

**AGENDA**  
**Hightstown Borough Council**  
**February 18, 2025 | 6:30 p.m.**  
**Hightstown Engine Company No. 1**  
**140 North Main Street, Hightstown**

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

**Meeting called to order by Mayor Susan Bluth**

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

**Roll Call**

**Flag Salute**

**Approval of Agenda**

**Approval of Minutes**                      February 3, 2025 – Public Session  
February 3, 2025 – Executive Session

**Presentation**                                Complete Street – Annual Report

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

**Ordinances**

**Resolutions**                                **2025-55**    Authorizing Payment of Bills

**Consent Agenda**                            **2025-56**    Resolution Authorizing the Provision of a Contribution to the Hightstown First Aid Squad, Inc., For Public Services

**2025-57**    Authorizing a Contract for a Rebuild/Retrofit of the Existing Aqua Guard Continuous Self Cleaning Bar/Filter Screen at the Advanced Wastewater Treatment Plant

**2025-58**    Resolution Confirming Hightstown Engine Company No. 1 Elected Officers for 2025

**2025-59**    A Resolution Approving a Paint and Sip Organized by the Hightstown Borough Cultural Arts Commission

**2025-60**    A Resolution Approving a Rain Barrel Workshop Organized by the Hightstown Borough Environmental Commission

**2025-61** Authorizing the Hiring of a Temporary Employee  
Through a Staffing Agency for the Finance Office

**Discussion**

**Subcommittee Reports**

**Mayor/Council/Administrative Updates**

**Executive Session**      **Resolution 2025-62** Authorizing a Meeting that Excludes the Public  
Contract Negotiations – Police Substation

**Adjournment**

## Complete Streets Committee Summary of 2024 Projects and Recommendations Report to Council

01/08/25

### Complete Streets 2024 Members:

- Steven Misiura, Chair
- Henry Wang, Vice Chair
- Bev Asselstine, Secretary, Planning Board Representative
- Joe Cicalese, Council Representative
- David Zaiser, Environmental Commission Representative
- Alex Costantino, Member

### Comments on Infrastructure Projects

- Municipal Aid Project – Improvements to Summit Street, memo 1/28/24
- Municipal Aid Project – Improvements to Maxwell Avenue, memo 6/27/24
- Municipal Aid Project – Committee reviewed Borough Engineer’s recommendation for the 2024 application, but did not provide a comment memo since the final project decision had already been made by Council.

### Planning Projects

- Master Plan Reexamination:
  - Provided input on the Circulation Element analysis, including accomplishments since the 2014 Reexamination, ongoing challenges and recommendations.
  - Reviewed and provided comments on report drafts.
  - Hosted a table with the Planning Board at the October 2023 Hightstown Fair to gather input from the community on Complete Streets issues.
- Mercer County Vision Zero Action Plan Steering Committee:
  - Background: Vision Zero is a transportation planning strategy designed to eliminate all traffic-related serious injuries and fatalities, while increasing safe, healthy, equitable mobility for all. Several cities in New Jersey began to implement this approach within the last decade, but it became a significantly higher priority when tied to Federal Highway Administration policy and funding under the Bipartisan Infrastructure Bill.  
  
In 2024 the Delaware Valley Regional Planning Commission (DVRPC) received a grant under the Federal Safe Streets 4 All program to fulfill the planning requirements for future funding under this program for all New Jersey counties in its territory.
    - These requirements include analyzing historic data to identify a high impact road network and key contributors to crashes and then establishing standard countermeasures drawn from Federal Highway Administration resources to address the safety issues throughout the high impact network.
    - Mercer County has established a Steering Committee of representatives from all municipalities for this work, including Hightstown.
    - When the VZ Action Plan is complete, the only remaining step for Hightstown to be eligible for future Federal funding will be to pass a resolution supporting a Vision Zero Policy for the Borough.

In addition, two bills are currently in the NJ State Legislature. Target Zero Commission Bill A1476 passed the Assembly 75 to 0 and Target Zero Commission Bill S361 was reported out of two Committees with no dissent, but with some modifications and amendments to be reconciled. Ultimately this law will:

1. Help end business as usual and come up with a results-oriented action plan that makes us all safer.
  2. Require State leadership and end piece-meal efforts across 13 NJ agencies.
  3. Open up discussion to state officials, advocates, impacted families and experts.
  4. Implement the FHWA-recommended Safe System Approach.
  5. Prioritize safety, inclusivity and equity for all road users.
  6. Promote active transportation and mass transit.
  7. Create a public data portal for crash data and a list of the state's highest-injury roadways and intersections.
  8. Require annual reports on implementation for true accountability.
- The Complete Streets Committee has reviewed the Mercer County Vision Zero Steering Committee work products and provided comments and suggestions for the final plan due in 2025.

#### Public Comments Received by the Complete Streets Committee

- Concerns about truck traffic on Franklin Street, including safety and noise.
- Concerns about removal of sidewalks from the Meadow/Clover/Orchard project and the abandonment of a previous Council policy that no future street work would take place without adding sidewalks where there were none.
- Concerns about poor sight lines at intersections due to overgrown trees and bushes, and lack of street lights in a number of areas.

#### Master Plan Circulation Element Implementation Items

- The Complete Streets Committee should help:
  - Develop a medium-term planning process that identifies a working list of specific future infrastructure projects for Council consideration, and
  - Create a draft Infrastructure Project Checklist for Mobility Plan items (using the NJDOT Complete Streets Checklist as a model).

#### Recommendations



- Capital Budget considerations:
  - Speed Radar Message Signs for all Borough entrances: add on Route 33/Franklin westbound, South Main northbound.
  - Signage Replacement (see appendix for more information)
    - “No Engine breaking” signs should be installed at all Borough entrances. Priority should be given to Franklin Street, Mercer Street, North Main Street and Wyckoff Mills Road.
- Ordinance / Code Changes




- Create new bike riding at night regulations to include reflective clothing and some sort of lamp or flashing light.
- Operating Budget considerations
  - Provide adequate resources for a regular program of crosswalk painting.
  - Provide funding for regular signage replacement to ensure all signs meet current standards and are in good condition.
  - Provide adequate funding for regular maintenance of surface material for the Roger C. Cook Greenway.
  
