

Agenda
Hightstown Borough Council
Regular Meeting
May 7, 2012
First Aid Building
6:30 PM – Executive Session
7:30 PM – Public Session

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

Meeting called to order by Mayor Steven Kirson.

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 provided to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office.

Roll Call

Executive Session: **Resolution 2012-125** Contract Negotiations – Lucas
Contract Negotiations - East Windsor Regional School District

Flag Salute

Approval of Meeting Agenda

Approval of Minutes April 2, 2012 Open Session
April 2, 2012 Executive Session
April 3, 2012 Workshop Session
April 3, 2012 Executive Session

Engineer Items **2012-126** Authorizing Payment #3 – Earle Asphalt Company (Various Road Improvements)
2012-127 Authorizing the Engineer to Request Proposals for Architects to Provide Professional Services for Evaluation, Reporting, Drawings, and Specifications, Bidding Assistance, Construction Document Administration and Site Visits for Remediation and Restoration of Hightstown Borough Hall

Public Comment I Any person wishing to address the Mayor and Council with his or her comments may do so at this time.

Ordinances: **2012-02** **Final Reading and Public Hearing** – An Ordinance Amending and Supplementing Section 4-21, Entitled “Taxicab Licensing,” of the Revised General Ordinances of the Borough of Hightstown, New Jersey.”

2012-06 **First Reading and Introduction** – Establishing Salary Ranges for Certain officers and Employees of the Borough of Hightstown

Resolutions **2012-128** Authorizing the Payment of Bills

2012-129 Authorizing an Emergency Temporary Appropriation Prior to Adoption of the 2012 Budget

2012-130 Opposing Senate Bills 1451 and 1452

2012-131 Accepting Medical Service Providers for Police Department

2012-132 Authorizing Revaluation of Property

Discussion

Hurricane Irene Update

Code Enforcement Update

Public Comment II

Any person wishing to address the Mayor and Council with his or her comments may do so at this time.

Mayor/Council/Administrative Comments and Committee Reports

Adjournment

Resolution 2012-125

*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 May 21, 2012 at approximately 6:30 pm in the First Aid Building located on Bank 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 – Lucas and East Windsor Board of Education

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: August 21, 2012 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 May 7, 2012.

Debra L. Sopronyi
Borough Clerk

Meeting Minutes
Hightstown Borough Council
Regular Meeting
April 2, 2012
7:30 pm

The meeting was called to order by Mayor Kirson at 7:03 pm and he read the Open Public Meetings Act statement which stated, "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 sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bibens</i>	✓	
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Doran</i>	✓	
<i>Councilmember Quattrone</i>	✓	
<i>Councilmember Thibault</i>	✓	
<i>Councilmember Woods</i>	✓	
<i>Mayor Kirson</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Michael Theokas, Borough Administrator; Frederick Raffetto, Borough Attorney; and Carmela Roberts, Borough Engineer.

Resolution 2012-107 Authorizing a Meeting Which Excludes the Public

Council President Quattrone moved resolution 2012-107, Councilmember Bibens seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Resolution adopted, 6-0

Resolution 2012-107

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 April 2, 2012 at approximately 6:30 pm in the First Aid Building located on Bank 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:

Litigation – Lasky/Pavlak

Litigation – Castoro

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: July 2, 2012 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.

The public meeting was called to order by Mayor Kirson at 7:46 pm and he again read the Open Public Meetings Act statement.

The Flag Salute was followed by roll call which has remained the same. George Lang, CFO and James LeTellier, Police Director joined the meeting at this time. Borough Engineer Carmela Roberts had departed the meeting during executive session and was no longer present.

Councilmember Doran requested that public comment I be moved up to prior to the ordinances, Councilmember Bibens requested that fluoridation be added to discussion and Mayor Kirson requested that access to Professionals be added to discussion.

Councilmember Bibens moved the agenda for approval with the amendments as noted, Councilmember Doran seconded.

Mayor Kirson called for a roll call vote on the amended agenda.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Agenda approved as amended, 6-0.

Council President Quattrone moved the minutes of the March 5, 2012 Open Session for approval; Councilmember Woods seconded. The Mayor called for a roll call vote for the approval of the minutes.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, and Woods voted yes; Councilmember Thibault abstained.

Minutes approved 5-0 with one abstention.

Council President Quattrone moved the minutes of the March 14, 2012 Route 33 Presentation for approval; Councilmember Doran seconded. The Mayor called for a roll call vote for the approval of the minutes.

Roll Call Vote: Council members Bluth, Doran, Quattrone, and Woods voted yes; Council members Bibens and Thibault abstained.

Minutes approved, 4-0 with two abstentions.

Mayor Kirson opened Public Comment Period I and the following individuals spoke:

Gerald Riccardi, JCP&L – introduced himself to Council and advised that he is the representative for our area from JCP&L, noting that he is available 24/7.

Eugene Sarafin, 628 S. Main Street – spoke regarding politics and corporate America, and Governor Christie and conservatives; he also commented that he does not think there should be funds in the budget for additional police.

Scott Caster, 12 Clover Lane – noted the degradation of properties and that an aggressive Code Official is needed.

There being no further comments, Mayor Kirson closed the Public Comment Period.

Ordinance 2012-02 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Section 4-21, Entitled “Taxicab Licensing” of the Revised General Ordinances of the Borough of Hightstown, New Jersey

There was Council discussion regarding the revised ordinance put forward by Councilmember Woods; the discussion included keeping the term “Police Director or his designee”; use of the term “operator”; the Police Department issuing the licenses, not the Clerk; there is no testing at the Borough level; background checks and fingerprinting should be in compliance with state statute; the renewal process; limiting idling to three minutes; the “read, write and speak English” requirement; the application review process; insurance requirements; displaying license in vehicles and the ability of Council to designate taxi stands with the recommendation of Police and Zoning Officers.

Following the discussion, the Borough Attorney was charged with revising the ordinance in accordance with the Council’s discussion and bring the ordinance forward for re-introduction at the April 16, 2012 meeting.

Ordinance 2012-02

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING SECTION 4-21, ENTITLED “TAXICAB LICENSING,” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

April 2, 2012

- 2 -

WHEREAS, the Mayor and Council wish to amend certain provisions contained within Section 4-21 of the Borough Code relating to Taxicab Licensing as set forth herein.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Section 4-21 of the "Revised General Ordinances of the Borough of Hightstown, New Jersey" is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikeout~~):

Section 4-21

TAXICAB LICENSING

4-21.1 Definitions.

As used in this section, the following terms shall have the meanings indicated:

Cruising shall mean the driving of an empty taxicab along a public street at a slow rate of speed for the obvious purpose of soliciting passengers.

Driver shall mean any person who operates a taxicab within the Borough, whether or not such person is also the owner thereof.

Operation of a taxicab shall mean transporting in a taxicab one (1) or more persons for hire. Accepting a passenger to be transported for hire from a point of departure within the Borough to a destination within or without the Borough shall be considered "operation of a taxicab" within the Borough. The "operation of a taxicab" by one other than the owner shall be deemed operation by the owner as well as by the person actually driving the taxi. The transportation of any person other than the owner or driver in any motor vehicle bearing a sign using the words "taxi," "taxicab," "cab" or "hack" shall be prima facie evidence of operation.

Operator shall mean any person or other legal entity that holds a license from the Borough to operate taxicabs or performs such services without such license.

Owner shall mean any person in whose name title to any taxicab is registered with the New Jersey Division of Motor Vehicles or who appears in the Division's records to be a conditional vendee or lessee or has any other proprietary interest in a taxicab.

Police Commissioner shall mean the member of the Borough Council designated as such on an annual basis by the Mayor, pursuant to Section 2-19.3 of the Borough Code.

Police Director shall mean the person appointed by the Governing Body to serve as the executive head of the Police Department, in accordance with Section 2-19.4 of the Borough Code.

Taxicab or taxi or cab shall mean a motor vehicle used to transport passengers for hire or compensation which does not operate over a fixed route and is not hired by the day or hour.

Taxicab Stand shall mean a section of a public street or of a public place set apart for the exclusive use of a taxicab or a limited number of taxicabs when such section is distinctly marked as such by an appropriate sign attached to a stanchion on the curb or other conspicuous place or by clearly visible marks upon the surface of a street or public place.

4-21.2 Licenses Required.

- a. No person shall operate a taxicab within the Borough unless both the owner or operator and the driver of the taxicab are licensed under this section.
- b. The Borough will make available on an annual basis a maximum of ~~four (4)~~ five (5) taxicab owner's licenses, each of which shall permit the owner or operator to operate a maximum of four (4) taxicab vehicles within the Borough at one time. Licenses shall be awarded on a first come, first served qualifying basis. Those licensees that have been previously licensed by the Borough during the

prior year and who remain in good standing and who have submitted their renewal statement (per Subsection 4-21.4g below) to the Borough prior to January 1st, shall be afforded the first opportunity for re-licensing. All other applicants shall be afforded the opportunity to obtain a taxicab owner's license after January 1st.

4-21.3 Types of Licenses.

- a. Taxicab Driver's License. The holder of a taxicab driver's license shall be entitled to operate within the Borough any taxicab whose owner has been licensed under this Section.
- b. Taxicab Owner's License. The holder of a taxicab owner's license shall be entitled to operate a taxicab owned or operated by him by the licensee within the Borough, provided that the person driving the cab holds a valid taxicab driver's license.

4-21.4 Licensing of Taxicab Owners.

- a. Application Information.
 1. Application for a taxicab owner's license shall be made to the Borough Clerk on forms provided by her. ~~Any changes to the information included in the application which occur during the licensing period shall be reported to the Borough Clerk in writing within three (3) calendar days of the change.~~
 2. Applications shall be signed and verified by oath or affirmation by the applicant. Applications by a partnership shall give the information required for each partner and shall be signed and verified by all partners. Applications by a corporation shall give the information required for and be signed and verified by all officers and directors and all persons holding more than ten (10%) percent of the corporation's common stock, as well as by a person duly authorized to act for the corporation itself.
 3. Applications received after the effective date of this Ordinance for new licenses or for renewal of existing licenses must be accompanied by proof of automobile liability insurance issued by a company licensed and admitted to transact business in the State of New Jersey, and acceptable to the Borough, indicating limits of liability in amounts not less than the following: \$50,000 per person and \$100,000 per accident for bodily injury or death and \$50,000 per accident for property damage. Proof of insurance must also indicate that insurance coverage applies to all owned or operated vehicles of the applicant or must specify by description all of the vehicles to which the coverage applies. Said proof of insurance must also indicate that the Borough ~~will~~ shall receive ~~be notified with~~ advance notice of thirty (30) days ~~advance notice~~ should the coverage be cancelled or non-renewed, except no less than ten (10) days advance notice for non-payment of premium. The Borough of Hightstown shall be named as an additional insured on any insurance policy submitted in accordance with the requirements of this section.
 4. Information about each taxicab vehicle to be operated under the taxicab owner's license shall be provided, including the following:
 - (a) Vehicle year, make, model and color of vehicle.
 - (b) Vehicle identification number.
 - (c) New Jersey State license plate number.
 - (d) Passenger capacity.
 - (e) Insurance company, policy number and expiration date.
 - (f) Name and address of vehicle owner if different than applicant.
 5. Any person who shall make a false statement in any license application or in any record or certificate that ~~(s)he~~ is required to be filed or maintained shall be subject to rejection of the application submitted and/or to appropriate disciplinary sanctions, including license suspension or revocation, in addition to any penalty provided under the New Jersey Criminal Code.

- b. Investigation; Grant or Denial of License Hearing before Council. ~~The Chief of Police or a Police Officer designated by him~~ Police Director senior police officer or his designee shall investigate the application. A copy of the application shall also be provided to the Zoning Officer for review and for a determination that the proposed location of the taxi operation does not violate applicable zoning regulations. A report containing the results of the Police investigation and evaluation, a recommendation by the ~~Chief of Police~~ Police Director senior police officer or his designee that the license be granted or denied, and the reasons for ~~his~~ such recommendation shall be forwarded to the ~~Council~~ Borough Administrator ~~Police Director and the Police Commissioner.~~ A report regarding the Zoning Officer's findings shall also be provided to the ~~Council~~ Borough Administrator ~~Police Director and the Police Commissioner.~~ The Borough Clerk shall ensure that copies of these reports are also made available to the applicant. Based upon the findings set forth in the reports, the Borough Administrator ~~Police Director~~ shall determine whether to grant or deny the license. Said determination shall be rendered in writing and shall be provided to the applicant. ~~In those cases where the Chief of Police or his designee, or the Zoning Officer, has recommended against issuing the license, the applicant shall be afforded the opportunity for a hearing before the Borough Council. Any request for a hearing must be made within ten (10) days of the applicant's receipt of the applicable report. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to grant or deny the license.~~
- (c) Factors Considered. In determining whether to grant or deny the license, the ~~Council~~ Borough Administrator ~~Police Director~~ shall take into consideration the following factors:
1. The character, business and financial responsibility and experience of the applicant and the probability that, if granted a license, the applicant will operate his taxicab in accordance with the provisions of this section.
 2. Any other factors directly related to the granting or denial of the license which would substantially affect the public safety or convenience.
- d. Issuance of License. ~~The Council shall, by resolution, grant or deny the license.~~ If the application is approved by the Borough Administrator ~~Police Director~~, the Clerk shall issue the license.
- e. License Term; Fees.
1. A taxicab owner's license shall be valid for the remainder of the calendar year for which it is issued.
 2. The license fee shall be ~~fifty (\$50.00)~~ one hundred (\$100.00) dollars per year or portion thereof per vehicle and shall be nonrefundable in the event that the application is denied.
- f. In those cases where the Borough Administrator license has been denied ~~has denied the license,~~ the applicant shall be afforded the opportunity for a hearing before the Police Commissioner. Any request for a hearing must be made within ten (10) days of the applicant's receipt of written notice of denial from the Borough Administrator. ~~Police Director. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. Following the hearing, the Police Commissioner's determination shall be final.~~
- g. Renewals. A taxicab owner's license ~~may~~ shall be renewed by the ~~Council~~ Borough Administrator ~~Police Director~~ without a hearing upon the licensee's filing with the ~~Chief of Police~~ Police Director or his designee a sworn notarized statement certifying that there have been no changes in the information contained in the initial application and paragraph (b) investigation is completed.
- h. Any change(s) in the information contained within the owner's license application shall be reported to the Borough Clerk within three (3) business days thereof. A charge in the amount of twenty-five (\$25.00) dollars shall be levied for each calendar business day after three days that any such changes are not reported to the Borough.

4-21.5 Licensing of Taxicab Drivers.

a. Applications.

1. Application for a taxicab driver's license shall be made annually to the Borough Clerk upon forms provided by ~~her~~ that office, and shall be forwarded to the ~~Chief of Police~~ Police Director or his designee for investigation and approval processing and determination. Applications ~~shall be completed by the applicant in the presence of the Borough Clerk or her designee, and shall be taken in the Clerk's office only, during days and hours established by the Clerk. Except as hereinafter provided, applicants shall have the following minimum qualifications:~~
- (a) Applicant must be over twenty-one (21) years of age.
- (b) Applicant must be a United States citizen or a legal resident alien. A copy of the alien registration card or work permit must be submitted with the application.
- (c) Applicant must possess a valid New Jersey driver's license.
- (d) Applicant must supply a certification from a licensed physician, on a form to be provided by the Borough Clerk, indicating that the applicant has been examined within the past sixty (60) days and is in sound physical condition, has eyesight corrected to 20/20 vision and is not subject to any infirmity of body or mind which might render the applicant unfit for safe operation of a vehicle for hire.
- (e) Applicant must certify that he/she is not addicted to the use of narcotics or intoxicating liquors.
- (f) Applicant must be able to read, ~~write and understand the English language, and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.~~
- (g) Applicants other than those drivers who received consent to operate a taxicab within the Borough prior to the effective date of P.L. 2011, c.135, must not have been convicted of any crime involving moral turpitude submit to the performance of a criminal history record background check paid at their own expense. The operator/driver shall be disqualified from operating or driving a taxi within the Borough, and shall not be issued a taxicab driver's license, if a criminal history record background check reveals a record of conviction of any of the following crimes:
 - Aggravated assault;
 - Arson;
 - Burglary;
 - Escape;
 - Extortion;
 - Homicide;
 - Kidnapping;
 - Robbery;
 - Aggravated Sexual assault;
 - Sexual assault;
 - Endangering the welfare of a child pursuant to N.J.S.A. 2C:24-4, whether or not armed with or having in his possession any weapon enumerated in subsection "r." of N.J.S.A. 2C:39-1; or
 - A crime pursuant to the provisions of N.J.S.A. 2C:39-3, N.J.S.A. 2C:39-4 or 2C:39-9, or other than a disorderly persons or petty disorderly persons offense for the unlawful use, possession or sale of a controlled dangerous substance as defined in N.J.S.A. 2C:35-2.

If a person who has been convicted of one of the crimes listed above can produce a certificate of rehabilitation issued pursuant to N.J.S.A. 2A:168A-8 or, if

the criminal offense occurred outside New Jersey, an equivalent certificate from the jurisdiction where the criminal offense occurred, then the criminal offense shall not disqualify the applicant from operating or driving a taxicab within the Borough.

- (h) Applicant must have a thorough knowledge of the law, traffic regulations and geography of the Borough of Hightstown, the Motor Vehicle Act, the Traffic Act and other ordinances and regulations having to do with traffic. Each applicant ~~may~~ shall be examined as to his or her knowledge of these provisions, and if the result of the examination is unsatisfactory, the application shall be refused a license.
- (i) Applicant must be fingerprinted by the Police Department, with a report therein received from the State Police or Federal Bureau of Investigation.
- (j) Applicant must not have been convicted, within the three years prior to the date of the application, of reckless driving, ~~driving while intoxicated~~, leaving the scene of an accident or driving more than 30 miles an hour above the speed limit or have been convicted within 5 years prior to the date of the application of driving while intoxicated.
- (k) At the time of application, applicant must have no more than ~~eight (8)~~ six (6) New Jersey State Division of Motor Vehicle points on his or her driving record, or the equivalent if licensed in any other state.
- (l) Requirements (d) and (i) above, regarding physician's certification and fingerprinting, shall not apply to any taxicab driver who holds a valid taxicab driver's license in any other Mercer County municipality which is compliant with P.L. 2011, c.135 and whose firm is licensed in and operating out of said municipality. Such person(s) shall be qualified to obtain a taxicab driver's license in Hightstown upon completion of the application form, payment of the required fee and submission of the following documentation:
 - Certification by applicant that he or she meets requirements ~~(a), (b), (c), (f), (g), (h), (i), (j) and (k)~~ of Section 4-21.5(a)(1).
 - If not a United States citizen, a copy of alien registration card or work permit.
 - Current valid taxicab driver's license from any other Mercer County municipality.
 - Valid New Jersey's driver's license.

- 2. The application shall be accompanied by a fee of fifty (\$50.00) dollars for the ~~initial~~ license period.
- 3. The application shall be accompanied by two (2) un-mounted, un-retouched glossy photographs of the applicant taken within thirty (30) days preceding filing of the application. Photographs shall be two and one-half inches (2 1/2") by two and one-half inches (2 1/2") in size. New photographs shall be submitted whenever the licensee's appearance changes significantly.
- 4. Any person who shall make a false statement in any license application or in any record or certificate that ~~(s)he~~ is required to be filed or maintained shall be subject to rejection of the application submitted and/or to appropriate disciplinary sanctions, including license suspension or revocation, in addition to any penalty provided under the New Jersey Criminal Code.

- b. Investigation; Grant or Denial of License ~~Hearing before Council~~. The ~~Chief of Police or a police officer designated by him~~ Police Director senior police officer or his designee shall investigate the application and shall report the results to the ~~Council~~ Borough Administrator ~~Police Director and the Police Commissioner~~ within a reasonable time. The report shall include a recommendation that the license be granted or denied and the reasons therefor. The Borough Clerk shall ensure that a copy of the report is made available to the applicant. Based upon the findings set forth in the report, the

~~Borough Administrator~~ Police Director shall determine whether to grant or deny the license. ~~In those cases where the Chief of Police or his designee has recommended against issuing the license, the applicant shall be afforded the opportunity for a hearing before the Borough Council. Any request for a hearing must be made within ten (10) days of the applicant's receipt of the Police Chief's report. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to grant or deny the license.~~

- c. Issuance of License; Contents. Upon approval of the application by the Council ~~Borough Administrator~~ Police Director, the Clerk shall immediately issue the applicant a taxicab driver's license. The license shall contain the licensee's name and address, physical description, signature and photograph.
- d. Term of License; Fees; Renewal. An initial license to drive a taxicab shall be valid for the remainder of the calendar year in which it is issued, and shall be subject to a non-prorated fee of fifty (\$50.00) dollars. A taxicab driver's license may be renewed annually thereafter, unless it has been revoked or suspended, upon the payment of a renewal fee of fifty (\$50.00) dollars and processing of the application.
- e. Use of License. Taxicab driver's licenses are valid for use with any licensed taxi within the Borough of Hightstown.
- f. In those cases where the ~~Borough Administrator~~ Police Director has denied the license, the applicant shall be afforded the opportunity for a hearing before the Police Commissioner. Any request for a hearing must be made within ten (10) days of the applicant's receipt of written notice of denial from the ~~Borough Administrator~~ Police Director. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. Following the hearing, the Police Commissioner's determination shall be final.
- g. Any change(s) in the information contained within the driver's license application shall be reported to the Borough Clerk within three (3) business days thereof. A charge in the amount of twenty-five (\$25.00) dollars shall be levied for each ~~calendar~~ business day after three days that any such changes are not reported to the Borough.

4-21.6 Display of Licenses ~~and Fares Required.~~

- a. The taxicab owner's license shall be displayed prominently in the interior of each cab. ~~Rates of fares shall be posted in each taxicab.~~
- b. The taxicab driver's license must be conspicuously displayed on the driver's outer garment when the driver is on duty and presented for confirmation when requested by the passenger.

4-21.7 Inspection of Vehicles.

- a. ~~Initial Inspection. Before any vehicle is used as a taxicab within the Borough, it shall be inspected by the Chief of Police or a police officer designated by him.~~
 - 1. ~~All vehicles will be photographed at the time of inspection.~~
 - 2. ~~Inspections will be conducted by appointment only.~~
 - 3. ~~Vehicles must be maintained in a safe, clean and sanitary condition.~~
 - 4. ~~Vehicles must contain all safety devices required by law.~~
 - 5. ~~Each vehicle must have at least one Federally approved child restraint seat available at all times.~~

6. No vehicle may be more than ten (10) years old at the time of inspection.
- b. ~~Reinspections. All taxicabs shall be reinspected annually, or more often if the Council so requires by resolution. In addition, any police officer may inspect any taxicab at any reasonable time to determine if it is clean, sanitary and in a safe and proper operating condition.~~
- c. ~~Failure to Pass Inspection. Any taxicab which fails to pass inspection shall be immediately taken out of service and shall not be operated again within the Borough until the defects which led to its rejection are corrected. In the case of minor defects which do not constitute an immediate danger to the health or safety of the public, the taxicab may continue to be operated for a period of one (1) week, at the end of which time it shall be re-inspected. If the defect has not by then been corrected, the vehicle shall immediately be taken out of service and remain out of service until the defect is corrected. (Ord. No. 2005-29)~~

~~4-21.8~~ 4-21.7 Exterior Taxicab Identification Required.

