											
N0275	NJ LEAGUE OF MUNICIPALITIES											
25-00398	03/28/25	F. GENDRON WEBINAR										
1 F. GENDRON WEBINAR 04.11.2025	\$45.00	5-01-25-240-001-042	B	Education & Training	R	03/28/25	04/16/25		S-26652		N	

Vendor #	Name	Description		Contract		PO Type					
P.O. #	PO Date	Amount	Charge Account	Acct	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description				Type							
N0275	NJ LEAGUE OF MUNICIPALITIES			Account Continued							
Vendor Total:		\$45.00									
N1001	NJWEA										
25-00447	04/07/25	JOHN. M ANNUAL CONFERENCE									
1 ONE DAY REGISTRATION- TUESDAY		\$155.00	5-09-55-501-002-527	B	Conferences & Meetings	R	04/07/25	04/16/25		E15484	N
2 ONE DAY REGISTRATION-WEDNESD		\$155.00	5-09-55-501-002-527	B	Conferences & Meetings	R	04/07/25	04/16/25		E15484	N
3 ONE DAY REGISTRATION- THURSDAY		\$155.00	5-09-55-501-002-527	B	Conferences & Meetings	R	04/07/25	04/16/25		E15484	N
4 NJWEA ASSOCIATE MEMBERSHIP F		\$55.00	5-09-55-501-002-527	B	Conferences & Meetings	R	04/07/25	04/16/25		E15484	N
		\$520.00									
Vendor Total:		\$520.00									
N0170	NORCIA CORP.										
25-00259	02/26/25	PARTS AND LABOR ON TRK #102									
1 ESTIMATE 20310		\$426.63	5-01-26-290-001-032	B	Uniforms	R	02/26/25	04/16/25		85466	N
Vendor Total:		\$426.63									
NORTH010	NORTHEAST PUBLIC SAFETY DIVERS										
24-01398	12/10/24	ERDI II TRAINING PACKAGE									
1 ERDI II TRAINING PACKAGE		\$3,000.00	4-01-25-252-002-042	B	Education & Training	R	12/10/24	04/16/25		2507	N
2 TRAVEL FEE SPLIT BETWEEN TWO		\$825.00	4-01-25-252-002-042	B	Education & Training	R	12/10/24	04/16/25		2507	N
		\$3,825.00									
24-01399	12/10/24	ERDI TENDER TRAINING BID 2506									
1 ERDI TENDER TRAINING BID 2506		\$2,250.00	4-01-25-252-002-173	B	Fire Dept Dive Team	R	12/10/24	04/16/25		2506	N
2 TRAVEL FEE SPLIT BETWEEN TWO		\$825.00	4-01-25-252-002-173	B	Fire Dept Dive Team	R	12/10/24	04/16/25		2506	N
		\$3,075.00									
Vendor Total:		\$6,900.00									
OLDHI005	OLD HIGHTS BREWING COMPANY LLC										
25-00450	04/07/25	PRIVATE EVENTS									
1 PRIVATE EVENTS		\$600.00	5-01-28-373-002-199	B	MISCELLANEOUS-CULTURAL ARTS	R	04/07/25	04/16/25		000218	N
Vendor Total:		\$600.00									
P0088	PARKER MCCAY, P.A.										
25-00471	04/16/25	Billing through 3/31/2025									
1 Rev. correspondence & research		\$920.00	5-01-21-180-001-107	B	Planning Board - Attorney	R	04/16/25	04/16/25		3196864	N
2 AH correspondence		\$100.00	5-01-21-180-001-108	B	COAH Planning	R	04/16/25	04/16/25		3196865	N

Vendor #	Name													
P.O. #	PO Date	Description			Contract	PO Type								
Item Description		Amount	Charge	Account	Acct Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl			
P0088	PARKER MCCAY, P.A.			Account Continued										
		\$1,020.00												
Vendor Total:		\$1,020.00												
PLOSI005	PLOSIA COHEN LLC													
25-00472	04/16/25	Service between 2/1/25-2/28/25												
1 Prep for & conference call mtg		\$384.00	2022-06	P	480 MERCER STREET WAREHOUSE R		04/16/25	04/16/25		54379	N			
Vendor Total:		\$384.00												
POLYD005	POLYDYNE INC													
25-00224	02/18/25	CLARIFLOC NE-255555 RES2024-31				B								
3 INV 1915922 03/31/2025		\$6,660.00	5-09-55-501-002-544	B	Chemical - Rotary Fanpress Polymer	R	02/18/25	04/16/25		1915922	N			
Vendor Total:		\$6,660.00												
P0016	PRINCETON ONE THIRTY SUPPLY													
25-00455	04/07/25	ORDER #063940-00-00												
1 TISSUE-TOILET FOREVER JR JMBO		\$72.00	5-09-55-501-002-523	B	Paper Products/Janitorial	R	04/07/25	04/16/25		063940-00-00	N			
2 TOWEL-ROLL GIANT 8"X800' WHITE		\$117.00	5-09-55-501-002-523	B	Paper Products/Janitorial	R	04/07/25	04/16/25		063940-00-00	N			
3 PUREBRIGHT GERMICIDAL BLEACH		\$28.00	5-09-55-501-002-523	B	Paper Products/Janitorial	R	04/07/25	04/16/25		063940-00-00	N			
4 SIMPLE GREEN CLEANER &		\$33.96	5-09-55-501-002-523	B	Paper Products/Janitorial	R	04/07/25	04/16/25		063940-00-00	N			
5 SPRAYER-TRIGGER HEAD ONLY		\$2.67	5-09-55-501-002-523	B	Paper Products/Janitorial	R	04/07/25	04/16/25		063940-00-00	N			
6 BOTTLE-SPRAY 32.OZ		\$3.57	5-09-55-501-002-523	B	Paper Products/Janitorial	R	04/07/25	04/16/25		063940-00-00	N			
		\$257.20												
Vendor Total:		\$257.20												
R0077	ROBERTS ENGINEERING GRP LLC													
25-00437	04/03/25	INV 16124 EARLE LATERAL 2ND AV												
2 REVIEW EARLE LATERAL REPAIR		\$160.00	C-08-55-973-000-544	B	2023-06 REPLACE WATER-SEWER LR		04/11/25	04/16/25		16124	N			
25-00441	04/04/25	Billing through 12/7/2024												
1 Rev as-built dwgs, onsite insp		\$954.00	MIL11-02	P	MILLSTONE BASIN HABITAT	R	04/04/25	04/16/25		9654	N			
25-00462	04/15/25	GENERAL WATERS INV R15983												
1 GENERAL WATERS INV R15983		\$2,687.50	5-09-55-501-001-508	B	Engineer	R	04/15/25	04/16/25		R15983	N			
Vendor Total:		\$3,801.50												
SIMON005	SIMONS SAYS LLC													
25-00449	04/07/25	AFTER THE FIRE PRESENTATION												
1 AFTER THE FIRE PRESENTATION		\$1,500.00	5-01-25-256-002-199	B	MISCELLANEOUS	R	04/07/25	04/16/25		3501	N			
Vendor Total:		\$1,500.00												

Vendor #	Name										
P.O. #	PO Date	Description		Contract	PO Type						
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099	Excl
SIMON005	SIMONS SAYS LLC		Account Continued								
T0060	TOWNSHIP OF ROBBINSVILLE										
25-00439	04/03/25	1ST QTR EMS SHARED SVC 2025									
1 1ST QTR EMS SHARED SVC 2025	\$10,000.00	5-01-43-514-001-169	B	Emerg. Medical Serv.-Robbinsville	R	04/03/25	04/16/25		1ST QTR EMS2025N		
Vendor Total:		\$10,000.00									
UNIFI005	UNIFIRST CORPORATION										
25-00452	04/07/25	UNIFORM ADVANTAGE FEB-MAR 2025									
1 INV 1260703487 02/27/2025	\$57.68	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		1260703487	N	
2 INV 1260706537 03/06/2025	\$57.68	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		1260706537	N	
3 INV 12607710411 03/13/2025	\$68.18	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		12607710411	N	
4 INV 1260713701 03/20/2025	\$57.68	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		1260713701	N	
5 INV 1260717180 03/27/2025	\$57.68	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	04/07/25	04/16/25		1260717180	N	
		\$298.90									
Vendor Total:		\$298.90									
U0144	UPS										
25-00451	04/07/25	INV 0000161Y33135									
1 INV 0000161Y33135 SHIPPING	\$60.44	5-01-25-240-001-199	B	Miscellaneous	R	04/07/25	04/16/25		0000161Y33135	N	
Vendor Total:		\$60.44									
U0013	USA BLUE BOOK										
25-00453	04/07/25	#1138204-2									
1 (OR) HYDROCHLORIC ACID, CONC	\$57.30	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/07/25	04/16/25		00670104	N	
2 GGA, 500ML GLUCOSE- GLUTAMIC	\$65.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/07/25	04/16/25		00670104	N	
3 PORCELAIN TALL FROM CRUCIBL	\$27.50	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/07/25	04/16/25		00670104	N	
4 FREIGHT	\$22.49	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	04/07/25	04/16/25		00670104	N	
		\$172.29									
Vendor Total:		\$172.29									
U0061	USALCO, LLC										
25-00055	01/13/25	RES 2023-211 ALUM SULFATE YR 2									
3 INV 910162802 ALUM SULFATE LIQ	\$5,848.19	5-09-55-501-002-542	B	Aluminum Sulfate	R	01/13/25	04/16/25		910162802	N	
Vendor Total:		\$5,848.19									
V0019	VERIZON										
25-00457	04/07/25	ACCT 741-0001-46 MAR 31 HPD									