- Community Education: Coordinate with non-profit organizations to implement bike/pedestrian safety educational programs. Examples from the past include West Windsor Bicycle and Pedestrian Alliance run Bike Rodeos, Greater Mercer TMA Bike Safety Programs delivered through the East Windsor Regional School District and St. Anthony's and implementation of the "Street Smart Program" and related activities in celebration of Bike Month in May 2021.

#### Other Area of Concern



- Additional sign clean-up is needed throughout the Borough. Examples include:
  - Replace faded truck prohibition signs on Manlove.
  - Remove bike route signs on Broad Street, Franklin Street and Cranberry Station Road until a more fully developed bike route through Hightstown can be developed.
  - Move signs that are too close together and block drivers from seeing both signs clearly.
  - Clean faded/mildewed signs.

APPENDIX – “NO ENGINE BREAKING” SIGN INVENTORY AND ASSESSMENT

Entrance Street	Sign Status	Recommendation
Franklin Street	No sign	Add (top priority due to excessive noise from trucks entering via this route.)
Ward Street	No sign	Low priority due to curve in road forcing trucks to reduce speed before entering the Borough.
<p>Etra Road</p> 	Existing sign	No change needed
<p>South Main Street</p> 	Existing sign	Nearby Lions Club sign blocks the 25 MPH sign and should be moved.

<p>Mercer Street</p>	<p>No Sign</p>	<p>Add</p>
<p>Dutch Neck Road</p> 	<p>Existing sign</p>	<p>Signs on this post are heavily shaded and have mildew. If they cannot be cleaned, they should be replaced.</p>
<p>Morrison Avenue</p> 	<p>Existing sign</p>	<p>No change needed.</p>
<p>Stockton Street</p> 	<p>Existing Sign</p>	<p>Consider remounting “Drug-free zone” and “No Engine Breaking” sign on same post (as on Morrison) in order to reduce blocking of 25 MPH speed limit sign.</p>



			
<p>North Main Street</p>		<p>No sign</p>	<p>Add</p>
<p>Wyckoff Mills Road</p>		<p>No sign</p>	<p>Add</p>
<p>Monmouth Street</p> 		<p>Existing sign</p>	<p>Address property maintenance issue with vines and brush that grow over the signage in warmer weather.</p>

Two additional existing signs are located on Franklin Street and North Main Street approximately one block from the Franklin / North Main intersection. These signs may serve to notify trucks about the Borough ordinance prohibiting Engine Breaking, but the entry points to the Borough are where the speed limit reductions result in excessive noise from Engine Breaking. Also note the inconsistency with the language used when compared to other signage.

Franklin at Broad





Borough of Hightstown  
County of Mercer

Resolution 2025-55

**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 \$433,084.91 from the following accounts:

Current	\$92,791.01
W/S Operating	169,163.90
General Capital	630.00
Water/Sewer Capital	170,500.00
Grant	0.00
Trust	0.00
Unemployment Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Tax Lien Trust	0.00
Housing Trust	0.00
Public Defender Trust	0.00
Escrow	<u>0.00</u>
<b>Total</b>	<b><u><u>\$433,084.91</u></u></b>

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025

---

Margaret Riggio, Borough Clerk

**Hightstown Borough Council**  
**February 18, 2025 Meeting**  
**Borough of Hightstown**  
 Bill List By Vendor Name

Ranges	Item Status		Purchase Types		Misc						
Range: First to Last Rcvd Batch Id Range: First to Last	Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Include Project Line Items: Yes Format: Detail without Line Item Notes Include Non-Budgeted: Y Vendors: All								
Vendor #	Name	Contract		PO Type	Stat/Chk		First Enc Rcvd	Chk/Void	Invoice	1099 Excl	
P.O. #	PO Date	Description	Amount	Charge Account	Acct Description	Type	Date	Date	Date		
Item Description											
A0080	ASCAP										
25-00133	02/05/25	LICENSE FEE 1/1/25-12/31/25									
1 LICENSE FEE 1/1/25-12/31/25		\$445.00	5-01-30-420-001-197	B	ASCAP		R	02/05/25	02/12/25	100006504221 N	
<b>Vendor Total:</b>		<b>\$445.00</b>									
BLOOD005	BLOODGOOD LAW ENFORCEMENT										
25-00138	02/05/25	HPD TRAINING									
1 HPD TRAINING		\$195.00	5-01-25-240-001-042	B	Education & Training		R	02/05/25	02/12/25	25-5449 N	
<b>Vendor Total:</b>		<b>\$195.00</b>									
BOWMA005	BOWMAN & COMPANY LLP										
24-01377	12/06/24	ACCOUNTING SVCS CONTRACT					B				
4 ACCOUNTING SVCS 12/12-1/21/25		\$5,580.00	4-01-20-130-001-031	B	PROF SERVICES		R	12/06/24	02/12/25	121586 N	
<b>Vendor Total:</b>		<b>\$5,580.00</b>									
C0058	CINTAS CORPORATION #061										
25-00177	02/05/25	UNIFORM ADVANTAGE JANUARY 2025									
1 INV 4216744997 1/3/25		\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment		R	02/05/25	02/12/25	4216744997 N	
2 INV 4217507377 1/10/25		\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment		R	02/05/25	02/12/25	4217507377 N	
3 INV 4218262190 1/17/25		\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment		R	02/05/25	02/12/25	4218262190 N	
4 INV 4218985999 1/24/25		\$60.60	5-09-55-501-002-507	B	Uniforms & Safety Equipment		R	02/05/25	02/12/25	4218985999 N	
5 INV 4219728141 1/31/25		\$66.40	5-09-55-501-002-507	B	Uniforms & Safety Equipment		R	02/05/25	02/12/25	4219728141 N	
		<b>\$308.80</b>									
<b>Vendor Total:</b>		<b>\$308.80</b>									
CRYST005	CRYSTAL SPRINGS										
25-00071	01/21/25	DISTILLED WATER									
1 PRIMO WATER 5G DISTILLED WATER		\$143.88	5-09-55-501-002-506	B	Lab. Equipment & Supplies		R	01/21/25	02/12/25	23244637013125 N	
2 FREIGHT		\$13.99	5-09-55-501-002-506	B	Lab. Equipment & Supplies		R	01/21/25	02/12/25	23244637013125 N	
		<b>\$157.87</b>									

