

AGENDA
Hightstown Borough Council
November 18, 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

Resolution 2024-202 Naming an Acting Deputy Clerk

Approval of Agenda

Approval of Minutes November 4, 2024 Public Session
November 4, 2024 Executive Session

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

Budget 2024 **Resolution 2024-203** Amendment to the 2024 Municipal Budget

Ordinances **2024-18 First Reading and Introduction** An Ordinance Amending and Supplementing Article 19-2, Entitled "Charges and Rents," of Chapter 19, "Water and Sewer," of "The Revised General Ordinances of the Borough of Hightstown," in Certain Limited Respects

2024-19 First Reading and Introduction Ordinance Amending Section 3(a) of Bond Ordinance #2021-03 of the Borough of Hightstown, in the County of Mercer, New Jersey Finally adopted March 15, 2021, in Order to Include Additional Projects

Resolutions **2024-204** Authorizing Payment of Bills

Consent Agenda **2024-205** Authorizing Payment No. 3 and Change Order No. 1 – Earle Asphalt Improvements to Orchard Avenue, Meadow Drive, Clover Lane, and South Main Street

2024-206 Proclaiming December 2, 2024, as Communities of Light Day

2024-207 Resolution Authorizing the Transfer of a 2007 Volvo Garbage Truck Title to Statewide Insurance

2024-208 A Resolution Authorizing Redemption of Tax Lien 23-0006 for Block 2.01; Lt 1; Q C0201 Known as 24 Dennis Court

Discussion

Cannabis Ordinance – Planning Board Comments

Subcommittee Reports

Mayor/Council/Administrative Updates

Executive Session

Resolution 2024-209 Authorizing a Meeting that Excludes the Public

Contract Negotiations – 105 MSH

Personnel – Former Employee

Adjournment

Ordinance 2024-18

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING ARTICLE 19-2, ENTITLED
“CHARGES AND RENTS,” OF CHAPTER 19, “WATER AND SEWER,” OF
“THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN,”
IN CERTAIN LIMITED RESPECTS.**

WHEREAS, the Borough of Hightstown (the “Borough”) previously established Article 19-2, entitled “Charges and Rents,” of Chapter 19, “Water and Sewer,” of “The Revised General Ordinances of the Borough of Hightstown” (also referenced as the “Borough Code”); and

WHEREAS, the Mayor and Council wish to revise the charges for water and sewer service within the Borough; and

WHEREAS, these revisions will require amendments to Section 19-2-2, entitled “Water Charges,” and Section 19-2-3, entitled “Sewer Charges,” of the Borough Code, as set forth in more detail below.

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 Section 19-2-2, entitled “Water Charges,” of Chapter 19, “Water and Sewer,” of Article 19-2, “Charges and Rents,” of “The Revised General Ordinances of the Borough of Hightstown is hereby amended and supplemented in the following respects (additions are show with underline; deletions are shown with ~~striketrough~~):

§ 19-2-2. Water Charges.

Type	Charge
Quarterly base charge for water connections (per connection unit)	\$55.25 <u>\$85.64</u> per unit
Quarterly base charge for auxiliary residential water-only connection (per connection unit), installed as per § 19-2-5C	\$35.35 <u>\$54.79</u> per unit
Water usage charge per each 100 cubic feet of metered water usage (all account types except auxiliary residential water-only connections)	\$2.45
Water usage charge per each 100 cubic feet of metered water usage for auxiliary residential water-only connections	\$3.59 per unit
Tanked water	\$23.63 <u>\$37.00</u> per 1,000 gallons
Quarterly base charge for private fire service lines:	

Type	Charge
Size of fire service line	Charge
2"	\$11.88 <u>18.41</u>
4"	\$62.04 <u>96.17</u>
6"	\$192.32 <u>298.10</u>
8"	\$415.67 <u>644.29</u>
10"	\$744.48 <u>1,153.94</u>

The Borough shall assess a charge of \$15 for all water meter readings not required for the calculation of quarterly water bills.

The increase in the quarterly base charge for water connections and auxiliary residential water-only connections (per connection unit), tanked water, and fire service lines shall take effect on December 15, 2024.

~~All water charges above shall increase by an additional 1% every January 1, starting on January 1, 2024.~~

2. That Section 19-2-3, entitled "Sewer Charges," of Chapter 19, "Water and Sewer," of "The Revised General Ordinances of the Borough of Hightstown is hereby amended and supplemented in the following respects (additions are show with underline; deletions are shown with ~~strikethrough~~):

§ 19-2-3. Sewer Charges.

The following charges and rents shall be charged for use of the sewer system. For premises connected with the water mains of the public water and sewer system owned by the Borough, a sum shall be charged in accordance with the following rates and be computed from the amount and use of water taken from the water mains during the most recently billed quarter of the calendar year as evidenced by the reading of the water meter for the premises. Sewer charges shall be based upon the following:

A. Connections and Usage.

- (1) Quarterly base charge for sewage connections (per connection unit) whether or not any water is used during the quarter: ~~\$92.77~~\$143.79-per unit.
- (2) Sewage usage charge per ~~each~~ 100 cubic feet of metered water usage (all account types): \$5.09
- ~~(3) Rates for Subsection A(1) and (2) above shall increase by 1% every January 1, starting on January 1, 2024.~~

The increase in the quarterly base charge for sewage connections, per connection unit, shall take effect on December 15, 2024.

- B. No petroleum oil or grease from mineral sources will be accepted at the Advanced Wastewater Treatment Plant.
- C. The term “calendar year” as used in this section shall be the period between January 1 and December 31.
- 3. That all other provisions of Chapter 19 of the Borough Code which are not referenced in Sections 1 and 2 of this Ordinance shall remain unaffected/unchanged and remain in full force and effect.
- 4. 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.
- 5. 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.

Introduced:

Adopted:

ATTEST:

MARGARET RIGGIO
MUNICIPAL CLERK

SUSAN BLUTH
MAYOR

Ordinance 2024-19

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

**ORDINANCE AMENDING SECTION 3(A) OF BOND ORDINANCE
#2021-03 OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF
MERCER, NEW JERSEY FINALLY ADOPTED MARCH 15, 2021, IN
ORDER TO INCLUDE ADDITIONAL PROJECTS**

FORTHCOMING FROM BOND COUNSEL

Resolution 2024-202

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

NAMING AN ACTING DEPUTY CLERK

WHEREAS, The Borough Clerk is not available for the November 18, 2024, meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Assistant Borough Administrator, Mairead Thompson, to perform the duties of the Borough Clerk for this meeting; and

WHEREAS, Ms. Thompson shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Mairead Thompson is hereby named as Acting Deputy Clerk for the meeting of the Borough Council on November 18, 2024, and shall perform the duties of the Borough Clerk for said meeting.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 18, 2024.

Margaret Riggio
Borough Clerk

Resolution #2024-203

November 18, 2024

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER, NEW JERSEY
AMENDMENT TO 2024 MUNICIPAL BUDGET

WHEREAS, the Local Municipal Budget for the year 2024 was introduced on the 15th day of July, 2024 and

WHEREAS, the public hearing on said Budget has been held as advertised at various times through October 28, 2024, and

WHEREAS, the Mayor and Council is desirous to amend said Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, that the following amendments to the approved budget for 2024 be made:

<u>CURRENT FUND</u>	<u>From</u>	<u>To</u>
<u>GENERAL REVENUES</u>		
Section G: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Other Special Items:		
Sale of Assets NJSA 40A:4-45.3(dd)	\$ 0.00	\$ 361,157.00
Sale of Assets	\$ 0.00	\$ 116,767.00
Total Section G: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Other Special Items	\$ 120,702.00	\$ 598,626.00
Total Miscellaneous Revenues	\$ 1,383,247.84	\$ 1,861,171.84
5. Subtotal General Revenues (Items 1, 2, 3 and 4)	\$ 2,594,121.84	\$ 3,072,045.84
7. Total General Revenues	\$ 9,033,312.84	\$ 9,511,236.84
8. General Appropriations:		
(A) Operations - Within "CAPS":		
General Government Functions:		
Financial Administration:		
Other Expenses	\$ 13,233.00	\$ 42,000.00
Total Operations {Item 8(A)} within "CAPS"	\$ 6,258,040.50	\$ 6,286,807.50
Detail:		
Other Expenses (Including Contingent)	\$ 3,029,107.00	\$ 3,057,874.00
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	\$ 7,157,549.50	\$ 7,186,316.50
(A) Operations - Excluded from "CAPS":		
Sale of Assets:		

