

**AGENDA**  
**Hightstown Borough Council**  
**September 2, 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**

August 18, 2025 – Public Session  
August 18, 2025 – Executive Session

**Engineering Items**

**2025-166** Resolution Authorizing the Borough Engineer to Request a Six-Month Award Extension from the New Jersey Department of Transportation in connection with the Grant Received for Improvements to Summit Street

**2025-167** A Resolution Approving the Release of Remaining Escrow Funds to East Windsor Township in Connection with the Shared Services Agreement for Stockton Street Improvements

**2025-168** Resolution Authorizing Payment No. 2 and Change Order No. 1 to B&H Contracting for Emergency Valve Repairs and Filter Media Removal and Replacement at the Water Treatment Plant

**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**

**2025-12 Final Reading and Public Hearing** An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

**2025-13 First Reading and Introduction** Bond Ordinance Providing for Improvements to Dutch Neck Road in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$580,000 Therefor and Authorizing the Issuance of \$580,000 Bonds or Notes of the Borough to Finance the Cost Thereof

**Resolutions**

**2025-169** Authorizing Payment of Bills

**Consent Agenda**

**2025-170** A Resolution Approving Family Movie Night 2025 Organized by the Hightstown Borough Cultural Arts Commission

**2025-171** A Resolution Approving Light Up the Lake 2025 Organized by the Hightstown Borough Cultural Arts Commission

**2025-172** Authorizing a Refund of a Duplicate Tax Payment for 203 Maxwell Avenue

**2025-173** Authorizing a Refund of a Duplicate Tax Payment for 212 Greeley Street

**2025-174** Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Environmental Protection – Division of Parks and Forestry for the Green Communities 2026 Grant

**2025-175** A Resolution Amending Resolution 2024-162 – Appointing a Chief Financial Officer

**2025-176** A Resolution Rescheduling the Annual Youth Fishing Derby Organized by Hightstown Engine Co. #1

**2025-177** Amending Resolution 2025-25 Authorizing Depositories and Signatures for Borough Account

**2025-178** A Resolution Amending Resolution 2024-222 to Remove Dimitri Musing and Appoint John Francis Roman as Fund Commissioner

**2025-179** Resolution of the Borough of Hightstown, County of Mercer, State of New Jersey, Adopting the Government Records Council (GRC) OPRA Request Form in Accordance with the Open Public Records Act

**2025-180** Authorizing the Borough of Hightstown to Hire a Full-Time Police Officer

**Discussion**

**Subcommittee Reports**

**Mayor/Council/Administrative Updates**

**Executive Session**      **Resolution 2025-181** Authorizing a Meeting that Excludes the Public  
Contract Negotiations – Robbinsville Shared Services

**Adjournment**

Borough of Hightstown  
County of Mercer

Resolution 2025-166

**RESOLUTION AUTHORIZING THE BOROUGH ENGINEER TO REQUEST A SIX-MONTH AWARD EXTENSION FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION IN CONNECTION WITH THE GRANT RECEIVED FOR IMPROVEMENTS TO SUMMIT STREET**

**WHEREAS**, on or about November 2023, the New Jersey Department of Transportation ("NJDOT") awarded the Borough of Hightstown, County of Mercer, State of New Jersey (the "Borough") a municipal aid grant in the amount of \$478,710.00 for road and sidewalk improvements to Summit Street (the "Improvements to Summit Street Project"); and

**WHEREAS**, under the terms of the municipal aid grant, the Borough is required to make an award of a contract to complete the project on or before November 1, 2025; and

**WHEREAS**, the project has been delayed as a result of planned water improvements on Summit Street. The utility improvements have been planned since January 2023. The Borough is in the process of securing funding through the NJ Infrastructure Bank program. As these improvements must be completed before roadway improvements, the NJDOT funded contract must be delayed by 6-months; and

**WHEREAS**, Roadway improvements at Summit Street will not be able to take place until after the utility improvements have been installed.

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Hightstown, County of Mercer, State of New Jersey that the Borough Engineer, Roberts Engineering Group, LLC, is hereby authorized to request an extension from the New Jersey Department of Transportation in connection with the Borough's municipal aid grant in the amount of \$478,710.00 for FY2024.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be sent to the Mayor, Council-President, and Roberts Engineering Group, LLC.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

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 \_\_\_\_\_.

---

Margaret Riggio, Borough Clerk



**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

August 25, 2025

Dimitri Musing, Borough Administrator  
Borough of Hightstown  
156 Bank Street  
Hightstown, New Jersey 08520

Re: Improvements to Summit Street  
Borough of Hightstown, Mercer County, New Jersey  
Our File No.: H1806

Dear Dimitri:

As you know, the Borough received funding through the NJDOT Municipal Aid program for the Improvements to Summit Street contract in the amount of \$478,710.00. This funding requires that a contract be awarded no later than November 1, 2025.

This project includes water main improvements which are to be funded through the NJ Infrastructure Bank (NJIB). The Borough has been planning for these water main improvements since January 2023.

The application for funding through the NJIB is ongoing. However, I anticipate that approval from the NJIB will not be obtained until after the November 1, 2025 deadline.

As the loan application process is lengthy, I recommend that the Borough request a 6-month extension from the NJDOT for awarding a contract for the Improvements to Summit Street project as is allowable by the NJDOT State Aid Handbook at the next available Council Meeting. Once a resolution is passed, please provide to this office so that we may submit to the NJDOT on behalf of the Borough.

Should you have any questions or concerns, please feel free to contact this office.

Very truly yours,

A handwritten signature in blue ink that reads "Carmela Roberts". The signature is written in a cursive, flowing style.

Carmela Roberts, PE, CME, CPWM  
Borough Engineer

cc: Mayor and Council  
Mairead Thompson, Borough Assistant Business Administrator  
Peggy Riggio, RMC, CMR, Borough Clerk  
Ken Lewis, Borough Superintendent of Public Works  
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC  
Kelly Pham, EIT, Roberts Engineering Group, LLC

Borough of Hightstown  
County of Mercer

Resolution 2025-167

**A RESOLUTION APPROVING THE RELEASE OF REMAINING ESCROW FUNDS TO  
EAST WINDSOR TOWNSHIP IN CONNECTION WITH THE SHARED SERVICES  
AGREEMENT FOR STOCKTON STREET IMPROVEMENTS**

**WHEREAS**, the Borough of Hightstown and East Windsor Township entered into a Shared Services Agreement for Stockton Street Improvements on April 4, 2022; and

**WHEREAS**, as part of said Agreement, East Windsor Township deposited escrow funds in the amount of \$35,075.50 with the Borough of Hightstown for various fees and services associated with the project; and

**WHEREAS**, pursuant to the recommendation of the Borough Engineer, the project has been completed, accepted, and closed out, with all final payments having been made to the contractor; and

**WHEREAS**, East Windsor Township has requested the release of the remaining escrow funds in the amount of \$4,799.50; and

**WHEREAS**, the Mayor and Council of the Borough of Hightstown find it appropriate and proper to authorize the release of said funds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that the Deputy CFO is hereby authorized and directed to release the remaining escrow funds in the amount of \$4,799.50 to East Windsor Township.

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 September 2, 2025.

---

Margaret Riggio, Borough Clerk



## TOWNSHIP OF EAST WINDSOR

16 Lanning Boulevard  
East Windsor, N.J. 08520-1999  
609-443-4000  
Fax 609-443-8303  
[www.east-windsor.nj.us](http://www.east-windsor.nj.us)

August 12, 2025

Dimitri Musing, Business Administrator  
156 Bank Street  
Hightstown, New Jersey 08520

RE: Resolution R2024-131 and Stockton Street Improvements Project

Mr. Musing:

East Windsor deposited \$35,075.50 into the escrow account for Hightstown Borough for the Stockton the Street Improvement Project. Payments of \$29,669.50 were received, leaving a balance of \$5,405.50 due to the Township. Additional payments were made on October 18, 2024 in the amount of \$305.00, November 15, 2024 in the amount of \$115.00 and on December 13, 2024 in the amount of \$186.00 totaling an additional \$606.00 in payments that were not reflected in Resolution R2024-131.

The Township is requesting Hightstown to release the final escrow amount back to East Windsor in the amount of \$4,799.50. East Windsor appreciates Hightstown's continued partnership and collaboration on projects that benefit both of our communities and residents. We look forward to continuing to work together on future projects.

Thank you,

A handwritten signature in blue ink, appearing to read "Joy Tozzi".

Joy Tozzi  
Township Manager

**From:** [Dimitri Musing](#)  
**To:** [Peggy Riggio](#)  
**Cc:** [Dimitri Musing](#); [Jonathan Cohen](#); [Donna Condo](#); [Mickie O'Connor](#); [Susan Bluth](#); [Mairead Thompson](#)  
**Subject:** FW: Stockton Street Final Escrow payment  
**Date:** Thursday, August 21, 2025 11:44:41 AM  
**Attachments:** [image001.png](#)  
[20250815141028.pdf](#)

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Peggy,

Please see the attached letter from East Windsor regarding the release of excess funds in the amount of \$4,799.50. These funds are to be returned to East Windsor from the original \$35,075 submitted for the Stockton Street Curb and Sidewalk Shared Services Agreement. Kindly attach this letter to the resolution authorizing the return of these funds to East Windsor scheduled for the September 2 Council meeting.

I asked Jonathan if the letter was sufficient to authorize the release of funds, since their original resolution listed an incorrect (higher) amount. Jonathan responded on August 17 that:

In my legal opinion, East Windsor's August 12, 2025 letter provides sufficient authority for Hightstown to release the escrow funds. I recommend attaching the letter to the council resolution authorizing disbursement and keeping it in the file for future reference.

Sincerely,

Dimitri Musing  
Business Administrator  
Hightstown Borough  
156 Bank Street  
Hightstown, NJ 08520  
609-490-5100 x620  
Fax: 609-371-0267

WARNING: Email received or sent by Borough Officials and/or Employees is subject to the Open Public Records Act [OPRA]. This e-mail, including all attachments, may constitute "public records" which may be obtained by any person filing a request under the Open Public Records Act (OPRA). There should be no expectation that the content of e-mails exchanged with Borough Officials and/or Employees will remain private.

