

AGENDA
Hightstown Borough Council
July 15, 2024 | 6:30 p.m.
Hightstown Engine Company No. 1
140 North Main Street, Hightstown

PLEASE TURN OFF ALL CELL PHONES DURING YOUR ATTENDANCE AT THIS MEETING TO AVOID SOUNDS/RINGING OR CONVERSATIONS THAT MAY INTERFERE WITH THE RECORDING OR THE ABILITY OF ATTENDEES TO HEAR THE PROCEEDINGS. THANK YOU FOR YOUR COOPERATION.

Meeting called to order by Mayor Susan Bluth

STATEMENT: Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was advertised in the Trenton Times and Windsor-Hights Herald as required by law and is posted on the Hightstown Borough website.

Roll Call

Flag Salute

Approval of Agenda

Approval of Minutes July 1, 2024 – Public Session
 July 1, 2024 – Executive Session
 July 8, 2024 – Budget Workshop

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.

Budget 2024 **Resolution 2024-133** Resolution for Setting Forth Reason For Delay of Introduction of Municipal Budget for 2024
Resolution 2024-134 Introduction of 2024 Budget

Ordinances **Ordinance 2024-10 Final Reading and Public Hearing** An Ordinance of the Borough of Hightstown, County of Mercer, Vacating a Portion of the Mechanic Street Right of Way South of Bank Street to Be Combined with New Lot 1.01 in Block 30

Ordinance 2024-11 Final Reading and Public Hearing An Ordinance Amending and Supplementing Article 2-19, Entitled “Police Department,” of Part 1, “Administrative Code,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown”

Resolutions **2024-135** Authorizing Payment of Bills
2024-136 Resolution Authorizing a 6th Amendment to the Lease Agreement with Hights Realty, LLC, for the Borough’s Continued

use of a Portion of the Property Known and Designated as Block 61.01, Lots 43, 44 and 45, Commonly Referenced as 415 Mercer Street, for the Location of the Borough's Police Department and Associated Operations

Consent Agenda

2024-137 A Resolution Authorizing the Borough to Execute Necessary Documents to Discharge a Mortgage Relating to Real Property Located at 426 Stockton Street (Block 7, Lot 7) Concerning the Housing Rehabilitation Program

2024-138 A Resolution Authorizing the Borough to Execute Necessary Documents to Discharge a Mortgage Relating to the Real Property Located at 426 Stockton Street (Block 7, Lot 7) Concerning the Small Cities Housing Rehabilitation Program

2024-139 Accepting Membership of Nicholas Rentas in Hightstown Engine Co. No. 1

2024-140 Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Improvements to Broad Street, Van Resnsaller Avenue, and Manlove Avenue Dead-End

2024-141 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2024 Budget

Subcommittee Reports

Mayor/Council/Administrative Updates

Adjournment

Resolution 2024-133

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

RESOLUTION FOR SETTING FORTH REASON FOR DELAY OF INTRODUCTION OF MUNICIPAL BUDGET FOR 2024

WHEREAS, according to N.J.S.A. 40A:4-5.1 and the Director of the Division of Local Government Services, a Municipality which does not introduce its Municipal Budget for 2024 by March 29, 2024 must set forth its reasons for such delay; and

WHEREAS, additional time was needed to prepare an accurate and responsible budget; and

WHEREAS, the CFO did not complete its 2024 budget until July 8, 2024; and

WHEREAS, after finalizing the 2024 municipal budget, time was required for the typing and review thereof; and

WHEREAS, the Borough Council was unable to assemble with a quorum for a public meeting until its regularly scheduled meeting of July 15, 2024.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown requests the Director of the Division of Local Government Services to accept the late filing of the Borough of Hightstown's 2024 municipal budget.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk be, and she is hereby authorized to forward copies of the within Resolution, certified to be true copies to the Division of Local Government Services Department of Community Affairs Via FAST Upload,

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

Borough of Hightstown

Hightstown Borough Council
July 15, 2024 Meeting

Resolution 2024-134

Section 1.

MUNICIPAL BUDGET NOTICE

Municipal Budget of the _____ BOROUGH _____ of _____ HIGHTSTOWN _____, County of _____ MERCER _____ for the Fiscal Year 2024

Be it Resolved, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2024;

Be it Further Resolved, that said Budget be published in the _____ TRENTON TIMES _____

in the issue of _____ August 8th _____, 2024

The Governing Body of the _____ BOROUGH _____ of _____ HIGHTSTOWN _____ does hereby approve the following as the Budget for the year 2024:

RECORDED VOTE

(Insert Last Name)

Ayes

Nays

Abstained

Absent

Notice is hereby given that the Budget and Tax Resolution was approved by the _____ COUNCIL MEMBERS _____ of the _____ BOROUGH _____ of _____ HIGHTSTOWN _____, County of _____ MERCER _____, on _____ July _____ 15th _____, 2024.

A Hearing on the Budget and Tax Resolution will be held at _____, on _____ August _____ 19th _____, 2024 at 6:30 p.m. _____ at which time and place objections to said Budget and Tax Resolution for the year 2024 may be presented by taxpayers or other

interested persons.

EXPLANATORY STATEMENT

SUMMARY OF CURRENT FUND SECTION OF APPROVED BUDGET

		YEAR 2024
General Appropriations For: (Reference to item and sheet number should be omitted in advertised budget)		XXXXXXXXXXXX
1. Appropriations within "CAPS" -		XXXXXXXXXXXX
(a) Municipal Purposes {(Item H-1, Sheet 19)(N.J.S.A. 40A:4-45.2)}		7,133,891.50
2. Appropriations excluded from "CAPS" -		XXXXXXXXXXXX
(a) Municipal Purposes {(Item H-2, Sheet 28)(N.J.S.A. 40A:4-53.3 as amended)}		1,381,921.34
(b) Local District School Purposes in Municipal Budget (Item K, Sheet 29)		-
Total General Appropriations excluded from "CAPS" (Item O, Sheet 29)		1,381,921.34
3. Reserve for Uncollected Taxes (Item M, Sheet 29) Based on Estimated	97.38% Percent of Tax Collections	505,000.00
Building Aid Allowance 2024 - \$ 		
for Schools-State Aid 2023 - \$ 		9,020,812.84
4. Total General Appropriations (Item 9, Sheet 29)		9,020,812.84
5. Less: Anticipated Revenues Other Than Current Property Tax (Item 5, Sheet 11) (i.e. Surplus, Miscellaneous Revenues and Receipts from Delinquent Taxes)		2,581,621.84
6. Difference: Amount to be Raised by Taxes for Support of Municipal Budget (as follows)		XXXXXXXXXXXX
(a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes (Item 6(a), Sheet 11)		6,439,191.00
(b) Addition to Local District School Tax (Item 6(b), Sheet 11)		-
(c) Minimum Library Tax		-

BOROUGH OF HIGHTSTOWN					
2024 BUDGET					
BUDGET AT A GLANCE					
		2023	2024	Inc / Dec	Inc / Dec
		ADOPTED	PROPOSED	Amount	Percent
APPROPRIATIONS					
20	General Government	\$ 1,151,639.79	\$ 1,214,905.50	63,265.71	5.49%
21	Land Use Administration	83,840.00	122,390.00	38,550.00	45.98%
23	Insurance	672,202.00	689,000.00	16,798.00	2.50%
25	Public Safety	2,107,238.21	2,247,838.00	140,599.79	6.67%
26	Public Works	1,063,625.00	1,048,571.00	(15,054.00)	-1.42%
27	Health & Human Services	89,698.00	93,285.00	3,587.00	4.00%
28	Park & Recreation	81,375.00	68,000.00	(13,375.00)	-16.44%
30	Unclassified	82,650.00	83,800.00	1,150.00	1.39%
31	Utilities	213,900.00	217,700.00	3,800.00	1.78%
32	Landfill/Solid Waste	246,500.00	246,500.00	-	0.00%
33	Construction Code	208,381.00	262,551.00	54,170.00	26.00%
36	Statutory Expenditures	934,878.00	899,509.00	(35,369.00)	-3.78%
41	Grants	52,677.42	31,076.34	(21,601.08)	-41.01%
43	Shared Services	420,600.00	435,409.00	14,809.00	3.52%
44	Capital Improvements	30,000.00	15,000.00	(15,000.00)	-50.00%
45	Debt Service	778,591.00	813,906.00	35,315.00	4.54%
46	Deferred Charges	-	-	-	0.00%
47	Transfer to Board of Education	39,996.00	38,872.00	(1,124.00)	-2.81%
50	Reserve for Uncollected Taxes	510,000.00	505,000.00	(5,000.00)	-0.98%
	TOTAL APPROPRIATIONS	\$ 8,767,791.42	\$ 9,033,312.84	\$ 265,521.42	3.03%
REVENUES					
1	Surplus Anticipated	\$ 898,000.00	\$ 1,030,874.00	132,874.00	14.80%
3A	Local Revenues	390,409.00	488,100.50	97,691.50	25.02%
3B	State Aid Without Offset Approp.	559,565.00	509,555.00	(50,010.00)	-8.94%
3C	Uniform Construction Code	88,000.00	130,000.00	42,000.00	47.73%
3D	Shared Service Agreements	107,823.00	103,814.00	(4,009.00)	-3.72%
3F	Public and Private - Grants	52,677.42	31,076.34	(21,601.08)	-41.01%
3G	Special Items of Revenue	243,251.00	120,702.00	(122,549.00)	-50.38%
4	Receipts from Delinquent Taxes	180,000.00	180,000.00	-	0.00%
	Subtotal General Revenues	\$ 2,519,725.42	\$ 2,594,121.84	\$ 74,396.42	2.95%
6A	Amount Raised by Taxation	6,248,066.00	6,439,191.00	191,125.00	3.06%
	TOTAL REVENUES	\$ 8,767,791.42	\$ 9,033,312.84	\$ 265,521.42	3.03%
Total Net Assessed Valuation					
		395,713,300.00	394,325,400.00	(1,387,900.00)	
Tax Rate per \$100 of Assessed					
		\$ 1.579	\$ 1.633	\$ 0.054	
Average Residential Assessment					
		215,765.00	215,765.00		
Taxes on Average Home					
		\$ 3,406.93	\$ 3,523.44	\$ 116.51	

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET
ANTICIPATED REVENUES**

	<u>2023</u>	<u>Realized</u>	<u>2024</u>	<u>Increase (Decrease)</u>
1 Surplus Anticipated	898,000.00	898,000.00	1,030,874.00	132,874.00
Miscellaneous Revenues				
3A Alcoholic Beverages	7,500.00	7,500.00	7,500.00	-
3A Other Licenses	12,000.00	22,824.00	20,000.00	8,000.00
3A Fees and Permits	20,600.00	19,655.11	19,600.00	(1,000.00)
3A Municipal Court	195,000.00	228,879.57	225,000.00	30,000.00
3A Interest on Taxes	44,000.00	48,232.53	46,000.50	2,000.50
3A Interest on Investments	41,309.00	109,193.36	95,000.00	53,691.00
3A Lease of Borough Owned Property - Cell Tower	70,000.00	77,760.82	75,000.00	5,000.00
3B NET CMPTRA	-	-	-	-
3B Energy Tax Receipts	507,031.00	-	509,555.00	2,524.00
3B Municipal Relief Fund	52,534.00	-	-	(52,534.00)
3C Uniform Construction Code	88,000.00	209,601.00	130,000.00	42,000.00
3D Shared Services - Roosevelt Trash Collection	72,367.00	72,367.00	73,814.00	1,447.00
3D Shared Services - Roosevelt Landfill Cost	35,456.00	27,050.25	30,000.00	(5,456.00)
3D Shared Services - Stockton St, Imp. - E, Windsor	-	-	-	-
3F Clean Communities Programs	11,401.94	11,401.94	12,950.66	1,548.72
3F Alcohol Education and Rehabilitation Fund	-	-	2,451.68	2,451.68
3F Recycling Tonnage Grant	7,023.44	7,023.44	6,278.17	(745.27)
3F Cultural Arts Grant	8,000.00	8,000.00	8,000.00	-
3F Street Tree Planting Grant	-	-	-	-
3F State Body Armor Grant	1,252.04	1,252.04	1,395.83	143.79
3F Stormwater Mapping Grant	25,000.00	25,000.00	-	(25,000.00)
3G Uniform Fire Safety Act	10,000.00	10,650.58	10,000.00	-
3G CATV Franchise Fee	27,383.00	27,383.16	26,119.00	(1,264.00)
3G Peddie School Gift	23,000.00	24,000.00	24,000.00	1,000.00
3G Revenue Loss	125,000.00	125,000.00	-	(125,000.00)
3G Hightstown Housing Authority In Lieu	30,000.00	33,076.39	33,000.00	3,000.00
3G Verizon Franchise Fee	27,868.00	27,868.13	27,583.00	(285.00)
	-	-	-	-
Total Miscellaneous Revenues	1,441,725.42	1,123,719.32	1,383,247.84	(58,477.58)
4 Delinquent Taxes	180,000.00		180,000.00	-
6A Taxes	6,248,066.00		6,439,191.00	191,125.00
Total General Revenues	8,767,791.42	2,021,719.32	9,033,312.84	265,521.42

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET**

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Variance</u>
GENERAL GOVERNMENT:			
Administrative and Executive			
20-100 Salaries and Wages	124,750.00	146,913.50	22,163.50
20-100 Other Expenses	2,075.00	1,195.00	(880.00)
Mayor and Council			
20-110 Salaries and Wages	33,400.00	33,400.00	-
20-110 Other Expenses	3,250.00	3,255.00	5.00
Municipal Clerk			
20-120 Salaries and Wages	87,707.00	95,876.00	8,169.00
20-120 Other Expenses	15,900.00	17,175.00	1,275.00
Elections			
20-122 Other Expenses	5,500.00	5,500.00	-
Office Supplies/Paper Products			
20-125 Other Expenses	15,500.00	15,500.00	-
Financial Administration			
20-130 Salaries and Wages	150,842.00	173,753.00	22,911.00
20-130 Other Expenses	15,693.79	13,233.00	(2,460.79)
Audit Services			
20-135 Other Expenses	16,000.00	17,000.00	1,000.00
Grant Writing			
20-136 Other Expenses	10,000.00	4,000.00	(6,000.00)
Data Processing			
20-140 Salaries and Wages	5,150.00	5,465.00	315.00
20-140 Other Expenses	135,000.00	110,000.00	(25,000.00)
Collection of Taxes			
20-145 Salaries and Wages	96,872.00	101,872.00	5,000.00
20-145 Other Expenses	7,800.00	7,800.00	-
Assessment of Taxes			
20-150 Salaries and Wages	20,499.00	21,114.00	615.00
20-150 Other Expenses	7,750.00	7,170.00	(580.00)
Interest on Tax Appeals			
20-152 Other Expenses	100.00	100.00	-
Legal Services			
20-155 Other Expenses	122,000.00	145,000.00	23,000.00
Engineering			
20-165 Other Expenses	42,600.00	53,600.00	11,000.00
Historical Sites Commission			
20-175 Other Expenses	3,800.00	3,800.00	-

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET**

		<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Variance</u>
	Municipal Court			
20-176	Salaries and Wages	34,451.00	35,484.00	1,033.00
20-176	Other Expenses	195,000.00	196,700.00	1,700.00
	Planning /Zoning Board			
21-180	Salaries and Wages	30,065.00	30,065.00	-
21-180	Other Expenses	53,775.00	92,325.00	38,550.00
	Insurance deductibles			
23-210	Other Expenses	3,000.00	3,000.00	-
	General Liability			
23-212	Other Expenses	56,033.00	57,000.00	967.00
	Workers Compensation			
23-213	Other Expenses	98,169.00	109,000.00	10,831.00
	Group Insurance			
23-215	Other Expenses	490,000.00	490,000.00	-
	Health Benefit Waiver			
23-221	Other Expenses	20,000.00	25,000.00	5,000.00
	Unemployment Comp. Insur.			
23-225	Other Expenses	5,000.00	5,000.00	-
	PUBLIC SAFETY FUNCTIONS			
	Police Department			
25-240	Salaries and Wages	1,657,004.00	1,741,294.00	84,290.00
25-240	Other Expenses	220,434.21	266,894.00	46,459.79
	Police Vehicle			
25-241	Other Expenses	-	-	-
	Emergency Management			
25-252	Salaries and Wages	6,000.00	15,000.00	9,000.00
25-252	Other Expenses	4,000.00	4,000.00	-
	Fire Department			
25-253	Other Expenses	114,600.00	131,600.00	17,000.00
	Aid to Fire Department			
25-255	Other Expenses	-	-	-
	Uniform Fire Safety Act			
25-256	Salaries and Wages	14,000.00	14,000.00	-
25-256	Other Expenses	15,500.00	13,750.00	(1,750.00)
	First Aid Organization			
25-260	Other Expenses	31,300.00	31,300.00	-
	First Aid Contribution			
25-261	Other Expenses	-	-	-