Resolution #2024-203

November 18, 2024

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER, NEW JERSEY
AMENDMENT TO 2024 MUNICIPAL BUDGET

Anticipated Deficit in Water-Sewer Utility Operating Fund	\$ <u>0.00</u>	\$ <u>361,157.00</u>
Total Other Operations - Excluded from "CAPS"	\$ <u>36,500.00</u>	\$ <u>397,657.00</u>
Total Operations - Excluded from "CAPS"	\$ <u>502,985.34</u>	\$ <u>864,142.34</u>
Detail:		
Other Expenses	\$ <u>502,985.34</u>	\$ <u>864,142.34</u>
(C) Capital Improvements - Excluded from "CAPS":		
Acquisition of Used Sanitation Truck	\$ <u>0.00</u>	\$ <u>88,000.00</u>
Total Capital Improvements Excluded from "CAPS"	\$ <u>15,000.00</u>	\$ <u>103,000.00</u>
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	\$ <u>1,370,763.34</u>	\$ <u>1,819,920.34</u>
(O) Total General Appropriations - Excluded from "CAPS"	\$ <u>1,370,763.34</u>	\$ <u>1,819,920.34</u>
(L) Subtotal General Appropriations {Items (H-1) and (O)}	\$ <u>8,528,312.84</u>	\$ <u>9,006,236.84</u>
9. Total General Appropriations	\$ <u><u>9,033,312.84</u></u>	\$ <u><u>9,511,236.84</u></u>
Summary of Appropriations:		
(H-1)		
Total General Appropriations for Municipal Purposes within "CAPS"	\$ <u>7,157,549.50</u>	\$ <u>7,186,316.50</u>
(A) Operations - Excluded from "CAPS":		
Other Operations	\$ <u>36,500.00</u>	\$ <u>397,657.00</u>
Total Operations - Excluded from "CAPS"	\$ <u>502,985.34</u>	\$ <u>864,142.34</u>
(C) Capital Improvements	\$ <u>15,000.00</u>	\$ <u>103,000.00</u>
Total General Appropriations	\$ <u><u>9,033,312.84</u></u>	\$ <u><u>9,511,236.84</u></u>
<u>DEDICATED WATER-SEWER UTILITY BUDGET</u>	<u>From</u>	<u>To</u>
10. Dedicated Revenues from Water-Sewer Utility:		
Operating Surplus Anticipated	\$ <u>50,000.00</u>	\$ <u>48,000.00</u>
Total Operating Surplus Anticipated	\$ <u>50,000.00</u>	\$ <u>48,000.00</u>
Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services:		
Increased Rents	\$ <u>344,144.00</u>	\$ <u>0.00</u>
Deficit (General Budget)	\$ <u>0.00</u>	\$ <u>361,157.00</u>
Total Water-Sewer Utility Revenues	\$ <u><u>3,294,144.00</u></u>	\$ <u><u>3,309,157.00</u></u>

Resolution #2024-203

November 18, 2024

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER, NEW JERSEY
AMENDMENT TO 2024 MUNICIPAL BUDGET

Debt Service:

Wastewater and Water Supply Loans	\$ <u>333,441.00</u>	\$ <u>348,454.00</u>
Total Water-Sewer Utility Appropriations	\$ <u>3,294,144.00</u>	\$ <u>3,309,157.00</u>

BE IT FURTHER RESOLVED that this Budget Amendment be published in the Trenton Times issue of November 22, 2024 and that a public hearing on this Amendment will be held at the Hightstown Firehouse, 140 N. Main Street, Borough of Hightstown, Mercer County, New Jersey on December 2, 2024 at 6:30 P.M. at which time and place objections may be presented by taxpayers or other interested persons.

BE IT FURTHER RESOLVED that a certified copy of this resolution will be filed through the NJDCA FAST system in the office of the Director of Local Government Services for her certification of the 2024 Local Municipal Budget, so amended.

IT IS HEREBY CERTIFIED that this is a true copy of a resolution amending the Budget, adopted by the Governing Body on the 18th day of November, 2024.

RECORDED VOTE:

<u>Motion</u>		<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>1st</u>	<u>2nd</u>				

Council Member:

Montferrat	_____
Gulati	_____
Jackson	_____
Frantz	_____
Cicalese	_____
Fowler	_____

DATED: November 18, 2024

ATTEST:

Margaret Riggio, Municipal Clerk
Borough of Hightstown

Resolution 2024-204

*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 \$485,865.69 from the following accounts:

Current	\$55,535.20
W/S Operating	37,047.39
General Capital	377,968.14
Water/Sewer Capital	0.00
Grant	510.09
Trust	5,437.65
Unemployment Trust	0.00
Animal Control	400.00
Law Enforcement Trust	0.00
Tax Lien Trust	0.00
Housing Trust	0.00
Public Defender Trust	0.00
Escrow	<u>8,967.22</u>
Total	<u>\$485,865.69</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 November 18, 2024.

Margaret Riggio
Borough Clerk

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

Vendor #	Name			Contract	PO Type							
P.O. #	PO Date	Description					Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type	Description								
ACCES005	ACCESS COMPLIANCE, LLC											
24-01244	11/04/24	FF MED EXAM, FIT TEST, ECG				B						
2 FF MED EXAM, FIT TEST, EKG	250.00	4-01-25-252-002-093	B	Medical Expenses/Hepatitis B		R	11/04/24	11/13/24			31968	N
Vendor Total:		250.00										
ALLEG005	ALLEGRA MARKETING PRINT & MAIL											
24-01209	10/24/24	UCC forms										
1 Approval for Mechanical Inspect	50.00	4-01-33-195-001-036	B	Office Supplies		R	10/24/24	11/13/24			89565	N
2 Approval for Plumbing Inspect	50.00	4-01-33-195-001-036	B	Office Supplies		R	10/24/24	11/13/24			89565	N
3 Approval for Building Inspect	85.00	4-01-33-195-001-036	B	Office Supplies		R	10/24/24	11/13/24			89565	N
4 Construction Permit Notice	130.00	4-01-33-195-001-036	B	Office Supplies		R	10/24/24	11/13/24			89565	N
5 Not Appvoed Sticker	110.00	4-01-33-195-001-036	B	Office Supplies		R	10/24/24	11/13/24			89565	N
6 Fire Protection Subcode Tech	125.00	4-01-33-195-001-036	B	Office Supplies		R	10/24/24	11/13/24			89565	N
		550.00										
Vendor Total:		550.00										
A0910	ALLMAX SOFTWARE LLC											
24-01245	11/04/24	REFERENCE #20240927-140441144										
1 ALLMAX ANNUAL MSP SUBSCRIPTION	5,124.00	4-09-55-501-002-530	B	Computer Software/Maint/Equip		R	11/04/24	11/13/24			28244	N
Vendor Total:		5,124.00										
APRUZ005	APRUZZESE, MCDERMOTT, MASTRO &											
24-01258	11/06/24	LABOR INV 234250 SEPT 2024										
1 LABOR INV 234250 SEPT 2024	1,073.00	4-01-20-155-001-031	B	Labor,Personnel & Union Council		R	11/06/24	11/13/24			234250	N
Vendor Total:		1,073.00										
BHMGC005	BHMG - CORPORATE CARE											
24-01134	10/11/24	PHYSICAL - NEW HPD HIRE										
1 PHYSICAL - NEW HPD HIRE	262.00	4-01-25-240-001-093	B	Medical Exams/Hepatitis B Shot		R	10/11/24	11/13/24			00092470-00	N
Vendor Total:		262.00										