\*\*\*Please consider the environment before printing this email.\*\*\*

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**From:** Dimitri Musing  
**Sent:** Friday, August 15, 2025 6:31 PM  
**To:** Jonathan Cohen <jcohen@pclawnj.com>  
**Subject:** FW: Stockton Street Final Escrow payment

Jonathan,

Please see the final signed letter from East Windsor requesting the funds. Kindly confirm that we can proceed with releasing the funds, via a resolution at our next council meeting, as stated in the letter.

Thank you again for all your assistance.

Sincerely,

Dimitri Musing  
Business Administrator  
Hightstown Borough  
156 Bank Street  
Hightstown, NJ 08520  
609-490-5100 x620  
Fax: 609-371-0267

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\*\*\*Please consider the environment before printing this email.\*\*\*

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**From:** Joy Tozzi <[jtozzi@east-windsor.nj.us](mailto:jtozzi@east-windsor.nj.us)>  
**Sent:** Friday, August 15, 2025 3:13 PM  
**To:** Dimitri Musing <[administrator@hightstownborough.com](mailto:administrator@hightstownborough.com)>  
**Subject:** Stockton Street Final Escrow payment

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Dimitri,

Please see the attached letter with correction to final amount due to East Windsor Township for the Stockton Street Improvement Project.

Best,

*Joy Tozzi*

Manager

East Windsor Township

16 Lanning Blvd.

East Windsor, NJ 08520

609-443-4000 x444



Borough of Hightstown  
County of Mercer

Resolution 2025-168

**RESOLUTION AUTHORIZING PAYMENT NO. 2 AND CHANGE ORDER NO. 1 TO B&H CONTRACTING FOR EMERGENCY VALVE REPAIRS AND FILTER MEDIA REMOVAL AND REPLACEMENT AT THE WATER TREATMENT PLANT**

**WHEREAS**, on April 21, 2025, Borough Council adopted Resolution 2025-91 authorizing an emergency purchase in response to urgent infrastructure needs requiring immediate valve repairs and the removal and replacement of filter media at the Water Treatment Plant; and

**WHEREAS**, B&H Contracting was retained to perform the necessary emergency repairs and has completed a portion of the work through July 24, 2025, in accordance with the scope of services provided under the emergency authorization; and

**WHEREAS**, the contractor has submitted Change Order No. 1 for \$58,875.50 which accounts for the addition of supplemental items and increases contract amount by 11.01%; and

**WHEREAS**, the Borough Engineer has reviewed and approved the work completed to date and recommends the approval of Change Order No. 1 for \$58,875.50 and the issuance of Payment No. 2 to B&H Contracting in the amount of \$247,295.65.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown, that Change Order No. 1 in the amount of \$59,875.50 be approved and Payment No. 2 to B&H Contracting in the amount of \$247,295.65 is hereby approved as detailed herein and the Deputy CFO is authorized to issue same.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk



**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

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## MEMORANDUM

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**TO:** Mayor and Council

**FROM:** Carmela Roberts, PE, CME, CPWM *CR*  
Borough Engineer

**DATE:** August 15, 2025

**RE:** Water Treatment Plant  
Emergency Filter Media Replacement  
Payment No. 2  
Our File No.: H1653

Attached please find the following in reference to Payment No. 2 and Change Order No. 1, which is a partial payment through July 24, 2025, for temporary filter removal, valve repairs, and filter media removal and replacement and supplemental items:

1. Payment No. 2
2. Change Order No. 1
3. Invoice No. 2

Change Order No. 1 increases the contract price by \$58,875.50 (11.01%). Change Order No. 1 accounts for the addition of supplemental items S-1 through S-7, as required in the field during construction, as follows:

Supplemental Pay Item No. 1 – Filter No. 3 Isolation (4/21/25)

While taking Filter No. 3 offline, it was found that the existing valves that isolate the filter were not operational. As a result, the Contractor had to replace a number of valves at Filter No 3. The cost associated with this work is \$6,118.00.

Supplemental Pay Item No. 2: – 8" Valves in Backwash Main Header and High Service Lines(4/23/25)

While evaluation the plant at the start of construction, it was found that the existing valves at the main backwash feed and the high service pump discharge pipe were unable to isolate flow. In order to connect the temporary filtration system to the Plant, these valves required immediate replacement. The filter rehabilitation could not commence until these valves were replaced. The cost associated with this work is \$11,040.00.

Supplemental Pay Item No. 3 – Reconnect Piping to Filter #3 (4/24/25)

While attempting to isolate Filter No. 3, it was found that the existing valves were inoperable and needed replacement. However, the replacement valves were not immediately available. As this work was considered an emergency and needed to move forward immediately, the Contractor was able to temporarily isolate Filter No. 3 by temporarily disconnecting specific pipelines and fittings. This allowed for the immediate rehabilitation of Filter No. 3 while the replacement valves were ordered and delivered. The cost associated with this work is \$7,015.00.

Supplemental Pay Item No. 4 – Clean Valves Filter #3 (4/25/2025)

While rehabilitating Filter No. 3, the existing backwash isolation valves were found to be fully operational. During investigation, filter media was found within the valves. This means media migrated out of the main filter tank and into the pipelines, which is not supposed to happen. As a result, the valves were inspected and found to be in good condition, but required immediate cleaning in order to extend their useful life. The cost associated with this work is \$4,140.00.

Water Treatment Plant  
Emergency Filter Media Replacement  
Payment No. 2  
Our File No.: H1653  
Page 2 of 2

Supplemental Pay Item No. 5 – Pipe Repairs Filters Nos. 1 & 2 (5/12/2025)

A number of existing pipes at Filter Nos. 1 and 2 were found to be deteriorated with pitted walls and iron buildup. One pipe was found to have a hole. The Contractor was directed to replace these sections of pipe to allow for ongoing use of the filters. The cost associated with this work is \$7,302.50.

Supplemental Pay Item No. 6 – Filter #1 - Welding Repairs (5/19/25 - 5/23/25)

Once Filter No. 1 was drained and the old media removed, the underdrain system was evaluated. The underdrain system includes a base plate with a number of perforations that are covered by diffusers. Many of the diffusers were found to be disconnected from the base plate and needed to be reconnected. Reconnection was done by way of tack welds at each diffuser. The cost associated with this work is \$14,260.00.

Supplemental Pay Item No. 7 – Structural Inspection

After Filter Nos. 1 and 2 were drained and cleaned, it appeared that the tank structures may be compromised. There were areas within the filters that had significant iron buildup and appeared to be brittle. In consultation with the Borough, we requested that the Contractor consult with a specialist to conduct an immediate structural evaluation to determine the condition and potential remaining lifespan of the filters. This was authorized for a fee of \$9,000.00.

I recommend Change Order No. 1 be approved and payment be made to B&H Contracting Inc. in the amount of \$247,295.65.

Should you have any questions, please do not hesitate to call.

cc: Dimitri Musing, Borough Administrator  
Peggy Riggio, RMC, CMR, Borough Clerk  
Mairead Thompson, Assistant Borough Administrator  
Donna Condo, Borough CFO  
Kevin Houser, B&H Contracting Inc.  
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC  
John Walls, Roberts Engineering Group, LLC  
Stephanie Katz, Roberts Engineering Group, LLC



**PAYMENT No. 2**  
**WATER TREATMENT PLANT- EMERGENCY TEMPORARY FILTERS**  
**Borough of Hightstown, Mercer County, New Jersey**  
August 12, 2025  
File No.: H1653

Item No.	Description	Units	Contract Quantity	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Temporary Filters	LS	1	1.00	0.00	\$173,240.00	\$173,240.00
2	Remove Temporary Filters	LS	1	1.00	1.00	\$25,000.00	\$25,000.00
3	Valve Repairs	LS	1	1.00	0.34	\$49,020.00	\$49,020.00
4	Filter Media	LS	1	1.00	0.53	\$287,700.00	\$287,700.00
S-1	Filter Isolation #3 (4/21/25)	LS	1	1.00	1.00	\$6,118.00	\$6,118.00
S-2	8" Valves in Backwash Main Header and High Service Lines to Well #3 (4/23/25)	LS	1	1.00	1.00	\$11,040.00	\$11,040.00
S-3	Reconnect Piping to Filter #3 (4/24/25)	LS	1	1.00	1.00	\$7,015.00	\$7,015.00
S-4	Clean Valves Filter #3 (4/25/2025)	LS	1	1.00	1.00	\$4,140.00	\$4,140.00
S-5	Pipe Repairs Filters #1 & #2 (5/12/2025)	LS	1	1.00	1.00	\$7,302.50	\$7,302.50
S-6	Filter #1 - Welding Repairs (5/19/25 - 5/23/25)	LS	1	1.00	1.00	\$14,260.00	\$14,260.00
S-7	Structural Inspection	LS	1	1.00	1.00	\$9,000.00	\$9,000.00
<b>TOTAL WORK COMPLETED</b>							<b>\$593,835.50</b>
LESS: RETAINAGE 2%							\$11,876.71
<b>SUBTOTAL</b>							<b>\$581,958.79</b>
LESS: PREVIOUS PAYMENTS							\$334,663.14
<b>TOTAL AMOUNT DUE</b>							<b>\$247,295.65</b>
AMOUNT OF ORIGINAL CONTRACT							\$534,960.00
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NO. 1 (11.01%)							\$593,835.50

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT  
CHANGE ORDER NUMBER - 1  
STATE AID PROEJCT

Project	Water Treatment Plant- Emergency Temporary Filters
Municipality	Borough of Hightstown
County	Mercer
Contractor	B&H Contracting Inc.

In accordance with the project Supplementary Specification, the following are changes in the contract.

**Location and Reason for Change**  
Add supplemental items for filter and piping repairs as follows:  
Item S-1: Isolate Filter #3 by using 8" PVC pipe fittings.  
Item S-2: Install 8" FI Butterfly Valves in Backwash Main Header and High Service Lines to Well #3.  
Item S-3: Reconnect piping to Filter #3 by using 8" PVC pipe fittings.  
Item S-4: Clean Filter #3 valves.  
Item S-5: Perform pipe repairs, using pipe fittings, on Filters #1 & #2.  
Item S-6: Perform welding repairs on Filter #1.  
Item S-7: Perform Inspection of Structures.

