



BOROUGH COUNCIL - DECEMBER 5, 2022 AGENDA

Monday, December 05, 2022 at 7:00 PM

Online via Zoom

CALL TO ORDER - Mayor Davy

ROLL CALL - Borough Clerk - Betty Sterling

Angarone; Chandler; Gnatt; Gross; Marciante; Stern; Davy

OPEN PUBLIC MEETINGS STATEMENT

Notice of this meeting has been given to the Hopewell Valley News, Trenton Times and was posted on the bulletin board at Borough Hall at 30 North Main Street and on the Borough website according to the regulations of the Open Public Meetings Act.

OPEN TO THE PUBLIC

Meeting open to public. In an effort to provide everyone interested an opportunity to address his or her comments to the Governing Body, a public comment time limit has been instituted for each speaker. **Please raise your hand and when the Borough Clerk acknowledges you state your name and address for the record. Please limit comments to the Governing Body to a maximum of 2 minutes.**

MAYOR'S BUSINESS

1. Oaths of Office:

Sergeant First Class Novin Thomas

Sergeant First Class Daryl Burroughs Jr.

2. Pedestrian Counts - Cheryl Kastrenakes

3. Montgomery Township - Health and Animal Control Services

4. Pennington First Aid Squad

5. NJDOT Grant Award 2023 - Baldwin Street and Baldwin Court - \$517,730

6. Resignation - Ken Gross - Effective December 31, 2022

7. Kenneth Baker - Emergency Management Coordinator effective December 31, 2022

Richard Smith - Deputy Emergency Management Coordinator effective December 31, 2022

8. Candidates To Fill Vacancy on Council:

Mark Blackwell

Jen Tracy

John Valenza

9. Year End Meeting 2022 - December 29, 2022 at 3:00 pm

APPROVAL OF MINUTES

10. Regular Meeting Minutes - November 7, 2022

APPROVAL OF CLOSED SESSION MINUTES (FOR CONTENT BUT NOT FOR RELEASE)

ORDINANCES FOR INTRODUCTION

- 11.** Ordinance 2022-15 - AN ORDINANCE APPROVING RULES AND REGULATIONS FOR THE PENNINGTON POLICE DEPARTMENT AMENDING AND SUPERCEDING "RULES AND REGULATIONS OF THE POLICE DEPARTMENT OF THE BOROUGH OF PENNINGTON DATED 1995".

ORDINANCES FOR PUBLIC HEARING AND ADOPTION

COMMITTEE REPORTS

12. Planning & Zoning / Personnel / Parks & Recreation – Mrs. Gnatt

13. Public Safety / Economic Development / Environmental – Mrs. Chandler

14. Public Works – Ms. Stern

15. Open Space / Shade Tree – Ms. Stern

16. Finance & Technology / Board of Health – Mr. Gross

17. Historic Preservation / Library – Ms. Angarone

18. Senior Advisory – Mayor Davy

COUNCIL DISCUSSION

19. Draft Nuisance (Noise/Lighting) Ordinance

20. Update on Communication Plan - Kati Angarone/Nadine Stern

NEW BUSINESS

21. Resolution 2022-12.1 - Resolution Authorizing Refunds

22. Resolution 2022-12.2 - Resolution Authorizing Payment of Bills

- [23.](#) Resolution 2022-12.3 - Resolution Authorizing Budget Transfers
- [24.](#) Resolution 2022-12.4 - Resolution Appointing Deputy Court Administrator
- [25.](#) Resolution 2022-12.5 - Resolution Authorizing Change Order No. 3 (Final) for East Welling Avenue Road Rehabilitation Project - NJDOT FY 2020 Municipal Aid Project (VNHA #44348-551-71)
- [26.](#) Resolution 2022-12.6 - Resolution Authorizing Payment Request No. 4 (Final) to Top Line Construction Corp. for Work Completed on the East Welling Avenue Road Rehabilitation Project (VNHA #44348-210-71)
- [27.](#) Resolution 2022-12.7 - Resolution Authorizing Amendment of Professional Services Agreement With CGP&H for Affordable Housing Services
- [28.](#) Resolution 2022-12.8 - Resolution Adopting Technology Risk Management Standards in Compliance with the New Jersey Municipal Excess Liability Joint Insurance Fund's Cyber Risk Management Plan's Tier Two Requirements
- [29.](#) Resolution 2022-12.9 - Resolution Authorizing A Professional Services Agreement with Joseph L. Mazotas of Princeton Realty Resources for Updated Appraisal Required by Green Acres Related to the Recent Acquisition of 417B South Main Street as Open Space
- [30.](#) Resolution 2022-12.10 - Resolution Authorizing Reimbursement of the Open Space Fund for the Value of a Fence Encroachment Area on the Arboretum Property, Valued by Green Acres at \$264.70
- 31.** Resolution 2022-12.11 - Resolution in Support of Changing Traffic Signal At Route 31 and Delaware Avenue to an All Pedestrian Phase Signal (TO BE PROVIDED MONDAY)
- 32.** Resolution 2022 - 12.12 - Resolution - W. Franklin and Knowles Rehabilitation Project - NJDOT FY2020 - Municipal Aid - (VNHA #44836-210-71) TO BE PROVIDED MONDAY

PROFESSIONAL REPORTS

Borough Attorney - Walter Bliss
Police Chief - Doug Pinelli
Superintendent of Public Works – Rick Smith
Borough Clerk – Betty Sterling
Chief Financial Officer – Sandra Webb

OPEN TO THE PUBLIC

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CLOSED SESSION

AT, PM, BE IT RESOLVED, that Mayor and Council shall hereby convene in closed session for the purposes of discussing a subject or subjects permitted to be discussed in closed session by the Open Public Meetings Act, to wit:

AT, PM, Mayor and Council returned to open session.

33. Open Space Acquisition

ADJOURNMENT

BOROUGH OF PENNINGTON
ORDINANCE NO. 2022-15

**AN ORDINANCE APPROVING RULES AND REGULATIONS
FOR THE PENNINGTON POLICE DEPARTMENT AMENDING
AND SUPERSEDING “RULES AND REGULATIONS OF THE
POLICE DEPARTMENT OF THE BOROUGH
OF PENNINGTON DATED 1995.”**

WHEREAS, in accordance with Section 46-3 of the Code of the Borough of Pennington, Rules and Regulations for the Pennington Police Department were codified by Borough Council in 1995 as the “Rules and Regulations of the Police Department of the Borough of Pennington dated 1995;”

WHEREAS, Borough Council now seeks to amend and supersede the 1995 document by adoption of the codification of Rules and Regulations attached to this Ordinance and incorporated herein by reference as if set forth at length (hereafter “2022 Rules and Regulations”;

WHEREAS, the attached 2022 Rules and Regulations are proposed on the recommendation of the Chief of Police with the endorsement of the Public Safety Committee;

WHEREAS, the 2022 Rules and Regulations consist of 35 pages including an Introduction with Code of Ethics and Mission Statement, a description of the General Duties and Responsibilities of the members of the Department, Rules of Conduct and Disciplinary Regulations;

WHEREAS, the 2022 Rules and Regulations revoke and supersede any rule or regulation previously issued to the extent of any conflict or inconsistency;

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Pennington, that the attached 2022 Rules and Regulations of the Pennington Police Department are hereby adopted and approved, with the direction that copies be distributed electronically to all members of the Department and that a copy be maintained by the Borough Clerk and made available as a public document; and

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon passage and publication as required by law.

Introduced: _____

Advertised: _____

Public Hearing: _____

Adopted: _____

Published: _____

ATTEST: _____

APPROVED: _____

Elizabeth Sterling, Borough Clerk

James Davy, Mayor

**BOROUGH OF PENNINGTON
ORDINANCE NO. 2022-15**

**AN ORDINANCE APPROVING RULES AND REGULATIONS
FOR THE PENNINGTON POLICE DEPARTMENT AMENDING
AND SUPERSEDING “RULES AND REGULATIONS OF THE
POLICE DEPARTMENT OF THE BOROUGH
OF PENNINGTON DATED 1995.”**

RECORD OF COUNCIL VOTE ON INTRODUCTION

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

RECORD OF COUNCIL VOTE ON ADOPTION

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

PENNINGTON BOROUGH POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



RULES AND REGULATIONS

BY THE ORDER OF:

Chief Douglas M. Pinelli

OF PAGES: 35

APPROPRIATE AUTHORITY:

ACCREDITATION STANDARDS: 1.1.1d, 1.4.1, 1.4.3,
1.5.2b

EFFECTIVE DATE:

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INTRODUCTION

1:1. ESTABLISHMENT OF THE PENNINGTON BOROUGH POLICE DEPARTMENT**1:1.1 Legal Authorization**

The Pennington Borough Police Department, in Mercer County is established pursuant to N.J.S.A. 40A:14-118 and the Borough of Pennington Municipal Code §46-1 and shall hereafter be referred to as the "Pennington Borough Police Department."

1:1.2 Rules and Regulations Established

The "Appropriate Authority" of the Borough of Pennington hereby adopts and promulgates the Department Rules and Regulations, in accordance with the Borough of Pennington Municipal Code §46-3 and shall be known as the "Pennington Borough Police Department Rules and Regulations."

1:1.3 Right to Amend or Revoke

The "Appropriate Authority" of the Borough of Pennington reserves the right, as the representative of the governing body, to amend or revoke any of the rules and regulations contained herein.

1:1.4 Previous Rules, Policies and Procedures

All rules and regulations previously issued, and written directives that conflict with the rules and regulations contained herein, are hereby revoked to the extent of any such inconsistency. All other rules and regulations, and written directives not in conflict with those contained herein shall remain in full force unless expressly revoked by competent authority.

1:2 THE NUMBERING SYSTEM**1:2.1 Chapter, Section and Subsection Designation**

Title and number shall designate each chapter, section and subsection. All numbering breakdowns shall be arranged according to a decimal sequence.