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
C0058 CINTAS CORPORATION #061											
24-01263	11/08/24		UNIFORM ADVANTAGE OCT 2024								
1 INV 4207304943	10/4/24	59.21	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	11/08/24	11/13/24		4207304943	N
2 INV 4208050610	10/11/24	59.21	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	11/08/24	11/13/24		4208050610	N
3 INV 4208798311	10/18/24	59.21	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	11/08/24	11/13/24		4208798311	N
4 INV 4209477486	10/25/24	59.21	4-09-55-501-002-507	B	Uniforms & Safety Equipment	R	11/08/24	11/13/24		4209477486	N
		236.84									
Vendor Total:		236.84									
CLARK005 CLARKE CATON HINTZ											
24-01264	11/12/24		Prof Services through 10/25/24								
1 Prep/Rev AH Calcs & Plan		2,740.50	4-01-21-180-001-108	B	COAH Planning	R	11/12/24	11/13/24		91064	N
Vendor Total:		2,740.50									
CONCE005 CONCENTRA MEDICAL CENTERS											
24-01146	10/11/24		PREPLACEMENT INV 517203000								
1 PREPLACEMENT INV 517203000		222.00	4-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	10/11/24	11/13/24		517203000	N
Vendor Total:		222.00									
C0222 CONTINENTAL FIRE & SAFETY,INC.											
24-00948	08/21/24		EST24-1718 MUSTANG INFLATABLE								
1 EST 24-1718 MUSTANG MIT		1,535.00	4-01-25-252-002-173	B	Fire Dept Dive Team	R	08/21/24	11/13/24		R3578	N
24-01251	11/04/24		PAC MOUNT HANDLELOK BRACKET								
1 PAC MOUNT HANDLELOK BRACKET		1,025.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	11/04/24	11/13/24		R4420	N
2 SHIPPING & HANDLING FROM		35.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	11/04/24	11/13/24		R4420	N
		1,060.00									
Vendor Total:		2,595.00									
COREM005 CORE & MAIN LP											
24-01274	11/13/24		EXTENDED WARRANTY INV V931984								
1 EXTENDED WARRANTY INV V931984		1,758.50	4-09-55-501-001-503	B	Water Plant Maintenance	R	11/13/24	11/13/24		V931984	N
2 EXTENDED WARRANTY INV V931984		1,758.50	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		V931984	N
		3,517.00									
Vendor Total:		3,517.00									
C0133 CREATIVE PRODUCT SOURCING, INC											
24-01092	09/26/24		D.A.R.E. SUPPLIES 2024-2025								

Vendor #	Name	Description		Contract	PO Type			Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Type	Description								
C0133	CREATIVE PRODUCT SOURCING, II	Account Continued											
1	D.A.R.E. SUPPLIES 2024-2025	46.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
2	D.A.R.E. SUPPLIES 2024-2025	67.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
3	D.A.R.E. SUPPLIES 2024-2025	144.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
4	D.A.R.E. SUPPLIES 2024-2025	330.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
5	D.A.R.E. SUPPLIES 2024-2025	532.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
6	D.A.R.E. SUPPLIES 2024-2025	836.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
7	D.A.R.E. SUPPLIES 2024-2025	304.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
8	D.A.R.E. SUPPLIES 2024-2025	76.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
9	D.A.R.E. SUPPLIES 2024-2025	111.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
10	D.A.R.E. SUPPLIES 2024-2025	362.50	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
11	D.A.R.E. SUPPLIES 2024-2025	185.76	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
12	D.A.R.E. SUPPLIES 2024-2025	107.50	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
13	D.A.R.E. SUPPLIES 2024-2025	168.48	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
14	D.A.R.E. SUPPLIES 2024-2025	168.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
15	D.A.R.E. SUPPLIES 2024-2025	150.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
16	D.A.R.E. SUPPLIES 2024-2025	275.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
17	D.A.R.E. SUPPLIES 2024-2025	135.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
18	D.A.R.E. SUPPLIES 2024-2025	129.00	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
19	D.A.R.E. SUPPLIES 2024-2025	479.12	4-01-25-240-001-113	B	D.A.R.E.			R	09/26/24	11/13/24		160180	N
		4,606.36											
Vendor Total:		4,606.36											
CRYST005	CRYSTAL SPRINGS												
24-01093	09/26/24	ORDER #7528390											
1	PRIMO GALLON DISTILLED WATER	143.88	4-09-55-501-002-506	B	Lab. Equipment & Supplies			R	09/26/24	11/13/24		23244637 101124	N
2	DELIVERY FEE	13.99	4-09-55-501-002-506	B	Lab. Equipment & Supplies			R	09/26/24	11/13/24		23244637 101124	N
		157.87											
Vendor Total:		157.87											
DEBLO005	DEBLOCK ENVIRONMENTAL SVCS,LLC												
24-00156	02/08/24	BACK UP OPERATOR FOR AWWTP B											
11	INV 00011939 OCTOBER 2024	500.00	4-09-55-501-002-528	B	Outside Consulting Services (B			R	09/30/24	11/13/24		00011939	N
Vendor Total:		500.00											
DRAEG005	DRAEGER, INC.												
24-01160	10/11/24	DRY GAS FOR ALCOTEST UNIT											

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
DRAEG005	DRAEGER, INC.	Account Continued									
1 DRY GAS CANISTERS FOR ALCOTEST		400.00	G-02-41-729-006-313	B	Drunk Driving Grant 2010	R	10/11/24	11/13/24		5951814633	N
Vendor Total:		400.00									
EAGLE010	EAGLE POWER KUBOTA										
24-01190	10/24/24	QUOTE #QUO6399									
1 HOSE		76.01	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/24/24	11/13/24		IN43904	N
2 HOSE, SUCTI		88.12	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/24/24	11/13/24		IN43904	N
3 CLAMP, HOSE		37.56	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/24/24	11/13/24		IN43904	N
4 HOSE, SUCTI		143.76	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/24/24	11/13/24		IN43904	N
5 CLAMP, HOSE		11.48	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/24/24	11/13/24		IN43904	N
6 CLAMP HOSE		6.38	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/24/24	11/13/24		IN43904	N
7 OIL 5 GALLON		157.08	4-09-55-501-002-502	B	Vehicle Maintenance	R	10/31/24	11/13/24		IN43904	N
		520.39									
Vendor Total:		520.39									
G0171	GEORGE E. CONLEY ELECTRIC										
24-00925	08/13/24	YEARLY ALARM MONITORING									
1 INV 080624A-YEARLY ALARM		552.00	4-09-55-501-001-518	B	Maint. Contracts - Plant	R	08/13/24	11/13/24		080624A	N
Vendor Total:		552.00									
HO122	HECTOR J. ORTIZ										
24-01286	11/13/24	REIMBURSEMENT EDUCATION DPW									
1 REIMBURSEMENT EDUCATION DPW		390.00	4-01-26-310-001-042	B	Education & Training	R	11/13/24	11/13/24		PW-1307-FA24-1	N
Vendor Total:		390.00									
H0048	HIGHTS REALTY LLC										
24-01252	11/05/24	NOVEMBER 2024 HPD RENT									
1 NOVEMBER 2024 HPD RENT		5,101.61	4-01-26-310-001-025	B	Building Rental	R	11/05/24	11/13/24		NOVEMBER 2024	N
Vendor Total:		5,101.61									
J1067	J. VINCH & SONS, INC.										
24-01248	11/04/24	DUMPSTER RENTAL AND DISPOSAL									
1 DUMPSTER RENTAL AND DISPOSAL		494.95	4-01-32-465-001-165	B	Landfill Solid Waste Disposal-MCIA	R	11/04/24	11/13/24		28462	N
Vendor Total:		494.95									
JEMIN005	JEM INDUSTRIAL SERVICES INC.										
24-01222	10/29/24	ESTIMATE #336									
1 TURF KING CONCENTRATE VOC NON		458.00	4-09-55-501-002-556	B	BACTERICIDE-UNIVAR	R	10/29/24	11/13/24		3133	N