- a. Identification Required. Each taxicab operated in the Borough shall have a sign permitted on each rear door. ~~The sign shall contain the owner's name, the words "taxicab" or "taxi," telephone number and vehicle number in letters not less than four (4) inches nor more than eight (8) inches in height. All taxicabs shall display on the body of the vehicle their taxi license number along with a listing of each municipality that has issued a taxi license to that taxicab. The taxi license number shall be three (3) inches in height and must be located in the center of the rear quarter panels on the driver and passenger sides as well as the rear center line of the trunk of the vehicle. The list of each municipality shall be displayed on each rear door in letters three (3) inches in height.~~
- b. Imitation of Color Scheme or Insignia. No taxicab operated in the Borough shall imitate the color scheme or any identifying design or insignia of another taxicab lawfully operating in the Borough, nor shall one taxicab have a color scheme or identifying design or insignia which is so similar to that of another taxicab as to be likely to have a tendency to mislead the public. The person first using a particular color scheme or identifying design or insignia for his taxicab shall have the prior right to it.

~~4-21.9~~ 4-21.8 Fares.

- a. Rates of Fare. Fares shall be conspicuously displayed in each taxicab.
- b. Receipts. The driver of a taxicab, upon request, shall give the passenger a receipt for the amount charged. The receipt shall show the name of the owner, the license number of the taxicab, the amount of the fare and the date of the transaction.
- c. Refusal to Pay Fare. No person, after hiring a taxicab, shall refuse to pay the legal fare, nor shall any person hire a taxicab with the intent not to pay the legal fare.

4-21.9 Taxicab Stands.

- a. Designation of stands. ~~The Council may designate, by resolution, a taxicab stand or stands within the Borough. When a taxicab stand or stands is/are designated, the procedures of this section shall apply.~~
- b. Regulations regarding taxicab stands.
 - ~~1. No taxicab shall remain idle for more than 5 minutes, at any place in or upon any of the streets or highways or any other public place within the Borough, either awaiting employment for hire or awaiting a passenger pursuant to a contract for hire, except at designated taxicab stands.~~
 2. Every taxicab, while occupying space at a public taxicab stand, shall be immediately available for hire.
 - ~~3. Only a taxicab licensed by Hightstown Borough may occupy or deliver a passenger to a taxicab stand in the Borough.~~

- ~~4. When the area designated for standing is fully occupied, no other taxicab shall remain at such stand while waiting for employment.~~
- ~~5. As a taxicab shall leave the line or move forward, the taxicab behind it shall be moved forward, and the driver of another taxicab seeking a space at the stand shall approach from the rear of the stand and shall stop as near as possible to the last taxicab in line.~~
- ~~6. 3. Each taxicab stand shall be marked with suitable markings, which shall bear a statement that the stand is reserved for taxicabs licensed by Hightstown Borough only.~~
- ~~7. No taxicab shall remain in a taxicab stand while unattended.~~
- ~~8 4. No person operating a taxicab shall perform maintenance of any kind while occupying space at a public taxicab stand.~~
- ~~9. Roof lights shall be illuminated between dusk and dawn while occupying space at a public taxicab stand.~~

4-21.10 Operating Regulations.

- a. Licenses issued pursuant to this chapter are not transferable.
- b. A driver shall immediately surrender his or her taxicab driver's license to the Borough upon the suspension or revocation of his or her New Jersey driver's license.
- ~~c. No person shall present, hold out or advertise any taxicab vehicle for hire within the Borough unless said vehicle is properly licensed under a valid taxicab owner's license.~~
- c Cruising is prohibited within the Borough.
- d No person, while operating or attending a taxicab for hire, shall:
 - ~~1. Use indecent or profane language;~~
 - ~~2. Purposely annoy any travelers or citizens;~~
 - ~~3 1. Obstruct any sidewalk; or~~
 - ~~4- 2. Knowingly misinform or mislead any person as to the location of a destination.~~
- e Any motor vehicle accident involving a taxicab and causing injury to a person or damage to property in excess of \$500.00 shall be reported immediately to the Hightstown Borough Police Department and a copy of the police report for such accident must be given to the Hightstown Police Department within 14 days of the accident. Such information shall be placed in the Borough's records regarding the taxicab owner and taxicab driver.
- f All taxicab owners or operators shall keep trip records and receipt books for six (6) months, which shall be kept current and shall be displayed when so requested by authorized Borough officials appointed by the Police Director. Trip records shall show, at a minimum, the trip designation, and the time and fare charged, date, time, pick up location, destination, number of passengers and fare charged
- g All taxicab vehicles shall be kept clean and free of debris.
- ~~i. All taxicab vehicles shall be maintained in a repaired condition and shall be safe for the transportation of passengers.~~
- h. Each licensed taxicab driver shall be clean in person and fully dressed while on duty to include shirt,

pants and shoes.

- i. Taxicab drivers and passengers shall refrain from smoking within the taxicab vehicle while a hired trip is in progress. This prohibition shall be conspicuously posted in each Borough licensed taxicab vehicle.
- j. No driver shall operate a taxicab after 14 consecutive working hours without an eight (8) hour rest period
- k. Taxicab drivers shall, immediately after the conclusion of their on-duty time, carefully search the taxicab for any property lost or left therein, and shall, within twenty-four (24) hours after finding any such property, advise the Hightstown Borough Police Department of the nature of the property and where it may be collected.

~~4-21.10~~ 4-21.11 Promulgation of Additional Rules and Regulations; Copies to Be Distributed.

The Council may establish, by resolution, such additional rules and regulations relating to the operation of taxicabs and the conduct of licensees as it deems appropriate. A copy of the rules and regulations shall be furnished to each licensee. ~~Violations of any such additional rules and regulations shall be deemed to constitute a violation of this chapter.~~

~~4-21.11~~ 4-21.12 Unlawful Activities.

All drivers shall be licensed personnel, and taxicabs shall be used exclusively for purposes of transportation of passengers and their baggage. No owner or driver shall be obliged to transport any person who is not orderly.

~~4-21.12~~ 4-21.13 Suspension or Revocation of Licenses.

- a. In the case of an emergency, licenses may be temporarily suspended for not more than seven (7) days by the Police Director or his designee.
- ~~a-~~ b. Licenses may be otherwise suspended or revoked, for cause, by the Borough Council after reasonable notice and a hearing. At said hearing, the licensee shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to suspend the license or to permanently revoke the license. Any license so suspended or revoked shall not be re-issued except for good reasons shown.

In addition to the causes for revocation of a license set forth in subsection 4-1.10, any license issued under this ~~section~~ chapter may be revoked or suspended; by the Borough Council, or any application for the issuance or renewal of a license denied, for any of the following reasons:

1. Failure to render reasonable, prompt, safe and adequate taxicab service.
2. The existence of a judgment unsatisfied of record against the licensee or applicant in any suit arising over the operation of a motor vehicle.
3. Permitting any taxicab owned or driven by the licensee to become unsafe, unsanitary or dirty.
4. Failure to comply with all applicable laws of the State of New Jersey, the ordinances of the Borough or the rules and regulations adopted in accordance with this ~~section~~ chapter.
- ~~4.~~ Where taxicab vehicles are found to be unsafe, unfit or unsuited for public patronage.
- ~~5.~~ Where taxicab vehicles are found to be used for any improper, immoral or illegal business or purpose or for the violation of any federal or state statute or for the violation of any of the provisions of this chapter.

6. Failure to maintain the proper amount of insurance on licensed taxicab vehicles pursuant to valid and effective insurance policies, as required by this chapter.

b. c. Drivers. If the licensee is a driver, his license may also be revoked or suspended by the Borough Council for the following reasons:

1. Revocation or suspension of his New Jersey motor vehicle operator's license.
2. Contraction by the licensee of a communicable or contagious disease.
3. Operating a taxicab in a reckless or grossly negligent manner or habitually operating a taxicab in a negligent manner.

4-21.13 4-21.14 Complaints; Enforcement.

- a. All complaints shall be submitted to the Hightstown Police Department.
- b. Enforcement of Section 4-21 shall be the responsibility of the Hightstown Police Department or authorized persons designated by the Police Director.

4-21.15 Violations and Penalties.

- a. Licenses issued pursuant to this chapter may be suspended or revoked in accordance with Section 4-21.13, for the reasons set forth therein.
- b. For other violations of this chapter, any person convicted thereof shall be subject to the penalties set forth in Section 1-5 of the Borough Code.

BE IT FURTHER ORDAINED, that all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies; and

BE IT FURTHER ORDAINED, that 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 that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect on upon final passage and publication in accordance with the law.

Ordinance 2012-03 First Reading and Introduction – An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40SA:4-45.14)

Councilmember Thibault moved ordinance 2012-03 for introduction, Council President Quattrone seconded.

George Lang, CFO gave a review of the need for the ordinance.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault and Woods voted yes.

Ordinance introduced 6-0, Public Hearing on April 16, 2012.

Ordinance 2012-03

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

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2012 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 1.0% increase in the budget for said year, amounting to \$48,990.70 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2012 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$171,467.45, and that the CY 2012 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

Ordinance 2012-04 First Reading and Introduction – Bond Ordinance to Fund Emergency Authorizations for Damage Occurred as a Result of Hurricane Irene in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$1,322,636 Therefor and Authorizing the Issuance of \$1,259,653 Bond or Notes of the Borough to Finance Part of the Cost Thereof

Councilmember Woods moved that this ordinance be tabled until Council knows more about it, Councilmember Thibault seconded.

George Lang, CFO explained the ordinance and the need for it to cover the emergency notes issued in November and December of 2011 because they come due in June of this year. He noted that the amount in the ordinance has been reduced in accordance with what has been received from insurance and FEMA; and that it is required that these funds be in place prior to adoption of the budget. There was discussion and Councilmember Thibault withdrew his second on the motion to table the ordinance.

Councilmember Thibault moved ordinance 2012-04 for introduction, Council President Quattrone seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault and Woods voted yes.

Ordinance introduced 6-0, Public Hearing April 16, 2012.

Ordinance 2012-04

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

BOND ORDINANCE TO FUND EMERGENCY AUTHORIZATIONS FOR DAMAGE INCURRED AS A RESULT OF HURRICANE IRENE IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$1,322,636 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,259,653 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$1,322,636, including the sum of \$62,983 as the down payment required by the Local Bond Law, including grants expected to be received from the Federal Emergency Management Agency ("FEMA") and payments or reimbursements from the Borough's joint insurance fund which are expected to cover most or all of the appropriation. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

In order to finance the cost of the improvement or purpose and in anticipation of the receipt of the FEMA Grants and the Borough's joint insurance referred to in Section 1, negotiable bonds are hereby authorized to be issued in the principal amount of \$1,259,653 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

(a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is to fund Emergency Authorizations for damage incurred as a result of Hurricane Irene, including improvements to Borough facilities and replacement of equipment, including all related costs and expenditures incidental thereto and further including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is \$1,259,653.

(c) The estimated cost of the improvement or purpose is \$1,600,000, which includes the appropriation of \$1,322,636 and \$277,364 already received by the Borough from FEMA and the Borough's joint insurance fund equal to the amount of the appropriation herein made therefor.

All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$1,259,653 and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$400,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3 hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Resolution 2012-108 Introduction of Budget for 2012

Mayor Kirson explained that the increase in the municipal budget for this year averages about \$72.00 per household and is necessary due to the affects of tax appeals and reduction of revenue from the 9-1-1 agreement with Cranbury Township.

Police Director LeTellier then stated "the proposed 2012 Hightstown municipal budget has contained within such funding that would allow the Police Director the opportunity to discuss with the PBA issues that might ultimately permit the Mayor and Council to hire up to two entry level police officers to the Department. The mere fact that there are monies allocated in this proposed budget does not mean that any, one or two entry level police officers will be added to the Hightstown Police Department. It merely gives the Mayor and Council, in consultation with the Police Director and Borough Administrator, options as to police department manpower." He also noted that he will not sell the Borough or its residents short and he is thinking in the long-term; over time, with planned retirements, hiring the additional officers can actually reduce costs to run the department. He confirmed that Council action will be needed for any hires to take place. Council discussion ensued and it was noted that shared services should be considered and that the Director statement confirms that by budgeting the funds action is available, however Council has not yet agreed to make any hires.

Council President Quattrone moved resolution 2012-108 for introduction of the 2012 municipal budget, Councilmember Woods seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault and Woods voted yes.

Resolution adopted 6-0; 2012 Budget introduced; Public hearing to be held on May 21, 2012.

Resolution 2012-109 Authorizing the Payment of Bills

Council President Quattrone moved Resolution 2012-109, Councilmember Woods seconded.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Resolution 2012-109

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

April 2, 2012

- 15 -

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, appropriate Department Head and the Treasurer in the amount of \$ 49,054.40 from the following accounts

Current	\$	40,939.90
W/S Operating		6,777.94
General Capital		210.36
Water/Sewer Capital		
Grant		
Trust		335.95
Housing Trust		-
Animal Control		
Law Enforcement Trust		
Housing Rehab Loans		-
Unemployment Trust		-
Escrow		
Federal Forfeiture		<u>500.00</u>
Total	\$	<u><u>49,054.40</u></u>

Resolution adopted, 6-0.

Resolution 2012-110 Authorizing Disposition of Property No Longer Needed for Public Use

Council President Quattrone moved Resolution 2012-110; Councilmember Woods seconded.

Debra Sopronyi, Borough Clerk and Qualified Purchasing Agent, gave an explanation of the resolution.

Roll Call Vote: Council members Bibens, Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Resolution adopted, 6-0.

Resolution 2012-110

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

AUTHORIZING THE SALE OF SURPLUS PROPERTY NO LONGER NEEDED FOR PUBLIC USE

WHEREAS, the Purchasing Agent, Superintendent of Public Works and Police Director have determined that there is property no longer needed for public use; and

WHEREAS, the State of New Jersey permits the sale of surplus property no longer needed for public use, pursuant to the Local Public Contract Law 40A:11-36.; and

WHEREAS, the Purchasing Agent Superintendent of Public Works and Police Director recommend the property listed herein be sold for scrap value due to age, inoperability, repair costs and environmental concerns:

VEHICLE/EQUIPMENT FOR SCRAP**VIN #**

63 Bicycles	N/A
1994 Chevrolet Caprice	1G1BL52PXRR197638
1998 Ford Crown Victoria	2FAFP71W7WX152195
1990 Dodge Pick-Up D150S	1B7GE06X2L5756992
1983 Dodge Utility 1 Ton	1B6WW3405D5409813
1966 Ford	P35AL750050

; and

WHEREAS, tonnage derived from the recycling of this equipment may also be recorded as metal recycled and applied toward the tonnage grant in 2013; and

WHEREAS, the Mayor and Council finds it in the best interest of the community to dispose of this scrap equipment in a timely and efficient manner which includes the recycling of the equipment for scrap value; and

WHEREAS, the Superintendent of Public Works will solicit quotations for the recycling of this scrap metal equipment under the supervision of the Purchasing Agent.

NOW THEREFORE BE IT RESOLVED that the Mayor and Borough Council hereby declares the equipment as listed to be no longer needed for public use and authorizes the Superintendent of Public Works to accept quotations for the scrap value of the equipment as listed herein, said quotations to be reviewed and approved by the Purchasing Agent prior to recycling.

Fire Department Boat

Councilmember Bibens, Liaison to the Fire Department, stated the Chief VanKirk could not attend, however the Fire Department has decided to use donations for the purchase of the Zodiak and thanks Council for their support. It will not be necessary to move forward on the ordinance that was being discussed for this purchase.

Fluoridation

Mayor Kirson distributed and reviewed with Council the Water Department monthly DEP reports. Councilmember Thibault stated that there was a previous request for documentation and interviews with the Water Department employees as part of the sub-committee investigation into the incident. Councilmember Bibens noted an article in the Patch where NJDEP assumed responsibility for a lack of communication and asked that the investigation cease because it is not needed. Councilmember Thibault commented that the DEP website states that they were notified in 2012 that fluoridation of the Borough water had ceased in 2010.

Mayor Kirson inquired as to whether Council would like the sub-committee to continue their investigation into the incident. Councilmember Doran noted that the sub-committee was formed however she is not convinced that an investigation is needed. Councilmember Bluth stated that she feels the sub-committee was stone-walled. Mr. Theokas acknowledged that the documents requested are not due to the sub-committee for April 9th and the employees involved had requested that the meeting be postponed until they could have representation present; he confirmed that pursuant to his previous e-mail to Council, he has developed a process and it is now in place, the Water Department was not in violation with the action taken to notify the residents regarding the fluoridation cessation. After further discussion, it was decided that the sub-committee will continue with their inquiry into the fluoride cessation matter.

Access to Professionals by Council Members

Mayor Kirson reminded Council of the Administrator's e-mail requesting that contact with Professionals of the Borough go through the Administrator, Clerk or Mayor. Councilmember Thibault inquired of the Borough Attorney if the Administration and Mayor have a right to limit access to the Professionals. Fred Raffetto, Borough Attorney, responded

that a process should be developed by Council and there was additional discussion.

Mayor Kirson opened the Public Comment Period II and the following individuals spoke during the period:

Scott Caster, 12 Clover Lane – stated it was a great meeting and very productive but he feels the public should be able to call the professionals too; commented regarding the taxi ordinance; we need better code enforcement.

Eugene Sarafin, 628 S. Main Street – commented that it was a good meeting and the Finance Officer distributed a very good budget summary to the public this evening; fluoridation does prevent cavities, but it is a treatment and users of the water should not be paying for treatments.

The Borough Attorney recommended that Councilmember Bluth recuse herself from the following comments and Councilmember Bluth left the room at this time.

Patty Acree, 16 Powell Court –commented that she is glad to see the Borough has codes and she cited several; noted the she was promised repairs to her property and she cannot live in her residence because they were not made; she needs someone to enforce the codes and look into this matter.

Councilmember Bluth returned to the meeting at this time.

Fran Palumbo, 101 Main Street – commented that she is familiar with Patty Acree's story and she is stating the truth; she can smell mold from outside the Borough Hall building. If Councilmember Thibault wants to argue with other Council members he should do it behind closed doors not at a public meeting.

Isabel McGinty, 152 Broad Street – gave her public perspective on the discussion items and thanked the Police Director for his presentation regarding police staffing, however she does not think Council should permit the hiring of more police personnel.

Dottie Gorman, 15 Powell Court – commented that money should not be considered over safety; Wyckoff Mills is a nice place to live and the wall is being worked on.

Dave Bell, 115 First Avenue – commented that sub-committee action is a good thing.

There being no further comments, the Mayor closed the public comment period.

Mayor/Council/Administrative Comments and Committee Report

Councilmember Bluth – urged Council to increase the insurance limit requirements in the taxi ordinance and noted that she will investigate code enforcement when she is done with the fluoride inquiry.

Councilmember Thibault – commented that he appreciates the reports from the Police Director and a code enforcement report is needed.

Councilmember Bibens – noted that as Liaison she has met with George Chin in Code Enforcement and he needs help, a part-time assistant should be considered; she based her request to halt the fluoridation investigation on what was reported in the papers; police budget discussions will be forthcoming; we need to move forward with the taxi ordinance.

Councilmember Woods – noted that there was discussion regarding assistance in code enforcement at the budget meetings; she is glad to hear there is movement at Ms. Acree's residence; this was a productive meeting.

Councilmember Doran – commented that Council talking is a good thing; she invited the public to the Hurricane Irene meeting tomorrow night; the Environmental Commission spring clean-up is April 21st at 9am and will be followed by an Arbor Day celebration in Dawes Park at noon.

Council President Quattrone – thanked Mr. Theokas for a great job and answers to Council questions; gave a report on trash tonnage and tipping fees; noted the grass and yard waste schedule and duties performed by Public Works; reviewed the Police Department monthly report and thanked Councilmember Woods for all her work on the taxi ordinance.

Mayor Kirson – commented that he lives in Wyckoff Mills and it is a nice place to live; he will look into the Borough's obligation on the housing matter.

Councilmember Woods moved to adjourn at 11:00 pm, Councilmember Doran seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

Meeting Minutes
Hightstown Borough Council
Special Workshop Meeting
April 3, 2012

6:00 pm

The meeting was called to order by Mayor Kirson at 6:13 pm and he read the Open Public Meetings Act statement which stated, "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 sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The Flag Salute was followed by roll call.

	PRESENT	ABSENT
<i>Councilmember Bibens</i>		✓
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Doran</i>	✓	
<i>Councilmember Quattrone</i>		✓
<i>Councilmember Thibault</i>		✓
<i>Councilmember Woods</i>	✓	
<i>Mayor Kirson</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Michael Theokas, Borough Administrator; James LeTellier, Police Director; and Frederick Raffetto, Borough Attorney.

Resolution 2012-111 Authorizing a Meeting Which Excludes the Public

Councilmember Woods moved resolution 2012-111 with the addition of the topic Public Safety – Police Staffing being added to the resolution, Councilmember Doran seconded.

Roll Call Vote: Council members Bluth, Doran, and Woods voted yes.

Resolution adopted as amended, 3-0

Resolution 2012-111

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 April 3, 2012 at approximately 6:00 pm in the First Aid Building located on Bank 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:

Public Safety – Police Staffing

Contract Negotiations – Lucas

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: July 3, 2012 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.

The public meeting was called to order by Mayor Kirson at 7:04 pm and he again read the Open Public Meetings Act statement.

The Flag Salute was followed by roll call and Council President Quattrone and Councilmember Thibault were now present.

Council President Quattrone moved the agenda for approval, Councilmember Doran seconded.

Mayor Kirson called for a roll call vote on the agenda.

Roll Call Vote: Council members Bluth, Doran, Quattrone, Thibault, and Woods voted yes.

Agenda approved as amended, 5-0.

Hurricane Irene Recovery/Mitigation Discussion

Mayor Kirson opened discussion by reviewing the catastrophic events at Borough Hall and the early measures taken; FEMA and insurance are reviewing proposals for Borough Hall.

Councilmember Doran distributed talking points which contained the options open to the Borough, including moving back to Borough Hall, close off rear portion of the building and re-open front portion, demolish present Borough Hall and re-build, move Borough Hall to another location (Lucas and Broad Street properties).

Mr. Theokas advised that present estimates to clean the building and move back in range from \$550,000 to \$700,000, and that does not include bringing the building up to code, or replacing the contents; FEMA is performing their own analysis, these estimates were acquired by the Borough.

There was discussion regarding the potential for another storm and flood maps. Although new flood maps have been developed in which Borough Hall is not in a flood zone, they have not been adopted so all claims for Borough Hall are being treated as a high flood zone area catastrophe. Mr. Theokas advised that it is being investigated why the new flood maps were not previously adopted.

Mayor Kirson then directed the discussion back to the options proposed. Option #2 is to demolish the rear portion of the building and return the administrative offices and court to the front portion of the building; however what would be done about the offices of Code Enforcement and the Police Department? Another option would be to raise Borough Hall and re-build it higher so it is not threatened if there is another flood; the cost for such an endeavor would be about \$3.7M.

Councilmember Bibens arrived at 7:20pm.

There was discussion regarding the FEMA claim sheets distributed to Council and the refurbishment estimate for Borough Hall in the amount of \$837,821.75; additional discussion took place regarding necessary environmental testing. Continuing discussion brought forward the following points: moving Borough Hall gives the potential to extend the mill property, costs of the options, and the geographic location and history of Borough Hall.