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET**

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Variance</u>
Municipal Prosecutor			
25-275 Other Expenses	14,400.00	-	(14,400.00)
PUBLIC WORKS FUNCTIONS			
Streets and Roads			
26-290 Salaries and Wages	250,000.00	229,000.00	(21,000.00)
26-290 Other Expenses	97,300.00	88,000.00	(9,300.00)
Snow Removal			
26-291 Salaries and Wages	4,000.00	4,000.00	-
26-291 Other Expenses	7,000.00	7,000.00	-
Sanitation/Solid Waste Coll.			
26-305 Salaries and Wages	68,000.00	68,000.00	-
26-305 Other Expenses	63,200.00	68,800.00	5,600.00
Buildings and Grounds			
26-310 Salaries and Wages	45,300.00	45,300.00	-
26-310 Other Expenses	172,825.00	181,671.00	8,846.00
Recycling			
26-311 Salaries and Wages	102,500.00	102,500.00	-
26-311 Other Expenses	172,500.00	182,300.00	9,800.00
Vehicle Maintenance			
26-315 Other Expenses	37,000.00	24,000.00	(13,000.00)
Community Services Act			
26-325 Other Expenses	44,000.00	48,000.00	4,000.00
HEALTH AND HUMAN SERVICES			
Board of Health			
27-330 Salaries and Wages	69,969.00	73,556.00	3,587.00
27-330 Other Expenses	13,959.00	13,959.00	-
Environmental Commission			
27-335 Other Expenses	5,770.00	5,770.00	-
PARKS AND RECREATION			
Maintenance of Parks			
28-369 Salaries and Wages	38,500.00	38,500.00	-
28-369 Other Expenses	5,200.00	7,500.00	2,300.00
Recreation & Open Sp(Park Commission)			
28-370 Salaries and Wages	10,000.00	10,000.00	-
28-370 Other Expenses	23,675.00	8,000.00	(15,675.00)
Cultural Arts Commission			
28-373 Other Expenses	4,000.00	4,000.00	-

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET**

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Variance</u>
UNCLASSIFIED			
Accumulated Sick & Vacation			
30-416 Other Expenses	65,000.00	70,000.00	5,000.00
Celebration Public Events			
30-420 Other Expenses	7,850.00	3,500.00	(4,350.00)
#			
30-421 Postage	9,800.00	10,300.00	500.00
31-430 Electricity	40,000.00	42,000.00	2,000.00
31-435 Street Lighting	31,000.00	32,000.00	1,000.00
31-440 Telephone	40,400.00	44,000.00	3,600.00
31-446 Natural Gas	18,000.00	18,000.00	-
31-460 Gasoline & Diesel Fuel	84,500.00	81,700.00	(2,800.00)
32-465 Landfill Disposal Costs	240,000.00	240,000.00	-
State Uniform Construction Code			
33-195 Salaries and Wages	136,690.00	181,767.00	45,077.00
33-195 Other Expenses	8,025.00	14,610.00	6,585.00
Housing Code Enforcement			
33-196 Salaries and Wages	60,266.00	62,074.00	1,808.00
33-196 Other Expenses	3,400.00	4,100.00	700.00
36-471 Public Employ. Retire. Sy	241,068.00	220,351.00	(20,717.00)
36-472 Social Security System	140,000.00	142,000.00	2,000.00
36-475 Police & Fire Ret. Sys.	498,810.00	532,158.00	33,348.00
36-477 Defined Contribution Retirement Plan	5,000.00	5,000.00	-
36-478 Anticipated Deficit Water-Sewer	50,000.00	-	(50,000.00)
TOTAL IN CAP	<u>6,899,427.00</u>	<u>7,157,549.50</u>	<u>258,122.50</u>
Recycling Tax			
43-496 Other Expenses	6,500.00	6,500.00	-
Length of Service - LOSAP			
43-500 Other Expenses	30,000.00	30,000.00	-
Shared Service-County EMS Dispatch			
43-508 Other Expenses	4,810.00	5,510.00	700.00
Shared Service Senior Citizens			
43-509 Other Expenses	43,952.00	55,000.00	11,048.00
Shared Services -Sr Citizens Transp			
43-510 Other Expenses	2,180.00	2,180.00	-
Shared Services- Health			
43-511 Salaries and Wages	31,176.00	31,176.00	-
43-511 Other Expenses	23,959.00	24,969.00	1,010.00

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET**

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>	<u>Variance</u>
Shared Services-EMS -			
43-512 Other Expenses	40,000.00	40,000.00	-
Shared Services-Manalapan Animal Control			
43-514 Other Expenses	18,000.00	18,000.00	-
Shared Services Vehicle Maint			
43-515 Other Expenses	19,000.00	19,000.00	-
Shared Services Roosevelt			
43-516 Other Expenses	35,456.00	35,000.00	(456.00)
Shared Services EW Dispatch			
43-517 Other Expenses	202,067.00	204,574.00	2,507.00
Clean Communities Grant			
44-702 Other Expenses	11,401.94	12,950.66	1,548.72
Municipal Court Alcohol Ed and Rehab Fund			
44-709 Other Expenses	-	2,451.68	2,451.68
Recycling Tonnage Grant			
44-701 Other Expenses	7,023.44	6,278.17	(745.27)
Body Armor Grant-State			
44-710 Other Expenses	1,252.04	1,395.83	143.79
Cultural Arts Grant			
44-720 Other Expenses	8,000.00	8,000.00	-
Stormwater Mapping Grant			
44-726 Other Expenses	25,000.00	-	(25,000.00)
44-901 Capital Improvement Fund	30,000.00	15,000.00	(15,000.00)
45-920 Bond Principal	480,000.00	480,000.00	-
45-925 Note Principal	76,750.00	90,000.00	13,250.00
45-930 Interest on Bonds	127,200.00	103,200.00	(24,000.00)
45-935 Interest on Notes	84,715.00	130,780.00	46,065.00
45-945 Dam Restoration Loan	9,926.00	9,926.00	-
46-872 Transfer to Board of Education	39,996.00	38,872.00	(1,124.00)
TOTAL OUT CAP	1,358,364.42	1,370,763.34	12,398.92
50-899 Reserve for Uncollected Taxes	510,000.00	505,000.00	(5,000.00)
	-	-	-
TOTAL BUDGET	<u>8,767,791.42</u>	<u>9,033,312.84</u>	<u>265,521.42</u>

**HIGHTSTOWN BOROUGH
WATER - SEWER UTILITY
2024 BUDGET WORKSHEET
ANTICIPATED REVENUES**

	<u>2023</u>	<u>2024</u>	<u>INCREASE (DECREASE)</u>
Surplus Anticipated	<u>200,000.00</u>	<u>50,000.00</u>	<u>(150,000.00)</u>
Miscellaneous Revenues			
Water Sewer Rents	2,700,000.00	2,830,000.00	130,000.00
Increased Rents	305,613.98	344,144.00	38,530.02
ARP Loss of Revenue	49,269.02	-	(49,269.02)
Miscellaneous	25,000.00	70,000.00	45,000.00
Deficit	50,000.00	-	(50,000.00)
	-	-	-
Total Water / Sewer Utility Revenues	<u><u>3,329,883.00</u></u>	<u><u>3,294,144.00</u></u>	<u><u>(35,739.00)</u></u>

**HIGHTSTOWN BOROUGH
2024 BUDGET WORKSHEET**

	<u>2023</u>	<u>2024</u>	<u>Variance</u>	
	<u>Budget</u>	<u>Budget</u>		
Operating				
Water Sewer Salaries				
500-0	Salaries and Wages	973,073.00	853,319.00	(119,754.00)
Water Other Expenses				
501-1	Other Expenses	457,100.00	493,200.00	36,100.00
Sewer Other Expenses				
501-2	Other Expenses	1,128,844.00	1,164,630.00	35,786.00
Capital Improvements				
511-0	Capital Improvement Fund	20,000.00	20,000.00	-
Debt Service				
522-1	Bond Principal	175,000.00	180,000.00	5,000.00
522-2	Bond Interest	36,545.00	29,350.00	(7,195.00)
522-9	Note Principal	5,100.00	14,000.00	8,900.00
522-3	Note Interest	56,740.00	50,704.00	(6,036.00)
522-4	NJEIT 2012 Principal	106,001.00	106,541.00	540.00
522-5	NJEIT 2012 Interest	6,930.00	6,269.00	(661.00)
522-7	Water Main Loan Principal	106,746.00	106,746.00	-
522-8	Water Main Loan -Interest	8,324.00	7,020.00	(1,304.00)
523-1	NJEIT 2017 Principal	10,193.00	10,193.00	-
523-2	NJEIT 2017 Interest	1,727.00	1,603.00	(124.00)
524-1	NJEIT 2018 Principal	42,494.00	42,494.00	-
524-2	NJEIT 2018 Interest	10,998.00	10,998.00	-
525-1	NJEIT 2018 Principal	15,924.00	15,924.00	-
525-2	NJEIT 2018 Interest	12,644.00	12,644.00	-
526-1	NJEIT 2023 Principal	-	6,609.00	6,609.00
526-2	NJEIT 2023 Interest	-	6,400.00	6,400.00
Statutory				
540-1	PERS	79,500.00	79,500.00	-
541-1	Social Security System	74,000.00	74,000.00	-
542-0	Unemployment	2,000.00	2,000.00	-
		<u>3,329,883.00</u>	<u>3,294,144.00</u>	<u>(35,739.00)</u>

Ordinance 2024-10

BOROUGH OF HIGHTSTONW
COUNTY OF MERCER
STATE OF NEW JERSEY

**ORDINANCE OF THE BOROUGH OF HIGHTSTOWN, COUNTY OF
MERCER, VACATING A PORTION OF THE MECHANIC STREET
RIGHT OF WAY SOUTH OF BANK STREET TO BE COMBINED WITH
NEW LOT 1.01 IN BLOCK 30**

WHEREAS, the governing body of the Borough of Hightstown (the “**Borough**”) is authorized to determine whether certain property located within the Borough is in need of redevelopment under the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 *et seq.* (the “**Redevelopment Law**”); and

WHEREAS, in accordance with the criteria set forth in the Redevelopment Law, the Borough designated the properties known as Block 54, Lots 6-10, 13, 14.01, 16.01 & 23; Block 40, Lots 14-28; Block 33, Lots 1-30 & 32-36; Block 30, Lots 1-13; Block 28, Lots 56 & 57; and Block 21, Lots 1-14, 20 & 26; Block 8, Lots 12-14; and Block 18, Lots 8-12 on the Borough’s official tax map (collectively, the “**Redevelopment Area**”), as an “area in need of redevelopment”; and

WHEREAS, by Ordinance 2020-04, adopted on August 3, 2020, the Borough Council adopted a new redevelopment plan titled the “Bank Street Redevelopment Plan,” dated July 20, 2020 (together with any further amendments thereto, the “**Redevelopment Plan**”), applicable to the portion of the Redevelopment Area known as “Sub Area I (Bank Street),” as expanded; and

WHEREAS, the Borough and 3PRC, LLC (the “**Redeveloper**”) are about to enter into a redevelopment agreement (the “**Redevelopment Agreement**”), pursuant to which the Redeveloper will redevelop the portion of the Redevelopment Area consisting of: (i) Block 30, Lot 1.01 (comprised of a portion of former Lot 1, and former Lots 2-7, 10 and 11, and a portion of former lot 12 in Block 30); (ii) Block 21, Lot 1.01 (comprised of former Lots 1-13, 20 & 26 in Block 21); (iii) Block 21, Lot 14; and (iv) Block 8, Lot 12 on the Borough’s official tax map (collectively, the “**Project Area**”), which constitutes part of Sub-Area I (Bank Street), as expanded; and

WHEREAS, in accordance with the Redevelopment Agreement, the Redeveloper will construct, on the Project Area, a project including a maximum of 343 rental apartments and 43 townhomes, together with associated parking and other infrastructure improvements and appurtenances, and/or other optional structures (collectively, the “**Project**”); and

WHEREAS, in accordance with and as part of the subdivision application submitted by the Redeveloper and approved by the Hightstown Borough Planning Board (the “**Planning Board**”) pursuant to Resolution No. 2023-10, a portion of Lot 1 and Lots 2 through 7 and 10, 11, and a portion of Lot 12 in Block 30 on the official tax map of the Borough of Hightstown were consolidated to create new “Tract B,” as depicted on the Subdivision Plat, which was redesignated by the Borough Tax Assessor as Block 30, Lot 1.01 on the Borough’s tax map; and

WHEREAS, the Planning Board also approved the vacation of a portion of the Mechanic Street right-of-way lying south of Bank Street and situated adjacent to new Lot 1.01 in Block 30, which said portion of Mechanic Street is described in **Exhibit A** attached hereto and depicted in **Exhibit B** hereto (the “**Vacated Area**”), with the Vacated Area being combined with and incorporated into Block 30, Lot 1.01; and

WHEREAS, in accordance with the Redevelopment Plan, the vacation of the Vacated Area will be subject to the provision, by the Redeveloper to the Borough, of an access easement permitting adequate public utilities and public access to the Project’s parking garage and an alternate access for the Hightstown Engine Company; and

WHEREAS, the aforesaid access easement is set forth on the Subdivision Plat approved by the Planning Board as a “40’ wide Access and Utility Esmt.,” which depicts therein existing utility improvements, as well as potable water and storm sewer infrastructure to be installed by the Redeveloper, thereby establishing the dual purpose (access and utilities) of the easement; and

WHEREAS, *N.J.S.A. 40A:12A-8f and 40:67-1 et seq.* permit the Borough to close and vacate its interest in streets where necessary for projects such as the Project.

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

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length

Section 2. The Vacated Area is hereby vacated in accordance with Planning Board Resolution No. 2023-10, with the Vacated Area being combined with new Lot 1.01 in Block 30; provided, however, that all rights and privileges possessed by public utilities, as defined in *N.J.S.A. 48:2-13*, and by any cable television company, as defined in the Cable Television Act, P.L.1972, c. 186, to maintain, repair and replace their existing facilities in, adjacent to, over or under the street, highway, lane, alley, square, place or park, or any part thereof, to be vacated, are expressly reserved and excepted from the vacation set forth above.

Section 3. The Mayor is hereby authorized and directed to execute any and all documents necessary to convey any remaining fee interest in the Vacated Area, surviving the consolidation of the Vacated Area with new Lot 1.01 in Block 30, to the Redeveloper.

Section 4. The Borough Clerk is hereby authorized and directed to: (i) publish notice of the introduction of this ordinance pursuant to *N.J.S.A. 40:49-2*; provided, however, that notice as to such introduction and public hearing shall be made, pursuant to *N.J.S.A. 40:49-6*, at least ten (10) days prior to the public hearing and adoption hereof; and (ii) to mail, at least one week prior to the public hearing and adoption hereof, a copy of the notice referenced in subsection (i) hereof to every person whose lands may be affected by this ordinance.

Section 5. Within sixty (60) days after adoption of this ordinance, the Borough Clerk is authorized and directed to cause a certified copy of this Ordinance to be filed with the Clerk of Mercer County, pursuant to *N.J.S.A. 40:67-2*.

Section 6. This ordinance shall take effect in accordance with all applicable laws and upon the Borough and the Redeveloper executing the Redevelopment Agreement, whichever shall later occur.