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
JEMIN005	JEM INDUSTRIAL SERVICES INC.	Account Continued									
2 SHIPPING & HANDLING		34.00	4-09-55-501-002-556	B	BACTERICIDE-UNIVAR	R	10/29/24	11/13/24		3133	N
		<u>492.00</u>									
Vendor Total:		492.00									
J0378	KENNCO LLC										
24-01246	11/04/24	OCTOBER 2024 CYLINDER RENTAL									
1 INV R27716-OCT 2024 CYLINDER		36.60	4-01-26-290-001-050	B	DPW Work Equipment	R	11/04/24	11/13/24		R27716	N
		<u>36.60</u>									
Vendor Total:		36.60									
L0037	LINCOLN FINANCIAL GROUP										
24-01253	11/06/24	NOVEMBER 2024 LIFE INSURANCE									
1 NOVEMBER 2024 LIFE INSURANCE		290.56	4-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	11/06/24	11/13/24		NOVEMBER HEAL'N	
2 NOVEMBER 2024 LIFE INSURANCE		5.91	4-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	11/06/24	11/13/24		NOVEMBER HEAL'N	
3 NOVEMBER 2024 LIFE INS WTP		9.08	4-09-55-501-001-514	B	INSURANCE	R	11/06/24	11/13/24		NOVEMBER HEAL'N	
4 NOVEMBER 2024 LIFE INS AWWTP		63.56	4-09-55-501-002-514	B	Insurance	R	11/06/24	11/13/24		NOVEMBER HEAL'N	
		<u>369.11</u>									
Vendor Total:		369.11									
M1076	MCMANIMON, SCOTLAND & BAUMANN										
24-01233	10/31/24	Prof services through 9/30/24									
1 Conf,corres, reivew Dev Agrmnt		5,083.72	3PRCLLC	P	Site Plan Application #2020-01	R	10/31/24	11/13/24		230870	N
2 Correspondence & Conference		1,200.00	2022-01	P	105 Main St - Concept Plan	R	10/31/24	11/13/24		230871	N
		<u>6,283.72</u>									
Vendor Total:		6,283.72									
M0053	MUNICIPAL EMERGENCY SERVICES										
24-01243	11/04/24	SCBA REPAIR INV IN2123791									
1 HOSE W/HUD & PLUG DISC KB		550.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	11/04/24	11/13/24		IN2123791	N
2 HOSE ASSY W/SKT QD,NXG2 KB		720.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	11/04/24	11/13/24		IN2123791	N
3 LABOR		255.00	4-01-25-252-002-056	B	Fire & Other Safety Equipment	R	11/04/24	11/13/24		IN2123791	N
		<u>1,525.00</u>									
Vendor Total:		1,525.00									
O0050	ONE CALL CONCEPT INC										
24-01247	11/04/24	OCTOBER 2024 ONE CALL MESSAGES									
1 OCTOBER 2024 ONE CALL MESSAGES		59.34	4-09-55-501-001-535	B	Hydrants and Line Repair	R	11/04/24	11/13/24		4105088	N
		<u>59.34</u>									
Vendor Total:		59.34									

Vendor #	Name	Description		Contract	PO Type			Invoice	1099 Excl	
P.O. #	PO Date	Amount	Charge Account	Acct Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date		
Item Description				Type						
00050	ONE CALL CONCEPT INC	Account Continued								
PHOEN005	PHOENIX ADVISORS									
24-01267	11/13/24	CONTINUING DISCLOSURE INV14500								
1 CONTINUING DISCLOSURE INV14500		925.00	4-01-20-130-001-031	B	PROF SERVICES	R	11/13/24	11/13/24	14500	N
2 DISCLOSURE EVENT INV14500		462.50	4-09-55-501-001-549	B	Miscellaneous	R	11/13/24	11/13/24	14500	N
3 DISCLOSURE EVENT INV14500		462.50	4-09-55-501-002-549	B	MAXWELL AVE PUMPING STATION	R	11/13/24	11/13/24	14500	N
		1,850.00								
	Vendor Total:	1,850.00								
POLIC005	POLICE & SHERIFFS PRESS, INC									
24-01096	09/26/24	PHOTO ID - HPD								
1 PHOTO ID - HPD		17.60	4-01-20-125-001-023	B	Printing & Stationary	R	09/26/24	11/13/24	109333	N
	Vendor Total:	17.60								
POLYD005	POLYDYNE INC									
24-00066	01/24/24	CLARIFLOC NE-25555RES2024-31								
10 INV 1868023 CLARIFLOC NE-2555		6,660.00	4-09-55-501-002-544	B	Zeta Lyte 2800CH-Custom Envir.Tech, R	B	07/24/24	11/13/24	1868023	N
	Vendor Total:	6,660.00								
P0016	PRINCETON ONE THIRTY SUPPLY									
24-01223	10/29/24	QUOTE #004275								
1 LINER-55 GALLON LARGE BLACK		31.35	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
2 TISSUE-TOILET FOREVER JR.		79.98	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
3 TOWELL-ROLL GIANT 8"X800'		78.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
4 LIME-A-WAY LIME CALCIUM & RUST		41.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
5 CLR PRO<< CALCIUM LIME & RUST		94.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
6 SOAP-HAND LIQUID ANTI-BAC		19.50	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
7 VICTORIA BAY RD- GLASS CLEANER		17.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
8 ORANGE BLAST CONCENTRATED		18.75	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
9 CREW HEAVY DUY TOILET BOWL		93.00	4-09-55-501-002-523	B	Paper Products/Janitorial	R	10/29/24	11/13/24	062449	N
		472.58								
	Vendor Total:	472.58								
REDAR005	RED ARROW TECHNOLOGIES, LLC									
24-01273	11/13/24	VOIP SVCS NOV 2024 HFD & MAIN								
1 VOIP SVCS NOV 2024 HFD		122.27	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		11/13/24	11/13/24	17219	N
2 VOIP SVCS NOV 2024 MAIN		499.23	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		11/13/24	11/13/24	17219	N