Vendor #	Name	Description		Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type						
Item Description											
CRYST005	CRYSTAL SPRINGS	<i>Account Continued</i>									
<b>Vendor Total:</b>		<b>\$157.87</b>									
C0087	CUSTOM BANDAG, INC										
25-00164	02/05/25	TIRE REPLACEMENT/LABOR TRK#GT1									
1 TIRE REPLACEMENT/LABOR TRK#G		\$1,988.96	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	02/05/25	02/12/25		80247961	N
<b>Vendor Total:</b>		<b>\$1,988.96</b>									
E0576	EAST WINDSOR REGIONAL SCHOOL										
25-00159	02/05/25	DECEMBER 2024 FUEL USE									
1 DEC 2024 FUEL USE-CONSTRUCTIC		\$13.77	4-01-31-460-001-151	B	MOTOR FUEL-CONSTRUCTION DEPR	R	02/05/25	02/12/25		DEC2024	N
2 DEC 2024 FUEL USE-FIRE		\$391.72	4-01-31-460-001-166	B	Motor Fuel - Fire Dept.	R	02/05/25	02/12/25		DEC2024	N
3 DEC 2024 FUEL USE-FIRST AID		\$286.23	4-01-31-460-001-148	B	Motor Fuel - Emergency Medical	R	02/05/25	02/12/25		DEC2024	N
4 DEC 2024 FUEL USE-GARBAGE		\$863.07	4-01-31-460-001-147	B	Motor Fuel - Public Works	R	02/05/25	02/12/25		DEC2024	N
5 DEC 2024 FUEL USE-PARKS		\$6.45	4-01-31-460-001-147	B	Motor Fuel - Public Works	R	02/05/25	02/12/25		DEC2024	N
6 DEC 2024 FUEL USE-POLICE		\$1,501.74	4-01-31-460-001-145	B	Motor Fuel - Police	R	02/05/25	02/12/25		DEC2024	N
7 DEC 2024 FUEL USE-STREETS		\$1,221.70	4-01-31-460-001-147	B	Motor Fuel - Public Works	R	02/05/25	02/12/25		DEC2024	N
8 DEC 2024 FUEL USE-WATER		\$98.50	4-09-55-501-001-512	B	Motor Fuel	R	02/05/25	02/12/25		DEC2024	N
9 DEC 2024 FUEL FACILITY FEE		\$120.00	4-01-31-460-001-144	B	Upgrades to Fueling Facility	R	02/05/25	02/12/25		DEC2024	N
		<b>\$4,503.18</b>									
<b>Vendor Total:</b>		<b>\$4,503.18</b>									
Q0176	EUROFINS QC, LLC										
25-00153	02/05/25	WATER ANALYSIS									
1 INV 6300069877-WATER ANALYSIS		\$272.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/05/25	02/12/25		6300069877	N
2 INV 6300070097-WATER ANALYSIS		\$282.00	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/05/25	02/12/25		6300070097	N
3 INV 6300070613-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/05/25	02/12/25		6300070613	N
4 INV 6300070552-WATER ANALYSIS		\$247.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/05/25	02/12/25		6300070552	N
		<b>\$1,049.50</b>									
25-00160	02/05/25	WATER ANALYSIS									
1 INV 6300070837-WATER ANALYSIS		\$197.50	5-09-55-501-001-532	B	Outside Testing/Labs	R	02/05/25	02/12/25		6300070837	N
<b>Vendor Total:</b>		<b>\$1,247.00</b>									
FERGU005	FERGUSON ENTERPRISES, LLC										
25-00169	02/05/25	1.6 CLST KIT LC									
1 INV 2198362-1.6 CLST KIT LC		\$31.99	5-09-55-501-001-535	B	Hydrants and Line Repair	R	02/05/25	02/12/25		2198362	N
<b>Vendor Total:</b>		<b>\$31.99</b>									