Mayor Kirson called upon each Councilmember for comments prior to opening the public comment period:

Councilmember Woods - commented that it is important to get the Administrative and Court offices up and running at Borough Hall; leave Code Enforcement at the Public Works facility, then we can deal with the Police Department.

Councilmember Doran – noted that she is in favor of preserving Borough Hall because it is the central point of town, but it is logical to leave the Police Department at the Lucas property where it is presently housed.

Council President Quattrone – commented that the Lucas property is up for sale and may not be available for the Police Department in the future. He expressed his concern regarding leaving Borough Hall where it is and suggested building a new Borough Hall behind the Historical Society Building leaving the Borough Hall property available to extend the old mill property. He went on to suggest that the Planner be consulted.

Councilmember Bibens – agreed that rehabilitating the front portion of Borough Hall would be a quick fix, but should we be at that location? The Lucas property is central to the new Route 33 project. She suggested the area behind the old movie house be considered and noted that people will go wherever you put Borough Hall; she does not like the idea of the Broad Street property.

Councilmember Quattrone – commented that in order to be realistic, we must move everything (Public Works and

Administration) to the Lucas property if we purchased it; then we could add Borough Hall and the Public Works properties to the tax role.

Councilmember Bluth – commented that a decision will be based on the funds that are received, but the cheapest solution is to rehabilitate Borough Hall and she likes the small town feel Borough Hall's present location gives the town. Moving Borough Hall is the most advantageous for redevelopment potential of the mill property and purchasing the Lucas property takes it off of the tax role. The Police Department must be considered in the decision.

Councilmember Thibault – noted that Borough Hall did not meet our needs previously and would need renovations if we were to move back into it. The Lucas property has faults as well. What about the firehouse; we need to acquire flood insurance for that building. We should look at other places downtown for Borough Hall; he is hesitant to take another large commercial property off of the tax role.

Administrator Theokas – suggested that Council get input from the Planning Board, Planner, GHWHIP and Downtown Hightstown so consideration is given for the best use of downtown to benefit all taxpayers.

There was discussion regarding the GHWHIP study for the Master Plan re-examination and that a presentation is forthcoming.

Mayor Kirson opened the Public Comment period and the following individuals spoke:

J. P. Gibbons, 602 S. Main Street – thanked Council for holding this meeting and feels that the insurance should be providing an estimate to the Borough; you can easily tear down part of Borough Hall; is the Lucas Use and Occupancy Agreement being extended?; a move and the cost, as well as the money already spent on the Police Department, should be considered; re-building Borough Hall would show support to the businesses downtown; made suggestions for where to place the various Borough departments and/or offices; the Borough should fight the insurance company; the Lucas property is dated; the Fire Department has no desire to move; Council should bond to re-build Borough Hall and think out of the box.

Frank Rivera, 110 Broad Street – commented that he has a vision of Borough Hall remaining downtown; requested clarification of the code updates needed and flood map acceptance; Lucas property is a good size rateable.

Scott Caster, 12 Clover Lane – inquired as to whether the source of the damage has been evaluated and whether it has been determined that the turnpike construction had an affect; the Engineer should be consulted as to what can be done downtown to reduce the risk of flooding in the future.

Mayor Kirson responded to Mr. Caster, advising that there was a meeting with the Turnpike Authority and they denied having any impact; the Borough presented them with data from the Watershed. Discussion has taken place with the Borough Engineer and Larry Blake; the Mayor reminded the public and Council that there has been previous flooding in the Borough.

Jane Cox, 183 E. Ward Street - commended Council for great discussion and moving ahead but she does not want to see a property taken off the tax base; she feels it is important that the post office remain in the Borough.

Tory Watkins, 68 Meadow Drive – thanked Council for the meeting; noted that this is an opportunity for Hightstown; recommended that Council move slowly and listen to Mr. Theokas, bringing in the various organizations, Boards and Professionals for advice; his vision is to re-locate Borough Hall to Lanning Boulevard in East Windsor; suggested the Borough begin negotiations with East Windsor for consolidation; the Borough should negotiate with FEMA; removing the post office should not even be considered.

Fran Palumbo, 101 Main Street – commented that she had her business up and running in four days; people want a downtown Hightstown; she doesn't want to see the Borough washed away.

Mayor/Council/Administrative Comments

Councilmember Thibault – thanked the public for attending the meeting and commenting, it was a valuable meeting.

Councilmember Bluth – thanked the public for attending the meeting; she is sorry more public did not attend; there were

interesting comments; the time has come to get upper government involved.

Councilmember Bibens – commented that the Borough needs to be more aggressive and fight for every penny due; she is disappointed in the public attendance at this meeting, but appreciates the comments made.

Council President Quattrone – commented that he kept hearing from Council that the people want to know what is going on, but only about a half-dozen residents want to know; he remembers prior floods; he commented regarding getting Democrats to help; he has pictures of the flood and can take them to the turnpike if necessary; it is good government to have discussion in an open forum; he gave the Mayor and Mr. Theokas a lot of credit for all of their hard work with FEMA and insurance.

Councilmember Woods – noted that she waited a long time for this meeting and she appreciates the public comments; she doesn't mind giving up a night for a productive meeting.

Councilmember Doran – noted that most has already been said, but what she is taking away from the public is that Council should make a decision and FEMA should accommodate; we need to develop a plan and are on the right track; we need to get the various organizations, Boards and Professionals to come to a meeting. She reminded the public that there are two public comment periods at all Council meetings and invited the public to attend and speak during those periods.

Mayor Kirson – complimented Council on a good meeting and assured them that he has been in touch with State Officials on the matter and is working closely with FEMA.

Scott Caster of 12 Clover Lane then requested permission to address the Police Director and stated that he admires Council and Mr. Theokas for a great job. He then asked the Police Director if the present location of the Police Department affects response time or if the department being centrally located downtown makes a difference. Police Director LeTellier responded that he does not recommend that the communication and emergency response centers be in a dangerous location or traffic congested area. There is no easy answer an overall assessment of the proposed area would need to be done. His recommendation will be to do what is in the best interest of the public.

J.P. Gibbons, 602 S. Main Street – noted that Council cannot go to upper government until they know what they want to do.

Councilmember Bibens moved to adjourn at 9:20 pm, Councilmember Thibault seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

Resolution 2012-126

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

AUTHORIZING PAYMENT # 3 – EARLE ASPHALT COMPANY (VARIOUS ROAD IMPROVEMENTS)

WHEREAS, on October 17, 2011, the Borough Council awarded a contract for Various Road Improvements to Earle Asphalt Company of Farmingdale, New Jersey in the amount of \$331,313.13; and

WHEREAS, the contractor has submitted payment request #3 for work done in the total amount of \$232,417.10; and

WHEREAS, the amount of this payment for general construction; and

WHEREAS, the Borough Engineer has recommended approval of payment #3 to Earle Asphalt Company in the amount of \$232,417.10; and

WHEREAS, the required certified payrolls have been submitted; and

WHEREAS, the Treasurer has certified that funds are available for this expenditure.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Payment Request No. 3 from Earle Asphalt Company of Farmingdale, New Jersey in the amount of \$232,417.10 is hereby approved as detailed herein, and the Treasurer 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 May 7, 2012.

Debra L. Sopronyi
Borough Clerk



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

FROM: Carmela Roberts, P.E. *CR*
Borough Engineer

DATE: April 25, 2012

RE: Road Improvements -
Mechanic Street, Chamberlin
Avenue, Reed Street, Purdy
Street, Wilson Avenue and
Reverend William L. Powell Drive
Our File No.: H1739

Attached please find Payment No. 3 for work related to the storm drain installation, concrete curb and sidewalk installation, driveway repairs, and milling and paving on Mechanic Street, Chamberlin Avenue, Reed Street, Purdy Street, Wilson Avenue, and Reverend William L. Powell Drive.

Also, attached are certified payroll forms for March 2012.

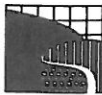
We recommend payment be made to Earle Asphalt Company in the amount of \$232,417.10. The total amount is for general construction. No water and sewer related items were constructed this period.

I have withheld \$20,000.00 from line item No. 22, HMA Surface Course 9.5L64. The NJDOT requires newly installed pavement to be cored and tested before it is accepted by the department. The \$20,000.00 will be withheld until we are sure the pavement cores meet NJDOT standards.

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

Enclosures

cc: Michael Theokas, Borough Administrator
Debra Sopronyi, Borough Clerk
Janice Mohr-Kminek, Treasurer
George Lang, CFO
Brian Cooper, PE, Earle Asphalt Company



PAYMENT NO. 3

**Road Improvements: Mechanic Street, Chamberlin Avenue, Reed Street,
Purdy Street, Wilson Avenue and Reverend William L. Powell Drive Project
Borough of Hightstown, Mercer County**

April 25, 2012

Our File No. H1739

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Clearing and Mobilization	1	LS	1.00	1.00	\$13,919.58	\$13,919.58
2	Inlet Filter, Type 2	20	EA	0.00	0.00	\$30.00	\$0.00
3	Silt Fence	200	LF	0.00	0.00	\$2.28	\$0.00
4	Traffic Director, Flagger	100	HOURS	0.00	0.00	\$0.01	\$0.00
5	Construction Sign "B", 60" x 30"	4	EA	0.00	0.00	\$0.01	\$0.00
6	Construction Sign "C", 72" x 60"	3	EA	0.00	0.00	\$0.01	\$0.00
7	Construction Sign "D", 30" x 24"	1	EA	0.00	0.00	\$0.01	\$0.00
8	Construction Sign "H", 24" x 18"	5	EA	0.00	0.00	\$0.01	\$0.00
9	Construction Sign "I", 30" x 24"	6	EA	0.00	0.00	\$0.01	\$0.00
10	Construction Sign "J", 36" x 12"	2	EA	0.00	0.00	\$0.01	\$0.00
11	Traffic Barricades	12	EA	0.00	0.00	\$0.01	\$0.00
12	Traffic Drums	10	EA	0.00	0.00	\$0.01	\$0.00
13	Test Holes	5	EA	5.00	0.00	\$225.00	\$1,125.00
14	Remove and Replace Type "B" Inlet frame and grate with Type "N" Eco Curb Piece and Bicycle Safe Grate	10	EA	5.00	5.00	\$1,075.00	\$5,375.00
15	Remove and replace Type "A" Inlet Frame and Grate with Bicycle Safe Grate	1	EA	0.00	0.00	\$785.00	\$0.00
16	Concrete Vertical Curb, 4000 PSI	275	LF	124.00	124.00	\$24.52	\$3,040.48
17	Concrete Sidewalk, 4" Thick, 4000 PSI	950	SF	1410.00	1410.00	\$7.23	\$10,194.30
18	Curb Ramp Delineation	104	SF	104.00	104.00	\$34.00	\$3,536.00
19	Pavement Milling, 2" thick and varies	12500	SY	12500.00	12500.00	\$2.26	\$28,250.00
20	Tack Coat	1250	GAL	733.00	733.00	\$0.01	\$7.33
21	HMA Base Course 19L64 Base Repairs	1280	SY	1001.50	1001.50	\$21.37	\$21,402.06
22	HMA Surface Course 9.5L64	1600	TONS	1121.57	1121.57	\$74.58	\$83,646.81
23	NJDOT Type 57 Stone Sub base (If & Where Directed)	50	CY	0.00	0.00	\$37.00	\$0.00
24	Select Fill, NJDOT Type I-13 (If & Where Directed)	50	CY	0.00	0.00	\$12.00	\$0.00
25	Compacted Dense Graded Aggregate 6" thick	20	SY	0.00	0.00	\$5.00	\$0.00
26	Remove/Replace Sanitary Manhole Frame & Cover	2	EA	0.00	0.00	\$531.26	\$0.00
27	Remove and Replace Existing Regulatory Signs	9	EA	9.00	9.00	\$260.00	\$2,340.00
28	24" Wide White Thermoplastic Stop Bar Striping	170	SF	178.00	178.00	\$3.70	\$658.60
29	8" Wide White Thermoplastic Crosswalk Striping	270	SF	293.00	293.00	\$3.50	\$1,025.50
30	4" Wide Double Yellow Long Life Epoxy Striping	540	LF	350.00	350.00	\$2.70	\$945.00
31	Topsoiling, 5" Thick	200	SY	699.00	699.00	\$11.00	\$7,689.00
32	Fertilizer and Seeding	200	SY	699.00	699.00	\$1.00	\$699.00
33	Asphalt Price Adjustment	1	LS	0.677	0.677	\$7,500.00	\$5,074.63
34	Type "E" Doghouse Inlet with Bicycle Safe Grate	EA	1	1.00	0.00	\$2,731.85	\$2,731.85
35	Type "E" Inlet with Bicycle Safe Grate	EA	2	2.00	0.00	\$2,885.00	\$5,770.00
36	15" RCP Drainage Pipe	LF	210	206.00	0.00	\$69.18	\$14,251.08
37	8" Drain Basin	EA	1	1.00	0.00	\$640.00	\$640.00
38	6" ADS Under drain	LF	45	45.00	0.00	\$28.39	\$1,277.55
39	Connect to Existing Inlet	EA	1	1.00	0.00	\$280.00	\$280.00
40	Connect Existing Sump Discharge	EA	1	1.00	0.00	\$285.00	\$285.00
41	Sanitary Sewer Manhole (0'-8' deep)	EA	2	1.00	0.00	\$4,000.00	\$4,000.00
42	Concrete Vertical Curb, 4000 PSI	LF	80	448.00	448.00	\$27.71	\$12,414.08
43	Concrete Sidewalk, 4" thick, 4000 PSI	SF	100	210.00	210.00	\$6.71	\$1,409.10
44	12" Drain Basin	EA	1	1.00	0.00	\$992.30	\$992.30
45	8" ADS Under drain	LF	270	266.00	0.00	\$31.76	\$8,448.16
46	Connect to Existing Inlet	EA	1	1.00	0.00	\$280.00	\$280.00
47	Connect Existing Sump Discharge	EA	3	3.00	0.00	\$285.00	\$855.00
48	Concrete Sidewalk 4" Thick, 4,000 PSI	SF	130	587.00	587.00	\$7.75	\$4,549.25
49	Remove and Replace Concrete Apron	SF	105	150.00	150.00	\$8.00	\$1,200.00
50	Remove and Replace Bituminous Apron	SY	5	5.00	5.00	\$30.00	\$150.00
51	Remove Hydrant and Cap Main	EA	1	1.00	0.00	\$1,330.00	\$1,330.00
52	6" Wet Tap and Valve	EA	1	0.00	0.00	\$5,345.00	\$0.00
53	6" Valve and Cap	EA	1	1.00	0.00	\$1,532.00	\$1,532.00
54	6" DIP Water Main	LF	65	60.00	0.00	\$91.74	\$5,504.40
55	Fire Hydrant Assembly	EA	1	1.00	0.00	\$6,063.90	\$6,063.90
56	6" x 6" Tee	EA	2	0.00	0.00	\$433.00	\$0.00
57	Concrete Vertical Curb, 4000 PSI	LF	620	647.00	647.00	\$22.14	\$14,324.58
58	Concrete Sidewalk 4" Thick, 4,000 PSI	SF	1000	1165.00	1165.00	\$5.91	\$6,885.15
59	Bituminous Driveway Repair	SY	50	20.00	20.00	\$30.00	\$600.00
60	Concrete Driveway Repair	SF	160	960.00	960.00	\$7.29	\$6,998.40
61	Stone Driveway Repair	SY	10	42.00	42.00	\$19.68	\$826.56

TOTAL WORK COMPLETED	\$292,526.55
LESS: 2% RETAINAGE	\$5,850.53
SUBTOTAL	\$286,676.02
LESS: PREVIOUS PAYMENTS	\$54,258.92
TOTAL AMOUNT DUE	\$232,417.10
AMOUNT OF ORIGINAL CONTRACT	\$331,313.13

Resolution 2012-127

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

AUTHORIZING THE BOROUGH ENGINEER TO REQUEST PROPOSALS FOR ARCHITECTS TO PROVIDE PROFESSIONAL SERVICES FOR EVALUATION, REPORTING, DRAWINGS AND SPECIFICATIONS, BIDDING ASSISTANCE, CONSTRUCTION DOCUMENT ADMINISTRATION AND SITE VISITS FOR REMEDIATION AND RESTORATION OF HIGHTSTOWN BOROUGH HALL

NOW, THEREFORE, BE IT RESOLVED that the Hightstown Borough Council does hereby authorize the Borough Engineer to prepare and the Borough Clerk/Purchasing Agent to advertise a request for proposals for Architectural and Engineering services associated with developing specifications to bid a project for remediation and restoration of Borough Hall and that the Borough is authorized to receive same after proper advertisement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 7, 2012.

Debra L. Sopronyi
Borough Clerk

*LEGAL NOTICE
BOROUGH OF HIGHTSTOWN, NEW JERSEY*

*ARCHITECTURAL SERVICES
(REQUEST FOR PROPOSAL)*

**TAKE NOTICE THAT ARCHITECTS ARE BEING SOUGHT TO PROVIDE PROFESSIONAL
SERVICES FOR EVALUATION, REPORTING, PREPARATION OF DRAWINGS AND
SPECIFICATIONS, BIDDING ASSISTANCE, CONSTRUCTION DOCUMENT
ADMINISTRATION AND SITE VISITS FOR REMEDIATION AND RESTORATION OF
HIGHTSTOWN BOROUGH HALL LOCATED AT 148 NORTH MAIN STREET IN HIGHTSTOWN
BOROUGH.**

Notice is hereby given that sealed proposals will be received by the Borough of Hightstown in Mercer County, New Jersey (the “Borough”), addressed to the Hightstown Borough Clerk/Purchasing Agent, up until 11:00 a.m. prevailing time (EST) on _____ (the “opening time”), from architects who are interested in providing assistance to the Borough with the above-referenced project, at which time they will be publicly opened and read aloud by the Borough Clerk/Purchasing Agent, at the current Borough offices, located at 156 Bank Street, Hightstown, New Jersey (the “current Borough offices”).

All applicants are solely responsible for ensuring the timely delivery of their proposals to the Borough Clerk, at the current Borough offices, prior to the opening time. Any proposals received after the opening time shall not be considered by the Borough.

Prior to the opening of the proposals, a meeting will be held at the current Borough offices on _____. It is not mandatory for interested applicants to attend this pre-opening meeting, but attendance is highly recommended.

Proposal Forms, Instructions to Applicants, Specifications, Project Description and other associated documents (collectively, the “specifications”) may be examined or obtained at the office of the Borough Clerk, during regular business hours of 8:30 a.m. to 4:30 p.m., at the current Borough offices. The specifications may also be downloaded from the Hightstown Borough website (www.hightstownborough.com). If downloaded, it is recommended that all professionals register with the Borough Clerk.

Pursuant to N.J.S.A. 40A:11-23c, addenda may be issued in connection with this Request for Proposal (“RFP”). It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this professional service. If applicants obtain the RFP from the website, it is their responsibility to check prior to the opening of proposals to see if addenda have been issued. Copies of addenda or notice of same will be made available on the Borough website or will be e-mailed, faxed or sent via U.S. Mail if request is made by a letter or e-mail to the Borough Clerk. Applicants who pick up a request for proposal from the current Borough offices or receive specifications by mail will automatically receive copies of addenda.

All applicants should address the general criteria and mandatory minimum criteria for the position sought.

All applicants shall submit one (1) original hard copy proposal clearly marked “ORIGINAL” and eight (8) exact copies of the proposal marked “COPY” of the proposal to the attention of the Borough Clerk in a sealed envelope indicating the professional service being offered. Award will be made to the architect

whose proposal best conforms to the specifications and the Borough's needs, price and other factors considered.

The Borough Council reserves the right to reject any or all proposals in whole or in part and to waive such informalities as may be permitted by law. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27, *et seq.*, Affirmative Action Requirements.

If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31, *et seq.*, N.J.A.C. 17:27, *et seq.*, N.J.S.A. 19:44A-20.4, *et seq.*, and P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51).

By order of the Borough Council
Debra Sopronyi
Borough Clerk

INSTRUCTIONS TO APPLICANTS

PURPOSE AND INTENT

RECEIPT AND OPENING OF PROPOSALS

Proposals will be received by the Borough Clerk's office and processed in a similar manner by which the office processes public bids. The Borough Clerk will publicly open the proposals on the date, and at the time advertised. After the public opening of the proposals is completed, the Borough Clerk will provide the Borough Administrator copies of each proposal to be submitted to the Review Committee.

INTERVIEW

The Review Committee reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to the submission of the proposal.

SELECTION PROCESS

All proposals will be reviewed by the Review Committee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For architects that satisfy the minimum requirements, the Review Committee will evaluate proposals based on the following evaluation criteria:

- a. The architect's general approach to providing the services required under this Request for Proposal.
- b. The architect's documented experience.
- c. The architect's qualifications and experience.
- d. The architect's overall ability to complete the project in a satisfactory manner.
- e. Cost/fee and schedule.

SELECTION AND CONTRACT

The Borough will select the architect whose proposal is deemed most advantageous to the Borough – price and other factors considered.

The Review Committee's selection is subject to the Mayor's approval. Thereafter, the Mayor's recommendation shall be forwarded to the Borough Council for approval. Once approved by the Borough Council, the contract between the Borough and the selected architect shall be prepared. The Borough shall not be obligated or bound to performance until a contract is prepared and fully executed by all parties.

REJECTION OF REVIEW COMMITTEES RECOMMENDATION

If the Borough Council rejects the recommendation of the Review Committee, the process may start over from the beginning.

OPEN PUBLIC RECORDS ACT (OPRA)

All document/information, except for OPRA's Exemptions from Disclosure, submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq.

The Borough will not be responsible for any costs associated with the oral or written presentations of the proposals.

The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all architects submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

PROJECT SPECIFICATIONS AND FEE PROPOSAL

The fee proposal at the end of this section must be completed as outlined or the proposal will be rejected.

DESCRIPTION OF REQUIRED SERVICES

GENERAL CRITERIA

The Borough of Hightstown seeks to engage a licensed architectural firm with extensive experience in building rehabilitation. The Borough Hall sustained flood damage during Hurricane Irene in August of 2011. The Borough Hall has not been occupied since. Borough Hall consists of three (3) distinct spaces: The Borough Hall/Court Building; the Construction Department; and the Police Department. The Borough wishes to remediate and restore the Borough Hall/Court Building while sealing off the Construction and Police Departments. The Borough is seeking proposals from Architects to provide evaluation of the current condition of the Borough Hall and to make recommendations so that the Borough Hall/Court Building may be useable and in compliance with Building Codes and the Barrier Free Code. The successful firm will provide a written report to the Borough Council of recommended improvements to the Borough Hall along with an estimated cost of construction and will, upon Council authorization, provide professional services for drawings and specifications, bid assistance, construction document administration, and site visits for all improvements necessary to open the Borough Hall/Court Building for use by Borough Administrative Personnel and the public, in compliance with the Current Barrier Free Code, ADA requirements, and Building Code requirements.

The proposal must contain a fee schedule for the work. The price is to be shown as a lump sum that contains a “not to exceed” amount for the project. The successful Architect must be able to expedite the project.