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P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
REDAR005	RED ARROW TECHNOLOGIES, LLC	Account Continued									
		621.50									
Vendor Total:		621.50									
R0077	ROBERTS ENGINEERING GRP LLC										
24-01058	09/20/24	Billing through 9/14/24									
1 Review revised submission		262.50	7ELY	P	Paver Patio Zoning Application	R	09/20/24	11/13/24		9227	N
24-01259	11/07/24	PASI INV 9380 DAWES GR ACRES									
1 PASI INV 9380 DAWES GR ACRES		3,078.75	C-04-55-906-001-447	B	2024-16 DAWES PARK IMPROVEMENR		11/07/24	11/13/24		9380	N
24-01265	11/12/24	Billing through 10/12/24									
1 Inspection for sanitary		797.00	ALTAMIR-IF	P	117 William St - Inspections	R	11/12/24	11/13/24		9376	N
2 Rev grading,site Rev & Rec TCO		1,624.00	MIL11-02	P	MILLSTONE BASIN HABITAT	R	11/12/24	11/13/24		9377	N
		2,421.00									
Vendor Total:		5,762.25									
RONAL005	RONALD P. MONDELLO, P.C.										
24-01255	11/06/24	CANNABIS WORK INV BORO2024-2									
1 CANNABIS WORK INV BORO2024-2		214.50	4-01-20-155-001-027	B	General Matters	R	11/06/24	11/13/24		BORO2024-2	N
2 CANNABIS WORK INV BORO2024-2		406.25	4-01-20-155-001-027	B	General Matters	R	11/06/24	11/13/24		BORO2024-2	N
		620.75									
Vendor Total:		620.75									
S0061	SEA BOX										
24-01238	11/04/24	CONTAINER RENTAL									
1 INV R1125958-CONTAINER RENTAL		75.00	4-01-26-310-001-024	B	Building Maintenance	R	11/04/24	11/13/24		R1125958	N
Vendor Total:		75.00									
SHERW015	SHERWIN WILLIAMS CO. TR										
24-01154	10/11/24	LINE STRIPPING YELLOW									
1 INV 4736-8-LINE STRIPPING		640.45	4-01-26-290-001-127	B	Street Repair & Maintenance	R	10/11/24	11/13/24		4736-8	N
Vendor Total:		640.45									
SHERW010	SHERWIN WILLIAMS PAINT										
24-01271	11/13/24	PAINT FOR WALLS & STEPS									
1 B66W00351 GALLON B66W351		384.58	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
2 DISCOUNT (50%)		192.29-	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
3 14D861603 9" 9 MARATHON 1/2		24.99	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
4 DISCOUNT (30%)		7.50-	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type							
SHERW010	SHERWIN WILLIAMS PAINT	Account Continued									
5	45SW PLASTIC TRAY LINER	11.96	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
6	DISCOUNT (30%)	3.59-	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
7	99755000 9" S-W PLASTIC TRAY-B	7.59	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
8	DISCOUNT (30%)	2.28-	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
9	66732S READYSTRIP RUST REMOVER	10.99	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
10	DISCOUNT (30%)	3.30-	4-09-55-501-002-503	B	Sewer Plant Maintenance	R	11/13/24	11/13/24		4197-3	N
		231.15									
Vendor Total:		231.15									
R0537	STITCHES N INK										
24-01205	10/24/24	SUMMER 2024 SHIRTS & SUPPLIES									
1	INV 22569 BLUE COOLER	30.00	4-01-28-370-002-021	B	RECREATION SUMMER PROGRAM	R	10/24/24	11/13/24		22569	N
2	INV 22419 RE-BURN SCREENS	30.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
3	ORANGE T-SHIRT STAFF	250.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
4	ORANGE T-SHIRT STAFF XXL	60.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
5	ORANGE T-SHIRT STAFF XXXL	75.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
6	ORANGE T-SHIRT STAFF 5XL	83.75	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
7	AQUATIC BLUE T-SHIRT	450.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
8	ADD ONS	54.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
9	ADD ONS XXL	36.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
10	ADD ONS XXXL	15.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
11	SMALL BRIEFCASES	64.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
12	FIRST AID KIT	12.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
13	SGN BOY AND GIRL	20.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
14	BRIEFCASE LARGE	110.00	T-12-56-286-000-823	B	RES-DAWES PARK/DONATIONS	R	10/24/24	11/13/24		22419	N
		1,289.75									
Vendor Total:		1,289.75									
TMOBI005	T-MOBILE										
24-01235	11/04/24	STOCKTON PARKING LOT CAMERAS									
1	STOCKTON PARKING LOT CAMERAS	61.60	4-01-33-195-002-029	B	Computer Software/Maint/Equip	R	11/04/24	11/13/24		9/21-10/20/2024	N
Vendor Total:		61.60									
TELCO005	TELCO BILL CENTER INC.										
24-01249	11/04/24	POTSOLVE RECURRING CHGS NOV24									
1	POTSOLVE RECURRING CHGS NOV24	401.25	4-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		11/04/24	11/13/24		5269	N

Vendor #	Name	Description		Contract	PO Type	First Enc Rcvd		Chk/Void	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Stat/Chk	Date	Date	Date		
Item Description				Type						
TELCO005	TELCO BILL CENTER INC.	Account Continued								
Vendor Total:		401.25								
TOWNS010	TOWNSHIP OF MANALAPAN									
24-01228	10/29/24	ANIMAL CTRL 4TH QTR 2024 PLUS								
1 ANIMAL CONTROL 4TH QTR 2024		4,500.00	4-01-43-512-001-161	B	Animal Control Services	R	10/29/24	11/13/24	2024-H4	N
2 INV 2024-08-HBDOG8/8/24		250.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUSTR		10/29/24	11/13/24	2024-08-HB	N
3 INV 2024-08-HBKITTEN8/20/24		100.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUSTR		10/29/24	11/13/24	2024-08-HB	N
4 INV 2024-08-HBGUINEAPIG		50.00	T-13-56-286-000-824	B	RESERVE-ANIMAL CONTROL TRUSTR		10/29/24	11/13/24	2024-08-HB	N
		4,900.00								
Vendor Total:		4,900.00								
T0060	TOWNSHIP OF ROBBINSVILLE									
24-01236	11/04/24	3RD & 4TH QTR EMS SHARED SVC								
1 3RD QTR EMS SHARED SVC 2024		10,000.00	4-01-43-514-001-169	B	Emerg. Medical Serv.-Robbinsville	R	11/04/24	11/13/24	3RD QTR EMS2024N	
2 4TH QTR EMS SHARED SVC 2024		10,000.00	4-01-43-514-001-169	B	Emerg. Medical Serv.-Robbinsville	R	11/04/24	11/13/24	4TH QTR EMS2024N	
		20,000.00								
Vendor Total:		20,000.00								
T1886	TWINCO SUPPLY CO., INC									
24-01272	11/13/24	L48225-40X48 LG TRASH BAGS								
1 L48225-40X48 LG TRASH BAGS		537.12	4-01-20-125-001-035	B	Paper Products/Janitorial	R	11/13/24	11/13/24	025572 00	N
Vendor Total:		537.12								
R0112	UNITED SITE SERVICES									
24-00675	06/10/24	RESTROOM BUNDLE 6/20-10/21/24				B				
3 STD RESTROOM 7/1/24-7/31/24		65.63	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R	06/10/24	11/13/24	INV-4677666	N
6 STD RESTROOM 10/1/24-10/21/24		44.46	G-02-41-761-000-000	B	Mercer County Local Arts Grant	R	06/10/24	11/13/24	INV-4901111	N
		110.09								
Vendor Total:		110.09								
U0013	USA BLUE BOOK									
24-01256	11/06/24	LAB SUPPLIES QUOT1110279-3								
1 LAB SUPPLIES QUOT1110279-3		65.76	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/06/24	11/13/24	INV00536099	N
2 SULFURIC ACID 0.02N, N/50		180.37	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/06/24	11/13/24	INV00535451	N
3 PH 10.00 BUFFER BLUE, 4 LITERS		54.76	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/06/24	11/13/24	INV00535451	N
4 (OR) NAOH STANDARD SOLUTION		42.15	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/06/24	11/13/24	INV00535894	N
5 (OR) SULFURIC ACID 5.25N,		28.15	4-09-55-501-002-506	B	Lab. Equipment & Supplies	R	11/06/24	11/13/24	INV00535451	N

Vendor #	Name	Description		Contract	PO Type	Stat/Chk		First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type							
W0071			WASTE MGMT OF NEW JERSEY, IN	Account Continued								
WIREL005			WIRELESS ELECTRONICS, INC.									
24-01088	09/26/24		SIERRA WIRELESS RV55 W/WIFI									
1		899.00	C-04-55-904-001-444	B	2024-12 POLICE LOCKERS,OFFICE PR			09/26/24	11/13/24		S51224112	N
2		50.00	C-04-55-904-001-444	B	2024-12 POLICE LOCKERS,OFFICE PR			09/26/24	11/13/24		S51224112	N
		949.00										
	Vendor Total:	949.00										

Total Purchase Orders: 51 Total P.O. Line Items: 153 Total List Amount: 107,747.40 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total
CURRENT FUND	4-01	55,535.20	0.00	55,535.20	0.00	0.00	0.00
	4-09	37,047.39	0.00	37,047.39	0.00	0.00	0.00
	4-21	0.00	0.00	0.00	0.00	0.00	8,967.22
	Year Total:	92,582.59	0.00	92,582.59	0.00	0.00	8,967.22
GENERAL CAPITAL	C-04	4,027.75	0.00	4,027.75	0.00	0.00	0.00
	G-02	510.09	0.00	510.09	0.00	0.00	0.00
TRUST OTHER - FUND #12	T-12	1,259.75	0.00	1,259.75	0.00	0.00	0.00
ANIMAL CONTROL TRUST FUN	T-13	400.00	0.00	400.00	0.00	0.00	0.00
	Year Total:	1,659.75	0.00	1,659.75	0.00	0.00	0.00
Total Of All Funds:		98,780.18	0.00	98,780.18	0.00	0.00	8,967.22

Project Description	Project No.	Rcvd Total
105 Main St - Concept Plan	2022-01	1,200.00
Site Plan Application #2020-01	3PRCLLC	5,083.72
Paver Patio Zoning Application	7ELY	262.50
117 William St - Inspections	ALTAMIR-IF	797.00
MILLSTONE BASIN HABITAT	MIL11-02	1,624.00
Total Of All Projects:		8,967.22

