

**AGENDA**  
**Hightstown Borough Council**  
**December 15, 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**                      December 1, 2025 – Public Session

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

**Ordinances**                                      **2025-19 Public Hearing and Final Reading** An Ordinance Adopting a Revision and Codification of the Ordinances of the Borough of Hightstown, County of Mercer State of New Jersey

**ADA Transition Plan**                              **Public Hearing**  
**Resolution 2025-246** Resolution of the Borough of Hightstown Formally Adopting the Americans with Disabilities Act (ADA) Transition Plan

**Resolutions**                                      **2025-247** Authorizing Payment of Bills  
**2025-248** Amending the Personnel Policy Manual of the Borough of Hightstown  
**2025-249** Resolution Authorizing the Mayor and Borough Council to Execute a Shared Services Agreement Between the Borough of Hightstown and the Borough of Roosevelt

**Consent Agenda**                                      **2025-250** Designating an Authorized Representative for the Summit Street Water Main and Lead Service Replacement Project

**2025-251** A Resolution Amending Resolution 2025-215 to Update Deductible Amounts for High-Deductible Health Plans for Calendar Year 2026

**2025-252** Authorizing a Reimbursement for Cell Phone Usage

**2025-253** Resolution Authorizing Payment No. 3 Final to B&H Contracting for Emergency Valve Repairs and Filter Media Removal and Replacement at the Water Treatment Plant

**2025-254** A Resolution Authorizing the Cancellation of Outstanding Checks

**2025-255** A Resolution Authorizing Redemption of Tax Lien 25-00003 for Block 26 Lt 15.01; Known as 169-171 N. Main Street

**2025-256** Resolution Authorizing the Mayor and Borough Clerk to Execute a Memorandum of Agreement Between the Borough of Hightstown and OPEIU Local 32 Blue and White Collar Units

**2025-257** Resolution Supporting the Township of East Windsor's Request for Federal Funding for the Probasco Road Freight Bypass Project

**Discussion**

Professional Services Recommendation

**Subcommittee Reports**

**Mayor/Council/Administrative Updates**

**Executive Session**

**Resolution 2025-258** Authorizing a Meeting that Excludes the Public Personnel – Fire Department  
Contract Negotiations - First Aid

**Adjournment**

**AN ORDINANCE ADOPTING A REVISION AND CODIFICATION OF THE  
ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, COUNTY OF MERCER,  
STATE OF NEW JERSEY**

**BE IT ORDAINED** and enacted by the Borough Council of the Borough of Hightstown, County of Mercer, State of New Jersey, as follows:

**§ 1-8-1. Code adopted; existing ordinances continued.**

Pursuant to N.J.S.A. 40:49-4, the ordinances of the Borough of Hightstown of a general and permanent nature adopted by the Borough Council of the Borough of Hightstown, as revised and codified and consisting of Chapters 1 through 31, are hereby approved, adopted, ordained and enacted as the Code of the Borough of Hightstown, hereinafter referred to as the "Code." The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments. This ordinance and the Code adopted hereby shall supersede and replace the 1996 Code of the Borough of Hightstown, as amended and supplemented.

**§ 1-8-2. Code on file; additions and amendments.**

- A. A copy of the Code has been filed in the office of the Borough Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance. Following adoption of this ordinance, such copy shall be certified to by the Clerk of the Borough of Hightstown by impressing thereon the Seal of the Borough, as provided by law, and such certified copy shall remain on file in the office of the Borough Clerk, to be made available to persons desiring to examine the same during all times while said Code is in effect.
- B. Additions or amendments to the Code, when adopted in such form as to indicate the intent of the Borough Council to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the Borough of Hightstown" shall be understood and intended to include such additions and amendments.
- C. Nomenclature. Throughout the Code, the following titles have been updated as follows:
  - (1) "Borough Treasurer" is changed to "Borough Chief Financial Officer."
  - (2) "Chairman" and "Chairperson" are changed to "Chair."
  - (3) "Construction Code Official" is changed to "Construction Official."

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**§ 1-8-3. Notice; publication.**

The Clerk of the Borough of Hightstown shall cause notice of the passage of this ordinance to be given in the manner required by law. The notice of passage of this ordinance coupled with filing of the Code in the office of the Borough Clerk as provided in § 1-8-2 shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

**§ 1-8-4. Severability.**

Each section of this ordinance and of the Code and every part of each section is an independent section or part of a section, and the holding of any section or part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

**§ 1-8-5. Repealer.**

- A. Ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the Borough of Hightstown which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.
- B. The following ordinances have been excluded from the Code and are specifically repealed:
  - (1) Former Chapter 1, Article 1-4, Divisions of the Code, of the 1996 Code.
  - (2) Former Chapter 1, Article 1-7, Revised General Ordinances of the Borough of Hightstown to Be Maintained by Borough Clerk, of the 1996 Code.
  - (3) Former Chapter 2, Article 2-57, Divisions of the Code, of the 1996 Code.
  - (4) Former Chapter 3, Article 3-16, Smoking in Municipal Buildings Prohibited, of the 1996 Code.
  - (5) Former Chapter 3, Article 3-17, Smoking Prohibited on Board of Education Property, of the 1996 Code.
  - (6) Former Chapter 4, Article 4-11, Retail Establishments, of the 1996 Code.
  - (7) Former Chapter 4, Article 4-22, Contractors Licenses, of the 1996 Code.

**§ 1-8-6. Ordinances saved from repeal.**

The adoption of this Code and the repeal of ordinances provided for in § 1-8-5 of this ordinance shall not affect the following ordinances, rights and obligations, which are hereby expressly saved from repeal:

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- A. Any ordinance adopted subsequent to February 2, 2025.
- B. Any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision or any penalty, punishment or forfeiture which may result therefrom.
- D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance, brought pursuant to any legislative provision.
- E. Any franchise, license, right, easement or privilege heretofore granted or conferred.
- F. Any ordinance providing for the laying out, opening, altering, widening, relocating, straightening, establishing of grade, changing of name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place or any portion thereof.
- G. Any ordinance or resolution appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond or other instruments or evidence of the Borough's indebtedness.
- H. Ordinances authorizing the purchase, sale, lease or transfer of property or any lawful contract, agreement or obligation.
- I. The levy or imposition of taxes, assessments or charges or the approval of the municipal budget.
- J. The dedication of property or approval of preliminary or final subdivision plats.
- K. All currently effective ordinances pertaining to the rate and manner of payment of salaries and compensation of officers and employees.
- L. Any ordinance adopting or amending the Zoning Map.
- M. Any ordinance relating to or establishing a pension plan or pension fund for municipal employees.

**§ 1-8-7. Changes in previously adopted ordinances.**

- A. In preparing the revision and codification of the Borough's ordinances pursuant to N.J.S.A. 40:49-4, certain minor grammatical and nonsubstantive changes were made in one or more of said ordinances. It is the intention of the Borough Council that all such changes be

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adopted as part of the Code as if the ordinances so changed had been formally amended to read as such.

- B. In addition, the changes, amendments or revisions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

**§ 1-8-8. Titles and headings; editor's notes.**

- A. Chapter and article titles, headings and titles of sections and other divisions of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.
- B. Editor's notes indicating sources of sections, giving other information or referring to the statutes or to other parts of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.

**§ 1-8-9. Altering or tampering with Code; violations and penalties.**

It shall be unlawful for anyone to change, alter or tamper with the Code in any manner which will cause the laws of the Borough of Hightstown to be misrepresented thereby. Anyone violating this section shall be subject, upon conviction, to one or more of the following penalties: a fine of not more than \$2,000, imprisonment for not more than 90 days or a period of community service not exceeding 90 days, in the discretion of the Judge imposing the same.

**§ 1-8-10. When effective.**

This ordinance shall take effect immediately upon final passage and publication as provided by law.

Introduced: December 1, 2025

Adopted: **SCHEDULED FOR PUBLIC HEARING 12/15/2025**

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MARGARET RIGGIO  
BOROUGH CLERK

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SUSAN BLUTH  
MAYOR



# Borough of Hightstown, New Jersey

## Americans with Disabilities Act (ADA) Transition Plan

October 15, 2025

Prepared by:

**Mairead Thompson**

ADA Coordinator

Borough of Hightstown

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October 15, 2025

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# SECTION 1

## Overview of the Americans with Disabilities Act (“ADA”)

### Obligations for Municipal Governments

#### OBLIGATIONS UNDER ADA GENERALLY

The Americans with Disabilities Act (“ADA”), enacted on July 26, 1990, provides comprehensive civil-rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications.

The ADA is companion civil-rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, mandating that qualified individuals with disabilities shall not be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity. The Act also provides disabled employees with specific protections and requires employers to make reasonable accommodations for disabled applicants and employees.

The focus of the Borough of Hightstown’s ADA Transition Plan is to ensure equitable access for individuals with disabilities by identifying and eliminating structural, communicative, and procedural barriers within the Borough’s public facilities, programs, and services. Access to civic life by people with disabilities is a fundamental goal of the ADA.

To ensure that this goal is met, Title II of the ADA requires that municipalities such as Hightstown make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at Borough facilities and public events but also to policies and communication practices that enable full participation by all members of the public. Governmental entities must also ensure effective communication including the provision of necessary auxiliary aids and services so that individuals with disabilities can meaningfully participate in civic life.

#### NO GRANDFATHERING, BUT FLEXIBILITY PERMITTED

The ADA does not allow the “grandfathering” of existing, non-compliant facilities. However, it permits flexibility in how and when access is provided as municipal resources permit.

In implementing accessibility improvements, the Borough is not required to take actions that would result in a fundamental alteration of a service, program, or activity, or that would impose undue financial or administrative burdens. Any such determination must be made by the Borough Administrator or designee and accompanied by a written explanation of the reasons.

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If an action would create undue burdens or fundamentally alter the program, the Borough must take other steps to ensure that individuals with disabilities can still access and benefit from the service or activity (28 C.F.R. § 35.150(a)(3)).

Program access focuses on eliminating barriers to Borough services and activities but does not necessarily require that each individual facility or feature be made fully accessible. For example, each restroom within a building need not be modified if at least one accessible restroom is provided and clearly identified through signage.

Program accessibility may be achieved through various means, such as relocating public meetings to accessible venues, transferring programs to accessible floors or facilities, or providing equivalent alternative methods of participation. When choosing among alternatives, the Borough will prioritize the most integrated and inclusive options available.

All newly constructed Borough facilities must be fully accessible to people with disabilities (28 C.F.R. §§ 35.149–35.151, 35.163).

### **RULES GOVERNING HISTORIC STRUCTURES**

The Borough of Hightstown contains several historically significant properties, including sites listed or eligible for listing on the New Jersey and National Registers of Historic Places and structures designated under local ordinance.

Under ADA regulations, alterations that would threaten or destroy the historic character of these facilities need not be undertaken; however, the Borough must explore alternative methods to ensure access that are compatible with the preservation of the site's historic significance.

If physical alterations are made to historic properties, they must conform to the ADA Standards for Accessible Design (28 C.F.R. Part 36 § 4.1.7) or the Uniform Federal Accessibility Standards (UFAS) to the maximum extent feasible. When strict compliance would compromise historical integrity, alternative standards providing minimal access may be applied.

### **RULES GOVERNING INSTALLATION OF CURB RAMPS**

When Borough streets or sidewalks are newly constructed or altered, ADA regulations require the installation of curb ramps or sloped access points at intersections and pedestrian crossings. Resurfacing or reconstruction projects trigger this requirement, though simple maintenance such as pothole repair does not.

For existing sidewalks not yet altered, the Borough may choose to install curb ramps proactively, particularly along routes serving Borough Hall, municipal buildings, downtown business areas, public parks, and transit stops.

To promote consistency, Hightstown will establish milestones for curb-ramp compliance within this Transition Plan, prioritizing walkways that serve:

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- Government buildings and facilities
- Bus stops and public-transportation routes
- Commercial and downtown districts
- Residential neighborhoods with significant pedestrian activity

Requests for curb-ramp installation from residents or persons with disabilities should be reviewed by the ADA Coordinator and the Department of Public Works.

### SELF-EVALUATION AND TRANSITION PLANNING

As required by Title II of the ADA (28 C.F.R. §§ 35.105, 35.150(d)), local governments must conduct a self-evaluation of facilities, programs, policies, and practices to identify and correct inconsistencies with ADA requirements.

The Borough of Hightstown will review all municipal programs, services, and physical assets including Borough Hall, the Police Substation, Public Works Yard, and public parks to ensure that accessibility barriers are identified and addressed.

Corrective measures may include:

1. Relocation of programs to accessible facilities
2. Offering services in alternative accessible formats or locations
3. Structural modifications to achieve program access
4. Policy updates to ensure nondiscrimination
5. Provision of auxiliary aids and effective communication supports

Because the Borough employs more than 50 individuals, it is required to maintain this ADA Transition Plan identifying necessary modifications and establishing a schedule for implementation. Both the self-evaluation and the Transition Plan will remain publicly available at Borough Hall and online at [www.hightstownborough.com](http://www.hightstownborough.com).

## SECTION 2

### History of ADA Compliance and Transition Planning in the Borough of Hightstown

The Borough of Hightstown recognizes its long-standing obligation to provide accessible programs, services, and facilities in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Although the Borough has historically implemented accessibility improvements within public buildings, parks, and infrastructure projects, no formal ADA Transition Plan had been located in the Borough’s archives or digital records prior to 2025.

#### Background and Current Compliance Framework

In recent years, the Borough has integrated ADA compliance into its capital improvement projects and planning procedures, particularly through its coordination with the Borough Engineer.

Accessibility design standards and barrier removal have been addressed as part of:

- Park improvement projects such as Dawes Park
- Sidewalk, curb ramp, and pedestrian crossing enhancements funded through NJDOT and local capital ordinances.

These efforts, although not previously consolidated in a single plan, reflect the Borough’s commitment to program and facility accessibility consistent with Title II of the ADA (28 C.F.R. §§ 35.105, 35.150).

#### Recent Actions Toward Formal ADA Planning

In 2025, the Borough Administrator and ADA Coordinator began formalizing Hightstown’s first documented ADA Transition Plan. The process includes:

1. Conducting a boroughwide self-evaluation of facilities, programs, and public spaces to identify existing barriers to accessibility;
2. Documenting ADA-related improvements completed or underway, including sidewalk replacements, curb-ramp installations, and accessible park amenities;
3. Establishing a prioritization schedule for remaining improvements based on public use, safety, and funding availability; and
4. Developing procedures for accommodation requests..

## Ongoing and Planned Investments

The Borough continues to integrate ADA improvements into its annual capital and roadway programs. For example:

- Curb-ramp installations are incorporated into every roadway resurfacing or reconstruction project.
- Dawes Park renovations include accessible pathways, benches, and compliant parking spaces.
- The Borough’s website and digital platforms are under review to improve accessibility and align with WCAG (Web Content Accessibility Guidelines) 2.1 Level AA standards for public communication and document posting.

## Designation of ADA Coordinator and Implementation Oversight

To ensure accountability, the Borough has designated Mairead Thompson, Assistant Business Administrator, as ADA Coordinator, serving as the primary point of contact for accessibility requests, complaints, and inter-departmental coordination.

This designation ensures centralized oversight of ADA policy implementation and reporting to the Borough Administrator.

The Hightstown ADA Transition Plan (2025) therefore represents both a formal compliance measure and a forward-looking commitment to accessibility and inclusion for all Borough residents and visitors.

## SECTION 3

### Transition Plan Development and Adoption Process

In August 2025, after confirming that no formal ADA Transition Plan was on record, the Borough Administrator directed the ADA Coordinator to begin developing a comprehensive plan to guide compliance with Title II of the Americans with Disabilities Act.

This marks the Borough's first coordinated effort to assess accessibility barriers, prioritize improvements, and establish a process for ongoing review and accountability. Initial work in late 2025 focused on outlining the plan's framework, identifying key departments, and preparing for public engagement in 2026.