1:2.2 Chapter and Section Sequence

The number preceding the colon shall enumerate the chapter, while the number placed immediately to the right of the colon shall indicate the section.

1:2.3 Subsection Sequence

The number placed to the right of the decimal point shall designate the subsection.

1:2.4 Series Lettering

Letters listed in series under sections and subsections shall be enclosed within parentheses.

1:2.5 Flexibility of System

This system shall provide a simple and quick method of referral to material contained herein. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

1:3 RULES AND REGULATIONS MANUAL

1:3.1 Application

These rules and regulations are applicable to all sworn employees and to all civilian employees of the department, where appropriate.

1:3.2 Distribution

One copy of these rules and regulations shall be electronically distributed to each employee of the department through the PowerDMS software, similar software and/or manual distribution.

1:3.3 Responsibility for Maintenance

Employees shall be responsible for maintaining a current copy of the rules and regulations, including all additions, revisions, and amendments as issued.

1:3.4 Familiarization

Employees shall thoroughly familiarize themselves with the provisions of the rules and regulations. Ignorance of any provision of these rules and regulations will not be a defense to a charge of a violation of these rules and regulations.

1:3.5 Severability

If for any reason any section of these Rules and Regulations shall be questioned in any court and shall be held unconstitutional or invalid, the same shall not be held to affect any other sections or provisions of this document. No section of these Rules and Regulations shall supersede any current collective bargaining agreements.

1:4 DEFINITION OF TERMS

1:4.1 Acting

Serving temporarily in a position to which the employee is not ordinarily assigned, usually in a position of higher rank. All the authority, responsibilities and duties of the employee in the higher position devolve upon the acting employee.

1:4.2 Annual Leave

Leave granted to all employees annually in accordance as provided by law, ordinance or collective bargaining agreement.

1:4.3 Appropriate Authority

Pursuant to the Borough of Pennington Municipal Code §46-3, the Borough Council of the Borough of Pennington shall be designated as the "Appropriate Authority".

1:4.4 Authority

Authority is the statutory or written directive vested right to give commands, enforce obedience, initiate action and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of the rules and regulations, and those persons in violation shall be subject to disciplinary action.

1:4.5 Chain of Command

The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.

1:4.6 Chief of Police

The Chief of Police shall be the highest-ranking sworn member of the Pennington Borough Police Department.

1:4.7 Days Off

Those days on which a given employee is excused from duty by the Chief of Police or designee is not required to report to duty.

1:4.8 Department

The Pennington Borough Police Department.

1:4.9 Detail

A temporary assignment of personnel for a specialized activity.

1:4.10 Employee

All employees of the department, whether sworn officers or civilian employees.

1:4.11 Gender

The use of the masculine gender in any written directive or rules and regulations includes the female gender, when applicable.

1:4.12 Incompetence

Incapable of satisfactory performance of police duties.

1:4.13 Insubordination

A course of conduct including but not limited to, failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also insubordination. Disrespectful, mutinous, insolent, or abusive language toward or concerning a superior officer.

1:4.14 Lawful Order

Any written or verbal directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any department rule or regulation.

1:4.15 May/Should

As used herein, the words “may” and “should” mean that the action indicated is permitted, expected or encouraged.

1:4.16 Member

Any duly sworn police officer of the department.

1:4.17 Military Leave

The period of time during which an employee is excused from duty for service with the active or reserve armed forces of the United States or of the State of New Jersey, as provided by law, ordinance or collective bargaining agreement.

1:4.18 Neglect of Duty

Neglect of duty is the failure to give suitable attention to the performance of duty. Examples include, but are not limited to, failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report for duty at the time and place designated; unnecessary absence from the zone/post during the tour of duty; failure to perform duties or comply with provisions prescribed in the rules and regulations and written directives, and failure to conform to the department operating procedures.

1:4.19 Off-Duty

The status of an employee during the period he is free from the performance of specified duties. Members are subject to recall at all times.

1:4.20 On-Duty

The status of an employee during the period of day when he is actively engaged in the performance of his duties.

1:4.21 Order

Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of police duty.

1:4.22 Post

Assignment to a specified location, for a fixed period of time, to address a specific police purpose.

1:4.23 Plurality of Words

The singular includes the plural, and the plural includes the singular.

1:4.24 Probationary Police Officer

Any member of the police department serving a satisfactory training and evaluation period prior to permanent appointment to the department.

1:4.25 Probationary Period

Pursuant to the Borough of Pennington Municipal Code §46-4, the probationary period is one year from the date of completion of the police training course, or if already holding a valid New Jersey Police Training Commission Certification, one year from date of appointment, as pursuant to N.J.S.A. 52:17B-66 et seq.

1:4.26 Shall/Will

As used herein, the words "shall" and "will," mean the action required is mandatory.

1:4.27 Shift

Any assigned tour of duty in accordance with existing collective bargaining agreements.

1:4.28 Staff Supervision

Staff supervision is an advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.

1:4.29 Subordinate

A member lower in rank than his superior officer.

1:4.30 Superior Officer

A member holding the rank of Sergeant or higher.

1:4.31 Supervisor

An employee, usually holding the appropriate rank, assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

1:4.32 Tense of Words

The words used in the present tense include the future.

1:4.33 Tour of Duty

The period of time during which a member of the department is assigned to active duty.

1:4.34 Zone/Sector

Item 11.

A geographical area administratively designated for purposes of investigation, supervision or patrol.

1:5 **CODE OF ETHICS**

1:5.1 All employees shall read and abide by the Law Enforcement Code of Ethics.

1:5.2 AS A LAW ENFORCEMENT EMPLOYEE, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous and calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...**LAW ENFORCEMENT.**

1:5.3 All employees of the Police Department shall read and abide by The New Jersey Ethics Law. (N.J.S.A. 40A:9-22.1 et. seq.)

1:6.1 Mission Statement

As officers and staff of the Pennington Borough Police Department, we are dedicated to serve and protect the citizens, visitors and workers of this community. The mission of this police department is to protect life and property, to uphold the law and to reduce the fear of crime in Pennington Borough. This agency will provide service with understanding and police with diversity, fairness and compassion. We strive to perform our responsibilities with integrity and honor, while upholding the Constitutional rights of all individuals.

The staff and sworn officer of the Pennington Borough Police Department.

1:6.2 Core Values

Our core values are *Integrity, Honor, Fairness, and Compassion.*

ORGANIZATION

2:1 GENERAL DUTIES AND RESPONSIBILITIES**2:1.1 Chief of Police**

1. Pursuant to N.J.S.A. 40A:14-118, and the Borough of Pennington Municipal Code §46-8, the Chief of Police shall be the head of the Police Department and shall be directly responsible to the appropriate authority for the efficiency and routine day to day operations of the Pennington Borough Police Department, and shall, pursuant to policies established by the appropriate authority:
 - a. Administer and enforce rules and regulations and special emergency directives for the disposition and discipline of the force and its officers and personnel;
 - b. Have, exercise, and discharge the functions, powers, and duties of the force;
 - c. Prescribe the duties and assignments of all subordinates and other personnel;
 - d. Delegate such of his authority as he may deem necessary for the efficient operation of the force to be exercised under his direction and supervision; and
 - e. Report at least monthly to the appropriate authority in such form as shall be prescribed by such authority on the operation of the force during the preceding month and make such other reports as may be requested by such authority.

2:1.2 Commanders and Supervisors

Commanders and supervisors shall be able to perform all of the general duties of a police officer. Commanders and supervisors shall:

1. Enforce department rules and ensure compliance with department policies and procedures.
2. Exercise proper use of their command, within the limits of their authority, to assure efficient performance by their subordinates.
3. Exercise necessary control over their subordinates to accomplish the objectives for the department.
4. Guide and train subordinates to gain effectiveness in performing their duties.
5. Use department disciplinary procedures when necessary.
6. When using discipline, comply strictly with the provisions of the department disciplinary process.
7. Conduct themselves in accordance with high ethical standards, on and off-duty.

2:1.3 Police Officers

Police officers shall:

1. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies of the department.
2. Abide by all rules, regulations and department procedures and directives governing police officer employees.
3. Be accountable and responsible to their supervisor for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for their current assignment.
8. Perform their duties promptly, faithfully and diligently.
9. Perform all related work as required in a timely fashion.
10. Take appropriate action to:
 - a. Protect life and property;
 - b. Preserve the peace;
 - c. Detect and arrest violators of the law;
 - d. Enforce all federal, state, and local laws and ordinances coming within department jurisdiction;
 - e. Safeguard the rights of individuals as provided by the United States Constitution and Constitution of the State of New Jersey;
 - f. Safely and expeditiously regulate traffic;
 - g. Aid citizens in matters within police jurisdiction;
 - h. Take appropriate police action in aiding fellow officers as needed;
 - i. Provide miscellaneous services.

2:1.4 Civilian Employees

Civilian employees shall:

1. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.
2. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the department.

3. Be accountable and responsible to their supervisors for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for the current assignment.
8. Abide by all rules, regulations and department procedures and directives governing civilian employees.
9. Perform all related work as required.

RULES OF CONDUCT

3:1 PROFESSIONAL AND GENERAL CONDUCT**3:1.1 Standards of Conduct**

Employees shall conduct their private and professional lives in such a manner as to avoid bringing the department into disrepute.

3:1.2 Loyalty

Loyalty to the department and to associates is an important factor in department morale and efficiency. Employees shall maintain loyalty to the department, their associates, and the Borough of Pennington as is consistent with the law and personal ethics.

3:1.3 Cooperation

Cooperation between the ranks and units of the department is essential to effective law enforcement. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation within the department.

3:1.4 Assistance

All members are required to take appropriate action toward aiding a fellow employee exposed to danger or in a situation where danger might be impending.