Item No.	Description	Quantitv (+/-)	Unit Price	Amount
S-1	Filter Isolation #3 (4/21/25)	1.00 LS	\$6,118.00	\$6,118.00
S-2	8" Valves in Backwash Main Header and High Service Lines to Well #3 (4/23/25)	1.00 LS	\$11,040.00	\$11,040.00
S-3	Reconnect Piping to Filter #3 (4/24/25)	1.00 LS	\$7,015.00	\$7,015.00
S-4	Clean Valves Filter #3 (4/25/2025)	1.00 LS	\$4,140.00	\$4,140.00
S-5	Pipe Repairs Filters #1 & #2 (5/12/2025)	1.00 LS	\$7,302.50	\$7,302.50
S-6	Filter #1 - Welding Repairs (5/19/25 - 5/23/25)	1.00 LS	\$14,260.00	\$14,260.00
S-7	Structural Inspection	1.00 LS	\$9,000.00	\$9,000.00

Amount of Original Contract	\$534,960.00	Extra	\$0.00
Adjusted Amount Based on Change		Supplemental	\$58,875.50
Order No. 1	\$593,835.50	Reduction	\$0.00
		Total Change	\$58,875.50

% Change in Contract  
[(+) Increase or (-) Decrease] 11.01%

  
.....  
(Engineer) 8/14/2025  
.....  
(Date)

.....  
(Presiding Officer) .....  
(Date)

  
.....  
(Contractor) 8-14-25  
.....  
(Date)

**AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Hightstown, as follows:

**Section 1.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Mayor	\$5,800.00	\$5,800.00
Councilmember	\$4,600.00	\$4,600.00
Borough Administrator	\$30,000.00	<del>\$145,000.00</del> <u>\$174,000.00</u>
Borough Clerk	\$40,000.00	<del>\$90,000.00</del> <u>\$108,000.00</u>
Assistant Borough Administrator	\$40,000.00	<del>\$90,000.00</del> <u>\$108,000.00</u>
Deputy Borough Clerk	\$30,000.00	<del>\$69,000.00</del> <u>\$82,800.00</u>
Computer Systems Administrator	\$3,000.00	<del>\$7,000.00</del> <u>\$8,400.00</u>
Qualified Purchasing Agent (QPA)	\$12,000.00	<del>\$20,000.00</del> <u>\$24,000.00</u>
Registrar of Vital Statistics	\$2,500.00	<del>\$6,000.00</del> <u>\$7,200.00</u>
Deputy Registrar of Vital Statistics	\$1,000.00	<del>\$5,000.00</del> <u>\$6,000.00</u>
Chief Financial Officer	\$2,000.00	<del>\$60,000.00</del> <u>\$150,000.00</u>
Deputy Chief Financial Officer	\$10,000.00	<del>\$85,000.00</del> <u>\$102,000.00</u>
Accounts Payable Clerk	\$30,000.00	<del>\$64,000.00</del> <u>\$76,800.00</u>
Tax/Water/Sewer Collector	\$20,000.00	<del>\$90,000.00</del> <u>\$108,000.00</u>
Part-Time Tax/Water/Sewer Collector	\$10,000.00	<del>\$27,000.00</del> <u>\$32,400.00</u>
Deputy Tax/Water/Sewer Collector	\$10,000.00	<del>\$69,000.00</del> <u>\$82,800.00</u>
Tax/Utility Clerk	\$7,000.00	<del>\$54,000.00</del> <u>\$64,800.00</u>
Tax Assessor	\$7,500.00	<del>\$25,000.00</del> <u>\$30,000.00</u>
Municipal Magistrate	\$30,000.00	<del>\$54,000.00</del> <u>\$64,800.00</u>
Police Chief	\$120,000.00	\$180,000.00

Borough of Hightstown  
County of Mercer

Ordinance 2025-12

	<b>RANGING FROM:</b>	<b>TO:</b>
Records Management and System Administrator/ <u>Records Sub-custodian</u> and Administrative Assistant to the Police Department	\$32,000.00	<del>\$70,000.00</del> <u>\$84,000.00</u>
Planning Board Secretary	\$1,000.00	<del>\$27,000.00</del> <u>\$32,400.00</u>
Municipal Housing Liaison	\$5,000.00	<del>\$8,000.00</del> <u>\$9,600.00</u>
*Technical Assistant(included in full-time Construction Code Official)	\$28,000.00	<del>\$43,000.00</del> <u>\$51,600.00</u>
Construction Code Official(Full time position includes * titles)	\$75,000.00	<del>\$100,000.00</del> <u>\$120,000.00</u>
Fire Subcode Official	\$3,500.00	<del>\$15,000.00</del> <u>\$18,000.00</u>
*Building Subcode Official(included in full-time Construction Code Official)	\$3,500.00	<del>\$9,000.00</del> <u>\$10,800.00</u>
*Building Inspector(included in full-time Construction Code Official)	\$3,500.00	<del>\$6,000.00</del> <u>\$7,200.00</u>
Zoning Official	\$6,000.00	<del>\$13,000.00</del> <u>\$15,600.00</u>
Superintendent of Public Works	\$50,000.00	\$146,000.00
Assistant Superintendent of Public Works	\$50,000.00	<del>\$71,000.00</del> <u>\$85,200.00</u>
Water Plant Superintendent (Part-Time)	\$10,000.00	\$27,000.00
Senior Water Plant Operator	\$35,000.00	<del>\$90,000.00</del> <u>108,000.00</u>
Superintendent of AWWTP	\$50,000.00	\$150,000.00
Assistant Superintendent of AWWTP	\$45,000.00	<del>\$96,000.00</del> <u>\$115,200.00</u>
Lab Manager – AWWTP	\$35,000.00	<del>\$85,000.00</del> <u>\$102,000.00</u>
Health Officer	\$8,000.00	<del>\$20,000.00</del> <u>\$24,000.00</u>
Secretary Board of Health	\$100.00	<del>\$2,000.00</del> <u>\$2,400.00</u>
OEM Coordinator	\$2,000.00	<del>\$ 12,000.00</del> <u>\$14,200.00</u>
Deputy OEM Coordinator	\$2,000.00	<del>\$7,000.00</del> <u>\$8,400.00</u>

**Section 2.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
Payroll/Benefits Specialist	\$16.00	<del>\$36.00</del> <u>\$40.00</u>
Executive Administrative Assistant	\$16.00	<del>\$40.00</del> <u>\$44.00</u>
Administrative Assistant	\$16.00	<del>\$36.00</del> <u>\$40.00</u>
Public Health Nurse	\$25.00	<del>\$48.00</del> <u>\$53.00</u>
Senior Public Health Nurse	\$39.00	<del>\$55.00</del> <u>\$61.00</u>
Special Officer I	\$16.00	<del>\$20.00</del> <u>\$22.00</u>
Special Officer II	\$18.00	<del>\$32.00</del> <u>\$36.00</u>
Public Works Foreman	\$17.00	<del>\$43.00</del> <u>\$48.00</u>
Public Works Heavy Equipment Operator	\$16.00	<del>\$43.00</del> <u>\$48.00</u>
Public Works Automated Vehicle Operator	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Public Works Driver/Laborer	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Public Works Laborer	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Public Works Municipal Building Maintenance	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Public Works Mechanic	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Seasonal/Temporary Labor	\$16.00	<del>\$22.00</del> <u>\$25.00</u>
Assistant Water Plant Operator	\$16.00	<del>\$27.00</del> <u>\$30.00</u>
Water Plant Operator	\$25.00	<del>\$38.00</del> <u>\$42.00</u>
Water Plant Lead Operator	\$40.00	<del>\$57.00</del> <u>\$63.00</u>
AWWTP Maintenance	\$16.00	<del>\$32.00</del> <u>\$36.00</u>
AWWTP Operator	\$16.00	<del>\$32.00</del> <u>\$36.00</u>
Recreation Director (part-time)	\$20.00	<del>\$45.00</del> <u>\$50.00</u>
Assistant Recreation Director (part-time)	\$16.00	<del>\$22.00</del> <u>\$25.00</u>
Junior Recreation Counselor (part-time)	\$16.00	<del>\$17.00</del> <u>\$19.00</u>
Housing Inspector	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Fire Inspector	\$16.00	<del>\$38.00</del> <u>\$42.00</u>

Borough of Hightstown  
County of Mercer

Ordinance 2025-12

	<b>RANGING FROM:</b>	<b>TO:</b>
Building Inspector	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Code Enforcement Officer	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Fire Officer	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Zoning Official	\$16.00	<del>\$38.00</del> <u>\$42.00</u>
Electric Subcode Official	\$16.00	<del>\$54.00</del> <u>\$60.00</u>
Plumbing Subcode Official	\$16.00	<del>\$54.00</del> <u>\$60.00</u>

**Section 3.** The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on a daily basis, is:

	<b>RANGING FROM:</b>	<b>TO:</b>
School Crossing Guard	\$50	\$75

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

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

Introduced: August 18, 2025

Adopted: **SCHEDULED FOR ADOPTION 09/02/2025**

**ATTEST:**

\_\_\_\_\_  
Margaret Riggio  
Municipal Clerk

\_\_\_\_\_  
Susan Bluth  
Mayor

Borough of Hightstown  
County of Mercer

Ordinance 2025-13

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO DUTCH NECK ROAD IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$580,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$580,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE 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 \$580,000, including a \$550,000 grant expected to be received from the State of New Jersey Department of Transportation (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the project since the project is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement and in anticipation of receipt of the State Grant referred to above, negotiable bonds are hereby authorized to be issued in the principal amount of \$580,000 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 Dutch Neck Road, including, but not limited to, the installation of a new sidewalk, the construction of curbs and the relocation of utility poles, 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 2025-13

(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:

Borough of Hightstown  
County of Mercer

Ordinance 2025-13

(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 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 10 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 \$580,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$100,000 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 Treasury Regulations.

Section 8. Any grant moneys received 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.