Vendor #	Name	Description		Contract	PO Type	Stat/Chk		First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description	Type							
Item Description												
<b>GEETA005 GEETANJALI JAIN</b>												
25-00173	02/05/25			MILEAGE REIMB 2024 4TH QTR								
1 MILEAGE REIMB 2024 4TH QTR		\$196.31	5-01-27-330-001-045	B Mileage/Travel		R		02/05/25	02/12/25		4TH QTR 2024	N
<b>Vendor Total:</b>		<b>\$196.31</b>										
<b>G1077 GEORGE S. COYNE CO., INC.</b>												
25-00129	01/31/25			RES 2024-189 LIMEHI-CALC AWWTP			B					
2 INV 446527 HI-LIMECALC 1/24/25		\$1,905.50	5-09-55-501-002-553	B Calcium Hydroxide (Lime)		R		01/31/25	02/12/25		446527	N
<b>Vendor Total:</b>		<b>\$1,905.50</b>										
<b>HO122 HECTOR J. ORTIZ</b>												
25-00165	02/05/25			REIMBURSEMENT EDUCATION DPW								
1 REIMBURSEMENT EDUCATION DPW		\$390.00	5-01-26-310-001-042	B Education & Training		R		02/05/25	02/12/25		PW1310SP251	N
<b>Vendor Total:</b>		<b>\$390.00</b>										
<b>H0095 HERR'S PLUMBING</b>												
25-00166	02/05/25			BOILER REPAIR IN FIREHOUSE								
1 INV 69302-1/3/25 FIREHOUSE		\$334.88	5-01-26-310-001-024	B Building Maintenance		R		02/05/25	02/12/25		69302	N
2 INV 69307-1/8/25 FIREHOUSE		\$349.06	5-01-26-310-001-024	B Building Maintenance		R		02/05/25	02/12/25		69307	N
		<b>\$683.94</b>										
<b>Vendor Total:</b>		<b>\$683.94</b>										
<b>H0048 HIGHTS REALTY LLC</b>												
25-00131	02/04/25			FEBRUARY 2025 RENT HPD								
1 FEBRUARY 2025 RENT HPD		\$5,254.66	5-01-26-310-001-025	B Building Rental		R		02/04/25	02/12/25		FEB 2025	N
<b>Vendor Total:</b>		<b>\$5,254.66</b>										
<b>H1100 HOME DEPOT CREDIT SERVICES</b>												
25-00172	02/05/25			JANUARY 2025 INVOICES								
1 INV 4524695-2X12-8 PRIME		\$45.76	5-01-26-290-001-127	B Street Repair & Maintenance		R		02/05/25	02/12/25		4524695	N
2 INV 4615094-LEG TIP RUBBER 4PK		\$4.93	5-01-26-290-001-127	B Street Repair & Maintenance		R		02/05/25	02/12/25		4615094	N
3 INV 9513219-3029 THERMO STOP		\$38.48	5-01-26-310-001-024	B Building Maintenance		R		02/05/25	02/12/25		9513219	N
4 INV 0044626-PVC 2149 STRIP WHT		\$50.72	5-01-26-310-001-024	B Building Maintenance		R		02/05/25	02/12/25		0044626	N
5 INV 3045514-POLYCAST RAFTER SC		\$20.44	5-01-26-310-001-024	B Building Maintenance		R		02/05/25	02/12/25		3045514	N
6 INV 8090274-PROPANE FUEL,		\$35.94	5-09-55-501-001-503	B Water Plant Maintenance		R		02/05/25	02/12/25		8090274	N
7 INV 1620222-TAG KITS,		\$36.79	5-01-25-240-001-036	B Office Supplies & Equipment		R		02/05/25	02/12/25		1620222	N
8 INV 8523891-HEAT GUN,		\$36.91	5-09-55-501-002-529	B Sewer Main Repair/Supplies		R		02/05/25	02/12/25		8523891	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											
H1100	HOME DEPOT CREDIT SERVICES	<i>Account Continued</i>									
		<b>\$269.97</b>									
	<b>Vendor Total:</b>	<b>\$269.97</b>									
JERSE015	JERSEY AUTO SUPPLY INC.										
25-00161	02/05/25	JANUARY 2025 INVOICES									
1 INV 291749-GUIDE KIT, SCRAPER		\$50.79	5-01-26-290-001-050	B	DPW Work Equipment	R	02/05/25	02/12/25		291749	N
2 INV 292130-STARTER FOR TRK#102		\$156.30	5-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	02/05/25	02/12/25		292130	N
3 INV 292134-SCRATCH BRUSH,		45.01-	5-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	02/05/25	02/12/25		292134	N
4 INV 292068-NEUTRAL SAFETY		\$48.98	5-01-26-290-001-034	B	Motor Vehicle Parts & Access.	R	02/05/25	02/12/25		292068	N
5 INV 294328-2 HOSE FITTINGS,		\$82.24	5-01-26-305-001-034	B	Motor Vehicle Parts & Access.	R	02/05/25	02/12/25		294328	N
		<b>\$293.30</b>									
	<b>Vendor Total:</b>	<b>\$293.30</b>									
J0069	JERSEY ELEVATOR LLC										
25-00152	02/05/25	JAN/FEB 2025 MAINTENANCE									
1 JANUARY 2025 MAINTENANCE		\$210.07	5-01-26-310-001-029	B	Maintenance Contracts	R	02/05/25	02/12/25		INV-220918-D0D2	N
2 FEBRUARY 2025 MAINTENANCE		\$210.07	5-01-26-310-001-029	B	Maintenance Contracts	R	02/05/25	02/12/25		INV-239551-P0L5	N
		<b>\$420.14</b>									
	<b>Vendor Total:</b>	<b>\$420.14</b>									
JORGE005	JORGE HERNANDEZ										
25-00150	02/05/25	WORK BOOTS REIMBURSEMENT									
1 REV BOA ULTRASPRING DURASHO(		\$100.00	5-09-55-501-002-507	B	Uniforms & Safety Equipment	R	02/05/25	02/12/25		01-30-25	N
		<b>\$100.00</b>									
	<b>Vendor Total:</b>	<b>\$100.00</b>									
J0378	KENNCO LLC										
25-00170	02/05/25	JANUARY 2025 CYLINDER RENTAL									
1 INV R28961-JAN 2025 CYLINDER		\$36.60	5-01-26-290-001-050	B	DPW Work Equipment	R	02/05/25	02/12/25		R28961	N
		<b>\$36.60</b>									
	<b>Vendor Total:</b>	<b>\$36.60</b>									
L0027	LINCOLN FINANCIAL										
24-01126	10/04/24	LOSAP 2023 RES 2024-86									
2 LOSAP 2023 RES 2024-86		\$750.00	4-01-43-500-001-399	B	Miscellaneous-O/E LOSAP	R	11/21/24	02/12/25		CR32718	N
3 LOSAP 2023 RES 2024-86		\$750.00	4-01-43-500-001-399	B	Miscellaneous-O/E LOSAP	R	11/21/24	02/12/25		CR32718	N
		<b>\$1,500.00</b>									
24-01315	11/21/24	LOSAP 2022 J RIVERA									

**Hightstown Borough Council**  
**February 18, 2025 Meeting**  
 Borough of Hightstown  
 Bill List By Vendor Name

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							
L0027	LINCOLN FINANCIAL	<i>Account Continued</i>									
1 LOSAP 2022 J RIVERA		\$750.00	4-01-43-500-001-399	B	Miscellaneous-O/E LOSAP	R	11/21/24	02/12/25		CR32718	N
<b>Vendor Total:</b>		<b>\$2,250.00</b>									
L0037	LINCOLN FINANCIAL GROUP										
25-00174	02/05/25	FEBRUARY 2025 LIFE INSURANCE									
1 FEBRUARY 2025 LIFE INSURANCE		\$299.64	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	02/05/25	02/12/25		FEB 2025 LIFE	N
2 FEBRUARY 2025 LIFE INSURANCE		\$5.91	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	02/05/25	02/12/25		FEB 2025 LIFE	N
3 FEBRUARY 2025 LIFE INSURANCE		9.08-	5-01-23-210-003-115	B	Medical Ins-Empl Grp Health	R	02/05/25	02/12/25		FEB 2025 LIFE	N
4 FEBRUARY 2025 LIFE INS WTP		\$9.08	5-09-55-501-001-514	B	INSURANCE	R	02/05/25	02/12/25		FEB 2025 LIFE	N
5 FEBRUARY 2025 LIFE INS WTP		\$63.56	5-09-55-501-002-514	B	Insurance	R	02/05/25	02/12/25		FEB 2025 LIFE	N
		<b>\$369.11</b>									
<b>Vendor Total:</b>		<b>\$369.11</b>									
M0180	MCMASTER-CARR										
25-00142	02/05/25	REPLACEMENT TIMER SECONDARY DI									
1 DIEHL 24HRS SPA TIMER SPST		\$47.44	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/25	02/12/25		39913082	N
2 SHIPPING		\$8.15	5-09-55-501-002-503	B	Sewer Plant Maintenance	R	02/05/25	02/12/25		39913082	N
		<b>\$55.59</b>									
<b>Vendor Total:</b>		<b>\$55.59</b>									
MERCE045	MERCER COUNCIL ON ALCOHOLISM										
25-00210	02/13/25	EAP CONTRACT FOR 2025-2026									
1 EAP CONTRACT FOR 2025-2026		\$2,345.00	5-01-20-100-001-031	B	PROF SERVICES	R	02/13/25	02/13/25		1816	N
<b>Vendor Total:</b>		<b>\$2,345.00</b>									
M0536	MGL PRINTING SOLUTIONS										
24-01425	12/16/24	Carbon copy inspection reports									
1 Inspection Report Carbon copy		\$154.00	4-01-33-195-001-036	B	Office Supplies	R	12/16/24	02/12/25		212992	N
2 SHIPPING		\$18.00	4-01-33-195-001-036	B	Office Supplies	R	02/04/25	02/12/25		212992	N
		<b>\$172.00</b>									
<b>Vendor Total:</b>		<b>\$172.00</b>									
NATIO040	NATIONAL HIGHWAY PRODUCTS, INC										
25-00155	02/05/25	RESTRICTED AREA AND NO PARKING									
1 RESTRICTED AREA SIGN 12X18 (1)		\$173.55	5-01-26-310-001-199	B	Miscellaneous	R	02/05/25	02/12/25		123781	N
<b>Vendor Total:</b>		<b>\$173.55</b>									