Date: November 18, 2024

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 11/18/2024

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>WATER AND SEWER OPERATING</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>ESCROW</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>GRANT</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>TRUST- OTHER</u>				
HIGHTSTOWN EAST WINDSOR HISTORICAL SOCIETY	11/6/2024	24-01232	37647	\$ 4,177.90
TOTAL				<u>\$ 4,177.90</u>
<u>ANIMAL CONTROL TRUST</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>LAW ENFORCEMENT TRUST</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>UNEMPLOYMENT TRUST</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>PUBLIC DEFENDER TRUST</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>TAX LIEN TRUST</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
<u>GENERAL CAPITAL</u>				
EARLE ASPHALT COMPANY	11/8/2024	24-00961-02	37648	\$ 373,940.39
TOTAL				<u>\$ 373,940.39</u>
<u>WATER AND SEWER CAPITAL</u>				
				<u>\$ -</u>
TOTAL				<u>\$ -</u>
MANUAL TOTAL				<u>\$ 378,118.29</u>

Resolution 2024-205

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

**AUTHORIZING PAYMENT NO. 3 AND CHANGE ORDER NO. 1 –
EARLE ASPHALT IMPROVEMENTS TO ORCHARD AVENUE,
MEADOW DRIVE, CLOVER LANE, AND SOUTH MAIN STREET**

WHEREAS, on March 18, 2024, the Borough Council awarded a contract for the Improvements to Orchard Avenue, Meadow Drive, Clover Lane and South Main Street to Earle Asphalt, of Farmingdale, New Jersey at the price of \$1,590,913.13; and

WHEREAS, the contractor has submitted a request for payment No. 3 in the amount of \$515,954.72, for partial payment through September 26, 2024; and

WHEREAS, the Borough Engineer has recommended approval of Payment Request No. 3 to the contractor in the amount \$515,954.72.

WHEREAS, the contractor has submitted Change Order No. 1 which adjusts the as-built quantities and supplemental items; and

WHEREAS, the Borough Engineer has recommended approval of Change Order No. 1. which neither increases nor decreases the contract price.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, Payment Request No. 3 to Earle Asphalt, of Farmingdale, New Jersey for \$515,954.72 is hereby approved as detailed herein, and the Deputy CFO is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 18, 2024.

Margaret Riggio
Borough Clerk



MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

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

DATE: November 6, 2024

RE: Improvements to Orchard Avenue, Meadow Drive,
Clover Lane, and South Main Street
Payment No. 3
Our File No.: H1804

Attached please find the following in reference to Payment No. 3 and Change Order No. 1 which is a partial payment through September 26, 2024 for site clearing, traffic control, inlet repair, storm manhole frame and cover, bicycle safe frames and grates, eco curb pieces, trench drain, sanitary manhole frame and cover, driveway repair, concrete sidewalk, detectable warning surface, concrete curb, milling and paving, pavement repair, topsoiling, fuel and asphalt price adjustments, and supplemental items:

1. Payment No. 3
2. Invoice No. 3
3. Change Order No. 1
4. Certified Payrolls
5. Monthly Project Workforce Reports

Change Order No. 1 neither increases nor decreases the contract price (0%). Change Order No. 1 includes adjustments to as-built quantities and the following supplemental items:

Supplemental Pay Item No. 1: Reconstruct Type 'B' Inlet.
When uncovered in the field, an existing type 'B' inlet was found to require reconstruction rather than repair as originally determined.

Supplemental Pay Item No. 2: Tree Removal of an 18-inch Diameter Tree.
The tree was required to be removed as its roots were further spread than anticipated. The roots were found during excavation and were required to be removed in order to construct project improvements.

Supplemental Pay Item No. 3: Sewer Main Crack Repair.
Time/materials/labor costs for assessment of a sewer main found cracked during televising. When excavated, it was determined that the sewer main did not require replacement as it was sufficiently encased in concrete and replacement would risk greater damage to the existing main.

Supplemental Pay Item No. 4: Water Service Repair.
Repair of a mismarked water service at #110 Orchard Avenue which was damaged during excavation.

Supplemental Pay Item No. 5 – Water Service Replacement.
Water services at #116 Meadow Drive and #108 Orchard Avenue were investigated through test holes for their material type. #108 Orchard Avenue was found to be galvanized and was replaced to the curb box. The curb box was supplied by the Borough and replaced by the Contractor. #116 Meadow Drive was found to be galvanized from the curb box to approximately 20-feet into the property. The galvanized water services were replaced in accordance with the NJDEP lead service rules.

Supplemental Pay Item No. 6 – 2.0% HMA Air Void Penalty.
A 2.0% penalty was applied to the HMA surface and leveling courses as a result of pavement cores testing. The 2.0% penalty was determined in accordance with NJDOT requirements and is the maximum allowable. The penalty is being applied as a credit to the Borough. The average air void results fall outside of the acceptable parameters of 2.5% to 7.5%. The air void percentages range from 6.50% to 8.60% and averaged at 7.60%.

The total recommended amount of \$515,954.72 is split as follows:

General Capital (Roadway):	\$491,560.25
Water and Sewer:	\$24,394.47

I recommend payment be made to Earle Asphalt Company in the amount of \$515,954.72.

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

cc: Dimitri Musing, Borough Administrator
Peggy Riggio, RMC, CMR, Borough Clerk
Mairead Thompson, Assistant Borough Administrator
George Lang, Borough CFO
Bill Mead, Earle Asphalt Company
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC
Stephanie Katz, Roberts Engineering Group, LLC

PAYMENT No. 3
IMPROVEMENTS TO ORCHARD AVENUE, MEADOW DRIVE, CLOVER LANE, AND SOUTH MAIN STREET
Borough of Hightstown, Mercer County, New Jersey
October 25, 2024
File No.: H1804