Borough of Hightstown  
County of Mercer

Ordinance 2025-13

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 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. 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:

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MARGARET RIGGIO  
MUNICIPAL CLERK

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SUSAN BLUTH  
MAYOR

Borough of Hightstown  
County of Mercer

Resolution 2025-169

**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 \$188,823.08 from the following accounts:

Current	\$108,514.63
W/S Operating	63,406.29
General Capital	2,210.00
Water/Sewer Capital	4,467.25
Grant	405.53
Trust	1,920.00
Unemployment Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Tax Lien Trust	0.00
Housing Trust	0.00
Public Defender Trust	0.00
Escrow	7,899.38
<b>Total</b>	<b><u>\$188,823.08</u></b>

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Ranges		Item Status		Purchase Types		Misc	
<i>Range: First to Last</i>		<i>Open: N</i>		<i>Bid: Y</i>		<i>P.O. Type: All</i>	
<i>Rcvd Batch Id Range: First to Last</i>		<i>Void: N</i>		<i>State: Y</i>		<i>Include Project Line Items: Yes</i>	
		<i>Paid: N</i>		<i>Other: Y</i>		<i>Format: Detail without Line Item Notes</i>	
		<i>Held: Y</i>		<i>Exempt: Y</i>		<i>Include Non-Budgeted: Y</i>	
		<i>Aprv: N</i>				<i>Vendors: All</i>	
		<i>Rcvd: Y</i>					
<b>Vendor #</b>	<b>Name</b>						
<b>P.O. #</b>	<b>PO Date</b>	<b>Description</b>	<b>Contract</b>	<b>PO Type</b>			
<b>Item Description</b>	<b>Amount</b>	<b>Charge Account</b>	<b>Acct Description</b>	<b>Stat/Chk</b>	<b>First Enc Date</b>	<b>Rcvd Date</b>	<b>Chk/Void Date</b>
					<b>Invoice</b>	<b>1099 Excl</b>	
ANNMA005	ANN MARIE MILLER						
25-01079	08/14/25	REIMBURSEMENT ANN MARIE MILLER					
1 RENTAL FOR MOVIES IN PARK	\$350.00	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R	08/14/25	08/26/25
						2536405	N
	<b>Vendor Total:</b>	<b>\$350.00</b>					
A1014	APPROVED FIRE PROTECTION, INC.						
25-00719	05/28/25	ANNUAL FIRE EXTINGUISHER INSP			B		
2 ANNUAL FIRE EXT INSPECTION	\$232.74	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/28/25	08/26/25
3 SWAP OF 10LB FIRE EXT HYDRO	\$89.03	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	05/28/25	08/26/25
						IN00114107	N
						IN00114107	N
		<b>\$321.77</b>					
	<b>Vendor Total:</b>	<b>\$321.77</b>					
APRUZ005	APRUZZESE, MCDERMOTT, MASTRO &						
25-01122	08/21/25	LABOR INV 236528 JULY 2025					
1 LABOR INV 236528 JULY 2025	\$1,517.00	5-01-20-155-001-031	B	Labor,Personnel & Union Council	R	08/21/25	08/26/25
						236528	N
	<b>Vendor Total:</b>	<b>\$1,517.00</b>					
CGPH0005	CGP&H						
25-00995	07/25/25	AFF HOUSING MAY & JUNE 2025					
1 AFF HOUSING FLAT FEE MAY 2025	\$100.00	5-01-21-180-001-108	B	COAH Planning	R	07/25/25	08/26/25
2 AFF HOUSING FLAT FEE JUNE 2025	\$100.00	5-01-21-180-001-108	B	COAH Planning	R	07/25/25	08/26/25
						54257	N
						54257	N
		<b>\$200.00</b>					
	<b>Vendor Total:</b>	<b>\$200.00</b>					
CLARK005	CLARKE CATON HINTZ						
25-01077	08/13/25	Prof services through 5/30/25					
1 Prep/Revise Housing Plan	\$8,956.02	5-01-21-180-001-108	B	COAH Planning	R	08/13/25	08/26/25
						92690	N
25-01099	08/18/25	Pro services through 7/25/2025					
1 PB Mtg - State plan discussion	\$98.38	5-01-21-180-001-105	B	General Planning-Consulting	R	08/18/25	08/26/25
						93200	N
2 PB Mtg - Zoning Ordinance	\$268.93	5-01-21-180-001-105	B	General Planning-Consulting	R	08/18/25	08/26/25
						93201	N

Vendor # P.O. # Item Description	Name PO Date	Description Amount Charge Account	Contract Acct Description Type	PO Type Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CLARK005	CLARKE CATON HINTZ								
			<i>Account Continued</i>						
3 Prep & Rev AINR Plan		\$1,005.96 2022-06	P 480 MERCER STREET WAREHOUSER		08/18/25	08/26/25		93202	N
4 PB Mtg - Extension Resolution		\$48.02 3PRCLLC	P Site Plan Application #2020-01	R	08/18/25	08/26/25		93203	N
		<b>\$1,421.29</b>							
<b>Vendor Total:</b>		<b>\$10,377.31</b>							
COMCA010	COMCAST								
25-01100	08/18/25	ETHERNET HPD 8/15/25-9/14/25							
1 ETHERNET HPD 8/15/25-9/14/25		\$195.30 5-01-20-140-001-060	B Internet Services and Web Services	R	08/18/25	08/26/25		248761862	N
<b>Vendor Total:</b>		<b>\$195.30</b>							
COMCA005	COMCAST BUSINESS								
25-01140	08/26/25	ACT 1047 08/24/25-09/23/25							
1 ACT 1047 08/24/25-09/23/25		\$128.50 5-09-55-501-002-545	B Internet Services	R	08/26/25	08/27/25		104708232025	N
<b>Vendor Total:</b>		<b>\$128.50</b>							
COREL005	CORELOGIC TAX SERVICES								
25-00992	07/25/25	REFUND OVERPMT 126 BENNETT PL							
1 REFUND OVERPMT 126 BENNETT P		\$2,460.06 5-01-55-001-000-005	B TAX REFUNDS/OVERPAYMENT	R	07/25/25	08/26/25		RES 2025-147	N
<b>Vendor Total:</b>		<b>\$2,460.06</b>							
C0087	CUSTOM BANDAG, INC								
25-01105	08/18/25	TIRE REPLACEMENT TRUCK #10A							
1 INV 80257357 - TRUCK #10A		\$389.89 5-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	08/18/25	08/26/25		80257357	N
<b>Vendor Total:</b>		<b>\$389.89</b>							
D0269	DENNIS SALES & SERVICE INC.								
25-01104	08/18/25	SERVICE CALL FOR CHLORINATORS							
1 SERVICE CALL TO WATER PLANT		\$1,451.04 5-09-55-501-001-503	B Water Plant Maintenance	R	08/18/25	08/26/25		25-5389	N
<b>Vendor Total:</b>		<b>\$1,451.04</b>							
E0577	EAST WINDSOR REGIONAL SCHOOL								
25-01023	07/31/25	HB GENERAL FUND 8/15/25		B					
3 DEBT SERVICE 9/3/25		\$7,754.00 5-01-55-001-000-001	B School Tax Payable	R	08/06/25	08/26/25		9/3/2025	N
<b>Vendor Total:</b>		<b>\$7,754.00</b>							
SIGNA005	ENHANCED WEB SERVICES								
25-01133	08/25/25	SIGNATURE FONT J.F. ROMAN							
1 SIGNATURE FONT J.F. ROMAN		\$29.95 5-01-20-100-001-199	B Miscellaneous	R	08/25/25	08/26/25		17824	N

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
SIGNA005	ENHANCED WEB SERVICES	<i>Account Continued</i>									
	<b>Vendor Total:</b>	<b>\$29.95</b>									
Q0176	EUROFINS QC, LLC										
25-01135	08/25/25		WATER ANALYSIS								
1 INV 6300080331-WATER ANALYSIS		\$44.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	08/25/25	08/27/25		6300080331	N
2 INV 6300080414-WATER ANALYSIS		\$103.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	08/25/25	08/27/25		6300080414	N
3 INV 6300079987-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	08/25/25	08/27/25		6300079987	N
4 INV 6300080557-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	08/25/25	08/27/25		6300080557	N
5 INV 6300080614-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	08/25/25	08/27/25		6300080614	N
		<b>\$890.50</b>									
	<b>Vendor Total:</b>	<b>\$890.50</b>									
GENER015	GENERAL CODE, LLC										
22-00320	03/21/22		CODIFICATIONCONVERSION&PROJECT			B					
8 10% OF PROJ DELIVERY OF CODE:		\$1,399.50	4-01-55-001-000-025	B	ACCOUNTS PAYABLE	R	10/04/24	08/26/25		PG000042543-1	N
25-01125	08/25/25		ADD'L LEGISLATION AFTER CUTOFF								
1 ADD'L LEGISLATION AFTER CUTOFF		\$210.78	5-01-20-140-001-060	B	Internet Services and Web Services	R	08/25/25	08/26/25		PG00042543-2	N
	<b>Vendor Total:</b>	<b>\$1,610.28</b>									
M0714	GENSERVE, INC.										
25-00360	03/20/25		QUOTE#78960 AWWTP A/B SERVICE			B					
3 A SERVICE-PENNSAUKEN		\$580.00	5-09-55-501-002-511	B	Generator/Engine Maintenance Agree	R	03/20/25	08/26/25		0530777-IN	N
	<b>Vendor Total:</b>	<b>\$580.00</b>									
G1077	GEORGE S. COYNE CO., INC.										
25-00129	01/31/25		RES 2024-189 LIMEHI-CALC AWWTP			B					
8 INV 460060 HI-LIMECALC	8/21/25	\$1,905.50	5-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	03/28/25	08/26/25		460060	N
	<b>Vendor Total:</b>	<b>\$1,905.50</b>									
H0126	HIGHTS ELECTRIC MOTOR, INC.										
25-01073	08/11/25		RECIRC PUMP #1 REBUILD PARTS								
1 RECIRC TRICKLE FILTER PUMP		\$1,877.68	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/11/25	08/26/25		0960810-IN	N
	<b>Vendor Total:</b>	<b>\$1,877.68</b>									
H0048	HIGHTS REALTY LLC										
25-00367	03/21/25		HPD RENT 3/1/25 - 12/31/25			B					
8 SEPTEMBER 2025 RENT HPD		\$5,254.66	5-01-26-310-001-025	B	Building Rental	R	07/21/25	08/26/25		SEPTEMBER 2025N	