Introduction: June 17, 2024

Adoption: **SCHEDULED FOR ADOPTION JULY 15, 2024**

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Exhibit A

Description of Vacated Area

101 Crawfords Corner Road
Suite 3400
Holmdel, NJ 07733
Main: 877 627 3772



DESCRIPTION OF PROPERTY
BOROUGH OF HIGHTSTOWN
MERCER COUNTY, NEW JERSEY

MECHANIC STREET VACATION
PROJECT NO. 16001094B
SEPTEMBER 8, 2023
PAGE 1 | 1

All that certain lot, tract or parcel of land situate, lying and being in the Borough of Hightstown, in the County of Mercer and the State of New Jersey, and being and being a portion of Mechanic Street (50' wide right of way) to be vacated and combine with Lot 1.01, Block 30, as shown on a map entitled "Minor Subdivision for PRC Hightstown, Block 21, Lots 1-3, 20, 21 & 26, Block 30. Lots 1-7 & 10-13, Boro. of Hightstown, Mercer County, New Jersey", prepared by Colliers Engineering & Design, dated August 10, 2020 and revised through September 8, 2023, and being more particularly bounded and described as follows:

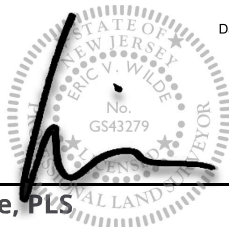
BEGINNING at the intersection of the southerly right of way line of Bank Street (45' wide right of way) with the easterly right of way line of Mechanic Street (50' wide right of way), and running, thence -

1. **S 13° 32' 03" W, 184.66 feet**, along the aforesaid easterly right of way line of Mechanic Street, to the southerly terminus of the same, thence -
2. **N 72° 20' 20" W, 50.13 feet**, along the aforesaid southerly terminus of Mechanic Street, to the westerly right of way line of Mechanic Street, thence -
3. **N 13° 32' 03" E, 180.95 feet**, along the aforesaid westerly right of way line of Mechanic Street, to the aforesaid southerly right of way line of Bank Street, thence -
4. **S 76° 35' 19" E, 50.00 feet**, along the aforesaid southerly right of way line of Bank Street, to the Point and Place of **BEGINNING**.

CONTAINING: 9,140 square feet or 0.210 acres of land more or less.

SUBJECT TO: to all easements, restrictions, reservations, agreements, covenants and rights of way of record.

The foregoing description was prepared by the undersigned surveyor for the firm of Colliers Engineering & Design and is based on the aforesaid Minor Subdivision.



Digitally signed by Eric Wilde
Date: 2023.09.11 13:50:11-04'00'

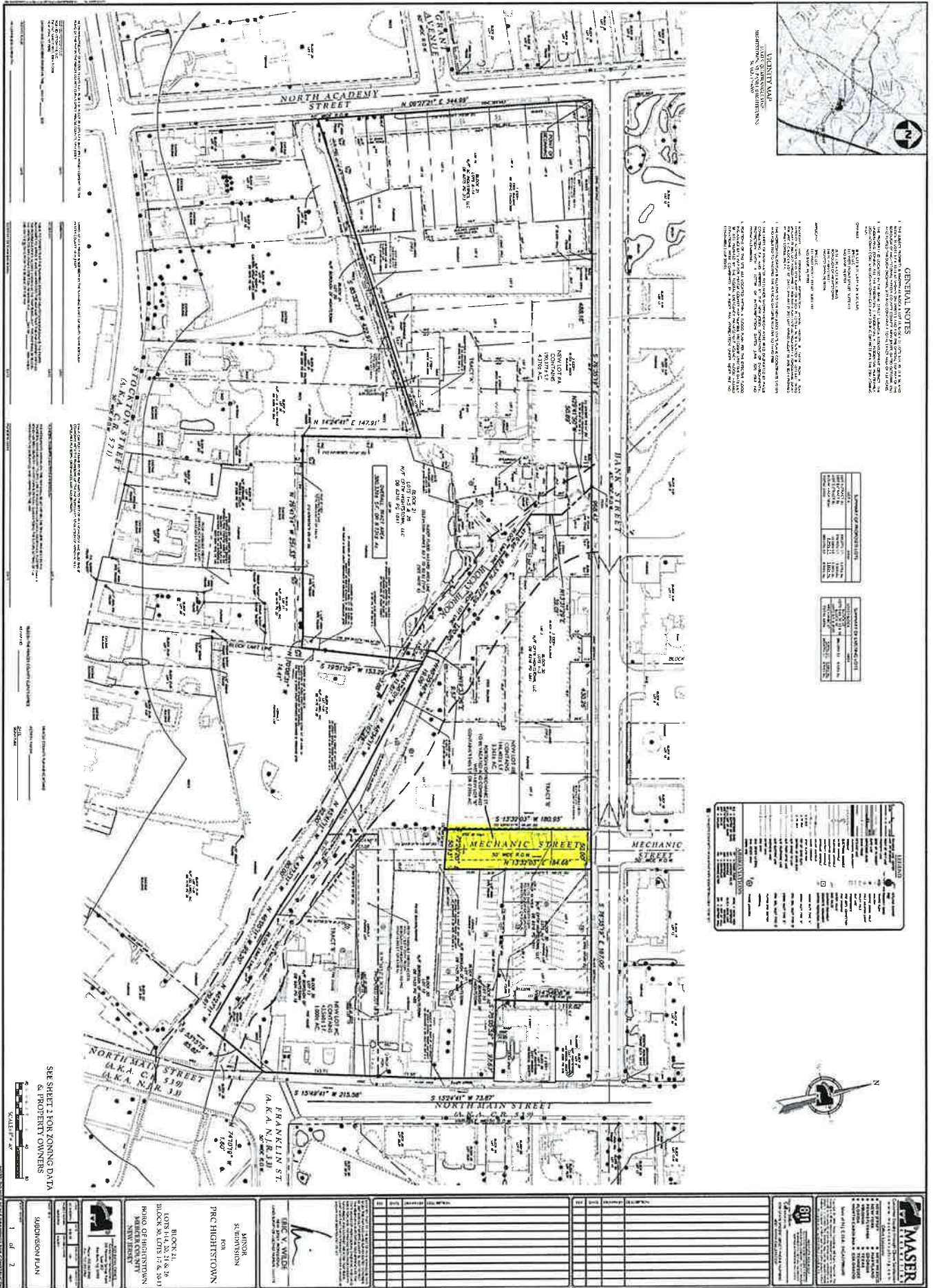
Eric V. Wilde, PLS
New Jersey Professional Land Surveyor
License Number GS43279

September 11, 2023

Date:

Exhibit B

Map of Vacated Area



Ordinance 2024-11

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING ARTICLE 2-19, ENTITLED
“POLICE DEPARTMENT,” OF PART 1, “ADMINISTRATIVE CODE,” OF
CHAPTER 2, “ADMINISTRATION,” OF “THE REVISED GENERAL
ORDINANCES OF THE BOROUGH OF HIGHTSTOWN.”**

WHEREAS, the Borough of Hightstown (the “Borough”) has previously established Article 2-19, entitled “Police Department,” of Part 1, “Administrative Code,” of Chapter 2, “Administration,” of “The Revised General Ordinances of the Borough of Hightstown” (the “Borough Code”); and

WHEREAS, the Mayor and Council wish to revise Article 2-19 of the Borough Code in accordance with the provisions set forth herein.

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

1. That Article 2-19, entitled “Police Department,” of Part 1, “Administrative Code,” of Chapter 2, “Administration,” of the Borough Code is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikeout~~):

Article 2-19. Police Department

Editor's Note: Prior ordinance history includes portions of prior 1991 Code §§ 37-1-31-4, 37-6-37-8, 37-10-37-14, 37-16 and Ordinance Nos. 94-7, 94-12, 19-1994.

§ 2-19-1. Establishment; Composition; Chain of Command.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2012-07; Ord. No. 2016-03]

- A. Establishment. The Borough Council, as the governing body of the Borough of Hightstown, hereby creates and establishes, pursuant to N.J.S.A. 40A:14-118, as an executive and enforcement function of municipal government, a police force which shall be known as the Police Department of the Borough of Hightstown (referred to herein as the "Police Department"). The Police Department shall be governed by the applicable laws of the State of New Jersey, this article of the Hightstown Borough Code, other applicable ordinances of the Borough, and rules and regulations adopted pursuant thereto.
- B. Composition. Under the supervision of the Chief of Police, the composition of the Police Department shall be as follows: a maximum of one lieutenant, a maximum of ~~three~~two (2) sergeants, a maximum of ~~10~~twelve (12) patrol officers, and any civilian personnel as deemed appropriate by the Borough Council. In addition to the regular members of the Police Department, the Borough may ~~employ up to 10 Class~~not exceed two (2) Class One special law enforcement officers and Class Two special law enforcement officers in an

amount not to exceed 25% of sworn officers, pursuant to N.J.S.A. 40A: 14-146.8, et seq., and § 2-19-18 below.

C. Chain of Command. All necessary orders and directives for the management and regulation of the Police Department shall be given through the chain of command. The chain of command shall be as follows:

- (1) The Borough Administrator as the Appropriate Authority, pursuant to N.J.S.A. 40A:14-118;
- (2) The Chief of Police;
- (3) The lieutenant, ~~if one is then serving~~;
- (4) The sergeant(s);
- (5) The patrol officers; and
- (6) The special law enforcement officers, if necessary.

§ 2-19-2. Appropriate Authority.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2016-03]

The Borough Administrator shall serve as the Appropriate Authority pursuant to N.J.S.A. 40A:14-118. Notwithstanding any other provision of this article or any police rules and regulations, the Appropriate Authority shall, in addition to the other duties permitted by N.J.S.A. 40A:14-118, conduct hearings in connection with minor discipline of police officers in accordance with § 2-19-15.

§ 2-19-3. Police Commissioner.

[Ord. No. 1998-7; Ord. No. 2011-10]

The Mayor shall, as soon as possible after the organization of the Council each year in January, name one of the members of [the](#) Council as Police Department Liaison, who shall also be known as the Police Commissioner. The Police Commissioner shall act as liaison between the Borough Council and the Police Department, with the assistance of the Borough Administrator, as needed. In the event of any vacancy in the office of Police Commissioner which the Mayor has not filled within 30 days, the Borough Council shall have the authority, by majority vote, to designate a Council Member to serve as Police Commissioner for the duration of that calendar year.

§ 2-19-4. Chief of Police.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2016-03]

A. Duties and Responsibilities. The Chief of Police shall be the executive head of the Department, and shall have complete authority regarding the day-to-day operations of the Police Department. The Chief shall consult and cooperate with the Borough Administrator, as [the](#) Appropriate Authority. The operations for which the Chief shall be responsible shall include but not be limited to the following:

- (1) Administer and enforce rules and regulations and special emergency directives for the disposition and discipline of the force and its officers and personnel.
 - (2) Have, exercise and discharge the functions, powers and duties of the force.
 - (3) Prescribe the duties and assignments of all subordinates and other personnel in the Department.
 - (4) Delegate such of his authority as the Chief may deem necessary for the efficient operation of the force to be exercised under his direction and supervision.
 - (5) Report monthly to the Borough Council in such form as shall be prescribed by the Council on the operation of the force during the preceding month, and make such other reports as may be requested by the Council or on its behalf by the Borough Administrator or Police Commissioner.
- B. ~~Officer in Charge~~ Acting Chief. In the temporary absence or disability of the Chief of Police, the Chief shall appoint on a temporary basis one of the senior officers of the Department who will act in place of the Chief under the title of "Acting Chief," this title to be used only for the duration of the temporary appointment. The Chief shall notify the Borough Administrator in writing of any such temporary appointment.
- C. Department Equipment. The Chief of Police shall recommend to the Borough Administrator from time to time the purchase of new equipment or the repair or rearrangement of such old equipment as will improve the Department. The Chief shall have full charge and control of all apparatus of the Department and its assignment and use, and shall be held responsible for its care, cleanliness and safe keeping.
- D. Qualifications of the Chief of Police. Selection and evaluation of the individual to be appointed Chief of Police shall be based upon the following criteria, and the requirements of New Jersey law:
- (1) Demonstrated possession of a thorough knowledge of the principles and practices of modern police and emergency management administration, modern police science and crime prevention, and the ability to command the respect of officers and support staff and to plan, assign, direct, supervise and evaluate their performance.
 - (2) Ten years of police experience as a member of a police department or force, including supervisory experience.
 - (3) Education, ~~including~~ at a minimum must consist of a high school diploma or accredited equivalent. Post-secondary courses and degrees are desirable and will be considered in the selection process. ~~Attendance at and completion of a police training course and successful physical and psychological tests are mandatory.~~
 - (4) Residence within the State of New Jersey and within a radius of ~~15~~60 miles of the Borough ~~Police Headquarters~~ of Hightstown.
 - (5) Receipt of a satisfactory grade on any qualifying examination for the office of Chief as may be selected by the Borough Council.

§ 2-19-5. Duties of Department.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2016-03]

- A. The Chief of Police shall take all appropriate and necessary steps to make sure that the Police Department shall:
- (1) Preserve the public peace, protect life and property and prevent crime; detect and arrest offenders against the penal laws and ordinances effective within the Borough; suppress riots, mobs and insurrections; disperse unlawful or dangerous assemblages; and preserve order at all elections, public meetings and assemblages.
 - (2) Administer and enforce laws and ordinances to regulate, direct, control and restrict the movement of vehicular and pedestrian traffic and the use of the streets by vehicles and persons, protect the safety and facilitate the convenience of motorists and pedestrians and make and enforce rules and regulations not inconsistent with the ordinances and resolutions of the Borough for such purposes.
 - (3) Remove or cause to be removed all nuisances in the public streets, parks and other public places of the Borough, inspect and observe all places of public amusement or assemblage and all places of business requiring any State or municipal license or permit and report thereon to the appropriate department.
 - (4) Provide proper police attendance and protection at fires and emergencies.
 - (5) Provide for the attendance of its members in court as necessary for the prosecution and trial of persons charged with crimes and offenses and cooperate fully with the law enforcement and prosecuting authorities of Federal, State and County governments.
 - (6) Operate training programs to maintain and improve police efficiency of the members of the Department.
- B. All police officers and employees shall, at all times, while holding office or appointment under the authority of this article, whether on or off duty, abide by the Constitutions of the United States and of the State of New Jersey.
- C. All police officers and employees shall, at all times, while holding office or appointment under the authority of this article, whether on or off duty, show abiding respect for government by complying with all laws, statutes, codes, ordinances, rules and regulations, including those of the State of New Jersey, [the Hightstown Police Department](#) and the Borough of Hightstown.
- D. All police officers shall, at all times, while holding office or appointment under the authority of this article, whether on or off duty, conduct themselves as police officers in accordance with their oath of office.

§ 2-19-6. Rules and Regulations of Department.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2016-03]

- A. The Borough Council shall have the power, by resolution, to adopt such rules and regulations for the government and discipline of the Police Department as are not inconsistent with New Jersey law or this article. The Chief of Police shall have the power to adopt such additional rules, regulations, procedures and orders as shall be deemed necessary by him to promote the efficiency of the Department. Any such rule, regulation, procedure or order of the Chief of Police shall be sent immediately to the Borough Administrator and to the Borough Council, and they may be modified or annulled by resolution or motion of the Borough Council.
- B. Such rules, regulations, procedures and orders shall be binding upon each member and civilian employee of the Police Department, and copies shall be made available by the Chief of Police for all such members and employees.
- C. Within five days after the promulgation of any rule, regulation, procedure or order, same shall be posted by the Police Chief or designee in the Police Department and a copy shall be made available to each member of the Department and to each civilian employee of the Department, all of whom shall acknowledge receipt of same on a form supplied by the Chief.
- D. In the event of any inconsistency between this Article **2-19** and the rules, regulations, procedures or orders, the provisions of this article shall control. In the case of inconsistency with any applicable collective bargaining agreement, the provisions of such agreement shall control.

§ 2-19-7. Decrease for Reasons of Economy and/or Efficiency.

The Borough Council may decrease the force for reasons of economy and/or efficiency. In accordance with N.J.S.A. 40A:14-143, the Council, if it shall deem necessary for reasons or economy and/or efficiency decrease the number of members and officers of the Police Department or force or grades or ranks. In case of demotion from the higher ranks, the officers or members to be so demoted shall be in inverse order of their appointment. Any member or officer who is demoted by reason of such decrease shall be placed on a special employment list, and in the case of subsequent promotion or hiring, a person demoted shall be reinstated to the original rank, if it exists, and in case of termination of service and a new appointment, prior consideration shall be given to the persons on said special employment list.