Item No.	Description	Units	Contract Quantity	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	LS	1.00	1.00	0.00	\$60,000.00	\$60,000.00
2	Clearing Site	LS	1.00	0.80	0.40	\$75,623.33	\$60,498.66
3	Project Video	LS	1.00	1.00	0.00	\$1,500.00	\$1,500.00
4	Traffic Director, Flagger	HOUR	200.00	150.00	150.00	\$125.00	\$18,750.00
5	Uniform Traffic Director	HOUR	500.00	18.51	18.51	\$140.00	\$2,592.00
6	Traffic Cones	UNIT	25.00	0.00	0.00	\$0.01	\$0.00
7	Drums	UNIT	15.00	0.00	0.00	\$0.01	\$0.00
8	Breakaway Barricade	UNIT	9.00	0.00	0.00	\$0.01	\$0.00
9	Construction Sign 'B' (60"x30")	UNIT	3.00	0.00	0.00	\$0.01	\$0.00
10	Construction Sign 'C' (72"x60")	UNIT	3.00	0.00	0.00	\$0.01	\$0.00
11	Tree Removal, Over 6" to 12" Diameter	UNIT	3.00	0.00	0.00	\$1,250.00	\$0.00
12	Tree Planting, 2" Cal.	UNIT	10.00	0.00	0.00	\$750.00	\$0.00
13	Inlet Filter, Type 2	UNIT	18.00	0.00	0.00	\$50.00	\$0.00
14	Repair of Structure, Inlet	UNIT	13.00	9.00	9.00	\$1,000.00	\$9,000.00
15	Manhole Frame and Cover, Storm	UNIT	1.00	1.00	1.00	\$1,000.00	\$1,000.00
16	Bicycle Safe Frame and Grate, Type 'B'	UNIT	6.00	2.00	2.00	\$375.00	\$750.00
17	8" Type 'N' Eco Curb Piece	UNIT	18.00	10.00	2.00	\$300.00	\$3,000.00
18	Trench Drain with Frame and Grate, 24"x2'	UNIT	1.00	1.00	1.00	\$15,000.00	\$15,000.00
19	Manhole Frame and Cover, Sanitary	UNIT	12.00	14.00	14.00	\$1,000.00	\$14,000.00
20	Connect to Existing Manhole	UNIT	2.00	2.00	0.00	\$2,000.00	\$4,000.00
21	Concrete Encasement	LF	90.00	27.00	0.00	\$30.00	\$810.00
22	8" DIP Sanitary Sewer Main	LF	90.00	90.00	0.00	\$375.00	\$33,750.00
23	6" PVC Sanitary Lateral	LF	1,744.00	639.00	0.00	\$5.00	\$3,195.00
24	PVC Cleanout, Sanitary	UNIT	68.00	62.00	0.00	\$4,600.00	\$285,200.00
25	Doghouse Manhole with Frame and Cover, Sanitary Sewer	UNIT	2.00	2.00	0.00	\$15,000.00	\$30,000.00
26	Transfer Existing Water Service	UNIT	2.00	2.00	0.00	\$2,000.00	\$4,000.00
27	6" DIP Water Main	LF	140.00	140.00	0.00	\$300.00	\$42,000.00
28	Fire Hydrant Assembly, Complete	UNIT	1.00	1.00	0.00	\$16,500.00	\$16,500.00
29	6" Cap	UNIT	4.00	4.00	0.00	\$1,000.00	\$4,000.00
30	6" Gate Valve	UNIT	1.00	1.00	0.00	\$2,750.00	\$2,750.00
31	6" Insertion Valve	UNIT	1.00	0.00	0.00	\$7,500.00	\$0.00
32	6"x6" Tee	UNIT	2.00	2.00	0.00	\$4,500.00	\$9,000.00
33	Remove and Reset Stone Steps	SY	3.00	0.00	0.00	\$600.00	\$0.00
34	Remove and Reset Decorative River Stone	SY	11.00	0.00	0.00	\$55.00	\$0.00
35	Remove and Reset Brick Sidewalk	SY	5.00	0.00	0.00	\$180.00	\$0.00
36	Hot Mix Asphalt Driveway, 2" Thick	SY	379.00	387.00	375.00	\$80.00	\$30,960.00
37	Concrete Sidewalk, 4" Thick	SY	481.00	171.66	163.66	\$135.00	\$23,174.10
38	Stone Driveway	SY	20.00	9.00	0.00	\$34.00	\$306.00
39	Reinforced Concrete Sidewalk, 6" Thick	SY	142.00	32.50	32.50	\$140.00	\$4,550.00
40	Detectable Warning Surface	SY	7.00	1.88	0.88	\$250.00	\$470.00
41	Concrete Steps	UNIT	1.00	0.00	0.00	\$4,850.00	\$0.00
42	6"x8"x16" Concrete Vertical Curb	LF	3,810.00	3,729.00	1,967.00	\$39.00	\$145,431.00
43	8"x9"x18" Concrete Vertical Curb	LF	586.00	489.00	489.00	\$65.00	\$31,785.00
44	HMA Milling, 3" or Less	SY	16,615.00	15,036.00	15,036.00	\$2.75	\$41,349.00
45	Hot Mix Asphalt 9.5M64 Surface Course, 2" Thick	TON	2,515.00	1,653.79	1,653.79	\$97.00	\$160,417.63
46	Hot Mix Asphalt 9.5M64 Leveling Course, Variable Thickness	TON	400.00	25.00	25.00	\$95.00	\$2,375.00
47	Tack Coat	GAL	1,690.00	900.00	900.00	\$3.00	\$2,700.00
48	HMA Pavement Repair	SY	1,595.00	525.00	525.00	\$40.00	\$21,000.00
49	Dense Graded Aggregate, If & Where Directed	CY	50.00	0.00	0.00	\$35.00	\$0.00
50	1 1/2" Clean Stone, If & Where Directed	CY	50.00	0.00	0.00	\$80.00	\$0.00
51	Rectangular Rapid Flashing Beacon (RRFB), Complete	UNIT	2.00	0.00	0.00	\$16,000.00	\$0.00
52	Regulatory Sign, R1-1 'Stop', 30"x30"	UNIT	4.00	0.00	0.00	\$300.00	\$0.00
53	Regulatory Sign, R2-1 'Speed Limit', 24"x30"	UNIT	1.00	0.00	0.00	\$235.00	\$0.00
54	Regulatory Sign, R7-3 'No Parking', 30"x24", with Sign Post	UNIT	1.00	0.00	0.00	\$235.00	\$0.00
55	Warning Sign, W15-2 'Watch Children', 36"x36"x36"	UNIT	2.00	0.00	0.00	\$430.00	\$0.00
56	Warning Sign, W11-2 'Pedestrian Crossing', 30"x30"	UNIT	2.00	0.00	0.00	\$300.00	\$0.00
57	Warning Sign, W16-9P 'Ahead' Plaque, 24"x12"	UNIT	2.00	0.00	0.00	\$30.00	\$0.00
58	Street Sign	UNIT	12.00	0.00	0.00	\$315.00	\$0.00
59	Traffic Marking, 24" Wide White	LF	439.00	0.00	0.00	\$5.00	\$0.00



Item No.	Description	Units	Contract Quantity	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
60	Traffic Marking, 8" Wide White	LF	354.00	0.00	0.00	\$2.00	\$0.00
61	Traffic Stripe, 4" Wide Yellow	LF	180.00	0.00	0.00	\$1.00	\$0.00
62	Long Life Epoxy Resin Curb Marking, Yellow	LF	1,600.00	0.00	0.00	\$2.40	\$0.00
63	Fertilizing and Seeding, Type A-3	SY	1,020.00	0.00	0.00	\$1.00	\$0.00
64	Topsoiling, 5" Thick	SY	1,020.00	1,290.00	1,074.00	\$22.00	\$28,380.00
65	Excavation, Test Pit	CY	150.00	0.00	0.00	\$25.00	\$0.00
66	Fuel Price Adjustment	DOLLAR	5,000.00	-2,513.00	-2,513.00	\$1.00	(\$2,513.00)
67	Asphalt Price Adjustment	DOLLAR	7,500.00	3,874.77	3,874.77	\$1.00	\$3,874.77
68	Allowance	DOLLAR	20,000	0.00	0.00	\$1.00	\$0.00
S-1	Reconstruct Type 'B' Inlet	UNIT	0	1.00	1.00	\$8,627.61	\$8,627.61
S-2	Tree Removal, 18" Diameter	UNIT	0	1.00	1.00	\$2,677.50	\$2,677.50
S-3	Sewer Main Crack Repair	LS	0	1.00	1.00	\$2,031.36	\$2,031.36
S-4	Water Service Repair	LS	0	1.00	1.00	\$941.02	\$941.02
S-5	Water Service Replacements	LS	0	1.00	1.00	\$5,327.93	\$5,327.93
S-6	2.0% HMA Air Void Penalty	DOLLAR	0	-3,255.85	1.00	\$1.00	(\$3,255.85)
TOTAL WORK COMPLETED							\$1,131,904.73
LESS: RETAINAGE		2%					\$22,638.09
SUBTOTAL							\$1,109,266.64
LESS: PREVIOUS PAYMENTS						\$593,311.92	
TOTAL AMOUNT DUE							\$515,954.72
AMOUNT OF ORIGINAL CONTRACT							\$1,590,913.13
AMOUNT OF ORIGINAL CONTRACT ADJUSTED BY CHANGE ORDER NO. 1 (0%)							\$1,590,913.13

Resolution 2024-206

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

PROCLAIMING DECEMBER 2, 2024, AS COMMUNITIES OF LIGHT DAY

WHEREAS, it is the policy of Hightstown Borough to recognize organizations that have contributed to the overall benefit of the community; and

WHEREAS, Womanspace, founded in 1977, has demonstrated a unique ability to provide comfort, support services, crisis intervention and safety to women who are victims of sexual assault and domestic violence; and

WHEREAS, Womanspace, in the belief that “peace begins at home”, has asked the Mercer County Community to join them in their struggle against violence toward women by participating in their annual Communities of Light project; and

WHEREAS, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 128,152 women, 17,638 children and 9,082 men. Additionally, Womanspace has assisted more than 323,866 hotline callers over the last 47 years; and