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
H0048	HIGHTS REALTY LLC	<i>Account Continued</i>									
	<b>Vendor Total:</b>	<b>\$5,254.66</b>									
H1100	HOME DEPOT CREDIT SERVICES										
25-01106	08/18/25	AUGUST INVOICES									
1 INV 7522789-CORNER BRACE 4PK		\$4.17	5-01-28-369-001-141	B	Parks & Playgrd Maintenance	R	08/18/25	08/26/25		7522789	N
2 INV 8043147-WIRE WHEEL		\$23.47	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	08/18/25	08/26/25		8043147	N
3 INV 2025680-TENSION BAR		\$51.44	5-01-26-310-001-024	B	Building Maintenance	R	08/18/25	08/26/25		2025680	N
4 INV 5082048-TOILET PLUNGER,		\$19.72	5-01-26-290-001-127	B	Street Repair & Maintenance	R	08/18/25	08/26/25		5082048	N
5 INV 1042636-80LB MORTAR MIX		\$33.00	5-01-26-290-001-127	B	Street Repair & Maintenance	R	08/18/25	08/26/25		1042636	N
6 INV 6043416-80LB MORTAR MIX,		\$47.10	5-01-26-290-001-127	B	Street Repair & Maintenance	R	08/18/25	08/26/25		6043416	N
		<b>\$178.90</b>									
	<b>Vendor Total:</b>	<b>\$178.90</b>									
J0257	JCP&L										
25-01137	08/25/25	MASTER 200000055364 7/4-8/4/25									
1 100008438283 7/4/25-8/4/25		\$37.55	5-01-31-430-001-071	B	Electric-Borough Hall	R	08/25/25	08/26/25		95109835533	N
2 100008482018 7/4/25-8/4/25		\$35.78	5-01-31-430-001-071	B	Electric-Borough Hall	R	08/25/25	08/26/25		95109835533	N
3 100010898904 7/4/25-8/5/25		\$46.92	5-01-31-430-001-071	B	Electric-Borough Hall	R	08/25/25	08/26/25		95109835533	N
4 100012487862 7/4/25-8/4/25		\$1,444.87	5-01-31-430-001-072	B	Electric-Fire House	R	08/25/25	08/26/25		95109835533	N
5 100012529457 7/4/25-8/4/25		\$34.94	5-09-55-501-002-504	B	Electricity	R	08/25/25	08/26/25		95109835533	N
		<b>\$1,600.06</b>									
	<b>Vendor Total:</b>	<b>\$1,600.06</b>									
J0258	JCP&L (STREET LIGHTING)										
25-01120	08/20/25	ACT 765 07/18/25-08/19/25									
1 ACT 765 07/19/25-08/19/25		\$1,393.19	5-01-31-435-001-075	B	Street Lighting	R	08/20/25	08/26/25		95338679015	N
25-01121	08/20/25	ACT 724 07/19/25-08/19/25									
1 ACT 724 07/19/25-08/19/25		\$330.27	5-01-31-435-001-075	B	Street Lighting	R	08/20/25	08/26/25		95338679014	N
	<b>Vendor Total:</b>	<b>\$1,723.46</b>									
JENNY005	JENNY L. SCUDDER										
25-01108	08/18/25	DIR THEATHER IN THE PARK									
1 DIRECTOR PMT 1 OF 2		\$1,000.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN R		08/18/25	08/26/25		SUMMER2025	N
	<b>Vendor Total:</b>	<b>\$1,000.00</b>									
JPMON005	JPMONZO MUNICIPAL CONSULTING										
25-01078	08/13/25	ATTENDANCE FEE WEBINAR DIMITRI									

Vendor # P.O. # Item Description	Name PO Date	Description Amount Charge Account	Contract Acct Description Type	PO Type Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
JPMON005	JPMONZO MUNICIPAL CONSULTING	<i>Account Continued</i>							
1 ATTENDANCE FEE WEBINAR MUSIN		\$50.00 5-01-20-100-001-042	B Education & Training	R	08/13/25	08/26/25		JUNE122025	N
<b>Vendor Total:</b>		<b>\$50.00</b>							
L0210	LARRY GUNNELL								
25-01103	08/18/25	REIMBURSEMENT DAWES PARK							
1 SHOPRITE WATER MINI 24 PACK		\$28.74 5-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	08/18/25	08/26/25		08/11/25	N
2 SAL'S PIZZERIA		\$69.15 5-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	08/18/25	08/26/25		522516837321	N
3 MR SUBS LUNCH FOR FEILD TRIP		\$55.00 5-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	08/18/25	08/26/25		08/13/2025	N
4 CHICKEN HOLIDAY		\$87.55 5-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	08/18/25	08/26/25		522514011047	N
5 LIBERTY SCIENCE CENTER		\$24.00 5-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	08/18/25	08/26/25		24793386WQQF4GN	N
		<b>\$264.44</b>							
<b>Vendor Total:</b>		<b>\$264.44</b>							
LAURA010	LAURA WALTER								
25-01109	08/18/25	PRODUCTION MANAGER PMT 1 OF 1							
1 PRODUCTION MANAGER PMT 1 OF 1		\$615.00 T-12-56-286-000-885	B CULTURAL ARTS/SHAKESPEARE IN	R	08/18/25	08/26/25		SUMMER 2025	N
<b>Vendor Total:</b>		<b>\$615.00</b>							
LEEHE005	LEE HECHT HARRISON, LLC								
25-01086	08/14/25	FINANCE MOMBO W/E 8/10/25							
1 FINANCE MOMBO W/E 8/10/25		\$1,181.25 5-01-20-130-001-031	B PROF SERVICES	R	08/14/25	08/26/25		13589907	N
2 FINANCE MOMBO W/E 8/10/25		\$196.87 5-09-55-501-001-600	B WATER UTILITY -0 OTHER PROF TER		08/14/25	08/26/25		13589907	N
3 FINANCE MOMBO W/E 8/10/25		\$196.88 5-09-55-501-002-600	B SEWER - OTHER PROF - TEMP AGER		08/14/25	08/26/25		13589907	N
		<b>\$1,575.00</b>							
25-01130	08/25/25	FINANCE MOMBO W/E 8/17/2025							
1 FINANCE MOMBO W/E 8/17/2025		\$1,181.25 5-01-20-130-001-031	B PROF SERVICES	R	08/25/25	08/26/25		13594276	N
2 FINANCE MOMBO W/E 8/17/2025		\$196.87 5-09-55-501-001-600	B WATER UTILITY -0 OTHER PROF TER		08/25/25	08/26/25		13594276	N
3 FINANCE MOMBO W/E 8/17/2025		\$196.88 5-09-55-501-002-600	B SEWER - OTHER PROF - TEMP AGER		08/25/25	08/26/25		13594276	N
		<b>\$1,575.00</b>							
25-01131	08/25/25	FINANCE MOMBO W/E 7/20/25							
1 FINANCE MOMBO W/E 7/20/25		\$1,181.25 5-01-20-130-001-031	B PROF SERVICES	R	08/25/25	08/26/25		13568731	N
2 FINANCE MOMBO W/E 7/20/25		\$196.87 5-09-55-501-002-600	B SEWER - OTHER PROF - TEMP AGER		08/25/25	08/26/25		13568731	N
3 FINANCE MOMBO W/E 7/20/25		\$196.88 5-09-55-501-002-600	B SEWER - OTHER PROF - TEMP AGER		08/25/25	08/26/25		13568731	N
		<b>\$1,575.00</b>							
<b>Vendor Total:</b>		<b>\$4,725.00</b>							

Vendor #	Name	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Description	Amount	Charge Account	Acct Description	Type				
Item Description										
L0037	LINCOLN FINANCIAL GROUP									
25-01132	08/25/25	SEPTEMBER 2025 LIFE INSURANCE								
1 SEPTEMBER 2025 LIFE INSURANCE		\$290.56	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	08/25/25	08/26/25	SEPT 2025 LIFE	N
2 SEPTEMBER 2025 LIFE INSURANCE		\$5.91	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	08/25/25	08/26/25	SEPT 2025 LIFE	N
3 SEPTEMBER 2025 LIFE INSURANCE		9.08-	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	08/25/25	08/26/25	SEPT 2025 LIFE	N
4 SEPTEMBER 2025 LIFE INSURANCE		9.08-	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	08/25/25	08/26/25	SEPT 2025 LIFE	N
5 SEPT 2025 LIFE INSURANCE WTP		\$9.08	5-09-55-501-001-514	B	INSURANCE	R	08/25/25	08/26/25	SEPT 2025 LIFE	N
6 SEPT 2025 LIFE INSURANCE AWWTI		\$63.56	5-09-55-501-002-514	B	Insurance	R	08/25/25	08/26/25	SEPT 2025 LIFE	N
		<b>\$350.95</b>								
	<b>Vendor Total:</b>	<b>\$350.95</b>								
M1076	MCMANIMON, SCOTLAND & BAUMANN									
25-01093	08/15/25	BOND ORDINANCE INV 243907								
1 BOND ORDINANCE INV 243907		\$600.00	C-04-55-907-001-447	B	ORD 2025-09 MAXWELL SECTION 2R		08/15/25	08/26/25	243907	N
25-01117	08/18/25	Prof services through 7/31/25								
1 Correspondence & conference		\$322.40	3PRCLLC	P	Site Plan Application #2020-01	R	08/18/25	08/26/25	246945	N
2 Resolution & correspondence		\$412.50	2022-06	P	480 MERCER STREET WAREHOUSER		08/18/25	08/26/25	246946	N
		<b>\$734.90</b>								
	<b>Vendor Total:</b>	<b>\$1,334.90</b>								
M0095	MERCER COUNTY CLERK/ELECTION									
25-01082	08/14/25	2025 PRIMARY ELECTION COSTS								
1 2025 PRIMARY ELECTION COSTS		\$5,451.90	5-01-20-120-002-100	B	Election Expenses	R	08/14/25	08/26/25	JUNE102025	N
	<b>Vendor Total:</b>	<b>\$5,451.90</b>								
MICHA030	MICHAEL O'KEEFE									
25-01110	08/18/25	PRODUCTION MANAGER PMT 1 OF 1								
1 PRODUCTION MANAGER PMT 1 OF		\$305.00	T-12-56-286-000-885	B	CULTURAL ARTS/SHAKESPEARE IN R		08/18/25	08/26/25	SUMMMER2025	N
	<b>Vendor Total:</b>	<b>\$305.00</b>								
N0234	NJ DIV OF ALCOHOLIC BEV CONTR.									
25-01080	08/14/25	25-26 LIQUOR LICENSE RENEWAL								
1 25-26 LIQUOR LICENSE RENEWAL		\$9.00	5-01-20-120-001-199	B	Miscellaneous	R	08/14/25	08/26/25	LIC-2025-2026	N
	<b>Vendor Total:</b>	<b>\$9.00</b>								
P0088	PARKER MCCAY, P.A.									
25-01119	08/18/25	Billing through 7/31/25								