3:1.5 Performance of Duty

All employees shall promptly perform their duties as required or directed by law, rules and regulations or written directive, or by lawful order of a superior officer.

3:1.6 Action Off-Duty

While off-duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department written directive.

While off-duty, police officers who take any police related action or any other action which may touch upon or reflect upon their position with the Pennington Borough Police Department shall notify the highest-ranking officer on duty as soon as possible and shall submit a written report to the Chief of Police as soon as practical.

3:1.7 Obedience to Laws, Ordinances, Rules, and Written Directives

Employees shall obey all laws, ordinances, rules, and written directives of the department.

3:1.8 Withholding Information

Employees shall not, at any time, withhold any information concerning criminal activity or fail to take appropriate action in response to such information.

3:1.9 Reporting Violations of Laws, Ordinances, Rules, and Written Directives

Employees knowing of other employees violating laws, ordinances, rules and written directives of the department, shall report same to the Chief of Police through the chain of command. If the employee believes the information is of such gravity that it must be brought to the immediate, personal attention of the Chief of Police, the chain of command may be bypassed.

Employees charged with violating laws or ordinances shall report same immediately to the Chief of Police through the chain of command.

3:1.10 Neglect of Duty

Members and employees shall not commit any act, nor shall they be guilty of any omission that constitutes neglect of duty.

3:1.11 Insubordination

Employees shall not:

1. Fail or refuse to obey a lawful order given by a supervisor;
2. Use any disrespectful or abusive language/action towards a supervisor.

3:1.12 Conduct Toward Other Department Employees

Employees shall treat other department employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on-duty and in the presence of the public, an officer shall be referred to by rank.

3:1.13 Compromising Criminal or Traffic Cases/Investigations

Employees shall not interfere with the proper administration of justice.

3:1.14 Recommending Attorney and Bail Bond Brokers Prohibited

Employees shall not suggest, recommend, or advise the retention of any attorney or bail bond broker to any person as a result of police business.

3:1.15 Posting Bail

Employees shall not post bail for any person in custody, except relatives.

3:1.16 Use of Force

Members shall follow New Jersey State Law and department written directive on the use of force.

3:1.17 Physical and Mental Fitness for Duty

Police officers are required to be capable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others. Officers, who are aware of any reason why they are incapable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others, shall notify their supervisors. The department reserves the right to take appropriate action in such circumstances, which may include deeming the member unfit for duty, placing the employee on sick leave status, or other action. The department reserves the right in appropriate cases to require

medical clearance before allowing the member to return to regular duties. Nothing contained here shall supersede any current collective bargaining agreements.

3:1.18 Driver's License

Employees operating department motor vehicles shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, or lost the employee shall immediately notify the Chief of Police giving full particulars.

3:1.19 Address and Telephone Numbers

Employees are required to have a telephone or cellular phone in the place where they reside. Changes in address or telephone number shall be reported in writing to the appropriate supervisor within twenty-four (24) hours of the change. Upon receipt of this information, the supervisor will immediately forward the change to the Office of the Chief of Police.

3:2 ISSUING ORDERS

3:2.1 Manner of Issuing Orders

Orders from a supervisor to a subordinate shall be in clear and understandable language.

3:2.2 Unlawful Orders

No supervisor shall knowingly issue an order, which is in violation of any law or ordinance.

3:2.3 Improper Orders

No supervisor shall knowingly issue an order, which is in violation of any department rules and regulations or written directive.

3:3 RECEIVING ORDERS

3:3.1 Questions Regarding Orders

Employees, in doubt as to the nature or detail of an order, shall seek clarification from their supervisors by going through the chain of command.

3:3.2 Obedience to Unlawful Orders

Employees are not required to obey any order, which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee, who will be required to justify the refusal to obey.

3:3.3 Obedience to Improper Orders

Employees, who are given any order which is contrary to department rules and regulations or written directive, must first obey the order to the best of their ability, and then report the improper order as provided in 3:3.5.

3:3.4 Conflicting Orders

Upon receipt of an order, conflicting with any previous order, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order rests with the individual issuing the second order. If so directed, the latter order shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department.

3:3.5 Reports of Unlawful or Improper Orders

An employee receiving an unlawful or improper order shall advise the issuing supervisor of his/her belief that the order in question is unlawful or improper. If the matter is not resolved, the officer shall at first opportunity, report in writing to the next highest-ranking supervisor above the supervisor who issued the unlawful or improper order. Action regarding such a report shall be conducted at the direction of the Chief of Police or designee.

3:3.6 Criticism of Official Acts or Orders

Employees shall not criticize the actions or orders of any department employee in a manner which is defamatory, obscene, or which tends to impair the efficient operation of the department.

3:4 POLICE RECORDS AND INFORMATION

3:4.1 Release of Information

Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in department written directives.

3:4.2 Department Records

Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department written directives.

3:4.3 Reports

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

3:5 GIFTS, REWARDS, ETC.

3:5.1 Soliciting Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Except as stated herein, employees shall not under any circumstances solicit any gift, gratuity, fees, rewards, loans, etc. where there is any direct or indirect connection between solicitations and their department membership or employment. All solicitations must stay within the parameters of Federal and State law, directives from the Office of the New Jersey Attorney General and Mercer County Prosecutor's Office. Employees shall not solicit for any organization that in anyway references their employment as an employee of the Borough of Pennington without the knowledge of the Chief of Police or designee pursuant to the standards set forth above. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq.

3:5.2 Acceptance of Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Employees shall not accept either directly or indirectly any gift, gratuity, fees, rewards, loans, etc. or any other thing of value arising from or offered because of his police employment or any activity connected with said employment or employment with the Borough or which might tend to influence directly or indirectly the actions of said employee or any other employee in any matter of police business; or which might tend to cast an adverse reflection on the department or any employee thereof. No employee of the department shall receive any gift, gratuity, fees, rewards, loans, etc. from other employees without the express prior written permission of the Chief of Police or designee. Employees shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary and that which may be authorized by the law and the Chief of Police or designee.

3:5.3 Other Transactions

Every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention, or which arose out of his department employment, except as may be specifically authorized by the Chief of Police or designee.

3:5.4 Disposition of Unauthorized Gifts and/or Gratuities

Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the Chief of Police or designee together with a written report explaining the circumstances.

3:5.5 Debts - Incurring and Payment

1. No employee shall borrow any money or otherwise become indebted to any other employee.
2. Employees shall not solicit other members or employees to co-sign or endorse any promissory note or other loan.
3. No employee shall offer to act as a co-signer or endorser of any promissory note or other loan for another employee.
4. Paragraphs 1-3 do not apply to transactions among employees related to each other.
5. Employees shall promptly pay all just debts and legal liabilities incurred by them.

3:5.6 Intercession – Soliciting

Employees shall not attempt to circumvent, undermine or improperly influence department procedures for determining promotions, assignments, disposition of disciplinary charges, appeals from department hearings, or related matters. Examples of circumventing, undermining or improperly influencing such procedures include, but are not limited to, soliciting unauthorized persons to intercede in such procedures, communicating or supplying information in a manner not authorized or permitted under such procedures, refusing to participate and/or cooperate in any investigation into alleged improper behavior. Members and employees may utilize the review, appeal and grievance procedures provided by statute, department rules and procedures, Borough ordinance or policy, and collective bargaining agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives. Any lawyer or union representative consulted shall not be permitted to speak on behalf of the employee and shall not interfere in any investigatory process, including a prohibition against delaying the process.

3:6 ALCOHOLIC BEVERAGES AND DRUGS

3:6.1 Alcoholic Beverages and Drugs

1. No employee of the department will appear for, or be on duty, under the influence of an alcoholic beverage (any beverage containing alcohol) (hereinafter "alcohol") or illegal drugs (including the illegal use of prescription drugs) (hereinafter "drugs") or be unfit for duty because of use of drugs or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence of/or has alcohol or drugs in the employee's system shall be sufficient to establish a violation of this provision. In addition, the presence of detectable level of alcohol or drugs as tested by blood, urine or other medical test shall constitute a violation of this provision. Superior officers shall not assign to duty any employee in an unfit condition due to the use of alcohol or drugs and shall immediately relieve of duty and service weapon any employee found on duty in such condition. Supervisors shall not allow to remain on duty, any employee whose fitness for duty is questionable due to the use of alcohol or drugs. The superior officer shall submit a written report of the incident to the Chief of Police or designee. (See Procedures for Employees Using Prescription Drugs in a Legal Manner Under Section 3 below)
2. Employees of the department shall not drink alcohol while on duty, or take any drug as defined herein, except on special assignment authorized by the Chief of Police. Sworn employees shall not drink alcohol or take drugs while in uniform or during any activity where the employee is acting as a representative or has identified himself as an employee of the Department. An employee, while assigned to duty in civilian clothes, may use alcohol or drugs only when necessary in the performance of duty, provided such use does not render them unfit for proper and efficient performance of duty. Employees should not, to the extent possible, engage in any behavior that could put him/herself in danger or the public in danger after consuming alcohol or drugs, for example, driving. All use of alcohol or drugs used in the performance of an employee's duty must be documented in writing, detailing the reasons therefore and the amounts consumed as soon as possible after such consumption. An employee may be subject to testing to confirm the level of alcohol/drugs in their system.
3. Taking Prescription or other Medication While on Duty/Notification about Medication – Pursuant to the Americans with Disabilities Act, 42 U.S.C. §12112, ("ADA") employees of the department shall disclose to the Chief of Police that they are taking medication (prescription or non-prescription) that may affect their ability to perform their duties, including but not limited to using a firearm, operating a radio, or operating a motor vehicle. Such employee shall also disclose the expected duration of their use of such medication. Medical information may be disclosed to supervisors where they need such information to provide a reasonable accommodation or to meet an employees work restrictions. The department reserves the right in appropriate cases to require medical clearance before allowing the employee to return to regular duties. The department reserves the right to take appropriate action in the case of any employee who is impaired on duty for any reason, including the use of prescription or non-prescription medication who has failed to give proper advance notification.
4. Alcohol may not be consumed at or in the police station or ancillary facilities.
5. No uniformed employee shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which alcohol is served or sold, unless authorized by a supervisor. This provision does not include establishments with a separate dining area where the serving of alcohol is not the primary function (e.g., certain diners and restaurants

which have a liquor license). If an employee is unclear whether an establishment will violate this section, he should contact his supervisor.