PERIOD OF CONTRACT

The term of the contract will be for the length of the project, but not to exceed a period of twelve (12) consecutive months, after which the contract will be subject to renewal.

MINIMUM REQUIRED QUALIFICATIONS/EXPERIENCE

The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements as set forth in the RFP and shall incorporate the information requested below. A Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their representation of information.

In addition to demonstrating an ability to meet all minimum requirements, the firm must also address the following:

- a. Contact Information: Provide the name and address of the firm
- b. A fee proposal with a “not to exceed” amount for the project.
- c. A statement of compliance with Section 2-59 of the Hightstown Borough Ordinances entitled “Awarding of Public Professional Service Contracting” (“Pay to Play”).
- d. An executive summary of no more than two (2) pages indicating and substantiating why the architect is the best qualified to provide services.

- e. A staffing plan listing those persons who will be assigned to the engagement if the architect is selected including the designation of the person who will be the architect's officer responsible for all services required under this engagement. This portion of the proposal shall include a description of the relevant professional experience, professional certification, and years of experience.
- f. A description of the architect's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within scope of services required under this RFP for similarly sized projects. It is imperative to show experience in similarly sized projects.
- g. Location of office at which architect proposes to perform services. Describe your presence in New Jersey and familiarity with Mercer County Area.
- h. Five (5) references, including (3) current clients for whom services have been provided within the past seven (7) years. Provide contact names, titles, organization, and phone numbers. In the proposal, architect must identify any existing or potential conflicts of interest and disclose any representation by parties or other relationships that might be considered a conflict of interest.

Format

To assure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Resume – attach resume(s)
- C. Certified Architect License for the State of New Jersey – include license(s) with submission
- D. Price – lump sum – not to exceed
- E. State of New Jersey Business Registration Certificate – must be received with proposal submission OR prior to award
- F. Business Entity Disclosure Certification – read and sign
- G. Affirmative Action – Completed “Required Evidence Affirmative Action Regulations” along with listed requirements.

All sections are to be addressed and specifically referenced.

The following explains what is expected in each of the major sections.

PROJECT DESCRIPTION –

SCOPE OF SERVICES

BOROUGH HALL CONDITION EVALUATION AND REPORT TO MAYOR AND COUNCIL

The Architect will be provided access to the Borough Hall Building as well as any records available in order to make all necessary inspections and in order to determine what is required to bring Borough Hall into compliance with Construction Codes and the Barrier Free Code so that the section of Borough Hall will be brought up to current building code and ADA standards.

It is important that the Borough Hall/Court Building be sealed off from the Construction and Police Departments so as to provide a safe working environment free from any of the contaminants in the Construction and Police Departments due to the affect of the flood. All of these areas currently are exhibiting mold, mildew, and microbial growth. The evaluation of the Borough Hall/Court Building is to include an environmental engineer/specialist with experience in the evaluation of such conditions so that proper remediation of the Borough Hall/Court Building will be determined and corrected prior to other necessary improvements for re-occupying the building.

Heat for the entire building is provided by two boilers located in the garage behind the Police area. These two boilers were damaged by the flood and were replaced so that heat was provided throughout the buildings during the winter months. The building is currently heated by pipes which run through the ceiling from the boiler room and heat is provided by hot water baseboard units in the building. Hot water is provided by a separate tank. The condition of the hot water tank is unknown.

Air conditioning for the Borough Hall/Court Building Area is provided by two wall units in the first floor area with outside compressors which were damaged by flood waters. There is also a wall unit in the second floor Court office that is served by an outside compressor which was also damaged by flood water. The Courtroom and hallway and remainder of the second floor area are air conditioned by a 5-Ton compressor located on the roof of the building. It is assumed that this air conditioning system is in satisfactory condition, but this should be confirmed.

Upon your inspection and analysis of the building and determination of repairs and improvements necessary to make the Borough Hall functional, sealed, and safe from the Construction and Police area, you are asked to provide a report to the Mayor and Council of your findings, recommendations, and estimated costs to implement the improvements. Anticipate up to two meetings with the Mayor and Council and/or a Review subcommittee.

Include in your proposal time for one revision to the report and recommendation, based on your meetings with the Borough Council.

Upon Council approval of your report and recommendation for making the Borough Hall/Court Building functional, you are to provide drawings and specifications for public advertisement. Please see below.

DRAWINGS AND SPECIFICATIONS

The Architect will produce construction drawings and technical specifications for all improvements identified in the report to the Mayor and Council and Review Committee. The drawings and specifications must be adequate for public bidding.

BIDDING

The Architect will perform the bidding process by providing the services listed below:

- Full project specifications in a form ready for advertisement
- Drawings ready for project advertisement
- Responses to contractor question and preparation of addenda or clarification if required
- Attendance at bid opening
- Evaluation of Contractor Qualifications and Bids, and recommendation of award to Mayor and Council

CONSTRUCTION DOCUMENT ADMINISTRATION

The Architect will provide document administration during construction as required by needs of the project and the contractor. This typically includes, but is not necessarily limited to:

- Review and Acceptance of all Submittals
- Review and recommendation of payment applications
- Preparation of Punch Lists

CONSTRUCTION OBSERVATION

The architect will provide construction observation with site visits to ensure that the Contractor is complying with the Architect's construction documents.

SITE VISIT

The Borough highly recommends that the Architect attend a site visit at the Borough Hall located at 148 North Main Street, scheduled for _____ at _____ to review the current condition of Borough Hall. It is not mandatory to attend but highly recommended.

PROPOSAL

The proposal must contain a fee schedule for the work. The price is to be shown as a lump sum that contains a “not to exceed” amount for the project.

PRICE – LUMP SUM – NOT TO EXCEED

PRICE _____

PRICE IN WORDS _____

COMPANY NAME _____

ADDRESS _____

PHONE _____

FAX _____

DATE _____

SIGNATURE _____

NAME PRINTED _____

This contract will be awarded upon consideration of price and other factors.

RESPONSE SECTION

In its proposal, the architect must include responses to all of the following:

A. Failure to submit the following documents is a mandatory cause for the proposal to be rejected.

REQUIRED ITEMS	INITIAL
B-1) An executive summary of not more than two pages identifying and substantiating why the professional is best qualified to provide the requested services	
B-2) A staffing plan listing those persons who will be assigned to the engagement if the professional is selected, including the designation of the person who would be responsible for all services required under engagement. This portion of the proposal should include relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm.	
B-3) A description of the professional's experience in performing services of the type described in the technical specification. Specifically identify client size and specific examples of similarities with the scope of services required under technical specification.	
B-4) The location of the office, if other than the professional's main office, at which the architect proposes to perform services required under technical specification. Describe your presence in New Jersey.	
B-5) In its proposal, the professional must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.	
B-6) Business Registration Certificate (N.J.S.A. 40A:11-23.2) with submission prior to award.	

Failure to submit the following documents may be a cause for the PROPOSAL to be rejected.

(N.J.S.A. 40A:11-23.1b.)

Required with Submission of Proposal (Owner's Checkmarks)	Initial Each Item Submitted with Proposal	Required with Submission of Proposal (Owner's Checkmarks)	Initial Each Item Submitted with Proposal
X	Non-Collusion Affidavit	X	Experience Sheet
X	Disclosure of Ownership/Stockholder Disclosure - REQUIRED	X	Acknowledgment of Addenda, if issued -- REQUIRED
X	Affirmative Action with required document(s)	X	Debarred, Suspended & Disqualification
X	Americans with Disabilities – read and acknowledge	X	Business Entity Disclosure Certification, completed and signed
X	Sworn Statement Of Professional Service Provider for Compliance with Subsection 2-59 of the Revised General Ordinances of the Borough of Hightstown.		

The following items, as checked shall be required after award of the contract:

Certification of Insurance
Signed Contracts

 X
 X

SIGNATURE: **The undersigned hereby acknowledges and has submitted the above listed requirements.**

Name of Professional: _____ Signature: _____

INSURANCE/BACKGROUND CHECKS

The Architect is responsible to conduct adequate background checks on all employees and/or sub Contractors working in Borough facilities. Consultants and/or sub Contractors must be bonded, show proof of insurance coverage naming the Borough as an additional insured, and workers' compensation insurance.

INSURANCE AND INDEMNIFICATION

A. Insurance Requirements – The Architect shall maintain during the life of the contract, insurance policies of the type and with the minimum limits indicated below and in a form satisfactory to the Borough. The Architect shall provide a certified copy of the policies and/or certificates of insurance satisfactory to the Borough prior to commencement of work.

1. Worker's Compensation and Employer's Liability Insurance
This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability is **\$500,000.00**.
2. General Liability Insurance
This insurance shall have limits of not less than **\$1,000,000.00** any one person and **\$1,000,000.00** any one accident for bodily injury **and \$3,000,000.00** aggregate for property damage, and shall be maintained in force during the life of this contract by the Architect.
3. Automobile Liability Insurance
This insurance coverage for claims arising from owned, hired and non-owned vehicles with limits of not less than **\$1,000,000.00** any one person and **\$1,000,000.00** any one accident for bodily injury **and \$1,000,000.00** aggregate for property damage, and shall be maintained in force during the life of this contract by the Architect.
4. Professional Liability
\$2,000,000.00 errors and omissions/malpractice for occurrence.

B. Certificates of the Required Insurance - Certificates as listed above shall be submitted along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the OWNER as an additional insured.

C. Indemnification – Successful Architect will indemnify and hold harmless the OWNER from all claims, suits, or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER, resulting from negligent acts of omissions on the part of the Architect, the Architect's agents, servants or subcontractors in the delivery of materials and supplies, or in performance of the work under this agreement.

DISCLOSURE REQUIREMENTS

Professional Service contractors are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s. 3) if the contractor receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary/ Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us."

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

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Applicant hereby acknowledges receipt of the following Addenda:

Addendum Number and Title	Dated	Acknowledge Receipt (Initial)

☐ No Addenda were received

Acknowledged for: _____
(Name of Applicant)

By: _____
(Signature of Authorized Representative)

Printed Name: _____

Title: _____

Date: _____

This form MUST be completed, signed and returned with your proposal. If addenda are received, the addendum number must be inserted above and signed. If no addenda have been issued, the appropriate box must be checked, signed and returned with your proposal. In addition to completion of this form, any and all addenda MUST be signed and included within your proposal. Failure to sign and return a copy of any and all addenda with your proposal will result in rejection of your proposal.

**REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
N.J.A.C. 10:5-31 and N.J.A.C. 17:27 et seq.**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C127. (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Borough Clerk:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

2. A photocopy of approved Certificate of Employee Information Report.

OR

3. An Employee Information Report (Form AA302).

4. All successful construction contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request.)

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE
AFFIRMATIVE ACTION REGULATIONS OF N.J.A.C. 10:5-31 and N.J.A.C. 17:27.1 et seq.**

.....
The following questions must be answered by all applicants:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____
If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?

YES _____ NO _____
If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, c.127 within the time frame.

COMPANY: _____ SIGNATURE: _____

TITLE: _____

Note: A contractor's proposal must be rejected if a contractor fails to comply with the requirements of N.J.A.C. 10:5-31 and N.J.A.C. 17:27.1, et seq., within the time frame.

(REVISED 4/10)

EXHIBIT A

MADATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Office setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

APPENDIX A
AMERICANS WITH DIASABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Borough of Hightstown of Hightstown, NJ, (hereafter “owner”) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the “act”) (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner’s grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor’s obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

STOCKHOLDER STATEMENT OF OWNERSHIP

STOCKHOLDER/PARTNERSHIP/OWNER DISCLOSURE CERTIFICATION

This statement shall be included with the Proposal – If additional spaces are required in order to list all stockholders and/or partners owning ten percent (10%) or more of its stock pursuant to N.J.S.A. 52:25-24.2, then additional pages are to be attached to this form. All pages are to be Signed and Notarized.

- ☐ I certify that the list below contains the name and home address of all stockholders and/or partners holding 10% or more of the issued and outstanding stock of the undersigned.

OR

- ☐ I certify that no one stockholder and/or partner owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization

- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S. Corporation
☐ Limited Partnership ☐ Limited Liability Corp ☐ Limited Liability Partnership

Sign and notarize the form below, and if necessary, complete the stockholder, partner, and/or owner list as follows. Please add additional sheet(s) if necessary.

STOCKHOLDERS, PARTNERS AND/OR OWNERS: (See following page for further explanation)

Name

Home Address

(Affiant)

(Corporate Seal)

(Print name & title of affiant)

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

My commission expires:

STOCKHOLDER STATEMENT OF OWNERSHIP (Continued)

Stockholder Disclosure Certification shall be completed, notarized and submitted with the proposal. Failure to submit the Public Disclosure information is a mandatory cause for the proposal to be rejected.

Pursuant to N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship shall be awarded any contract or shall any agreement be entered into for the performance of any work of the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or any authority, board, or commission on which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship who own 10 % or more of its stock, of any class or of all individual partners in the partnership who own a 10% greater interest therein/as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of the corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

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

NON-COLLUSION AFFIDAVIT

RE: PROPOSAL FOR: ARCHITECTURAL SERVICES FOR BOROUGH OF

HIGHTSTOWN BOROUGH HALL

STATE OF NEW JERSEY

SS:

COUNTY OF _____

I, _____ of the City of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____ the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Hightstown relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(Name of Bidder)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

(also type or print name of
affiant under signature)

Notary Public of _____.

My commission expires: _____, 20____.

BUSINESS REGISTRATION OF PUBLIC CONTRACTORS

BUSINESS REGISTRATION CERTIFICATE

I, _____ of the City of _____, in the County of _____ and the State of _____ being of full age, being duly sworn according to law on my oath depose and say:

I am _____ of the firm(s) of _____ the Professional making the proposal for the above named work; I executed the said proposal with full authority to do so; said Professional at the time of making this proposal {as applicable, insert “is” or “is not”} _____ included on the State of New Jersey, State Treasurer’s List of Debarred, Suspended and Disqualified Professionals; and all statements contained in said proposal and in this affidavit are true and correct and made with the full knowledge that the Borough of Hightstown as the Local Unit relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said work.

- I. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal, state or local government agency within the past 3 years;
- II. Does not have a proposed debarment pending; and
- III. Has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

The undersigned further warrants that should the name of the firm making this proposal appear on the State Treasurer’s List of Debarred, Suspended and Disqualified Consultants at any time prior to, and during the life of the contract, including the Guaranteed Period, that the Local Unit shall be immediately so notified by the signatory of this Eligibility Affidavit.

(Insert Exceptions – For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions. If no exceptions, insert “None”).

Subscribed and sworn

Before me this _____ day
of _____, 20____.

Name and Address of Consultant

Name and Title of Affiant

Signed: _____

By: _____
Signature of Officer or Individual

Hightstown Borough Revised General Ordinances

Section 2-59

AWARDING OF PUBLIC PROFESSIONAL SERVICE CONTRACTS.

Subsections:

2-59.1 Prohibition on Awarding Public Contracts to Certain Contributors

2-59.2 Contributions Made Prior to the Effective Date

2-59.3 Contribution Statement By Professional Service Provider

2-59.4 Penalty

Subsection 2-59.1 Prohibition on Awarding Public Contracts to Certain Contributors.

A. Any other provision of law to the contrary notwithstanding, the Borough or any of its purchasing agents or agencies or those of its independent authorities, as the case may be, shall not enter into an agreement or otherwise contract to procure services, including banking services/relationships or insurance coverage services, from any professional service provider, if that provider has solicited or made any contribution of money, or pledge of a contribution, including in-kind contributions, to a campaign committee of any Borough of Hightstown candidate or holder of the public office having

ultimate responsibility for the award of the contract, or to any Borough of Hightstown or Mercer County Party Committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough of Hightstown municipal candidates or municipal officeholders, within one (1) calendar year immediately preceding the date of the contract or agreement.

B. No professional service provider which enters into negotiations for, or agrees to, any contract or agreement with the Borough or any department or agency thereof or of its independent authorities for the rendition of professional, banking or insurance coverage services or any other no-bid consultants shall knowingly solicit or make any contribution of money, or pledge of a contribution, including in-kind contributions, to any Borough of Hightstown candidate or holder of the public office within the Borough having ultimate responsibility for the award of the contract, or to any Borough of Hightstown or Mercer

County Party Committee, or to any PAC that is organized for the primary purpose of promoting or supporting Borough of Hightstown municipal candidates or municipal officeholders between the time of first communications between that service provider and the Borough regarding a specific professional services agreement and the later of the termination of negotiations or the completion of the contract or agreement.

C. For purposes of this section, a “professional service provider” seeking a public contract means: an individual, including the individual’s spouse, if any, and any child living at home; person; firm; corporation; professional corporation; partnership; organization; or association. The definition of a service provider includes all principals who own one percent (1%) or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the provider as well as any subsidiaries directly controlled by the service provider.

D. For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be:

1. The Borough of Hightstown Council, if the contract requires approval or appropriation from the Council or a public officer who is responsible for the award of a contract if that public officer is appointed by Council; or
2. The Mayor of the Borough of Hightstown, if the contract requires the approval of the Mayor or a public officer who is responsible for the award of a contract if that public officer is appointed by the Mayor; or
3. Both number one and two.

Subsection 2-59.2 Contributions Made Prior to the Effective Date.

No contribution of money or any other thing of value, including in-kind contributions, made by a professional service provider to any Borough of Hightstown candidate for Mayor or Council, or municipal or county party committee or PAC referenced in this Ordinance shall be deemed a violation of this section, nor shall an agreement for property, goods, or services, of any kind whatsoever, be disqualified thereby, if that contribution or agreement was made by the professional service provider prior to the effective date of this section.

Subsection 2-59.3 Contribution Statement By Professional Service Provider.

A. Prior to awarding any contract or agreement to procure services, including banking or insurance coverage services, with any professional service provider, the Borough or any of its purchasing agents or agencies, as the case may be, shall receive a sworn statement from the professional service provider made under penalty of perjury that the bidder or offeror has not made a contribution in violation of Subsection 2-59.1 hereof;

B. The professional service provider shall have a continuing duty to report any violations of this section that may occur during the negotiation or duration of a contract. The certification required under this subsection shall be made prior to entry into the contract or agreement with the Borough and shall be in addition to any other certifications that may be required by any other provisions of law.

Subsection 2-59.4 Penalty.

A. All Borough of Hightstown professional service agreements shall provide that it shall be a breach of the terms of the government contract for a professional service provider, as defined in Subsection 2-59.1(c), to violate Subsection 2-59.1(b) or to knowingly conceal or misrepresent contributions given or received, or to make or solicit contributions through intermediaries or any Mercer County Party Committee for the purpose of concealing or misrepresenting the source of the contribution.

B. Any professional service provider, as defined in Subsection 2-33.1(c), who knowingly fails to reveal a contribution made in violation of this section, or who knowingly makes or solicits contributions through an intermediary, including but not limited to a Mercer County Party Committee, for the purpose of concealing or misrepresenting the source of the contribution, shall be disqualified from eligibility for future Borough of Hightstown contracts for a period of four (4) calendar years from the date of the violation. (Ord. No. 2004-25)

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

SWORN STATEMENT BY PROFESSIONAL SERVICE PROVIDER

I understand that the Hightstown Borough Revised General Ordinances of the Borough of Hightstown requires that, prior to awarding any contract or agreement to procure services, including banking or insurance coverage, with any professional service provider, the Borough or any of its purchasing agents or agencies, as the case may be, shall receive a sworn statement from the professional service provider made under penalty of perjury that the bidder or offeror has not made any contribution in violation of Subsection 2-59.1 of the Revised General Ordinances of the Borough of Hightstown.

I have received and reviewed a full copy of Subsection 2-59 of the Revised General Ordinances of the Borough of Hightstown.

I hereby swear and affirm, under penalty of perjury, that I, my family or my firm has not made a contribution in violation of Subsection 2-59.1 of the Revised General Ordinances of the Borough of Hightstown.

Signature

Print Name

Subscribed and sworn to

before me this ____ day

Firm Name

of _____, 20 ____

Notary Public:

My Commission expires: _____

Date Signed

Ordinance 2012-02

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING SECTION 4-21,
ENTITLED "TAXICAB LICENSING," OF THE "REVISED GENERAL
ORDINANCES OF THE BOROUGH OF HIGHTSTOWN,
NEW JERSEY."**

WHEREAS, the Mayor and Council wish to amend certain provisions contained within Section 4-21 of the Borough Code relating to Taxicab Licensing as set forth herein.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that Section 4-21 of the "Revised General Ordinances of the Borough of Hightstown, New Jersey" is hereby amended and supplemented as follows (additions are shown with underline; deletions are shown with ~~strikeout~~):

Section 4-21

TAXICAB LICENSING

4-21.1 Definitions.

As used in this section, the following terms shall have the meanings indicated:

Borough shall mean the Borough of Hightstown.

Cruising shall mean the driving of an empty taxicab along a public street at a slow rate of speed for the obvious purpose of soliciting passengers.

Driver shall mean any person who operates a taxicab within the Borough, whether or not such person is also the owner thereof.

Operation of a taxicab shall mean transporting in a taxicab one (1) or more persons for hire. Accepting a passenger to be transported for hire from a point of departure within the Borough to a destination within or without the Borough shall be considered "operation of a taxicab" within the Borough. The "operation of a taxicab" by one other than the owner shall be deemed operation by the owner as well as by the person actually driving the taxi. The transportation of any person other than the owner or driver in any motor vehicle bearing a sign using the words "taxi," "taxicab," "cab" or "hack" shall be prima facie evidence of operation.

Owner shall mean any person, business entity, association or other legal entity in whose name title to any taxicab is registered with the New Jersey Division of Motor Vehicles or who appears in the Division's records to be a conditional vendee or lessee or has any other proprietary interest in a taxicab.

Police Commissioner shall mean the member of the Borough Council designated as such on an annual basis by the Mayor, pursuant to Section 2-19.3 of the Borough Code.

Police Director shall mean the person appointed by the Governing Body to serve as the executive head of the Police Department, in accordance with Section 2-19.4 of the Borough Code.

Taxicab or *taxi* or *cab* shall mean a motor vehicle used to transport passengers for hire or compensation which does not operate over a fixed route and is not hired by the day or hour.

Taxicab Stand shall mean a section of a public street or of a public place set apart for the exclusive use of a taxicab or a limited number of taxicabs when such section is distinctly marked as such by an appropriate sign attached to a stanchion on the curb or other conspicuous place or by clearly visible marks upon the surface of a street or public place.

4-21.2 Licenses Required.

- a. No person shall operate a taxicab within the Borough unless both the owner and the driver of the taxicab are licensed under this section.
- b. The Borough will make available on an annual basis a maximum of five (5) taxicab owner's licenses, each of which shall permit the owner to operate a maximum of four (4) taxicab vehicles within the Borough at one time. Licenses shall be awarded on a first come, first served qualifying basis. Those licensees that have been previously licensed by the Borough during the prior year and who remain in good standing and who have submitted their renewal statement (per Subsection 4-21.4g below) to the Borough prior to January 1st, shall be afforded the first opportunity for re-licensing. All other applicants shall be afforded the opportunity to obtain a taxicab owner's license after January 1st.

4-21.3 Types of Licenses.