#### Public Review and Adoption Process

The Borough is developing a process for adopting the ADA Transition Plan that will include:

1. **Internal Review:** Draft plan review by the Borough Administrator, ADA Coordinator, Engineer, and Public Works.
2. **Public Comment Period:** Posting the draft on [www.hightstownborough.com](http://www.hightstownborough.com) and at Borough Hall for public input.
3. **Public Hearing:** A scheduled Mayor and Council meeting for community feedback.
4. **Final Adoption:** Review of comments and presentation of the final Plan for adoption by Council resolution.

#### Ongoing Review

Once adopted, the ADA Transition Plan will be available on the Borough's website and in the Borough Clerk's Office. The Plan will be reviewed annually by the ADA Coordinator to document progress, identify new priorities, and recommend updates in coordination with the Mayor and Council.

## SECTION 4

### ADA Coordinator, Accommodation Requests, and Complaint Procedure

#### ACCOMMODATION AND ACCESSIBILITY REQUESTS

The Borough of Hightstown is committed to ensuring that all members of the public; residents, visitors, employees, and program participants have equitable access to Borough services, programs, and activities. The Borough strives to integrate individuals with disabilities into all aspects of civic life to the greatest extent possible, consistent with the intent of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

The Borough will provide reasonable accommodations and modifications to ensure meaningful access to its facilities, meetings, and programs for qualified individuals with disabilities.

Requests for accommodations or accessibility assistance should be submitted at least forty-eight (48) hours in advance of the meeting, event, or program whenever possible. However, the Borough will make every reasonable effort to respond to requests made within a shorter timeframe.

Individuals requiring special accommodations that may not be readily available should contact the Borough's designated ADA Coordinator:

**ADA Coordinator:**

**Mairead Thompson**

Assistant Business Administrator / ADA Coordinator

Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520

mthompson@hightstownborough.com (609) 490-5100 ext 670

#### ROLE AND RESPONSIBILITIES OF THE ADA COORDINATOR

The ADA Coordinator serves as the Borough's central point of contact for all matters related to ADA compliance and accessibility. The Coordinator's responsibilities include:

- Overseeing implementation of the ADA Transition Plan;
- Responding to and documenting all requests for accommodation;
- Coordinating with Borough departments and external agencies to ensure compliance with ADA standards;
- Investigating and resolving complaints alleging disability-based discrimination;
- Maintaining records of all requests, findings, and corrective actions;

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The ADA Coordinator works closely with the Borough Administrator, Borough Engineer, and Department of Public Works to address accessibility issues identified through public feedback or facility inspections.

### **COMPLAINT PROCEDURE**

In accordance with 28 C.F.R. § 35.107(b), the Borough of Hightstown has established a formal procedure for resolving complaints alleging discrimination on the basis of disability in Borough services, programs, or activities.

#### **Step 1: Filing a Complaint**

Complaints should be submitted in writing to the ADA Coordinator within sixty (60) days of the alleged violation. The complaint should include:

- The name, address, and phone number of the complainant;
- A description of the issue or alleged violation; and
- The location, date, and any supporting information relevant to the complaint.

If the complainant requires assistance preparing a written complaint, the ADA Coordinator will provide support or arrange reasonable accommodations for submission.

#### **Step 2: Review and Response**

The ADA Coordinator will investigate the complaint and respond in writing within forty-five (45) days, outlining the findings and any corrective actions taken or proposed.

#### **Step 3: Appeal**

If the complainant is dissatisfied with the ADA Coordinator's decision, they may appeal within thirty (30) days to the Borough Administrator, who will review the findings and issue a final written determination within thirty (30) days of receipt.

This procedure does not preclude individuals from filing complaints with the U.S. Department of Justice, the New Jersey Division on Civil Rights, or any other agency having jurisdiction under federal or state law.

## SECTION 5

### Facilities Compliance Plan

The Facilities Compliance Plan forms the foundation of the Borough of Hightstown’s ADA Transition Plan. Its primary purpose is to document the facility improvements and modifications necessary to provide equitable access to Borough-owned buildings, parks, and public spaces for individuals with disabilities.

Recognizing that not all accessibility improvements can be completed simultaneously without imposing an undue financial or administrative burden, the Borough has established a prioritization schedule in accordance with 28 C.F.R. § 35.150(d)(2)(iii). This schedule reflects both the Borough’s fiscal capacity and its commitment to making meaningful progress toward full compliance.

#### Prioritization Determinations

Prioritization for corrective actions and barrier removal is based on several key factors:

1. Public Use and Service Level – Facilities serving the greatest number of residents or providing essential government services are given priority.
2. Health and Safety Impact – Areas presenting potential safety risks or emergency-access barriers are addressed first.
3. Feasibility and Cost – Projects are scheduled according to available funding and technical feasibility.
4. Integration with Capital Projects – ADA improvements are coordinated with other planned infrastructure, roadway, or park projects to maximize efficiency.

Accordingly, Borough facilities with the highest level of public use such as Borough Hall and community parks will be addressed first as financing and project schedules allow. Improvements will be implemented through a combination of structural modifications, programmatic accommodations, and policy updates to provide adequate access to all residents and visitors.

#### Funding and Implementation

The Borough’s ADA improvements are primarily financed through capital appropriations authorized by bond ordinances adopted annually by the Mayor and Council. Additional funding support is leveraged through:

- New Jersey Department of Transportation (NJDOT) Municipal Aid grants,
- Green Acres and Mercer-at-Play recreation funding,
- Federal ARPA allocations, and
- Targeted legislative and county infrastructure grants.

Since 2024, the Borough has allocated ADA-related funds with the following ongoing capital projects:

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- Dawes Park Improvements – Incorporating ADA-compliant pathways, parking, and playground surfaces as part of the 2026 construction phase.
- Police Substation – Designed and constructed to meet ADA accessibility standards for public entry, restrooms, and service counters.

### **Budgetary Considerations and Long-Term Schedule**

Due to limited municipal resources and state-imposed budget constraints, Hightstown’s ADA facility improvements must be implemented in phased stages over multiple years.

As part of its annual Capital Improvement Program, the Borough will continue to identify and prioritize ADA-related projects. Each year, the ADA Coordinator, Borough Engineer, and Department of Public Works will review project progress and funding availability, updating the schedule of improvements accordingly.

While significant progress has already been made in improving sidewalk accessibility, curb ramps, and park access, updates across all Borough facilities will require continued funding and coordination through 2030 and beyond.

The Borough remains committed to achieving full accessibility within practical and financial constraints while continuing to provide reasonable accommodations to ensure program access during the transition period.

### **Curb Ramp and Pedestrian Access Program**

Curb ramps and accessible crosswalks are a critical component of Hightstown’s accessibility network. In coordination with the NJDOT, Mercer County, and the Borough Engineer, the Borough has integrated ADA curb-ramp compliance into all roadway resurfacing and reconstruction programs.

Curb-ramp installation and upgrades will continue to prioritize:

- Routes adjacent to Borough Hall and downtown business areas;
- Pedestrian connections to Memorial Park, Association Park, and Dawes Park;
- Walkways serving residential neighborhoods and school zones.

These improvements are scheduled to occur as part of the Borough’s annual roadway programs, with documentation of completed locations maintained by the ADA Coordinator and Borough Engineer.

### **Commitment to Continued Compliance**

The Borough of Hightstown recognizes that accessibility is an ongoing obligation, not a one-time effort. The Facilities Compliance Plan will therefore serve as a living document, updated regularly to reflect completed improvements, new priorities, and changes in funding or facility use.

Each year, the ADA Coordinator will prepare an annual summary of ADA improvements for inclusion in the Borough’s capital planning process and will report progress to the Mayor and Council as part of the Transition Plan’s continuous implementation.

## SECTION 6

### Maintenance of Accessible Features

In accordance with 28 C.F.R. § 35.133(a), once accessibility features have been installed, they must be maintained in operable condition to ensure continued use by individuals with disabilities.

This requirement applies to all Borough-owned facilities, parks, and public rights-of-way, including accessible entrances, pathways, restrooms, signage, and parking areas. Proper maintenance ensures that accessibility improvements remain effective and usable over time.

While the ADA regulations recognize that temporary obstructions or isolated mechanical failures may occur during routine maintenance, no accessible feature should be out of service beyond a reasonable period of time. The Borough of Hightstown is committed to addressing accessibility maintenance needs promptly and transparently.

#### Reporting and Maintenance Procedures

Any malfunction, obstruction, or damage affecting an accessible feature should be reported immediately to the Borough's ADA Coordinator, who will notify the Department of Public Works (DPW) for inspection and repair.

Upon receiving notification:

1. The Department of Public Works will inspect the affected area to determine the scope of the problem and identify whether immediate repair or contracted service is required.
2. The ADA Coordinator will track reported issues, monitor progress toward resolution, and ensure that temporary accommodations are provided if full access cannot be restored immediately.
3. If additional funding or contracted services are needed, the DPW Superintendent will coordinate with the Borough Administrator and CFO to include the required work in the next available maintenance or capital appropriation cycle.

During extended repairs, the Borough will provide reasonable alternative access or accommodations to ensure continuity of service for individuals with disabilities.

#### Annual Accessibility Inspections

To ensure ongoing compliance, the ADA Coordinator, in coordination with the DPW and Borough Engineer, will conduct an annual inspection of all Borough-owned facilities and public areas.

A maintenance checklist will be developed and updated each year, identifying deficiencies, needed repairs, and anticipated completion dates. The checklist will serve as a "living punch list" and be maintained on file with the ADA Coordinator.

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Annual ADA inspections will include, but are not limited to, review of the following:

1. **Exterior Pathways and Curb Ramps**
  - Inspect for surface irregularities, cracking, heaving, or obstructions that could impede accessibility.
  - Verify that ramp slopes and transitions remain compliant after repaving or resurfacing.
2. **Accessible Parking Areas**
  - Confirm visible and compliant signage, pavement markings, and properly maintained access aisles.
  - Ensure spaces are kept free of obstructions and properly graded.
3. **Building and Wayfinding Signage**
  - Verify that directional and informational signage remains visible, properly mounted, and directs users to accessible routes and entrances.
4. **Doors, Entrances, and Hardware**
  - Test door pressures to maintain the lowest feasible resistance.
  - Confirm handles, thresholds, and automatic openers are functional.
5. **Elevators, Lifts, and Ramps**
  - Inspect for proper operation, handrail integrity, and compliance with maintenance schedules.
6. **Interior Corridors and Passageways**
  - Ensure that objects do not protrude more than four (4) inches into paths of travel.
  - Verify that floor surfaces remain slip-resistant and level.
7. **Fire and Life Safety Systems**
  - Confirm that audible and visual alarms, pull stations, and emergency egress routes are operational and compliant with the **New Jersey Uniform Fire Code**.
8. **Restrooms and Plumbing Fixtures**
  - Inspect accessible toilets, sinks, urinals, faucets, and drinking fountains to ensure they are fully functional and meet required accessibility standards.
9. **Public Parks and Outdoor Features**
  - Review playground surfacing, benches, picnic areas, and pathway conditions to ensure safe, accessible use throughout the year.

## Documentation and Oversight

The ADA Coordinator will compile all inspection findings into an Annual Accessibility Maintenance Report, documenting:

- The results of the inspections,
- Any corrective actions taken, and
- The status of pending repairs or funding requests.

This report will be reviewed by the Borough Administrator and shared with the Mayor and Council as part of the Borough's annual ADA Transition Plan update.

## **Appendices**

**Appendix A:** ADA Grievance Form

**Appendix B:** Facility Evaluation Checklist

**Appendix C:** Facility Prioritization Table

**Appendix D:** Public Notice of Plan Availability

## Appendix A – ADA Grievance Form

**Borough of Hightstown, New Jersey**

**ADA Grievance / Accommodation Complaint Form**

*(Pursuant to the Americans with Disabilities Act, Title II)*

### Instructions:

This form is to be used to file a complaint or request for accommodation if you believe you have been discriminated against, denied access, or otherwise treated unfairly in violation of the ADA in connection with any Borough of Hightstown program, service, or facility.

Completed forms may be submitted to:

**Mairead Thompson, ADA Coordinator**

156 Bank Street, Hightstown, NJ 08520

Email: [mthompson@hightstownborough.com](mailto:mthompson@hightstownborough.com) | Phone: (609) 490-5100

### 1. Complainant Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, ZIP: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Description of Incident

- Date of occurrence: \_\_\_\_\_
- Location or facility involved: \_\_\_\_\_
- Describe what happened (attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Have you discussed this issue with any Borough staff?

Yes     No

If yes, please provide name(s) and approximate date(s):  
\_\_\_\_\_  
\_\_\_\_\_

### 4. What specific action or resolution are you seeking?

  
\_\_\_\_\_  
\_\_\_\_\_

ADA TRANSITION PLAN DRAFT

**5. Signature and Date**

I certify that the information above is true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**For Borough Use Only**

- Date Received: \_\_\_\_\_
- Received by: \_\_\_\_\_
- Action Taken: \_\_\_\_\_
- Response Sent (Date): \_\_\_\_\_
- Follow-Up Required:  Yes  No

ADA TRANSITION PLAN DRAFT

## Appendix B: Facility Evaluation Checklist

### Borough of Hightstown – ADA Facility Accessibility Review

Use this checklist to assess Borough-owned buildings, parks, and facilities for accessibility compliance.

Category	Item to Review	Meets Standards?	ADA Comments / Required Actions
Exterior Access	Designated accessible parking spaces provided and properly signed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Accessible route from parking to main entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Ramps or curb cuts where grade changes occur	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Entrances	Door handles operable with one hand (no tight grasping or twisting)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Entrance doors provide minimum 32" clear width	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Interior Circulation	Corridors and aisles at least 36" wide	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elevator or lift available if multi-story	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restrooms	At least one accessible restroom per floor or building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Grab bars, sink height, and clear floor space compliant	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signage	Tactile/Braille signage at permanent rooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Directional signage to accessible routes/restrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Communication Access	Assistive listening devices available for meetings if requested	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Website and public documents accessible (WCAG 2.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Outdoor Facilities	Park pathways and play equipment accessible	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Benches, tables, and restrooms ADA compliant	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Access	Audible and visual alarms operational	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Emergency egress routes accessible	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

ADA TRANSITION PLAN DRAFT

## Appendix C: Facility Prioritization Table

### Borough of Hightstown – ADA Transition Implementation Schedule

*(Adapted from ADA Title II guidance and scaled to Borough facilities)*

Facility / Location	Barrier Type	Proposed Action	Priority	Target Year	Responsible Department
Borough Hall (156 Bank St.)	Restroom access, counter height	Modify fixtures and counters to meet ADA; add signage	High	2026	DPW / Clerk / Admin
Public Works Garage	Parking, entry routes	Create marked accessible parking; pave access route	High	2026	DPW
Police Substation (Mercer St.)	New construction	Incorporate ADA standards in all building design	High	2026	Engineering / PD
Dawes Park	Pathways, benches	Install ADA surfacing and benches; ensure accessible route from parking	Medium	2027	DPW
Association Park	Picnic and seating areas	Retrofit picnic areas for wheelchair clearance	Medium	2027	DPW
Memorial Park	Parking and restrooms	Upgrade signage and accessible stall; improve restroom access	Medium	2028	DPW
Sidewalk & Curb Ramps (Borough-wide)	Intersections lacking ADA curb cuts	Add curb ramps with detectable warning surfaces	Ongoing	Annual	Engineering / DPW
Borough Website & Communications	Digital access	Ensure WCAG 2.1 compliance for all PDFs and meeting materials	High	2026	Admin / Clerk
All Borough Facilities	Annual inspections	Maintain accessible features; update as needed	Continuous	Annual	ADA Coordinator / DPW

## Appendix D: Public Notice of ADA Plan Availability

### PUBLIC NOTICE

#### Borough of Hightstown – Americans with Disabilities Act (ADA) Transition Plan

In accordance with the Americans with Disabilities Act (ADA), the Borough of Hightstown has developed a Transition Plan to ensure that its services, programs, and facilities are accessible to all residents and visitors.

The Plan identifies existing barriers to accessibility, prioritizes facility improvements, and outlines a long-term implementation schedule. The Borough welcomes public input on this document and on accessibility issues within the community.