Vendor #	Name													
P.O. #	PO Date	Description			Contract	PO Type								
Item Description		Amount	Charge	Account	Acct Type	Description	Stat/Chk	First Date	Enc Rcvd Date	Chk/Void Date	Invoice	1099 Excl		
V0019	VERIZON	Account Continued												
1	ACCT 741-0001-46 MAR 31 HPD	\$427.10	5-01-20-140-001-060	B	Internet Services and Web Services	R		04/07/25	04/16/25		257132741000146	N		
Vendor Total:		\$427.10												
VERIZ015	VERIZON FIOS													
25-00440	04/04/25	ACCT1555041400001-153	03/09/25											
1	ACCT1555041400001-53 03/09/25	\$204.65	5-01-20-140-001-060	B	Internet Services and Web Services	R		04/04/25	04/16/25		155504140000153	N		
Vendor Total:		\$204.65												
W0286	WEST WINDSOR TOWNSHIP													
25-00461	04/10/25	2025 HEALTH INTERLOCAL				B								
5	2025 HEALTH INTERLOCAL 1ST QTF	\$6,303.25	5-01-43-511-001-026	B	West Windsor Health Contract	R		04/11/25	04/16/25		4/15/2025	N		
Vendor Total:		\$6,303.25												
WORKN005	WORK N GEAR, LLC													
24-01383	12/09/24	UNIFORMS/BOOTS/ACCESSORIES												
1	UNIFORMS/BOOTS/ACCESSORIES	\$323.37	4-01-26-290-001-032	B	Uniforms	R		12/09/24	04/16/25		HA204689	N		
Vendor Total:		\$323.37												
Total Purchase Orders: 53 Total P.O. Line Items: 124 Total List Amount: \$192,906.13 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	\$8,738.37	\$0.00	\$8,738.37	\$0.00	\$0.00	\$0.00
	4-09	\$18,565.50	\$0.00	\$18,565.50	\$0.00	\$0.00	\$0.00
	Year Total:	\$27,303.87	\$0.00	\$27,303.87	\$0.00	\$0.00	\$0.00
CURRENT FUND	5-01	\$79,339.21	\$0.00	\$79,339.21	\$0.00	\$0.00	\$0.00
	5-09	\$37,889.16	\$0.00	\$37,889.16	\$0.00	\$0.00	\$0.00
	5-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,574.25
	Year Total:	\$117,228.37	\$0.00	\$117,228.37	\$0.00	\$0.00	\$1,574.25
GENERAL CAPITAL	C-04	\$17,811.52	\$0.00	\$17,811.52	\$0.00	\$0.00	\$0.00
WATER/SEWER CAPITAL	C-08	\$28,988.12	\$0.00	\$28,988.12	\$0.00	\$0.00	\$0.00
	Year Total:	\$46,799.64	\$0.00	\$46,799.64	\$0.00	\$0.00	\$0.00
Total Of All Funds:		\$191,331.88	\$0.00	\$191,331.88	\$0.00	\$0.00	\$1,574.25

Project Description	Project No.	Rcvd Total
480 MERCER STREET WAREHOUSE	2022-06	\$384.00
Football field & Tennis Courts	2025-01	\$236.25
MILLSTONE BASIN HABITAT	MIL11-02	\$954.00
Total Of All Projects:		\$1,574.25

Date: APRIL 21, 2025

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 04/21/2025

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
U.S. BANK NATIONAL ASSOCIATION	4/4/2025	25-00415	38065	\$ 1,977.59
EAST WINDSOR REGIONAL SCHOOL	4/15/2025	25-00412	1640	\$ 732,923.00
BANK OF AMERICA	4/15/2025	25-00465	38129	\$ 480.00
TOTAL				<u><u>\$ 735,380.59</u></u>
<u>WATER AND SEWER OPERATING</u>				
STATE OF NJ - SFWTR	4/4/2025	25-00438	16824	\$ 370.67
TOTAL				<u><u>\$ 370.67</u></u>
<u>ESCROW</u>				
TOTAL				<u><u>\$ -</u></u>
<u>GRANT</u>				
TOTAL				<u><u>\$ -</u></u>
<u>TRUST- OTHER</u>				
TOTAL				<u><u>\$ -</u></u>
<u>ANIMAL CONTROL TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>LAW ENFORCEMENT TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>UNEMPLOYMENT TRUST</u>				
N.J. STATE DEPT OF LABOR	4/15/2025	25-00460	1086	\$ 150.25
TOTAL				<u><u>\$ 150.25</u></u>
<u>PUBLIC DEFENDER TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>TAX LIEN TRUST</u>				
TOTAL				<u><u>\$ -</u></u>
<u>GENERAL CAPITAL</u>				
TOTAL				<u><u>\$ -</u></u>
<u>WATER AND SEWER CAPITAL</u>				
TOTAL				<u><u>\$ -</u></u>
MANUAL TOTAL				<u><u>\$ 735,901.51</u></u>

Borough of Hightstown
County of Mercer

Resolution 2025-91

**RESOLUTION AUTHORIZING EMERGENCY PURCHASE
PURSUANT TO NJSA 40A:11-6 WATER TREATMENT PLANT FILTERS**

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6, a contract may be awarded for goods or services without public advertising for bids and bidding, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety, or welfare requires the immediate delivery of goods or the performance of services; and

WHEREAS, the Borough Engineer has certified that an emergency condition exists with regard to the operation of the Borough's water treatment facility, specifically the need for immediate repair of filters and replacement of filter media, which are essential to ensuring the continued delivery of safe and clean water to residents; and

WHEREAS, the delay that would result from public bidding would pose a serious risk to the health, safety, and welfare of the community by potentially compromising water quality; and

WHEREAS, the Borough Engineer has secured a contract with a qualified vendor to perform the necessary emergency repairs and replacements as quickly as possible; and

WHEREAS, the emergency services to be performed are more fully described in **Appendix A**, attached hereto and made part of this resolution; and

WHEREAS, the Qualified Purchasing Agent agrees that the circumstances described constitute an emergency under the Local Public Contracts Law and supports the prompt procurement of services needed to address the situation; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available in the 2025 municipal budget under the Water Utility Operating Account, **Account No. 5-09-55-512-001-502**, in an amount **not to exceed \$1,200,000.00**, for the purposes described herein.

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

1. An emergency is hereby declared to exist regarding the urgent repair of the water treatment facility filters and the replacement of filter media, due to the threat posed to the public health and safety;
2. The procurement of such services without public bidding is authorized pursuant to N.J.S.A. 40A:11-6;
3. The Borough Engineer and Qualified Purchasing Agent were authorized to proceed with securing the necessary services and materials from a qualified vendor, in an amount not to exceed **\$1,200,000.00**;

Borough of Hightstown
County of Mercer

Resolution 2025-91

4. The scope of services to be performed under this emergency procurement is set forth in **Appendix A**, which is hereby incorporated into this resolution by reference;
5. A copy of the Engineer's certification of the emergency and this resolution shall be kept on file in the Office of the Borough Clerk and made available for public inspection as required by law.

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 April 21, 2025

Margaret Riggio, Borough Clerk

CERTIFICATION OF FUNDS

I hereby certify that sufficient funds are available in the 2025 municipal budget for this emergency procurement, under Water Utility Operating Account No. **5-09-55-512-001-502**, in an amount not to exceed **\$1,200,000.00**.

Donna Condo, Chief Financial Officer

Date: _____



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

April 11, 2025

Dimitri Musing
Borough Administrator
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08690

Re: Water Treatment Plant
Emergency Declaration - Repair of Filters
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1653

Dear Dimitri:

This letter will summarize the pricing received from contractors and specialists assisting the Borough with emergency replacement of media in the three (3) existing filters.

Pumping Services, Inc. (PSI) has provided a price to obtain and deliver to New Jersey six (6) filters to be used temporarily for three months during the Treatment Plant filter repairs. This price includes media, mobilization and demobilization, engineering support and on-site supervision, startup, training and commissioning. The total amount provided by PSI is \$362,290.00.

B&H Contracting is also assisting the Borough with the loading and unloading necessary to obtain the filters from a location in New Jersey and have them transported and set into place at the rear of the existing Water Treatment Plant; in addition they will be installing valves, piping, pressure gauges and all connections necessary, including filter media installation along with modification to existing pressure regulating valves, to create an approximation of the existing Water Treatment Plant. The filters will connect to all existing facilities and processes within the Plant and will provide the temporary treatment needed to address the three (3) existing filters. The price for this work is \$198,240.00.

B&H Contracting is also providing construction related to the removal of the media in the three (3) existing filters at the Plant along with inspection, cleaning of the filter interiors, and replacement of the media at a price of \$287,700.00. Also to be provided is replacement and repair of existing filter valves. This will be provided at a cost not to exceed \$100,000.00. Unknown at this time is whether the existing filters will need structural repairs.

Lastly, Roberts Engineering Group, LLC is providing engineering, assistance with operations, permitting, and all other work necessary including inspection and recommendations for payments as well as negotiating with contractors for a total price of \$70,000.00.

The total of all anticipated expenses is \$1,018,230.00.

We recommend the Borough budget \$1,200,000.00 in total to account for unexpected repairs.

Please let me know if you would like to discuss this further.

Very truly yours,

A handwritten signature in blue ink that reads 'Carmela Roberts'.

Carmela Roberts, PE, CME, CPWM
Borough Engineer

cc: Mayor and Council
Peggy Riggio, RMC, CMR, Borough Clerk
Mairead Thompson, Assistant Business Administrator
Donna Condo, Borough CFO
Ken Lewis, Borough Superintendent of Public Works
Jonathan Cohen, Esq., Borough Attorney
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Justin Streleckis, PE, Roberts Engineering Group, LLC



The Borough of Hightstown

Peggy Riggio, RMC, Borough Clerk

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext. 628

Fax – (609) 371-0267

priggio@hightstownborough.com

TO: Hightstown Borough Mayor & Council

FROM: Peggy Riggio, Borough Clerk/Purchasing Agent

DATE: March 28, 2025

RE: Emergency Procurement – Water Plant Filter Repair

The Borough has experienced elevated levels of iron in the treated water and brown water complaints from residents. Roberts Engineering reviewed operations and began to modify how the plant is run. It became evident that the three horizontal pressure filters are nearing failure due to deterioration of the filter media. While our plant is complying with State Drinking Water Quality Parameters, the Borough Engineer believes that the filters will continue to deteriorate until they are unable to meet water quality standards. On March 27, 2025, the Borough Engineer declared an emergency as the water quality affects the safety, health and welfare of the public. After reviewing all of the information provided by the Water Plant and the Borough Engineer, I concur that the situation at the water plant rises to the level of an emergency that affects the safety, health and welfare of the public. The Borough Engineer has initiated the process of securing a contract for the repair of the filters and the replacement of the filter media.