Vendor #	Name	Description		Contract	PO Type	Stat/Chk		First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P.O. #	PO Date	Amount	Charge Account	Acct Description Type								
Item Description												
<b>NELCO005 NELCO</b>												
25-00175	02/05/25											
1 1099-NEC ELEC FILING 2024		\$240.00	5-01-20-130-001-199	B	Miscellaneous	R		02/05/25	02/12/25		9907913	N
2 1099-NEC ELEC FILING 2024		\$80.00	5-09-55-501-002-509	B	Office Supplies - Admin.	R		02/12/25	02/12/25		9907913	N
		<b>\$320.00</b>										
<b>Vendor Total:</b>		<b>\$320.00</b>										
<b>O0019 O'BRIEN CONSULTING SERVICES</b>												
24-01327	11/25/24											
1 PRECISION 36XX TOWER WORK ST.		\$2,825.00	4-01-25-240-001-094	B	COMPUTER/SERVICE & SUPPORT	R		11/25/24	02/12/25		25-6948	N
<b>Vendor Total:</b>		<b>\$2,825.00</b>										
<b>O0050 ONE CALL CONCEPT INC</b>												
25-00139	02/05/25											
1 DECEMBER ONE CALL MSGS		\$62.91	4-09-55-501-001-535	B	Hydrants and Line Repair	R		02/05/25	02/12/25		4125088	N
25-00162	02/05/25											
1 JANUARY 2025 ONE CALL MSGS		\$32.17	5-09-55-501-001-535	B	Hydrants and Line Repair	R		02/05/25	02/12/25		5015088	N
<b>Vendor Total:</b>		<b>\$95.08</b>										
<b>PACEA005 PACE ANALYTICAL SERVICES, LLC</b>												
25-00132	02/05/25											
1 INV #247128315		\$55.10	5-09-55-501-002-532	B	Outside Lab Testing	R		02/05/25	02/12/25		247128315	N
2 INV #247128630		\$270.10	5-09-55-501-002-532	B	Outside Lab Testing	R		02/05/25	02/12/25		247128630	N
3 INV #247128318		\$120.71	5-09-55-501-002-532	B	Outside Lab Testing	R		02/05/25	02/12/25		247128318	N
		<b>\$445.91</b>										
<b>Vendor Total:</b>		<b>\$445.91</b>										
<b>PEOPL005 PEOPLES PLUMBING LLC</b>												
25-00147	02/05/25											
1 TEST BACKFLOW DEVICE AS NEEDI		\$500.00	5-09-55-501-002-503	B	Sewer Plant Maintenance	R		02/05/25	02/12/25		15117	N
<b>Vendor Total:</b>		<b>\$500.00</b>										
<b>PLOSI005 PLOSIA COHEN LLC</b>												
25-00130	02/04/25											
1 JANUARY 2025 INV 54304		\$6,784.00	5-01-20-155-001-027	B	General Matters	R		02/04/25	02/12/25		54304	N
2 JANUARY 2025 INV 54304		\$512.00	5-01-20-155-001-029	B	Attendance at Council Meetings	R		02/04/25	02/12/25		54304	N
3 JAN 2025 INV 54304 PRINTING		\$22.50	5-01-20-155-001-027	B	General Matters	R		02/04/25	02/12/25		54304	N