§ 2-19-8. Application; Appointments and Qualification; Probationary Period.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2012-07; Ord. No. 2016-03]

- A. Application. Any applicant for the position of police officer ~~of any rank, other than Chief of Police,~~ shall make written application therefor, on forms supplied by the Borough, to the ~~Borough Administrator~~Chief of Police, and at the same time shall submit such proofs as shall be required with respect to the qualifications as set forth in said application. Every such application shall be signed and sworn by the applicant. No applicant shall be appointed to ~~any position with~~the position of Probationary Police Officer within the Police Department until after the applicant is fingerprinted and said fingerprints are filed and investigated with the New Jersey State Police and the Federal Bureau of Investigation. No

applicant shall be appointed until after there has been a thorough background and character investigation of the candidate that will also determine the candidate's fitness for the position. Every person who shall have made ~~due an~~ application to be appointed a police officer shall undergo a physical and psychological examination by a physician hereinbefore specified after the initial application and interview process and after a conditional offer of employment. ~~The report of such physical examination shall be delivered to the Borough Administrator, who shall submit said report together with the interview committee's recommendation, to the Borough Council prior to its consideration of the making or any such appointment; provided, however, that no person shall be appointed a police officer unless such person shall have undergone a physical examination by a physician, and the report of such examination shall show that the applicant possesses the required physical qualification.~~

- B. Procedure for Evaluation and Appointment of Patrolman. Applications shall be reviewed by the Borough Administrator and Police Chief, and selected candidates shall be interviewed by the Police Committee consisting of the Borough Administrator, Police Chief, Mayor, and Police Commissioner, with the Police Commissioner serving as the Chair, and making recommendations to the Borough Council. The Borough Administrator and Police Chief reserve the option of mandating applicants to pass a written examination prior to the interview process, whereby the top written scoring applicants are interviewed. Said Police Committee shall then recommend a name or names to the Council, which may determine to conduct interviews itself prior to confirming employment. In either case, no member of the Police Department shall be appointed prior to consideration by the Council and formal appointment by resolution of the Council.
- C. Probationary Appointment.
- (1) No person shall be appointed as a permanent member of the Borough Police Department prior to demonstrating an aptitude for police employment in the Borough of Hightstown for a period of one year, during which time said person shall be known as a probationary police officer. During the probationary period, the appointment as a police officer shall be subject to revocation at any time for any cause and without any hearing. The probationary period may be extended by the ~~Borough Council~~Chief of Police to a maximum of an additional six months ~~if necessary in order for an officer to successfully complete a police training course as prescribed by law~~. In particular, no person shall be eligible or qualified to be appointed as a probationary police officer unless at the time of his/her appointment:
- (a) She/he shall be a citizen of the United States and resident of the State of New Jersey.
- (b) She/he shall not be less than 21 years of age and shall be sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to her/his eligibility for membership in the retirement system. Age shall not be considered in the promotion of any officer to a higher rank.

- (c) She/he shall demonstrate the ability to read and write the English language intelligently.
 - (d) She/he is of good moral character and shall not have been convicted of a crime or disorderly persons offense that, in the judgment of the Borough Council, would be prejudicial to the morale or the reputation of the Police Department.
 - (e) She/he must successfully pass the required physical fitness examination, drug and alcohol screening, psychological examination administered by a physician or laboratory of the Borough's choosing and be a successful graduate of a certified police academy as she/he may be assigned by the Borough. Any drug screening, psychological or medical examination or physical fitness examination shall be conducted after a conditional offer of employment or promotion has been made by the Borough.
 - (f) She/he is a holder of a valid New Jersey driver's license.
 - (g) She/he has obtained and continues to hold the required license for Law Enforcement Officers in the State of New Jersey.
 - (h) Education, at a minimum, must consist of a high school diploma or accredited equivalent. Post-secondary courses and degrees are desirable and will be considered in the selection process.
- (2) For purposes of this section, the probationary period for any police officer shall be for a period of one year following the candidate's graduation from a police academy, or if the candidate has prior police experience, said probationary period shall be for one year from the date of employment or from the date of the successful completion of any police refresher courses required to be taken as a condition of employment, whichever shall occur last. ~~No person shall be appointed or promoted to a command or supervisory position above patrolman or patrolwoman unless he or she shall have demonstrated an aptitude for such position.~~ Candidates for and members of the Police Department shall have all other qualifications prescribed by law.
- (3) Probationary employees will be evaluated on a ~~monthly~~ regular basis throughout the entire period of their probation in an effort to determine their suitability for continued employment. Probationary employees will be advised of their progress and counseled when necessary in an effort to correct any deficient performance or behavior.
- (4) Upon the completion of the probationary period, the Chief of Police shall recommend the officer for permanent appointment or dismissal by the Borough Council. If the officer is made permanent, the officer shall be subject to the provisions of New Jersey law with respect to discipline and removal. Such recommendation shall be set forth in a written report along with the Chief's

observations and findings leading to such recommendation. These recommendations shall be submitted to the Appropriate Authority no later than 10 days prior to the end of the probationary employee's period of probation. Nothing herein shall prohibit the Chief of Police from submitting such recommendation at any time during the employee's probationary period when such employee demonstrates that he/she does not possess the qualities and abilities to competently perform the duties of Borough police officer. Prior to achieving permanent status, probationary members shall not be considered as regular or permanent members of the Department.

- (5) The Borough Council may terminate a probationary employee at any time during or at the end of the probationary period, or affirm the retention of the candidate as a permanent member of the police force.

§ 2-19-9. Uniforms to Be Furnished.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2012-07; Ord. No. 2016-03]

Police uniforms shall be furnished to all regular or permanent members of the Borough Police Department and shall, at all times, be and remain the property of the Borough. Upon separation from service for any reason whatsoever, all uniforms and other equipment and accessories furnished by the Borough shall be promptly returned to the Police Chief.

§ 2-19-10. Qualifications for Police Officers.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2012-07; Ord. No. 2016-03; Ord. No. 2019-03]

No person shall be appointed as a regular or permanent member of the Police Department unless that person is qualified in accordance with the requirements of N.J.S.A. 40A:14-122 and the age requirements set forth in N.J.S.A. 40A:14-127 et seq. In particular, no person shall be eligible or qualified to be appointed as a regular or permanent police officer unless, at the time of his/her appointment:

- A. She/he shall be a citizen of the United States and resident of the State of New Jersey.
- B. She/he shall not be less than ~~18~~21 years of age and shall be sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to her/his eligibility for membership in the retirement system. Age shall not be considered in the promotion of any officer to a higher rank.
- C. She/he shall demonstrate the ability to read and write the English language intelligently.
- D. She/he is of good moral character and shall not have been convicted of a crime or disorderly persons offense that, in the judgment of the Borough Council, would be prejudicial to the morale or the reputation of the Police Department.
- E. She/he must successfully pass the required physical fitness examination, drug and alcohol screening, psychological examination administered by a physician or laboratory of the Borough's choosing and be a successful graduate of a certified police academy as she/he may be assigned by the Borough. Any drug screening, psychological or medical

examination or physical fitness examination shall be conducted after a conditional offer of employment or promotion has been made by the Borough.

- F. She/he is a holder of a valid New Jersey driver's license.
- ~~G. She/he must have an associate's degree or 60 college credits from an accredited college or university PLUS at least 24 months of satisfactory employment or military experience.~~
- G. She/he has obtained and continues to hold the required license for Law Enforcement Officers in the State of New Jersey.
- H. Education, at a minimum, must consist of a high school diploma or accredited equivalent. Post-secondary courses and degrees are desirable and will be considered in the selection process.

§ 2-19-11. Residency Requirements.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2012-07; Ord. No. 2016-03]

- A. Findings of Fact. The Borough Council specifically finds that requiring all regular or permanent police officers to be residents of the Borough would seriously impede its ability to establish and maintain competent personnel for its Police Department and would be in violation of N.J.S.A. 40A:14-122.1.
- B. Preference in promotions shall be given to residents in accordance with N.J.S.A. 40A:14-122.6, but also shall be based on merit and fairness.
- C. Residency in State. Every regular or permanent member of the Police Department shall be a resident of the State of New Jersey in accordance with N.J.S.A. 40A:14-122.8.

§ 2-19-12. Chief of Police; Qualifications; Promotion.

[Ord. No. 2016-03]

Candidates for the position of Chief of Police shall participate in a promotional procedure administered by the reviewing committee. The reviewing committee, which shall be made up of the Administrator, Police Commissioner, and Mayor, his/her designees and the current Chief of Police (unless there has been no chief or the Chief is involved in pending discipline or litigation with the Borough) shall consider the following: the candidates' knowledge of criminal law and procedure, police science and police administration, leadership and management ability, general knowledge of Borough's local government and N.J.S.A. 40A:14-118, the candidates' poise, alertness, ability to communicate clearly and effectively, ability to effect good working and public relations, and moral character. To be considered for the position of Chief of Police, the candidates must be serving as Borough Lieutenant or Sergeant.

§ 2-19-13. Promotions to the Rank of Sergeant and/or Lieutenant.

[Ord. No. 2016-03]

- A. The Borough Council desires to promote the most qualified candidates to positions of higher rank. This section establishes the eligibility requirements and the process for promotion to all higher ranks. The promotion process shall be on the basis of merit, experience, education, demonstrated ability and competitive examinations. In accordance with N.J.S.A. 40A:14-129, promotion of any officer shall be made from the membership of the Department. No person shall be eligible for promotion unless he or she shall have served as a full-time police officer in the Hightstown Borough Police Department for a period of three years (N.J.S.A. 40A:14-130).
- B. Upon receiving instructions from the Borough Council, the Chief of Police shall announce the promotional process to members of the Department at least 45 days before a written test is to be given and at least 15 days before a written submission is to be submitted. The announcement shall be posted in common areas of the Department accessible to all members. The announcement shall contain, at a minimum, the rank to be filled, the dates of the exams, source materials or reading lists from which exam questions will be taken or topics from which questions will be formulated. Candidates who qualify shall notify, in writing, the Chief of Police of his or her interest in taking the examination by submitting a letter of interest no later than 10 calendar days after the promotion announcement. Failure to do so shall render the officer ineligible to participate in the process.
- C. Where two or more candidates are ranked equally pursuant to the promotional procedure set forth herein, preference shall be given to the candidate with the most seniority in service pursuant to N.J.S.A. 40A:14-129, or a resident over a nonresident pursuant to N.J.S.A. 40A:14-122.6.
- D. The Borough Council shall appoint the reviewing committee for departmental promotions, which shall, at a minimum, consist of the Chief of Police, Administrator, Police Commissioner, and Mayor.
- E. Promotion Testing Procedures. The promotion testing procedure shall consist of a written examination (and/or narrative) and an oral examination in which all candidates will be given the same questions, a review of the candidates' service record, education, merit and experience.
 - (1) Written Examination. The written test shall be supplied by a professional testing company, professional law enforcement organization or such other written examination approved by the Chief of Police. The top five scoring candidates shall then proceed to the Oral Examination.
 - (2) Oral Examination.
 - (a) Candidates shall be notified, in writing, of their successful or unsuccessful completion of the written portion of the exam by the Chief of Police or his/her designee.
 - (b) The oral examination shall take place after the receipt of the written examination scores.
 - (c) The Oral Examination with the Chief of Police shall focus on leadership and management skills, knowledge of Borough's form of government,

knowledge of the Police Department Ordinance, familiarity with municipal budget process and knowledge of N.J.S.A. 40A:14-118. The Reviewing Committee shall grade each candidate on a one-hundred-point scale. The Chief of Police and/or his designee (excluding Chief interviews) shall be present at this step.

- (d) The top three scoring candidates of the written and oral examination shall then proceed to the record review portion of the examination.
- (3) Record Review.
 - (a) The Reviewing Committee shall examine the length and merit of candidate's service. The examination process shall give specific weight to performance evaluations, experience, military service, demonstrated leadership ability, education and disciplinary history.
- F. The review committee shall rank each candidate based on the total score. The list shall include the candidates' names and the final scores of the top three candidates who are eligible for the promotion. The Borough Council shall then appoint from the top three to fill the promotional position.
- G. Eligibility for Testing. All candidates for promotion to Sergeant must have served three years with the Borough as full-time police officers by the date of the written test in order to be eligible to participate in the promotional process. All candidates for promotion to Lieutenant must have served one year with the Borough as a Sergeant by the date of the written test in order to be eligible to participate in the promotional process.
- H. Probationary Period for Promoted Officers.
 - (1) All officers promoted to a higher rank will serve a ~~six-month~~one year probationary period during which time the officer will be evaluated on a monthly basis to ensure the officer has the requisite skill set to perform the duties of the position to which he/she has been promoted. At the sole discretion of the Chief of Police, the probationary period may be extended by 6 months.
 - (2) The Chief of Police shall make a recommendation to the Borough Council concerning the suitability for the transition from probationary status to regular status for each newly promoted officer. Such recommendation shall be set forth in a written report along with the Chief's observations and findings leading to such recommendation. These recommendations shall be submitted to the Appropriate Authority and the Borough Council no later than 10 days prior to the end of the probationary period. Nothing herein shall prohibit the Chief of Police from submitting such recommendation at any time during an officer's probationary period when such officer demonstrates that he/she does not possess the qualities and abilities to competently perform the duties of the position to which the officer has been promoted.

§ 2-19-14. Oath Required.

[Ord. No. 1998-7; Ord. No. 2016-03]

Each member of the Police Department shall, before entering upon the performance of official duties, take and subscribe an oath to bear true faith and allegiance to the government established in this Borough and this State, to support the constitutions of the United States of America and the State of New Jersey and to faithfully, impartially and justly discharge and perform all the duties of office, which oath or affirmation shall be filed with the Clerk.

§ 2-19-15. Procedure for Implementation of Disciplinary Hearings.

[Ord. No. 1998-7; Ord. No. 2000-04; Ord. No. 2011-10; Ord. No. 2016-03]

- A. The Chief of Police is responsible for issuing major or minor discipline. The Chief of Police shall serve or cause to be served upon the member of the Police Department a signed copy of the complaint and/or charges against the member, along with a written notice that a disciplinary hearing, for suspension or termination, shall be scheduled no sooner than 10 days nor later than 30 days after the notice is personally served upon him or her. The Appropriate Authority or an appointed hearing officer, and the member, themselves or through their representatives, if any, may agree to reasonable postponements. The Chief of Police may impose an oral or written reprimand without formal charges or hearing. The officer shall have the right to challenge the reprimand through the negotiated grievance procedure contained in the applicable collective negotiations agreement.
- B. Minor discipline, which includes a suspension of ~~is any discipline that is~~ five days or less, ~~including reprimands,~~ may be heard and determined before and by the Appropriate Authority, or through the grievance procedures. Major discipline, which is any discipline that is over five days shall be heard and determined before and by the Appropriate Authority, or an appointed third party hearing officer, at the time and place set forth in the notice.
- C. In cases of major discipline, ~~A~~ written copy of the recommendation of the Appropriate Authority or the hearing officer, whichever is applicable, shall be served upon the member of the Police Department and the Borough Council as soon as possible, but in no event later than 21 days after the hearing. The Borough Council shall review the recommendation and record established during a hearing, and may accept, amend or reject said recommendation. The Mayor shall participate in the decision, and shall vote to break a tie, if necessary.
- D. The Mayor and Council shall use ~~Chapter 8 of~~ the Police Rules and Regulations as a nonbinding guideline in the conduct of the hearings authorized herein.
- E. All disciplinary actions shall be subject to the requirements and time frames set forth in N.J.S.A. 40A:14-147, et seq.

§ 2-19-16. Reimbursement for Legal Costs.

[Ord. No. 1998-7; Ord. No. 2016-03]

Where the Borough Council determines that the provisions of N.J.S.A. 40A:14-155 require that the Borough provide a means of defense or reimburse a police officer for legal costs, the hourly rate for which the Borough shall be responsible shall not exceed the hourly rate charged by the Borough Attorney for litigation matters. All statements for professional services submitted by

attorneys representing police officers under this article shall be subject to review by the Borough Attorney and review and approval by the Borough Administrator.

§ 2-19-17. Term of Service.

[Ord. No. 1998-7; Ord. No. 2012-07; Ord. No. 2016-03]

The term of service of any regular or permanent member of the Police Department shall be to the age of 65 and shall be calculated as beginning on the date of formal appointment by the Borough Council. If the minutes or records of the Borough Council do not disclose such date, the payroll or other records of the Borough shall be used to determine it. At the age of 65 the officer shall be retired by resolution of the Borough Council and his or her services as a police officer shall be at an end; provided, however, that the Borough Council may, in its discretion, continue any officer temporarily in case of emergency, or as the needs and interest of the Borough may require, provided said officer remains qualified for said employment.