6. Employees shall not bring into or keep any alcohol or drugs on department premises except when necessary in the performance of a police related task. Alcohol or drugs brought into department premises in the furtherance of a police related task shall be properly identified and stored according to department written directives.
7. Any employee reporting for duty with the odor of alcohol on his breath or appearing to be under the influence may be subject to testing as set forth in Section 3:6.1.
8. No liquor license shall be held by any police officer, or by any profit corporation or association in which any police officer is interested, directly or indirectly.
9. Pursuant to law, members of the Pennington Borough Police Department may not be employed by a business located in the Borough, which is licensed to sell alcoholic beverages in New Jersey. Members of the Pennington Borough Police Department may be employed by such licensed businesses, which are located outside the Borough of Pennington with prior notice to the Chief of Police and under the following legal conditions:
 - a. Police officers so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverages: (1) have in his possession any firearm, or; (2) wear or display any uniform, badge or insignia which would identify them as a police officer.
 - b. No police officer so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment.

When a licensee has circumstances that require the use of trained police officers to provide crowd or traffic control or security for money, the municipality may assign regular police officers to the licensed premises for these purposes. The municipality may either bill the licensee for such cost or may require the licensee to prepay for the services. In no event, however, may the licensee directly hire or pay these police officers. (See N.J.A.C. 13:2-23.31; N.J.S.A. 33:1-26.1).

The Chief of Police or designee retains the right to advise any police officer that for the good of the department or for other operational reasons (including but not limited to the ability to work overtime), the officer cannot obtain or retain such employment.

3:6.2 Substance Testing

1. Members will be ordered to submit to drug testing when there is a reasonable suspicion to believe that the member is using drugs illegally, in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Mercer County Prosecutor.
2. Random drug screening shall be ordered by the Chief of Police from time to time. If the Chief of Police orders random drug screening it shall be in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Mercer County Prosecutor.

3:7 DUTY CONDUCT

3:7.1 Reporting for Duty

Employees shall report for duty at the time and place specified, properly uniformed and equipped.

3:7.2 Absence from Duty

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". Such absence must be reported in writing to the supervisor immediately. Supervisors shall immediately report to their supervisor in writing any employee who is absent without leave. Absences without leave in excess of one day must be reported in writing to the Chief of Police or designee. Except as otherwise provided by law, any member who is absent from duty without just cause or leave of absence, for a continuous period of 5 days shall cease to be a member of the Department, pursuant to N.J.S.A. 40A:14-122.

3:7.3 Harassment in the Workplace

All employees of the department shall adhere to the written directive established by the Chief of Police and the Borough of Pennington regarding Harassment in the Workplace.

3:7.4 Civil Rights

All employees shall observe and respect the civil rights of all persons.

3:7.5 Work Expectation

Employees are expected to perform their duties to the best of their abilities at all times.

3:7.6 Retaliation

No employee shall take any official action or initiate or engage in any conduct with the intention to retaliate against any person for criticizing or complaining about any employee. This shall not apply to situations where employees are disciplined for engaging in actions, which constitute insubordination.

3:7.7 Personal Relationships

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees may be transferred to another shift or assignment. A supervisor or subordinate involved in a relationship as described within shall report the relationship to the Chief of Police or designee. Failure to report such a relationship may subject the involved employees to discipline.

3:7.8 Smoking

P.L. 2009, C.182 "NJ Smoke-Free Air Act" approved July 20, 2010, provides for an employer's obligation to establish a policy protecting the health, welfare and comfort of employees from those employees who smoke tobacco, to include electronic smoking devices. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking in any office or vehicle assigned to the Pennington Borough Police Department. Employees desiring to smoke may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking in any designated crime scene area.

3:7.9 Distracters

The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.

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3:7.10 Relief

Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

3:7.11 Meals/Breaks

All meals/breaks are to be consumed within authorized areas, or if properly signed out and acknowledged on police radio at a known location subject to modification by the supervisor.

3:7.12 Training

Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreements provides otherwise.

3:7.13 Military Courtesy

When meeting in public, officers shall conform to normal courtesy standards and refer to each other by rank.

3:7.14 National Colors and Anthem

Uniformed members will render full military honors to the National Colors and Anthem at appropriate times. Members and employees in civilian dress shall render proper civilian honors to the National Colors and Anthem at appropriate times.

3:7.15 Inspections

Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

3:7.16 Prohibited Activity On-Duty

Employees who are on-duty are prohibited from engaging in activities, which are not directly related to the performance of their duty with exceptions as noted:

1. Meeting with other officers (except in performance of their police duties) without permission of supervisor, sleeping, loafing, idling;
2. Reading material other than department required materials (except at meals);
3. Conducting private business while on duty;
4. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;
5. Smoking in public view;
6. Sexual activity of any kind;

7. Pursuing personal relationships with or without coercion created by an officer's official authority;
8. Soliciting or otherwise enhancing secondary employment interests while on duty or as a result of an official duty;
9. Conducting secondary employment activities while on duty;
10. Taking any photographs, pictures, digital images that are not related to the job, including but not limited to pictures of any crime scenes, traffic crashes, people, or job-related incidents or occurrence with any personal analog or digital device, camera or cellular telephone, except as may be necessary for the furtherance of official duties, and only in accordance with established department procedures pertaining to preservation of evidence and chain of custody;
11. Releasing any personal or department photographs, pictures, digital images of any crime scenes, traffic crashes, people, or job-related incident or occurrence taken with a personal or department analog or digital device, camera or cellular phone to any person, entity, business, or media/Internet outlet without the express written permission of the Chief of Police or designee;
12. Video or audio recording, which is not connected with an official investigation or duties, is prohibited;
13. Employees are forbidden to video or audio record conversations with other employees unless related to the job and approved in advance by the Chief of Police or designee. This prohibition does not apply to video recorded interviews of witnesses or suspects where two or more employees may be present, the routine recording of telephone calls over or through the department telephone system via any recording system approved by the Chief of Police or designee. The exception to this is for an Internal Affairs investigation as authorized by the Chief of Police or designee or representatives of the involved prosecutorial authorities.
15. Any other activity deemed inappropriate by the Chief of Police.

3:7.17 Availability While on Duty

Employees while on duty shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours.

3:7.18 All Other Conduct

Misconduct by a police officer need not be predicated on the violation of any particular department rule or regulation. Police officers are called upon to exercise tact, restraint and good judgment in their relationship with the public and must present an image of personal integrity and dependability in order to have the respect of the public. The department will take appropriate disciplinary action against any officer whose actions violate this standard of good behavior.

3:8.1 Regulation Uniforms Required

All uniformed personnel of the department shall maintain in good order a regulation uniform. All uniformed personnel shall be neat appearing, and well-groomed while in uniform. All articles of uniform shall conform to the department uniform regulations. Uniforms shall be made of the material and the style prescribed in police orders, and such style shall not be altered or changed in any manner, whatsoever, unless authorized by the Chief of Police or designee.

3:8.2 Manner of Wearing the Uniform

All uniformed personnel of the department shall wear the uniform on duty as prescribed by department written directive for the employee's current assignment. However, supervisors may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.

3:8.3 Manner of Wearing Civilian Attire

Members and employees permitted to wear civilian clothing while on duty shall wear clothing that is suitable for a business environment and neat in appearance. Supervisors may prescribe other types of clothing when necessary to meet a particular police objective.

3:8.4 Wearing or Carrying Identification

Members shall wear or carry their department identification at all times, provided that it is practical for the circumstances.

3:8.5 Identification as Police Officer

Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

3:8.6 Personal Appearance

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the rules and regulations of this department. Supervisors may prescribe other clothing as required by the nature of the duty, which a particular member is assigned. Non-uniformed employees may be permitted deviations from this section as directed by the Chief of Police or designee and in keeping with a professional appearance.

1. Male Employees

- a. Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal position. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.
- b. Sideburns shall not extend below the bottom of the earlobe. The width shall not exceed one and one quarter inches at the broadest point. The growth shall not be more than a quarter inch in depth.

- c. Mustaches shall be neatly trimmed, and the extent of the growth shall be limited, being even with the line of the corner of the mouth. Length of the hair shall be no more than one quarter inch, nor appear bushy. The ends may not be waxed or twisted.
- d. Beards shall not be permitted. Personnel with a medical condition, which precludes shaving, shall be required to present a written statement, signed by a medical doctor, verifying such condition. Beards may be permitted for religious reasons upon approval of the Chief of Police. Non-uniformed employees may deviate from the above beard standard as authorized by the Chief of Police. This regulation does not prevent the Chief of Police from authorizing deviation for fund raising purposes, such as (No Shave November).
- e. Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or exposed t-shirt.
- f. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

2. **Female Employees**

- a. Hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal position. Hair may be worn slightly over the ears, but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform headgear. A bun or twist will be permitted on the back of the head, provided it is worn in a neat manner and does not interfere with the wearing of department headgear. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural.
- b. Cosmetics may be worn provided they are subdued and blended to match the natural skin color of the individual. False eyelashes are not permitted.
- c. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

3. **Jewelry and Apparel (All)**

- a. Police Officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle, or which can inflict injury or retard the mobility of the officer. This provision shall not prohibit non-uniform employees on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department written directive.
- b. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, eyebrow and tongue piercing.