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
P0088	PARKER MCCAY, P.A.	<i>Account Continued</i>									
1 Follow upoh Housing Plan		\$200.00	5-01-21-180-001-107	B	Planning Board - Attorney	R	08/18/25	08/26/25		3201414	N
2 Prep & review resolution		\$680.00	3PRCLLC	P	Site Plan Application #2020-01	R	08/18/25	08/26/25		3201415	N
		<b>\$880.00</b>									
	<b>Vendor Total:</b>	<b>\$880.00</b>									
P0016	PRINCETON ONE THIRTY SUPPLY										
25-01127	08/25/25	PAPER TOWELS, SOAP, DEGREASER									
1 TISSUE TOILET FOREVER JR JUMB		\$66.00	5-09-55-501-002-523	B	Paper Products/Janitorial	R	08/25/25	08/26/25		065414	N
2 TOWEL ROLL GIANT 8X800		\$78.00	5-09-55-501-002-523	B	Paper Products/Janitorial	R	08/25/25	08/26/25		065414	N
3 SOAP HAND WHITE LOTION		\$8.50	5-09-55-501-002-523	B	Paper Products/Janitorial	R	08/25/25	08/26/25		065414	N
4 VICTORIA BAY RD-HD DEGREASER		\$9.75	5-09-55-501-002-523	B	Paper Products/Janitorial	R	08/25/25	08/26/25		065414	N
		<b>\$162.25</b>									
	<b>Vendor Total:</b>	<b>\$162.25</b>									
P0044	PSE&G										
25-01101	08/18/25	ENERGY BILLS VARIOUS ACCT 8/18									
1 7523517609 07/16/25-08/13/25		\$28.00	5-01-31-446-001-070	B	Gas Heat - Borough Hall	R	08/18/25	08/26/25		600109876547	N
2 7666378505 07/16/25-08/13/25		\$40.77	5-09-55-501-001-505	B	Gas Service	R	08/18/25	08/26/25		601309661303	N
3 6687890808 07/16/25-08/13/25		\$34.04	5-01-31-446-001-070	B	Gas Heat - Borough Hall	R	08/18/25	08/26/25		601209679493	N
4 7419908206 07/16/25-08/13/25		\$28.00	5-01-31-446-001-070	B	Gas Heat - Borough Hall	R	08/18/25	08/26/25		601109709954	N
5 7733916518 07/16/25-08/13/25		\$31.63	5-09-55-501-002-505	B	Gas Service	R	08/18/25	08/26/25		606104609552	N
6 6503987609 07/16/25-08/13/25		\$28.00	5-09-55-501-001-505	B	Gas Service	R	08/18/25	08/26/25		604401684378	N
7 6675946706 07/16/25-08/13/25		\$32.83	5-01-31-446-001-143	B	Gas/Heat - Fire House	R	08/18/25	08/26/25		602809949957	N
		<b>\$223.27</b>									
	<b>Vendor Total:</b>	<b>\$223.27</b>									
REDAR005	RED ARROW TECHNOLOGIES, LLC										
25-01094	08/18/25	VOIP SVCS AWWTP &HPD 8/15-9/14									
1 VOIP SVCS AWWTP 8/15-9/14/25		\$181.09	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		08/18/25	08/26/25		19228	N
2 VOIP SVCS POLICE 8/15-9/14/25		\$378.18	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		08/18/25	08/26/25		19228	N
		<b>\$559.27</b>									
25-01123	08/25/25	MONTHLY TELEPHONE 9/1/25									
1 MONTHLY TELEPHONE HPD 9/1/25		\$300.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		08/25/25	08/26/25		19303	N
2 MONTHLY TELEPHONE BORO 9/1/25		\$200.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		08/25/25	08/26/25		19303	N
3 MONTHLY TELEPHONE HFD 9/1/25		\$100.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		08/25/25	08/26/25		19303	N

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
REDAR005	RED ARROW TECHNOLOGIES, LLC			<i>Account Continued</i>							
4 MONTHLY TELEPHONE AWWTP 9/1/		\$100.00	5-09-55-501-003-548	B Telephone		R	08/25/25	08/26/25		19303	N
		<b>\$700.00</b>									
25-01124	08/25/25			MONTHLY SUPPORT PHONE & NETWORK							
1 TECH SUPPORT & SVC SEPT 2025		\$2,245.00	5-01-20-140-001-094	B Computer Service & Support		R	08/25/25	08/26/25		19304	N
2 INTERNET & WEB SEPTEMBER 202		\$1,375.00	5-01-20-140-001-060	B Internet Services and Web Services		R	08/25/25	08/26/25		19304	N
3 TECH SUPPORT INTERNET WEB 9/1		\$755.00	5-09-55-501-002-530	B Computer Software/Maint/Equip		R	08/25/25	08/26/25		19304	N
4 TECH SUPPORT INTERNET WEB 9/1		\$550.00	5-09-55-501-001-530	B Computer Software/Maint/Equip		R	08/25/25	08/26/25		19304	N
		<b>\$4,925.00</b>									
<b>Vendor Total:</b>		<b>\$6,184.27</b>									
R0077	ROBERTS ENGINEERING GRP LLC										
25-00410	03/31/25			EMERGENCY REPAIR FILTERS WTP		B					
7 IRON SLUDGE INV 16964		\$4,467.25	C-08-55-981-025-544	B ORD 2025-04 SECTION 2-20 EXPENR			06/10/25	08/26/25		16964	N
25-00991	07/24/25			BIDS AND SPEC AWWTP CHEMICALS		B					
2 BIDS AND SPEC AWWTP CHEMICAL		\$915.00	5-09-55-501-002-508	B Engineer		R	07/24/25	08/26/25		16965	N
25-01095	08/18/25			ROADWAY IMP TO MAXWELL AVENUE							
1 ROADWAY IMP TO MAXWELL AVENL		\$290.00	C-04-55-899-000-447	B MAXWELL AVE IMPROVEMENTS SE(R			08/18/25	08/26/25		16967	N
25-01096	08/18/25			COUNCIL MEETING 07/07/2025							
1 COUNCIL MEETING 07/07/2025		\$360.00	5-01-20-165-001-104	B Attendance at Meetings (B)		R	08/18/25	08/26/25		16954	N
25-01097	08/18/25			MIS REQ NJDEP N MAIN INV16955							
1 MIS REQ NJDEP N MAIN INV16955		\$1,161.25	5-01-20-165-001-028	B General Engineering		R	08/18/25	08/26/25		16955	N
25-01098	08/18/25			Billing through 8/9/2025							
1 Prep & review easement docs		\$1,106.00	133MONMOUT	P Easement Agreement		R	08/18/25	08/26/25		16959	N
2 Review resolution compliance		\$3,507.50	3PRCLLC	P Site Plan Application #2020-01		R	08/18/25	08/26/25		16968	N
3 Rev. as-builts & TCO report		\$817.00	207GRANT	P 207 Grant Ave - Habitat House		R	08/18/25	08/26/25		16969	N
		<b>\$5,430.50</b>									
25-01102	08/18/25			DAWES PARK GRANT APPLICATION		B					
2 DAWES PARK GRANT ADMIN		\$180.00	C-04-55-906-001-447	B 2024-16 DAWES PARK IMPROVEMENR			08/18/25	08/26/25		16958	N
25-01113	08/18/25			DAWES PARK DESIGN & INSP 16957							
1 DAWES PARK DESIGN & INSP 16957		\$1,140.00	C-04-55-906-001-447	B 2024-16 DAWES PARK IMPROVEMENR			08/18/25	08/26/25		16957	N
25-01114	08/18/25			MISCELLANEOUS ROADS INV 16960							
1 MISCELLANEOUS ROADS INV 16960		\$492.00	5-01-20-165-001-028	B General Engineering		R	08/18/25	08/26/25		16960	N
25-01115	08/18/25			NJDOT RT33 ADA IMPROVEMENTS							
1 NJDOT RT33 ADA IMPROVEMENTS		\$720.00	5-01-20-165-001-028	B General Engineering		R	08/18/25	08/26/25		16961	N
25-01116	08/18/25			GENERAL SEWERS-2025 INV16962							