WHEREAS, Hightstown Borough commends Womanspace for their efforts to bring an end to the cycle of interpersonal violence imposed on women, children and men; and

WHEREAS, the Mayor and Council of Hightstown Borough urges that each and every household demonstrate their support of the concept that “peace begins at home” by placing luminaries along their driveways and sidewalks on Monday, December 2, 2024, as a visible symbol of that support; and

WHEREAS, the proceeds from Communities of Light 2024 will be used to fund vital services for victims of domestic violence, sexual assault, and human trafficking.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that Monday, December 2, 2024, is Communities of Light Day and hereby commends Womanspace on its many accomplishments and wish them continued success with Communities of Light in the years to come.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 18, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-207

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

RESOLUTION AUTHORIZING THE TRANSFER OF A 2007, VOLVO GARBAGE TRUCK TITLE TO STATEWIDE INSURANCE

WHEREAS, the Borough of Hightstown is the registered owner of a 2007, Volvo, Garbage Truck, Vehicle Identification Number (VIN): 4V5KC 9GF47 N4671 26, which was recently involved in an accident and declared a total loss by Statewide Insurance Company; and

WHEREAS, Statewide Insurance Company has agreed to settle the claim for the vehicle in accordance with the terms of the applicable insurance policy; and

WHEREAS, as part of the settlement process, the insurance company requires the transfer of the vehicle's title to their name.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby authorizes the transfer of the title for the aforementioned vehicle to Statewide Insurance; and

BE IT FURTHER RESOLVED THAT Margaret Riggio, Borough Clerk, is hereby authorized to execute any and all documents necessary to effectuate this transfer, including but not limited to signing the vehicle title and any accompanying paperwork as required by law.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 18, 2024.

Margaret Riggio
Borough Clerk

Resolution 2024-208

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

A RESOLUTION AUTHORIZING REDEMPTION OF TAX LIEN 23-00006 FOR BLOCK 2.01 LT:1 Q:C0201 KNOWN AS 24 DENNIS COURT

WHEREAS, the Tax Collector has received payment in the amount of \$2,805.34 on November 14, 2024 from the property owner, Camille D. Lachica, for redemption of Tax Lien #23-0006 for Block 2.01; Lt:1; Q:c0201 known as 24 Dennis Court; and

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

**Pro Cap 8 FBO Firsttrust Bank
P.O. Box 774
Fort Washington, PA 19034-0774**

From Tax Lien Redemption Account, Lien, Penalty, Interest, Costs and Premium (if applicable):

Tax Lien:	\$2,805.34
Premium:	<u>\$1,200.00</u>
TOTAL:	<u>\$4,005.34</u>

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

1. The Deputy CFO is authorized to prepare a check in the amount of \$4,005.34 made payable to Pro Cap 8 FBO Firsttrust Bank
2. The Tax Collector is hereby authorized and directed to take all steps necessary to fulfill the purpose of this Resolution.
3. A certified copy of this Resolution shall be forwarded to the Tax Collector, Deputy CFO and CFO.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 18, 2024.

Margaret Riggio
Borough Clerk



Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 617

Website: www.hightstownborough.com

Email: Planning@HightstownBorough.com

TO: Peggy Riggio, Borough Clerk
FROM: Jane Davis, Planning Board Secretary
SUBJECT: Cannabis Ordinance – Retail License
DATE: November 14, 2024

At the November 12, 2024, Planning Board meeting, the Board reviewed a draft the “Cannabis Ordinance – Retail License” received from the Borough Clerk on November 5, 2024. The Planning Board offered the following comments:

- Page 4, Paragraph E: The reference to the class of licenses on the third line should read “...for operation of a Class 1 through 5 business within the Borough of Hightstown.”
- Page 5, Paragraph F, item (1) Hours of operation: Consistent with the previous comment memo dated February 12, 2022, the Planning Board recommends that the hours of operation for a Class 5 Retail business should be consistent with a liquor store. Currently, the sale of alcoholic packaged goods is permitted between 9 am and 10 pm every day of the week. The current draft ordinance has one set of hours for all classes of licenses (7:00 am to 7:00 pm). The Planning Board agrees that 7:00 am to 7:00 pm is appropriate for Class 1 to 4 licensed businesses but believes a Retail business should be different.
- Page 5, Paragraph F, item (3) Security: The draft ordinance provides for confidentiality of access and security details that are contained in any site plans, construction plans, reports and similar documents, and exempts them from disclosure as public records. The Planning Board historically holds public hearings on site plans and shares construction plans with our professionals for review, where additional staff may have access. The current paragraph is too vague, and clarification is needed on how sensitive security information will be provided to the Borough and how it will be secured for review by all parties needing access. In addition to the sensitivity of the content, additional specifications were requested as a part of the Site Plan Checklist.
- Page 17, 28-3-16. R-O Research Office District. Paragraph A, item (2) Permitted Accessory Uses: In other zoning districts (DTG, DTC and Highway Commercial), a statement is included that signage must be in accordance with Chapter 29. The Planning Board recommends adding this reference to the R-O Research Office District, as well.
- Page 19, Section 6, 28-3-17. PED Planned Economic Development District: Based on the following analysis provided by the Borough Planner, the Planning Board recommends removing this section entirely: “The draft ordinance also amends parts of the Zoning code, which is Chapter 28. The draft ordinance amends the DTC, DTG, R-O and PED districts to add cannabis retailing as a conditional use. It also usefully adds catchall language for accessory uses and structures to these districts and makes a few other changes that I would characterize as technical amendments. However, with regard to the PED

district, which was created apparently as an underlying zone for the Rug Mill redevelopment area, I do not believe this zoning district still exists. The oldest zoning map in my possession dates from 2009 and it is not listed as a zoning district then and does not appear on any area of the map itself. If not earlier, it was certainly repealed by the adoption of the new zoning map in June 2020 by the repealer provision in the adopting ordinance. Regardless, the underlying zoning, which is DTG and R-3, has been superseded by the Bank Street Redevelopment Plan, which does not permit cannabis retailing.” To add further clarification, the PED zone also does not exist on the new 2024 Zoning Map approved as part of the Master Plan Reexamination.

- As a general comment, the Planning Board recommends work begin on a set of standard procedures and steps required to complete the application and approval process, including a checklist for applicants both for the licensing process and the Site Plan application, which may require additional obligations than a standard Site Plan. The Board foresees confusion and potential added expense for applicants if a clear process is not established that moves from licensing to location approval to security plan approval to construction and site plan approvals. For example, an applicant should not incur expenses to escrow for Planning Board reviews until the location has been approved. In addition, given the new type of business under consideration in this ordinance; it may be appropriate to require all licensees to submit site plans for Planning Board review, including parking. Under normal circumstances, it is possible to move forward with construction plans without Planning Board review, if structural changes are within existing code and no variances are required.

In addition to the Board’s comments, two members of the public were in attendance and spoke about the proposed ordinance. Their questions and comments are attached hereto.

Please reach out should you have any questions.

Enc.

Tuesday, November 12, 2024 – Planning Board Meeting: Public Comment

- Storm Lewis – 100 A Mercer Street – Local business owner.

Expressed interest in obtaining a Cannabis Retail License. Asked for clarification regarding the application process and contact information. Asked for clarification on the qualifications of allowable locations for Cannabis Retail and requirements for the security gate.

- Neil Schloss – 109 Mercer Street – Local business owner, CPA, one of the founders of Downtown Hightstown.

Expressed interest in obtaining a Cannabis Retail License and currently has a conditional Class 5 license from the State for a micro-dispensary, which his existing property fits the requirements for. Excited to see this Ordinance move forward. Stated that he has plans to improve his existing building to attract visitors to Hightstown. Believes that a 10-acre requirement for cultivation is unreasonable.

Resolution 2024-209

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

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on November 18, 2024, at the Hightstown Firehouse Hall, 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – 105 MSH

Personnel – Former Employee

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public February 18, 2025, or when the need for confidentiality no longer exists.

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

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 18, 2024.

Margaret Riggio
Borough Clerk