§ 2-19-18. Special Law Enforcement Officers.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2012-07; Ord. No. 2016-03]

- A. Definitions. Whenever any words and phrases are used in this section, the meanings respectively ascribed to them in N.J.S.A. 40A:14-146.9 shall be deemed to apply to such words and phrases used herein.
- B. Position Established. There is hereby established the position of special law enforcement officer (also referenced as "special police officer") in and for the Borough of Hightstown.
- C. Determination of Eligibility. Before any special law enforcement officer is appointed, the Chief of Police shall ascertain the eligibility and qualifications of the applicant and report these determinations, in writing, to the Mayor and Council.
- D. Appointment. Special law enforcement officers may be appointed for terms not to exceed one year, and the appointments may be revoked by the Mayor and Council for cause, after adequate hearing, unless the appointment is for four months or less, in which event the appointment may be revoked without cause or hearing. Nothing herein shall be construed to require reappointment upon the expiration of the term. The special law enforcement officers so appointed shall not be members of the police force of the Borough, and their powers and duties shall cease at the expiration of the term for which appointed.
- E. Qualifications.
 - (1) No person may be appointed as a special law enforcement officer unless the person:
 - (a) ~~Is at least 18 years of age;~~
 - (b) ~~Is a resident of the State of New Jersey during the term of appointment;~~
 - (c) ~~Is able to read, write and speak the English language well and intelligently and has a high school diploma or its equivalent;~~
 - (d) ~~Is sound in body and of good health;~~

- ~~(e) Is of good moral character;~~
- ~~(f) Has not been convicted of any offense involving dishonesty or which would make him or her unfit to perform the duties of his or her office; and~~
- ~~(g) Has successfully undergone the same psychological testing that is required of all full-time police officers in the Borough or, with regard to a special law enforcement officer hired for a seasonal period which required psychological testing of its full-time police officers, has successfully undergone a program of psychological testing approved by the Police Training Commission (the "Police Training Commission" or the "Commission") established in the New Jersey Department of Law and Public Safety, pursuant to N.J.S.A. 52:17B-70.~~
- (a) She/he shall be a citizen of the United States and resident of the State of New Jersey.
- (b) She/he shall not be less than 21 years of age and shall be sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to her/his eligibility for membership in the retirement system. Age shall not be considered in the promotion of any officer to a higher rank.
- (c) She/he shall demonstrate the ability to read and write the English language intelligently.
- (d) She/he is of good moral character and shall not have been convicted of a crime or disorderly persons offense that, in the judgment of the Borough Council, would be prejudicial to the morale or the reputation of the Police Department.
- (e) She/he must successfully pass the required physical fitness examination, drug and alcohol screening, psychological examination administered by a physician or laboratory of the Borough's choosing and be a successful graduate of a certified police academy as she/he may be assigned by the Borough. Any drug screening, psychological or medical examination or physical fitness examination shall be conducted after a conditional offer of employment or promotion has been made by the Borough.
- (f) She/he is a holder of a valid New Jersey driver's license.
- (g) Education, at a minimum, must consist of a high school diploma or accredited equivalent. Post-secondary courses and degrees are desirable and will be considered in the selection process.
- (h) She/he has obtained and continues to hold the required license for Law Enforcement Officers in the State of New Jersey.

- (2) Every applicant for the position of special law enforcement officer shall have fingerprints taken, which fingerprints shall be filed with the Division of State Police and the Federal Bureau of Investigation.
 - (3) No person shall be appointed to serve as a special law enforcement officer if that person serves as a special law enforcement officer in another municipality; nor shall any permanent, regularly appointed full-time police officer of any other municipality in the State of New Jersey be appointed as a special law enforcement officer. No public official with responsibility for setting law enforcement policy or exercising authority over the budget of any municipality in the State of New Jersey or supervision of the Police Department of a municipality in the State of New Jersey shall be appointed as a special law enforcement officer.
 - (4) Any person who at any time prior to this appointment had served as a duly qualified, fully trained, full-time officer in any municipality in the State of New Jersey, and who is separated from that prior service in good standing, shall be eligible to serve as a special law enforcement officer consistent with the guidelines promulgated by the Police Training Commission. If the Police Training Commission waives the training requirements which are required by statute, the Mayor and Council, if it chooses, may appoint such person as a special law enforcement officer.
- F. Training Course and Certification Requirements. No person may commence his or her duties as a special law enforcement officer unless he or she has successfully completed the training course and certification requirements of N.J.S.A. 40A:14-146.11, unless such training requirements have been waived by the Police Training Commission.
- G. Classification of Officers. There are hereby established two classifications of special law enforcement officers as follows:
- (1) Class One. Officers of this class shall be authorized to perform routine traffic detail, spectator control and similar duties. Class One officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances and violations of Title 39 of the Revised Statutes. The use of a firearm by an officer of this class shall be strictly prohibited, and no Class One officer shall be assigned any duties which may require the carrying or use of a firearm.
 - (2) Class Two. Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer. The use of a firearm by an officer of this class may be authorized only after the officer has been fully certified as successfully completing training as prescribed by the Police Training Commission.
- H. Uniforms. Every special law enforcement officer prior to the commencement of his or her duties shall be furnished with a uniform which shall identify the officer's function. The uniform shall include, but not be limited to, a hat and appropriate badges which shall bear an identification number or name tag and the name of the Borough of Hightstown. The uniform shall also include an insignia issued by the Police Training Commission which clearly indicates the officer's status as a special law enforcement officer and the type of

certification issued by the Commission. All special law enforcement officers prior to the commencement of duties shall be in uniform properly displaying the appropriate insignia.

- I. Return of Equipment and Uniform Upon Termination. Whenever a special law enforcement officer's appointment is revoked or a special law enforcement officer is not reappointed upon the expiration of the term, the special law enforcement officer shall return to the officer in charge of the station house all Borough of Hightstown issued uniforms, badges and equipment within 15 days of the revocation or expiration of the term.
- J. Firearms. The special law enforcement officers shall carry and return firearms pursuant to the guidelines established in N.J.S.A. 40A:146.14(b).
- K. Conduct of Officers. Special law enforcement officers shall comply with the rules and regulations applicable to the conduct and decorum of the permanent, regularly appointed police officers of the Borough, as well as any rules and regulations applicable to the conduct and decorum of special law enforcement officers.
- L. Performance of Duties.
 - (1) A special law enforcement officer shall be under the supervision and direction of the Chief of Police, and shall perform his or her duties only in the Borough unless in fresh pursuit of any person pursuant to Chapter 156 of Title 2A of the New Jersey Statutes.
 - (2) The Chief of Police may authorize special law enforcement officers when on duty to exercise the same powers and authority as permanent, regularly appointed police officers of the Borough, including, but not limited to, the carrying of firearms and the power to arrest subject to rules and regulations; any such authorization shall not be inconsistent with the certification requirements of § ~~2-19-18F~~ above.
- M. Hours of Employment. The provisions of N.J.S.A. 40A:14-146.16(a) and (c) regarding the maximum hours of employment of special law enforcement officers are hereby incorporated as if stated in full herein.
- N. Limitation of Use of Officers. Special law enforcement officers may be employed only to assist the Borough's law enforcement unit but may not be employed to replace or substitute for full-time regular police officers or in any way to diminish the number of full-time officers employed by the Borough.
- ~~O. Number of Positions Designated:
 - (1) ~~There are hereby created 10 positions as special law enforcement officers designated as Class One members.~~
 - (2) ~~There are hereby created positions as special law enforcement officers designated as Class Two members that do not exceed 25% of the total sworn officers on the force.~~~~

§ 2-19-19. Engagement of Services of Off-Duty Police Officers.

[Ord. No. 1998-7; Ord. No. 2011-10; Ord. No. 2016-03; Ord. No. 2020-10]

A. Purpose. To establish a policy regarding the hiring and use of off-duty Hightstown Borough police officers by any entity or person other than the Borough of Hightstown.

B. Policy; Procedure.

- (1) Members of the Police Department shall be permitted to accept police-related outside employment services work (also referenced herein as “outside employment services” or “outside employment detail” or “off-duty detail” or “off-duty work”) only during off-duty hours, ~~only if authorized by the Chief of Police,~~ and only at such time(s) as will not interfere with the efficient performance of regularly-scheduled or emergency duty responsibilities for the Borough, so long as such request is approved in advance by the Chief of Police, who is the sole authorized official of the Borough for approving such off-duty work.
- (2) Any person or entity wishing to employ ~~off-duty~~Hightstown Borough police officers for off-duty work shall first contact the Police Department to obtain the Borough's contracted Third Party Outside Employment ~~Administrator~~Company information for such services.
- (3) Police officers engaged in off-duty work shall be deemed “on-duty” for the duration of the outside employment detail and shall conform to all Hightstown Borough Police Department rules, regulations, procedures, and orders.

~~B~~C. Requests for Outside Employment Services.

- (1) Any party or employer requesting the outside employment services of an off-duty Borough police officer shall submit the following information to the Chief of Police for approval; the estimated length (number of days) of the detail, work hours of the detail and number of officers requested. The Chief of Police shall review the request and determine if it includes an adequate number of off-duty officers to ensure security, crowd control or traffic safety. The Chief of Police shall have the authority to require the requesting party to hire additional officers to make sure that any security, crowd control or traffic safety concern is met.
- (2) No officer shall arrange with any party to work outside employment privately, ~~or without the authorization of the Police Chief, to provide such services.~~
- (3) Every officer shall have the right to turn down without any penalty any request to work an outside employment detail. No officer shall be required or ordered to work any ~~extra~~off-duty detail.
- (4) The Police Chief shall keep in view the needs of the Borough for shift coverage in determining whether to approve or to deny any request for off-duty officer outside employment services by any party or entity.
- (5) Requests by a party to hire off-duty officers must be made to the Borough's Outside Employment ~~Administrator~~Company at least three business days prior to the date off-duty officers are needed. Emergency requests to hire off-duty officers will be evaluated on a ~~case-by-case~~ basis. ~~and~~All requests must be approved by the Chief of Police before the commencement of the off-duty detail.

ED. Outside Employment services assignment/rate for extra duty.

- (1) The rate charged by the Borough of Hightstown for outside employment services performed by officers of the Hightstown Police Department shall be in accordance with the collective negotiations bargaining agreement between the Borough and FOP, a copy of which is on file in the Municipal Clerk's office.
- (2) A \$15 per hour Administrative Fee shall apply for each hour of outside employment detail performed by officers of the Hightstown Police Department. This fee shall be in addition to the hourly rate determined by the negotiations bargaining agreement between the Borough and FOP. The Administrative Fee shall be retained by the Borough and shall not be paid to officers who perform the services.
- (3) The Borough of Hightstown utilizes an Outside Third-Party Employment Company to administer and perform the above-mentioned actions related to the off-duty detail employment process. These actions include, but are not limited to: communicating with the requesting person or company to schedule off-duty detail "jobs," securing the Police Chief's approval for the assignment, scheduling the officers for the said jobs, invoicing the requesting person or company, and receiving escrow and/or payment from the requesting person or company in a manner set forth by the Third Party Outside Employment Company. The Third Party Outside Employment Company may charge an additional fee for services that are above and in addition to the fee structure stated above and shall utilize business-type collection rules as set forth in the contract between Hightstown Borough and the Third Party Outside Employment Company. The Third Party Outside Employment Company will reimburse the Borough for funds due to the Borough via ACH or other funds transfer method, according to the fees set forth in the collective bargaining agreement and in the contract between the Borough and the Third Party Outside Employment Company, in a timely manner. Reimbursement shall usually coincide with payroll periods that the officers have performed or were scheduled for, in accordance with the above-listed rules of employment between the Borough and the person(s) or company seeking services. The Borough will subsequently pay the police officers for their outside employment services through the Borough's payroll schedule.

DE. Minimum number of hours.

- (1) There shall be a minimum obligation of four-hour's pay for each off-duty officer hired to work an outside employment detail. This four-hour pay obligation shall not apply to any Borough/Board of Education and related entities for off-duty activities/events.

EF. Use of ~~Marked~~ Police Vehicles. In the event that a party or employer employs any off-duty Borough police officer pursuant to this article, in addition to any compensation to be paid to the Borough pursuant to the requirements herein, there shall also be a \$20 per hour per vehicle fee for the use of marked or unmarked police vehicles. The Police Vehicle Fee shall

be retained by the Borough and shall not be paid to officers who perform the outside employment services.

- FG.** Penalty. Any person or entity who employs off-duty Borough police officers in order to perform the above services without first having complied with the requirements of this article shall be subject to the fines set forth Article 1-5 of the Borough Code for each day that the party or entity employs any Borough police officer, unless a waiver of said requirements shall have been granted, in advance, by the Police Chief. Any officer or employee of the Hightstown Police Department who provides off-duty detail services in a manner other than as specified in this article shall be subject to prosecution for violation of the Borough Code, and also for disciplinary process and penalties, including administrative penalties up to and including dismissal, in addition to the penalties set forth in Article 1-5 of the Borough Code.
- GH.** Cancellation Policy. With the exception of Borough and Board of Education and related entities matters, if an outside employment services job is cancelled with less than twelve (12) hours notice, the applicable officer(s) will receive compensation for four (4) hours. This payment for said assignment, and the administrative fee shall apply and be payable by the person or entity who reserved said services. This four-hour pay obligation shall not apply to any Borough/Board of Education and related entities off-duty detail activities/events.
- HI.** Control Vested in the Police Chief. The Police Chief of the Borough of Hightstown shall be the authorized official of the Borough responsible for the overall conduct of the members of the Police Department in following the rules and regulations promulgated herein, and shall insure that the terms, conditions and provisions of this article shall be fully and faithfully carried out. Additionally, the Police Chief shall have authority to control officers engaged in off-duty ~~or~~ outside employment services pursuant to this article, and shall further have the authority and the duty to commence disciplinary process as to any and all officers so engaged in outside employment services by private employers, should cause for such charges arise or exist. The Police Chief shall be accountable for the failure to abide by or to enforce the terms of this article as to off-duty outside employment services by police officers.
- IJ.** Adherence to Department Rules and Regulations. While employed as an off-duty officer on an outside employment detail, officers shall adhere to all department rules, regulations, policies and procedures. Officers shall also follow any commands or directions given to them by the Chief of Police, Supervisor or On-Duty Officer In-Charge (OIC). Police officers engaged in off-duty outside employment services work shall be deemed “on-duty” and shall conform to all Hightstown Borough Police Department rules, regulations, procedures, and orders.

§ 2-19-20. Drug Screening Procedure for Applicants and All Employees of the Police Department.

[Ord. No. 2011-10; Ord. No. 2016-03]

The Police Chief shall establish a drug screening procedure, including screening for steroids, for applicants and employees of the Police Department. The drug testing policy shall be in accordance

with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated ~~reviewed and approved~~ by ~~the Office of~~ the Mercer County Prosecutor. The policy shall be adopted as a part of the Police Department's rules and regulations and shall be amended from time to time so as to insure that applicants to the Police Department and the Department's sworn law enforcement personnel and employees are drug free. The Police Chief shall make sure that random and unannounced drug tests are conducted as to every single police officer, with every reasonable precaution taken to ensure the integrity, reliability, and fairness of the screening process and of the individual samples collected, and to ensure the confidence of the public and the reputation of the Police Department. The Police Chief shall be accountable for the failure to abide by or to enforce the terms of this article as to all police officers.

2. That all parts and provisions of any Ordinance which are inconsistent with the provisions of this Ordinance shall be repealed to the extent of such inconsistency.