#### Copies of the ADA Transition Plan are available:

- Online at [www.hightstownborough.com](http://www.hightstownborough.com)
- In the Borough Clerk's Office, 156 Bank Street, Hightstown, NJ 08520
- In alternate formats upon request

#### Public comments may be submitted to:

Maread Thompson, ADA Coordinator  
Borough of Hightstown  
[mthompson@hightstownborough.com](mailto:mthompson@hightstownborough.com) | (609) 490-5100

ADA TRANSITION PLAN DRAFT

- Draft of Transition Plan presented to Borough Council: December 1, 2025
- Draft of Transition Plan available to the public December 2, 2025, via [www.hightstownborough.com](http://www.hightstownborough.com) or by contacting Peggy Riggio, Borough Clerk at (609)490-5100 ext. 628 or by email at [priggio@hightstownborough.com](mailto:priggio@hightstownborough.com).
- Hightstown Borough Council will hold a public hearing on the ADA Transition Plan on December 15, 2025, at the Hightstown Borough Council meeting. 6:30 p.m. Hightstown Firehouse Hall, 140 North Main Street, Hightstown.
- Following the Public Hearing, Borough Council may adopt the ADA Transition Plan by resolution.

Borough of Hightstown  
County of Mercer

Resolution 2025-246

**RESOLUTION OF THE BOROUGH OF HIGHTSTOWN FORMALLY  
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)  
TRANSITION PLAN**

**WHEREAS**, the Americans with Disabilities Act (ADA), enacted July 26, 1990, requires state and local governments to ensure that programs, services, and facilities are accessible to individuals with disabilities; and

**WHEREAS**, Title II of the ADA mandates that municipalities employing fifty (50) or more individuals develop and maintain an ADA Transition Plan identifying structural and programmatic modifications necessary to achieve compliance; and

**WHEREAS**, the Borough of Hightstown has prepared its first comprehensive ADA Transition Plan, dated October 15, 2025, which includes a self-evaluation of Borough facilities, programs, and services, identifies barriers to accessibility, and establishes a schedule for corrective actions; and

**WHEREAS**, the draft ADA Transition Plan was presented to the Borough Council on December 1, 2025, made available for public review on December 2, 2025, and a duly noticed public hearing was held on December 15, 2025, to solicit community input; and

**WHEREAS**, the Borough Council finds that adoption of the ADA Transition Plan is necessary to ensure compliance with federal law and to affirm the Borough's commitment to accessibility and inclusion for all residents and visitors/

**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 formally adopts the ADA Transition Plan dated October 15, 2025, as presented and amended if applicable.
2. The ADA Transition Plan shall be maintained as a public document, available on the Borough's website and in the Borough Clerk's Office.
3. The Borough's ADA Coordinator shall oversee implementation of the Plan, conduct annual reviews, and report progress to the Mayor and Council.

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 December 15, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-247

**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 \$1,247,642.34 from the following accounts:

Current	\$1,153,084.63
W/S Operating	46,734.51
General Capital	9,252.00
Water/Sewer Capital	22,202.41
Grant	0.00
Trust	0.00
Unemployment Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Tax Lien Trust	4,333.79
Housing Trust	0.00
Public Defender Trust	2,100.00
Escrow	<u>9,935.00</u>
Total	<u>\$1,247,642.34</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 December 15, 2025

\_\_\_\_\_  
Margaret Riggio, Borough Clerk

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

Vendor #	Name	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl		
ANGEL005	ANGEL RODRIQUEZ											
25-01577	12/09/25	BOOT REIMBURSEMENT										
		1 BOOT REIMBURSEMENT	\$74.98	5-01-26-290-001-032	B	Uniforms		R	12/09/25	12/10/25	11/06/25	N
<b>Vendor Total:</b>		<b>\$74.98</b>										
A0025	AT&T MOBILITY											
25-01556	12/03/25	INV 287298218043X11282025										
		1 FIRE MARSHALL	\$88.16	5-01-25-256-002-094	B	Computer Service,Support & Software		R	12/03/25	12/03/25	X11282025	N
		2 HFD	\$229.44	5-01-25-252-002-029	B	Computer Software/Mntc/Equip		R	12/03/25	12/03/25	X11282025	N
		3 OEM	\$47.67	5-01-25-252-001-199	B	Miscellaneous		R	12/03/25	12/03/25	X11282025	N
		4 DPW	\$189.82	5-01-31-440-001-079	B	Telephone-VERIZON WIRELESS		R	12/03/25	12/03/25	X11282025	N
		5 HPD	\$390.57	5-01-31-440-001-079	B	Telephone-VERIZON WIRELESS		R	12/03/25	12/03/25	X11282025	N
		6 WTP	\$86.11	5-09-55-501-003-545	B	Telephone-W/S-VERIZON		R	12/03/25	12/03/25	X11282025	N
		7 AWWTP	\$38.52	5-09-55-501-003-545	B	Telephone-W/S-VERIZON		R	12/03/25	12/03/25	X11282025	N
		<b>\$1,070.29</b>										
<b>Vendor Total:</b>		<b>\$1,070.29</b>										
B0055	B & H CONTRACTING, INC											
25-00797	06/16/25	WTP EMERGENCY FILTER REPLACE										
		4 WTP EMERGENCY FILTER REPLACE	\$11,876.71	C-08-55-981-025-541	B	ORD 2025-04 REP OF FILTERS - WTIR			09/09/25	12/03/25	FINAL	N
<b>Vendor Total:</b>		<b>\$11,876.71</b>										
BOWMA005	BOWMAN & COMPANY LLP											
25-01564	12/04/25	CONTINUING DISCLOSURE REPORT										
		1 CONTINUING DISCLOSURE REPOR	\$1,750.00	5-01-20-130-001-031	B	PROF SERVICES		R	12/04/25	12/08/25	127848	N
		2 CONTINUING DISCLOSURE REPOR	\$332.50	5-09-55-501-001-549	B	Miscellaneous		R	12/04/25	12/08/25	127848	N
		3 CONTINUING DISCLOSURE REPOR	\$1,417.50	5-09-55-501-002-546	B	Admin Fee - AWWTP - (Loan)		R	12/04/25	12/08/25	127848	N
		<b>\$3,500.00</b>										
25-01565	12/04/25	FINAL 2024 AUDIT BILLING										
		1 FINAL 2024 AUDIT BILLING	\$950.00	5-01-33-195-001-028	B	Audit Services		R	12/04/25	12/08/25	128637	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							
BOWMA005	BOWMAN & COMPANY LLP	<i>Account Continued</i>									
2	FINAL 2024 AUDIT BILLING	\$5,401.00	5-01-20-135-001-028	B	Audit Services	R	12/04/25	12/08/25		128637	N
3	FINAL 2024 AUDIT BILLING	\$1,026.00	5-09-55-501-001-501	B	Audit Services	R	12/04/25	12/08/25		128637	N
4	FINAL 2024 AUDIT BILLING	\$4,375.00	5-09-55-501-002-501	B	Audit Services	R	12/04/25	12/08/25		128637	N
		<b>\$11,752.00</b>									
<b>Vendor Total:</b>		<b>\$15,252.00</b>									
BUCKM005	BUCK MINING & MATERIAL INC										
25-01534	12/02/25	SEPT/OCT 2025 YARD WASTE									
1	SEPTEMBER 2025 YARD WASTE	\$247.50	5-01-26-311-001-168	B	Yardwaste	R	12/02/25	12/05/25		1419	N
2	OCTOBER 2025 YARD WASTE	\$123.75	5-01-26-311-001-168	B	Yardwaste	R	12/02/25	12/05/25		1423	N
		<b>\$371.25</b>									
<b>Vendor Total:</b>		<b>\$371.25</b>									
CGPH0005	CGP&H										
25-01624	12/10/25	Billing through 11/30/25									
1	Monthly Flat Fee November 2025	\$100.00	5-01-21-180-001-108	B	COAH Planning	R	12/10/25	12/10/25		55444	N
2	Revie, research & update AHMS	\$214.50	5-01-21-180-001-108	B	COAH Planning	R	12/10/25	12/10/25		55444	N
		<b>\$314.50</b>									
<b>Vendor Total:</b>		<b>\$314.50</b>									
CIVIC005	CIVICPLUS, LLC										
25-01518	11/26/25	SOCIAL MEDIA ARCHIVE 25/26									
1	SOCIAL MEDIA ARCHIVING	\$2,388.00	5-01-20-140-001-060	B	Internet Services and Web Services	R	11/26/25	12/03/25		350927	N
		<b>\$2,388.00</b>									
<b>Vendor Total:</b>		<b>\$2,388.00</b>									
COMCA005	COMCAST BUSINESS										
25-01605	12/09/25	ACCT 6659 & 4100 12/1 & 12/8									
1	ACCT 6659 12/1/25 156 BANK ST	\$329.70	5-01-20-140-001-060	B	Internet Services and Web Services	R	12/09/25	12/10/25		6659-12012025	N
2	ACCT 4100 12/8/25 413 MERCER	\$175.35	5-01-20-140-001-060	B	Internet Services and Web Services	R	12/09/25	12/10/25		4100-12082025	N
		<b>\$505.05</b>									
<b>Vendor Total:</b>		<b>\$505.05</b>									
COREL005	CORELOGIC TAX SERVICES										
25-01566	12/04/25	REFUND TAX OVERPAYMENTS									
1	REFUND TAX 7 POWELL COURT	\$2,039.19	5-01-55-001-000-005	B	TAX REFUNDS/OVERPAYMENT	R	12/04/25	12/05/25		RES 2025-239	N
2	REFUND TAX 156 SECOND AVE	\$2,754.53	5-01-55-001-000-005	B	TAX REFUNDS/OVERPAYMENT	R	12/04/25	12/05/25		RES 2025-240	N

Vendor #	Name	Description		Contract	PO Type	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type	Stat/Chk					
Item Description										
COREL005	CORELOGIC TAX SERVICES	<i>Account Continued</i>								
		<b>\$4,793.72</b>								
	<b>Vendor Total:</b>	<b>\$4,793.72</b>								
COUNT015	COUNTY OF MONMOUTH	-								
25-01595	12/09/25	OCTOBER 2025 SERVICES								
1 INV 25001310-OCT 2025 SERVICE		\$50.00	5-01-26-305-001-199	B	Miscellaneous	R	12/09/25	12/10/25	25001310	N
2 INV 25001310-ADMIN FEE		\$21.50	5-01-26-305-001-199	B	Miscellaneous	R	12/09/25	12/10/25	25001310	N
		<b>\$71.50</b>								
	<b>Vendor Total:</b>	<b>\$71.50</b>								
G1077	COYNE CHEMICAL									
25-00129	01/31/25	RES 2024-189 LIMEHI-CALC AWWTP								
10 LIME HI-CALC HYDRATED CARMEL		\$1,905.50	5-09-55-501-002-553	B	Calcium Hydroxide (Lime)	R	03/28/25	12/05/25	466483	N
	<b>Vendor Total:</b>	<b>\$1,905.50</b>								
C0087	CUSTOM BANDAG, INC									
25-01330	10/09/25	HPD VEHICLE MAINTENANCE								
1 HPD VEHICLE MAINTENANCE		\$885.80	5-01-25-240-001-131	B	VH MAINT-POLICE	R	10/09/25	12/05/25	80262049	N
2 HPD VEHICLE MAINTENANCE		\$528.00	5-01-25-240-001-131	B	VH MAINT-POLICE	R	10/09/25	12/05/25	80262049	N
3 HPD VEHICLE MAINTENANCE		\$1,500.00	5-01-25-240-001-131	B	VH MAINT-POLICE	R	10/09/25	12/05/25	80262049	N
		<b>\$2,913.80</b>								
25-01548	12/02/25	SERVICE AND TIRE REPAIR TRK 10								
1 SERVICE AND TIRE REPAIR TRK 10		\$613.25	5-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	12/02/25	12/05/25	80261335	N
25-01600	12/09/25	TIRE REPLACEMENT/REPAIR								
1 INV 80262174-TRK 10A FLAT		\$56.00	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/09/25	12/10/25	80262174	N
2 INV 80262081-TRK 10 TIRE		\$666.28	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/09/25	12/10/25	80262081	N
3 INV 80261746- FLAG CART TIRE		\$303.20	5-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	12/09/25	12/10/25	80261746	N
		<b>\$1,025.48</b>								
	<b>Vendor Total:</b>	<b>\$4,552.53</b>								
DEBLO005	DEBLOCK ENVIRONMENTAL SVCS,LLC									
25-00217	02/14/25	BACK UP OPERATOR FOR AWWTP								
12 NOVEMBER 2025		\$500.00	5-09-55-501-002-528	B	Outside Consulting Services (B	R	09/02/25	12/03/25	00013814	N
	<b>Vendor Total:</b>	<b>\$500.00</b>								
E0577	EAST WINDSOR REGIONAL SCHOOL									

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							
E0577	EAST WINDSOR REGIONAL SCHOOL		Account Continued									
25-01023	07/31/25	HB SCHOOL TAX LEVY 2025			B							
7 HB GENERAL FUND	12/15/25	\$954,089.00	5-01-55-001-000-001	B	School Tax Payable	R		08/06/25	12/10/25		12/15/25	N
<b>Vendor Total:</b>		<b>\$954,089.00</b>										
B0966	ERB'S GARAGE INC											
25-01588	12/09/25	REPAIRS TO MACK TRK										
1 INV 19345-REPAIRS TO MACK TRK		\$1,505.00	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R		12/09/25	12/10/25		19345	N
2 INV 19353-REPAIRS TO MACK TRK		\$130.00	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R		12/09/25	12/10/25		19353	N
		<b>\$1,635.00</b>										
<b>Vendor Total:</b>		<b>\$1,635.00</b>										
Q0176	EUROFINS QC, LLC											
25-01535	12/02/25	WATER ANALYSIS										
1 INV 6300084681-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R		12/02/25	12/05/25		6300084681	N
2 INV 6300084710-WATER ANALYSIS		\$207.00	5-09-55-501-001-532	B	Outside Testing/Labs	R		12/02/25	12/05/25		6300084710	N
		<b>\$454.50</b>										
25-01539	12/02/25	LAB TESTING										
1 LAB TESTING		\$170.00	5-09-55-501-002-532	B	Outside Lab Testing	R		12/02/25	12/05/25		460185325	N
25-01584	12/09/25	WATER ANALYSIS										
1 INV 6300085242-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R		12/09/25	12/10/25		6300085242	N
2 INV 6300085615-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R		12/09/25	12/10/25		6300085615	N
		<b>\$495.00</b>										
25-01622	12/09/25	WATER ANALYSIS										
1 INV 6300085703-WATER ANALYSIS		\$103.50	5-09-55-501-001-532	B	Outside Testing/Labs	R		12/09/25	12/10/25		6300085703	N
<b>Vendor Total:</b>		<b>\$1,223.00</b>										
FIRST020	FIRST DUE											
25-01525	11/26/25	FEDERAL REPORTING SOFTWARE										
1 FEDERAL REPORTING SOFTWARE		\$7,607.25	5-01-25-252-002-054	B	Computer Equipment/Maint.	R		11/26/25	12/03/25		6991	N
<b>Vendor Total:</b>		<b>\$7,607.25</b>										
G0175	GEORGE'S GARAGE & TOWING, INC.											
25-01618	12/09/25	TOW FOR DIVE TEAM INV 69114										
1 TOW FOR DIVE TEAM INV 69114		\$350.00	5-01-25-252-002-173	B	Fire Dept Dive Team	R		12/09/25	12/10/25		69114	N
<b>Vendor Total:</b>		<b>\$350.00</b>										