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

March 27, 2025

Dimitri Musing
Borough Administrator
Borough of Hightstown
156 Bank Street
Hightstown, New Jersey 08690

Re: Water Treatment Plant
Emergency Declaration
Repair of Treatment Filters
Borough of Hightstown, Mercer County, New Jersey
Our File No.: H1653

Dear Dimitri:

As you know, Roberts Engineering Group, LLC has been assisting the Borough with serious concerns of elevated levels of iron in the treated water and with brown water complaints from residents. After many weeks reviewing operations and careful minor modifications to how the Plant runs, it is evident from our investigation that the three (3) horizontal pressure filters are nearing failure due to deterioration of the filter media. While the Plant continues to comply with the State Drinking Water Quality Parameters, the filters will continue to deteriorate until they are unable to meet these standards.

As such, I am declaring an emergency in order to move forward with the immediate replacement of the filter media and ensure continued compliance with the Water Quality Parameters.

Additionally, as the filters will be drained and existing media removed, we will take the opportunity to inspect and test the filters to ensure they are structurally sound. If needed, repairs to the filter tanks, underdrain systems, and valves will be made to ensure they will operate properly and extend their useful life.

Costs and schedule for the repairs will be provided under separate cover.

Should you have any questions or concerns, please do not hesitate to contact me to discuss.

Very truly yours,

Carmela Roberts, PE, CME, CPWM
Borough Engineer

cc: Mayor and Council
Peggy Riggio, RMC, CMR, Borough Clerk
Mairead Thompson, Assistant Business Administrator
Donna Condo, Borough CFO
Ken Lewis, Borough Superintendent of Public Works
Jonathan Cohen, Esq., Borough Attorney
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Justin Streleckis, PE, Roberts Engineering Group, LLC

Borough of Hightstown
County of Mercer

Resolution 2025-92

**AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS
PRIOR TO ADOPTION OF THE 2025 BUDGET**

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2025 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2025 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	2,594,568.00	2,042,934.00	4,637,502.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	794,807.05	695,000.00	1,489,807.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	3,389,375.05	2,737,934.00	6,127,309.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2025 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

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 April 21, 2025.

Margaret Riggio, Borough Clerk

Hightstown Borough Council
April 21, 2025
Borough of Hightstown
2024 Temporary Budget - Current

28

GENERAL GOVERNMENT

EMERGENCY BUDGET

Administration Office	
Salaries and Wages	42,000.00
Other Expenses	2,186.00
Mayor & Borough Council	
Salaries and Wages	9,500.00
Other Expenses	854.00
Municipal Clerk	
Salaries and Wages	25,167.00
Other Expenses	4,508.00
Elections	
Other Expenses	1,444.00
Office Supplies & Paper Products	
Other Expenses	4,069.00
Financial Administration	
Salaries and Wages	50,000.00
Other Expenses	15,000.00
Annual Audit	
Other Expenses	4,463.00
Grant Writing and Administration	
Other Expenses	1,050.00
Data Processing / IT	
Salaries and Wages	1,435.00
Other Expenses	28,875.00
Collection of Taxes	
Salaries and Wages	15,000.00
Other Expenses	4,000.00
Assessment of Taxes	
Salaries and Wages	7,500.00
Other Expenses	1,882.00
Interest on Appeals	
Municipal Court	
Salaries and Wages	13,000.00
Other Expenses	51,634.00
Legal Services and Costs	
Other Expenses	15,000.00
Engineering Services & Costs	
Other Expenses	15,000.00
Historic Preservation Commission	
Other Expenses	

LAND USE ADMINISTRATION

Planning Board	
Salaries and Wages	12,000.00
Other Expenses	5,000.00

Hightstown Borough Council
April 21, 2025
Borough of Hightstown
2024 Temporary Budget - Current

29

INSURANCE

Insurance

Insurance Deductibles	
General Liability and Property	14,963.00
Worker's Compensation	28,613.00
Health Benefit Waiver	6,563.00
Employee Group Health	128,625.00
Unemployment	0.00

PUBLIC SAFETY FUNCTIONS

Police

Salaries and Wages	525,000.00
Other Expenses	25,000.00

Emergency Management Services

Salaries and Wages	3,938.00
Other Expenses	1,050.00

Fire Department

Other Expenses

Uniform Fire Safety Act - Fire Official

Salaries and Wages	7,000.00
Other Expenses	3,609.00

First Aid Contribution

Other Expenses	0.00
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Prosecutor

Salaries and Wages	12,000.00
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PUBLIC WORKS FUNCTIONS

Streets & Roads Maintenance

Salaries and Wages	80,000.00
Other Expenses	15,000.00

Snow Removal

Salaries and Wages	
Other Expenses	

Sanitation Solid Waste Collection

Salaries and Wages	22,000.00
Other Expenses	18,000.00

Buildings & Grounds

Salaries and Wages	16,000.00
Other Expenses	40,000.00

PUBLIC WORKS FUNCTIONS(continued)

Recycling

Salaries and Wages	0.00
Other Expenses	47,854.00

Vehicle Maintenance

Other Expenses	6,300.00
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Community Services Act

Other Expenses - Miscellaneous	12,600.00
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Hightstown Borough Council
April 21, 2025
Borough of Hightstown
2024 Temporary Budget - Current

30

HEALTH AND HUMAN SERVICES

Board of Health (Health & Human Services)	
Salaries and Wages	15,000.00
Other Expenses	3,664.00
Environmental Commission	
Other Expenses	500.00

PARKS AND RECREATION FUNCTIONS

Maintenance of Parks	
Salaries and Wages	14,000.00
Other Expenses	1,969.00
Parks & Recreation	
Salaries & Wages	5,000.00
Other Expenses	2,100.00
Cultural Arts	
Other Expenses	1,050.00

COMMON OPERATING FUNCTIONS

Postage. Shipping & Express	
Other Expenses	3,000.00
Celebration of Public Events	1,500.00
Accumulated Sick & Vacation	0.00

UTILITIES AND BULK PURCHASES

Electricity	
Other Expenses	11,025.00
Street Lighting	
Other Expenses (075 Street Lighting)	8,400.00
Telephone / Telegraph	
Other Expenses	11,550.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	4,725.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	21,446.00

LANDFILL/SOLID WASTE

Landfill Disposal Costs	
Other Expenses	63,000.00
Recycling Tax	1,706.00

CODE ENFORCEMENT

Construction Official	
Salaries and Wages	52,000.00
Other Expenses	3,835.00
Housing Code Enforcement	
Salaries and Wages	20,000.00
Other Expenses	1,000.00

Hightstown Borough Council
April 21, 2025
Borough of Hightstown
2024 Temporary Budget - Current

31

STATUTORY EXPENDITURES

Social Security	66,000.00
PERS	255,529.00
PFRS	551,278.00
LOSAP	15,000.00

Defined Contribution Retirement Plan	1,313.00
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SHARED SERVICES AGREEMENTS

Senior Citizens Program Service Center	
Other Expenses	14,438.00
Transportation	572.00
Landfill Disposal Costs(Roosevelt Borough)	9,188.00
East Windsor Dispatch	
Other Expenses	53,701.00
Health Services:	
Salaries and Wages	8,184.00
Other Expenses	6,554.00
Animal Control-Manalapan	4,725.00
Emergency Medical Services	4,988.00
Mercer County EMS Dispatch	1,446.00
Vehicle Maintenance Services	10,500.00

Grants

Board of Education

Reserve for Uncollected

TOTAL TEMPORARY BUDGET	2,594,568
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CAPITAL APPROPRIATIONS

Capital Improvement Fund

MUNICIPAL DEBT SERVICE

Payment of Bond Principal

Dam Restoration Loan

Interest on Bonds

Int on Notes

BANS

TOTAL CAPITAL AND DEBT SERVICE

Borough of Hightstown
2025 Temporary Emergency Budget - Water/Sewer

Appropriations for Water/Sewer Utility

Operating:

Salaries and Wages	240,000.00
Other Expenses	435,000.00

Statutory Expenditures:

Social Security (O.A.S.I.)	20,000.00
PERS	79,500.00
Capital Improvement Fund	20,000.00

TOTAL TEMPORARY BUDGET - WATER/SEWER	794,500.00
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DEBT SERVICE

Bond Principal	.0.0	
Note Interest		0.00
Bond Interest		0.00
Note Principal		0.00
Wastewater and Water supply Loans		0.00
TOTAL DEBT SERVICE		0.00

Borough of Hightstown
County of Mercer

Resolution 2025-93

**AUTHORIZING PAYMENT NO. 4 (FINAL) AND CHANGE ORDER
NO. 1 (FINAL) – BLACK ROCK ENTERPRISES, LLC. -
IMPROVEMENTS TO HAUSSER AVENUE, BENNETT PLACE, AND
PROSPECT DRIVE**

WHEREAS, on March 20, 2023, the Borough Council awarded a contract for the Improvements to Hausser Avenue, Bennett Place, and Prospect Drive to Black Rock Enterprises, LLC, of Old Bridge, New Jersey at the price of \$755,759.40; and

WHEREAS, the contractor has submitted Change Order No. 1 (final) which adjusts the contract to as-built quantities and adds supplemental pay items which decreases the contract cost by \$62,561.53 (-8.28%); and

WHEREAS, the contractor has submitted a request for payment No. 4 (final) in the amount of \$70,839.55, for final payment; and

WHEREAS, the Borough Engineer has recommended approval of Change Order No. 1(final) and Payment No. 4 (final) to the contractor in the amount of \$70,839.55 and.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown Change Order No. 1 (Final) and Payment No. 4 (final) to Black Rock Enterprises, LLC, of Old Bridge, New Jersey for \$70,839.55 is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

BE IF FURTHER RESOLVED, that the contract is accepted and closed out.

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 April 21, 2025.