Vendor # P.O. # Item Description	Name PO Date	Description Amount Charge Account	Contract Acct Description Type	PO Type Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
R0077	ROBERTS ENGINEERING GRP LLC	<i>Account Continued</i>							
1 GENERAL SEWERS-2025 INV16962		\$140.00 5-09-55-501-002-508	B Engineer	R	08/18/25	08/26/25		16962	N
25-01118	08/18/25	GENERAL WATER-2025 INV 16963							
1 GENERAL WATER-2025 INV 16963		\$260.00 5-09-55-501-001-508	B Engineer	R	08/18/25	08/26/25		16963	N
<b>Vendor Total:</b>		<b>\$15,556.00</b>							
STATE005	STATEWIDE INSURANCE FUND								
25-01091	08/14/25	INSTALLMENT 4/4 WC & LIABILITY							
1 CURRENT FUND GENERAL LIABILIT		\$14,472.84 5-01-23-210-003-112	B General Liability-JIF	R	08/14/25	08/26/25		2025D38	N
2 CURRENT FUND WORKER'S COMP		\$28,041.13 5-01-23-210-003-113	B Workers Compensation (JIF)	R	08/14/25	08/26/25		2025D38	N
3 WORKER'S COMP 4/4 WTP		\$9,045.53 5-09-55-501-001-515	B County Insurance - JIF	R	08/14/25	08/26/25		2025D38	N
4 WORKER'S COMP 4/4 AWWTP		\$38,895.75 5-09-55-501-002-515	B County Insurance - JIF	R	08/14/25	08/26/25		2025D38	N
		<b>\$90,455.25</b>							
<b>Vendor Total:</b>		<b>\$90,455.25</b>							
SYSTE005	SYSTECH DESIGN, INC.								
25-01012	07/30/25	CABINET 70 COTTON FR EZ FILTER							
1 CABINET 70 COTTON FR EZ FILTER		\$875.50 5-09-55-501-001-503	B Water Plant Maintenance	R	07/30/25	08/26/25		PW251972	N
2 SHIPPING		\$36.16 5-09-55-501-001-503	B Water Plant Maintenance	R	07/30/25	08/26/25		PW251972	N
		<b>\$911.66</b>							
<b>Vendor Total:</b>		<b>\$911.66</b>							
TMOBI005	T-MOBILE								
25-01142	08/27/25	STOCKTON LOT CAMERA 7/21-8/20							
1 STOCKTON LOT CAMERA 7/21-8/20		\$62.70 5-01-33-195-002-029	B Computer Software/Maint/Equip	R	08/27/25	08/27/25		1657-08212025	N
<b>Vendor Total:</b>		<b>\$62.70</b>							
TELCO005	TELCO BILL CENTER INC.								
25-01025	08/04/25	POTSOLV RECURRING AUGUST 2025							
1 POTSOLV RECURRING AUGUST 202		\$401.25 5-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSR		08/04/25	08/26/25		7643	N
<b>Vendor Total:</b>		<b>\$401.25</b>							
T0228	TOWNSHIP OF HAMILTON								
25-01126	08/25/25	STD CLINIC 01/01/25-06/30/25							
1 STD CLINIC 01/01/25-06/30/25		\$100.00 5-01-43-511-001-029	B Hamilton STD Clinic	R	08/25/25	08/26/25		08/13/2025	N
<b>Vendor Total:</b>		<b>\$100.00</b>							
TOWNS010	TOWNSHIP OF MANALAPAN								



Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Rcvd	Chk/Void	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type		Date Date	Date		
Item Description										
U0007	UNIVAR USA INC									
25-01128	08/25/25			NEURTRAMAXX 45% LIME SLURRY						
1 NEURTRAMAXX 45% LIME SLURRY		\$2,278.86	5-09-55-501-002-553	B Calcium Hydroxide (Lime)		R	08/25/25	08/26/25	53240694	N
<b>Vendor Total:</b>		<b>\$2,278.86</b>								
U0013	USA BLUE BOOK									
25-01088	08/14/25			LAB SUPPLIES						
1 USABLUEBOOK pH 7.00 BUFFER		\$146.50	5-09-55-501-002-506	B Lab. Equipment & Supplies		R	08/14/25	08/26/25	INV00794750	N
2 HACH NITRIFICATION INHIBITOR		\$155.40	5-09-55-501-002-506	B Lab. Equipment & Supplies		R	08/14/25	08/26/25	INV00794750	N
3 COVER SLIPS FOR MICROSCOPE		\$23.25	5-09-55-501-002-506	B Lab. Equipment & Supplies		R	08/14/25	08/26/25	INV00794750	N
		<b>\$325.15</b>								
25-01089	08/14/25			QUOTE #QUOT1166845-2						
1 USABLUEBOOK GLASS FIBER TSS		\$232.50	5-09-55-501-002-506	B Lab. Equipment & Supplies		R	08/14/25	08/26/25	INV00794953	N
2 PHOSPHATE REAGENT SET POWDE		\$77.90	5-09-55-501-002-506	B Lab. Equipment & Supplies		R	08/14/25	08/26/25	INV00794953	N
		<b>\$310.40</b>								
<b>Vendor Total:</b>		<b>\$635.55</b>								
V0019	VERIZON									
25-01111	08/18/25			ACT 250-717367001-16 8/16-9/15						
1 ACT 250-717367001-16 8/16-9/15		\$189.00	5-09-55-501-003-545	B Telephone-W/S-VERIZON		R	08/18/25	08/26/25	0169-08152025	N
<b>Vendor Total:</b>		<b>\$189.00</b>								
V0022	VERIZON WIRELESS									
25-01112	08/18/25			INV6120502574 07/9/25-8/8/25						
1 INV6120502574 07/9/25-8/8/25		\$266.07	5-01-31-440-001-079	B Telephone-VERIZON WIRELESS		R	08/18/25	08/26/25	6120502574	N
<b>Vendor Total:</b>		<b>\$266.07</b>								

**Total Purchase Orders: 71 Total P.O. Line Items: 142 Total List Amount: \$188,823.08 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	\$1,399.50	\$0.00	\$1,399.50	\$0.00	\$0.00	\$0.00
CURRENT FUND	5-01	\$107,115.13	\$0.00	\$107,115.13	\$0.00	\$0.00	\$0.00
	5-09	\$63,406.29	\$0.00	\$63,406.29	\$0.00	\$0.00	\$0.00
	5-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,899.38
	Year Total:	\$170,521.42	\$0.00	\$170,521.42	\$0.00	\$0.00	\$7,899.38
GENERAL CAPITAL	C-04	\$2,210.00	\$0.00	\$2,210.00	\$0.00	\$0.00	\$0.00
WATER/SEWER CAPITAL	C-08	\$4,467.25	\$0.00	\$4,467.25	\$0.00	\$0.00	\$0.00
	Year Total:	\$6,677.25	\$0.00	\$6,677.25	\$0.00	\$0.00	\$0.00
	G-02	\$405.53	\$0.00	\$405.53	\$0.00	\$0.00	\$0.00
TRUST OTHER - FUND #12	T-12	\$1,920.00	\$0.00	\$1,920.00	\$0.00	\$0.00	\$0.00
<b>Total Of All Funds:</b>		<b>\$180,923.70</b>	<b>\$0.00</b>	<b>\$180,923.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,899.38</b>

Project Description	Project No.	Rcvd Total
Easement Agreement	133MONMOUT	\$1,106.00
480 MERCER STREET WAREHOUSE	2022-06	\$1,418.46
207 Grant Ave - Habitat House	207GRANT	\$817.00
Site Plan Application #2020-01	3PRCLLC	\$4,557.92
<b>Total Of All Projects:</b>		<u>\$7,899.38</u>

Borough of Hightstown  
County of Mercer

Resolution 2025-170

**A RESOLUTION APPROVING FAMILY MOVIE NIGHT 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 artistic activities for the benefit of the Hightstown Community; and

**WHEREAS**, the Cultural Arts Commission will host a Family Movie Night were Borough residents and their families can view a free movie in the park; and

**WHEREAS**, Family Movie Night is scheduled to take place Saturday, October 11, 2025, at Association Park; and

**WHEREAS**, all licensing requirements will be handled by the Cultural Arts Commission; and

**WHEREAS**, all vendors that will be selling or distributing food or beverages of any kind are required to apply for the appropriate permits with the Borough Clerk and pay all applicable fees pursuant to Hightstown Borough Code.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown approve Family Movie Night 2025 as a sponsored and covered event and are grateful to the Cultural Arts Commission for their work in providing community events to the residents of Hightstown Borough.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-171

**A RESOLUTION APPROVING LIGHT UP THE LAKE 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 artistic activities for the benefit of the Hightstown Community; and

**WHEREAS**, one such activity sponsored by the Cultural Arts Commission is entitled “Light up the Lake” in which individuals paint or carve their own pumpkin to be displayed along Peddie Lake; and

**WHEREAS**, this year’s Light Up the Lake is scheduled to take place on Sunday, October 19, 2025, at Memorial Park, 123 North Main Street, Hightstown; and

**WHEREAS**, any vendors that will be selling or distributing food or beverages of any kind are required to apply for the appropriate permits with the Borough Clerk and pay all applicable fees pursuant to Hightstown Borough Code.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown approve Light of the Lake 2025 as a sponsored and covered event and are grateful to the Cultural Arts Commission for their work in providing community events to the residents of Hightstown Borough.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-172

**AUTHORIZING A REFUND OF A DUPLICATE TAX PAYMENT  
203 MAXWELL AVENUE**

**WHEREAS**, a duplicate payment for 2025 taxes were made for Blk/50; Lt. 1, 203 Maxwell Avenue, in the amount of \$3,002.08; and

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

**WHEREAS**, the mortgage company, CoreLogic Tax Services, has requested that a refund be issued for the duplicate payment in the amount of \$3,002.08; and

**WHEREAS**, the Tax Collector has requested that the duplicate payment be refunded in the amount of \$3,002.08.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$3,002.08 to CoreLogic Tax Services, PO Box 9202, Coppell, Tx, 75019-9208 representing the duplicate tax payment as set forth herein.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-173

**AUTHORIZING A REFUND OF A DUPLICATE TAX PAYMENT  
212 GREELEY STREET**

**WHEREAS**, a duplicate payment for 2025 taxes were made for Blk 6; Lt. 19, 212 Greeley Street, in the amount of \$2,563.51; and

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

**WHEREAS**, the mortgage company, CoreLogic Tax Services, has requested that a refund be issued for the duplicate payment in the amount of \$2,563.51; and

**WHEREAS**, the Tax Collector has requested that the duplicate payment be refunded in the amount of \$2,563.51.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Finance Officer are hereby authorized to issue a refund in the amount of \$2,563.51 to CoreLogic Tax Services, PO Box 9202, Coppell, Tx, 75019-9208 representing the duplicate tax payment as set forth herein.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-174

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION – DIVISION OF PARKS & FORESTRY FOR THE GREEN COMMUNITIES 2026 GRANT**

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Borough of Hightstown formally approves the grant application for the Green Communities 2026 Grant.

**BE IT FURTHER RESOLVED** that the Mayor and Shade Tree Official are hereby authorized to submit a grant application for the Green Communities 2026 Grant to the New Jersey Department of Environmental Protection, Division of Parks and Forestry on behalf of Hightstown Borough.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Hightstown Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

# Borough of Hightstown Environmental Commission

## Memo

To: Borough Council  
From: David Zaiser, Shade Tree Official  
Date: 14 August 2025  
Re: Request to Apply for State Grant  
Community Forestry Management Plan

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I recommend that we apply for a currently available State Grant to pay the full cost for the Borough to update our Community Forestry Management Plan and complete a tree inventory to maintain our approved status with the State NJDEP Forest Service.