**Hightstown Borough Council**  
**February 18, 2025 Meeting**  
 Borough of Hightstown  
 Bill List By Vendor Name

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											
PLOSI005	PLOSIA COHEN LLC	<i>Account Continued</i>									
4 JAN 2025 INV 54304 PRINTING		\$13.00	5-01-20-155-001-027	B	General Matters	R	02/04/25	02/12/25		54304	N
		<b>\$7,331.50</b>									
	<b>Vendor Total:</b>	<b>\$7,331.50</b>									
P0032	PWANJ	EDUCATION									
25-00091	01/28/25	2025 MEMBERSHIP									
1 2025 MEMBERSHIP FOR KENNETH		\$75.00	5-01-26-290-001-044	B	Professional Assoc. Dues	R	01/28/25	02/12/25		01-01-2025	N
	<b>Vendor Total:</b>	<b>\$75.00</b>									
REDAR005	RED ARROW TECHNOLOGIES, LLC										
25-00134	02/05/25	MONTHLY TELEPHONE 2/1/25									
1 MONTHLY TELEPHONE HPD 2/1/25		\$300.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		02/05/25	02/12/25		17790	N
2 MONTHLY TELEPHONE BORO 2/1/25		\$200.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		02/05/25	02/12/25		17790	N
3 MONTHLY TELEPHONE HFD 2/1/25		\$100.00	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		02/05/25	02/12/25		17790	N
4 MONTHLY TELEPHONE AWWTP 2/1/25		\$100.00	5-09-55-501-003-548	B	Telephone	R	02/05/25	02/12/25		17790	N
		<b>\$700.00</b>									
	<b>Vendor Total:</b>	<b>\$700.00</b>									
SCOTT015	SCOTT KRAKOWSKI										
25-00106	01/28/25	REIMBURSEMENT									
1 CLOTHING REIMBRUSEMENT		\$120.00	5-01-25-252-001-199	B	Miscellaneous	R	01/28/25	02/12/25		502316003820	N
	<b>Vendor Total:</b>	<b>\$120.00</b>									
S0061	SEA BOX										
25-00144	02/05/25	CONTAINER RENTAL									
1 INV RI130112-CONTAINER RENTAL		\$75.00	5-01-26-310-001-025	B	Building Rental	R	02/05/25	02/12/25		RI130112	N
	<b>Vendor Total:</b>	<b>\$75.00</b>									
SIGNI005	SIGNIT										
25-00167	02/05/25	TRUCK LETTERING FOR #GT1									
1 TRUCK LETTERING FOR #GT1		\$400.00	5-01-26-305-001-199	B	Miscellaneous	R	02/05/25	02/12/25		5608	N
	<b>Vendor Total:</b>	<b>\$400.00</b>									
STATE005	STATEWIDE INSURANCE FUND										
25-00158	02/05/25	INSTALLMENT 1/4 WC & LIABILITY									
1 CURRENT FUND GENERAL LIABILIT		\$14,472.84	5-01-23-210-003-112	B	General Liability-JIF	R	02/05/25	02/12/25		2025A38	N
2 CURRENT FUND WORKER'S COMP		\$28,041.13	5-01-23-210-003-112	B	General Liability-JIF	R	02/05/25	02/12/25		2025A38	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											
STATE005	STATEWIDE INSURANCE FUND	<i>Account Continued</i>									
3	WORKER'S COMP 1/4 WTP	\$9,045.53	5-09-55-501-001-515	B	County Insurance - JIF	R	02/05/25	02/12/25		2025A38	N
4	WORKER'S COMP 1/4 AWWTP	\$38,895.75	5-09-55-501-002-515	B	County Insurance - JIF	R	02/05/25	02/12/25		2025A38	N
		<b>\$90,455.25</b>									
<b>Vendor Total:</b>		<b>\$90,455.25</b>									
TELCO005	TELCO BILL CENTER INC.										
25-00171	02/05/25	POTSOLVE RECURRING FEB 2025									
1	POTSOLVE RECURRING FEB 2025	\$401.50	5-01-31-440-001-085	B	Telephone-Block Line Systems, LLC LSR		02/05/25	02/12/25		6086	N
<b>Vendor Total:</b>		<b>\$401.50</b>									
V0007	VALLEY PHYSICIAN SERVICES, PC										
25-00168	02/05/25	4TH QUARTER 2024 DOT TESTING									
1	4TH QUARTER 2024 DOT TESTING	\$90.00	4-01-26-290-001-093	B	Employee Physicals/Drug Tests	R	02/05/25	02/12/25		1013290C5622	N
<b>Vendor Total:</b>		<b>\$90.00</b>									
W0008	WEBER SCIENTIFIC										
25-00072	01/21/25	QUOTE #271036									
1	TIPS UNIVERSAL FIT 201-1000 UL	\$44.38	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/21/25	02/12/25		50206988	N
2	SHIPPING & HANDLING	\$21.65	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	01/29/25	02/12/25		50206988	N
		<b>\$66.03</b>									
<b>Vendor Total:</b>		<b>\$66.03</b>									
WIREL005	WIRELESS ELECTRONICS, INC.										
24-00944	08/20/24	PROGRAMMING MOTOROLA RADIOS									
1	PROGRAMMING MOTOROLA RADIO	\$500.00	C-04-55-900-007-447	B	FIRST AID RADIOS SEC 20	R	08/20/24	02/12/25		C24Z0757	N
2	PROGRAMMING MOTOROLA RADIO	\$130.00	C-04-55-900-007-444	B	FIRST AID RADIOS	R	08/20/24	02/12/25		C24Z0757	N
		<b>\$630.00</b>									
<b>Vendor Total:</b>		<b>\$630.00</b>									

**Total Purchase Orders: 44 Total P.O. Line Items: 94 Total List Amount: \$133,903.74 Total Void Amount: \$0.00**

<b>Totals by Year-Fund</b>							
<b>Fund Description</b>	<b>Fund</b>	<b>Budget Rcvd</b>	<b>Budget Held</b>	<b>Budget Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Total</b>
<b>CURRENT FUND</b>	4-01	\$15,321.68	\$0.00	\$15,321.68	\$0.00	\$0.00	\$15,321.68
	4-09	\$161.41	\$0.00	\$161.41	\$0.00	\$0.00	\$161.41
	Year Total:	\$15,483.09	\$0.00	\$15,483.09	\$0.00	\$0.00	\$15,483.09
<b>CURRENT FUND</b>	5-01	\$64,673.02	\$0.00	\$64,673.02	\$0.00	\$0.00	\$64,673.02
	5-09	\$53,117.63	\$0.00	\$53,117.63	\$0.00	\$0.00	\$53,117.63
	Year Total:	\$117,790.65	\$0.00	\$117,790.65	\$0.00	\$0.00	\$117,790.65
<b>GENERAL CAPITAL</b>	C-04	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00
<b>Total Of All Funds:</b>		\$133,903.74	\$0.00	\$133,903.74	\$0.00	\$0.00	\$133,903.74