Margaret Riggio, Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Hightstown Borough Council
April 21, 2025

34

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

April 8, 2025

Mayor and Council
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

Re: Improvements to Hausser Avenue, Bennett Place, And Prospect Drive
Payment No. 4 Final
Our File No.: H1802

Dear Mayor and Council:

Enclosed with this letter, please find the following documents:

1. Payment No. 4 Final
2. Change Order No. 1 Final
3. 2-Year Maintenance Bond
4. Environmental Maintenance Bond
5. Contractor's Affidavit and Release
6. Acknowledgement of Contractor
7. Consent of Surety to Final Payment
8. Contractor's Release

Change Order No. 1 Final adjusts the contract to as-built quantities and adds supplemental pay items which decreases the contract cost by \$62,561.53 to a final contract amount of \$693,197.87 (-8.28%).

The total recommended payment amount of \$70,839.55 is split as follows:

General Capital (Roadway): \$71,988.11
Water and Sewer: -\$1,148.56

The total contract breakdown amounts split by funding sources is as follows:

NJDOT Funding: \$372,689.07
NJIB Funding (Water): \$284,102.00
Borough Funding: \$36,406.80

Certified payrolls have previously been forwarded to the Borough.

Upon review and approval of the closeout documents by the Borough Attorney, I recommend the contract be accepted, closed out, and final payment be made to Black Rock Enterprises, LLC in the amount of \$70,839.55.

Should you have any questions regarding the above, please do not hesitate to contact me.

Very truly yours,

Carmela Roberts, PE, CME, CPWM
Borough Engineer

cc: Dimitri Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
Donna Condo, Borough CFO
Ken Lewis, Borough Superintendent of Public Works
Jonathan Cohen, Esq., Borough Attorney
Jacqueline Vale, Black Rock Enterprises, LLC
Silvia Abreu, Black Rock Enterprises, LLC
Manny DaRocha, Black Rock Enterprises, LLC
John Rinaldi, Black Rock Enterprises, LLC
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC

PAYMENT No. 4 Final
IMPROVEMENTS TO HAUSSER AVENUE, BENNETT PLACE, AND PROSPECT DRIVE
Borough of Hightstown, Mercer County, New Jersey
February 24, 2025
File No.: H1802

Item No.	Description	Units	Contract Quantity	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	LS	1.00	1.00	0.00	\$12,500.00	\$12,500.00
2	Clearing Site	LS	1.00	1.00	0.00	\$10,000.00	\$10,000.00
3	Project Video	LS	1.00	1.00	0.00	\$20,000.00	\$20,000.00
4	Traffic Cones	UNIT	30.00	30.00	0.00	\$15.00	\$450.00
5	Drums	UNIT	30.00	0.00	0.00	\$1.00	\$0.00
6	Traffic Director, Flagger	HOURL	150.00	0.00	0.00	\$1.00	\$0.00
7	Uniform Traffic Director	HOURL	250.00	41.21	0.00	\$130.00	\$5,356.80
8	Breakaway Barricade	UNIT	9.00	6.00	0.00	\$1.00	\$6.00
9	Construction Sign 'B' (60"x30")	UNIT	3.00	3.00	0.00	\$100.00	\$300.00
10	Construction Sign 'C' (72"x60")	UNIT	2.00	2.00	0.00	\$100.00	\$200.00
11	Construction Sign 'D' (72"x60")	UNIT	2.00	2.00	0.00	\$100.00	\$200.00
12	Construction Sign 'E' (72"x60")	UNIT	2.00	2.00	0.00	\$100.00	\$200.00
13	Inlet Filter, Type 2	UNIT	11.00	11.00	0.00	\$100.00	\$1,100.00
14	Manhole Frame and Cover, Sanitary	UNIT	12.00	12.00	0.00	\$900.00	\$10,800.00
15	8" Type 'N' Eco Curb Piece	UNIT	7.00	7.00	0.00	\$400.00	\$2,800.00
16	Bicycle Safe Frame and Grate	UNIT	7.00	7.00	0.00	\$375.00	\$2,625.00
17	8" PVC Sanitary Main	LF	40.00	40.00	0.00	\$250.00	\$10,000.00
18	6" PVC Sanitary Lateral	LF	30.00	35.00	0.00	\$150.00	\$5,250.00
19	PVC Cleanout, Sanitary	UNIT	5.00	5.00	0.00	\$1,000.00	\$5,000.00
20	Transfer Existing Water Service	UNIT	15.00	23.00	0.00	\$1,250.00	\$28,750.00
21	1" Type K Copper Water Service	LF	239.00	230.00	0.00	\$30.00	\$6,900.00
22	1" Curb Valve and Box	UNIT	4.00	5.00	0.00	\$1,500.00	\$7,500.00
23	6" HDPE Water Main	LF	1339.00	1327.00	0.00	\$95.00	\$126,065.00
24	Fire Hydrant Assembly, Complete	UNIT	5.00	5.00	0.00	\$8,500.00	\$42,500.00
25	8" Cap	UNIT	2.00	0.00	0.00	\$1,000.00	\$0.00
26	6" Cap	UNIT	7.00	4.00	0.00	\$650.00	\$2,600.00
27	6" Gate Valve	UNIT	5.00	4.00	0.00	\$3,500.00	\$14,000.00
28	6" Insertion Valve	UNIT	2.00	0.00	(2.00)	\$15,000.00	\$0.00
29	6"x6" Tee	UNIT	3.00	4.00	0.00	\$1,000.00	\$4,000.00
30	6"x6" Wet Tap and Valve	UNIT	1.00	1.00	0.00	\$9,500.00	\$9,500.00
31	6"x8" Wet Tap and Valve	UNIT	2.00	0.00	0.00	\$10,000.00	\$0.00
32	Concrete Sidewalk, 4" Thick	SY	916.00	906.27	87.05	\$77.00	\$69,782.79
33	Reinforced Concrete Sidewalk, 6" Thick	SY	197.00	210.50	0.00	\$90.00	\$18,945.00
34	6"x8"x16" Concrete Vertical Curb	LF	1595.00	1225.00	212.00	\$33.00	\$40,425.00
35	Detectable Warning Surface (Typ.)	SY	10.00	10.00	3.53	\$350.00	\$3,500.00
36	Hot Mix Asphalt Driveway, 2" Thick	SY	74.00	323.22	113.00	\$45.00	\$14,544.90
37	HMA Milling, 3" or Less	SY	7615.00	6325.00	0.00	\$3.75	\$23,718.75
38	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	TON	1050.00	1011.49	0.00	\$96.00	\$97,103.04
39	Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	225.00	0.00	0.00	\$1.00	\$0.00
40	Tack Coat	GAL	780.00	355.00	0.00	\$4.00	\$1,420.00
41	HMA Pavement Repair	SY	143.00	104.00	43.00	\$30.00	\$3,120.00
42	Regulatory Sign, R1-1 'Stop'	UNIT	5.00	5.00	0.00	\$300.00	\$1,500.00
43	Warning Sign, W15-2 'Watch for Children'	UNIT	2.00	2.00	0.00	\$300.00	\$600.00
44	Warning Sign, 'Autistic Children'	UNIT	2.00	2.00	0.00	\$300.00	\$600.00
45	Warning Sign, 'Children at Play'	UNIT	3.00	3.00	1.00	\$300.00	\$900.00
46	Warning Sign, W1-2R 'Arrow'	UNIT	2.00	0.00	0.00	\$335.50	\$0.00
47	Warning Sign, W11-2 'Pedestrian'	UNIT	4.00	0.00	0.00	\$325.00	\$0.00
48	Warning Sign, W16-9P 'Ahead'	UNIT	4.00	0.00	0.00	\$100.00	\$0.00
49	Street Sign	UNIT	8.00	8.00	1.00	\$385.00	\$3,080.00
50	Traffic Marking, 24" Wide White	LF	228.00	234.00	6.00	\$7.55	\$1,766.70
51	Traffic Marking, 8" Wide White	LF	345.00	273.00	0.00	\$2.55	\$696.15
52	Fertilizing and Seeding, Type A-3	SY	1050.00	1073.00	0.00	\$1.00	\$1,073.00
53	Topsoiling, 5" Thick	SY	1050.00	1073.00	0.00	\$5.00	\$5,365.00
54	Asphalt Price Adjustment	DOLLAR	6500.00	4832.03	0.00	\$1.00	\$4,832.03
55	Fuel Price Adjustment	DOLLAR	4000.00	(246.00)	0.00	\$1.00	(\$246.00)
56	Excavation, Test Hole	CY	50.00	17.70	0.00	\$100.00	\$1,770.00
57	Dense Graded Aggregate, If & Where Directed	CY	50.00	0.00	0.00	\$1.00	\$0.00
58	Tree Removal, Over 12" to 18" Diameter	UNIT	3.00	1.00	0.00	\$4,000.00	\$4,000.00
59	Tree Planting, 2" Cal.	UNIT	5.00	0.00	0.00	\$800.00	\$0.00



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Hightstown Borough Council
April 21, 2025