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
<b>G0001 GPANJ</b>											
25-01517	11/26/25			GPANJ WINTER MEETING							
1 HOLIDAY INSTALLATION DINNER		\$70.00	5-01-20-120-001-041	B Conferences & Meetings		R	11/26/25	12/03/25			N
<b>Vendor Total:</b>		<b>\$70.00</b>									
<b>G0185 GRAINGER, INC.</b>											
25-01500	11/24/25			POWER RELAY-UV MASTER PANEL							
1 OPEN POWER RELAY		\$162.08	5-09-55-501-002-503	B Sewer Plant Maintenance		R	11/24/25	12/03/25		9715845948	N
<b>Vendor Total:</b>		<b>\$162.08</b>									
<b>G0095 GROWING CONCERN, INC.</b>											
25-00740	05/30/25			TREES PRUNE STREET CANOPY							
1 TREES PRUNE STREET TREE CANC		\$2,250.00	5-01-27-335-001-135	B Shade Tree Program		R	05/30/25	12/03/25		0172150-IN	N
<b>Vendor Total:</b>		<b>\$2,250.00</b>									
<b>H0026 HALDEMAN FORD OF HIGHTSTOWN</b>											
25-01417	10/27/25			2014 FORD TRUCK RADIATOR							
1 2014 FORD TRUCK RADIATOR LABC		\$1,299.68	5-01-25-252-002-121	B Preventive Maintenance		R	10/27/25	12/05/25		172936	N
2 RADIATOR		\$480.92	5-01-25-252-002-121	B Preventive Maintenance		R	10/27/25	12/05/25		172936	N
3 ANTIFREEZE		\$32.00	5-01-25-252-002-121	B Preventive Maintenance		R	10/27/25	12/05/25		172936	N
4 FAULTED A/C PRESSURE LABOR		\$99.97	5-01-25-252-002-121	B Preventive Maintenance		R	10/27/25	12/05/25		172936	N
5 FILL VALVE		\$7.27	5-01-25-252-002-121	B Preventive Maintenance		R	10/27/25	12/05/25		172936	N
6 PRESSURE SWITCH		\$107.56	5-01-25-252-002-121	B Preventive Maintenance		R	10/27/25	12/05/25		172936	N
7 COUPON		0.01	5-01-25-252-002-121	B Preventive Maintenance		R	12/05/25	12/05/25		172936	N
		<b>\$2,027.39</b>									
<b>Vendor Total:</b>		<b>\$2,027.39</b>									
<b>H1100 HOME DEPOT CREDIT SERVICES</b>											
25-01615	12/09/25			NOV 2025 INVOICES							
1 INV 8049362-FEBREEZE,		\$42.85	5-01-26-310-001-024	B Building Maintenance		R	12/09/25	12/10/25		8049362	N
2 INV 8049301-HUSKY TRIPOD LIGHT		\$24.88	5-01-26-310-001-024	B Building Maintenance		R	12/09/25	12/10/25		8049301	N
3 INV 9049262-GREAT STUFF		\$8.96	5-01-26-310-001-024	B Building Maintenance		R	12/09/25	12/10/25		9049262	N
4 INV 5048561-ECS 60W CLR 4PK,		\$294.96	5-01-26-310-001-024	B Building Maintenance		R	12/09/25	12/10/25		5048561	N
5 INV 0020754-HITCH PIN		\$8.98	5-01-25-240-001-131	B VH MAINT-POLICE		R	12/09/25	12/10/25		0020754	N
6 INV 0047933-CLR VINYL TUBE,		\$46.48	5-09-55-501-002-503	B Sewer Plant Maintenance		R	12/09/25	12/10/25		0047933	N
7 INV 3040113-PVC SHEET, TEE NUT		\$69.39	5-01-28-369-001-139	B Mower Repairs		R	12/09/25	12/10/25		3040113	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							
H1100	HOME DEPOT CREDIT SERVICES	Account Continued									
8 INV 6525347-DYNAFLEX		\$7.28	5-01-26-290-001-127	B Street Repair & Maintenance	R		12/09/25	12/10/25		6525347	N
9 INV 7511083-WHT NYLON OUTLET		\$35.96	5-01-26-290-001-203	B Light Poles and Repair	R		12/09/25	12/10/25		7511083	N
10 INV 8512190-SEASONS KINDLING,		\$24.41	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		8512190	N
11 INV 4624774-16X50 WIRE,		\$39.14	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		4624774	N
12 INV 4048635-CORNER BRACE,		\$33.52	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		4048635	N
13 INV 0523048-NM CVR KIT,		\$221.45	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		0523048	N
14 INV 1522793-FLAT PLATE,		\$27.44	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		1522793	N
15 INV 1522885-POST BASE,		\$115.32	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		1522885	N
16 INV 4048641-5/8X8 DRILL BIT		\$17.77	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		4048641	N
17 INV 3048755-POST BASE, BIT HLD		\$198.89	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		3048755	N
18 INV 3048731-2" SCREW, 40W CLR,		\$52.40	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		3048731	N
19 INV 3184708 CREDIT-40W CLR		11.98-	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		3184708	N
20 INV 3524173-HUB ADAPTER,		\$47.78	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		3524173	N
21 INV 3524173-SOFTSOAP REFILL		\$13.96	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		3524173	N
22 INV 5523791-PATCHET STRAP,		\$119.74	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		5523791	N
23 INV 4048623-40W GRN, CORD PRO		\$340.80	5-01-26-310-001-199	B Miscellaneous	R		12/09/25	12/10/25		4048623	N
25 INV OAC-000000014 CREDIT-OVER		122.94-	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		CR4044718	N
		<b>\$1,657.44</b>									
25-01616	12/09/25	DECEMBER 2025 INVOICES									
1 INV 2512868-PVC FLANGE,		\$55.85	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2512868	N
2 INV 2203169 CREDIT-SUUPPLY LINE		147.75-	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2203169	N
3 INV 2521525-WHITE VANITY COMBO		\$652.48	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2521525	N
4 INV 3521404-CLEAR SEALANT,		\$22.26	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		3521404	N
5 INV 3044885-GORILLA GLUE,		\$14.69	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		3044885	N
6 INV 5040965-SOFTSOAP REFILL,		\$27.28	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		5040965	N
7 INV 2084582-PVC SHEET		\$39.98	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2084582	N
8 INV 2180739 CREDIT-WM366 PRMD		36.48-	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2180739	N
9 INV 2084578-WM366PRMD,		\$379.83	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2084578	N
10 INV 2041341-WM623 BASE		\$47.04	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2041341	N
11 INV 2193008 CREDIT-P-TRAP,		334.38-	5-01-26-310-001-024	B Building Maintenance	R		12/09/25	12/10/25		2193008	N
		<b>\$720.80</b>									
<b>Vendor Total:</b>		<b>\$2,378.24</b>									
IDEXX005	IDEXX DISTRIBUTION, INC.										
25-01541	12/02/25	LAB MATERIALS									

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											
<b>IDEXX005</b>	<b>IDEXX DISTRIBUTION, INC.</b>	<i>Account Continued</i>									
1 MATERIAL # 98-09221-00		\$251.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25		3189736136	N
2 MATERIAL # 98-21675-00		\$385.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25		3189736136	N
3 MATERIAL # 98-27164-00		\$1,266.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25		3189736136	N
4 FREIGHT		\$110.71	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25		3189736136	N
		<b>\$2,012.71</b>									
	<b>Vendor Total:</b>	<b>\$2,012.71</b>									
<b>I0682</b>	<b>INSTITUTE FOR PROFESSIONAL DEV</b>										
25-01582	12/09/25		CEU WEBINARS								
1 LEGISLATIVE UPDATE WEBINAR		\$50.00	5-01-20-145-001-042	B	Education & Training	R	12/09/25	12/09/25		121025	N
2 YEAR END REVIEW WEBINAR		\$50.00	5-01-20-145-001-042	B	Education & Training	R	12/09/25	12/09/25		121725	N
		<b>\$100.00</b>									
	<b>Vendor Total:</b>	<b>\$100.00</b>									
<b>INTER015</b>	<b>INTERSTATE WASTE SERV OF NJ</b>										
25-00001	01/06/25		MUNICIPAL RECYCLING 2025			B					
13 MUNICIPAL SVC RECYCLING DEC ;		\$13,115.08	5-01-26-311-001-029	B	Recycling Contract co-mingle-paper/cdlR		10/07/25	12/03/25		11608663	N
		<b>\$13,115.08</b>									
	<b>Vendor Total:</b>	<b>\$13,115.08</b>									
<b>J1067</b>	<b>J. VINCH &amp; SONS, INC.</b>										
25-01482	11/17/25		DUMPSTER RENTAL								
1 DUMPSTER RENTAL TO CLEAN		\$250.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/17/25	12/03/25		29363	N
2 DISPOSAL PER TON		\$341.55	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/17/25	12/03/25		29363	N
		<b>\$591.55</b>									
	<b>Vendor Total:</b>	<b>\$591.55</b>									
<b>J0010</b>	<b>JAMMER DOORS</b>										
25-01531	12/02/25		REPAIR TO GARAGE DOOR DPW								
1 INV 55555-LABOR AND MATERIALS		\$338.00	5-01-26-310-001-024	B	Building Maintenance	R	12/02/25	12/10/25		55555	N
		<b>\$338.00</b>									
	<b>Vendor Total:</b>	<b>\$338.00</b>									
<b>J0257</b>	<b>JCP&amp;L</b>										
25-01570	12/08/25		MASTER 364 10/3/25-11/5/25								
1 100 008 438 283 MAIN&STOCKTON		\$40.60	5-01-31-430-001-071	B	Electric-Borough Hall	R	12/08/25	12/08/25		95109965479	N
2 100 008 482 018 RT 33 &		\$37.27	5-01-31-430-001-071	B	Electric-Borough Hall	R	12/08/25	12/08/25		95109965479	N
3 100 010 898 904 FRANKLIN ST &		\$46.24	5-01-31-430-001-071	B	Electric-Borough Hall	R	12/08/25	12/08/25		95109965479	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							
J0257	JCP&L	<i>Account Continued</i>									
4 100 012 529 457	BOROHALL EQUIP	\$35.09	5-09-55-501-002-504	B Electricity	R	12/08/25	12/08/25			95109965479	N
		<b>\$159.20</b>									
25-01573	12/08/25	ACCT 122 11/12 VARIOUS 12/8/25									
1 100 068 401 122	10/9-11/10/25	\$27.10	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95488566898	N
2 100 100 104 247	11/4-12/2/25	\$14.23	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95960181237	N
3 100 029 000 310	11/4-12/2/25	\$596.15	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95960181232	N
4 100 131 110 379	11/4-12/2/25	\$13.45	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95960181238	N
5 100 051 508 677	11/4-12/2/25	\$114.94	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95960181233	N
6 100 079 096 689	11/4-12/2/25	\$4.65	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95960181235	N
7 100 051 508 750	11/4-12/2/25	\$175.44	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95960181234	N
8 100 072 968 868	11/4-12/2/25	\$43.89	5-01-31-430-001-071	B Electric-Borough Hall	R	12/08/25	12/08/25			95428665809	N
		<b>\$989.85</b>									
25-01576	12/08/25	MASTER 315 8/1/25-11/4/25									
1 100 012 445 746	9/30/25REVERSE	35,066.20-	5-09-55-501-001-504	B Electricity	R	12/08/25	12/09/25			95109884010	N
2 100 008 482 778	8/1-9/2/25	\$29.89	5-09-55-501-002-504	B Electricity	R	12/08/25	12/09/25			95109884010	N
3 100 009 294 701	8/2-9/3/25	\$147.36	5-09-55-501-001-504	B Electricity	R	12/08/25	12/09/25			95109884010	N
4 100 012 445 746	2/4-8/4/25	\$11,459.47	5-09-55-501-001-504	B Electricity	R	12/08/25	12/09/25			95109884010	N
5 100 012 529 309	8/5-9/3/25	\$9,790.27	5-09-55-501-002-504	B Electricity	R	12/08/25	12/09/25			95109884010	N
6 100 009 294 701	10/31/25REVERS	1,367.08-	5-09-55-501-001-504	B Electricity	R	12/08/25	12/09/25			95109929274	N
7 100 008 482 778	9/3-10/1/25	\$27.43	5-09-55-501-002-504	B Electricity	R	12/08/25	12/09/25			95109929274	N
8 100 009 294 701	1/4-10/2/25	\$245.34	5-09-55-501-001-504	B Electricity	R	12/08/25	12/09/25			95109929274	N
9 100 012 529 309	9/4-10/2/25	\$8,501.71	5-09-55-501-002-504	B Electricity	R	12/08/25	12/09/25			95109929274	N
10 100 008 482 778	10/2-11/3/25	\$29.26	5-09-55-501-002-504	B Electricity	R	12/08/25	12/09/25			95109971985	N
11 100 009 294 701	1/4-10/2/25	\$28.63	5-09-55-501-001-504	B Electricity	R	12/08/25	12/09/25			95109971985	N
12 100 012 529 309	9/4-10/2/25	\$9,225.16	5-09-55-501-002-504	B Electricity	R	12/08/25	12/09/25			95109971985	N
		<b>\$3,051.24</b>									
<b>Vendor Total:</b>		<b>\$4,200.29</b>									
J0258	JCP&L (STREET LIGHTING)										
25-01571	12/08/25	ACCT 724 & 765 10/21-11/19/25									
1 100 011 415 724	10/21-11/19/25	\$471.76	5-01-31-435-001-075	B Street Lighting	R	12/08/25	12/08/25			95856186978	N
2 100 011 415 765	01/21-11/19/25	\$2,213.98	5-01-31-435-001-075	B Street Lighting	R	12/08/25	12/08/25			95856186979	N
		<b>\$2,685.74</b>									
25-01572	12/08/25	ACCT 041 & 240 11/4-12/2/2025									