4. **Tattoos or Similar Markings (All)**

Definitions:

- a. Tattoo - the act or practice of marking the skin with designs, forms, figures, art, etc.
- b. Scarification - the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.

- c. Branding - the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- a. Any tattoo, scarification or brand located on the hand, head, face or neck. The Chief of Police reserves the right to require an officer to cover up a tattoo(s) while the officer is in uniform.
- b. Depictions of nudity or violence; sexually explicit or vulgar art, words, phrases or profane language; symbols likely to offend other members, employees, or members of the public, i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, (i.e., AB, KKK, SS, MM, BGF, HA, 666) or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

3:9 DEPARTMENT EQUIPMENT AND PROPERTY

3:9.1 Equipment On-Duty

Employees shall carry all equipment on-duty as prescribed by department written directive based on their assignment.

3:9.2 Equipment Off-Duty

Employees shall carry equipment off-duty as prescribed by department written directive.

3:9.3 Firearms

Employees shall follow department written directive on the care and handling of firearms.

3:9.4 Department Property and Equipment

All law enforcement related equipment will be maintained in an operational state and that responsibility of the maintenance of the equipment is vested with the person or position responsible for the equipment.

3:9.5 Use of Department Property and Equipment

Employees are prohibited from using any department property, equipment, consumable supplies and other resources for personal business or pleasure.

3:9.6 Damaged or Inoperative Property or Equipment

Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

3:9.7 Care of Department Buildings

Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the appropriate supervisor.

3:9.8 Notices

Employees shall not mark, alter, or deface any posted notice of the department. No notices or announcements shall be posted on bulletin boards without permission of the appropriate supervisor, except those areas designated for use by the collective bargaining unit(s). No other form of communication of notices or announcements, including electronic communication of non-official police business shall be made unless authorized by the appropriate supervisor. No notices, pictures or other written communications may be posted that are degrading, obscene, or considered detrimental to the good order of the Police Department.

3:9.9 Use of Department Vehicles

Employees shall not use any department vehicle without the permission of the Chief of Police or his/her designee.

3:9.10 Operation of Department Vehicles

When operating department vehicles, employees shall not violate traffic laws, except in cases of emergency and then only in conformity with state law and department written directive regarding same.

3:9.11 Transporting Non-Borough Employees

Non-Borough employees shall not be transported in department vehicles, except as necessary in the performance of official police duties. Such transportation will be done in conformance with department written directive or at the direction of the immediate supervisor or communications center.

3:9.12 Reporting Accidents

Accidents involving department personnel, property, equipment and vehicles must be reported in accordance with department written directive.

3:9.13 Inspection

Department property and equipment is subject to entry and inspection without notice. This includes, but is not limited to any vehicle, desk, filing cabinet, and/or locker, the use of which is provided to the employee by the department.

3:9.14 Liability

If any department property is damaged or lost as result of misuse or negligence by an employee, that employee will be held liable to reimburse the department for the damage or loss and is subject to disciplinary action.

3:9.15 Presumption of Responsibility

In the event that Borough of Pennington property is found bearing evidence of damage which has not been reported, it shall be prima-facie evidence that the last person using the property or vehicle was responsible.

3:9.16 Surrender of Department Property

1. Upon Separation from the Department - Employees are required to surrender all department property in their possession upon separation from the service. For failure to return a non-expendable item, the employee will be required to reimburse the department for the fair market value of the article.
2. Under Suspension - Any employee under suspension shall immediately surrender their identification, firearm (if applicable), and all other department property to the appropriate supervisor pending disposition of the case.

3:10 COMMUNICATIONS, CORRESPONDENCE

3:10.1 Restrictions

1. Employees shall not use department letterheads for private correspondence.
2. Employees shall only send official correspondence out of the department under the direction of the Chief of Police or his/her designee. This includes, but is not limited to, letters, subpoenas, e-mails, memorandums, and any other type of paper or electronic written communication.

3:10.2 Forwarding Communications

Any employee who receives a written communication for transmission to another employee shall forward same without delay.

3:10.3 Use of Department Address

Employees shall not use the department as a mailing address for private purposes. The department address shall not be used for any private vehicle registration or driver's license.

3:10.4 Telephones

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor. Department telephone numbers may not be given out as numbers for police officer's personal use or contact.

3:10.5 Radio Discipline

Employees operating the police radios shall strictly observe the procedures and restriction for such operations as set forth in department written directive and by the Federal Communications Commission.

3:11.1 Publicity

Employees may identify themselves as employees of the Pennington Borough Police Department. However, members and employees shall not use or refer to their affiliation with the Pennington Borough Police Department for purposes of furthering or gaining advantage in personal pursuits or for any other reason that has or reasonably may have an adverse impact on the department or of the Borough of Pennington. The Chief of Police shall determine whether an employee's conduct has violated this standard. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq. or the New Jersey State Constitution.

3:11.2 Commercial Testimonials

Employees shall not permit their names or photographs to be used to endorse any product or service without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with this department or their position as a police officer or employee of a police department.

3:11.3 Public Appearance Requests

All requests for public speeches, demonstrations, etc., will be forwarded to the Chief of Police for approval and processing. Employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

3:11.4 Courtesy

Employees shall be courteous and orderly in all dealings with the public. They shall perform their duties professionally, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of provocation to do otherwise. Upon request, employees are required to supply their name and identification in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

3:11.5 Impartial Attitude

All employees must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A. 10:5-1 et seq.) is conduct unbecoming a public employee. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming a public employee.

3:11.6 Disparaging Comments Regarding Protected Personal Characteristics

Courtesy and civility toward the public is required of all employees of the department. Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person because of their race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular

or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A. 10:101 et seq.).

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3:11.7 Public Statements

Employees of the department shall not make public statements concerning the work, plans, policies, or affairs of the department which may impair or disrupt the operation of the department, or which are obscene, unlawful, or defamatory. While employees have a right to maintain personal webpages, websites, and blogs, their status as employees of the police department requires that the content of those webpages and websites not be in violation of existing department written directives. The right of the collective bargaining unit(s) representative to make public statements regarding the improvement of working conditions or the betterment of the department shall be upheld.

3:11.8 Subversive Organizations

No employee shall knowingly become a member of or connected with a subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police or designee.

3:11.9 Affiliation with Certain Organizations Prohibited

Police officers shall not join or affiliate with any organization or enter into any business relationships that would interfere with the officer's ability to fulfill his or her obligations to the department, that may impair or disrupt the operations of the department, or that is inconsistent with the mission of the department. This section shall not apply to active or reserve service in the armed forces of the United States or the State of New Jersey.

3:11.10 Affiliation with Radical Groups

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates, or which is instrumental in fostering hatred, prejudice, or oppression against any group set forth in Section 3:11.7 or any political entity.

3:12 POLITICAL ACTIVITIES

3:12.1 Political Activities Prohibited

Members shall not actively engage in political campaigns and activities, while in uniform or on duty. Employees shall not directly or indirectly use or attempt to use their official position to influence the political activity of another.

3:12.2 Election to Public Office

Police officers may run for public office, but may not campaign, nor engage in any activity connected with candidacy for such office, during any tour of police duty.

3:12.3 Soliciting Prohibited

Employees of the department shall not solicit contributions for political purposes while on duty or when such activity prevents the employee from performing his job with the department, nor shall any employee interfere with or use the influence of his office for political reasons.

3:12.4 Contributions

Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.

3:12.5 Polling Duties

Members shall not engage in any polling duties while on-duty. Any member working at a polling place while off duty shall not have an exposed firearm or exhibit ANY evidence of his employment as a police officer.

3:12.6 Displaying of Political Material

Employees shall not display any political material on any government property or on their person while on duty or in uniform or while representing the department or the Borough.

3:13 JUDICIAL APPEARANCE AND TESTIMONY

3:13.1 Court Appearances

Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or appropriate business attire shall be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance, avoiding any mannerism, which might imply disrespect to the court.

3:13.2 Testifying for the Defendant

Any employee subpoenaed to testify for the defense in any trial or hearing, or against the Borough of Pennington in any hearing or trial shall notify the Chief of Police or designee through the chain of command upon receipt of the subpoena. He shall also notify the appropriate prosecutorial authority handling the case.

3:13.3 Duty of Employees to Appear and Testify

It shall be the duty of every employee to appear and testify upon matters directly related to the conduct of his office, position or employment before any court, grand jury, or the State Commission of Investigation, provided such testimony does not infringe on the employee's constitutional due process protection.

3:13.4 Department Investigations – Testifying

Employees shall be required to respond to questioning, provide reports, and render materials during department investigations in accordance with the provisions of the New Jersey Attorney General's Internal Affairs Policy & Procedures currently in effect.

3:13.5 Truthfulness

Employees are required to be truthful at all times whether under oath or not.

3:13.6 Civil Action, Court Appearances – Subpoenas

An employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of department employment or if the employee is informed that he is a party to a civil action arising out of department employment, he shall immediately notify the Chief of Police or designee, who in turn

shall notify the proper authorities. Employees shall not enter into any financial understanding or
appearances as witnesses prior to any trial, except in accordance with department directives.

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3:13.7 Civil Depositions and Affidavits

Employees shall notify their supervisor before giving a deposition or affidavit on a civil case. If the supervisor determines that the case is of importance to the Borough of Pennington, he shall inform the Chief of Police or designee before the deposition or affidavit is given.

3:13.8 Civil Action, Expert Witness

Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the Mercer County Prosecutor and the Chief of Police or designee.

3:13.9 Civil Process

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police or designee is obtained. They shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

3:13.10 Internal Affairs Investigations

The Pennington Borough Police Department hereby adopts and incorporates the "Internal Affairs Policy & Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety to govern the conduct of internal affairs investigations.