3. That the provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

4. That this Ordinance shall take effect upon final passage and publication in accordance with the law.

Introduced: July 1, 2024

Adopted: **SCHEDULED FOR INTRODUCTION JULY 15, 2024**

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Resolution 2024-135

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

AUTHORIZING PAYMENT OF BILLS

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$169,654.48 from the following accounts:

Current	\$103,340.44
W/S Operating	59,403.38
General Capital	0.00
Water/Sewer Capital	5,950.00
Grant	24.06
Trust	0.00
Unemployment Trust	0.00
Animal Control	0.00
Law Enforcement Trust	894.10
Tax Lien Trust	0.00
Housing Trust	0.00
Public Defender Trust	0.00
Escrow	<u>42.50</u>
Total	<u>\$169,654.48</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

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

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ACTI0010 ACTION UNIFORM CO, LLC											
	23-01590	12/08/23	HPD PATCHES								
	1		HPD PATCHES	400.00	3-01-25-240-001-043	R	12/08/23	07/09/24		61244	N
	2		HPD PATCHES	600.00	3-01-25-240-001-043	R	12/08/23	07/09/24		61244	N
	3		HPD PATCHES	400.00	3-01-25-240-001-043	R	12/08/23	07/09/24		61244	N
				<u>1,400.00</u>							
	24-00416	04/09/24	CROSSING GUARD JACKET								
	1		CROSSING GUARD JACKET	193.00	4-01-25-240-001-043	R	04/09/24	07/10/24		61537	N
			Vendor Total:	1,593.00							
A0025 AT&T MOBILITY											
	24-00784	07/09/24	INV 287298218043X06282024								
	1		INV 287298218043X06282024 FI	83.01	4-01-25-256-002-094	R	07/09/24	07/09/24		X06282024	N
	2		INV 287298218043X06282024 DPW	189.26	4-01-31-440-001-079	R	07/09/24	07/09/24		X06282024	N
	3		INV 287298218043X06282024 HPD	389.87	4-01-31-440-001-079	R	07/09/24	07/09/24		X06282024	N
	4		INV 287298218043X06282024 WTP	89.54	4-09-55-501-003-545	R	07/09/24	07/09/24		X06282024	N
	5		INV 287298218043X06282024AWWTP	38.68	4-09-55-501-003-545	R	07/09/24	07/09/24		X06282024	N
	6		INV 287298218043X06282024 HFD	229.44	4-01-25-252-002-029	R	07/09/24	07/09/24		X06282024	N
				<u>1,019.80</u>							
			Vendor Total:	1,019.80							
A0452 ATLANTIC TACTICAL INC.											
	23-01603	12/08/23	HPD AMMUNITION SUPPLIES								
	1		HPD AMMUNITION SUPPLIES	2,232.51	3-01-25-240-001-043	R	12/08/23	07/09/24		SI-80830832/835	N
	2		HPD AMMUNITION SUPPLIES	2,335.20	3-01-25-240-001-117	R	12/08/23	07/09/24		SI-80830835	N

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A0452 ATLANTIC TACTICAL INC. Continued												
		23-01603	12/08/23	HPD AMMUNITION SUPPLIES		Continued						
		3		HPD AMMUNITION SUPPLIES	49.95	3-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	12/08/23	07/09/24	SI-80827763	N
					4,617.66							
				Vendor Total:	4,617.66							
B0076 BERGEY'S TRUCK CENTER												
		24-00664	06/10/24	FOOT BRAKE VALVE								
		1		INV XA907006229:01-BRAKE VALVE	162.66	4-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	06/10/24	07/10/24	XA907006229:01	N
				Vendor Total:	162.66							
BUCKM005 BUCK MINING & MATERIAL INC												
		24-00763	07/08/24	JUN/JUL 2024 YARD DEBRIS DISP								
		1		INV 1269-JUN/JUL 2024	264.00	4-01-26-311-001-168	B Yardwaste	R	07/08/24	07/09/24	1269	N
				Vendor Total:	264.00							
CHEST005 CHESTERFIELD ELECTRIC LLC												
		24-00418	04/09/24	REMOVE GAS/RELOCATE ELECTRIC								
		1		REMOVE GAS PIPE AND REROUTE	5,550.00	C-08-55-963-000-541	B MONORAIL LIFT SYSTEM 2020-16	R	04/09/24	07/09/24	I-6639-1	N
		2		REMOVE GAS PIPE AND REROUTE	400.00	C-08-55-963-000-545	B SEC 20 COSTS 2020-16	R	04/09/24	07/09/24	I-6639-1	N
		3		REMOVE GAS PIPE AND REROUTE	1,167.39	4-09-55-501-002-503	B Sewer Plant Maintenance	R	04/09/24	07/09/24	I-6639-1	N
					7,117.39							
				Vendor Total:	7,117.39							
C0058 CINTAS CORPORATION #061												
		24-00782	07/08/24	UNIFORM ADVANTAGE JUNE 2024								
		1		INV 4195188332 6/7/24	30.00	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	07/08/24	07/09/24	4195188332	N
		2		INV 4195852164 6/14/24	59.95	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	07/08/24	07/09/24	4195852164	N
		3		INV 4196559663 6/21/24	54.15	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	07/08/24	07/09/24	4196559663	N
		4		INV 4197284174 6/28/24	56.29	4-09-55-501-002-507	B Uniforms & Safety Equipment	R	07/08/24	07/09/24	4197284174	N
					200.39							
				Vendor Total:	200.39							

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CLARK005 CLARKE CATON HINTZ								
	24-00724 06/25/24 Billing through 5/31/2024							
	1 Rev/Analyze Fair Share Statute	4-01-21-180-001-105	1,662.11	B	06/25/24	07/09/24	89725	N
	2 Review Application	2024-01	42.50	P	06/25/24	07/09/24	89727	N
	3 REEXAMINATION REPORT INV 89726	4-01-21-180-001-110	2,858.00	B	06/27/24	07/09/24	89726	N
			4,562.61					
	Vendor Total:		4,562.61					
COMCA005 COMCAST BUSINESS								
	24-00783 07/09/24 ACCTS 0036659 & 0034100 JUL 24							
	1 8499 05 243 0036659 156 BANK	4-01-20-140-001-060	314.37	B	07/09/24	07/09/24	499052430036659	N
	2 8499 05 243 0034100 415 MERCER	4-01-20-140-001-060	175.35	B	07/09/24	07/09/24	499052430034100	N
			489.72					
	Vendor Total:		489.72					
E0201 EDMUNDSGOVTECH, INC.								
	24-00517 05/06/24 SENSUS METER SWAP CONVERSION							
	1 SENSUS METER SWAP CONVERSION	4-01-20-130-001-027	1,800.00	B	05/06/24	07/09/24	24-IN6172	N
	Vendor Total:		1,800.00					
B0966 ERB'S GARAGE INC								
	24-00718 06/25/24 LABOR AND PARTS FOR TK REPAIRS							
	1 INV 18039-LABOR/PARTS ON TK#10	4-01-26-305-001-034	646.09	B	06/25/24	07/09/24	18039	N
	2 INV 18040-LABOR/PARTS TK#10A	4-01-26-305-001-034	2,891.67	B	06/25/24	07/09/24	18040	N
	3 INV 18086-LABOR/PARTS TK#20A	4-01-26-305-001-034	397.50	B	06/25/24	07/09/24	18086	N
			3,935.26					
	Vendor Total:		3,935.26					
Q0176 EUROFINS QC, LLC								
	24-00771 07/08/24 WATER ANALYSIS							
	1 INV 6300060237-WATER ANALYSIS	4-09-55-501-001-532	247.50	B	07/08/24	07/10/24	6300060237	N

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Q0176	EUROFINS QC, LLC			Continued										
	24-00771	07/08/24	WATER ANALYSIS			Continued								
	2 INV	6300060331	WATER ANALYSIS	197.50	4-09-55-501-001-532		B Outside Testing/Labs	R	07/08/24	07/10/24			6300060331	N
				445.00										
	Vendor Total:			445.00										
FIREA005	FIRE APPARATUS REPAIR, INC.													
	24-00727	06/27/24	FULL CHASSIS SVC - ENGINE 41											
	1		FULL CHASSIS SVC - ENGINE 41	1,375.00	4-01-25-252-002-121		B Preventive Maintenance	R	06/27/24	07/09/24			17830	N
	2		FULL PUMP INSPECTION & SERVICE	575.00	4-01-25-252-002-121		B Preventive Maintenance	R	06/27/24	07/09/24			17830	N
	3		DIESEL PM STAND ALONE GEN SET	210.00	4-01-25-252-002-121		B Preventive Maintenance	R	06/27/24	07/09/24			17830	N
	4		TRANSMISSION SVC - NON SYN	650.00	4-01-25-252-002-121		B Preventive Maintenance	R	06/27/24	07/09/24			17830	N
	5		LABOR	187.50	4-01-25-252-002-121		B Preventive Maintenance	R	06/27/24	07/09/24			17830	N
				2,997.50										
	Vendor Total:			2,997.50										
G0211	GAMKA SALES CO. INC.													
	24-00768	07/08/24	FUEL HOSE											
	1 INV	909965	FUEL HOSE & FREIGHT	78.79	4-01-26-290-001-050		B DPW Work Equipment	R	07/08/24	07/10/24			INV909965	N
	Vendor Total:			78.79										
M0714	GENSERVE, INC.													
	24-00713	06/25/24	GENERATOR "A"											
	1		GENERATOR "A" SERVICE	570.00	4-09-55-501-002-511		B Generator/Engine Maintenance Agreement (B)	R	06/25/24	07/09/24			0440516-IN	N
	Vendor Total:			570.00										
G0171	GEORGE E. CONLEY ELECTRIC													
	24-00773	07/08/24	ELECTRICAL WORK-STREETLIGHTS											
	1 INV	258868	STREETLIGHT REFEED	1,450.00	4-01-26-290-001-203		B Light Poles and Repair	R	07/08/24	07/10/24			25868	N
	2 INV	25908	INSTALL NEW PIPING	750.00	4-01-26-290-001-203		B Light Poles and Repair	R	07/08/24	07/10/24			25908	N
	3 INV	25871	REROUTE PIPING NEAR	1,369.79	4-01-26-290-001-203		B Light Poles and Repair	R	07/08/24	07/10/24			25871	N
	4 INV	25884	PULL WIRE FOR STREET	3,280.00	4-01-26-290-001-203		B Light Poles and Repair	R	07/08/24	07/10/24			25884	N

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G0171 GEORGE E. CONLEY ELECTRIC Continued														
		24-00773	07/08/24	ELECTRICAL WORK-STREETLIGHTS		Continued								
		5 INV	25907	INSTALLED BREAKER	1,299.00	4-01-26-290-001-203		B Light Poles and Repair	R	07/08/24	07/10/24		25907	N
					8,148.79									
		24-00774	07/08/24	ELECTRICAL WORK WATER PLANT ER										
		1 INV	25905	WELL VFDS FLOODED	799.69	4-09-55-501-001-503		B Water Plant Maintenance	R	07/08/24	07/10/24		25905	N
		2 INV	25906	REPLACE FUSES AND	375.00	4-09-55-501-001-503		B Water Plant Maintenance	R	07/08/24	07/10/24		25906	N
		3 INV	25910	REMOVE AND TAG WIRES	1,250.00	4-09-55-501-001-503		B Water Plant Maintenance	R	07/08/24	07/10/24		25910	N
		4 INV	25911	INSTALL ALL EQUIPT	20,101.50	4-09-55-501-001-503		B Water Plant Maintenance	R	07/08/24	07/10/24		25911	N
		5 INV	25909	FINISH WELL 2, DRIVE	1,250.00	4-09-55-501-001-503		B Water Plant Maintenance	R	07/08/24	07/10/24		25909	N
					23,776.19									
		Vendor Total:			31,924.98									
G0095 GROWING CONCERN, INC.														
		24-00629	06/03/24	IRRIGATION SYSTEM START-UP										
		1		IRRIGATION SYSTEM START-UP	75.00	4-01-20-175-000-199		B MISCELLANEOUS	R	06/03/24	07/09/24		R31324-IN	N
		Vendor Total:			75.00									
HAYES005 HAYES PUMP, INC														
		23-01503	11/21/23	CHEMINEER MIXER QUOTE	00192892									
		1		CHEMINEER MIXER QUOTE	8,860.00	3-09-55-501-001-503		B Water Plant Maintenance	R	11/21/23	07/10/24		00171582	N
		Vendor Total:			8,860.00									
H0048 HIGHTS REALTY LLC														
		24-00738	07/01/24	JULY 2024 HPD RENT										
		1		JULY 2024 HPD RENT	5,101.61	4-01-26-310-001-025		B Building Rental	R	07/01/24	07/09/24		JUL 2024	N
		Vendor Total:			5,101.61									
I0682 INSTITUTE FOR PROFESSIONAL DEV														
		24-00709	06/25/24	BANKRUPTCY WEBINAR CEU										
		1		BANKRUPTCY WEBINAR CEU	50.00	4-01-20-145-001-042		B Education & Training	R	06/25/24	07/09/24		6524	N
		2		PILOTS WEBINAR CEU	50.00	4-01-20-145-001-042		B Education & Training	R	06/25/24	07/09/24		61224	N
		3		REDEMPTION FORCLOSURE WEBINAR	50.00	4-01-20-145-001-042		B Education & Training	R	06/25/24	07/09/24		62624	N

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M0270 MERCER COUNTY PROSECUTOR														
		24-00751	07/03/24	USE OF FIREARMS RANGE										
		1		USE OF FIREARMS RANGE	300.00	4-01-25-240-001-117	B	Ammunition & Target Practice	R	07/03/24	07/09/24		DATED 7/2/24	N
		Vendor Total:			300.00									
M1000 MITCHELL HUMPHREY & CO														
		24-00584	05/20/24	CPM Portal, set-up & training			B							
		3		CPM Portal INV 00005628	2,500.00	4-01-33-195-001-097	B	Mitchell Humphrey	R	05/20/24	07/09/24		00005628	N
		Vendor Total:			2,500.00									
M0143 MSM SERVICE CO.														
		24-00731	06/27/24	FIRST AID SUPPLY INV D3298										
		1		FIRST AID SUPPLY INV D3298	114.04	4-09-55-501-002-557	B	Plant Safety/Plant Security	R	06/27/24	07/09/24		D3298	N
		Vendor Total:			114.04									
N0275 NJ LEAGUE OF MUNICIPALITIES														
		24-00726	06/26/24	JOB POSTING - CFO										
		1		JOB POSTING - CFO PART-TIME	210.00	4-01-20-130-001-199	B	Miscellaneous	R	06/27/24	07/09/24		SD20896	N
		Vendor Total:			210.00									
00019 O'BRIEN CONSULTING SERVICES														
		24-00654	06/10/24	MONTHLY IT SVC FEES - MAY 24										
		1		MONTHLY IT SVC FEES - MAY 24	900.00	4-01-25-240-001-029	B	Maint. Contracts - Other	R	06/10/24	07/09/24		24-6690	N
		2		MONTHLY IT SVC FEES - MAY 24	280.00	4-01-25-240-001-029	B	Maint. Contracts - Other	R	06/10/24	07/09/24		24-6690	N
		3		MONTHLY IT SVC FEES - MAY 24	8.50	4-01-25-240-001-029	B	Maint. Contracts - Other	R	06/10/24	07/09/24		24-6690	N
					1,188.50									
		Vendor Total:			1,188.50									
P0068 PARTY PERFECT RENTALS, LLC														
		24-00137	02/05/24	NATIONAL NIGHT OUT 8/6/2024			B							
		3		NAT'L NIGHT OUT 8/6/24 BALANCE	1,165.00	4-01-25-240-001-119	B	Community Policing	R	02/05/24	07/10/24		49620	N
		Vendor Total:			1,165.00									