Vendor #	Name			Contract	PO Type			Invoice	1099	Excl	
P.O. #	PO Date	Description	Amount	Charge Account	Acct Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date		
Item Description											
J0258	JCP&L (STREET LIGHTING)			Account Continued							
1 100 086 395 041 11/4-12/2/2025		\$23.26	5-01-31-435-001-075	B	Street Lighting	R	12/08/25	12/08/25		95428665810 N	
2 100 081 608 240 11/4-12/2/2025		\$70.52	5-09-55-501-001-504	B	Electricity	R	12/08/25	12/08/25		95960181236 N	
		<b>\$93.78</b>									
<b>Vendor Total:</b>		<b>\$2,779.52</b>									
JERSE015	JERSEY AUTO SUPPLY INC.										
25-01602	12/09/25	NOVEMBER 2025 INVOICES									
1 INV 319426-OVAL TRN AMB,		\$153.87	5-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	12/09/25	12/10/25		319426 N	
2 INV 320204-TRANS FLUID QT		\$9.54	5-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	12/09/25	12/10/25		320204 N	
		<b>\$163.41</b>									
<b>Vendor Total:</b>		<b>\$163.41</b>									
J0069	JERSEY ELEVATOR LLC										
25-01601	12/09/25	DEC 2025 MAINTENANCE/ANNUAL									
1 DEC 2025 MONTHLY MAINTENANCE		\$210.07	5-01-26-310-001-029	B	Maintenance Contracts	R	12/09/25	12/10/25		INV-443209-W1G3 N	
2 ANNUAL PRESSURE TEST-2025		\$926.00	5-01-26-310-001-029	B	Maintenance Contracts	R	12/09/25	12/10/25		INV-449515-N7H5 N	
		<b>\$1,136.07</b>									
<b>Vendor Total:</b>		<b>\$1,136.07</b>									
JPMON005	JPMONZO MUNICIPAL CONSULTING										
25-01593	12/09/25	WEBINAR "HOW TO SURVIVE DLGS									
1 WEBINAR "HOW TO SURVIVE DLGS		\$50.00	5-01-20-130-001-042	B	Education & Training	R	12/09/25	12/09/25		11/6/25 N	
		<b>\$50.00</b>									
<b>Vendor Total:</b>		<b>\$50.00</b>									
J0378	KENNCO LLC										
25-01586	12/09/25	NOV 2025 CYLINDER RENTAL									
1 INV R33026-NOV 2025 CYLINDER		\$36.00	5-01-26-290-001-050	B	DPW Work Equipment	R	12/09/25	12/10/25		R33026 N	
		<b>\$36.00</b>									
<b>Vendor Total:</b>		<b>\$36.00</b>									
M1076	MCMANIMON, SCOTLAND & BAUMANN										
25-01626	12/10/25	Prof Service through 10/31/25									
1 Conferences		\$225.00	2022-06	P	480 MERCER STREET WAREHOUSER		12/10/25	12/10/25		251140 N	
		<b>\$225.00</b>									
<b>Vendor Total:</b>		<b>\$225.00</b>									
M0180	MCMMASTER-CARR										
25-01501	11/24/25	WIND SOCKS LOW VELOCITY									
1 WINDSOCK LOW VELOCITY ORANG		\$79.12	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/24/25	12/03/25		55682947 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							
M0180	MCMMASTER-CARR	<i>Account Continued</i>									
2 SHIPPING		\$9.23	5-09-55-501-002-503	B Sewer Plant Maintenance		R	11/24/25	12/03/25		55682947	N
		<b>\$88.35</b>									
25-01502	11/24/25	DRUM PLUG WRENCH									
1 NONSPARKING ALUMINUM DRUM P		\$59.20	5-09-55-501-002-503	B Sewer Plant Maintenance		R	11/24/25	12/03/25		55596592	N
2 SHIPPING		\$9.23	5-09-55-501-002-503	B Sewer Plant Maintenance		R	11/24/25	12/03/25		55596592	N
		<b>\$68.43</b>									
25-01585	12/09/25	NOV/DEC 2025 INVOICES									
1 INV 56223120-EXT RETAINING RNG		\$27.57	5-01-26-310-001-050	B DPW Work Equipment		R	12/09/25	12/10/25		56223120	N
2 INV 56274460-REMOTE DISCHARGE		\$138.72	5-09-55-501-001-503	B Water Plant Maintenance		R	12/09/25	12/10/25		56274460	N
3 INV 55116879-SHALLOW INSTALL		\$9.78	5-01-26-290-001-199	B Miscellaneous		R	12/09/25	12/10/25		55116879	N
4 INV 55306613-SCREW-IN HOOK,		\$47.23	5-01-26-290-001-199	B Miscellaneous		R	12/09/25	12/10/25		55306613	N
5 INV 55580517-SHALLOW IN-STALL		\$33.05	5-01-26-290-001-199	B Miscellaneous		R	12/09/25	12/10/25		55580517	N
6 INV 55688704-EXT RETAINING		\$20.89	5-01-26-310-001-050	B DPW Work Equipment		R	12/09/25	12/10/25		55688704	N
		<b>\$277.24</b>									
<b>Vendor Total:</b>		<b>\$434.02</b>									
M0256	MERCER CO IMPROVEMENT AUTH										
25-01590	12/09/25	NOVEMBER 2025 TIPPING									
1 NOVEMBER 2025 TIPPING		\$14,889.66	5-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA		R	12/09/25	12/10/25		NOV 2025	N
2 NOVEMBER 2025 RECYCLING TAX		\$338.40	5-01-43-496-001-174	B Recycling Tax		R	12/09/25	12/10/25		NOV 2025	N
		<b>\$15,228.06</b>									
<b>Vendor Total:</b>		<b>\$15,228.06</b>									
M0271	MERCER COUNTY S.C.D.										
25-01574	12/08/25	IMPROVEMENTS TO SUMMIT STREET									
1 IMPROVEMENTS TO SUMMIT STREET		\$1,085.00	C-04-55-902-010-447	B 2024-04 SUMMIT ST IMP SECTION 2R			12/08/25	12/08/25		H1806	N
<b>Vendor Total:</b>		<b>\$1,085.00</b>									
M0127	MONMOUTH COUNTY										
25-01596	12/09/25	NOV 2025 ROOSEVELT TIPPING									
1 NOV 2025 ROOSEVELT TIPPING		\$2,169.23	5-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees		R	12/09/25	12/10/25		NOV 2025	N
<b>Vendor Total:</b>		<b>\$2,169.23</b>									
MPPEN005	MPP ENGINEERS LLC										
25-01607	12/09/25	ASSESSMENT REVIEW 230 MERCER									
1 ASSESSMENT REVIEW 230 MERCEP		\$2,750.00	C-04-55-999-905-100	B FEMA AND INSURANCE BUILDING RR			12/09/25	12/10/25		21141	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											
MPPEN005	MPP ENGINEERS LLC	<i>Account Continued</i>									
<b>Vendor Total:</b>		<b>\$2,750.00</b>									
M0143	MSM SERVICE CO.										
25-01134	08/25/25	HPD FIRST AID SUPPLIES									
1 HPD FIRST AID SUPPLIES		\$130.21	5-01-25-240-001-116	B	Traffic Bureau	R	08/25/25	12/03/25		D3453	N
<b>Vendor Total:</b>		<b>\$130.21</b>									
NJADV005	NJ Advance Media										
25-01520	11/26/25	NOTICE TO BIDDERS AWWTP									
1 NOTICE TO BIDDERS		\$123.08	5-09-55-501-002-510	B	Advertisements	R	11/26/25	12/03/25		0011034290	N
25-01521	11/26/25	PLANNING BOARD MEETING									
1 PLANNING BOARD MEETING		\$67.16	5-01-21-180-001-021	B	Advertisements	R	11/26/25	12/03/25		0011034136	N
<b>Vendor Total:</b>		<b>\$190.24</b>									
N0275	NJ LEAGUE OF MUNICIPALITIES										
25-01478	11/10/25	AD-2026 PROFESSIONAL SERVICES									
1 AD-2026 PROFESSIONAL SERVICES		\$160.00	5-01-20-120-001-021	B	Advertisements	R	11/10/25	12/03/25			N
<b>Vendor Total:</b>		<b>\$160.00</b>									
M1131	NJ MOTOR VEHICLE COMMISSION										
25-01516	11/26/25	ANNUAL ADMIN FEE 2026									
1 ANNUAL ADMIN FEE 2026		\$150.00	5-01-20-120-001-199	B	Miscellaneous	R	11/26/25	12/03/25		A/C OL021760	N
<b>Vendor Total:</b>		<b>\$150.00</b>									
N0170	NORCIA CORP.										
25-01533	12/02/25	TROUBLESHOOT SYSTEM TRK GT1									
1 INV 86332-TRK #GT1		\$250.00	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	12/02/25	12/05/25		86332	N
<b>Vendor Total:</b>		<b>\$250.00</b>									
O0050	ONE CALL CONCEPT INC										
25-01587	12/09/25	NOV 2025 ONE CALL MSGS									
1 NOV 2025 ONE CALL MSGS		\$69.00	5-09-55-501-001-535	B	Hydrants and Line Repair	R	12/09/25	12/10/25		5115087	N
<b>Vendor Total:</b>		<b>\$69.00</b>									
P0557	PACKET MEDIA, LLC										
25-01519	11/26/25	PLANNING BOARD 10.10.2025									
1 PLANNING BOARD MEETING		\$11.11	5-01-21-180-001-021	B	Advertisements	R	11/26/25	12/03/25		IN65484	N
<b>Vendor Total:</b>		<b>\$11.11</b>									

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											
P0557	PACKET MEDIA, LLC	Account Continued									
P0088	PARKER MCCAY, P.A.										
25-01429	10/29/25	Billing through 9/30/25									
1 Review & prep application		\$120.00	2025-03	P	125 Oak Ln- Use Variance	R	10/29/25	11/06/25		3203654	N
25-01627	12/10/25	Billing through 10/31/25									
1 Attend mtg,rev,research&corres		\$793.60	5-01-21-180-001-107	B	Planning Board - Attorney	R	12/10/25	12/10/25		3204732	N
2 Review App & Prep for hearing		\$160.00	2025-04	P	Peddie Football Field & Track	R	12/10/25	12/10/25		3204735	N
		<b>\$953.60</b>									
<b>Vendor Total:</b>		<b>\$1,073.60</b>									
PHOEN010	PHOENIX ADVISORS										
25-01563	12/04/25	CONTINUING DISCLOSURE/RATING									
1 CONTINUING DISCLOSURE/RATING		\$800.00	5-01-20-130-001-031	B	PROF SERVICES	R	12/04/25	12/08/25		17751	N
2 CONTINUING DISCLOSURE/RATING		\$152.00	5-09-55-501-001-549	B	Miscellaneous	R	12/04/25	12/08/25		17751	N
3 CONTINUING DISCLOSURE/RATING		\$648.00	5-09-55-501-002-546	B	Admin Fee - AWWTP - (Loan)	R	12/04/25	12/08/25		17751	N
4 CONTINUING DISCLOSURE/RATING		\$250.00	5-09-55-501-001-549	B	Miscellaneous	R	12/04/25	12/08/25		17751	N
		<b>\$1,850.00</b>									
<b>Vendor Total:</b>		<b>\$1,850.00</b>									
PROCA005	PRO CAP 8, LLC										
25-01604	12/09/25	LIEN REDEMPTION 25-00003									
1 LIEN REDEMPTION 25-00003		\$4,333.79	T-23-56-286-000-857	B	MISCELLANEOUS - OTHER	R	12/09/25	12/09/25		25-00003	N
<b>Vendor Total:</b>		<b>\$4,333.79</b>									
REDAR005	RED ARROW TECHNOLOGIES, LLC										
25-01523	11/26/25	MONTHLY SUPPORT & PHONE DEC 25									
1 TECH SUPPORT & SVC DEC 25		\$2,245.00	5-01-20-140-001-094	B	Computer Service & Support	R	11/26/25	12/03/25		19961	N
2 INTERNET & WEB DEC 25		\$1,375.00	5-01-20-140-001-060	B	Internet Services and Web Services	R	11/26/25	12/03/25		19961	N
3 TECH SUPPORT INTERNET WEB DE		\$755.00	5-09-55-501-002-530	B	Computer Software/Maint/Equip	R	11/26/25	12/03/25		19961	N
4 TECH SUPPORT INTERNET WEB DE		\$550.00	5-09-55-501-001-530	B	Computer Software/Maint/Equip	R	11/26/25	12/03/25		19961	N
5 MONTHLY PHONE HPD DEC 2025		\$300.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR	R	11/26/25	12/03/25		19960	N
6 MONTHLY PHONE BORO DEC 2025		\$200.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR	R	11/26/25	12/03/25		19960	N
7 MONTHLY PHONE HFD DEC 2025		\$100.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR	R	11/26/25	12/03/25		19960	N
8 MONTHLY PHONE AWWTP DEC 2025		\$100.00	5-09-55-501-003-548	B	Telephone	R	11/26/25	12/03/25		19960	N
		<b>\$5,625.00</b>									

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
REDAR005	RED ARROW TECHNOLOGIES, LLC	<i>Account Continued</i>									
25-01619	12/09/25	VOIP SVCS HFD & MAIN									
1 VOIP SVCS HFD	12/6/25-1/5/26	\$123.72	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	12/09/25	12/10/25		20094	N
2 VOIP SVCS MAIN	12/6/25-1/5/26	\$504.40	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	12/09/25	12/10/25		20094	N
		<b>\$628.12</b>									
25-01620	12/09/25	ONSITE SUPPORT ELEVATOR PHONE									
1 ONSITE SUPPORT ELEVATOR PHON		\$225.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC	LSR	12/09/25	12/10/25		20077	N
<b>Vendor Total:</b>		<b>\$6,478.12</b>									
R0077	ROBERTS ENGINEERING GRP LLC										
25-00244	02/20/25	SUMMIT ST IMP CAPITAL DESIGN									
6 SUMMIT ST CAPITAL INV	17541	\$3,655.00	C-04-55-902-010-447	B	2024-04 SUMMIT ST IMP SECTION	2R	02/20/25	12/03/25		17541	N
25-00245	02/20/25	SUMMIT ST WATER/SEWER DESIGN									
5 SUMMIT ST IMP WATER/SEWER		\$3,080.00	C-08-55-978-000-544	B	2024-05 SUMMIT ST WATER-SEWER	R	02/20/25	12/03/25		17542	N
25-00410	03/31/25	EMERGENCY REPAIR FILTERS WTP									
10 EMERGENCY REPAIR FILTERS WTI		\$80.00	C-08-55-981-025-544	B	ORD 2025-04 SECTION 2-20 EXPENR		06/10/25	12/03/25		17534	N
25-01407	10/27/25	MAXWELL WATER IMPROVEMENTS									
4 MAXWELL WATER IMPROVEMENTS		\$5,359.00	C-08-55-971-000-544	B	MAXWELL AVE WATER-SEWER IMP. R		10/27/25	12/03/25		17540	N
25-01408	10/27/25	MAXWELL ROADWAY IMPROVEMENTS									
4 MAXWELL ROADWAY IMPROVEMEN		\$1,227.00	C-04-55-899-000-447	B	MAXWELL AVE IMPROVEMENTS SECR		10/27/25	12/03/25		17539	N
25-01422	10/27/25	WATERSHED INVENTORY REPORT									
5 WATERSHED INV REPORT	17530	\$225.00	5-09-55-501-001-508	B	Engineer	R	10/27/25	12/03/25		17530	N
25-01527	12/02/25	GENERAL WATER/SEWERS									
1 GENERAL SEWERS INV	17532	\$1,180.00	5-09-55-501-002-508	B	Engineer	R	12/02/25	12/03/25		17532	N
2 GENERAL WATERS INV	17533	\$160.00	5-09-55-501-001-508	B	Engineer	R	12/02/25	12/03/25		17533	N
		<b>\$1,340.00</b>									
25-01528	12/02/25	ACTIVATED SLUDGE TANK/DRY WELL									
1 ACTIVATED SLUDGE TANK/DRY WEL		\$160.00	C-08-55-972-000-544	B	ACTIVATED SLUDGE TANK & DRYWER		12/02/25	12/03/25		17535	N
25-01529	12/02/25	SW MAPPING									
1 SW MAPPING INVOICE	17529	\$3,077.00	5-01-20-165-001-106	B	Misc. Road & Drainage Issues(B	R	12/02/25	12/03/25		17529	N
25-01530	12/02/25	WATER/SEWER IMP ORCHARD									
1 WATER/SEWER IMP ORCHARD		\$540.00	C-08-55-969-001-544	B	IMP TO ORCHARD, CLOVER & S. MAR		12/02/25	12/03/25		16966	N
25-01575	12/08/25	IMPROVEMENT TO SUMMIT STREET									
1 IMPROVEMENT TO SUMMIT STREET		\$535.00	C-04-55-902-010-447	B	2024-04 SUMMIT ST IMP SECTION	2R	12/08/25	12/09/25		FILE H1806	N
25-01625	12/10/25	Billing through 11/8/2025									
1 Review affordable housing doc		\$180.00	5-01-21-180-001-108	B	COAH Planning	R	12/10/25	12/10/25		17538	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							
R0077	ROBERTS ENGINEERING GRP LLC	Account Continued									
2 Rev App & SWM, Mtgs & prep ltr		\$9,430.00	2025-04	P	Peddie Football Field & Track	R	12/10/25	12/10/25		17546	N
		<b>\$9,610.00</b>									
	<b>Vendor Total:</b>	<b>\$28,888.00</b>									
S0061	SEA BOX										
25-01603	12/09/25	CONTAINER RENTAL									
1 INV RI146690-CONTAINER RENTAL		\$75.00	5-01-26-310-001-025	B	Building Rental	R	12/09/25	12/10/25		RI146690	N
	<b>Vendor Total:</b>	<b>\$75.00</b>									
S1096	STAPLES BUSINESS ADVANTAGE										
25-00645	05/15/25	HPD OFFICE SUPPLIES									
1 HPD OFFICE SUPPLIES		\$78.08	5-01-25-240-001-036	B	Office Supplies & Equipment	R	05/15/25	12/04/25		6032356059	N
2 HPD OFFICE SUPPLIES		\$30.62	5-01-25-240-001-036	B	Office Supplies & Equipment	R	05/15/25	05/27/25		6032356059	N
3 CREDIT HANG POLY EXP JKT AST		79.68-	4-01-25-240-001-036	B	Office Supplies & Equipment	R	12/04/25	12/04/25		3561947948	N
		<b>\$29.02</b>									
25-01384	10/21/25	BROTHER DRUM UNIT									
1 BROTHER DRUM UNIT DR223CL		\$154.71	5-01-20-130-001-053	B	Office Equipment	R	10/21/25	10/27/25		645364919	N
2 CR RETURNED DRUM UNIT DR223C		154.71-	5-01-20-130-001-053	B	Office Equipment	R	12/04/25	12/04/25		6047049265	N
		<b>\$0.00</b>									
	<b>Vendor Total:</b>	<b>\$29.02</b>									
S0240	STATE OF N.J.-DEPT OF TREASURY										
25-01526	12/02/25	DEC HEALTH INSURANCE 2025									
1 DEC HEALTH INSURANCE 2025		\$54,084.34	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	12/02/25	12/03/25			N
2 DEC HEALTH INSURANCE 2025 WTF		\$3,535.70	5-09-55-501-001-514	B	INSURANCE	R	12/02/25	12/03/25			N
3 DEC HEALTH INS 2025 AWWTP		\$15,073.23	5-09-55-501-002-514	B	Insurance	R	12/02/25	12/03/25			N
		<b>\$72,693.27</b>									
	<b>Vendor Total:</b>	<b>\$72,693.27</b>									
S0375	STEVENSON SUPPLY CO.										
25-01589	12/09/25	NIPPLE/TEES/COUPLINGS									
1 INV 706221-3/4X6 PVC NIPPLE,		\$65.50	5-09-55-501-001-535	B	Hydrants and Line Repair	R	12/09/25	12/10/25		706221	N
	<b>Vendor Total:</b>	<b>\$65.50</b>									
ENVIR020	SYNAGRO TECHNOLOGIES, INC										
25-00297	03/06/25	SLUDGE DISPOSAL RES 2024-186									
						B					