DISCIPLINARY REGULATIONS**4:1 DISCIPLINARY ACTION****4:1.1 Disciplinary Action**

Department employees regardless of rank or assignment, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating their oath and trust by committing an offense, incapacity, misconduct or disobedience of established department Rules and Regulations punishable under the laws or statutes of the United States, the State of New Jersey, municipal ordinances, or failure, either willfully or through negligence or incompetence to perform the duties of their rank or assignment; or for violation of any written directive or rule or regulations of the department; or for failure to obey any lawful instruction, order, or command of a superior or supervisor. Disciplinary action in all cases will be decided on the merits of each case.

The disciplinary system established herein shall reflect the overarching emphasis for improving the quality of service being delivered by employees of this department. Discipline should not engender a strictly negative connotation. The disciplinary process is meant to correct employee actions and conduct that tend to impede the efficient and effective operation of the department. The proper use of discipline can achieve this objective without realizing a reduction in morale. Training and counseling shall be a function of the department's overall disciplinary system. In lieu of discipline, training and counseling shall be corrective actions used to modify an employee's performance.

4:1.2 Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such as a basis for disciplinary action. Nothing in these rules and regulations prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein, in the department, or in laws and ordinances within the cognizance of the department.

4:2 DEPARTMENT AUTHORITY FOR CORRECTIVE ACTION/DISCIPLINE

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, Attorney General Guidelines, applicable case law, the Borough of Pennington Policies and Procedures Manual, and the Municipal Codes of the Borough of Pennington. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police. Basic guidelines include:

4:2.1 Corrective Action

1. In certain situations, formal discipline is not required in order to correct employee performance in various areas. Performance based issues may be corrected by using training and counseling outlined below:

Training - Training is encouraged as a means of improving employee effectiveness and performance through positive and constructive methods. Training and discipline are not mutually exclusive. Certain minor offenses may be handled through targeted training. Supervisors have an affirmative obligation to observe the conduct and appearance of employees and detect those instances wherein corrective action (training) may be necessary. Training includes:

- Verbal Instruction - The supervisor may, depending on the circumstances, provide individual on the spot training where such is indicated.
- Peer Training - The supervisor may assign the employee to another employee with experience in the area where training is indicated.
- In-Service Training - The supervisor may refer the employee to an in-service training program.

Counseling - Counseling is indicated where personal actions or job performance are in conflict with basic police practice and agency written directives. Certain first offenses are sufficiently minor in nature and may be handled by supervisors by documenting the counseling session on a performance notice. Facts to be considered in making these decisions will include, but are not limited to the person's intent, receptivity of the supervisory consulting and their desire to correct the problem. More serious infractions may indicate the need for a stronger response in place of, or in addition to, counseling. There is no right to a hearing for counseling notices except as may exist under applicable collective bargaining agreements. The final disposition notice regarding the corrective action shall be filed in the employee's personnel file.

2. All training and counseling resulting from a performance issue shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee.

4:2.2 Discipline

1. Repeat performance-based issues or minor misconduct issues may be corrected through formal discipline by using the following actions:

Oral Reprimand - They are intended to be the least intrusive form of discipline. To be effective, however, documented oral reprimands must be timely. Otherwise, the employee may believe future infractions will be tolerated. In some cases, a minor infraction may warrant more than counseling, but less than a written reprimand. In those instances, a report of the offense shall be documented and issued to the employee as a written verbal reprimand. There is no right to a hearing for a documented oral reprimand, unless provided for in the current collective bargaining agreement. The disciplinary document shall be filed in the employee's personnel file.

Written Reprimand - In some cases, the misconduct may warrant more stringent measures. In these instances, a report of the offense shall be documented and issued to the employee as a written reprimand. There is no right to a hearing for written reprimands unless provided for in the current collective bargaining agreement. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

2. Serious violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department. The final disciplinary action notice shall be filed in the employee's personnel file pursuant to department policy. The following disciplinary actions may be taken in accordance with the laws of the State of New Jersey:

- Voluntary surrender of time off in lieu of other action;
- Suspension or Fine;
- Demotion in rank;

- Dismissal.
3. Such actions are taken when an employee's performance deficiency is repeated despite prior corrective action, or when a violation is serious and significant enough to require punitive action. Depending upon the seriousness of the violation, punitive disciplinary action may not always be based upon the progressive disciplinary process. It may be necessary to utilize punitive disciplinary action with the first occurrence of an act or behavior.
 4. All punitive actions applied as a result of discipline shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee. The disciplinary document shall be filed in the employee's personnel file.

4:2.3 Appeals Procedure

The appeal of discipline or corrective action imposed against an employee may be taken consistent with laws of the State of New Jersey and/or the grievance procedures of the current collective bargaining agreements, ordinances and/or the Borough of Pennington Policies and Procedures Manual.

FOR THE MONTH OF OCTOBER 2022			
STATE FINES		\$500.00	
STATE SURCHARGE/MUNICIPAL		\$0.00	
STATE UNINSURED MOTORISTS FUND		\$175.00	
STATE FUNDS		\$1,916.06	
MERCER COUNTY FINES (TITLE 39 SPLIT)		\$2,378.51	
MUNICIPAL FINES	*	\$2,728.51	
MUNICIPAL COSTS	*	\$1,769.00	
MUNICIPAL LOCAL PARKING/LITTERING	*	\$115.00	
CONDITIONAL DISCHARGE FEE		\$0.00	
CONTEMPT OF COURT	*	\$90.00	
DRUG ENFORCEMENT DEMAND REDUCTION FUND		\$0.00	
GENERAL FEE	*	\$0.00	
OVERPAYMENTS	*	\$0.00	
PARKING OFFENSE ADJUDICATION ACT-FTA(POAA)	#	\$2.00	
PARKING OFFENSE ADJUDICATION ACT-SUSPENSIONS		\$0.00	
PUBLIC DEFENDER APPLICATION FEE		\$0.00	
STATE LAB FEE		\$0.00	
VICTIMS CRIME COMPENSATION BOARD		\$0.00	
FISH & GAME		\$0.00	
DARE(DRUG EDUCATION FUND)		\$0.00	
RESTITUTION		\$549.86	
SPINAL MUNICIPAL	*	\$1.34	
DOMESTIC VIOLENCE SURCHARGE		\$0.00	
INSPECTION FINES (Check from State)	***	\$2,250.00	
CONDITIONALDISMISSAL		\$0.00	
DWI Surcharge	*	\$0.00	
TOTAL MUNICIPAL FINES, COSTS AND FEES COLLECTED	*	\$4,703.85	
INTEREST REGULAR ACCOUNT		\$2.32	
INTEREST BAIL ACCOUNT		\$0.22	
POAA	#	\$2.00	
PUBLIC DEFENDER	PD	\$0.00	
STATE INSPECTION	***	\$2,250.00	
TOTAL TRAFFIC SUMMONSES DISPOSED DURING MONTH		99	
TOTAL CRIMINAL SUMMONSES DISPOSED DURING MONTH		3	
TOTAL TRAFFIC SUMMONSES ADDED DURING MONTH		61	
TOTAL CRIMINAL SUMMONSES ADDED DURING MONTH		2	

* Amounts represented in
Borough's check
Amount represented in
Borough's POAA
PD Amount represented in
Public Defender Fee

cc: Borough Treasurer,
with check attached

Borough Council Interest Report for the Month ended October 31, 2022
Meeting Date - December 5, 2022

Funds are currently deposited in the following banks:

The Bank of Princeton

YEAR TO DATE INTEREST: 31-Oct-22	The Bank of Princeton		
CURRENT FUND	\$ 5,804.16		
WATER/SEWER OPERATING	\$ 2,015.73		
ANIMAL CONTROL FUND	\$ 29.77		
GRANT FUND	\$ 897.96		
WATER/SEWER CAPITAL FUND	\$ 243.05		
TRUST FUND	\$ 711.87		
GENERAL CAPITAL FUND	\$ 1,270.45		
PAYROLL ACCOUNT	\$ 45.63		
RECREATION ACCOUNT	\$ 3.14		
TOTAL INTEREST TO DATE:	\$ 5,217.60		
OPEN SPACE ACCOUNT	\$ 1,287.37		
UNEMPLOYMENT TRUST FUND	\$ 64.50		
COAH ACCOUNT	\$ 1,185.67		
LAW ENFORCEMENT TRUST	\$ 18.65		

The Budget Status report is attached to this memo.
There are no overexpenditures to date.