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PEOPL005 PEOPLES PLUMBING LLC									
	24-00747 07/03/24 2ND QTR BACK FLOW TESTING								
	1 2ND QTR BACK FLOW TESTING (2)		500.00	4-09-55-501-002-503		B Sewer Plant Maintenance	R	07/03/24 07/09/24	114189 N
	Vendor Total:		500.00						
POLIC005 POLICE & SHERIFFS PRESS, INC									
	24-00753 07/03/24 BORO PHOTO ID								
	1 BORO PHOTO ID		17.60	4-01-20-125-001-023		B Printing & Stationary	R	07/03/24 07/09/24	194661 N
	Vendor Total:		17.60						
P0063 PREMIER MAGNESIA, LLC									
	24-00068 01/25/24 RES 2023-213 MAGNESIUM HYDROX			B					
	4 INV 637188 6/10/24 THIOGUARD		12,024.34	4-09-55-501-002-541		B Magnesium Hydroxide (Flomag H)	R	04/04/24 07/09/24	637188 N
	Vendor Total:		12,024.34						
P0044 PSE&G									
	24-00758 07/03/24 MASTER 13 014 184 04 6/24/24								
	1 7341583509 140 N MAIN ST		92.13	4-01-31-446-001-143		B Gas/Heat - Fire House	R	07/03/24 07/09/24	503100133725 N
	2 7341583703 BANK ST WTR TRMT		40.11	4-09-55-501-001-505		B Gas Service	R	07/03/24 07/09/24	503100133725 N
	3 7341583800 OAK LN		829.23	4-09-55-501-002-505		B Gas Service	R	07/03/24 07/09/24	503100133725 N
			961.47						
	Vendor Total:		961.47						
REDAR005 RED ARROW TECHNOLOGIES, LLC									
	24-00698 06/17/24 VOIP SVCS JUNE 2024 HFD/MAIN								
	1 VOIP SVCS JUNE 2024 HFD		120.34	4-01-31-440-001-085		B Telephone-Block Line Systems, LLC LSI	R	06/17/24 07/09/24	16042 N
	2 VOIP SVCS JUNE 2024 MAINOFFICE		492.40	4-01-31-440-001-085		B Telephone-Block Line Systems, LLC LSI	R	06/17/24 07/09/24	16042 N
			612.74						
	24-00711 06/25/24 VOIP SVCS JUN 2024 HPD/AWWTP								
	1 VOIP SVCS JUN 2024 AWWTP		178.41	4-09-55-501-003-548		B Telephone-	R	06/25/24 07/09/24	16093 N
	2 VOIP SVCS JUN 2024 HPD		373.05	4-01-31-440-001-085		B Telephone-Block Line Systems, LLC LSI	R	06/25/24 07/09/24	16093 N
			551.46						

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REDAR005 RED ARROW TECHNOLOGIES, LLC Continued										
	24-00760 07/08/24 MONTHLY SUPPORT PHONES&NETWORK									
	1 MONTHLY SUPPORT PHONES HPD		300.00 4-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	07/08/24	07/09/24		16147	N
	2 MONTHLY SUPPORT PHONES BORO		200.00 4-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	07/08/24	07/09/24		16147	N
	3 MONTHLY SUPPORT PHONES HFD		100.00 4-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	07/08/24	07/09/24		16147	N
	4 MONTHLY SUPPORT PHONES AWWTP		100.00 4-01-31-440-001-085	B Telephone-Block Line Systems, LLC LSI	R	07/08/24	07/09/24		16147	N
	5 TECH SUPPORT & SVCS JULY 2024		2,110.00 4-01-20-140-001-094	B Computer Service & Support	R	07/08/24	07/09/24		16146	N
	6 INTERNET & WEB JULY 2024		1,315.00 4-01-20-140-001-060	B Internet Services and Web Services	R	07/08/24	07/09/24		16146	N
	7 TECH SUPPORT/INTERNET/WEB 7/24		710.00 4-09-55-501-002-530	B Computer Software/Maint/Equip	R	07/08/24	07/09/24		16146	N
	8 TECH SUPPORT/INTERNET/WEB 7/24		595.00 4-09-55-501-001-530	B Computer Software/Maint/Equip	R	07/08/24	07/09/24		16146	N
			5,430.00							
	Vendor Total:		6,594.20							
R0077 ROBERTS ENGINEERING GRP LLC										
	24-00725 06/25/24 Billing throug 6/15/2024									
	1 Attend PB Mtg 6/10/2024		520.00 4-01-21-180-001-106	B Planning Board Engineer-General	R	06/25/24	07/09/24		8858	N
	Vendor Total:		520.00							
R1054 RONALD STEPHENSEN										
	24-00730 06/27/24 REIMBURSEMENT LODGING 6/9-6/14									
	1 REIMBURSEMENT LODGING 6/9-6/14		894.10 T-14-56-286-000-827	B RESERVE-LAW ENFORCEMENT TRUST	R	06/27/24	07/09/24		R76770-1	N
	24-00752 07/03/24 CLOTHING ALLOWANCE -STEPHENSEN									
	1 CLOTHING ALLOWANCE -STEPHENSEN		174.90 4-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	07/03/24	07/09/24		128194	N
	Vendor Total:		1,069.00							
S0002 SAFETY-KLEEN SYSTEMS, INC										
	24-00691 06/17/24 INV #94446189									
	1 CLEANING SOLVENT REPLENISHMENT		282.98 4-09-55-501-002-503	B Sewer Plant Maintenance	R	06/17/24	07/09/24		94446189	N
	24-00743 07/03/24 PARTS WASHER									
	1 INV 94655515-PARTS WASHER SRVC		311.12 4-01-26-310-001-050	B DPW Work Equipment	R	07/03/24	07/09/24		94655515	N
	Vendor Total:		594.10							

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S0250 STATE OF NJ - SFWTR															
		24-00759	07/03/24	2ND QTR WATER TAX 2024											
		1		2ND QTR WATER TAX 2024	487.00		4-09-55-501-001-525	B	Public Water Tax	R	07/03/24	07/09/24		2ND QTR 2024	N
		Vendor Total:			487.00										
S0375 STEVENSON SUPPLY CO.															
		24-00766	07/08/24	BUSHING AND COUPLING											
		1		INV 682556-RUBBER BUSHING	29.15		4-09-55-501-002-529	B	Sewer Main Repair/Supplies	R	07/08/24	07/10/24		682556	N
		2		INV 681057-3/4 PVC COUPLING	8.82		4-09-55-501-001-503	B	Water Plant Maintenance	R	07/08/24	07/10/24		681057	N
					37.97										
		Vendor Total:			37.97										
R0537 STITCHES N INK															
		24-00729	06/27/24	DAWES REC BACKPACKS 2023											
		1		DAWES REC BACKPACKS 2023	399.20		3-01-28-370-002-021	B	RECREATION SUMMER PROGRAM	R	06/27/24	07/09/24		20835	N
		Vendor Total:			399.20										
TMOBI005 T-MOBILE															
		24-00788	07/09/24	STOCKTON PARKING LOT CAMERAS											
		1		STOCKTON PARKING LOT CAMERAS	61.60		4-01-33-195-002-029	B	Computer Software/Maint/Equip	R	07/09/24	07/09/24		5/21/24-6/20/24	N
		Vendor Total:			61.60										
TELCO005 TELCO BILL CENTER INC.															
		24-00750	07/03/24	POTSOLVE RECURRING CHGS JUL24											
		1		POTSOLVE RECURRING CHGS JUL24	401.25		4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSI	R	07/03/24	07/09/24		4082	N
		Vendor Total:			401.25										
T0061 TOWNSHIP OF ROBBINSVILLE DPW															
		24-00757	07/03/24	HPD VEHICLE MAINTENANCE											
		1		HPD VEHICLE MAINTENANCE	22.73		4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001384	N
		2		HPD VEHICLE MAINTENANCE	121.63		4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001386	N
		3		HPD VEHICLE MAINTENANCE	37.89		4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001388	N
		4		HPD VEHICLE MAINTENANCE	108.52		4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001394	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
T0061 TOWNSHIP OF ROBBINSVILLE DPW Continued												
24-00757	07/03/24	HPD VEHICLE MAINTENANCE		Continued								
5		HPD VEHICLE MAINTENANCE	108.52	4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001395	N
6		HPD VEHICLE MAINTENANCE	108.52	4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001396	N
7		HPD VEHICLE MAINTENANCE	108.52	4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001397	N
8		HPD VEHICLE MAINTENANCE	806.77	4-01-43-515-001-170	B	Mechanic Services	R	07/03/24	07/09/24		I001398	N
			<u>1,423.10</u>									
		Vendor Total:	1,423.10									
N0008 TREASURER, STATE OF NJ, DCA												
24-00739	07/01/24	2ND QTR 2024 TRAINING FEES										
1		2ND QTR 2024 TRAINING FEES	1,124.00	4-01-55-003-000-002	B	DCA Training Fees Due State	R	07/01/24	07/09/24		2ND QTR 2024	N
		Vendor Total:	1,124.00									
R0112 UNITED SITE SERVICES												
24-00675	06/10/24	RESTROOM BUNDLE 6/20-10/21/24		B								
2		STD RESTROOM 6/20/24-6/30/24	24.06	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R	06/10/24	07/10/24		INV-4605955	N
24-00676	06/10/24	RESTROOM BUNDLE 6/24-8/23/24		B								
2		STD RESTROOM 6/24-6/30/24	30.63	4-01-28-370-002-021	B	RECREATION SUMMER PROGRAM	R	06/10/24	07/09/24		INV-4604533	N
		Vendor Total:	54.69									
U0144 UPS												
24-00728	06/27/24	INV 0000161Y33254 AWWTP										
1		INV 0000161Y33254 AWWTP	22.67	4-09-55-501-002-516	B	Postage & Express Charges	R	06/27/24	07/09/24		0000161Y33254	N
		Vendor Total:	22.67									
USELE010 US ELECTRICAL SERVICES, INC												
24-00558	05/13/24	HADCO HEAD LIGHT FIXTURE										
1		S8077-HADCO LIGHT FIXTURE	3,052.65	4-01-26-290-001-203	B	Light Poles and Repair	R	05/13/24	07/09/24		S125349693.001	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
USELE010 US ELECTRICAL SERVICES, INC Continued										
	24-00559 05/13/24 ENTIRE LIGHT POLE FIXTURE									
	1 QUOTE S125135802-LIGHT POLE		8,303.66	4-01-26-290-001-203	B Light Poles and Repair	R	05/13/24	07/09/24	S125135802.001	N
	Vendor Total:		11,356.31							
VERBA005 VERBAL JUDO INSTITUTE, INC.										
	24-00755 07/03/24 TRAINING									
	1 TRAINING		195.00	4-01-25-240-001-042	B Education & Training	R	07/03/24	07/09/24	9498	N
	Vendor Total:		195.00							
V0019 VERIZON										
	24-00785 07/09/24 ACCT 00001-46 6/30/24 HPD									
	1 ACCT 257-132-741-00001-46 HPD		424.88	4-01-20-140-001-060	B Internet Services and Web Services	R	07/09/24	07/09/24	257132741000146	N
	Vendor Total:		424.88							
VIKIN005 VIKING TERMITE & PEST CONTROL										
	24-00715 06/25/24 JUNE 2024 SERVICE									
	1 INV 901747418-JUN 2024 SERVICE		21.60	4-01-26-310-001-029	B Maintenance Contracts	R	06/25/24	07/09/24	901747418	N
	Vendor Total:		21.60							
W0071 WASTE MGMT OF NEW JERSEY, INC.										
	24-00154 02/08/24 DUMPSTER RES2020-136 TO 2024	B								
	22 INV 3200933-0502-9 6/3/24		289.25	4-01-26-305-001-029	B Contract-Dumpsters	R	05/10/24	07/09/24	3200933-0502-9	N
	23 INV 3200931-0502-3 6/3/24		579.15	4-01-26-305-001-029	B Contract-Dumpsters	R	06/27/24	07/09/24	3200931-0502-3	N
	24 INV 3200931-0502-3 6/3/24		385.74	4-01-26-305-001-029	B Contract-Dumpsters	R	06/27/24	07/09/24	3200931-0502-3	N
	25 INV 3200932-0502-1 6/3/24		1,499.40	4-01-26-305-001-029	B Contract-Dumpsters	R	06/27/24	07/09/24	3200932-0502-1	N
	26 INV 3200932-0502-1 6/3/24		615.32	4-01-26-305-001-029	B Contract-Dumpsters	R	06/27/24	07/09/24	3200932-0502-1	N
			<u>3,368.86</u>							
	Vendor Total:		3,368.86							

Total Purchase Orders: 64 Total P.O. Line Items: 137 Total List Amount: 155,624.84 Total Void Amount: 0.00

July 10, 2024
04:53 PM

Vendor #	Name										
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	3-01	6,416.86	0.00	6,416.86	0.00	0.00	0.00	6,416.86
	3-09	8,860.00	0.00	8,860.00	0.00	0.00	0.00	8,860.00
	Year Total:	15,276.86	0.00	15,276.86	0.00	0.00	0.00	15,276.86
CURRENT FUND	4-01	90,758.69	0.00	90,758.69	0.00	0.00	0.00	90,758.69
	4-09	42,678.63	0.00	42,678.63	0.00	0.00	0.00	42,678.63
	4-21	0.00	0.00	0.00	0.00	0.00	42.50	42.50
	Year Total:	133,437.32	0.00	133,437.32	0.00	0.00	42.50	133,479.82
WATER/SEWER CAPITAL	C-08	5,950.00	0.00	5,950.00	0.00	0.00	0.00	5,950.00
	G-02	24.06	0.00	24.06	0.00	0.00	0.00	24.06
LAW ENFORCEMENT TRUST FUND-#14	T-14	894.10	0.00	894.10	0.00	0.00	0.00	894.10
	Total of All Funds:	155,582.34	0.00	155,582.34	0.00	0.00	42.50	155,624.84

Project Description	Project No.	Rcvd Total	Held Total	Project Total
variance for Chicken Coop	2024-01	42.50	0.00	42.50
Total of All Projects:		<u>42.50</u>	<u>0.00</u>	<u>42.50</u>

Date: July 15, 2024

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 7/15/2024

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
COMCAST	6/28/2024	24-00732	37156	\$ 390.60
JCP&L	6/28/2024	24-00734	37157	\$ 2,047.51
JCP&L (STREET LIGHTING)	6/28/2024	24-00733	37158	\$ 2,576.65
PSE&G	6/28/2024	24-00737	37159	\$ 90.42
VERIZON WIRELESS	6/28/2024	24-00686	37161	\$ 266.13
VERIZON FIOS	6/28/2024	24-00685	37162	\$ 193.58
FREEDOM FEST STATE FAIR	7/1/2024	24-00741	37163	\$ 600.00
			TOTAL	\$ 6,164.89
<u>WATER AND SEWER OPERATING</u>				
COMCAST BUSINESS	6/28/2024	24-00735	37155	\$ 121.37
JCP&L	6/28/2024	24-00734	37157	\$ 31.36
JCP&L	6/28/2024	24-00736	37157	\$ 7,451.33
PSE&G	6/28/2024	24-00737	37159	\$ 71.69
VERIZON	6/28/2024	24-00704	37160	\$ 189.00
			TOTAL	\$ 7,864.75
<u>ESCROW</u>				
			TOTAL	\$ -
<u>GRANT</u>				
			TOTAL	\$ -
<u>TRUST- OTHER</u>				
			TOTAL	\$ -
<u>ANIMAL CONTROL TRUST</u>				
			TOTAL	\$ -
<u>LAW ENFORCEMENT TRUST</u>				
			TOTAL	\$ -
<u>UNEMPLOYMENT TRUST</u>				
			TOTAL	\$ -
<u>PUBLIC DEFENDER TRUST</u>				
			TOTAL	\$ -
<u>TAX LIEN TRUST</u>				
			TOTAL	\$ -
<u>GENERAL CAPITAL</u>				
			TOTAL	\$ -
<u>WATER AND SEWER CAPITAL</u>				
			TOTAL	\$ -
			MANUAL TOTAL	\$ 14,029.64

Resolution 2024-136

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

RESOLUTION AUTHORIZING A 6TH AMENDMENT TO THE LEASE AGREEMENT WITH HIGHTS REALTY, LLC, FOR THE BOROUGH'S CONTINUED USE OF A PORTION OF THE PROPERTY KNOWN AND DESIGNATED AS BLOCK 61.01, LOTS 43, 44 AND 45, COMMONLY REFERENCED AS 415 MERCER STREET, FOR THE LOCATION OF THE BOROUGH'S POLICE DEPARTMENT AND ASSOCIATED OPERATIONS.

WHEREAS, the Hightstown Borough Governing Body previously adopted Ordinance No. 2014-02 which authorized the Borough of Hightstown (the "Borough") to enter into a Lease Agreement (the "Agreement" or "Lease Agreement") with Hights Realty, LLC, regarding the Borough's use of a portion of the premises located at 415 Mercer Street in the Borough, commonly known and designated as Block 61.01, Lots 43, 44 and 45 on the Borough's Tax Map (hereinafter referenced as the "Property"), for the relocation of the Borough's Police Department and associated operations; and

WHEREAS, the Agreement was executed by the parties on February 1, 2014; and

WHEREAS, the parties subsequently executed certain Amendments (specifically, the 1st through 5th Amendments) to the Lease Agreement, which extended the term thereof and also modified certain provisions as set forth in the initial Agreement; and

WHEREAS, the parties have negotiated a 6th Amendment to the Lease Agreement (the "6th Amendment"), which further extends the term thereof by an additional five (5) years, to expire on January 31, 2030, and which also modifies certain provisions as set forth in the initial Agreement; and

WHEREAS, the Borough Council wishes to authorize the Borough to enter into the 6th Amendment attached hereto, and to authorize the Mayor and Borough Clerk to execute the same on behalf of the Borough.