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											
ENVIR020	SYNAGRO TECHNOLOGIES, INC	Account Continued									
12 NOVEMBER SLUDGE REMOVAL		\$2,611.53	5-09-55-501-002-538	B	Sludge Removal/Disposal-Waste ManaR		10/10/25	12/10/25		63804	N
<b>Vendor Total:</b>		<b>\$2,611.53</b>									
TMOBI005	T-MOBILE										
25-01557	12/03/25		STOCKTON LOT CAMERA	11/20/25							
1 STOCKTON LOT CAMERA	11/20/25	\$62.70	5-01-33-195-002-029	B	Computer Software/Maint/Equip	R	12/03/25	12/03/25		983751657	N
<b>Vendor Total:</b>		<b>\$62.70</b>									
TELCO005	TELCO BILL CENTER INC.										
25-01579	12/09/25		POTSOLVE RECURRING CHGS DEC 25								
1 POTSOLVE RECURRING CHGS DEC		\$401.25	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		12/09/25	12/09/25		8677	N
<b>Vendor Total:</b>		<b>\$401.25</b>									
T0060	TOWNSHIP OF ROBBINSVILLE										
25-01553	12/02/25		COURT SHARED SVC 4TH QTR 2025								
1 COURT SALARIES 4TH QTR 2025		\$33,136.08	5-01-20-176-000-199	B	Miscellaneous	R	12/02/25	12/03/25		QTR 4 2025	N
2 PROSECUTOR 4TH QTR 2025		\$3,255.00	5-01-25-275-001-111	B	Municipal Prosecutor	R	12/02/25	12/03/25		QTR 4 2025	N
3 PUBLIC DEFENDER 4TH QTR 2025		\$1,800.00	T-17-56-286-000-837	B	RESERVE-PUBLIC DEFENDER	R	12/02/25	12/03/25		QTR 4 2025	N
4 CONFLICT DEFENDER 4TH QTR 202		\$300.00	T-17-56-286-000-837	B	RESERVE-PUBLIC DEFENDER	R	12/02/25	12/03/25		QTR 4 2025	N
5 ADMIN FEE 4TH QTR 2025		\$2,500.00	5-01-20-176-000-199	B	Miscellaneous	R	12/02/25	12/03/25		QTR 4 2025	N
6 POSTAGE THRU 11/24/25		\$12.44	5-01-20-176-000-022	B	Postage and Express Charges	R	12/02/25	12/03/25		QTR 4 2025	N
7 LANGUAGE LINE THRU 11/24/25		\$319.80	5-01-20-176-000-111	B	Interpretor/Outside Help	R	12/02/25	12/03/25		QTR 4 2025	N
8 EQUIP & SUPPLIES THRU 11/24/25		\$1,851.78	5-01-20-176-000-036	B	Office Supplies	R	12/02/25	12/03/25		QTR 4 2025	N
		<b>\$43,175.10</b>									
<b>Vendor Total:</b>		<b>\$43,175.10</b>									
T0061	TOWNSHIP OF ROBBINSVILLE DPW										
25-01545	12/02/25		HPD VEHICLE MAINTENANCE								
1 HPD VEHICLE MAINTENANCE		\$112.51	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002191	N
2 HPD VEHICLE MAINTENANCE		\$172.84	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002194	N
3 HPD VEHICLE MAINTENANCE		\$221.53	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002203	N
4 HPD VEHICLE MAINTENANCE		\$61.83	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002204	N
5 HPD VEHICLE MAINTENANCE		\$111.01	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002205	N
6 HPD VEHICLE MAINTENANCE		\$149.67	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002209	N
7 HPD VEHICLE MAINTENANCE		\$915.64	5-01-25-240-001-131	B	VH MAINT-POLICE	R	12/02/25	12/10/25		1002210	N
		<b>\$1,745.03</b>									

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P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
T0061	TOWNSHIP OF ROBBINSVILLE DPW	<i>Account Continued</i>									
<b>Vendor Total:</b>		<b>\$1,745.03</b>									
T0147	TRACTOR SUPPLY COMPANY										
25-01549	12/02/25	OCTOBER 2025 INVOICES									
1 INV 608179-SAW CHAIN (2)		\$89.97	5-01-28-369-001-139	B	Mower Repairs	R	12/02/25	12/05/25		608179	N
2 INV 608250-GARDEN BOW RAKE,		\$28.27	5-01-28-369-001-139	B	Mower Repairs	R	12/02/25	12/05/25		608250	N
		<u>\$118.24</u>									
<b>Vendor Total:</b>		<b>\$118.24</b>									
T0211	TRAP ROCK INDUSTRIES LLC.										
25-01532	12/02/25	3/4 INCH CLEAN STONE									
1 INV 8182971-3/4 IN CLEAN STONE		\$903.38	5-01-26-290-001-127	B	Street Repair & Maintenance	R	12/02/25	12/05/25		8182971	N
<b>Vendor Total:</b>		<b>\$903.38</b>									
TREAS040	TREAS, STATE OF NJ										
25-01467	11/10/25	Lead cert filing thru 11/25									
1 2024 Fees Collected		\$4,800.00	5-01-55-003-000-005	B	DUE TO STATE - LEAD PAINT FEE	R	11/10/25	11/12/25		2024	N
2 2025 Fees Collected		\$220.00	5-01-55-003-000-005	B	DUE TO STATE - LEAD PAINT FEE	R	11/10/25	11/12/25		2025	N
		<u>\$5,020.00</u>									
<b>Vendor Total:</b>		<b>\$5,020.00</b>									
TRENT005	TRENTONIAN										
25-01522	11/26/25	LEGAL ADS OCTOBER 2025									
1 ORD 2025-16 ADOPT		\$22.40	5-01-20-120-001-021	B	Advertisements	R	11/26/25	12/03/25		2767967	N
2 ORD 2025-14 ADOPT		\$96.65	5-01-20-120-001-021	B	Advertisements	R	11/26/25	12/03/25		2764251	N
3 ORD 2025-16 INTRO		\$35.35	5-01-20-120-001-021	B	Advertisements	R	11/26/25	12/03/25		2764249	N
4 ORD 2025-15 ADOPT		\$30.10	5-09-55-501-002-510	B	Advertisements	R	11/26/25	12/03/25		2764245	N
5 PLANNING BOARD 10/14 MEETING		\$14.70	5-01-21-180-001-021	B	Advertisements	R	11/26/25	12/03/25		2762834	N
6 TAX SALE NOTICE		\$496.00	5-01-20-145-001-021	B	Advertisements	R	11/26/25	12/03/25		2759286	N
		<u>\$695.20</u>									
25-01617	12/09/25	LEGAL ADS NOVEMBER 2025									
1 ORD 2025-18 INTRO		\$25.90	5-01-20-120-001-021	B	Advertisements	R	12/09/25	12/10/25		2772228	N
2 CANCEL 11/17 COUNCIL MEETING		\$11.20	5-01-20-120-001-021	B	Advertisements	R	12/09/25	12/10/25		2772274	N
3 PROFESSIONAL SERVICES		\$26.60	5-01-20-120-001-021	B	Advertisements	R	12/09/25	12/10/25		2773128	N
4 SYNOPSIS OF 2024 AUDIT REPORT		\$156.85	5-01-20-120-001-021	B	Advertisements	R	12/09/25	12/10/25		2776161	N
		<u>\$220.55</u>									

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							
TRENT005	TRENTONIAN	<i>Account Continued</i>									
<b>Vendor Total:</b>		<b>\$915.75</b>									
USBAN040	U.S. BANK NATIONAL ASSOCIATION										
25-01515	11/26/25	OCT 2025 3508/6091/3105/8670									
1	WALMART	\$597.24	5-01-25-240-001-119	B	Community Policing	R	11/26/25	12/05/25		10/14/25	N
2	UPS	\$32.04	5-01-25-240-001-093	B	Medical Exams/Hepatitis B Shot	R	11/26/25	12/05/25		161Y33335	N
3	UPS	\$70.04	5-01-25-240-001-093	B	Medical Exams/Hepatitis B Shot	R	11/26/25	12/05/25		161Y33325	N
4	AMAZON	\$278.98	5-01-26-290-001-189	B	Safety Equipment & Testing	R	11/26/25	12/05/25		5658931-3441016	N
5	HARBOR FREIGHT TOOLS	\$347.59	5-01-26-310-001-024	B	Building Maintenance	R	11/26/25	12/05/25		10/01/2025	N
6	HARBOR FREIGHT TOOLS	\$370.62	5-01-26-310-001-024	B	Building Maintenance	R	11/26/25	12/05/25		10/1/25	N
7	HARBOR FREIGHT TOOLS	370.62-	5-01-26-310-001-024	B	Building Maintenance	R	11/26/25	12/05/25		CR 10/1/25	N
8	NJMVC	\$125.00	5-01-26-290-001-199	B	Miscellaneous	R	11/26/25	12/05/25		10/2/25	N
9	AMAZON	\$26.47	5-01-26-310-001-024	B	Building Maintenance	R	11/26/25	12/05/25		6783446-3772249	N
10	AMAZON	\$386.97	5-01-26-310-001-024	B	Building Maintenance	R	11/26/25	12/05/25		0958906-2853066	N
11	AMAZON	\$7.99	5-09-55-501-001-503	B	Water Plant Maintenance	R	11/26/25	12/05/25		0052567-8198616	N
12	AMAZON	\$119.99	5-01-26-310-001-024	B	Building Maintenance	R	11/26/25	12/05/25		3606460-1789839	N
13	AMAZON	\$119.99	5-01-26-315-001-132	B	Vehicle Maint. - Public Works	R	11/26/25	12/05/25		3329994-6043414	N
14	UPS	96.00-	5-09-55-501-001-549	B	Miscellaneous	R	11/26/25	12/10/25		10/8/25	N
15	AMAZON	\$1,106.70	C-08-55-971-000-544	B	MAXWELL AVE WATER-SEWER IMP.	R	11/26/25	12/05/25		0039123-5932272	N
16	AMAZON	\$20.32	5-01-21-180-001-199	B	Miscellaneous	R	11/26/25	12/05/25		9120529-8523412	N
17	AMAZON	\$125.16	5-01-20-125-001-036	B	Office Supplies	R	11/26/25	12/05/25		4678326-541839	N
18	AMAZON	\$17.07	5-01-33-195-001-036	B	Office Supplies	R	11/26/25	12/05/25		4678326-541839	N
19	AMAZON	\$88.55	5-01-33-195-001-036	B	Office Supplies	R	11/26/25	12/05/25		5619120-2835469	N
20	PAYPAL - REOLINK	\$69.99	5-01-33-195-002-029	B	Computer Software/Maint/Equip	R	11/26/25	12/05/25		971571053256766	N
21	AMAZON	\$39.99	5-01-20-125-001-036	B	Office Supplies	R	11/26/25	12/05/25		9747343-0234628	N
22	AMAZON	\$299.00	5-01-20-125-001-036	B	Office Supplies	R	11/26/25	12/05/25		1757439-3596218	N
23	NJLM - CONF REGISTRATION	\$70.00	5-01-20-100-001-042	B	Education & Training	R	11/26/25	12/05/25		1031859323	N
24	STAPLES BUSINESS	\$197.29	5-01-20-125-001-036	B	Office Supplies	R	11/26/25	12/05/25		7912277370	N
25	STAPLES BUSINESS	\$128.60	5-09-55-501-001-509	B	Office Supplies/Downtown	R	11/26/25	12/05/25		7912277370	N
		<b>\$4,178.97</b>									
25-01609	12/09/25	NOV 2025 - 3508/3105/8670									
1	AMAZON - PUBLIC WORKS	\$135.90	5-01-26-310-001-024	B	Building Maintenance	R	12/09/25	12/10/25		9015273-4543465	N
2	BROCK FARMS - PUBLIC WORKS	\$219.99	5-01-26-290-001-126	B	Signs & Posts	R	12/09/25	12/10/25		1097978	N
3	AMAZON - PUBLIC WORKS	\$56.96	5-01-28-369-001-199	B	Miscellaneous	R	12/09/25	12/10/25		9908455-2995421	N
4	UPS - WATER PLANT	\$227.34	5-09-55-501-001-549	B	Miscellaneous	R	12/09/25	12/10/25		29CASEOS53B	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						
<b>USBAN040</b>		<b>U.S. BANK NATIONAL ASSOCIATION</b>		<i>Account Continued</i>							
5		UPS - WATER PLANT	\$17.77	5-09-55-501-001-549	B	Miscellaneous	R	12/09/25	12/10/25	29CASEOS53B	N
6		NJLM - CONF REGISTRATION	\$70.00	5-01-20-110-001-042	B	Education & Training	R	12/09/25	12/10/25	1031870069	N
7		AMAZON - FINANCE DEPT.	\$61.36	5-01-20-125-001-036	B	Office Supplies	R	12/09/25	12/10/25	8569099-9259469	N
8		AMAZON - AWWTP	\$67.24	5-09-55-501-002-509	B	Office Supplies - Admin.	R	12/09/25	12/10/25	8569099-9259469	N
9		NEW JERSEY GOVERNMENT SERVI	\$93.59	5-01-33-195-001-041	B	Conferences & Meetings	R	12/09/25	12/10/25	10/28/25	N
10		AMAZON - CLERK'S OFFICE	\$21.48	5-01-26-310-001-024	B	Building Maintenance	R	12/09/25	12/10/25	4510112-6863433	N
11		AMAZON - CLERK'S OFFICE	\$116.99	5-01-20-125-001-036	B	Office Supplies	R	12/09/25	12/10/25	7870286-9721855	N
12		STAPLES - REFUND	59.80-	5-01-20-125-001-036	B	Office Supplies	R	12/09/25	12/10/25	CR7912277370	N
13		TARGET - CENTRAL SUPPLIES	\$36.53	5-01-20-125-001-036	B	Office Supplies	R	12/09/25	12/10/25	11/21/25	N
			<b>\$1,065.35</b>								
		<b>Vendor Total:</b>	<b>\$5,244.32</b>								
<b>U0007</b>		<b>UNIVAR USA INC</b>									
25-01470	11/10/25	NEUTRAMAXX 45 TOTES									
1		NEUTRAMAXX 45 TOTES	\$2,278.86	5-09-55-501-002-535	B	Chemicals Miscellaneous	R	11/10/25	12/03/25	53497300	N
		<b>Vendor Total:</b>	<b>\$2,278.86</b>								
<b>USELE010</b>		<b>US ELECTRICAL SERVICES, INC</b>									
25-01497	11/24/25	REPLACEMENT LIGHT FIXTURE									
1		REPLACEMENT LIGHT FIXTURE	\$179.37	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/24/25	12/03/25	S129226330.001	N
		<b>Vendor Total:</b>	<b>\$179.37</b>								
<b>U0013</b>		<b>USA BLUE BOOK</b>									
25-01537	12/02/25	LAB SUPPLIES									
1		ITEM #77582 HACH HYDROXYLMINE	\$29.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00894542	N
2		ITEM #21132 STARCH INDICATOR	\$98.95	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00894457	N
3		ITEM #40444 USA BLUEBOOK	\$146.50	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00894662	N
4		ITEM #39168 USA BLUEBOOK GLAS	\$232.50	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00894662	N
5		ITEM #35317 (OR) PHOSPHATE	\$194.75	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00901842	N
6		ITEM #47851 (OR) POTASSIUM	\$278.25	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00894662	N
7		ITEM #32897 HACH AMMONIA ISA	\$245.95	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	12/02/25	12/08/25	INV00894662	N
			<b>\$1,225.90</b>								
		<b>Vendor Total:</b>	<b>\$1,225.90</b>								
<b>V0007</b>		<b>VALLEY PHYSICIAN SERVICES, PC</b>									
25-01536	12/02/25	3RD QUARTER 2025 DOT TESTING									