- a. Taxicab Driver's License. The holder of a taxicab driver's license shall be entitled to operate within the Borough any taxicab whose owner has been licensed under this Section.
- b. Taxicab Owner's License. The holder of a taxicab owner's license shall be entitled to operate a taxicab owned or leased by the licensee within the Borough, provided that the person driving the cab holds a valid taxicab driver's license.

4-21.4 Licensing of Taxicab Owners.

a. Application Information.

1. Application for a taxicab owner's license shall be made to the Borough Clerk on forms provided by her.
2. Applications shall be signed and verified by oath or affirmation by the applicant. Applications by a partnership shall give the information required for each partner and shall be signed and verified by all partners. Applications by a corporation shall give the information required for and be signed and verified by all officers and directors and all persons holding more than ten (10%) percent of the corporation's common stock, as well as by a person duly authorized to act for the corporation itself.
3. Applications received after the effective date of this Ordinance for new licenses or for renewal of existing licenses must be accompanied by proof of automobile liability insurance issued by a company licensed and admitted to transact business in the State of New Jersey, and acceptable to the Borough, indicating limits of liability in amounts not less than the following: \$50,000 per person and \$100,000 per accident for bodily injury or death and \$50,000 per accident for property damage. Proof of insurance must also indicate that insurance coverage applies to all owned or leased vehicles of the applicant or must specify by description all of the vehicles to which the coverage applies. Said proof of insurance must also indicate that the Borough ~~will be notified with~~ shall receive advance written notice of thirty (30) days ~~advance notice should the coverage be cancelled or non-renewed~~ prior to any cancellation or non-renewal thereof, except that no less than ten (10) days advance written notice shall be provided for non-payment of premium. The Borough of Hightstown shall be named as an additional insured on any insurance policy submitted in accordance with the requirements of this section.
4. Information about each taxicab vehicle to be operated under the taxicab owner's license shall be provided, including the following:
 - (a) Vehicle year, make, model and color of vehicle.
 - (b) Vehicle identification number.
 - (c) New Jersey State license plate number.
 - (d) Passenger capacity.
 - (e) Insurance company, policy number and expiration date.

(f) Name and address of vehicle owner if different than applicant.

5. Any person who shall make a false statement in any license application or in any record or certificate that is required to be filed or maintained shall be subject to rejection of the application submitted and/or to appropriate disciplinary sanctions, including license suspension or revocation, in addition to any penalty provided under the New Jersey Criminal Code.

- b. Investigation; Grant or Denial of License Hearing before Council. ~~The Chief of Police or a Police Officer designated by him~~ Police Director or his designee shall investigate the application. A copy of the application shall also be provided to the Zoning Officer for review and for a determination that the proposed location of the taxi operation does not violate applicable zoning regulations. A report containing the results of the Police investigation and evaluation, a recommendation by the ~~Chief of Police~~ Police Director or his designee that the license be granted or denied, and the reasons for ~~his~~ such recommendation shall be forwarded to the ~~Council~~ Police Director (i.e., in cases where the investigation is performed by the Police Director's designee) and the Police Commissioner. A report regarding the Zoning Officer's findings shall also be provided to the ~~Council~~ Police Director and the Police Commissioner. The Borough Clerk shall ensure that copies of these reports are also made available to the applicant. Based upon the findings set forth in the reports, the Police Director shall determine whether to grant or deny the license. Said determination shall be rendered in writing and shall be provided to the applicant. ~~In those cases where the Chief of Police or his designee, or the Zoning Officer, has recommended against issuing the license, the applicant shall be afforded the opportunity for a hearing before the Borough Council. Any request for a hearing must be made within ten (10) days of the applicant's receipt of the applicable report. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to grant or deny the license.~~
- c. Factors Considered. In determining whether to grant or deny the license, the ~~Council~~ Police Director shall take into consideration the following factors:
1. The character, business and financial responsibility and experience of the applicant and the probability that, if granted a license, the applicant will operate his taxicab in accordance with the provisions of this section.
 2. Any other factors directly related to the granting or denial of the license which would substantially affect the public safety or convenience.

- d. Issuance of License. ~~The Council shall, by resolution, grant or deny the license. If the application is approved by the Police Director, the Clerk~~ Police Department shall issue the license.
- e. License Term; Fees.
 - 1. A taxicab owner's license shall be valid for the remainder of the calendar year for which it is issued.
 - 2. The license fee shall be ~~fifty (\$50.00)~~ one hundred (\$100.00) dollars per year or portion thereof per vehicle and shall be nonrefundable in the event that the application is denied.
- f. In those cases where the license has been denied, the applicant shall be afforded the opportunity for a hearing before the Police Commissioner. Any request for a hearing must be made within ten (10) days of the applicant's receipt of written notice of denial from the Police Director. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. Following the hearing, the Police Commissioner's determination shall be final.
- g. Renewals. A taxicab owner's license ~~may~~ shall be renewed by the ~~Council~~ Police Director ~~without a hearing~~ upon the licensee's filing with the ~~Chief of Police~~ Police Director or his designee a sworn notarized statement certifying that there have been no changes in the information contained in the initial application and upon the completion of the investigation set forth in paragraph (b) above indicating results that are satisfactory to the Police Director.
- h. Any change(s) in the information contained within the owner's license application shall be reported to the Borough Clerk within three (3) business days thereof. A charge in the amount of twenty-five (\$25.00) dollars shall be levied for each business day after three days that any such changes are not reported to the Borough.

4-21.5 Licensing of Taxicab Drivers.

- a. Applications.
 - 1. Application for a taxicab driver's license shall be made annually to the Borough Clerk upon forms provided by ~~her~~ that office, and shall be forwarded to the ~~Chief of Police~~ Police Director for ~~investigation and approval~~ processing and determination. Applications ~~shall be completed by the applicant in the presence of the Borough Clerk or her designee, and~~ shall be taken in the Clerk's office only, during days and hours established

by the Clerk. Except as hereinafter provided, applicants shall have the following minimum qualifications:

- (a) Applicant must be over twenty-one (21) years of age.
- (b) Applicant must be a United States citizen or a legal resident alien. A copy of the alien registration card or work permit must be submitted with the application.
- (c) Applicant must possess a valid New Jersey driver's license.
- (d) Applicant must supply a certification from a licensed physician, on a form to be provided by the Borough Clerk, indicating that the applicant has been examined within the past sixty (60) days and is in sound physical condition, has eyesight corrected to 20/20 vision and is not subject to any infirmity of body or mind which might render the applicant unfit for safe operation of a vehicle for hire.
- (e) Applicant must certify that he/she is not addicted to the use of narcotics or intoxicating liquors.
- (f) Applicant must be able to read, write ~~and understand the English language~~ and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
- (g) Applicants must ~~not have been convicted of any crime involving moral turpitude~~ submit to the performance of a criminal history record background check (State and Federal) paid at their own expense. An applicant shall be disqualified from operating or driving a taxi within the Borough, and shall not be issued a taxicab driver's license, if a criminal history record background check reveals a record of conviction of any of the following crimes as having been committed by the applicant prior to the effective date of this Ordinance:
 - Aggravated assault;
 - Arson;
 - Burglary;
 - Escape;
 - Extortion;
 - Homicide;
 - Kidnapping;
 - Robbery;
 - Aggravated Sexual assault;

- Sexual assault;
- Endangering the welfare of a child pursuant to N.J.S.A. 2C:24-4, whether or not armed with or having in his possession any weapon enumerated in subsection "r." of N.J.S.A. 2C:39-1; or
- A crime pursuant to the provisions of N.J.S.A. 2C:39-3, N.J.S.A. 2C:39-4 or 2C:39-9, or other than a disorderly persons or petty disorderly persons offense for the unlawful use, possession or sale of a controlled dangerous substance as defined in N.J.S.A. 2C:35-2.

The above automatic disqualification shall not apply, however, to those applicants who had received consent to operate a taxicab within the Borough prior to the effective date of P.L. 2011, c.135, and who had a valid taxicab driver's license issued and in effect by the Borough as of the effective date of P.L. 2011, c.135.

Additionally, if a person who has been convicted of one of the crimes listed above can produce a certificate of rehabilitation issued pursuant to N.J.S.A. 2A:168A-8 or, if the criminal offense occurred outside New Jersey, an equivalent certificate from the jurisdiction where the criminal offense occurred, then the criminal offense shall not disqualify the applicant from operating or driving a taxicab within the Borough.

- (h) ~~Applicant must have a thorough knowledge of the law, traffic regulations and geography of the Borough of Hightstown, the Motor Vehicle Act, the Traffic Act and other ordinances and regulations having to do with traffic. Each applicant may be examined as to his or her knowledge of these provisions, and if the result of the examination is unsatisfactory, the application shall be refused a license.~~
- (+) (h) Applicant must be fingerprinted by the Police Department, with a report therein received from the State Police ~~or~~ and Federal Bureau of Investigation.
- (+) (i) Applicant must not have been convicted, within the three years prior to the date of the application, of reckless driving, ~~driving while intoxicated~~, leaving the scene of an accident or driving more than 30 miles an hour above the speed limit, and applicant must not have been convicted, within the five years prior to the date of the application, of driving while intoxicated.
- (k) (j) At the time of application, applicant must have no more than ~~eight~~ six (6) New Jersey State Division of Motor Vehicle points on his or her driving record, or the equivalent if licensed in any other

state.

⊕ (k) Requirements (d) and ~~⊕~~ (h) above, regarding physician's certification and fingerprinting, shall not apply to any taxicab driver who holds a valid taxicab driver's license in any other Mercer County municipality which is compliant with P.L. 2011, c.135 and whose firm is licensed in and operating out of said municipality. Such person(s) shall be qualified to obtain a taxicab driver's license in Hightstown upon completion of the application form, payment of the required fee and submission of the following documentation:

- Certification by applicant that he or she meets requirements ~~(a), (b), (e), (f), (g), (h), (i), (j) and (k)~~ of Section 4-21.5(a)(1).
- If not a United States citizen, a copy of alien registration card or work permit.
- Current valid taxicab driver's license from any other Mercer County municipality.
- Valid New Jersey's driver's license.

2. The application shall be accompanied by a fee of fifty (\$50.00) dollars for the ~~initial~~ license period.

3. The application shall be accompanied by two (2) un-mounted, un-retouched glossy photographs of the face of the applicant taken within thirty (30) days preceding filing of the application. Photographs shall be two and one-half inches (2 1/2") by two and one-half inches (2 1/2") in size and shall be passport picture quality. New photographs shall be submitted whenever the licensee's appearance changes significantly.

4. Any person who shall make a false statement in any license application or in any record or certificate that ~~(s)~~he is required to be filed or maintained shall be subject to rejection of the application submitted and/or to appropriate disciplinary sanctions, including license suspension or revocation, in addition to any penalty provided under the New Jersey Criminal Code.

b. Investigation; Grant or Denial of License Hearing before Council. The ~~Chief of Police or a police officer designated by him~~ Police Director or his designee shall investigate the application and shall report the results to the ~~Council~~ Police Director (i.e., in cases where the investigation is performed by the Police Director's designee) and the Police Commissioner within a reasonable time. The report shall include a recommendation that the license be granted or denied and the reasons therefor. The Borough Clerk shall ensure that a copy of the report is made available to the applicant. Based upon the findings set forth in the report, the Police Director shall determine whether to grant or deny the license. ~~In those~~

~~cases where the Chief of Police or his designee has recommended against issuing the license, the applicant shall be afforded the opportunity for a hearing before the Borough Council. Any request for a hearing must be made within ten (10) days of the applicant's receipt of the Police Chief's report. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to grant or deny the license.~~

- c. Issuance of License; Contents. Upon approval of the application by the ~~Council~~ Police Director, the ~~Clerk~~ Police Department shall immediately issue the applicant a taxicab driver's license. The license shall contain the licensee's name and address, physical description, signature and photograph.
- d. Term of License; Fees; Renewal. An initial license to drive a taxicab shall be valid for the remainder of the calendar year in which it is issued, and shall be subject to a non-prorated fee of fifty (\$50.00) dollars. A taxicab driver's license may be renewed annually thereafter, unless it has been revoked or suspended, upon the payment of a renewal fee of fifty (\$50.00) dollars and processing of the application in accordance with the procedures set forth above.
- e. Use of License. Taxicab driver's licenses are valid for use with any licensed taxi within the Borough of Hightstown.
- f. In those cases where the Police Director has denied the license, the applicant shall be afforded the opportunity for a hearing before the Police Commissioner. Any request for a hearing must be made within ten (10) days of the applicant's receipt of written notice of denial from the Police Director. At the hearing, the applicant shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. Following the hearing, the Police Commissioner's determination shall be final.
- g. Any change(s) in the information contained within the driver's license application shall be reported to the Borough Clerk within three (3) business days thereof. A charge in the amount of twenty-five (\$25.00) dollars shall be levied for each business day after three days that any such changes are not reported to the Borough.

4-21.6 Display of Licenses ~~and Fares Required.~~

- a. The taxicab owner's license and driver's license (with photo) shall be displayed prominently in the interior of each cab. ~~Rates of fares shall be posted in each taxicab.~~

- b. The taxicab driver's license must also be conspicuously displayed on the driver's outer garment when the driver is on duty and presented for confirmation when requested by the passenger.

4-21.7 Inspection of Vehicles.

- a. ~~Initial Inspection. Before any vehicle is used as a taxicab within the Borough, it shall be inspected by the Chief of Police or a police officer designated by him.~~
 - 1. ~~All vehicles will be photographed at the time of inspection.~~
 - 2. ~~Inspections will be conducted by appointment only.~~
 - 3. ~~Vehicles must be maintained in a safe, clean and sanitary condition.~~
 - 4. ~~Vehicles must contain all safety devices required by law.~~
 - 5. ~~Each vehicle must have at least one Federally approved child restraint seat available at all times.~~
 - 6. ~~No vehicle may be more than ten (10) years old at the time of inspection.~~
- b. ~~Reinspections. All taxicabs shall be reinspected annually, or more often if the Council so requires by resolution. In addition, any police officer may inspect any taxicab at any reasonable time to determine if it is clean, sanitary and in a safe and proper operating condition.~~
- e. ~~Failure to Pass Inspection. Any taxicab which fails to pass inspection shall be immediately taken out of service and shall not be operated again within the Borough until the defects which led to its rejection are corrected. In the case of minor defects which do not constitute an immediate danger to the health or safety of the public, the taxicab may continue to be operated for a period of one (1) week, at the end of which time it shall be re-inspected. If the defect has not by then been corrected, the vehicle shall immediately be taken out of service and remain out of service until the defect is corrected. (Ord. No. 2005-29)~~

4-21.8 4-21.7 Exterior Taxicab Identification Required.

- a. Identification Required. Each taxicab operated in the Borough shall have a sign permitted on each rear door. The sign shall contain the owner's name, the words "taxicab" or "taxi," telephone number and vehicle number in letters not less than four (4) inches nor more than eight (8) inches in height. All taxicabs shall display on the body of the vehicle their taxi license number along with a listing of each municipality that has issued a taxi license to that taxicab. The taxi license number shall be three (3) inches in height and must be located in the center of the rear quarter panels on the driver and passenger sides as well as the rear center line of the trunk of the vehicle. The list of each municipality shall be displayed on each rear door in letters three (3) inches in height.

- b. Imitation of Color Scheme or Insignia. No taxicab operated in the Borough shall imitate the color scheme or any identifying design or insignia of another taxicab lawfully operating in the Borough, nor shall one taxicab have a color scheme or identifying design or insignia which is so similar to that of another taxicab as to be likely to have a tendency to mislead the public. The person first using a particular color scheme or identifying design or insignia for his taxicab shall have the prior right to it.

4-21.9 4-21.8 Fares.

- a. Rates of Fare. Fares shall be conspicuously displayed in each taxicab.
- b. Receipts. The driver of a taxicab, upon request, shall give the passenger a receipt for the amount charged. The receipt shall show the name of the owner, the license number of the taxicab, the amount of the fare and the date of the transaction.
- c. Refusal to Pay Fare. No person, after hiring a taxicab, shall refuse to pay the legal fare, nor shall any person hire a taxicab with the intent not to pay the legal fare.

4-21.9 Taxicab Stands.

- a. Designation of stands. Upon the advice of the Police Director, the Council may designate, by resolution, a taxicab stand or stands within the Borough.
- b. Regulations regarding taxicab stands.
 - 1. No taxicab shall remain idle for more than 3 minutes at any taxicab stand.
 - 2. Every taxicab, while occupying space at a public taxicab stand, shall be immediately available for hire.
 - 3. Only a taxicab licensed by Hightstown Borough may occupy or deliver a passenger to a taxicab stand in the Borough.
 - 4. Each taxicab stand shall be marked with suitable markings, which shall bear a statement that the stand is reserved for taxicabs licensed by Hightstown Borough only.
 - 5. No person operating a taxicab shall perform maintenance of any kind while occupying space at a public taxicab stand.

4-21.10 Operating Regulations.

- a. Licenses issued pursuant to this chapter are not transferable.
- b. A driver shall immediately surrender his or her taxicab driver's license to the Borough upon the suspension or revocation of his or her New Jersey driver's license.

- c. No taxicab shall remain idle for more than 3 minutes at any place in or upon any of the streets or highways or any other public place within the Borough.
- d. Cruising is prohibited within the Borough.
- e. No person, while operating or attending a taxicab for hire, shall:
 - 1. Obstruct any sidewalk; or
 - 2. Knowingly misinform or mislead any person as to the location of a destination.
- f. Any motor vehicle accident involving a taxicab and causing injury to a person or damage to property in excess of \$500.00 shall be reported immediately to the Hightstown Borough Police Department and a copy of the police report for such accident must be given to the Hightstown Police Department within 14 days of the accident. Such information shall be placed in the Borough's records regarding the taxicab owner and taxicab driver.
- g. All taxicab owners shall keep trip records and receipt books for six (6) months, which shall be kept current and shall be displayed when so requested by authorized Borough officials appointed by the Police Director. Trip records shall show, at a minimum, the date, time, pick-up location, destination, number of passengers and fare charged.
- h. All taxicab vehicles shall be kept clean and free of debris.
- i. Each licensed taxicab driver shall be clean in person and fully dressed while on duty, including shirt, pants and shoes.
- j. Taxicab drivers and passengers shall refrain from smoking within the taxicab vehicle while a hired trip is in progress. This prohibition shall be conspicuously posted in each Borough licensed taxicab vehicle.
- k. No driver shall operate a taxicab after 14 consecutive working hours without an eight (8) hour rest period.
- l. Taxicab drivers shall, immediately after the conclusion of their on-duty time, carefully search the taxicab for any property lost or left therein, and shall, within twenty-four (24) hours after finding any such property, advise the Hightstown Borough Police Department of the nature of the property and where it may be collected.

~~4-21.10~~ 4-21.11 Promulgation of Additional Rules and Regulations; Copies to Be Distributed.

The Council may establish, by resolution, such additional rules and regulations relating to the operation of taxicabs and the conduct of licensees as it deems appropriate. A copy of the rules and regulations shall be furnished to each licensee.

~~4-21.11~~ 4-21.12 Unlawful Activities.

All drivers shall be licensed personnel, and taxicabs shall be used exclusively for purposes of transportation of passengers and their baggage. No owner or driver shall be obliged to transport any person who is not orderly.

~~4-21.12~~ 4-21.13 Suspension or Revocation of Licenses.

- a. In the case of an emergency, licenses may be temporarily suspended for not more than seven (7) days by the Police Director.
- ~~a.~~ b. Licenses may be otherwise suspended or revoked, for cause, by the Borough Council after reasonable notice and a hearing. At said hearing, the licensee shall have the right to be represented by counsel and will be afforded the opportunity to testify himself or to present witnesses in support of his position, to cross-examine opposing witnesses and, at his own expense, to have a stenographic record made of the proceedings. At the conclusion of the hearing, the Council will determine whether to suspend the license or to permanently revoke the license. Any license so suspended or revoked shall not be re-issued except for good reasons shown.

In addition to the causes for revocation of a license set forth in subsection 4-1.10, any license issued under this ~~section~~ chapter may be revoked or suspended; by the Borough Council, or any application for the issuance or renewal of a license denied, for any of the following reasons:

1. Failure to render reasonable, prompt, safe and adequate taxicab service.
2. The existence of a judgment unsatisfied of record against the licensee or applicant in any suit arising over the operation of a motor vehicle.
3. Permitting any taxicab owned or driven by the licensee to become unsafe, unsanitary or dirty.
4. Failure to comply with all applicable laws of the State of New Jersey, the ordinances of the Borough or the rules and regulations adopted in accordance with this ~~section~~ chapter.
5. Where taxicab vehicles are found to be used for any improper, immoral or illegal business or purpose or for the violation of any federal or state statute or for the violation of any of the provisions of this chapter.

6. Failure to maintain the proper amount of insurance on licensed taxicab vehicles pursuant to valid and effective insurance policies, as required by this chapter.
- ~~b.~~ c. Drivers. If the licensee is a driver, his license may also be revoked or suspended by the Borough Council for the following reasons:
 1. Revocation or suspension of his New Jersey motor vehicle operator's license.
 2. Contraction by the licensee of a communicable or contagious disease.
 3. Operating a taxicab in a reckless or grossly negligent manner or habitually operating a taxicab in a negligent manner.

4-21.13 4-21.14 Complaints; Enforcement.

- a. All complaints shall be submitted to the Hightstown Police Department.
- b. Enforcement of Section 4-21 shall be the responsibility of the Hightstown Police Department or authorized persons designated by the Police Director.

4-21.15 Violations and Penalties.

- a. Licenses issued pursuant to this chapter may be suspended or revoked in accordance with Section 4-21.13, for the reasons set forth therein.
- b. For other violations of this chapter, any person convicted thereof shall be subject to the penalties set forth in Section 1-5 of the Borough Code.

BE IT FURTHER ORDAINED, that all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies; and

BE IT FURTHER ORDAINED, that 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 that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect on upon final passage and publication in accordance with the law.