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

- 1, That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached 6th Amendment to the Lease Agreement with Hights Realty, LLC, regarding the Borough's continued use of a portion of the Property for the location of the Borough's Police Department and associated operations, on behalf of the Borough.
2. That all Borough officials are hereby authorized to undertake all actions that are necessary in furtherance of the intentions of the within Resolution.
3. That a certified copy of this Resolution shall be provided to each of the following:

- a. Hights Realty, LLC;
- b. Robert Brown, Esq.;
- c. Police Chief Frank Gendron;
- d. George Lang, CFO: and
- e. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

6th AMENDMENT TO LEASE AGREEMENT

THIS 6th AMENDMENT TO LEASE AGREEMENT is made this ____ day of _____,
2024

BY AND BETWEEN

HIGHTS REALTY, LLC, a New Jersey limited liability company, having an office at
401 E. Linden Ave., Linden, New Jersey 07036, hereinafter called the "Landlord,"

-and -

THE BOROUGH OF HIGHTSTOWN, a municipal corporation of the State of New
Jersey, having an office at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter called the
"Tenant."

Collectively, the Landlord and Tenant are referenced as the "Parties."

WITNESSETH:

WHEREAS, the Landlord and the Tenant originally entered into a Lease Agreement dated
February 1, 2014 (the "Lease"), regarding the Tenant's temporary use of a portion of the
Landlord's premises (the "Leased Premises") located at 415 Mercer Street in the Borough of
Hightstown, commonly known and designated as Block 61.01, Lots 43, 44 and 45 on the
Borough's Tax Map (the "Property"), for the relocation of the Tenant's Police Department and
associated operations; and

WHEREAS, the Lease was extended by the Parties by way of a 1st Amendment, dated
February 1, 2015; 2nd Amendment, dated February 1, 2016; 3rd Amendment, dated May 6, 2019,
4th Amendment, dated March 1, 2021; and 5th Amendment, dated March 21, 2022; and

WHEREAS, the aforesaid 1st through 5th Amendments shall collectively be referenced
herein as the "Prior Amendments"; and

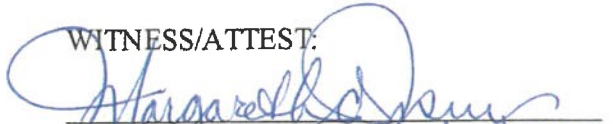
WHEREAS, the parties now wish to further amend and extend the Lease pursuant to the within 6th Amendment to Lease Agreement, in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, the Parties hereby covenant and agree as follows:

1. The within 6th Amendment shall entirely supersede the Prior Amendments, which shall no longer have any force or effect.
2. The term of the Lease is hereby extended for an additional five (5) years, commencing on February 1, 2025 and expiring on January 31, 2030 (collectively referenced as the "Additional Term").
3. The monthly rent for the Additional Term shall be as follows:
 - (a) For the first year of the Additional Term, representing the time period from February 1, 2025 through January 31, 2026, the monthly rent shall be \$5,254.66, constituting an annual sum of \$63,055.92.
 - (b) For each of the four (4) years thereafter which are part of the Additional Term, the rent shall increase by three percent (3%) per year over the prior year.
4. The Tenant shall have the unilateral right to terminate the Lease, at its sole discretion, with or without cause and with no penalty, at any time during the Additional Term on ninety (90) days advance written notice to the Landlord.
5. Due to the public safety and liability involved, the Landlord, at its sole cost and expense, and after securing all necessary permits, shall repair all of the concrete walkways (the "repair work") which lead to the Leased Premises and/or which are located on the Property. The repair work shall be completed to the satisfaction of the Tenant's Construction Official no later than July 1, 2024.

6. The Landlord, at its sole cost and expense, shall ensure that the Leased Premises is rendered handicapped accessible and compliant with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.* (1990), prior to the commencement of the Additional Term.
7. Except as modified herein, all other terms and conditions of the Lease shall remain in full force and effect, unimpaired and unmodified, for the Additional Term. To the extent that there is any inconsistency between the terms of the Lease and the within 6th Amendment to Lease Agreement, the provisions set forth herein shall prevail over and supersede those contained in the Lease.
8. This Agreement shall be binding upon the Parties, their heirs, successors and assigns.

WITNESS/ATTEST:


Print Name: Margareth de Jesus

Date:

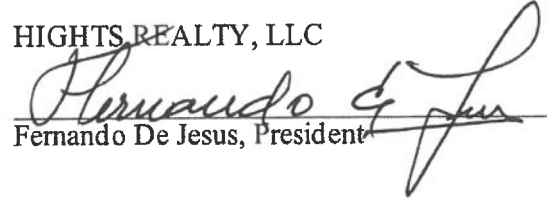
July 1, 2024

WITNESS/ATTEST:

MARGARET RIGGIO,
BOROUGH CLERK

Date: _____

HIGHTS REALTY, LLC


Fernando De Jesus, President

BOROUGH OF HIGHTSTOWN

HON. SUSAN BLUTH, MAYOR

Resolution 2024-137

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

A RESOLUTION AUTHORIZING THE BOROUGH TO EXECUTE NECESSARY DOCUMENTS TO DISCHARGE A MORTGAGE RELATING TO THE REAL PROPERTY LOCATED AT 426 STOCKTON STREET (BLOCK 7, LOT 7) CONCERNING THE HOUSING REHABILITATION PROGRAM.

WHEREAS, on or about May 17, 2017, the Borough of Hightstown (the “Borough”) provided a loan in the amount of Seven Thousand Seven Hundred and Fifty Dollars (\$7,750.00) (the “Mortgage” or “loan”) to Rosa Crespo (the “Borrower”), under the Housing Rehabilitation Program, relating to the real property located at 246 Stockton Street in the Borough of Hightstown, more commonly known and designated as Block 7, Lot 7 on the Hightstown Borough Tax Map (the “Property”); and

WHEREAS, the Mortgage was recorded with the Mercer County Clerk’s Office on March 8, 2018 in Mortgage Book 11331, at Page1817, Instrument # 2018010179; and

WHEREAS, the Mortgage was provided by the Borough in order to assist the Borrower in rehabilitating the Property for the purpose of correcting housing defects and bringing them up to the code standards; and

WHEREAS, the Borough agreed to grant the Borrower the loan with deferred payments without any interest to be charged; and

WHEREAS, the condition(s) of the Mortgage required repayment of the loan in its entirety from the Borrower if the Property were sold or transferred by the Borrower; and

WHEREAS, closing on the transfer of title to the Property is anticipated to occur in the near future; and

WHEREAS, the full amount of the loan shall be paid to the Borough immediately following closing; and

WHEREAS, in anticipation of the closing, the Borrower’s heirs have requested that the Borough execute any and all documents deemed necessary in order to memorialize the discharge of the Mortgage so that it no longer appears as an encumbrance against the Property, upon receipt of the loan payoff; and

WHEREAS, given the circumstances referenced above, it is appropriate for the Mortgage to be discharged immediately upon receipt of the loan payoff.

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

1. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, any and all documents which are necessary in order to discharge the Mortgage so that it no longer appears of record to be an encumbrance against the Property, immediately following payment of the loan payoff.
2. That all such documents shall be in a form satisfactory to the Borough Attorney.
3. That, following execution, such documents shall be recorded with the Mercer County Clerk's Office.
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Record Owner(s) - 426 Stockton Street;
 - b. Community Grants, Planning & Housing; and
 - c. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

DISCHARGE OF MORTGAGE

THIS IS TO CERTIFY that a certain Mortgage dated May 17, 2017, made by

Rosa Crespo (the “Borrower”) to

The **Borough of Hightstown** (the “Lender”)

to secure payment of the sum of **seven thousand seven hundred fifty dollars (\$7,750.00)**, as recorded or registered in the office of the Clerk of the County of Mercer and State of New Jersey, on March 8, 2018 in Mortgage Book 11331 at Pages 1817-1820 **has been satisfied and may be discharged of record.**

In Witness Whereof, this Discharge of Mortgage has been signed and sealed this ____ day of _____, 2024.

Witnessed or Attested by:

BOROUGH OF HIGHTSTOWN

By: _____
Margaret Riggio, Municipal Clerk

By: _____
Hon. Susan Bluth, Mayor

ACKNOWLEDGMENT

STATE OF NEW JERSEY

SS:

COUNTY OF MERCER

I CERTIFY that on _____, 2024 before me, the subscriber, an attorney at law of the State of New Jersey, personally appeared MARGARET RIGGIO, and this person acknowledged under oath, to my satisfaction, that:

- (a) This person is the Municipal Clerk of the Borough of Hightstown, a New Jersey Municipal Corporation, the maker named in the within instrument;
- (b) This person is the attesting witness to the signing of this document by the proper corporate officer, who is the HON. SUSAN BLUTH, the Mayor of the Borough of Hightstown;
- (c) This document was signed and delivered by the Corporation as its voluntary act, duly authorized by a proper Resolution of the Mayor and Council adopted on _____, 2024;
- (d) This person well and truly knows the corporate seal which was affixed to this document; and
- (e) This person signed this proof to attest to the truth of these facts.

Frederick C. Raffetto, Esq.

Resolution 2024-138

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

A RESOLUTION AUTHORIZING THE BOROUGH TO EXECUTE NECESSARY DOCUMENTS TO DISCHARGE A MORTGAGE RELATING TO THE REAL PROPERTY LOCATED AT 426 STOCKTON STREET (BLOCK 7, LOT 7) CONCERNING THE SMALL CITIES HOUSING REHABILITATION PROGRAM.

WHEREAS, on or about May 17, 2017, the Borough of Hightstown (the “Borough”) provided a loan in the amount of Seven Thousand Seven Hundred and Fifty Dollars (\$7,750.00) (the “Mortgage” or “loan”) to Rosa Crespo (the “Borrower”), under the Small Cities Housing Rehabilitation Program, relating to the real property located at 246 Stockton Street in the Borough of Hightstown, more commonly known and designated as Block 7, Lot 7 on the Hightstown Borough Tax Map (the “Property”); and

WHEREAS, the Mortgage was recorded with the Mercer County Clerk’s Office on March 8, 2018 in Mortgage Book 11331, at Page1821, Instrument # 2018010180; and

WHEREAS, the Mortgage was provided by the Borough in order to assist the Borrower in rehabilitating the Property for the purpose of correcting housing defects and bringing them up to the code standards; and

WHEREAS, the Borough agreed to grant the Borrower a perpetual lien for the amount of the loan without any interest to be charged; and

WHEREAS, the condition(s) of the Mortgage required repayment of the loan in its entirety from the Borrower if the Property were sold or transferred by the Borrower; and

WHEREAS, closing on the transfer of title to the Property is anticipated to occur in the near future; and

WHEREAS, the full amount of the loan shall be paid to the Borough immediately following closing; and

WHEREAS, in anticipation of the closing, the Borrower’s heirs have requested that the Borough execute any and all documents deemed necessary in order to memorialize the discharge of the Mortgage so that it no longer appears as an encumbrance against the Property, upon receipt of the loan payoff; and

WHEREAS, given the circumstances referenced above, it is appropriate for the Mortgage to be discharged immediately upon receipt of the loan payoff.

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

1. That the Mayor is hereby authorized to execute, and the Borough Clerk to attest, any and all documents which are necessary in order to discharge the Mortgage so that it no longer appears of record to be an encumbrance against the Property, immediately following payment of the loan payoff.
2. That all such documents shall be in a form satisfactory to the Borough Attorney.
3. That, following execution, such documents shall be recorded with the Mercer County Clerk's Office.
4. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Record Owner(s) - 426 Stockton Street;
 - b. Community Grants, Planning & Housing; and
 - c. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

DISCHARGE OF MORTGAGE

THIS IS TO CERTIFY that a certain Mortgage dated May 17, 2017, made by

Rosa Crespo (the “Borrower”) to

The **Borough of Hightstown** (the “Lender”)

to secure payment of the sum of **seven thousand seven hundred fifty dollars (\$7,750.00)**, as recorded or registered in the office of the Clerk of the County of Mercer and State of New Jersey, on March 8, 2018 in Mortgage Book 11331 at Pages 1821-1823 **has been satisfied and may be discharged of record.**

In Witness Whereof, this Discharge of Mortgage has been signed and sealed this ____ day of _____, 2024.

Witnessed or Attested by:

BOROUGH OF HIGHTSTOWN

By: _____
Margaret Riggio, Municipal Clerk

By: _____
Hon. Susan Bluth, Mayor

ACKNOWLEDGMENT

STATE OF NEW JERSEY

SS:

COUNTY OF MERCER

I CERTIFY that on _____, 2024 before me, the subscriber, an attorney at law of the State of New Jersey, personally appeared MARGARET RIGGIO, and this person acknowledged under oath, to my satisfaction, that:

- (a) This person is the Municipal Clerk of the Borough of Hightstown, a New Jersey Municipal Corporation, the maker named in the within instrument;
- (b) This person is the attesting witness to the signing of this document by the proper corporate officer, who is the HON. SUSAN BLUTH, the Mayor of the Borough of Hightstown;
- (c) This document was signed and delivered by the Corporation as its voluntary act, duly authorized by a proper Resolution of the Mayor and Council adopted on _____, 2024;
- (d) This person well and truly knows the corporate seal which was affixed to this document; and
- (e) This person signed this proof to attest to the truth of these facts.

Frederick C. Raffetto, Esq.

Resolution 2024-139

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

ACCEPTING MEMBERSHIP OF NICHOLAS RENTAS IN HIGHTSTOWN ENGINE CO. NO. 1

WHEREAS, Nicholas Rentas of East Windsor, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Rentas has undergone and passed the required physical examination, and her membership application has been reviewed and approved by Fire Chief Donald Derr.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Nicholas Rentas in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-140

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

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A
GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF
TRANSPORTATION FOR THE IMPROVEMENTS TO BROAD STREET,
VAN RENSALLER AVENUE, AND MANLOVE AVENUE DEAD-END**

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown formally approves the grant application for the above stated projects.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2025-Improvements to Broad Street, Van Rensaller Avenue, and Manlove Avenue Dead-End-00374 to the New Jersey Department of Transportation on behalf of the Borough of Hightstown.

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

**Certified as a true copy of the Resolution adopted by the Council
On this 15th day of July, 2024**

Margaret Riggio, Borough Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

Margaret Riggio, Borough Clerk

Susan Bluth, Mayor

Resolution 2024-141

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2024 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2024 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2024 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	216,200.00	2,470,179.00	2,686,379.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	50,000.00	1,025,000.00	1,075,000.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	266,200.00	3,495,179.00	3,761,379.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2024 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Chief Finance Officer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on July 15, 2024.

Margaret Riggio
Borough Clerk

Borough of Hightstown
 Emergency Temporary No. 11
 7/15/2024

Schedule "A"

Current Fund

Administrative and Executive	Salaries and Wages	20,000.00
Office Supplies/Paper Products	Other Expenses	2,000.00
Financial Administration	Salaries and Wages	15,000.00
Data Processing	Other Expenses	20,000.00
Historical Sites	Other Expenses	500.00
Municipal Court	Salaries and Wages	12,000.00
Planning Board	Salaries and Wages	5,000.00
Police Department	Salaries and Wages	50,000.00
Fire Department	Other Expenses	10,000.00
Uniform Fire Safety Act	Salaries and Wages	2,000.00
Streets and Roads	Salaries and Wages	20,000.00
Board of Health	Salaries and Wages	10,000.00
Celebration Of Public Events	Other Expenses	700.00
Telephone	Other Expenses	3,000.00
Uniform Construction Code	Salaries and Wages	10,000.00
Uniform Construction Code	Other Expenses	5,000.00
Social Security	Other Expenses	15,000.00
Senior Center	Other Expenses	10,000.00
Roosevelt Landfill Disposal	Other Expenses	<u>6,000.00</u>
Total Current Fund		<u>216,200.00</u>

Water-Sewer Operating Fund

Other Expenses		<u>50,000.00</u>
Total Water Sewer Operating		<u>50,000.00</u>

Total		<u><u>266,200.00</u></u>
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