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							
V0007	VALLEY PHYSICIAN SERVICES, PC	Account Continued									
1	3RD QUARTER 2025 DOT TESTING	\$92.50	5-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	12/02/25	12/05/25		1274685C5622	N
<b>Vendor Total:</b>		<b>\$92.50</b>									
V0019	VERIZON										
25-01606	12/09/25		257-132-741-0001-46		11/30/25						
1	257-132-741-0001-46 11/30/25	\$429.65	5-01-20-140-001-060	B	Internet Services and Web Services	R	12/09/25	12/10/25		0146-1132025	N
<b>Vendor Total:</b>		<b>\$429.65</b>									
V0022	VERIZON WIRELESS										
25-01569	12/04/25		HPD 11/9/2025-12/8/2025								
1	HPD 11/9/2025-12/8/2025	\$266.15	5-01-31-440-001-079	B	Telephone-VERIZON WIRELESS	R	12/04/25	12/04/25		6127962270	N
<b>Vendor Total:</b>		<b>\$266.15</b>									
VIKIN005	VIKING TERMITE & PEST CONTROL										
25-01546	12/02/25		NOV 2025 SVCS POLICE DEPT								
1	INV 903407781-NOV 2025 SVCS	\$23.70	5-01-26-310-001-029	B	Maintenance Contracts	R	12/02/25	12/05/25		903407781	N
25-01547	12/02/25		NOV 2025 SRVS MUNICIPAL/DPW								
1	INV 903407771-NOV 2025 SRVS	\$23.50	5-01-26-310-001-029	B	Maintenance Contracts	R	12/02/25	12/05/25		903407771	N
<b>Vendor Total:</b>		<b>\$47.20</b>									
W0071	WASTE MGMT OF NEW JERSEY, INC.										
25-01189	09/09/25		DUMPSTER YR 1 RES 2025-116			B					
12	10/1/25-10/31/25 BORO/HFD	\$386.50	5-01-26-305-001-029	B	Contract-Dumpsters	R	09/09/25	12/05/25		3296168-0502-7R	N
13	10/1/25-10/31/25 HH AUTHORITY	\$489.58	5-01-26-305-001-029	B	Contract-Dumpsters	R	09/09/25	12/05/25		3296166-0502-1	N
14	10/1/25-10/31/25 HH AUTHORITY	\$455.75	5-01-26-305-001-029	B	Contract-Dumpsters	R	09/09/25	12/05/25		3296166-0502-1	N
15	10/1/25-10/31/25 MUNI LOT	\$1,886.85	5-01-26-305-001-029	B	Contract-Dumpsters	R	09/09/25	12/05/25		3296167-0502-9	N
16	10/1/25-10/31/25 MUNI LOT	\$1,040.94	5-01-26-305-001-029	B	Contract-Dumpsters	R	09/09/25	12/05/25		3296167-0502-9	N
		<b>\$4,259.62</b>									
25-01552	12/02/25		EXTRA PICK UP NETFLIX								
1	EXTRA PICK UP NETFLIX 6 YD	\$45.00	5-01-26-305-001-029	B	Contract-Dumpsters	R	12/02/25	12/08/25		3296168-0502-7E	N
2	EXTRA PICK UP NETFLIX 6 YD	\$292.00	5-01-26-305-001-029	B	Contract-Dumpsters	R	12/02/25	12/08/25		3296168-0502-7E	N
		<b>\$337.00</b>									
<b>Vendor Total:</b>		<b>\$4,596.62</b>									

<b>Totals by Year-Fund</b>							
<b>Fund Description</b>	<b>Fund</b>	<b>Budget Rcvd</b>	<b>Budget Held</b>	<b>Budget Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Project Total</b>
CURRENT FUND	4-01	79.68-	\$0.00	79.68-	\$0.00	\$0.00	\$0.00
CURRENT FUND	5-01	\$1,153,164.31	\$0.00	\$1,153,164.31	\$0.00	\$0.00	\$0.00
	5-09	\$46,734.51	\$0.00	\$46,734.51	\$0.00	\$0.00	\$0.00
	5-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,935.00
	<b>Year Total:</b>	<b>\$1,199,898.82</b>	<b>\$0.00</b>	<b>\$1,199,898.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,935.00</b>
GENERAL CAPITAL	C-04	\$9,252.00	\$0.00	\$9,252.00	\$0.00	\$0.00	\$0.00
WATER/SEWER CAPITAL	C-08	\$22,202.41	\$0.00	\$22,202.41	\$0.00	\$0.00	\$0.00
	<b>Year Total:</b>	<b>\$31,454.41</b>	<b>\$0.00</b>	<b>\$31,454.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
PUBLIC DEFENDER TRUST FU	T-17	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$0.00
LIEN TRUST ACCOUNT-TAX CC	T-23	\$4,333.79	\$0.00	\$4,333.79	\$0.00	\$0.00	\$0.00
	<b>Year Total:</b>	<b>\$6,433.79</b>	<b>\$0.00</b>	<b>\$6,433.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Of All Funds:</b>		<b>\$1,237,707.34</b>	<b>\$0.00</b>	<b>\$1,237,707.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,935.00</b>

<b>Project Description</b>	<b>Project No.</b>	<b>Rcvd Total</b>
<b>480 MERCER STREET WAREHOUSE</b>	<b>2022-06</b>	<b>\$225.00</b>
<b>125 Oak Ln- Use Variance</b>	<b>2025-03</b>	<b>\$120.00</b>
<b>Peddie Football Field &amp; Track</b>	<b>2025-04</b>	<b>\$9,590.00</b>
<b>Total Of All Projects:</b>		<b>\$9,935.00</b>

Borough of Hightstown  
County of Mercer

Resolution 2025-248

**AMENDING THE PERSONNEL POLICY MANUAL  
OF THE BOROUGH OF HIGHTSTOWN**

**WHEREAS**, the Personnel Policy Manual of the Borough of Hightstown is amended from time to time to reflect updated policy changes for Borough Employees and Volunteers; and

**WHEREAS**, the Borough Council has determined that the Personnel Policy Manual be amended.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the following sections of the *Personnel Policy Manual of the Borough of Hightstown* are hereby amended as follows (additions underlined, deletions in ~~strikeout~~ text):

**5-20 Health Insurance.**

*The Borough shall provide full-time permanent employees and their families with Health insurance. The specific insurance plan is subject to change from year to year. A contribution toward insurance as set forth in P.L.2011, Ch. 78, Tier IV, shall be deducted from the employee's paycheck.*

**Payment in lieu of Health Insurance**

*Payment in lieu of health insurance may be granted to employees, but shall not exceed \$5,000.00, or 25% of the savings to the Borough for the insurance coverage which the employee waived, whichever is less. This procedure shall be administered in accordance with N.J.S.A. 40A:10-17.1, and shall be subject to continuation, modification or termination, as determined by the State of New Jersey.*

*The Borough reserves the right to eliminate the waiver payments at any time.*

**BE IT FURTHER RESOLVED** that a copy of this resolution, containing the changes, will be distributed by the Borough Clerk to all employees.

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 December 15, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-249

**RESOLUTION AUTHORIZING THE MAYOR AND BOROUGH COUNCIL TO  
EXECUTE A SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF  
HIGHTSTOWN AND THE BOROUGH OF ROOSEVELT**

**WHEREAS**, the Borough of Hightstown and the Borough of Roosevelt have negotiated a Shared Services Agreement for the provision of certain public works services, including repair and maintenance of public water and sewer lines and public roads; and

**WHEREAS**, the Uniform Shared Services Act, N.J.S.A. 40A:65-1 et seq., authorizes municipalities to enter into such agreements for the joint provision of services; and

**WHEREAS**, the Borough Council of the Borough of Hightstown finds that entering into this Agreement will promote efficiency and cost savings for the residents of the Borough.

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

1. The Mayor and Borough Clerk are hereby authorized to execute the Shared Services Agreement between the Borough of Hightstown and the Borough of Roosevelt, substantially in the form attached hereto.
2. The Borough Clerk shall retain a copy of the fully executed Agreement in the official records of the 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 December 15, 2025.

---

Margaret Riggio, Borough Clerk

**SHARED SERVICES AGREEMENT**

This **AGREEMENT** made this \_\_\_\_ of \_\_\_\_\_, 20\_\_ and between

**BOROUGH OF HIGHTSTOWN**  
156 Bank Street Hightstown  
New Jersey 08520

AND

**BOROUGH OF ROOSEVELT**  
33 North Rochdale Avenue  
Post Office Box 128  
Roosevelt, New Jersey 08555

**WHEREAS**, the Borough of Hightstown and the Borough of Roosevelt (hereinafter collectively referred to as the "Parties") wish to encourage inter-municipal cooperation and planning with regard to their common interest in the repair and maintenance of public water and sewer lines and public roads and

**WHEREAS**, the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

**WHEREAS**, N.J.S.A. 40:48-5 authorizes a municipality to contract with any public or private entity for the provision of any service which the municipality itself could provide directly; and

**WHEREAS**, the Uniform Shared Services Act", N.J.S.A. 40A:65-1 et seq., authorized local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any Party to the agreement is empowered to render within its own jurisdiction; and

**WHEREAS**, the Parties have each duly authorized their proper officials to enter into and execute this Agreement.

**NOW, THEREFORE, BE AND IT IS HEREBY AGREED** by and between the Parties as follows:

1. The Borough of Hightstown shall provide the following services to the Borough of Roosevelt, on an as-needed basis as requested by the Borough of Roosevelt: (a) Repair of water main breaks; (b) Repair of sewer blockages; and (c) Other repair and maintenance of public water and sewer lines, and public roads and streets. The Borough reserves the right to deny the provision of such services if providing same would cause an undue hardship to the Borough.

2. The services referenced in the preceding Paragraph shall be performed by the Borough of Hightstown at the following rates: (a) Foreman - \$150.00 per hour;

(b) Operator - \$100.00 per hour; and (c) Laborer - \$80.00 per hour. A Foreman shall be required for every service performed under this Agreement. If services are required after or before the hours of 7 am to 3:30 pm or on a Holiday, the above-mentioned rates shall be increased by 50% per hour.

3. The Borough of Hightstown shall charge the following rates for equipment utilized in connection with services performed under this Agreement: (a) Backhoe - \$275.00 per day; (b) Air compressor - \$125.00 per day; (c) Mud pump (2-1/2") - \$50.00 per day; (d) Dump truck- \$125.00 per day; (e) Sewer camera \$45.00 per hour; (f) Wood chipper - \$125.00 per day; (g) Sewer Jet \$120.00 per day; (h) Vacuum Unit \$60.00 per hour; (i) Cut off - \$55.00 per day; (j) Leaf Vacuum - \$200.00 per day . If the need for other equipment arises, rates shall be determined by the Public Works Superintendent and Hightstown Administrator.

4. The rates specified in sections 2 and 3 will be effective starting from the moment the Hightstown employees and equipment depart from the Hightstown Department of Public Works yard, and they will end upon their return to the same yard.

5. On the first working day of each month, the Borough of Hightstown shall bill the Borough of Roosevelt for all services provided during the previous month. Payment shall be made by the Borough of Roosevelt by the 20<sup>th</sup> of each month for services rendered during the prior month.

6. Absent negligence on the part of the Borough of Hightstown, its agents, officers and employees, the Borough of Roosevelt hereby covenants and agrees to release, indemnify, defend and hold harmless the Borough of Hightstown, its agents, officers and employees, from and against any and all claims, demands, losses, expenses, attorneys fees, cause of action, judgments, lawsuits, proceedings, damages, and liability which may be asserted or claimed by the borough of Roosevelt and which relate in any way to, or arise in any way from, any acts or omissions of the Borough of Hightstown, its agents, officers and employees, resulting from this Agreement.

7. The term of this Agreement shall be through December 31, 2027, with the right to renew upon such terms and conditions as are agreed upon by the Parties at that time. Prior to that time, either Party may terminate this Agreement upon thirty (30) days advance written notice without penalty.

8. This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey.

9. This Agreement sets forth the entire agreement between the Parties concerning the subject matter hereof and shall not be modified or amended by an instrument in writing signed by the Parties.

10. This Agreement shall be binding upon the Parties and their legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and to be duly attested, and to have their respective corporate seals affixed hereunto, and have caused this Agreement to be dated as of the day and year first written above.

ATTEST:

THE BOROUGH OF HIGHTSTOWN

\_\_\_\_\_  
Margaret Riggio, Borough Clerk

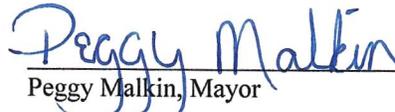
\_\_\_\_\_  
Susan Bluth, Mayor

Date: \_\_\_\_\_

ATTEST:

THE BOROUGH OF ROOSEVELT

  
\_\_\_\_\_  
Kathleen Hart, Borough Clerk

  
\_\_\_\_\_  
Peggy Malkin, Mayor

Date: 11/24/25

Borough of Hightstown  
County of Mercer

Resolution 2025-250

**DESIGNATING AN AUTHORIZED REPRESENTATIVE FOR THE SUMMIT STREET  
WATER MAIN AND LEAD SERVICE REPLACEMENT PROJECT**

**WHEREAS**, the Borough intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for the replacement of existing 4" and 6" cast iron water mains with a new 8" water main on Summit Street between Stockton Street and Morrison Avenue. Additionally, lead services will be replaced at various location in accordance with NJDEP Lead Service Rules.

Sponsor Name: Hightstown Borough

Loan Number: 1104001-014

**NOW, THEREFORE BE IT RESOLVED**, that Donna Condo be authorized to act as the Authorized Representative to represent in all matters relating to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust. The Authorized Representative may be contacted at the following address: 156 Bank Street, Hightstown, NJ 08520 and phone number: 609-490-5100; ext: 667.

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 December 15, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-251

**RESOLUTION AMENDING RESOLUTION 2025-215 TO UPDATE DEDUCTIBLE AMOUNTS FOR HIGH-DEDUCTIBLE HEALTH PLANS FOR CALENDAR YEAR 2026**

**WHEREAS**, the Borough Council of the Borough of Hightstown adopted Resolution 2025-215 on November 3, 2025, offering specific financial incentives to eligible employees who select either the Omnia, High-Deductible Low Plan, or High-Deductible High Plan offered by the NJ State Health Benefits Program (NJSHBP) for calendar year 2026; and

**WHEREAS**, Resolution 2025-215 included deductible amounts for the High-Deductible Low Plan and High-Deductible High Plan for 2026; and

**WHEREAS**, at the direction of the Borough's health care broker, the deductible amounts for these plans must be amended to reflect correct figures for the 2026 plan year;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Resolution 2025-215 is hereby amended as follows:

**1. High-Deductible LOW Plan for 2026:**

- Single Enrollment: **\$850** (previously \$2,000)
- Employee/Spouse, Parent/Child(ren), and Family: **\$1,700** (previously \$4,000)

**2. High-Deductible HIGH Plan for 2026:**

- Single Enrollment: **\$2,100** (previously \$3,000)
- Employee/Spouse, Parent/Child(ren), and Family: **\$4,200** (previously \$6,000)

**BE IT FURTHER RESOLVED**, all other provisions of Resolution 2025-215 shall remain in full force and effect.

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 December 15, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-252

**AUTHORIZING A REIMBURSEMENT FOR CELL PHONE USAGE**

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

**WHEREAS**, the Borough wishes to authorize a reimbursement for private cell phone usage John Francis Roman, Borough Administrator; Mairead Thompson, Assistant Borough Administrator; Margaret Riggio, Borough Clerk; Frank Gendron, Chief of Police; and Steve White, Superintendent of the Advanced Waste Water Treatment Plant in the amount of \$270.00; and

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

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

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 December 15, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-253

**RESOLUTION AUTHORIZING PAYMENT NO. 3 FINAL 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 the work, in accordance with the scope of services provided under the emergency authorization; and

**WHEREAS**, the contractor has Payment No. 3 FINAL for \$11,876.71; and

**WHEREAS**, the Borough Engineer has reviewed Payment No. 3 and recommends the contract be closed out and final payment be made; and

**WHEREAS**, the filter repairs have been completed and placed into service, NJDEP has been notified and has accepted construction completion.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown, that Payment No. 3 FINAL to B&H Contracting in the amount of \$11,876.71 is hereby approved as detailed herein and the CFO is authorized to issue same.