Introduced: April 16, 2012

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Steven Kirson
Mayor

Ordinance 2012-06

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

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

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

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

	RANGING FROM:	TO:
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$70,000.00
Treasurer	\$40,000.00	\$60,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$30,000.00
Deputy Tax/Water/Sewer Collector	\$8,000.00	\$18,400.00
Tax/Utility/Payroll Clerk	\$28,000.00	\$35,000.00
Tax Assessor	\$7,500.00	\$14,375.00
Registrar of Vital Statistics	\$2,500.00	\$5,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$4,600.00
Municipal Court Administrator	\$40,000.00	\$65,000.00
Deputy Municipal Court Administrator	\$28,000.00	\$35,000.00
Administrative Assistant/Secretary	\$22,000.00	\$44,000.00
Planning Board Secretary	\$1,000.00	\$16,000.00
Technical Assistant	\$28,000.00	\$40,000.00
Construction Code Official	\$18,000.00	\$35,000.00
Fire Subcode Official	\$3,500.00	\$6,000.00
Building Subcode Official	\$3,500.00	\$6,000.00
Superintendent of Public Works	\$50,000.00	\$85,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$66,000.00
Water Plant Operator	\$40,000.00	\$70,000.00
Superintendent of AWWTP	\$50,000.00	\$80,000.00
Lab Manager – AWWTP	\$35,000.00	\$60,000.00

	RANGING FROM:	TO:
Chief of Police	\$65,000.00	\$120,000.00
Secretary – Board of Health	\$500.00	\$1,500.00
Computer Systems Administrator	\$3,000.00	\$6,000.00
Chief Financial Officer	\$2,000.00	\$50,000.00
Building Inspector	\$3,500.00	\$4,500.00
Health Officer	\$8,000.00	\$13,000.00
Borough Administrator	\$40,000.00	\$75,000.00
Police Director	\$50,000.00	\$85,000.00

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

	RANGING FROM:	TO:
Part-time clerical	\$8.00	\$30.00
Violations Clerk (part-time)	\$10.00	\$15.00
Disposition Clerk (part-time)	\$12.50	\$25.00
Special Officer – Municipal Court	\$25.00	\$35.00
Public Health Nurse	\$25.00	\$45.00
School Crossing Guard	\$15.00	\$25.00
Radio Dispatcher	\$8.00	\$25.00
Special Officer I	\$8.00	\$18.00
Special Officer II	\$18.00	\$30.00
Administrative Assistant/Secretary	\$10.50	\$20.00
Administrative Assistant – Floater	\$13.50	\$21.00
Public Works Foreman	\$16.00	\$27.00
Public Works Heavy Equipment Operator	\$14.00	\$25.00
Public Works Automated Vehicle Operator	\$14.00	\$25.00
Public Works Driver/Laborer	\$10.00	\$20.00
Public Works Laborer	\$8.00	\$18.00
Public Works Municipal Building Maintenance	\$8.00	\$16.00
Public Works Mechanic	\$10.00	\$25.00
Seasonal/Temporary Labor	\$8.00	\$16.00
Assistant Water Plant Operator	\$14.00	\$23.00
Water Plant Lead Operator	\$40.00	\$49.00
AWWTP Maintenance	\$15.00	\$25.00

	RANGING FROM:	TO:
<u>AWWTP Operator Trainee (up to 1 year exp)</u>	<u>\$12.00</u>	<u>\$15.50</u>
<u>AWWTP Operator – Class I (min. 1 year exp)</u>	<u>\$14.50</u>	<u>\$17.00</u>
<u>AWWTP Operator – Class II (min. 2 years exp)</u>	<u>\$15.25</u>	<u>\$18.50</u>
<u>AWWTP Operator – Class III (min. 3 years exp)</u>	<u>\$16.50</u>	<u>\$21.00</u>
<u>AWWTP Operator – Class IV (min. 4 years exp)</u>	<u>\$17.25</u>	<u>\$25.00</u>
<u>Recreation Director (part-time)</u>	<u>\$20.00</u>	<u>\$40.00</u>
<u>Assistant Recreation Director (part-time)</u>	<u>\$8.00</u>	<u>\$20.00</u>
<u>Junior Recreation Counselor (part-time)</u>	<u>\$6.00</u>	<u>\$12.00</u>
<u>Housing Inspector</u>	<u>\$14.00</u>	<u>\$35.00</u>
<u>Fire Inspector</u>	<u>\$14.00</u>	<u>\$35.00</u>
<u>Building Inspector</u>	<u>\$14.00</u>	<u>\$35.00</u>
<u>Fire Official</u>	<u>\$14.00</u>	<u>\$35.00</u>
<u>Zoning Officer</u>	<u>\$14.00</u>	<u>\$30.00</u>
<u>Electric Subcode Official</u>	<u>\$14.00</u>	<u>\$40.00</u>
<u>Plumbing Subcode Official</u>	<u>\$14.00</u>	<u>\$40.00</u>

Section 3. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be effective January 1, 2012.

Section 4. The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

Introduced:

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Steven Kirson
Mayor

Resolution 2012-128

*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, appropriate Department Head and the Treasurer in the amount of \$ 977,626.41 from the following accounts

Current	\$	790,482.88
W/S Operating		102,674.21
General Capital		65,665.00
Water/Sewer Capital		5,252.50
Grant		403.76
Trust		10,882.00
Housing Trust		-
Animal Control		92.40
Law Enforcement Trust		1,259.66
Housing Rehab Loans		-
Unemployment Trust		-
Escrow		414.00
Federal Forfeiture		500.00
		<u>500.00</u>
Total	\$	<u>977,626.41</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 May 7, 2012

Debra L. Sopronyi
Borough Clerk

May 7, 2012

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

NJ MOTOR VEHICLE COMMISSION	4/2/2012	CK#019764	\$ 150.00
TOTAL			<u>\$ 150.00</u>

WATER AND SEWER OPERATING ACCOUNT

STATE OF NJ PWT DIVISION OF TAXATION	4/12/2012	CK#014155	\$ 433.77
CUSTOM ENVIRONMENTAL TECH, INC	4/13/2012	CK#014156	\$ 1,750.10
CUSTOM ENVIRONMENTAL TECH, INC	4/13/2012	CK#014156	\$ 2,622.40
TOTAL			<u>\$ 4,806.27</u>

FEDERAL FORFEITURE TRUST ACCOUNT

FRANK GENDRON	3/27/2012	CK# 001002	\$ 500.00
TOTAL			<u>\$ 500.00</u>

GENERAL CAPITAL ACCOUNT

VERMEER NORTH ATLANTIC	4/24/2012	CK#005990	\$ 49,046.00
TOTAL			<u>\$ 49,046.00</u>

MANUAL TOTAL			<u>\$ 54,502.27</u>
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A0107 ANSELL GRI MM & ARRON, PC									
12-00743 04/ 23/ 12 B I L L I N G - MONTH OF MARCH 2012									
Inv #	Description	Amount	Period	Category	Rate	Start Date	End Date	Balance	Notes
1	inv # 215769 GENERAL FILE 2012	1,132.24	2-01-20-155-001-027	B General Matters	R	04/23/12	04/30/12	215769	N
2	inv #215772 ENGINEERING MATTER	708.00	2-01-20-155-001-027	B General Matters	R	04/23/12	04/30/12	215772	N
3	INV #215774 MEETINGS 2012	900.00	2-01-20-155-001-029	B Attendance at Council Meetings	R	04/23/12	04/30/12	215774	N
4	INV #215776 AMERICAN R.D. INC	36.00	2-01-20-155-001-030	B Property Acquisition	R	04/23/12	04/30/12	215776	N
5	INV#215770 ORDINANCES 2012	672.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215770	N
6	INV #215771 RESOLUTIONS 2012	24.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215771	N
7	INV #215773 TORT CLAIMS 2012	96.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215773	N
8	INV#215775 COAH MATTERS	12.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215775	N
9	INV #215780 ENCHANTMENT	12.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215780	N
10	INV #215781 LEASES-LUCAS ELEC	24.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215781	N
11	INV #215782 OPRA ISSUES	264.00	2-01-20-155-001-032	B LEGAL COUNCIL-GENERAL MATTERS	R	04/23/12	04/30/12	215782	N
12	INV #215777 MINUTE MAINTENANCE	421.17	2-01-20-155-001-033	B Litigation	R	04/23/12	04/30/12	215777	N
13	#215778 PRESBY HOME-TAX APPEAL	72.00	2-01-20-155-001-033	B Litigation	R	04/23/12	04/30/12	215778	N
14	#215779 CASTRO & CO INC	960.00	2-01-20-155-001-033	B Litigation	R	04/23/12	04/30/12	215779	N
		5,333.41							
Vendor Total :		5,333.41							

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type	Description	Stat / Chk	Fi rst Enc Date	Rcvd Date	Chk/ Voi d Date	Invoi ce	1099 Excl
A0054 AQUA PRO-TECH LABORATORIES														
	12-00711	04/18/12	INV 12030103M 4/10/12											
	1		CL & GREASE	30.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	2		AMMONIA	30.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	3		NITRATE	20.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	4		AMMONIA	30.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	5		ICP-MS BARIUM	40.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	6		ICP-MS MOLYBDENUM	40.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	7		PP METALS	520.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	8		AMMONIA	30.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
	9		SEM ANNUAL	500.00	2-09-55-501-002-532		B	Outside Lab Testing	R	04/18/12	04/30/12		12030103M	N
				1,240.00										
			Vendor Total:	1,240.00										
A0601 ARCHER & GREINER, P.C.														
	12-00740	04/23/12	JEFF BOND 2012-01											
	1		INV. 1432846 JEFF BOND	48.00	JBOND12-01		P		R	04/23/12	04/30/12		1432846	N
	12-00748	04/24/12	JEFF BOND											
	1		INV. 1432723 PLANNING BOARD	842.26	2-01-21-180-001-107		B	Planning Board - Attorney	R	04/24/12	04/30/12		1432723	N
			Vendor Total:	890.26										
A0002 AVAYA FINANCIAL SERVICES														
	12-00757	04/24/12	INV # 21102648, 21268949											
	1		INV # 21102648	985.63	2-01-31-440-001-083		B	Avaya Financial Service/Lease	R	04/24/12	04/30/12		21102648	N
	2		INV # 21268949	985.63	2-01-31-440-001-083		B	Avaya Financial Service/Lease	R	04/24/12	04/30/12		21268949	N
				1,971.26										
			Vendor Total:	1,971.26										
B0081 BOTACH TACTICAL														
	11-02167	12/05/11												
	1		KZ M#	89.85	1-01-25-240-001-117		B	Ammunition & Target Practice	R	12/05/11	04/30/12		85971	N

Vendor # Name													
PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl	
Item Description													
C0221 CONTINENTAL FIRE EQUIPMENT													
12-00573 04/ 05/ 12 INV#B1469													
1 INV#B1469 RESCUE ROPE		1,036.00	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE I RENE	R	04/ 05/ 12	04/ 30/ 12			B1469	N	
2 INV#B1469 RNR ROPE BAG		144.00	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE I RENE	R	04/ 05/ 12	04/ 30/ 12			B1469	N	
3 INV#B1469NRS2641 WAVELETTE SUIT		436.00	2-01-25-252-002-032		B Uniform Repairs & Accessories	R	04/ 05/ 12	04/ 30/ 12			B1469	N	
5 INV#B1469 WETSHOE		212.00	2-01-25-252-002-032		B Uniform Repairs & Accessories	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
6 INV#B1469 RESCUE GLOVES		180.00	2-01-25-252-002-032		B Uniform Repairs & Accessories	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
7 INV#B1469 UNIVER RESCURER		696.00	2-01-25-252-002-056		B Fire & Other Safety Equipment	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
8 INV#B1469 TOW TEATHER		106.00	2-01-25-252-002-056		B Fire & Other Safety Equipment	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
9 INV #B1469 GERBER RIVER SHORTY		120.00	2-01-25-252-002-056		B Fire & Other Safety Equipment	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
10 INV #B1469 AQUA STROBE LIGHT		140.00	2-01-25-252-002-056		B Fire & Other Safety Equipment	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
11 INV #B1469 PUREST DUFFEL BAG		172.00	2-01-25-252-002-032		B Uniform Repairs & Accessories	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
12 INV #B1469 PROTECH OVAL		132.00	2-01-25-252-002-199		B Miscellaneous	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
13 INV #B1469 AWLS		75.60	2-01-25-252-002-199		B Miscellaneous	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
14 INV #B1469 SHIPPING		75.00	2-01-25-252-002-199		B Miscellaneous	R	04/ 09/ 12	04/ 30/ 12			B1469	N	
		3,524.60											
12-00590 04/ 09/ 12 INV #B1468 DRY SUIT													
1 INV #B1468		5,576.00	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE I RENE	R	04/ 09/ 12	04/ 30/ 12			B1468	N	
2 INV #B1468 SHIPPING		50.00	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE I RENE	R	04/ 09/ 12	04/ 30/ 12			B1468	N	
		5,626.00											
Vendor Total :		9,150.60											
C0099 CRAFT OIL CORPORATION													
12-00442 03/ 12/ 12 REPAIR TO CLEAN BURN HEATER													
1 REPAIR TO CLEAN BURN HEATER		609.67	2-01-26-310-001-024		B Building Maintenance	R	03/ 12/ 12	04/ 30/ 12			7319499	N	
2 TAX EXEMPT - INV. 7319499		39.88	2-01-26-310-001-024		B Building Maintenance	R	03/ 12/ 12	04/ 30/ 12			7319499	N	
		569.79											
Vendor Total :		569.79											
C0087 CUSTOM BANDAG, INC													
12-00630 04/ 09/ 12 TIRES - MASON DUMP													
1 TIRES - MASON DUMP		215.40	2-01-26-315-001-132		B Vehicle Maint. - Public Works	R	04/ 09/ 12	04/ 30/ 12			80060424	N	

Vendor # Name														
PO #	PO Date	Description	Contract	PO Type						First	Rcvd	Chk/ Voi d		1099
Item	Description	Amount	Charge	Account	Acct	Type	Description	Stat / Chk	Enc	Date	Date	Date	Invoi ce	Excl
D0082	DELTRONICS CORPORATION		Continued											
12-00605	04/09/12	INV K-485440-C IRENE MAG PUMP	Continued											
2	71091150	SPRING LOADED PULLEY	402.40	1-01-55-000-502-020		B	SEWER OTHER EXPENSE IRENE	R		04/09/12	04/30/12		K485440-C	N
	Tracking Id: IRENE Hurricane Irene Expenses													
3	71052000#508	V-BELT	57.85	1-01-55-000-502-020		B	SEWER OTHER EXPENSE IRENE	R		04/09/12	04/30/12		K-485440-C	N
	Tracking Id: IRENE Hurricane Irene Expenses													
4	HOURS, BASE RATE LABOR		561.00	1-01-55-000-502-020		B	SEWER OTHER EXPENSE IRENE	R		04/09/12	04/30/12		K-485440-C	N
			1,422.45											
Vendor Total :		1,422.45												
D0050	DEPT OF CHILDREN & FAMILIES													
12-00616	04/09/12	MARRIAGE LICENSE REPORT												
1	MARRIAGE/CIVIL UNION LICENSE		200.00	2-01-55-003-000-001		B	Due To NJ - Marriage Licenses	R		04/09/12	04/30/12		JAN FEB MAR 12	N
Vendor Total :		200.00												
D0070	DOCUMENT CONCEPTS													
12-00731	04/20/12	INV# 25696												
1	INV# 25696		630.43	2-01-20-176-000-023		B	Printing and Binding	R		04/20/12	04/30/12		25696	N
Vendor Total :		630.43												
E0576	EAST WINDSOR REGIONAL SCHOOL													
12-00651	04/09/12	FEB. 2012 FUEL USE												
1	FEB. 2012	FUEL USE - FIRE	1,232.17	2-01-31-460-001-166		B	Motor Fuel - Fire Dept.	R		04/09/12	04/30/12		FEB 2012	N
2	FEB. 2012	FUEL USE - POLICE	1,984.44	2-01-31-460-001-145		B	Motor Fuel - Police	R		04/09/12	04/30/12		FEB 2012	N
3	FEB. 2012	FUEL USE - EMS 50	7.00	2-01-31-460-001-148		B	Motor Fuel - Emergency Medical	R		04/09/12	04/30/12		FEB 2012	N
4	FEB. 2012	FUEL USE - EMS 51	163.74	2-01-31-460-001-148		B	Motor Fuel - Emergency Medical	R		04/09/12	04/30/12		FEB 2012	N
5	FEB. 2012	FUEL USE - GARBAGE	541.38	2-01-31-460-001-147		B	Motor Fuel - Public Works	R		04/09/12	04/30/12		FEB 2012	N
6	FEB. 2012	FUEL USE - STREETS	2,159.20	2-01-31-460-001-147		B	Motor Fuel - Public Works	R		04/09/12	04/30/12		FEB 2012	N
7	FEB. 2012	FUEL USE - SEWER	180.95	2-09-55-501-002-512		B	Motor Fuel	R		04/09/12	04/30/12		FEB 2012	N
8	JULY 2011	UNDERPAYMENT	0.88	1-09-55-501-002-512		B	Motor Fuel	R		04/09/12	04/30/12		FEB 2012	N
9	2011	OVERPAYMENT - FIRE	363.09	1-01-31-460-001-166		B	Motor Fuel - Fire Dept.	R		04/09/12	04/30/12		FEB 2012	N
10	2011	OVERPAYMENT - POLICE	363.10	1-01-31-460-001-145		B	Motor Fuel - Police	R		04/09/12	04/30/12		FEB 2012	N
11	2011	OVERPAYMENT - GARBAGE	363.09	1-01-31-460-001-147		B	Motor Fuel - Public Works	R		04/09/12	04/30/12		FEB 2012	N

[illegible]

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl
B0966 ERB'S GARAGE INC	12-00774	04/25/12	FUEL PUMP - F-700	565.00	2-01-26-315-001-132		B Vehicle Maint. - Public Works	R	04/25/12	04/30/12		005215	N
	1		FUEL PUMP - F-700	565.00									
Vendor Total:				565.00									
F1142 FOXCROFT EQUIPMENT	12-00604	04/09/12	INV 802607 PACING VALVE REPAIR	655.00	2-09-55-501-002-503		B Sewer Plant Maintenance	R	04/09/12	04/30/12		802607	N
	1		PACING VALVE REPAIR & SERVICE	655.00									
	2		SHIPPING AND HANDLING	22.22	2-09-55-501-002-503		B Sewer Plant Maintenance	R	04/09/12	04/30/12		802607	N
				677.22									
Vendor Total:				677.22									
F1183 FRANK GENDRON	12-00690	04/13/12	REIMBURSEMENT FBNA SUPPLIES	115.00	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	1		MANDATORY ASSESSMENT FEE	115.00									
	2		FBI MEMBERSHIP DUES 249TH SESS	100.00	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	3		FBI NAA CLOTHING REQUIRED	522.71	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	4		FBI NA HEXSPORT	45.00	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	5		REIMBURSEMENT SHOES FBI NA	55.24	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	6		REIMBURSEMENT MCX	29.00	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	7		MODELLS REIMBURSEMENT	55.98	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	8		HOME DEPOT REIMBURSEMENT	20.92	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	9		TARGET REIMBURSEMENT	90.91	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	10		NEW BALANCE REIMBURSEMENT	114.95	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
	11		NEW BALANCE	109.95	T-14-56-286-000-827		B RESERVE- LAW ENFORCEMENT TRUST	R	04/13/12	04/30/12			N
				1,259.66									
Vendor Total:				1,259.66									
G0337 GALL'S INC.	12-00510	03/21/12	CPR MASKS/ RESCUE RESPONDER KIT	139.80	G-02-41-736-002-399		B JIF Safety Incentive Grant 2009	R	03/21/12	04/30/12		512049969	N
	1		CPR MASKS - WHITE	139.80									
	2		RESCUE RESPONDER KITS	239.97	G-02-41-736-002-399		B JIF Safety Incentive Grant 2009	R	03/21/12	04/30/12		512049969	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type	Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl
G0337 GALL' S INC.			Continued											
	12-00510	03/21/12	CPR MASKS/ RESCUE RESPONDER KIT			Continued								
	3		SHIPPING AND HANDLING	23.99	G-02-41-736-002-399		B JIF	Safety Incentive Grant 2009	R	03/21/12	04/30/12		512049969	N
				403.76										
			Vendor Total:	403.76										
G1043 GAYLE CORPORATION														
	12-00650	04/09/12	LIME PUMP COUPLING ASSEMBLY											
	1		LIME PUMP COUPLING ASSEMBLY	168.00	2-09-55-501-001-503		B Water Plant	Maintenance	R	04/09/12	04/30/12		12041	N
	2		APPROX. SHIPPING	15.70	2-09-55-501-001-503		B Water Plant	Maintenance	R	04/09/12	04/30/12		12041	N
				183.70										
			Vendor Total:	183.70										
M0714 GENSERVE, INC.														
	12-00645	04/09/12	MONTHLY GENERATOR RENTAL											
	1		MONTHLY GENERATOR RENTAL	7,280.00	1-01-55-000-501-020		B WATER	OTHER EXPENSE IRENE	R	04/09/12	04/30/12		0033369-1 N	N
			Tracking Id: IRENE Hurricane Irene Expenses											
			Vendor Total:	7,280.00										
G0171 GEORGE E. CONLEY ELECTRIC														
	12-00681	04/11/12	WIRING FROM ALARM TO KEYPAD											
	1		WIRING FROM ALARM TO KEYPAD	638.48	2-09-55-501-001-503		B Water Plant	Maintenance	R	04/11/12	04/30/12		21671	N
			Vendor Total:	638.48										
G0191 GRAMCO BUSINESS COMMUNICATIONS														
	12-00674	04/11/12	RECORDING SYSTEM MICROPHONES											
	1		3 SAMSON C10B FLAT BOUNDARY	357.00	2-01-20-120-001-053		B EQUIPMENT		R	04/11/12	04/30/12		12-310	N
			Vendor Total:	357.00										
G0181 GRIFFITH ELECTRIC SUPPLY CO, INC														
	12-00638	04/09/12	INV 5303054, 5303004, 5302706											
	1		SIL RUB 10-104STD	17.23	2-09-55-501-002-503		B Sewer Plant	Maintenance	R	04/09/12	04/30/12		5303054	N
	2		CRS-HEYS316 1-IN FEM MALE SEAL	30.25	2-09-55-501-002-503		B Sewer Plant	Maintenance	R	04/09/12	04/30/12		1306637	N

Vendor # Name		PO # PO Date		Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Voi d Date	Invoi ce	1099 Excl
H0126 HIGHTS ELECTRIC MOTOR, INC.		12-00609 04/09/12		INV 941300, 941309 DECILOT TANK										
1 MYERS SEWAGE EJECTOR PUMP					430.00	2-09-55-501-002-503		B Sewer Plant Maintenance	R	04/09/12	04/30/12		941300	N
2 VEG ELECTRIC MOTOR					1,531.42	2-09-55-501-002-503		B Sewer Plant Maintenance	R	04/09/12	04/30/12		941309	N
					1,961.42									
Vendor Total:					1,961.42									
H0035 HIGHTSTOWN FUEL OIL		12-00738 04/20/12		INV#21391 FILL GENERATOR										
1 INV#21391 FILL GENERATOR					370.50	2-01-26-310-001-040		B Generator - Municipal Bldg	R	04/23/12	04/30/12		21391	N
Vendor Total:					370.50									
H1098 HOME DEPOT CITI THD		12-00567 04/05/12		INV#6032973 SUPPLIES										
1 INV#6032973 SUPPLIES					181.90	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE IRENE	R	04/05/12	04/30/12		6032973	N
12-00569 04/05/12		INV#6044994												
1 INV#6044994 SUPPLIES					62.53	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE IRENE	R	04/05/12	04/30/12		6044994	N
12-00570 04/05/12		INV#33328		SUPPLIES										
1 INV#33328 SUPPLIES					211.08	1-01-55-000-252-020		B FIRE DEPT OTHER EXPENSE IRENE	R	04/05/12	04/30/12		33328	N
12-00571 04/05/12		INV#6062117		SUPPLIES										
1 INV#6062117 SUPPLIES					42.93	2-01-25-252-002-121		B Preventive Maintenance	R	04/05/12	04/30/12		6062117	N
2 INV#6050655 SUPPLIES					122.58	2-01-25-252-002-121		B Preventive Maintenance	R	04/05/12	04/30/12		6050655	N
3 INV#49367 SUPPLIES					15.34	1-01-25-252-002-121		B Preventive Maintenance	R	04/05/12	04/30/12		49367	N
5 INV#2043861 SUPPLIES					214.76	2-01-25-252-002-121		B Preventive Maintenance	R	04/05/12	04/30/12		2043861	N
6 INV#6161652 SUPPLIES					61.99	2-01-25-252-002-121		B Preventive Maintenance	R	04/05/12	04/30/12		6161652	N
					333.62									
12-00647 04/09/12		JAN FEB/ MAR 2012		INVOICES										
1 INV. 3223675 - SHOVELS/ HAMMERS					69.85	2-01-26-290-001-127		B Street Repair & Maintenance	R	04/09/12	04/30/12		3223675	N
2 INV. 8042625 - PAINT SUPPLIES					425.11	2-09-55-501-001-503		B Water Plant Maintenance	R	04/09/12	04/30/12		8042625	N
3 INV. 5224154 - PAINT SUPPLIES					105.44	1-01-55-000-290-020		B PUBLIC WORKS OTHER EXPENSE	R	04/09/12	04/30/12		5224154	N
Tracking Id: IRENE Hurricane Irene Expenses														
4 INV. 1044041 - PAINT SUPPLIES					201.65	2-09-55-501-001-503		B Water Plant Maintenance	R	04/09/12	04/30/12		1044041	N