Date: February 18, 2025

To: Mayor and Council

From: Finance Office

Re: Manual Bill List for 2/18/2025

<u>CURRENT ACCOUNT</u>	<u>DATE ISSUED</u>	<u>PO #</u>	<u>CHECK #</u>	<u>Amount</u>
COUNTY OF MERCER COUNTY TAX	1/30/2025	25-00080	1632	\$ 3,419.89
HARD ROCK HOTEL & CASINO	1/31/2025	25-00108	37906	\$ 393.00
JCP&L	2/7/2025	25-00187	37957	\$ 863.51
PSE&G	2/7/2025	25-00179	37955	\$ 1,144.60
PSE&G	2/7/2025	25-00178	37955	\$ 1,525.64
JCP&L	2/7/2025	25-00181	37952	\$ 857.42
COMCAST BUSINESS	2/7/2025	25-00185	37950	\$ 321.50
AT&T MOBILITY	2/7/2025	25-00186	37949	\$ 935.26
COMCAST	2/7/2025	25-00180	37951	\$ 195.34
JCP&L (STREET LIGHTING)	2/7/2025	25-00188	37953	\$ 2,688.15
JCP&L (STREET LIGHTING)	2/7/2025	25-00189	37954	\$ 25.05
	2/7/1995	25-00184	37956	\$ 426.95
				<u>\$ 12,796.31</u>
<b>TOTAL</b>				
<u>WATER AND SEWER OPERATING</u>				
STATE OF NJ - SFWTR	1/31/2025	25-00082	16746	\$ 426.61
NEW JERSEY INFRASTRUCTURE BANK	1/31/2025	25-00128	1428	\$ 96,189.50
PSE&G	2/7/2025	25-00179	16759	\$ 108.39
PSE&G	2/7/2025	25-00178	16759	\$ 3,282.12
JCP&L	2/7/2025	25-00181	16757	\$ 73.90
JCP&L	2/7/2025	25-00182	16758	\$ 15,358.17
COMCAST BUSINESS	2/7/2025	25-00185	16756	\$ 128.50
VERIZON	2/7/2025	25-00183	16760	\$ 194.00
AT&T MOBILITY	2/7/2025	25-00186	16755	\$ 123.67
				<u>\$ 115,884.86</u>
<b>TOTAL</b>				
<u>ESCROW</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>GRANT</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>TRUST- OTHER</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>ANIMAL CONTROL TRUST</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>LAW ENFORCEMENT TRUST</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>UNEMPLOYMENT TRUST</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>PUBLIC DEFENDER TRUST</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>TAX LIEN TRUST</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>GENERAL CAPITAL</u>				
				<u>\$ -</u>
<b>TOTAL</b>				
<u>WATER AND SEWER CAPITAL</u>				
B & H CONTRACTING	1/31/2025	25-00083	5931	\$ 170,500.00
				\$ -
				<u>\$ 170,500.00</u>
<b>TOTAL</b>				
<b>MANUAL TOTAL</b>				<u>\$ 299,181.17</u>

Borough of Hightstown  
County of Mercer

Resolution 2025-56

**RESOLUTION AUTHORIZING THE PROVISION OF A CONTRIBUTION TO THE  
HIGHTSTOWN FIRST AID SQUAD, INC., FOR PUBLIC SERVICES.**

**WHEREAS**, the Hightstown First Aid Squad, Inc. (the “HFAS”) is a 501(c)(3) charitable entity which is funded by donations from individuals and organizations; and

**WHEREAS**, the HFAS responds to 911 medical and traumatic emergencies within the Borough of Hightstown (the “Borough”), and provides support for the Hightstown Police Department and the Hightstown Fire Department when needed; and

**WHEREAS**, the priority coverage area of the HFAS involves the Borough and the New Jersey Turnpike area, along with the provision of mutual aid to neighboring communities as needed; and

**WHEREAS**, in return for the public services provided by the HFAS to the Borough and its residents, the Borough wishes to provide a contribution to the HFAS, subject to certain conditions as set forth herein.

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

1. That the Borough hereby allocates the sum of \$31,300.00 as a contribution to be provided to the HFAS for the year 2025 for the public services that it provides.
2. That the provision of funding specified in paragraph 1 above to the HFAS shall be conditioned upon the following:
  - a. All funds contributed by the Borough to the HFAS shall be utilized by the HFAS for the public purpose associated with providing emergency medical services to the Borough and its residents;
  - b. The HFAS shall provide an accounting on an annual basis to the Borough, itemizing the public purpose(s) for which the funding provided by the Borough during the prior year was spent. Such annual accounting shall be provided to the Borough no later than January 31<sup>st</sup> of the following year;
  - c. The HFAS shall be responsible for all of its own ordering and purchasing of materials and/or services relating to the public purpose of providing public emergency medical services. The staff and/or resources of the Borough shall not be utilized for such purposes;
  - d. The HFAS must pay for its own building related costs, including but not limited to insurance, utilities and any and all other expenses, and all invoices

Borough of Hightstown  
County of Mercer

Resolution 2025-56

- relating to such must be directed and sent to the HFAS rather than to the Borough;
- e. Any purchased supplies by the HFAS are to be shipped to the HFAS building, rather than to the Borough's municipal offices; and
  - f. The HFAS will be responsible for its own insurance coverage; however, the Borough shall cover workers' compensation insurance for the HFAS and shall be responsible for the provision of insurance relating to any Borough-owned vehicle(s) which are utilized by the HFAS.
3. That the provision of continued contributions from the Borough to HFAS shall be at the sole discretion of the Mayor and Council on an annual basis.
  4. That a certified copy of this Resolution shall be provided to each of the following:
    - a. Hightstown First Aid Squad, Inc.;
    - b. Dimitri Musing, Borough Administrator;
    - c. Donna Condo, CFO;
    - d. Gerard Stankiewicz, Borough Auditor; and
    - e. Jonathan Cohen, Borough Attorney.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-57

**AUTHORIZING A CONTRACT FOR A REBUILD/RETROFIT OF THE EXISTING  
AQUA GUARD CONTINUOUS SELF CLEANING BAR/FILTER SCREEN AT THE  
ADVANCED WASTEWATER TREATMENT PLANT**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-1 et seq., public entities are required to publicly bid purchases exceeding the bid threshold except under certain exceptions; and

**WHEREAS**, the Borough of Hightstown requires a rebuild of the existing Aqua Guard Continuous Self-Cleaning Bar/Filter at the Advanced Wastewater Treatment Plant; and

**WHEREAS**, the proprietary nature of the equipment precludes competitive bidding as it is available from a sole source vendor; and

**WHEREAS**, Parkson Corporation has been identified as the sole authorized supplier of the proprietary equipment required for this purchase; and

**WHEREAS**, the total cost of the purchase is \$163,950.00, which exceeds the bid threshold of \$44,000.00 but is deemed necessary and in the best interest of the Borough of Hightstown; and

**WHEREAS**, the CFO has certified that sufficient funds will become available following the estoppel period of Bond Ordinance 2025-02; and

**WHEREAS**, the proper certifications and documentation have been submitted and reviewed, confirming that this purchase complies with all legal requirements for exceptions to public bidding.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown as follows:

1. The rebuild of the existing Aqua Guard Continuous Self-Cleaning Bar/Filter at the Advanced Wastewater Treatment Plant; by Parkson, Corporation in the amount of \$163,950.00 is hereby authorized.
2. The Borough Council hereby authorizes the Borough Clerk/Purchasing Agent to execute the quote and proceed with the issuance of a purchase order to begin the work detailed herein.
3. A copy of this resolution and related documentation shall be maintained on file with the Borough Clerk/Purchasing Agent and be available for public inspection.
4. This resolution shall take effect following the estoppel period of Bond Ordinance 2025-02.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025.