**BE IT FURTHER RESOLVED** that this project is now closed.

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 December 15, 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:** November 26, 2025

**RE:** Water Treatment Plant  
Emergency Filter Media Replacement  
Payment No. 3 and FINAL  
Our File No.: H1653

Attached please find the following in reference to Payment No. 3 and Final, which releases retainage:

1. Payment No. 3
2. Invoice No. 3
3. 1-Year Warranty

As you know, this contract began with an emergency declaration due to issues with the filtration process at the Borough's Water Treatment Plant. At the time of the declaration, the Borough allocated \$1,200,000 for the repairs as well as rental of temporary filters. The final cost of all construction improvements and rental fees is \$1,035,799.45.

The filter repairs have been completed and placed into service. NJDEP has been notified and has accepted construction completion.

I recommend the contract be closed out and final payment be made to B&H Contracting Inc. in the amount of \$11,876.71.

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

cc: John Francis Roman, Borough Administrator  
Peggy Riggio, RMC, CMR, Borough Clerk  
Mairead Thompson, Assistant Borough Administrator  
Donna Condo, Borough CFO  
Ken Lewis, Borough Superintendent of Public Works  
Kevin Houser, B&H Contracting Inc.  
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC  
Justin Streleckis, PE, Roberts Engineering Group, LLC  
John Walls, Roberts Engineering Group, LLC



**PAYMENT No. 3 and FINAL**  
**WATER TREATMENT PLANT- EMERGENCY TEMPORARY FILTERS**  
**Borough of Hightstown, Mercer County, New Jersey**  
November 24, 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	0.00	\$25,000.00	\$25,000.00	
3	Valve Repairs	LS	1	1.00	0.00	\$49,020.00	\$49,020.00	
4	Filter Media	LS	1	1.00	0.00	\$287,700.00	\$287,700.00	
S-1	Filter Isolation #3 (4/21/25)	LS	1	1.00	0.00	\$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	0.00	\$11,040.00	\$11,040.00	
S-3	Reconnect Piping to Filter #3 (4/24/25)	LS	1	1.00	0.00	\$7,015.00	\$7,015.00	
S-4	Clean Valves Filter #3 (4/25/2025)	LS	1	1.00	0.00	\$4,140.00	\$4,140.00	
S-5	Pipe Repairs Filters #1 & #2 (5/12/2025)	LS	1	1.00	0.00	\$7,302.50	\$7,302.50	
S-6	Filter #1 - Welding Repairs (5/19/25 - 5/23/25)	LS	1	1.00	0.00	\$14,260.00	\$14,260.00	
S-7	Structural Inspection	LS	1	1.00	0.00	\$9,000.00	\$9,000.00	
<b>TOTAL WORK COMPLETED</b>							<b>\$593,835.50</b>	
LESS: RETAINAGE							0%	\$0.00
<b>SUBTOTAL</b>							<b>\$593,835.50</b>	
LESS: PREVIOUS PAYMENTS							\$581,958.79	
<b>TOTAL AMOUNT DUE</b>							<b>\$11,876.71</b>	
AMOUNT OF ORIGINAL CONTRACT							\$534,960.00	
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NO. 1 (11.01%)							\$593,835.50	

Borough of Hightstown  
County of Mercer

Resolution 2025-254

**A RESOLUTION AUTHORIZING THE CANCELLATION OF  
OUTSTANDING CHECKS**

**WHEREAS**, the governing body has reviewed the list of outstanding checks from various accounts as of December 15, 2025; and

**WHEREAS**, these checks have remained uncashed for an extended period and are considered stale-dated; and

**WHEREAS**, it is in the best interest of the Borough to cancel these checks and return the funds to the appropriate accounts;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hightstown that the following outstanding checks be canceled:

- Public Defender Bank Account: \$77.99
- Water/Sewer Capital: \$2,014.40
- General Capital: \$ \$1,717.12
- Trust Fund: \$1,428.63
- Grant Fund: \$1,037.02

**TOTAL: \$6,275.16**

**BE IT FURTHER RESOLVED** that the Chief Financial Officer is authorized to make the necessary accounting entries to reflect these cancellations.

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 December 15, 2025

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-254

**Cancellation of outstanding checks**  
**Submitted for: December 15, 2025 Meeting**

**Public Defender Bank  
Account**

Prior Checks     \$    77.99

**Water/Sewer Capital**

Prior Checks     \$ 2,014.40

**General Capital**

prior Int            \$    284.62  
Prior to 2023       \$    183.75  
Prior to 2023       \$ 1,248.75

**Trust Fund**

5866                \$    170.00  
5866                \$    218.76  
6076                \$    248.52  
6090                \$     75.00  
6106                \$    200.00  
6120                \$     50.00  
Prior Int            \$    466.35

**Grant Fund**

prior                \$ 1,000.00  
Prior Int            \$     37.02

**TOTAL**                    \$ 6,275.16

Borough of Hightstown  
County of Mercer

Resolution 2025-255

**A RESOLUTION AUTHORIZING REDEMPTION OF TAX LIEN 25-00003 FOR  
BLOCK 26 LT:15.01 KNOWN AS 169-171 N. MAIN STREET**

**WHEREAS**, the Tax Collector has received payment in the amount of \$4,333.79, on December 1, 2025 from property owner Maria Naulauari for redemption of Tax Lien #25-00003 for Block 26; Lt:15.01; known as 1690171 N. Main Street; and

**WHEREAS**, reimbursements from money supplied by the taxpayer or now required to be made to the following Lien Holder:

**ProCap 8 FBO Firstrust Bank  
PO Box 774  
Fort Washington, PA 19034-0774**

\$4,333.79 total from Tax Lien Redemption Account, Lien, Penalty, Interest, Costs and Premium (if applicable).

**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 Deputy CFO is authorized to ProCap 8 FBO Firstrust Bank.
2. The Tax Collector is hereby authorized and directed to take all steps necessary to fulfill the purpose of this Resolution.
3. A certified copy of this Resolution shall be forwarded to the Tax Collector, Deputy CFO and CFO.

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 December 15, 2025.

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Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-256

**RESOLUTION AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE  
A MEMORANDUM OF AGREEMENT BETWEEN THE BOROUGH OF  
HIGHTSTOWN AND OPEIU LOCAL 32 BLUE AND WHITE COLLAR UNITS**

**WHEREAS**, representatives of the Borough of Hightstown and OPEIU Local 32 Blue and White Collar Units have negotiated and agreed upon modifications to the collective negotiations agreements covering the term January 1, 2022 through December 31, 2025; and

**WHEREAS**, the parties have reached a Memorandum of Agreement (MOA) establishing terms for a successor agreement effective January 1, 2026 through December 31, 2027, including provisions related to wages, hours of work, shift differentials, call-back pay, health benefits, and other employment conditions; and

**WHEREAS**, the MOA has been reviewed by the Borough Administrator and Labor Counsel and is recommended for approval by the Borough Council; and

**WHEREAS**, formal execution of the MOA is required to implement the agreed-upon changes and proceed with preparation of the final collective bargaining agreement;

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

1. The Memorandum of Agreement between the Borough of Hightstown and OPEIU Local 32 Blue and White Collar Units, as presented and ratified by the Union, is hereby approved.
2. The Mayor and Borough Clerk are authorized and directed to execute the MOA on behalf of the Borough.
3. A certified copy of this Resolution shall be placed on file in the Borough Clerk's Office and forwarded to the Borough Administrator and Finance Officer for implementation.

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 December 15, 2025.

---

Margaret Riggio, Borough Clerk

**MEMORANDUM OF AGREEMENT BETWEEN  
THE BOROUGH OF HIGHTSTOWN AND OPEIU LOCAL 32 BLUE AND WHITE  
COLLAR UNITS**

Representatives of OPEIU, LOCAL 32 Blue and White collar units and the Borough of Hightstown agree to recommend the following modifications to the collective negotiations agreements with a term from January 1, 2022 through December 31, 2025.

The changes will apply to both agreements except where otherwise noted.

Duration for new agreement – 2 years– January 1, 2026 through December 31, 2027.

**Article IX. Hours of work and Overtime**

Increase shift differential from for those working before 8:30 a.m. or after 4:30 p.m. to one dollar (\$1.00) per hour for hours worked before 8:30 a.m. or after 4:30 p.m.

**Article IX. Hours of work**

- J. Add language at end of second sentence: "... after consideration of reasonable limits on hours of work and/or consecutive hours of work set by the Borough which shall not be used in an arbitrary or capricious manner."

**Article X Salaries and Wages**

- A. Affective January 1, 2026, \$2.00 per hour increase to hourly wage for all bargaining unit members in both units.
- B. Affective January 1, 2027, \$1.25 per hour increase to hourly wage for all bargaining unit members in both units.

E 1. Add new language

Effective January 1, 2026, the minimum starting hourly rate will be \$18.00 per hour.  
Effective January 1, 2027 the minimum starting hourly rate will be \$19.00 per hour.

**Blue Collar Section G (R)**

Add the following additional sentence.

*Laborers who obtain their CDL will receive a pay increase of \$3.00 per hour and will be promoted to the title of driver/laborer.*

**New Article H.**

*Employees covered by the terms of this agreement who are called back following the completion of their scheduled workday or are called into work on their scheduled day off shall be granted a minimum of three (3) hours pay plus all hours worked beyond three (3) hours at one and one-half times their regular rate of pay. Time clocks or equivalent devices shall be used to record employee starting and quitting times.*

**Article XXIV Hospital and Medical Insurance**

Change language “State Health Benefits Plan” to “State Health Benefits Plan or comparable plan”. Prior to making any change to the insurance benefits currently offered to the bargaining unit, the Borough will provide the Union with at least sixty (60) calendar days’ notice in advance of any change, and will offer the Union an opportunity to bargain over the impact of the changes if requested by the Union.”

**Article XXXV. Uniform Allowance**

Delete as no longer applicable.

**New Article XXXV. Boot Allowance**

All Blue Collar employees will be entitled to annual allowance of \$200.00 to be used towards the purchase of work boots.

**AGREEMENT ON HEALTH BENEFITS**

The parties agree to continue the State Health Benefits Program for 2026 and 2027 or until such time that a new plan/program can be implemented.

The following incentives are for bargaining unit employees who select either the OMNIA Plan, the Low- High Deductible Plan, or the High-High deductible plan:

**Omnia Plan**

\$1,000 annual cash taxable incentive for Single Coverage

\$2,500 annual cash taxable incentive for Employee/spouse/Parent/ child(ren) and Family Coverage.

Such amount to be quarterly over the course of the calendar year.

For employees who switch to the High Deductible plans at the commencement of 2026, the following amounts will be contributed to a Health Savings Account for the calendar year as follows:

**High Deductible Low**

Family Plan, H/W and P/C - \$1,700 to be paid into an HSA in January 2026.

Single Plan - \$850 to be paid into an HSA in January 2026.

**High Deductible High**

Family Plan, H/W and P/C - \$4,200 to be paid into an HSA in January 2026.

Single Plan - \$2,100 to be paid into an HSA in January 2026.

The decision to enroll in the above plans shall be entirely the employee's own decision. Members of the bargaining unit have the option to enroll in the above plans with the HSA, and an employee will not have access to the HSA if the employee decides to enroll in any plan other than those listed above.

Employees will have to authorize the necessary changes to enroll themselves in the above plans on or before November 14, 2025.

The HSA contributions are based on the current plans within the New Jersey Health Benefits Program. If the parties agree to change to a new program/or plan, the amount of contributions to an HSA, if any, will be subject to negotiation.

The complete agreement is subject to ratification by the OPEIU Local 32 and formal approval by the Borough's governing body.

**OPEIU Local No. 32**

**FOR BOROUGH OF HIGHTSTOWN**

**(Rank and File)**



**Baschki Robertson, OPEIU**

11/17/25

**John Francis Roman,  
Borough Administrator**

\_\_\_\_\_  
Matt Screws, Steward

\_\_\_\_\_  
Jane Davis, Steward

\_\_\_\_\_  
John Minestra, Steward

Borough of Hightstown  
County of Mercer

Resolution 2025-257

**RESOLUTION SUPPORTING THE TOWNSHIP OF EAST WINDSOR'S  
REQUEST FOR FEDERAL FUNDING FOR THE "PROBASCO ROAD  
FREIGHT BYPASS" PROJECT**

**WHEREAS**, the Borough of Hightstown recognizes the increasing truck and freight traffic on local roads due to significant economic development and warehouse growth in East Windsor; and

**WHEREAS**, this influx of heavy vehicles has created safety risks for residents and pedestrians, increased congestion, and diminished the overall quality of life in the Borough; and

**WHEREAS**, the proposed "Probasco Road Freight Bypass" project seeks to create a direct bypass truck route to divert freight traffic away from Hightstown's roads, thereby reducing congestion, noise pollution, and the likelihood of accidents; and

**WHEREAS**, the implementation of this project will enhance community safety and livability, while also supporting regional economic growth and improving transportation efficiency; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Hightstown hereby expresses its full support for the Township of East Windsor's request for Federal funding for the "Probasco Road Freight Bypass" project; and

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be forwarded to the appropriate Federal and State agencies and to the Township of East Windsor to demonstrate the Borough's commitment to this important initiative.

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 December 15, 2025.

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Margaret Riggio, Borough Clerk



# The Borough of Hightstown

Peggy Riggio, RMC/QPA/CMR  
Borough Clerk/Purchasing Agent/Registrar  
156 Bank Street | Hightstown | New Jersey | 08520  
Phone – (609) 490-5100, ext. 628  
[priggio@hightstownborough.com](mailto:priggio@hightstownborough.com)

To: Mayor & Council  
FROM: Peggy Riggio, Borough Clerk/Purchasing Agent  
DATE: December 12, 2025  
RE: Recommendation to Award Professional Service Contracts for 2026

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On December 5, 2025, the Borough received proposals for professional services for the 2026 calendar year. Proposals were solicited for the following positions:

- Borough Attorney
- Bond Counsel
- Redevelopment Attorney
- Labor Counsel
- Auditor
- Borough Engineer
- Planning Board Engineer\*
- Planning Board Attorney\*
- Planner\*\*
- Affordable Housing Attorney
- Affordable Housing Administrator
- Special Counsel – Records

\* **Note:** The Planning Board Engineer and Planning Board Attorney are awarded by the Planning Board.

\*\* **Note:** The Borough Planner provides services under two separate contracts—one awarded by Borough Council and one awarded by the Planning Board.

All current professionals submitted proposals for their respective positions. Two services—Bond Counsel and Labor Counsel—received additional proposals beyond the current professionals.

The Borough Administrator and Borough Clerk/Purchasing Agent have reviewed all proposals received and recommend awarding contracts for professional services to all current professionals for 2026.

If Council is agreeable, the Borough Clerk will contact all current professionals to request their contracts. All agreements will be formally awarded at the 2026 Reorganization Meeting scheduled for **January 5, 2026**.

Borough of Hightstown  
County of Mercer

Resolution 2025-258

**AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on December 15, 2025, the Hightstown Firehouse Hall, 140 North Main Street, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Personnel – Fire Department

Contract Negotiations - First Aid

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public March 15, 2026, 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 December 15, 2025.

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Margaret Riggio, Borough Clerk