J0007 J. HOLM & SON									
12-00716 04/18/12 INV 29366 4/11/12									
1	1 MAN, 1 TRUCK, 2HRS	4/3/12	350.00	2-09-55-501-002-503	B Sewer Plant Maintenance	R	04/18/12 04/30/12	29366	N
2	1 MAN, 1 TRUCK 3 HRS	4/5/12	525.00	2-09-55-501-002-503	B Sewer Plant Maintenance	R	04/18/12 04/30/12	29366	N
3	10% DISCOUNT		87.50	2-09-55-501-002-503	B Sewer Plant Maintenance	R	04/18/12 04/30/12	29366	N
			<u>787.50</u>						

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount Charge Account	Acct Type Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Voi d Date	Invoi ce	1099 Excl
C0743 J. P. MORGAN CHASE BANK	12-00535 03/30/12 BOND PAYMENT									
	1 BOND PRINCIPAL DUE 4/2/12	2-01-45-930-001-156	42,781.25		B Interest on Bonds	R	03/30/12	05/01/12	DUE 4/2/12	N
	2 BOND PRINCIPAL DUE 4/2/12	2-09-55-522-000-156	58,775.00		B Bond Interest	R	03/30/12	05/01/12	DUE 4/2/12	N
			101,556.25							
	Vendor Total:		101,556.25							
J0375 J. W. KENNEDY, LLC	12-00688 04/13/12 OXYGEN EXTINGUISHER MTNCS 9737									
	1 OXYGEN EXTINGUISHER MTNCS 9737	2-01-25-240-001-116	75.00		B Traffic Bureau	R	04/13/12	04/30/12	9737	N
	2 OXYGEN EXTINGUISHER MTNCS 9737	2-01-25-252-002-199	133.85		B Miscellaneous	R	04/13/12	04/30/12	9737	N
	3 OXYGEN EXTINGUISHER MTNCS 9737	2-01-26-310-001-024	267.70		B Building Maintenance	R	04/13/12	04/30/12	9737	N
	4 OXYGEN EXTINGUISHER MTNCS 9737	2-01-25-252-002-123	445.02		B Test Air Packs	R	04/13/12	04/30/12	9737	N
	5 OXYGEN EXTINGUISHER MTNCS 9737	2-01-26-310-001-024	890.04		B Building Maintenance	R	04/13/12	04/30/12	9737	N
			1,811.61							
	Vendor Total:		1,811.61							
J0255 JB EQUIPMENT SALES	12-00701 04/18/12 REPAIR TO SEWER CAMERA									
	1 REPAIR TO SEWER CAMERA	2-09-55-501-002-529	100.75		B Sewer Main Repair/Supplies	R	04/18/12	04/30/12	IN00002447	N
	Vendor Total:		100.75							
J0257 JCP&L	12-00735 04/20/12 acct#1000068401122 ROGERS AVE									
	1 acct#1000068401122 ROGERS AVE	2-01-31-435-001-075	40.34		B Street Lighting	R	04/20/12	04/30/12	1000068401122	N
	12-00801 04/30/12 #200000055364#95003849247 4/23									
	1 #200000055364#95003849247 4/23	2-01-31-430-001-071	36.39		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	2 #200000055364#95003849247 4/23	2-01-31-430-001-071	15.35		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	3 #200000055364#95003849247 4/23	2-01-31-430-001-071	15.35		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	4 #200000055364#95003849247 4/23	2-01-31-430-001-071	27.42		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	5 #200000055364#95003849247 4/23	2-01-31-430-001-071	35.33		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	6 #200000055364#95003849247 4/23	2-01-31-430-001-071	1,387.39		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	7 #200000055364#95003849247 4/23	2-01-31-430-001-071	306.43		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N
	8 #200000055364#95003849247 4/23	2-01-31-430-001-071	178.36		B Electric-Borough Hall	R	04/30/12	05/01/12	95003849247	N

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/ Void	1099	
Item	Description	Amount	Charge	Account	Acct	Type Description	Stat / Chk	Enc Date	Date	Date Invoice	Excl
J0257	JCP&L	Continued									
12-00801	04/ 30/ 12	#200000055364#95003849247	4/ 23	Continued							
9	#200000055364#95003849247	4/ 23	1,675.96	2-01-31-430-001-072		B Electric-Fire House	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
10	#200000055364#95003849247	4/ 23	220.54	2-01-31-430-001-071		B Electric-Borough Hall	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
11	#200000055364#95003849247	4/ 23	173.21	2-01-31-430-001-071		B Electric-Borough Hall	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
			4,071.73								
12-00802	04/ 30/ 12	#200000055364#95003849247	4/ 23								
1	#200000055364#95003849247	4/ 23	21.02	2-09-55-501-002-504		B Electricity	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
2	#200000055364#95003849247	4/ 23	20.51	2-09-55-501-002-504		B Electricity	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
3	#200000055364#95003849247	4/ 23	8.67	2-09-55-501-002-504		B Electricity	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
4	#200000055364#95003849247	4/ 23	8.80	2-09-55-501-002-504		B Electricity	R	04/ 30/ 12	05/ 01/ 12	95003849247	N
			59.00								
Vendor Total :		4,171.07									
J0258	JCP&L (STREET LIGHTING)										
12-00736	04/ 20/ 12	#1000011415765	STREET LIGHTING								
1	#1000011415765	STREET LIGHTING	1,826.89	2-01-31-435-001-075		B Street Lighting	R	04/ 20/ 12	04/ 30/ 12	100011415765	N
12-00745	04/ 24/ 12	ACCT# 100011415724	4/ 13/ 12								
1	ACCT# 100011415724	4/ 13/ 12	772.69	2-01-31-435-001-075		B Street Lighting	R	04/ 24/ 12	04/ 30/ 12	100011415724	N
Vendor Total :		2,599.58									
J0070	JW SCOTT										
12-00611	04/ 09/ 12	INV 59184, 59134	DI ESEL TANK								
1	MONITORING SYSTEM REPAIRS	195.00	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 09/ 12	04/ 30/ 12	59184	N
2	FUEL SURCHARGE	7.50	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 09/ 12	04/ 30/ 12	59184	N
3	DI ESEL INSTALL KIT 4" PLUS	225.00	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 09/ 12	04/ 30/ 12	59134	N
4	RISER CAP & CORD KIT	76.00	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 09/ 12	04/ 30/ 12	59134	N
5	SERVICE 2/ 24/ 12	156.00	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 09/ 12	04/ 30/ 12	59134	N
6	FUEL SURCHARGE	7.50	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 09/ 12	04/ 30/ 12	59134	N
		667.00									
12-00714	04/ 18/ 12	INV 59236									
1	EMERGENCY GENERATOR & FUEL TAN	156.00	2-09-55-501-002-511			B Generator/ Engine Maintenance Agreement (B)	R	04/ 18/ 12	04/ 30/ 12	59236	N

[illegible]

[illegible]

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat / Chk	Fi rst Enc Date	Rcvd Date	Chk/ Voi d Date	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description			Invoi ce	
N0125 MAI LFI NANCE							
11-01307 08/03/11 INV #N2669880 8/28/11-9/27/11							
1 INV#N2669880 8/28/11-9/27/11	162.92	1-01-30-421-001-029	B Met er Rent al / Mai nt ance	R	08/03/11 04/30/12	N2669880	N
11-01753 10/09/11 LEASE #N0911362:10/28-11/27/11							
1 LEASE #N0911362:10/28-11/27/11	162.92	1-01-30-421-001-029	B Met er Rent al / Mai nt ance	R	10/09/11 04/30/12	N2801243 NOV-11	N
12-00072 01/24/12 POSTAGE MACHI NE RENTAL FEB							
1 POSTAGE MACHI NE RENTAL FEB	162.92	2-01-30-421-001-029	B Met er Rent al / Mai nt ance	R	01/24/12 04/30/12	N2997922	N
12-00342 02/27/12 INV#N3060534 1/27/12							
1 INV#N3060534 1/27/12	162.92	2-01-30-421-001-029	B Met er Rent al / Mai nt ance	R	02/27/12 04/30/12	N3060534	N
Vendor Total :		651.68					
M058 MAI N POOL & CHEM CAL COMPANY							
12-00144 01/28/12 12/2010-262/ SODI UM BI CARB CONT		B					
7 INV 1230794 SODI UM BI CARBONATE	4,174.80	2-09-55-501-002-552	B Sod i um Bi car bonat e- Mai n Pool	R	01/29/12 04/30/12	1230794	N
12-00147 01/28/12 ALKALI NE DRAIN OPENER/ SEVERAI D							
2 SEWER SOLVENT INV #1230794-1	712.50	2-09-55-501-002-534	B Sewer Ai d	R	01/28/12 05/01/12	1230794-1	N
Vendor Total :		4,887.30					
M0180 MCMASTER-CARR							
12-00639 04/09/12 POLYCARBANATE SHEET - FH RECON							
1 POLYCARBANATE SHEET - FH RECON	90.96	1-01-55-000-290-020	B PUBLI C WORKS OTHER EXPENSE	R	04/09/12 04/30/12	19068115	N
Tracking Id: IRENE Hurricane Irene Expenses							
12-00684 04/11/12 WEB SLI NG/ FLOOR SQUEEGEE							
1 WEB SLI NG/ FLOOR SQUEEGEE	61.02	2-01-26-290-001-050	B DPW Wörk Equi prent	R	04/11/12 04/30/12	22027697	N
2 CAP SCREVS/ LOCKNUTS	88.74	2-01-28-369-001-140	B Landscape Mai nt enance	R	04/11/12 04/30/12	033012	N
		149.76					
Vendor Total :		240.72					

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Voi d Date	Invoi ce	1099 Excl
<div> <div>N0116 NJPO</div> <div>12-00657 04/ 09/ 12 NJPO TRAI NI NG PROGRAM</div> <div>1 NJPO TRAI NI NG PROGRAM - 72.00 2-01-21-180-001-042 B Educat ion & Trai ni ng R 04/ 09/ 12 04/ 30/ 12 44130 N</div> <div>12-00717 04/ 18/ 12 2012 MEMBERSHI P PLANNI NG BD</div> <div>1 2012 NJPO MEMBERSHI P - 315.00 2-01-21-180-001-199 B M scel l aneous R 04/ 18/ 12 04/ 30/ 12 2012 MEMBERSHI P N</div> <div>Vendor Total : 387.00</div> </div>													
<div> <div>N0170 NORCI A CORP.</div> <div>12-00403 03/ 05/ 12 REPLACE O RI NG - TRUCK 10</div> <div>1 REPLACE O RI NG - TRUCK 10 180.00 2-01-26-305-001-034 B Mtor Vehi cle Parts & Access. R 03/ 05/ 12 04/ 30/ 12 67621 N</div> <div>Vendor Total : 180.00</div> </div>													
<div> <div>N0021 NORTHERN TOOL & EQUI PMENT CO.</div> <div>12-00772 04/ 25/ 12 INV 25890180 DUE 5/ 3/ 12 TARP</div> <div>1 12X24 1000 DENI ER HD 169.99 2-09-55-501-002-503 B Sewer Pl ant Mai nt enance R 04/ 25/ 12 04/ 30/ 12 25890180 N</div> <div>2 2" X30' RECOVERY STRAP 79.98 2-09-55-501-002-503 B Sewer Pl ant Mai nt enance R 04/ 25/ 12 04/ 30/ 12 25890180 N</div> <div>3 DRUM CRADLE 79.99 2-09-55-501-002-503 B Sewer Pl ant Mai nt enance R 04/ 25/ 12 04/ 30/ 12 25890180 N</div> <div>4 SHI PPI NG/ DELI VERY 25.71 2-09-55-501-002-503 B Sewer Pl ant Mai nt enance R 04/ 25/ 12 04/ 30/ 12 25890180 N</div> <div>355.67</div> <div>Vendor Total : 355.67</div> </div>													
<div> <div>C0022 OLD HI GHTS PRI NT SHOP</div> <div>12-00656 04/ 09/ 12 INV. 80686 PHOTO COPI ES</div> <div>1 INV. 80686 PHOTO COPI ES 23.87 2-01-20-125-001-023 B Pri nti ng & Stati onary R 04/ 09/ 12 04/ 30/ 12 80686 N</div> <div>Vendor Total : 23.87</div> </div>													
<div> <div>P0005 PARI S AUTOMOTI VE SUPPLY</div> <div>12-00648 04/ 09/ 12 FEB. 2012 INVOI CES</div> <div>1 FEB. 2012 INVOI CES 263.76 2-09-55-501-002-502 B Vehi cle Mai nt enance R 04/ 09/ 12 04/ 30/ 12 FEB 2012 N</div> <div>2 FEB. 2012 INVOI CES 106.92 2-01-26-290-001-034 B Mtor Vehi cle Parts & Access. R 04/ 09/ 12 04/ 30/ 12 FEB 2012 N</div> <div>3 FEB. 2012 INVOI CES 18.27 2-01-26-305-001-034 B Mtor Vehi cle Parts & Access. R 04/ 09/ 12 04/ 30/ 12 FEB 2012 N</div> <div>388.95</div> </div>													

Vendor # Name													
PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type	Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl
P0005	PARIS AUTOMOTIVE SUPPLY		Continued										
12-00682	04/11/12	MARCH 2012 BILLING											
1	MARCH 2012	BILLING	88.42	2-01-26-305-001-034			B Motor Vehicle Parts & Access.	R	04/11/12	04/30/12		MAR 2012	N
2	MARCH 2012	BILLING	24.03	2-01-26-290-001-034			B Motor Vehicle Parts & Access.	R	04/11/12	04/30/12		MAR 2012	N
3	MARCH 2012	BILLING	24.99	2-01-28-369-001-139			B Mower Repairs	R	04/11/12	04/30/12		MAR 2012	N
4	MARCH 2012	BILLING	18.09	2-01-26-315-001-135			B Vehicle Maint. - Unif. Fire Off.	R	04/11/12	04/30/12		MAR 2012	N
			155.53										
Vendor Total :			544.48										
P0016	PRINCETON ONE THIRTY SUPPLY												
12-00659	04/10/12	BATHROOM SUPPLY											
1	06054323	PAPER TOWELS	225.00	2-09-55-501-002-523			B Paper Products/Janitorial	R	04/10/12	04/30/12		006684	N
2	06042217	TISSUE TOILET PAPER	80.00	2-09-55-501-002-523			B Paper Products/Janitorial	R	04/10/12	04/30/12		006684	N
3	04114048	40X48 BLACK LINER	38.57	2-09-55-501-002-523			B Paper Products/Janitorial	R	04/10/12	04/30/12		006684A	N
			343.57										
Vendor Total :			343.57										
P1155	PRIOR NAM BUSINESS SYSTEMS												
12-00595	04/09/12	INV 0000602313 3/23/12											
1	RENEWAL	YEARLY MAINT CONTRACT	300.00	2-09-55-501-002-517			B Maint. Contracts - Office	R	04/09/12	05/01/12		0000602313	N
Vendor Total :			300.00										
P0044	PSE&G												
12-00753	04/24/12	#6675946706 #603401655211 4/12											
1	#6675946706#603401655211 4/12		10.76	2-01-31-446-001-143			B Gas/Heat - Fire House	R	04/24/12	04/30/12		603401655211	N
12-00754	04/24/12	#6503987609 #602602025021 4/12											
1	#6503987609 #602602025021 4/12		11.64	2-09-55-501-001-505			B Gas Service	R	04/24/12	04/30/12		602602025021	N
12-00755	04/24/12	#6687890808#600001893068 4/12											
1	#6687890808#600001893068 4/12		27.70	2-01-31-446-001-070			B Gas Heat - Borough Hall	R	04/24/12	04/30/12		600001893068	N
12-00795	04/30/12	#6539567103#601201849248 4/12											
1	#6539567103#601201849248 4/12		415.11	2-01-31-446-001-143			B Gas/Heat - Fire House	R	04/30/12	05/01/12		601201849248	N

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Voi d Date Invoi ce	1099 Excl
Item Description	Amount	Charge Account Acct Type Description					
P0044 PSE&G	Continued						
12-00796 04/30/12 #6579810904#601701812873 4/12							
1 #6579810904#601701812873 4/12	42.12	2-01-31-446-001-070	B Gas Heat - Borough Hall	R	04/30/12	05/01/12	601701812873 N
12-00797 04/30/12 #6606292905#604801459831 4/12							
1 #6606292905#604801459831 4/12	159.93	2-09-55-501-001-505	B Gas Service	R	04/30/12	05/01/12	604801459831 N
Vendor Total:	667.26						
P0348 PUMPI NG SERVI CES, INC.							
12-00625 04/09/12 QUOTE #SQ14641 PUMP REBUI LD							
1 PUMP REBUI LD 6" TRASH PUMP	4,533.90	2-09-55-501-002-503	B Sewer Plant Maintenance	R	04/09/12	04/30/12	QUOTE SQ14641 N
12-00660 04/10/12 INV 1062201							
1 RENTAL- DIESEL PUMP 4" TRASH P	294.00	2-09-55-501-002-503	B Sewer Plant Maintenance	R	04/10/12	04/30/12	1062201 N
Vendor Total:	4,827.90						
Q0176 QC, INC.							
12-00632 04/09/12 WATER ANALYSIS - 3-7-12							
1 WATER ANALYSIS - 3-7-12	204.00	2-09-55-501-001-532	B Outside Testing/ Labs	R	04/09/12	04/30/12	1399611 N
Vendor Total:	204.00						
R0105 RADIO SHACK COPR/ CREDIT SERV.							
11-02112 11/29/11 USB CABLE							
1 USB CABLE	13.99	1-01-55-000-100-020	B ADM N OTHER EXPENSE IRENE	R	11/29/11	04/30/12	IRENE N
Tracking Id: IRENE Hurricane Irene Expenses							
Vendor Total:	13.99						
R0029 RIEPHOFF SAW M LL							
12-00675 04/11/12 2 X 8 X 9 DECKI NG							
1 2 X 8 X 9 DECKI NG FOR DUMP TRK	75.00	2-01-26-310-001-050	B DPW Work Equipment	R	04/11/12	04/30/12	N
Vendor Total:	75.00						

Vendor # Name											
PO #	PO Date	Description	Contract	PO Type			First	Rcvd	Chk/ Voi d	1099	
Item	Description	Amount	Charge	Account	Acct	Type Description	Stat / Chk	Enc Date	Date	Invoi ce	Excl
R0542 RKM ENTERPRISES											
12-00538	03/30/12	ICE RINK SIGNS									
1	24"x18" SIGN-ICE SKATE RULES	54.00	T-12-56-286-000-876			B HIGHTSTOWN TRIATHLON - PARKS & REC	R	04/02/12	04/30/12	5851	N
2	VINYL ICE SKATE SIGN 32 x 5	20.00	T-12-56-286-000-876			B HIGHTSTOWN TRIATHLON - PARKS & REC	R	04/02/12	04/30/12	5852	N
3	ICE SKATING DOUBLE SIDED SIGNS	108.00	T-12-56-286-000-876			B HIGHTSTOWN TRIATHLON - PARKS & REC	R	04/02/12	04/30/12	5853	N
		182.00									
12-00640 04/09/12 DENIM SHIRTS - L. BLAKE											
1	DENIM SHIRTS - L. BLAKE	90.00	2-09-55-501-001-507			B Uniforms & Safety Equipment	R	04/09/12	04/30/12	5841	N
	Vendor Total:	272.00									
R0077 ROBERTS ENGINEERING GRP LLC											
11-01316	08/03/11	M LLI NG & PAVI NG RES. # 2011-05		B							
20	INV 12072	VARI OUS RDS-M LLI NG	5,072.50	C-04-55-861-001-447		B M LLI NG & PAVI NG RDS 2011-05 SOFT COSTS	R	12/13/11	04/30/12	12072	N
21	INV 12090	VARI OUS RDS-M LLI NG	93.75	C-04-55-861-001-447		B M LLI NG & PAVI NG RDS 2011-05 SOFT COSTS	R	12/13/11	04/30/12	12090	N
		5,166.25									
11-01532 09/14/11 ORD#2011-03, WATER, ENGINEERING											
61	12067	WATER TREATMENT FILTER	230.00	C-08-55-945-001-544		B Water Improvement s 2011-03 Sec 20	R	09/14/11	04/30/12	12067	N
62	12066	POST CHLORINATION AND	275.00	C-08-55-945-001-544		B Water Improvement s 2011-03 Sec 20	R	09/14/11	04/30/12	12066	N
63	12087	WATER TREATMENT FILTER	2,142.50	C-08-55-945-001-544		B Water Improvement s 2011-03 Sec 20	R	09/14/11	04/30/12	12087	N
64	12086	POST CHLORINATION AND	110.00	C-08-55-945-001-544		B Water Improvement s 2011-03 Sec 20	R	09/14/11	04/30/12	12086	N
		2,757.50									
11-01546 09/15/11 SLUDGE ROTARY FAN PRESS/ 2011-3											
19	INV 12070	SLUDGE ROTARY FAN PR	55.00	C-08-55-945-002-544		B Sewer Sludge Press 2011-03 Sec 20	R	09/15/11	04/30/12	12070	N
11-01561 09/19/11 M SC SEWER PROJECTS BLANKET											
59	INV 12068	BAR SCREEN UPGRADE	600.00	C-08-55-945-003-544		B Sewer Project s 2011-03 Sec 20	R	09/19/11	04/30/12	12068	N
60	INV 12088	BAR SCREEN UPGRADE	225.00	C-08-55-945-003-544		B Sewer Project s 2011-03 Sec 20	R	09/19/11	04/30/12	12088	N
61	12069	UPGRADE PRIMARY CLARIFIER	445.00	C-08-55-945-003-544		B Sewer Project s 2011-03 Sec 20	R	09/19/11	04/30/12	12069	N
62	12089	UPGRADE PRIMARY CLARIFIER	1,170.00	C-08-55-945-003-544		B Sewer Project s 2011-03 Sec 20	R	09/19/11	04/30/12	12089	N
		2,440.00									
12-00290 02/18/12 2012 CONTRACT											
18	COUNCIL MEETINGS	517.50	2-01-20-165-001-028			B General Engineering	R	02/18/12	04/30/12	12082	N

[illegible]

[illegible]