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

Item No.	Description	Units	Contract Quantity	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
60	Allowance	DOLLAR	20000.00	0.00	0.00	\$1.00	\$0.00
S-1	8" Steel Cheekwall	LF	36.00	36.00	36.00	\$61.50	\$2,214.00
S-2	Reset Sewer Cleanout with New Adapters and Caps	UNIT	12.00	12.00	12.00	\$395.00	\$4,740.00
S-3	Inlet Repair	UNIT	6.00	6.00	6.00	\$914.00	\$5,484.00
S-4	Remove and Reinstall 3-Inch Storm Sump Pump Line	LF	10.00	10.00	10.00	\$36.00	\$360.00
S-5	Remove and Reinstall 2-Inch Storm Sump Pump Line	LF	6.00	6.00	6.00	\$35.00	\$210.00
S-6	Relocate Bush/Planting	UNIT	1.00	1.00	1.00	\$205.00	\$205.00
S-7	Remove & Dispose Plantings	UNIT	7.00	7.00	7.00	\$138.00	\$966.00
S-8	Reset Belgium Block	LF	24.00	24.00	24.00	\$49.00	\$1,176.00
S-9	Reset Pavers	SY	20.00	20.00	20.00	\$200.00	\$4,000.00
S-10	Reset Landscape Block	LF	7.00	7.00	7.00	\$32.00	\$224.00
S-11	Reset Water Box	UNIT	2.00	2.00	2.00	\$500.00	\$1,000.00
S-12	Reset Gas Box	UNIT	1.00	1.00	1.00	\$38.00	\$38.00
S-13	Repair Unmarked Broken Water Service	UNIT	1.00	1.00	1.00	\$297.00	\$297.00
S-14	Reset Manhole	UNIT	1.00	1.00	1.00	\$500.00	\$500.00
S-15	Tree and Brush Removal, 4" to 6" Diameter	UNIT	5.00	5.00	5.00	\$500.00	\$2,500.00
S-16	Swale Excavation	CY	42.10	42.10	42.10	\$100.00	\$4,210.00
S-17	Filter Fabric	SY	69.90	69.90	69.90	\$10.00	\$699.00
S-18	3" to 6" Rip Rap	TON	4.00	4.00	4.00	\$150.00	\$600.00
S-19	3/4" Clean Stone	TON	13.00	13.00	13.00	\$75.00	\$975.00
S-20	6" DIP	LF	23.00	23.00	23.00	\$150.00	\$3,450.00
S-21	6" 45-Degree Fittings	UNIT	4.00	4.00	4.00	\$1,000.00	\$4,000.00
S-22	Copper Tubing and 6 Laborer Manhours	LS	1.00	1.00	1.00	\$8,800.00	\$8,800.00
S-23	4" Yellow Traffic Stripes, Thermoplastic	LF	100.00	100.00	100.00	\$2.50	\$250.00
S-24	Downtime for Sidewalk Realignment - 5/30/2023	LS	1.00	1.00	1.00	\$10,184.15	\$10,184.15
S-25	Remobilization for Ramp Replacement - 5/17/2024	LS	1.00	1.00	1.00	\$9,016.56	\$9,016.56
TOTAL WORK COMPLETED							\$693,197.87
LESS: RETAINAGE							\$0.00
SUBTOTAL							\$693,197.87
LESS: PREVIOUS PAYMENTS							\$622,358.32
TOTAL AMOUNT DUE							\$70,839.55
AMOUNT OF ORIGINAL CONTRACT							\$755,759.40
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NO. 1 FINAL (-8.28%)							\$693,197.87

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER - 1 Final
STATE AID PROJECT
1 of 3

Project	Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Municipality	Borough of Hightstown
County	Mercer County
Contractor	Black Rock Enterprises, LLC

In accordance with the project Supplementary Specification, the following are changes in the contract.
Location and Reason for Change (Attach additional sheets if required)
 Adjustments to as-built quantities.
 Supplemental pay item S-1 accounts for an 8-inch steel cheekwall required in the field to construct the proposed sidewalk.
 Supplemental pay item S-2 resets sewer cleanouts with new adapters and caps as requested by the Borough and as a result of the modified proposed sidewalk layout.
 Supplemental pay item S-3 accounts for inlet repairs as determined in the field when inlet castings were replaced. The poor condition of the inlets was not visible from the surface.
 Supplemental pay items S-4 and S-5 replace existing storm lines found during construction/excavation.
 Supplemental pay items S-6 and S-7 relocate/remove existing brush and plantings as a result of the modified proposed sidewalk layout.
 Supplemental pay items S-8, S-9, S-10, S-11, and S-12 reset existing pavers, water and gas boxes, and landscaping as a result of the modified proposed sidewalk layout.
 Supplemental pay item S-13 repairs an unmarked water service broken during construction at #126 Bennett Place.
 Supplemental pay items S-14, S-15, S-16, S-17, S-18, and S-19 account for additional work at the dead end on Hausser Avenue as requested by the Borough. Work includes clearing brush and constructing a swale. The area was heavily covered by brush which was subsequently removed and revealed that more work was required in this area than originally anticipated.
 Supplemental pay items S-20 and S-21 account for additional materials required to construct the water main tie-ins as a result of existing conditions which were not visible from the surface.
 Supplemental pay item S-22 repairs a mismarked water service broken during construction at #150 Prospect Drive.
 Supplemental pay item S-23 accounts for additional double yellow striping required at the stop bars.
 Supplemental pay item S-24 accounts for crew downtime as a result of homeowner disputes.
 Supplemental pay item S-25 accounts for replacement of curb ramps as a result of NJDOT comments.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
5	Drums	-30.00 UNIT	\$1.00	(\$30.00)
6	Traffic Director, Flagger	-150.00 HOUR	\$1.00	(\$150.00)
7	Uniform Traffic Director	-208.79 HOUR	\$130.00	(\$27,143.20)
8	Breakaway Barricade	-3.00 UNIT	\$1.00	(\$3.00)
18	6" PVC Sanitary Lateral	5.00 LF	\$150.00	\$750.00
20	Transfer Existing Water Service	8.00 UNIT	\$1,250.00	\$10,000.00
21	1" Type K Copper Water Service	-9.00 LF	\$30.00	(\$270.00)
22	1" Curb Valve and Box	1.00 UNIT	\$1,500.00	\$1,500.00
23	6" HDPE Water Main	-12.00 LF	\$95.00	(\$1,140.00)
25	8" Cap	-2.00 UNIT	\$1,000.00	(\$2,000.00)
26	6" Cap	-3.00 UNIT	\$650.00	(\$1,950.00)
27	6" Gate Valve	-1.00 UNIT	\$3,500.00	(\$3,500.00)
28	6" Insertion Valve	-2.00 UNIT	\$15,000.00	(\$30,000.00)
29	6"x6" Tee	1.00 UNIT	\$1,000.00	\$1,000.00
31	6"x8" Wet Tap and Valve	-2.00 UNIT	\$10,000.00	(\$20,000.00)
32	Concrete Sidewalk, 4" Thick	-9.73 SY	\$77.00	(\$749.21)
33	Reinforced Concrete Sidewalk, 6" Thick	13.50 SY	\$90.00	\$1,215.00
34	6"x8"x16" Concrete Vertical Curb	-370.00 LF	\$33.00	(\$12,210.00)
36	Hot Mix Asphalt Driveway, 2" Thick	249.22 SY	\$45.00	\$11,214.90
37	HMA Milling, 3" or Less	-1,290.00 SY	\$3.75	(\$4,837.50)
38	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	-38.51 TON	\$96.00	(\$3,696.96)
39	Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	-225.00 TON	\$1.00	(\$225.00)
40	Tack Coat	-425.00 GAL	\$4.00	(\$1,700.00)
41	HMA Pavement Repair	-39.00 SY	\$30.00	(\$1,170.00)
46	Warning Sign, W1-2R 'Arrow'	-2.00 UNIT	\$335.50	(\$671.00)
47	Warning Sign, W11-2 'Pedestrian'	-4.00 UNIT	\$325.00	(\$1,300.00)
48	Warning Sign, W16-9P 'Ahead'	-4.00 UNIT	\$100.00	(\$400.00)

(Submit four (4) copies to the Local Aid District Office)

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER - 1 Final
STATE AID PROJECT
2 of 3

Project	Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Municipality	Borough of Hightstown
County	Mercer County
Contractor	Black Rock Enterprises, LLC

In accordance with the project Supplementary Specification, the following are changes in the contract.
Location and Reason for Change (Attach additional sheets if required)
 Adjustments to as-built quantities
 Supplemental pay item S-1 accounts for an 8-inch steel cheekwall required in the field to construct the proposed sidewalk
 Supplemental pay item S-2 resets sewer cleanouts with new adapters and caps as requested by the Borough and as a result of the modified proposed sidewalk layout
 Supplemental pay item S-3 accounts for inlet repairs as determined in the field when inlet castings were replaced. The poor condition of the inlets was not visible from the surface
 Supplemental pay items S-4 and S-5 replace existing storm lines found during construction/excavation
 Supplemental pay items S-6 and S-7 relocate/remove existing brush and plantings as a result of the modified proposed sidewalk layout
 Supplemental pay items S-8, S-9, S-10, S-11, and S-12 reset existing pavers, water and gas boxes, and landscaping as a result of the modified proposed sidewalk layout
 Supplemental pay item S-13 repairs an unmarked water service broken during construction at #126 Bennett Place
 Supplemental pay items S-14, S-15, S-16, S-17, S-18, and S-19 account for additional work at the dead end on Hausser Avenue as requested by the Borough. Work includes clearing brush and constructing a swale. The area was heavily covered by brush which was subsequently removed and revealed that more work was required in this area than originally anticipated
 Supplemental pay items S-20 and S21 account for additional materials required to construct the water main tie-ins as a result of existing conditions which were not visible from the surface
 Supplemental pay item S-22 repairs a mismarked water service broken during construction at #150 Prospect Drive
 Supplemental pay item S-23 accounts for additional double yellow striping required at the stop bars
 Supplemental pay item S-24 accounts for crew downtime as a result of homeowner disputes
 Supplemental pay item S-25 accounts for replacement of curb ramps as a result of NJDOT comments