---

Margaret Riggio, Borough Clerk





# The Borough of Hightstown

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

TO: Mayor & Council  
FROM: Peggy Riggio, Borough Clerk/Purchasing Agent  
DATE: February 14, 2025  
RE: Rebuild/Retrofit Aqua Guard Continuous Self-Cleaning Bar/Filter Screen

---

I have reviewed Quote B0210987 provided by Parkson and have spoken to Dimitri regarding the repair. The quote comes in at \$163,950.00. I have been informed that this machine is a Parkson machine and the rebuild requires proprietary parts specific to this machine. Because of this, public bidding is not an option. I recommend Borough Council approve this quote and authorize Parkson to move forward with the rebuild of the Rebuild/Retrofit Aqua Guard Continuous Self-Cleaning Bar/Filter Screen at the AWWTP.

Funds will be available following the estoppel period of Bond Ordinance 2025-02. If authorized, the quote can be signed February 26, 2025, which marks the end of the estoppel period.

Please let me know if you have any questions.

Thank you

Borough of Hightstown  
County of Mercer

Resolution 2025-58

**RESOLUTION CONFIRMING HIGHTSTOWN FIRE ENGINE COMPANY NO. 1  
ELECTED OFFICERS FOR 2025**

**BE IT RESOLVED** in accordance with Hightstown Borough Code 2-20.3 the following elected officers are hereby confirmed by the Mayor and Council of the Borough of Hightstown:

**Hightstown Engine Company No. 1**

Donald Derr	<b><u>Chief</u></b> 1 yr.	December 31, 2025
Gary Evers	<b><u>Deputy Chief</u></b> 1 yr.	December 31, 2025
Scott Krakowski	<b><u>Assistant Chief</u></b> 1 yr.	December 31, 2025

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-59

**A RESOLUTION APPROVING A PAINT AND SIP ORGANIZED BY THE HIGHTSTOWN  
BOROUGH CULTURAL ARTS COMMISSION**

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

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

**WHEREAS**, one such activity sponsored by the Cultural Arts Commission is a sip and paint event where attendees are guided to create their own artwork; and

**WHEREAS**, this year’s paint and sip will take place on March 20, 2025 at Tavern on the Lake, Hightstown.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown approve this year’s paint and sip as a sponsored and covered event and are grateful to the Cultural Arts Commission for their work in providing community events to the residents of Hightstown Borough.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-60

**A RESOLUTION APPROVING A RAIN BARREL WORKSHOP ORGANIZED BY THE  
HIGHTSTOWN BOROUGH ENVIRONMENTAL COMMISSION**

**WHEREAS**, the Environmental Commission is a recognized commission of Hightstown Borough pursuant to Article 2-32 entitled “Environmental Commission” of “The Revised General Ordinances of the Borough of Hightstown”; and

**WHEREAS**, as set forth in Article 2-32, the commission is established for the protection, development or use of natural resources, including water resources, located within the territorial limits of the Borough of Hightstown; and

**WHEREAS**, the Environmental Commission is organizing a Rain Barrel Workshop where members of the public are invited to create their own rain barrels for the purpose of collecting rainwater on their properties to save water and prevent runoff; and

**WHEREAS**, this year’s event will take place on April 26, 2025, at the Hightstown First Aid Squad, 168 Bank Street; and

**WHEREAS**, the Watershed Institute, headquartered in Hopewell, NJ, will be assisting with the event and will supply a certificate of insurance naming Hightstown Borough additional insured; and

**WHEREAS**, all individuals creating a rain barrel are required to complete a hold harmless agreement prior to participating.

**NOW THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown approve the Rain Barrel Workshop as a Hightstown Borough sponsored and covered event and look forward to another educational event organized by the Hightstown Borough Environmental Commission.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-61

**AUTHORIZING THE HIRING OF A TEMPORARY EMPLOYEE THROUGH A  
STAFFING AGENCY FOR THE FINANCE OFFICE**

**WHEREAS**, the Finance Office of the Borough of Hightstown is currently experiencing a temporary staffing shortage due to an employee being on approved medical leave; and

**WHEREAS**, the Finance Office is a critical department responsible for ensuring the timely and accurate management of financial operations, including payroll, accounts payable, and other essential functions; and

**WHEREAS**, it has been determined that a temporary employee is needed to ensure continuity of operations during the period of the employee's absence; and

**WHEREAS**, the Borough of Hightstown intends to use a temporary staffing agency to provide a qualified candidate to work for approximately 800 hours in the Finance Office; and

**WHEREAS**, the anticipated cost of hiring a temporary employee through the staffing agency is estimated at \$36,000.00, and the Chief Financial Officer has certified that sufficient funds are available.

**NOW, THEREFORE, BE IT RESOLVED** by the by the Mayor and Council of the Borough of Hightstown that:

1. The Borough Council hereby authorizes the hiring of a temporary employee through a staffing agency to support the Finance Office during the absence of the employee on medical leave, for an estimated period of 800 hours.
2. The Borough Administrator is authorized to engage the services of a temporary staffing agency and execute any necessary agreements, provided such agreements are consistent with the terms of this resolution and applicable laws and regulations.
3. The Chief Financial Officer has certified that sufficient funds are available to cover the cost of the temporary employee, as evidenced by the attached Certification of Funds.
4. A copy of this resolution, along with all supporting documentation, shall be maintained on file with the Borough Clerk and made available for public inspection.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025.

---

Margaret Riggio, Borough Clerk

Borough of Hightstown  
County of Mercer

Resolution 2025-61

**CERTIFICATION OF FUNDS**

I, Donna Condo, Chief Financial Officer of the Borough of Hightstown, hereby certify that funds in the amount of \$36,000.00 are available in \_\_\_\_\_ for the engagement of a temporary employee for the Finance Office as authorized by this resolution.

Date: February 14, 2025

\_\_\_\_\_  
Donna Condo, CFO

Borough of Hightstown  
County of Mercer

Resolution 2025-62

**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 February 18, 2025, at the Hightstown Firehouse Hall, 140 North Main Street, Hightstown, that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – Police Substation

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 May 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.

I hereby certify this to be a true copy of a resolution adopted by the Borough Council of the Borough of Hightstown at a meeting held on February 18, 2025.

---

Margaret Riggio, Borough Clerk