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge	Account	Acct	Type	Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl
T0050 TRU-STOR LLC	12-00746	04/24/12	2ND QUARTER 2012 BACK-UP SERV.														
	1	2ND QTR.	MONTHLY STATEMENT	269.85	2-01-20-140-001-060						B Internet Services and Web Services	R	04/24/12	04/30/12		30785	N
			Vendor Total:	269.85													
U0007 UNI VAR USA	12-00152	01/28/12	2012 SULFUR DIOXIDE CONTRACT		B												
	2	INV HB698137		1,033.50	2-09-55-501-002-543						B Sulfur Dioxide (SO2)	R	01/28/12	04/30/12		HB698137	N
			Vendor Total:	1,033.50													
U0144 UPS	12-00597	04/09/12	INV 0000161Y33082														
	1	UPS INTERNET SHIPPING		14.37	2-09-55-501-002-516						B Postage & Express Charges	R	04/09/12	04/30/12		0000161Y33082	N
			Vendor Total:	14.37													
U0025 US SILICA CO	12-00612	04/09/12	QUOTE F20120039 FINE SAND														
	1	TERTIARY FILTER SAND		371.48	2-09-55-501-002-503						B Sewer Plant Maintenance	R	04/09/12	04/30/12		F20120039	N
			Vendor Total:	371.48													
V0007 VALLEY HEALTH MEDICAL GROUP	12-00678	04/11/12	DOT TESTING 1ST QUARTER 2012														
	1	DOT TESTING 1ST QUARTER 2012		99.00	2-01-26-290-001-093						B Employee Physicals/Drug Tests	R	04/11/12	04/30/12		60499	N
			Vendor Total:	99.00													
V0019 VERIZON	12-00620	04/09/12	ACCT 201 X06-9366 137 01Y														
	1	ACCT 201 X06-9366 137 01Y		146.76	2-01-31-440-001-089						B Telephone-VERIZON	R	04/09/12	05/01/12		201X06-9366	N
	12-00694	04/14/12	ACCT#609448726331321Y 4/1/12														
	1	ACCT#609448726331321Y 4/1/12		33.84	2-09-55-501-003-545						B Telephone-WS-VERIZON	R	04/20/12	04/30/12		609 448-7263	N

[illegible]

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl
W0002 W.B. MASON CO., INC.	11-02406 12/31/11 FILE CABINETS	Continued									
	2 DELIVERY W/STAIRS - NO LOADING	Continued	533.33	1-01-55-000-100-800	B ADMIN CAPITAL IMPROVEMENT	R	12/31/11	04/30/12		509654	N
			5,811.83								
12-00492 03/19/12 POLICE DEPT OFFICE FURNITURE											
	1 DIRECTOR OFFICE FURNITURE		499.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
	2 DIRECTOR OFFICE FURNITURE		375.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
	3 DIRECTOR OFFICE FURNITURE		95.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
	4 DISPATCH		170.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
	5 MISCELLANEOUS OFFICE		20.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
	6 MISCELLANEOUS OFFICE		50.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
	7 RECORDS		99.00	2-01-25-240-001-036	Office Supplies & Equipment	R	03/19/12	04/30/12		104365041	N
			1,308.00								
Vendor Total:			7,119.83								
W0070 WASTE MANAGEMENT											
12-00607 04/09/12 INV 0083615-2382-5											
	1 MUNICIPAL PUBLICLY OWNED		1,000.80	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/09/12	04/30/12		0083615-2382-5	N
	2 FUEL SURCHARGE-LANDFILL		77.84	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/09/12	04/30/12		0083615-2382-5	N
	3 STANDARD ENVIRONMENTAL FEE		14.00	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/09/12	04/30/12		0083615-2382-5	N
			1,092.64								
12-00653 04/09/12 INV 2354157-0502-1											
	1 20 YD ROLLOFF		329.00	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/09/12	04/30/12		2354157-0502-1	N
	2 FUEL/ ENVIRONMENTAL CHARGE		96.40	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/09/12	04/30/12		2354157-0502-1	N
	3 ADMINISTRATIVE FEE		4.00	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/09/12	04/30/12		2354157-0502-1	N
			429.40								
12-00763 04/25/12 INV 0084350-2382-8											
	1 MUNICIPAL PUBLICLY OWNED		1,122.43	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/25/12	04/30/12		0084350-2382-8	N
	2 FUEL SURCHARGE LANDFILL		87.96	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/25/12	04/30/12		0084350-2382-8	N
	3 STANDARD ENVIRONMENTAL FEE		14.00	2-09-55-501-002-540	B Grit/Screening Disposal - Waste Mgmt	R	04/25/12	04/30/12		0084350-2382-8	N
			1,224.39								
Vendor Total:			2,746.43								

Vendor # Name													
PO #	PO Date	Description	Amount	Contract Charge	PO Type Account	Acct Type	Description	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoice	1099 Excl
V0073 WASTE MANAGEMENT OF NJ, INC.													
12-00700	04/18/12	RES 2012-35 RECYCLING CONTRACT			B								
2	INV#2354264-0502-1	FEB 2012	2,389.00	2-01-26-311-001-029	B Recycling Contract		co-mingl-e-paper/cdbd	R	04/18/12	04/30/12		2354264-0502-1	N
3	INV#2354264-0502-5	MAR 2012	2,389.00	2-01-26-311-001-029	B Recycling Contract		co-mingl-e-paper/cdbd	R	04/18/12	04/30/12		2354264-0502-5	N
			4,778.00										
Vendor Total :			4,778.00										
V0099 WATCHUNG SPRING WATER CO., INC													
12-00712	04/18/12	INV 4350562											
1	DP 5 GAL DI STLD		47.45	2-09-55-501-002-506	B Lab. Equipment & Supplies			R	04/18/12	05/01/12		4350562	N
2	DELIVERY FEE		4.99	2-09-55-501-002-506	B Lab. Equipment & Supplies			R	04/18/12	05/01/12		4350562	N
			52.44										
Vendor Total :			52.44										
V0096 WATER WORKS SUPPLY CO., INC.													
12-00610	04/09/12	INV IF124											
1	6" M FLG RW GATE VLV W HW CL		634.36	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
2	6" X 1 1/4" CI FILLER FLANGE		207.40	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
3	6" X 2 1/4" CI FILLER		374.00	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
4	8" X8" COMPACT AMJ TEE L/ ACC		176.69	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
5	8" STARGRI P RESTRAINT		129.87	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
6	8" MJ BOLT PACK		71.70	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
7	6" FULL-FACE RING GASKETS		75.00	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
8	3/4" X 3 1/2" MACH. BOLT W NUT		69.60	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF1424	N
9	4" FLG TEE CL		169.60	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
10	FREIGHT		38.66	2-09-55-501-002-503	B Sewer Plant Maintenance			R	04/09/12	04/30/12		IF124	N
			1,946.88										
Vendor Total :			1,946.88										
X0110 XYLEM SANITARE BRAND													
12-00414	03/05/12	QUOTE FOR WRENCH 3/5/12											
1	9" SPANNER WRENCH		160.00	2-09-55-501-002-503	B Sewer Plant Maintenance			R	03/05/12	05/01/12		07676646	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat / Chk	First Enc Date	Rcvd Date	Chk/ Void Date	Invoi ce	1099 Excl
Item Description	Amount	Charge	Account	Acct	Type Description						
X0110 XYLEM SANITARE BRAND	Continued										
12-00414 03/05/12 QUOTE FOR WRENCH 3/5/12	Continued										
2 freight	5.00	2-09-55-501-002-503			B Sewer Plant Maintenance	R	03/20/12	05/01/12		07676646	N
	165.00										
Vendor Total:	165.00										
Y0025 YOSTEMBSKI, ROBERT											
12-00602 04/09/12 MARCH 2012 PROSECUTOR FEES											
1 MARCH 2012 PROSECUTOR FEES	1,200.00	2-01-25-275-001-111			B Municipal Prosecutor	R	04/09/12	04/30/12		MARCH 2012	N
Vendor Total:	1,200.00										
Total Purchase Orders:	170	Total P.O. Line Items:	359	Total List Amount:	923,124.14	Total Void Amount:	0.00				

Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	Project Total
CURRENT FUND	1-01	24,407.47	0.00	24,407.47	0.00	0.00
	1-09	70.87	0.00	70.87	0.00	0.00
Year Total :		24,478.34	0.00	24,478.34	0.00	0.00
CURRENT FUND	2-01	765,925.41	0.00	765,925.41	0.00	0.00
	2-09	97,797.07	0.00	97,797.07	0.00	0.00
	2-21	0.00	0.00	0.00	0.00	414.00
Year Total :		863,722.48	0.00	863,722.48	0.00	414.00
GENERAL CAPITAL	C-04	16,619.00	0.00	16,619.00	0.00	0.00
WATER/SEWER CAPITAL	C-08	5,252.50	0.00	5,252.50	0.00	0.00
Year Total :		21,871.50	0.00	21,871.50	0.00	0.00
	G-02	403.76	0.00	403.76	0.00	0.00
TRUST OTHER - FUND #12	T-12	10,882.00	0.00	10,882.00	0.00	0.00
ANIMAL CONTROL TRUST FUND #13	T-13	92.40	0.00	92.40	0.00	0.00
LAW ENFORCEMENT TRUST FUND #14	T-14	1,259.66	0.00	1,259.66	0.00	0.00
Year Total :		12,234.06	0.00	12,234.06	0.00	0.00
Total Of All Funds:		922,710.14	0.00	922,710.14	0.00	414.00

Project Description	Project No.	Rcvd Total	Held Total	Project Total
	JBOND12-01	48.00	0.00	48.00
THE PEDDIE SCHOOL-MAIN & WARD	PEDWM08-09	366.00	0.00	366.00
Total Of All Projects:		<u>414.00</u>	<u>0.00</u>	<u>414.00</u>

Resolution 2012-129

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

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2012 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2012 temporary budget; and

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

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

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2012 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	400,414.00	813,696.00	1,214,110.00
Capital Outlay – Current	0.00	62,983.00	62,983.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	295,000.00	391,833.00	686,833.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	695,414.00	1,268,512.00	1,963,926.00

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

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof.
2. Each emergency appropriation listed will be provided for in the 2012 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the Treasurer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 7, 2012.

Debra L. Sopronyi
Borough Clerk

Temporary Emergency Appropriation #4
Resolution 2012-129

CURRENT FUND		
Mayor and Council Other Expenses	2-01-20-110-001-020	800.00
Municipal Clerk Salary & Wages	2-01-20-120-001-010	8,000.00
Financial Administration Salary & Wages	2-01-20-130-001-010	8,000.00
Data Processing Salaries and Wages	2-01-20-140-001-010	1,000.00
Collection of Taxes Salaries and Wages	2-01-20-145-001-010	6,000.00
Tax Assessor Salaries and Wages	2-01-20-150-001-010	2,000.00
Municipal Court Salaries and Wages	2-01-20-176-000-010	10,000.00
Planning Board Salaries and Wages	2-01-20-180-000-010	2,500.00
Insurance Liability O/E	2-01-23-210-003-112	(21,611.00)
Workers Compensation	2-01-25-210-003-113	44,225.00
Police Salaries & Wages	2-01-25-240-001-010	130,000.00
Police Fire & Radio Communications Salaries	2-01-25-250-001-010	20,000.00
Uniform Fire Safety Act Salaries and Wages	2-01-25-256-002-010	2,000.00
Streets and Roads Salaries and Wages	2-01-26-290-001-010	10,000.00
Sanitation Solid Waste Salaries and Wages	2-01-26-305-001-010	5,000.00
Buildings and Grounds Salaries and Wages	2-01-26-310-001-010	10,000.00
Buildings and Grounds Other Expenses	2-01-26-310-001-020	20,000.00
Recycling Salaries and Wages	2-01-26-311-001-010	10,000.00
Board of Health Salaries and Wages	2-01-27-330-001-010	8,000.00
Maintenance of Parks Salaries and Wages	2-01-28-369-001-010	10,000.00
Maintenance of Parks Other Expenses	2-01-28-369-001-020	1,500.00
Street Lighting	2-01-31-435-001-020	10,000.00
Telephone Other Expenses	2-01-31-440-001-020	10,000.00
Gasoline O/E	2-01-31-460-001-020	10,000.00
Landfill Solid Waste	2-01-32-465-001-020	30,000.00
Construction Code Salaries and Wages	2-01-33-195-001-010	15,000.00
Social Security	2-01-36-472-001-150	20,000.00
Recycling Tax Other Expenses	2-01-43-496-001-020	2,000.00
Shared Services-911 Salaries and Wages	2-01-43-507-001-010	12,000.00
Shared Services-Health Salaries and Wages	2-01-43-511-001-010	4,000.00
Subtotal Current Fund		400,414.00
WATER & SEWER		
Salaries and Wages		125,000.00
Other Expenses		150,000.00
Social Security		20,000.00
Subtotal Water & Sewer		295,000.00
Total Temp Appropriation Amount		695,414.00

Resolution 2012-130

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

OPPOSING SENATE BILLS 1451 and 1452

WHEREAS, legislation has been introduced to reform and modernize both the Open Public Meetings Act (S-1451) and the Open Public Records Act (S-1452); and

WHEREAS, the Hightstown Borough Mayor and Council agrees with and supports the statement that “the right of the public to be present at all meetings of public bodies, and to witness in full detail all phases of the deliberation, policy formulation, and decision making of public bodies, is vital to the enhancement and proper functioning of the democratic process”; and

WHEREAS, the changes, however, proposed in S-1451 will not only be a cost driver for local and State government but make government less effective; and

WHEREAS, S-1451 includes a number of proposed requirements which involve costly unfunded mandates, impractical requirements and impediments to the democratic process, including the following:

- A new definition of subcommittees that expands subcommittees to be overly inclusive so that, for example, even research projects assigned to one member of a public body could be covered; and
- A new requirement that all subcommittees meetings include notice of their meeting and the preparation of minutes, which would, among other things, necessitate additional administrative support for all meetings of subcommittees as well as increased legal advertising cost; and
- A new requirement that agendas provide a description of all agenda items, including the names of parties to and approximate dollar amounts of any contracts to be acted upon, which will delay the award of contracts and could lead to the loss of grant monies; and
- A new requirement that the governing body may discuss, but not act upon, an item brought up by a citizen at a public meeting if it was not published as an agenda item, that not only runs contrary to the time honored tradition of holding a public meeting for the very purpose of soliciting such input and acting upon it but is impractical, ineffective and unnecessarily inhibits the operations of municipal government; and
- A new requirement for advance notification of estimated start times for the public portion of the meeting and the portion of the meeting from which the public is to be excluded that is unworkable and disruptive; and
- A new requirement that recordings of meetings become a part of the minutes that renders the recordings a permanent municipal record and is not only counter to the already-established records retention schedule of Division of Archive and Records Management for such records but which will be costly to preserve the records to ensure that they are permanent; and
- A new requirement that electronic communications, such as e-mails and text messages, concerning public business among an effective majority of the members that occurred prior to a meeting become part of the minutes and renders the recordings a permanent municipal record, is unworkable and unmanageable as the technology does not always exist to make “hard copies” or

digital copies of text messages and the records custodian does not always have access to them, and which is an unprecedented expansion of the meeting concept; and

- A new requirement that public bodies be permitted to exclude the public from discussion of personnel matters only with the written consent of the employee and potentially affected employees which will inhibit the public bodies' ability to take necessary actions on personnel matters and could lead to costly litigation; and
- A new requirement that comprehensive minutes that must include each member's stated reason for their actions or vote, the identity of each member of the public who spoke, and summary of what was said, be made available to the public as soon as possible but no later than 45 days after the meeting that will not only be costly but the historical value of minutes will be lost in order to meet an arbitrary deadline; and

WHEREAS, the Hightstown Borough Mayor and Council agrees that government records should be readily accessible and transparent but there must be an appropriate balance between the need for openness and transparency in government and citizens' reasonable expectation of privacy; and

WHEREAS, among the costly unfunded mandates and impractical new requirements of S-1452 are the following:

- The expansion of the definition of government record to include records that are required by law to be made, maintained or kept on file by any public agency that will lead to a records custodians to be in violation of OPRA for the non-existence of a government records created before their tenure with the public body; and
- The creation of a definition for "advisory, consultative or deliberative" material that may be contrary to the well established definition in case law leading to costly litigation; and
- The expanding of the definition of government record to include electronic communications, such as e-mails and text messages, concerning public business among an effective majority of the members that occurred prior to a meeting that is unworkable and unmanageable as the technology does not always exist to make "hard copies" or digital copies of text messages, the records custodian does not always have access to the electronic communications and certain cell phone carriers will not provide this information without a subpoena; and
- The inclusion of a subjective definition for "reasonable" that may be contrary to the well established definition in case law leading to costly litigation; and
- A new requirement that any video or audio recordings or public meetings should be available in unedited form will be in direct violation of the Open Public Meetings Act requirement that requires the redacting of discussions in closed session until the matter can legally be released; and
- A new requirement on how to handle redactions and special services fees is time consuming and costly, especially considering that the Government Records Council has already addressed these procedures in their Custodians' Toolkit, which should be codified; and
- A provision that permits the records custodian to advise a requestor that a government record is readily available on the public agency's website; however, the bill requires the records custodian to directly provide the records to the requestor if they do not have access to a computer but does not define what is meant by "access to a computer"; and
- A new costly requirement that when there is a special service charge the requestor must be provided, at no cost, an index generally describing the responsive government records to be provided and to the greatest extent possible the index shall include the name of each record or

brief description of the record or general categories of records, a detailed breakdown of how the special charges were assessed and if records are exempt or redacted, the records custodian must provide a description of those records; and

- A provision that prohibits the assessment of a special service charge for requests for budgets, bills, vouchers, contracts and public employee salaries and overtime unless the request is deemed voluminous, which is undefined and subjective; and

WHEREAS, the provisions of S-1451 and S-1452 place financial, time, manpower and other burdens on municipalities at a time when municipalities are forced to layoff municipal employees, impose furloughs and reduce departmental budgets so that municipalities can meet the strict CAP requirements with decreased revenues and increasing operating expense; and

WHEREAS, the totality of the new requirements of S-1451 and S-1452 will be a significant cost driver for local and State government with no known appropriation contemplated or any alternate means to offset these costs, such a reasonable increase in fees; and

WHEREAS, while the Hightstown Borough Mayor and Council strives for and agrees that open and transparent government is essential to the democratic process, the provisions of S-1451 and S-1452 will make government inefficient;

NOW, THEREFORE, BE IT RESOLVED that the Hightstown Borough Mayor and Council, Mercer County, and State of New Jersey for reasons stated above, does hereby oppose S-1451 and S-1452, as currently drafted, and strongly urges the State Senate and Assembly to oppose these bills; and

BE IT FURTHER RESOLVED that a copy of this duly adopted resolution be forwarded to Senate President Stephen Sweeney, Senator Loretta Weinberg, Senator Barbara Buono, Senator Shirley Turner, Assembly Speaker Shelia Oliver, Assemblyman Gordon Johnson, Assemblyman Upendra Chivukula, the legislators of the 14th State Legislative District, Governor Chris Christie, the New Jersey State League of Municipalities and the Municipal Clerks' Association of New Jersey.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 7, 2012.

Debra L. Sopronyi
Borough Clerk

MUNICIPALITIES WHO HAVE ADOPTED RESOLUTIONS OPPOSING SENATE BILLS 1451 & 1452
AS OF MAY 4, 2012

Aberdeen	Lacey Township
Andover	Lafayette Township
Atlantic Highlands	Laurel Springs
Audobon	Lawnside
Beachwood	Lawrence Township (Cumberland)
Bernardsville	Liberty Township
Bloomington	Lindenwold
Boonton Town	Linwood
Bordentown Township	Little Falls
Burlington Township	Lumberton
Butler	Magnolia
Byram	Manasquan
Cape May Point	Mannington Township
Clinton Town	Maurice River
Clinton Township	Midland Park
Commercial Twp.	Medford Lakes
Crandford Township	Millburn
Deerfield	Montague
Deptford	Moorestown
Downe Township	Mt. Arlington
Eatontown	Mt. Ephraim
Edgewater Park	National Park
Fairfield	New Milford
Fair Haven	Norwood
Fair Lawn	Oceanport Borough
Farmingdale	Park Ridge
Florence	Pennsville
Franklin Lakes	Pompton Lakes
Frelinghuysen	Prospect Park
Garfield	Pt. Pleasant Beach
Glassboro	Rahway
Greenwich	Readington Twp
Hampton Township	Red Bank
Hardwick	Ridgefield Park
Hasbrouke Hts	Robbinsville
Harvey Cedars	Rockaway Borough
Helmetta	Roselle
Ho-Ho-Kus	Runnemede
Holland	Sandyston
Hopewell Township	Sea Isle City
Howell Township	Shamong
	Ship Bottom

MUNICIPALITIES WHO HAVE ADOPTED RESOLUTIONS OPPOSING SENATE BILLS 1451 & 1452
AS OF MAY 4, 2012

Somerdale
Somers Point
South Harrison
Spotswood
Stratford
Tewksbury Township
Toms River Board of Fire Commissioners District 1
Tuckerton
Union Township (Union)
Wanaque
West Amwell
West Milford Township
Westfield
Whie Twp.
Wildwood Crest
Winfield Township
Winslow
Woodbridge
Woodbury
Woodcrest
Woodland Twp.
Woodstown Borough

Resolution 2012-131

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

ACCEPTING MEDICAL SERVICE PROVIDERS FOR THE POLICE DEPARTMENT

WHEREAS, there is a need for medical and/or psychological services to be provided for the Hightstown Police Department for return to work, fit for duty, and pre-employment examinations; and

WHEREAS, the Police Director has recommended that Robert Wood Johnson Occupational & Corporate Health be accepted as the official medical service provider for the Police Department; and

WHEREAS, the Police Director has recommended that Plainfield Consultation Center be accepted as the official psychological service provider for the Police Department.

NOW, THEREFORE, BE IT RESOLVED that the Hightstown Borough Council does hereby consent to and authorize the Police Director's use of Robert Wood Johnson Occupational & Corporate Health for medical services, and Plainfield Consultation Center for psychological services for the Police Department.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 7, 2012.

Debra L. Sopronyi
Borough Clerk

Resolution 2012-132

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

SUPPORTING THE FILING OF AN APPLICATION FOR A REASSESSMENT PROGRAM WITH THE MERCER COUNTY BOARD OF TAXATION

WHEREAS, Vital Services Group performed a 2008 revaluation in the Borough of Hightstown (the “Borough”) for the 2009 tax year; and

WHEREAS, the Borough thinks it is necessary to institute a reassessment program in the Borough for the 2013 tax year and desires to have Ken Pacera, Borough Assessor perform a reassessment in order to more accurately reflect market values; and

WHEREAS, in order for the Borough to institute a reassessment program, it must file an Application for Reassessment Program (the “Application”) with the Mercer County Board of Taxation and the New Jersey Division of Taxation; and

WHEREAS, the Borough Tax Assessor desires to complete the Application on behalf of the Borough and file it with the County and State; and

WHEREAS, the Borough Council supports the Tax Assessor’s completion and filing of the Application.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown that the Borough Council supports the Tax Assessor’s completion of the Application for Reassessment Program and the filing of it with the Mercer County Board of Taxation and the New Jersey Division of Taxation in order for the Borough to institute a reassessment program for the 2013 tax year.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 7, 2012.

Debra L. Sopronyi
Borough Clerk