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
50	Traffic Marking, 24" Wide White	6.00 LF	\$7.55	\$45.30
51	Traffic Marking, 8" Wide White	-72.00 LF	\$2.55	(\$183.60)
52	Fertilizing and Seeding, Type A-3	23.00 SY	\$1.00	\$23.00
53	Topsoiling, 5" Thick	23.00 SY	\$5.00	\$115.00
54	Asphalt Price Adjustment	-1,667.97 DOLLAR	\$1.00	(\$1,667.97)
55	Fuel Price Adjustment	-4,246.00 DOLLAR	\$1.00	(\$4,246.00)
56	Excavation, Test Hole	-32.30 CY	\$100.00	(\$3,230.00)
57	Dense Graded Aggregate, 1" & Where Directed	-50.00 CY	\$1.00	(\$50.00)
58	Tree Removal, Over 12" to 18" Diameter	-2.00 UNIT	\$4,000.00	(\$8,000.00)
59	Tree Planting, 2" Cal	-5.00 UNIT	\$800.00	(\$4,000.00)
60	Allowance	-20,000.00 DOLLAR	\$1.00	(\$20,000.00)
S-1	8" Steel Cheekwall	36.00 LF	\$61.50	\$2,214.00
S-2	Reset Sewer Cleanout with New Adapters and Caps	12.00 UNIT	\$395.00	\$4,740.00
S-3	Inlet Repair	6.00 UNIT	\$914.00	\$5,484.00
S-4	Remove and Reinstall 3-Inch Storm Sump Pump Line	10.00 LF	\$36.00	\$360.00
S-5	Remove and Reinstall 2-Inch Storm Sump Pump Line	6.00 LF	\$35.00	\$210.00
S-6	Relocate Bush/Planting	1.00 UNIT	\$205.00	\$205.00
S-7	Remove & Dispose Plantings	7.00 UNIT	\$138.00	\$966.00
S-8	Reset Belgium Block	24.00 LF	\$49.00	\$1,176.00
S-9	Reset Pavers	20.00 SY	\$200.00	\$4,000.00
S-10	Reset Landscape Block	7.00 LF	\$32.00	\$224.00
S-11	Reset Water Box	2.00 UNIT	\$500.00	\$1,000.00
S-12	Reset Gas Box	1.00 UNIT	\$38.00	\$38.00
S-13	Repair Unmarked Broken Water Service	1.00 UNIT	\$297.00	\$297.00
S-14	Reset Manhole	1.00 UNIT	\$500.00	\$500.00
S-15	Tree and Brush Removal, 4" to 6" Diameter	5.00 UNIT	\$500.00	\$2,500.00
S-16	Swale Excavation	42.10 CY	\$100.00	\$4,210.00

(Submit four (4) copies to the Local Aid District Office)

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER - 1 Final
STATE AID PROJECT
3 of 3

Project	Improvements to Hausser Avenue, Bennett Place, and Prospect Drive
Municipality	Borough of Hightstown
County	Mercer County
Contractor	Black Rock Enterprises, LLC

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Supplemental pay items S-6 and S-7 relocate/remove existing brush and plantings as a result of the modified proposed sidewalk layout
Supplemental pay items S-8, S-9, S-10, S-11, and S-12 reset existing pavers, water and gas boxes, and landscaping as a result of the modified proposed sidewalk layout
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Supplemental pay items S-20 and S21 account for additional materials required to construct the water main tie-ins as a result of existing conditions which were not visible from the surface.
Supplemental pay item S-22 repairs a mislabeled water service broken during construction at #150 Prospect Drive.
Supplemental pay item S-23 accounts for additional double yellow striping required at the stop bars
Supplemental pay item S-24 accounts for crew downtime as a result of homeowner disputes
Supplemental pay item S-25 accounts for replacement of curb ramps as a result of NJDOT comments


<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
S-17	Filter Fabric	69.90 SY	\$10.00	\$699.00
S-18	3" to 6" Rip Rap	4.00 TON	\$150.00	\$600.00
S-19	3/4" Clean Stone	13.00 TON	\$75.00	\$975.00
S-20	6" DIP	23.00 LF	\$150.00	\$3,450.00
S-21	6" 45-Degree Fittings	4.00 UNIT	\$1,000.00	\$4,000.00
S-22	Copper Tubing and 6 Laborer Manhours	1.00 LS	\$8,800.00	\$8,800.00
S-23	4" Yellow Traffic Stripes, Thermoplastic	100.00 LF	\$2.50	\$250.00
S-24	Work Stoppage, 5/30/23	1.00 LS	\$10,184.15	\$10,184.15
S-25	5/17/24 Remove and Replace ADA Ramp per NJDOT	1.00 LS	\$9,016.56	\$9,016.56

Amount of Original Contract \$755,759.40

Extra \$25,863.20
Supplemental \$66,098.71
Reduction -\$154,523.44
Total Change -\$62,561.53

Adjusted Amount Based on Change
Order No. 1 Final \$693,197.87

% Change in Contract
[(+) Increase or (-) Decrease] -8.28 %



(Engineer) 3/28/25
(Date)

(Local Aid) c x (Date)



(Presiding Officer) 3/28/25
(Contractor) (Date)

Borough of Hightstown
County of Mercer

Resolution 2025-94

**RESOLUTION APPROVING THE 2025 MEMORIAL DAY PARADE TO BE HELD
ON MAY 26, 2025, AS A BOROUGH-SPONSORED EVENT**

WHEREAS, the Borough of Hightstown annually honors and remembers the men and women who have served and sacrificed in the United States Armed Forces through the observance of Memorial Day; and

WHEREAS, the Borough has a longstanding tradition of hosting a Memorial Day Parade to commemorate this solemn occasion and bring the community together in remembrance and unity; and

WHEREAS, the 2025 Memorial Day Parade is scheduled to take place on Monday, May 26, 2025; and

WHEREAS, the Borough Council of the Borough of Hightstown recognizes the importance of this event and wishes to affirm its support by officially designating the parade as a Borough-sponsored and covered event; and

WHEREAS, such designation ensures that municipal services, including but not limited to public safety, public works, and administrative coordination, will be provided and supported by the Borough as part of the event.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, that the 2025 Memorial Day Parade to be held on Monday, May 26, 2025, is hereby approved as a Borough-sponsored and covered event and we look forward to a meaningful community gathering in honor of those who have served our nation.

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 April 21, 2025.

Margaret Riggio, Borough Clerk

Borough of Hightstown
County of Mercer

Resolution 2025-95

**A RESOLUTION APPROVING FUN FRIDAYS FOR 2025 ORGANIZED BY THE
HIGHTSTOWN BOROUGH CULTURAL ARTS COMMISSION**

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

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

WHEREAS, the Cultural Arts Commission will be hosting *Fun Fridays* during the summer of 2025; and

WHEREAS, Fun Fridays will be at Memorial Park on the following dates: May 30th, June 27th, July 18th and August 15th from 5:30 p.m. – 8:00 p.m.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown approve Fun Fridays 2025 as a sponsored and covered event and look forward to more successful community events in the Borough of Hightstown.

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 April 21, 2025.

Margaret Riggio, Borough Clerk

To: Peggy Riggio, Borough Clerk

From: Beverly Asselstine, Chair, Planning Board

CC: Jane Davis, Planning Board Secretary
Brian Slaugh, Borough Planner
Fred Montferrat, Council Member and Planning Board Liaison
Matt Morgan, Vice-Chair, Planning Board

Date: April 16, 2025

Subject: Third Round Affordable Housing Zoning Ordinance and Map

The Planning Board met on April 14, 2025 and determined a revision is necessary in the original Zoning recommendations under the Third Round Housing Element and Fair Share Plan in the Hightstown Master Plan, approved on April 10, 2023.

Background: The Zoning ordinance and map were not introduced at Council in 2023, because it was determined that this implementation step would be deferred to 2024 when it could be approved as part of the Hightstown Master Plan Reexamination. This was finalized by the Planning Board on November 12, 2024.

Revision to original recommendation: Among the recommendations, the 2023 Ordinance draft called for Residential Multi-Family opportunities for six existing commercial lots to be created through an overlay to existing zoning (three are in Highway Commercial and three are in Downtown Gateway). Subsequent discussions have determined that this overlay would not be strong enough to create the opportunity for affordable housing in the eyes of the Council on Affordable Housing. Consequently, the Planning Board now recommends that these six lots be treated the same as other locations in the Housing Element, which is with a zone change to Residential-Multi-Family. To ensure existing businesses are not penalized by having to seek any use variances for any potential future expansion, additional modifications have been made to the conditional uses within the R-MF zone to align with existing conditional uses in the DTG and HC zones.

I am attaching the August 2024 Zoning Map, which reflects these changes, and a redlined version of the 2023 draft ordinance. Based on the guidance of the Planning Board Attorney, the next step is for Council to introduce this legislation and formally refer it to the Planning Board for examination, discussion and recommendations in accordance with N.J.S.A. 40:55D-26.

I'm happy to come to a Council meeting to discuss and answer any questions, if needed. Thank you for your help.

Ordinance 202~~3~~5 - _____

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

**ORDINANCE AMENDING CHAPTER 28 – ZONING OF THE CODE OF THE
BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER TO MODIFY THE R-
MF DISTRICT TO IMPLEMENT INCLUSIONARY AFFORDABLE HOUSING
ZONING**

WHEREAS, the Hightstown Borough Council desires to implement standards for the development of inclusionary affordable housing in the Zoning Ordinance in furtherance of the municipal obligation to provide the opportunity for affordable housing; and

WHEREAS, it has been determined by Hightstown Borough Council that the implementation of these modifications to the R-MF zoning district would effectuate the intent and purpose of the goals and objectives of the Housing Element and Fair Share Plan of the Master Plan of the Borough of Hightstown; and

WHEREAS, the Municipal Land Use Law requires that any amendments or revisions to Hightstown Borough's Zoning Ordinance shall be reviewed by the Planning Board to determine if said amendments or revisions thereto are substantially consistent with the Master Plan of the Borough of Hightstown; and

WHEREAS, the Planning Board of Hightstown adopted a Housing Element and Fair Share Plan, Element of the Master Plan on April 10, 2023, that addresses the municipality's affordable housing obligations in a manner which will promote the public health, safety, morals, and general welfare; and

WHEREAS, the Municipal Land Use Law at N.J.S.A. 40:55D-62a requires substantial consistency of the provisions regulating zoning and land use with the adopted Land Use Plan Element; and

WHEREAS, the Hightstown Borough Council formally refers this Ordinance to the Planning Board for examination, discussion, and recommendations in accordance with N.J.S.A. 40:55D-26; and

WHEREAS, the adoption of this Ordinance was appropriately noticed pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-15 and in accordance with N.J.S.A. 40:55D-62.1.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Hightstown that the Zoning Ordinance is hereby amended as follows:

Section 1. §28-2-2, Definitions, shall be revised to remove the following definitions:

APARTMENT HOUSE, GARDEN-TYPE shall mean a residential structure of not more than two and one-half (2 1/2) stories containing three (3) or more dwelling units. (See also "multiple dwelling.")