### Background

The **Community Forestry Program**, under the NJDEP's Forest Service, partners with government, businesses, and volunteers to care for trees where people live, work, and play. It's grounded in the Community Forestry Assistance Act and aims to enhance livability by preserving and improving urban and community forests.

Local governments can become accredited by:

1. Developing an approved **Community Forestry Management Plan (CFMP)**
2. Completing required training (core and continuing education)
3. Submitting annual reports.

Accreditation helps access grant funding and reduces liability risks under state law.

Participating in the program provides numerous advantages:

- **Liability Protection** under the Shade Tree and Community Forestry Assistance Act. Municipalities with an approved plan are protected from any tort related to damages caused by Borough trees.
- **Effective management** of the municipality's valuable tree resource.
- **Improved safety**, lower maintenance costs, reduced emergency tree-related calls, and optimized resource allocation through proactive forest management.
- **Environmental and socio-economic gains**, such as cleaner air, biodiversity support, urban cooling, and stronger community resilience.

**The Borough has enjoyed these benefits since 2008, the first full year the Borough worked under an approved CFMP.**

### CFMP renewal

The CFMP must be reviewed and approved every 5 years. Our current CFMP expires at the end of 2026. For renewals since 2024, the State requires municipalities to complete a tree inventory – an accurate accounting of the trees on public land in the Borough-ahead of

submitting their CFMP for approval. (We currently have a partial tree inventory, but it does not meet the State's requirements for the CFMP).

### **State Grant**

The State has for at least a decade offered a grant to cover the cost of engaging a certified tree expert to help develop a new or renewed CFMP. For this renewal cycle that grant is for \$5,000. Understanding that many municipalities do not have an acceptable tree inventory, the state is also offering to expand the grant by up to \$15,000 to cover the cost of engaging a certified tree expert to complete the inventory. It is this \$20,000 total grant amount that we are requesting approval to pursue. Without this grant it is unlikely that we would be able to complete the tree inventory and develop an approved CFMP.

The grant requirements are relatively simple. The grant will reimburse the Borough for costs related to the tree inventory and development of the CFMP. That reimbursement will address the cost of engaging the certified tree expert and nothing else. In support of that grant the Borough must also provide a 25% match (or \$5,000) in volunteer time. (Note that at the current volunteer rate for New Jersey, that match is approximately 150 hours of volunteer time, which will be easily spent supporting these efforts). The Borough would be reimbursed for the cost of the certified tree expert only after approval of the CFMP is secured and grant administrative tasks are completed, which means that the Borough must front the \$20,000 for the duration of the process (tree inventory and revised CFMP), which we expect will take 6-8 months.

### **Division of Grant Responsibilities**

As the Shade Tree Official and member of the Environmental Commission, I would apply for and administer the grant for the Borough, work closely with volunteers and the certified tree expert to develop and submit deliverables to the State. Borough staff would address all financial and accounting requirements, and provide overview as required by the grantee.

Borough of Hightstown  
County of Mercer

Resolution 2025-175

**A RESOLUTION AMENDING RESOLUTION 2024-162 – APPOINTING A CHIEF  
FINANCIAL OFFICER**

**WHEREAS**, on September 3, 2024, Borough Council adopted Resolution 2024-162 appointing Donna Conda Chief Financial Officer; and

**WHEREAS**, there was an error in the original term of the appointment; and

**WHEREAS**, pursuant to N.J.S.A. 40A:9-140.10, the term of office shall be four years, which shall run from January 1 in the year in which the chief financial officer is appointed; and

**WHEREAS**, the correct appointment should be January 1, 2024 – December 31, 2027.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Hightstown, that Resolution 2024-162 be amended to Ms. Condo's correct appointment term January 1, 2024 – December 31, 2027.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-176

**A RESOLUTION RESCHEDULING THE ANNUAL YOUTH FISHING DERBY  
ORGANIZED BY HIGHTSTOWN ENGINE CO. #1**

**WHEREAS**, on June 2, 2025, Borough Council approved Resolution 2025-124 approving the Annual Fishing Derby organized by Hightstown Engine Company #1: and

**WHEREAS**, do to inclement weather, the fishing derby was cancelled; and

**WHEREAS**, Hightstown Engine Company No. 1 has now rescheduled the fishing derby to take place September 6, 2025 with a rain date of Saturday, September 20, 2025; and

**WHEREAS**, the Fishing Derby will take place from 9:00 a.m. – 12:00 p.m. at Peddie Lake, Memorial Park; and

**WHEREAS**, the fishing derby is for children under the age of 14 and is an extension of the State of New Jersey's Free Fishing Day.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown approve the Youth Fishing Derby as a borough-sponsored and covered event and thank Hightstown Engine Company No. 1 for their efforts in providing a memorable experience for the Hightstown Borough community.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-177

**AMENDING RESOLUTION 2025-25 AUTHORIZING DEPOSITORIES  
AND SIGNATURES FOR BOROUGH ACCOUNTS**

**WHEREAS**, Resolution 2025-25 authorized officers of the Borough of Hightstown to sign for the payment of money from the accounts of the Borough of Hightstown; and

**WHEREAS**, it is necessary to amend resolution 2025-25 by removing the name of Dimitri Musing, Borough Administrator, as a designated officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown; and

**WHEREAS**, it is necessary to further amend resolution 2025-25 by adding the name John Francis Roman, Borough Administrator, as a designated officer who is authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Resolution 2025-25 shall be amended by removing Dimitri Musing and adding John Francis Roman, as an officer who is authorized to sign checks for the payment of money from the accounts of 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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-178

**A RESOLUTION AMENDING RESOLUTION 2024-222 TO REMOVE DIMITRI Musing AND APPOINT JOHN FRANCIS ROMAN AS FUND COMMISSIONER**

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

**WHEREAS**, the Fund’s Bylaws require participating members to appoint a Fund Commissioner; and

**WHEREAS**, Resolution 2024-222 appointed Dimitri Musing as the Fund Commissioner for the Fund Year 2025; and

**WHEREAS**, do to the departure of Dimitri Musing as Borough Administrator, the governing body of the Borough of Hightstown wishes to amend Resolution 2024-222 to remove Dimitri Musing and appoint John Francis Roman, Borough Administrator, in his place.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Borough of Hightstown (Local Unit) that Resolution 2024-222 is hereby amended to remove Dimitri Musing as Fund Commissioner and appoint John Francis Roman as the Fund Commissioner for the Local Unit for the Fund Year 2025.

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

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

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-179

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER,  
STATE OF NEW JERSEY, ADOPTING THE GOVERNMENT RECORDS COUNCIL  
(GRC) OPRA REQUEST FORM IN ACCORDANCE WITH THE OPEN PUBLIC  
RECORDS ACT**

**WHEREAS**, the Open Public Records Act, N.J.S.A. 47:1A-1, et seq. (“OPRA”), was enacted to ensure the public’s right of access to government records, subject to the exceptions set forth therein; and

**WHEREAS**, the Government Records Council (“GRC”), established pursuant to OPRA, has created and made available to public agencies a standard OPRA request form for use by records custodians in compliance with the law; and

**WHEREAS**, OPRA requires that custodians of records adopt and make available an official request form for use by the public in submitting records requests; and

**WHEREAS**, the Borough of Hightstown wishes to formally adopt the OPRA request form created by the GRC in order to ensure compliance with the law and to provide the public with a clear, uniform, and accessible means of submitting requests for government records.

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

1. The Borough of Hightstown hereby adopts the OPRA request form created by the Government Records Council as the official form for use in submitting requests for government records under the Open Public Records Act.
2. The adopted form shall be made available in the Office of the Borough Clerk, on the Borough’s official website, and in such other locations as deemed appropriate by the Borough Clerk.
3. The Borough Clerk, as the Custodian of Records, is hereby directed to implement the use of the adopted OPRA form and ensure its availability to the public.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-180

**AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO HIRE A  
FULL-TIME POLICE OFFICER**

**WHEREAS**, the Hightstown Borough Council has determined that it is necessary to hire a new full-time regular police officer in order to maintain the health, safety, and welfare of the public at large; and

**WHEREAS**, Section 2-19.8 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” governs the procedure relating to application for, and appointment to, the position of police officer of any rank within the Borough; and

**WHEREAS**, pursuant to Subsection 2-19.8(b), the Chief has recommended that the Borough Council appoint John T. McKenna as a Hightstown Borough Police Officer; and

**WHEREAS**, John T. McKenna has successfully completed the application process and has satisfied the requirements of a background investigation and medical examination; and

**WHEREAS**, the appointment of John T. McKenna shall be conditioned upon his successful completion of all remaining requirements of employment, including, but not limited to, a psychological examination;

**WHEREAS**, the Hightstown Borough Council believes that the hiring of the new police officer as referenced above is in the best interests of the health, safety and welfare of the Borough’s residents.

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

1. That John T. McKenna is hereby appointed to serve as full-time regular police officer for the Borough of Hightstown, effective contingent upon the conditions set forth in this Resolution.
2. That the employment of the new officer shall be conditioned upon passing all applicable Borough requirements.
3. That all other terms and conditions of employment relating to the new hire shall be as set forth in the existing FOP Agreement and/or Borough Personnel Policy.
4. That all appropriate Borough officials are hereby authorized and directed to take all appropriate actions in furtherance of the intentions set forth in this Resolution.
5. That a certified copy of this Resolution shall be provided to each of the following:
  - a. Appointee John T. McKenna;
  - b. Police Chief Frank Gendron;

Borough of Hightstown  
County of Mercer

Resolution 2025-180

- c. Police Commissioner Cristina Fowler;
- d. Robert Merryman, Borough Labor Counsel; and
- e. Jonathan Cohen, Esq., Borough Attorney

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 September 2, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-181

**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 September 2, 2025, at the Hightstown Firehouse Hall, 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Robbinsville Shared 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 December 2, 2025, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

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 September 2, 2025.

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Margaret Riggio, Borough Clerk