Betty Sterling
Assistant CFO

Range of Accounts: 2-01-20-100-000-000 to 2-01-50-899-000-255 Include Cap Accounts: Yes As of: 12/02/22
Current Period: 12/01/22 to 12/02/22 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-20-100-000-000	ADMINISTRATION						
2-01-20-100-000-101	ADMIN: Salaries	108,205.00	0.00	13,500.00-	94,705.00	75,441.04	20
		19,263.96	0.00	0.00	0.00	75,441.04	
		0.00		0.00	19,263.96		
2-01-20-100-000-200	OTHER EXPENSE - ADMINISTRATION	40,700.00	0.00	0.00	40,700.00	10,134.52	75
		26,388.73	6,696.75	2,520.00	0.00	16,831.27	
		0.00		0.00	30,565.48		
Extd: 000	ADMINISTRATION Total	148,905.00	0.00	13,500.00-	135,405.00	85,575.56	37
		45,652.69	6,696.75	2,520.00	0.00	92,272.31	
		0.00		0.00	49,829.44		
Department: 100	ADMINISTRATION Total	148,905.00	0.00	13,500.00-	135,405.00	85,575.56	37
		45,652.69	6,696.75	2,520.00	0.00	92,272.31	
		0.00		0.00	49,829.44		
2-01-20-110-000-000	MAYOR AND COUNCIL						
2-01-20-110-000-255	MAYOR/COUNCIL: Misc. Expenses	1,000.00	0.00	0.00	1,000.00	218.17	78
		370.00	411.83	0.00	0.00	630.00	
		0.00		0.00	781.83		
Extd: 000	MAYOR AND COUNCIL Total	1,000.00	0.00	0.00	1,000.00	218.17	78
		370.00	411.83	0.00	0.00	630.00	
		0.00		0.00	781.83		
Department: 110	MAYOR/COUNCIL Total	1,000.00	0.00	0.00	1,000.00	218.17	78
		370.00	411.83	0.00	0.00	630.00	
		0.00		0.00	781.83		
2-01-20-120-000-000	MUNICIPAL CLERK						
2-01-20-120-000-101	MUN. CLERK: Salaries	46,225.00	0.00	0.00	46,225.00	3,147.71	93
		43,077.29	0.00	0.00	0.00	3,147.71	
		0.00		0.00	43,077.29		
2-01-20-120-000-200	OTHER EXPENSE - MUNICIPAL CLERK	18,600.00	0.00	0.00	18,600.00	7,967.27	57
		9,119.14	1,513.59	0.00	0.00	9,480.86	
		0.00		0.00	10,632.73		
Extd: 000	MUNICIPAL CLERK Total	64,825.00	0.00	0.00	64,825.00	11,114.98	83
		52,196.43	1,513.59	0.00	0.00	12,628.57	
		0.00		0.00	53,710.02		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended
Department: 120	MUNIC. CLERK Total	64,825.00	0.00	0.00	64,825.00	11,114.98 83
		52,196.43	1,513.59	0.00	0.00	12,628.57
		0.00		0.00	53,710.02	
2-01-20-121-000-000	ELECTIONS					
2-01-20-121-000-255	ELECTIONS: Misc. Expenses	5,000.00	0.00	0.00	5,000.00	1,997.15 60
		3,002.85	0.00	0.00	0.00	1,997.15
		0.00		0.00	3,002.85	
Extd: 000	ELECTIONS Total	5,000.00	0.00	0.00	5,000.00	1,997.15 60
		3,002.85	0.00	0.00	0.00	1,997.15
		0.00		0.00	3,002.85	
Department: 121	ELECTIONS Total	5,000.00	0.00	0.00	5,000.00	1,997.15 60
		3,002.85	0.00	0.00	0.00	1,997.15
		0.00		0.00	3,002.85	
2-01-20-130-000-000	FINANCIAL ADMINISTRATION					
2-01-20-130-000-101	FINANCE: Salaries	56,800.00	0.00	0.00	56,800.00	8,402.32 85
		48,397.68	0.00	0.00	0.00	8,402.32
		0.00		0.00	48,397.68	
2-01-20-130-000-200	OTHER EXPENSE - FINANCE	28,725.00	0.00	0.00	28,725.00	3,611.19 87
		26,436.92	1,231.29	2,554.40	0.00	4,842.48
		0.00		0.00	25,113.81	
Extd: 000	FINANCIAL ADMINISTRATION Total	85,525.00	0.00	0.00	85,525.00	12,013.51 86
		74,834.60	1,231.29	2,554.40	0.00	13,244.80
		0.00		0.00	73,511.49	
Department: 130	FINANCE Total	85,525.00	0.00	0.00	85,525.00	12,013.51 86
		74,834.60	1,231.29	2,554.40	0.00	13,244.80
		0.00		0.00	73,511.49	
2-01-20-145-000-000	TAX COLLECTION					
2-01-20-145-000-101	TAX COLLECTIONS: Salaries	25,000.00	0.00	0.00	25,000.00	19,611.28 22
		5,388.72	0.00	0.00	0.00	19,611.28
		0.00		0.00	5,388.72	
2-01-20-145-000-200	OTHER EXPENSE - TAX COLLECTION	8,250.00	0.00	0.00	8,250.00	3,963.69 52
		3,849.99	436.32	0.00	0.00	4,400.01
		0.00		0.00	4,286.31	
Extd: 000	TAX COLLECTION Total	33,250.00	0.00	0.00	33,250.00	23,574.97 29
		9,238.71	436.32	0.00	0.00	24,011.29
		0.00		0.00	9,675.03	