DWELLING, MULTIPLE shall mean one (1) of the following:

- a. APARTMENT HOUSE shall mean any building or portion thereof which is arranged or designed to be occupied by three (3) or more families or individuals living independently of each other and having separate kitchen and sanitation facilities. See definition of "apartment house, garden-type."
- b. LODGING HOUSE, ROOMING HOUSE OR BOARDINGHOUSE shall mean any house, building or portion thereof in which three (3) or more persons are furnished lodging or rooming accommodations for hire or otherwise.
- c. HOTEL shall mean a building having at least fifty (50) sleeping rooms, where separate cooking facilities are not provided and where rooms are rented primarily on a temporary or day-by-day basis.
- d. NURSING HOME shall mean a building having at least twenty (20) rooms for the accommodation of persons in need of constant medical care or supervision and providing common dining and recreational facilities.

Section 2. §28-2-2, Definitions, shall be amended to add or revise the following definitions:

BOARDING HOUSE shall mean the same as defined in N.J.S.A. 55:13B-3h, as it may be amended or superseded.

DWELLING, APARTMENT – See Multifamily dwelling.

DWELLING, MULTIFAMILY shall mean a building which contains more than two (2) dwellings, each of which is intended for occupancy by one (1) housekeeping unit.

DWELLING, TOWNHOUSE shall mean a dwelling a minimum of two stories in height that is designed and occupied exclusively as the residence of one housekeeping unit, with no other dwelling above or below it and attached by means of one or more common vertical fire walls to at least one other such dwelling all housed in the same structure.

FAMILY – See Housekeeping Unit.

Planning Board Recommended Draft

HOTEL shall mean a building with a central lobby and internal access to sleeping rooms having at least fifty (50) such rooms, where separate cooking facilities are not provided and where rooms are rented primarily on a temporary or day-by-day basis.

HOUSEKEEPING UNIT shall mean one (1) or more persons living together in one (1) dwelling unit on a nonseasonal basis and sharing living, sleeping, cooking and sanitary facilities on a non-profit basis.

NURSING HOME shall mean the same as defined in N.J.S.A. 26:2H-29 and -32, as it may be amended or superseded.

ROOMING HOUSE shall mean the same as defined in N.J.S.A. 55:13B-3a, as it may be amended or superseded.

Section 3. §28-3-9, R-MF, Multi-Family District, shall be amended in its entirety as follows:

§ 28-3-9. R-MF Multifamily Residential District.

- A. Purpose and Intent. The purpose and intent of the R-MF Multi-Family Residential District is to provide market rate and subsidized affordable housing in the Borough of Hightstown to aid in meeting its constitutional obligation to provide for very low, low and moderate income housing in accordance with the Fair Housing Act (N.J.S.A. 52:27D-301 et seq.). The R-MF district is further divided into sub-districts that apply to specific sites with inclusionary affordable housing in accordance with the objectives of the Housing Plan Element of the Master Plan and implementing resolutions, ordinances, and agreements constituting the Fair Share Plan. The R-MF district provides a compensatory benefit over the preceding zoning district's use and/or intensity standards sufficient to address the affordable housing components of inclusionary development.
- B. Permitted Uses. In the R-MF Multifamily District, the following uses, and no others, shall be permitted:
 - (1) Principal Uses:
 - (a) Townhouse dwellings.
 - (b) Multifamily dwellings.
 - (c) Municipal purpose.
 - (2) Accessory Uses:
 - (a) Community center for the use of residents and their guests.
 - (b) Common recreational facilities for the use and enjoyment of residents and their guests.
 - (c) Maintenance building.
 - (d) Management office if located within a community center or building with multifamily dwellings.

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- (e) Home occupation in accordance with the requirements of §28-10-6 and in addition to the prohibited uses listed in subparagraph -c therein, no funeral home, private school or professional office shall be permitted as a home occupation on the premises.
 - (f) Off-street surface parking; car sheds and detached garages for private residential use, only.
 - (g) Fences, walls and street furniture.
 - (h) Signs in accordance with §29.
 - (i) Large satellite dish antenna when approved as part of an application for development for providing common service to the residents of a development in accordance with the standards of §28-10-18.
 - (j) Small satellite dish antennae in accordance with the standards of §28-10-18.
 - (k) Accessory uses on the same lot and customarily incidental to the principal use.
- (3) Conditional Uses. The following uses shall be permitted when the criteria have been met for the site listed.
- (a) Multifamily use with a sub-district designation of 18 (R-MF18) shall be permitted when the following criteria have been met:
 - [1] New multifamily dwellings shall be added to the site by additions to the existing building or by the demolition and construction of new buildings in lieu of the construction of additions.
 - [2] The design of the additions shall have at a minimum a base made of comparable materials to the exterior of the existing buildings but may differ in the field materials above the base, and shall have a similar roof pitch, and roof design as the existing buildings. Fenestration shall mimic the spacing and opening size, to the degree permissible by the Uniform Construction Code, of the existing window and doors architecture.
 - [3] At least twenty percent (20%) of all housing units shall be affordable to low, including very low, and moderate income households as those terms are defined in the Borough's affordable housing regulations, the Uniform Housing Affordability Controls rules (N.J.A.C. 5:80-26.1 et seq.) and the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.). Such units may be established in existing multifamily units as such dwellings become vacant in a schedule as approved by the Borough's Administrative Agent for affordable housing.

- (b) Uses permitted in §28-3-15, the DTG Downtown Gateway district, listed as ~~A(1)(e), A(1)d, A(1)f, A(1)f and A(1)k~~ ~~A(1)(b), A(1)(c), A(1)(d), A(1)(e), A(1)(f), A(1)(g), A(1)(h), A(1)(i), A(1)(k)~~ meeting the following criteria:

[1] Any such use shall front on ~~State Highway 33~~ Franklin Street or County Road 633.

[2] Any such use shall be located on the first floor only of a building.

(c) Uses permitted in §28-3-14, the Highway Commercial district, listed as A(1), A(2) and A(3)

[1] Any such use shall front on Mercer Street.

- C. Bulk standards. The following area, yard, and coverage standards shall apply to uses within the R-MF district:

- (1) Maximum gross density shall not exceed the following:

- (a) For R-MF zoning districts without any sub-district designation, the maximum gross density shall be twelve (12) dwelling units per acre.
- (b) For R-MF zoning districts with designated sub-district 14 (R-MF14), the maximum gross density shall not exceed fourteen (14) units per acre.
- (c) For R-MF zoning districts with designated sub-district 18 (R-MF18), the maximum gross density shall not exceed eighteen (18) units per acre.

- (2) Maximum building coverage.

- (a) Multi-family use - Twenty-five percent (25%) of total tract area.
- (b) Townhouse use - Twenty-five percent (25%) of the total tract area and seventy percent (70%) of lot area for individual townhouse parcels.
- (c) Combined multi-family and townhouse uses: Twenty-five percent (25%) of the total tract area and seventy percent (70%) of lot area for individual townhouse parcels.

- (3) Maximum impervious surface coverage - seventy percent (70%) of total tract area.

- (4) Maximum building height.

- (a) Townhouse – Two and a half stories and thirty-five (35) feet.
- (b) Multifamily – Two stories and thirty-five feet within fifty of a tract perimeter; three stories and forty-five (45) feet otherwise.

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- (c) Community building – One story and twenty-eight (28) feet.
- (d) Maintenance building and other accessory structures – Eighteen (18) feet.
- (e) Building limitations and separation requirements for townhouses and multi-family uses shall be as indicated in the following table:

Requirement	Standard
Maximum Dwellings per Building (Townhouses)	8 dwellings
Maximum Dwellings per Building (Multifamily)	24 dwellings
Minimum Distance from Building front to Building front	60 feet
Minimum Distance from Building front to Building side	35 feet
Minimum Distance from Building front to Building rear	60 feet
Minimum Distance from Building side to Building rear	35 feet
Minimum Distance from Building rear to Building rear	50 feet
Minimum Distance from Building side to Building side	20 feet

- (5) Fee simple townhouse and community building requirements, when placed on a fee simple lot, shall be as indicated in the following table:

Use	Townhouse	Community Building
Minimum lot size	1,800 sf.	4,000 sf.
Minimum lot frontage	18 feet; 22 feet if internal garage	40 ft.
Minimum lot depth	100 ft.	100 ft.
Maximum building coverage	70%	60%
Maximum lot coverage	80%	75%
Principal Building Minimum Yard Depths and Height Limitations		
Front yard	20 ft.	20 ft.
Side yard	0 ft. common wall; 8 ft. end unit	20 ft.
Rear yard	20 ft.	30 ft.
Accessory Building Minimum Yard Depths and Height Limitations		
Front Yard	N.P.	N.P.
Side yard	N.P.	10 ft.
Rear yard	5 ft.	10 ft.
Tool shed side and rear yard	5 ft.	5 ft.

N.P. = Not a permitted location

- (6) Building setbacks from streets and driveways. Minimum building setbacks shall be as in the following table:

Requirement	Standard
Where lot fronts on Rt. 33	As required in the DTG district
From major collector drive or street (public r.o.w. or private r.o.w. easement); no direct access to dwelling	20 feet ⁽¹⁾
Front façade from a residential access drive or street (public r.o.w. or private r.o.w. easement); direct access to dwelling	22 feet
Front façade from a residential access drive or street (public r.o.w. or private r.o.w. easement); no direct access to dwelling.	10 feet
Rear façade from a residential access drive or street (public r.o.w. or private r.o.w. easement)	20 feet
Side facades from a residential access drive or street (public r.o.w. or private r.o.w. easement)	8 feet

(1), or 22 feet from the edge of cartway, whichever is greater.

- (7) Parking requirements. Residential uses shall comply with the parking requirements of the Residential Site Improvement Standards at N.J.A.C. 5:21-4.14. Non-residential uses shall comply with §28-10-11.J.
 - (8) Minimum landscaped buffer adjacent to existing public streets and property lines - Ten (10) feet.
- D. Required Affordable Housing. In any R-MF district, at least twenty percent (20%) of the total number of dwellings shall be affordable to very low, low and moderate income households for for-sale development and at least fifteen percent (15%) for rental development. Affordable units shall be restricted, regulated and administered consistent with the Borough's affordable housing regulations, the Uniform Housing Affordability Controls rules (N.J.A.C. 5:80-26.1 et seq.) and the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.), including the Fair Housing Act's definition of very low-income households and all other provisions of Article XII, the Affordable Housing of this ordinance.
- E. Design Standards.
1. Multi-family buildings. The following standards shall be used in the design of multi-family buildings:
 - a. A minimum of one hundred twenty (120) cubic feet of storage shall be provided for each dwelling, exclusive of kitchen cabinetry.
 - b. Access to dwellings shall be designed to provide a sense of safety and security for the residents, particularly in internal stairwells.
 - c. All stairs shall be enclosed in the building.

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- d. The exterior of the building shall be designed to visually break up any facade in excess of one hundred (100) lineal feet through the use of, but not limited to, changes in materials, fenestration, porticos and porches.
 - e. The design should distinguish between the base, middle, and top of the building.
 - f. Where an outdoor living space is proposed, adequate visual screening from all other neighboring dwellings, outdoor living spaces, parking areas and roadways shall be provided. Screening may be accomplished with plant materials, masonry structures or wood fencing a minimum of five (5) feet in height. Architectural elements, such as masonry walls and fences, shall be similar in both style and materials with the dwelling.
 - g. All utility meters or boxes, air compressors, heat pumps, or other exterior equipment shall be located at the side or rear of buildings and shall be screened by architectural elements or landscape plantings.
2. Townhouses. The following standards shall be used in the design of townhouse and stacked townhouse buildings:
- a. A minimum of one hundred fifty (150) cubic feet of storage shall be provided for each dwelling, exclusive of kitchen cabinetry.
 - b. The exterior of the building shall be designed to visually break up any facade in excess of one hundred (100) lineal feet through the use of, but not limited to, changes in materials, fenestration, porticos and porches.
 - c. Chimneys, skylights, dormers, and other roof structures are encouraged, but not required, to vary the elevation and provide additional light into the upper story or half story of dwellings.
 - d. Where an outdoor living space is included for a unit, it shall be provided with adequate visual screening from all other neighboring dwellings, outdoor living spaces, parking areas and roadways. Screening may be accomplished with plant materials, masonry structures or wood fencing a minimum of five (5) feet in height. Architectural elements, such as masonry walls and fences, shall be compatible in both style and materials with the dwelling unit.

Section 4. §28-3-1, Districts Established, shall be revised to add under the R-MF Zoning District the R-MF14 and R-MF18 subdistricts.

Section 5. §28-3-1, Zoning Map, shall be amended to rescind the existing zoning districts and applying the following zoning districts and subdistricts to the tax assessment blocks and lots, and associated half width of streets, as appropriate, ~~except for Block 11, Lots 17.01, 17.02 and 19.01; and, Block 61.01, Lot 25 and part of Lots 44 and 45, which shall be applied as an overlay to the underlying zoning districts:~~

R-MF	Block 11; Lots 17.01, 17.02 and 19.01 (Broad and Monmouth) Block 40, Lot 20 (216-222 Academy St.) Block 61.01; part Lots 44 and 45 (Rt. 33, as depicted on the Affordable Housing Sites Map)
R-MF14	Block 24, Lot 9 (278 Monmouth St.) Block 24, Lots 5, 6 and 24 (115 Manlove Ave., and 315 Franklin St.) Block 24, Lot 7 (265 Franklin St.) Block 24, Lot 15 (Franklin St.) Block 61.01, Lot 25 (319 Mercer St.)
R-MF18	Block 55, Lot 74 (25 Westerlea Ave.)

Section 6. Continuation. In all other respects, the Zoning Ordinance of the Borough of Hightstown shall remain unchanged.

Section 7. Severability. If any portion of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole, or any other part thereof. Any invalidation shall be confined in its operation to the section, paragraph, sentence, clause, phrase, term, or provision or part thereof directly involved in the controversy in which such judgment shall have been rendered.

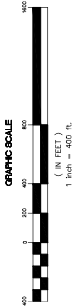
Section 8. Interpretation. If the terms of this Ordinance shall be in conflict with those of another Ordinance of the Code of the Borough of Hightstown, then the restriction which imposes the greater limitation shall be enforced.


Section 9. Repealer. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency only.

Section 10. Enactment. This Ordinance shall take effect upon the filing thereof with the Mercer County Planning Board after final passage, adoption, and publication by the Borough Clerk of the Borough of Hightstown in the manner prescribed by law.

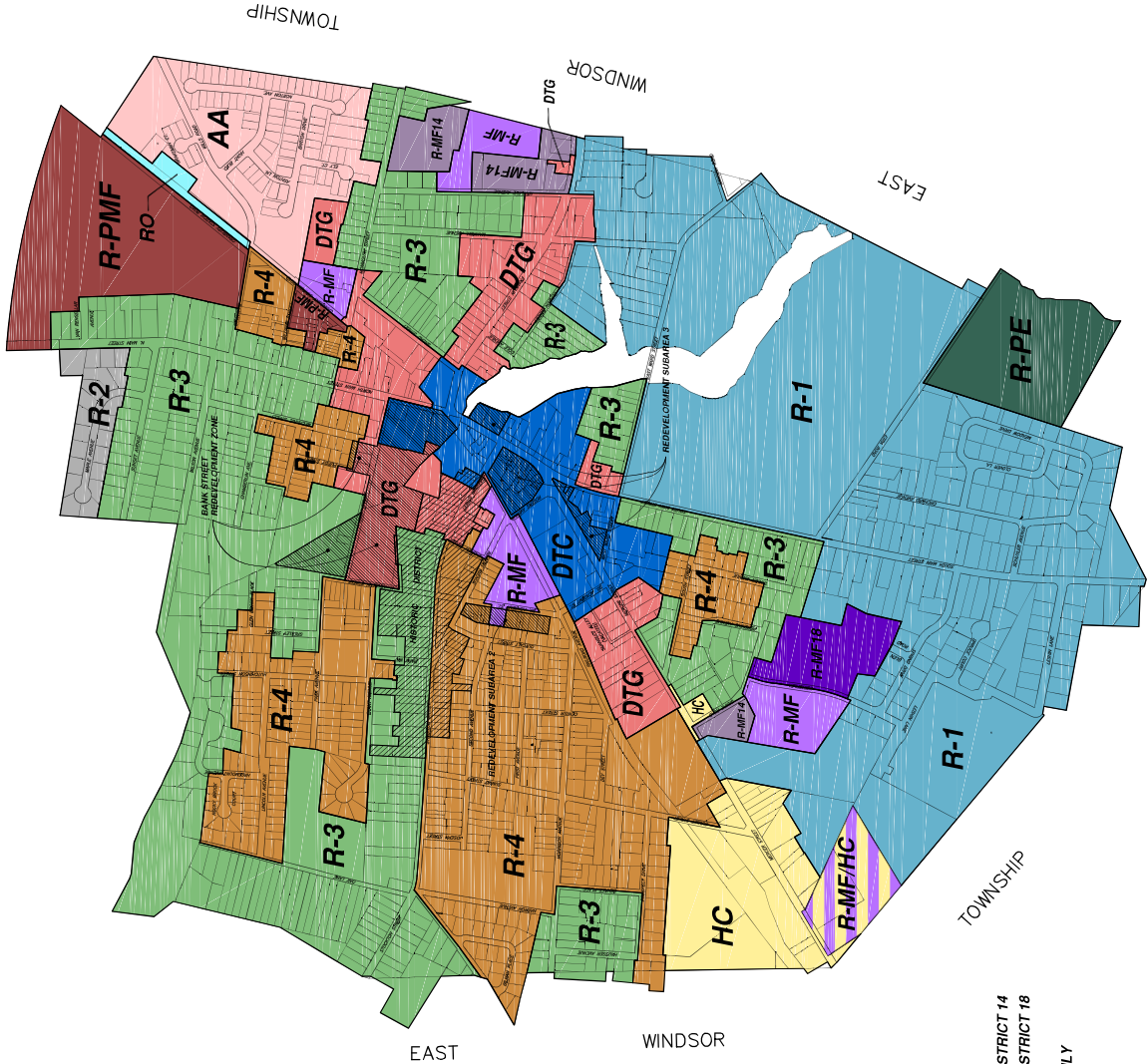
ZONING MAP
HIGHTSTOWN BOROUGH
MERCER COUNTY, NEW JERSEY

AUGUST 2024





Roberts
ENGINEERING GROUP LLC
Professional Engineers and Surveyors
CERTIFICATE OF AUTHORIZATION: PA00000000
1000 New Britain Avenue, Suite 100
Hightstown, New Jersey 08520
609-586-1441 fax 609-586-1465
www.RobertsEngineeringGroup.com



ZONES

- R-1 RESIDENTIAL- SINGLE FAMILY
- R-2 RESIDENTIAL- SINGLE FAMILY
- R-3 RESIDENTIAL- SINGLE FAMILY
- R-4 RESIDENTIAL- SINGLE FAMILY
- R-MF RESIDENTIAL- MULTI- FAMILY
- R-MF14 RESIDENTIAL- MULTI- FAMILY SUB-DISTRICT 14
- R-MF18 RESIDENTIAL- MULTI- FAMILY SUB-DISTRICT 18
- R-PE RESIDENTIAL- PLANNED ELDERLY
- R-PMF RESIDENTIAL- PLANNED MULTI- FAMILY
- DTG DOWNTOWN GATEWAY
- DTC DOWNTOWN CORE
- HC HIGHWAY COMMERCIAL
- RO RESEARCH OFFICE
- AA ACTIVE ADULT AGE RESTRICTED SINGLE FAMILY
- R-MF/HC HIGHWAY COMMERCIAL
- BANK STREET REDEVELOPMENT ZONE
- REDEVELOPMENT SUBAREA 2
- REDEVELOPMENT SUBAREA 3
- HISTORIC DISTRICT

Borough of Hightstown
County of Mercer

Resolution 2025-96

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 April 21, 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 – Police Dispatch
Contract Negotiations – Robbinsville EMS
Contract Negotiations – Maxwell Avenue
Contract Negotiations – Dutch Neck Road
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 July 21, 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 April 21, 2025.

Margaret Riggio, Borough Clerk