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 145	TAX COLLECTION Total	33,250.00	0.00	0.00	33,250.00	23,574.97	29
		9,238.71	436.32	0.00	0.00	24,011.29	
		0.00		0.00	9,675.03		
2-01-20-146-000-000	TAX MAP MAINTENANCE						
2-01-20-146-000-200	OTHER EXPENSE - TAX MAP MAINT.	2,500.00	0.00	0.00	2,500.00	0.00	100
		0.00	2,500.00	0.00	0.00	2,500.00	
		0.00		0.00	2,500.00		
Extd: 000	TAX MAP MAINTENANCE Total	2,500.00	0.00	0.00	2,500.00	0.00	100
		0.00	2,500.00	0.00	0.00	2,500.00	
		0.00		0.00	2,500.00		
Department: 146	TAX MAP MAINT. Total	2,500.00	0.00	0.00	2,500.00	0.00	100
		0.00	2,500.00	0.00	0.00	2,500.00	
		0.00		0.00	2,500.00		
2-01-20-150-000-000	TAX ASSESSMENT						
2-01-20-150-000-101	TAX ASSESSMENT: Salaries	14,070.00	0.00	0.00	14,070.00	1,181.98	92
		12,888.02	0.00	0.00	0.00	1,181.98	
		0.00		0.00	12,888.02		
2-01-20-150-000-200	OTHER EXPENSE - TAX ASSESSMENT	6,500.00	0.00	0.00	6,500.00	4,145.60	36
		1,475.00	879.40	0.00	0.00	5,025.00	
		0.00		0.00	2,354.40		
Extd: 000	TAX ASSESSMENT Total	20,570.00	0.00	0.00	20,570.00	5,327.58	74
		14,363.02	879.40	0.00	0.00	6,206.98	
		0.00		0.00	15,242.42		
Department: 150	TAX ASSESSMENT Total	20,570.00	0.00	0.00	20,570.00	5,327.58	74
		14,363.02	879.40	0.00	0.00	6,206.98	
		0.00		0.00	15,242.42		
2-01-20-155-000-000	LEGAL SERVICES						
2-01-20-155-000-200	OTHER EXPENSE - LEGAL	100,000.00	0.00	0.00	100,000.00	7,540.63	92
		58,605.87	33,853.50	0.00	0.00	41,394.13	
		0.00		0.00	92,459.37		
Extd: 000	LEGAL SERVICES Total	100,000.00	0.00	0.00	100,000.00	7,540.63	92
		58,605.87	33,853.50	0.00	0.00	41,394.13	
		0.00		0.00	92,459.37		
Department: 155	LEGAL SERVICES Total	100,000.00	0.00	0.00	100,000.00	7,540.63	92
		58,605.87	33,853.50	0.00	0.00	41,394.13	
		0.00		0.00	92,459.37		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-20-165-000-000	ENGINEERING SERVICES						
2-01-20-165-000-200	OTHER EXPENSE - ENGINEERING						
		25,000.00	0.00	0.00	25,000.00	0.00	100
		13,128.00	11,872.00	0.00	0.00	11,872.00	
		0.00		0.00	25,000.00		
Extd: 000	ENGINEERING SERVICES Total	25,000.00	0.00	0.00	25,000.00	0.00	100
		13,128.00	11,872.00	0.00	0.00	11,872.00	
		0.00		0.00	25,000.00		
Department: 165	ENGINEERING Total	25,000.00	0.00	0.00	25,000.00	0.00	100
		13,128.00	11,872.00	0.00	0.00	11,872.00	
		0.00		0.00	25,000.00		
2-01-20-170-000-000	ECONOMIC DEVELOPMENT COMM.						
2-01-20-170-000-255	Economic Development Expenses						
		500.00	0.00	0.00	500.00	0.00	100
		500.00	0.00	0.00	0.00	0.00	
		0.00		0.00	500.00		
Extd: 000	ECONOMIC DEVELOPMENT COMM. Total	500.00	0.00	0.00	500.00	0.00	100
		500.00	0.00	0.00	0.00	0.00	
		0.00		0.00	500.00		
Department: 170	ECON. DEVELOP. Total	500.00	0.00	0.00	500.00	0.00	100
		500.00	0.00	0.00	0.00	0.00	
		0.00		0.00	500.00		
2-01-20-171-000-000	HISTORIC PRESERVATION						
2-01-20-171-000-255	Historic Preservation						
		500.00	0.00	0.00	500.00	240.00	52
		260.00	0.00	0.00	0.00	240.00	
		0.00		0.00	260.00		
Extd: 000	HISTORIC PRESERVATION Total	500.00	0.00	0.00	500.00	240.00	52
		260.00	0.00	0.00	0.00	240.00	
		0.00		0.00	260.00		
Department: 171	HISTORIC PRESERVATION Total	500.00	0.00	0.00	500.00	240.00	52
		260.00	0.00	0.00	0.00	240.00	
		0.00		0.00	260.00		
CAFR: 20	Total	487,575.00	0.00	13,500.00-	474,075.00	147,602.55	69
		272,152.17	59,394.68	5,074.40	0.00	206,997.23	
		0.00		0.00	326,472.45		
2-01-21-180-000-000	PLANNING BOARD						
2-01-21-180-000-101	PLANNING BOARD - Salaries						
		64,550.00	0.00	0.00	64,550.00	16,078.39	75
		48,471.61	0.00	0.00	0.00	16,078.39	
		0.00		0.00	48,471.61		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-21-180-000-200	OTHER EXPENSE - PLANNING BOARD						
		22,600.00	0.00	0.00	22,600.00	2,713.10	88
		9,778.89	10,108.01	0.00	0.00	12,821.11	
		0.00		0.00	19,886.90		
Extd: 000	PLANNING BOARD Total	87,150.00	0.00	0.00	87,150.00	18,791.49	78
		58,250.50	10,108.01	0.00	0.00	28,899.50	
		0.00		0.00	68,358.51		
Department: 180	PLANNING BOARD Total	87,150.00	0.00	0.00	87,150.00	18,791.49	78
		58,250.50	10,108.01	0.00	0.00	28,899.50	
		0.00		0.00	68,358.51		
CAFR: 21	Total	87,150.00	0.00	0.00	87,150.00	18,791.49	78
		58,250.50	10,108.01	0.00	0.00	28,899.50	
		0.00		0.00	68,358.51		
2-01-22-195-000-000	CONSTRUCTION						
2-01-22-195-000-101	CONSTRUCTION: Salaries						
		70,500.00	0.00	0.00	70,500.00	12,697.57	82
		57,802.43	0.00	0.00	0.00	12,697.57	
		0.00		0.00	57,802.43		
2-01-22-195-000-200	OTHER EXPENSE - CONSTRUCTION						
		11,550.00	0.00	0.00	11,550.00	3,297.14	71
		8,214.06	38.80	0.00	0.00	3,335.94	
		0.00		0.00	8,252.86		
Extd: 000	CONSTRUCTION Total	82,050.00	0.00	0.00	82,050.00	15,994.71	81
		66,016.49	38.80	0.00	0.00	16,033.51	
		0.00		0.00	66,055.29		
Department: 195	CONSTRUCTION Total	82,050.00	0.00	0.00	82,050.00	15,994.71	81
		66,016.49	38.80	0.00	0.00	16,033.51	
		0.00		0.00	66,055.29		
CAFR: 22	Total	82,050.00	0.00	0.00	82,050.00	15,994.71	81
		66,016.49	38.80	0.00	0.00	16,033.51	
		0.00		0.00	66,055.29		
2-01-23-210-000-000	INSURANCE - LIABILITY & OTHER						
2-01-23-210-000-200	INSURANCE: OTHER EXPENSE						
		64,115.00	0.00	0.00	64,115.00	0.88	100
		64,114.12	0.00	0.00	0.00	0.88	
		0.00		0.00	64,114.12		
Extd: 000	INSURANCE - LIABILITY & OTHER Total	64,115.00	0.00	0.00	64,115.00	0.88	100
		64,114.12	0.00	0.00	0.00	0.88	
		0.00		0.00	64,114.12		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 210	LIAB/OTHER INS Total	64,115.00	0.00	0.00	64,115.00	0.88	100
		64,114.12	0.00	0.00	0.00	0.88	
		0.00		0.00	64,114.12		
2-01-23-215-000-000	INSURANCE - WORKER'S COMP.						
2-01-23-215-000-200	WORKERS COMP. - OTHER EXPENSE	36,335.00	0.00	0.00	36,335.00	6,066.40	83
		30,268.60	0.00	0.00	0.00	6,066.40	
		0.00		0.00	30,268.60		
Extd: 000	INSURANCE - WORKER'S COMP. Total	36,335.00	0.00	0.00	36,335.00	6,066.40	83
		30,268.60	0.00	0.00	0.00	6,066.40	
		0.00		0.00	30,268.60		
Department: 215	WORKERS COMP. Total	36,335.00	0.00	0.00	36,335.00	6,066.40	83
		30,268.60	0.00	0.00	0.00	6,066.40	
		0.00		0.00	30,268.60		
2-01-23-220-000-000	GROUP INSURANCE						
2-01-23-220-000-200	OTHER EXPENSE - GROUP INS.	223,000.00	0.00	0.00	223,000.00	6,451.13	97
		179,610.19	36,938.68	0.00	0.00	43,389.81	
		0.00		0.00	216,548.87		
Extd: 000	GROUP INSURANCE Total	223,000.00	0.00	0.00	223,000.00	6,451.13	97
		179,610.19	36,938.68	0.00	0.00	43,389.81	
		0.00		0.00	216,548.87		
Department: 220	GROUP INSUR. Total	223,000.00	0.00	0.00	223,000.00	6,451.13	97
		179,610.19	36,938.68	0.00	0.00	43,389.81	
		0.00		0.00	216,548.87		
2-01-23-225-000-000	UNEMPLOYMENT COMPENSATION INS.						
2-01-23-225-000-285	Unemployment Compensation Ins.	2,500.00	0.00	0.00	2,500.00	2,500.00	0
		0.00	0.00	0.00	0.00	2,500.00	
		0.00		0.00	0.00		
Extd: 000	UNEMPLOYMENT COMPENSATION INS. Total	2,500.00	0.00	0.00	2,500.00	2,500.00	0
		0.00	0.00	0.00	0.00	2,500.00	
		0.00		0.00	0.00		
Department: 225	UNEMPLOYMENT COMPENSATION INS. Total	2,500.00	0.00	0.00	2,500.00	2,500.00	0
		0.00	0.00	0.00	0.00	2,500.00	
		0.00		0.00	0.00		
CAFR: 23	Total	325,950.00	0.00	0.00	325,950.00	15,018.41	95
		273,992.91	36,938.68	0.00	0.00	51,957.09	
		0.00		0.00	310,931.59		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-25-240-000-000	POLICE						
2-01-25-240-000-100	POLICE: SALARY & WAGES						
		680,575.00	0.00	0.00	680,575.00	36,032.75	95
		644,542.25	0.00	0.00	0.00	36,032.75	
		0.00		0.00	644,542.25		
2-01-25-240-000-200	POLICE: OTHER EXPENSE						
		105,300.00	0.00	2,000.00	107,300.00	5,590.80	95
		60,705.41	41,003.79	0.00	0.00	46,594.59	
		0.00		0.00	101,709.20		
Extd: 000	POLICE Total						
		785,875.00	0.00	2,000.00	787,875.00	41,623.55	95
		705,247.66	41,003.79	0.00	0.00	82,627.34	
		0.00		0.00	746,251.45		
Department: 240	POLICE Total						
		785,875.00	0.00	2,000.00	787,875.00	41,623.55	95
		705,247.66	41,003.79	0.00	0.00	82,627.34	
		0.00		0.00	746,251.45		
2-01-25-261-000-000	LOSAP - FIRST AID CONTRIBUTION						
2-01-25-261-000-200	LOSAP: OTHER EXPENSE						
		10,000.00	0.00	0.00	10,000.00	10,000.00	0
		0.00	0.00	0.00	0.00	10,000.00	
		0.00		0.00	0.00		
Extd: 000	LOSAP - FIRST AID CONTRIBUTION Total						
		10,000.00	0.00	0.00	10,000.00	10,000.00	0
		0.00	0.00	0.00	0.00	10,000.00	
		0.00		0.00	0.00		
Department: 261	LOSAP-FIRST AID Total						
		10,000.00	0.00	0.00	10,000.00	10,000.00	0
		0.00	0.00	0.00	0.00	10,000.00	
		0.00		0.00	0.00		
2-01-25-265-000-000	DUE TO FIRE DISTRICT						
2-01-25-265-000-200	DUE TO FIRE DISTRICT - OE						
		915.00	0.00	0.00	915.00	915.00	0
		0.00	0.00	0.00	0.00	915.00	
		0.00		0.00	0.00		
Extd: 000	DUE TO FIRE DISTRICT Total						
		915.00	0.00	0.00	915.00	915.00	0
		0.00	0.00	0.00	0.00	915.00	
		0.00		0.00	0.00		
Department: 265	DUE TO FIRE DISTRICT Total						
		915.00	0.00	0.00	915.00	915.00	0
		0.00	0.00	0.00	0.00	915.00	
		0.00		0.00	0.00		
2-01-25-275-000-000	PROSECUTOR						
2-01-25-275-000-200	PROSECUTOR: Other Expense						
		7,200.00	0.00	0.00	7,200.00	300.00	96
		4,800.00	2,100.00	0.00	0.00	2,400.00	
		0.00		0.00	6,900.00		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Extd: 000	PROSECUTOR Total	7,200.00	0.00	0.00	7,200.00	300.00	96
		4,800.00	2,100.00	0.00	0.00	2,400.00	
		0.00		0.00	6,900.00		
Department: 275	PROSECUTOR Total	7,200.00	0.00	0.00	7,200.00	300.00	96
		4,800.00	2,100.00	0.00	0.00	2,400.00	
		0.00		0.00	6,900.00		
CAFR: 25	Total	803,990.00	0.00	2,000.00	805,990.00	52,838.55	93
		710,047.66	43,103.79	0.00	0.00	95,942.34	
		0.00		0.00	753,151.45		
2-01-26-290-000-000	STREETS						
2-01-26-290-000-100	STREETS: SALARY & WAGES	285,585.00	0.00	0.00	285,585.00	52,695.64	82
		232,889.36	0.00	0.00	0.00	52,695.64	
		0.00		0.00	232,889.36		
2-01-26-290-000-200	STREETS: OTHER EXPENSE	91,550.00	0.00	0.00	91,550.00	39,789.54	57
		31,966.41	21,473.98	1,679.93	0.00	61,263.52	
		0.00		0.00	51,760.46		
Extd: 000	STREETS Total	377,135.00	0.00	0.00	377,135.00	92,485.18	75
		264,855.77	21,473.98	1,679.93	0.00	113,959.16	
		0.00		0.00	284,649.82		
Department: 290	STREETS Total	377,135.00	0.00	0.00	377,135.00	92,485.18	75
		264,855.77	21,473.98	1,679.93	0.00	113,959.16	
		0.00		0.00	284,649.82		
2-01-26-305-000-000	TRASH						
2-01-26-305-000-100	TRASH: SALARY & WAGES	119,885.00	0.00	0.00	119,885.00	21,358.31	82
		98,526.69	0.00	0.00	0.00	21,358.31	
		0.00		0.00	98,526.69		
2-01-26-305-000-200	TRASH: OTHER EXPENSE	135,275.00	0.00	0.00	135,275.00	5,683.67	96
		102,295.61	27,295.72	0.00	0.00	32,979.39	
		0.00		0.00	129,591.33		
Extd: 000	TRASH Total	255,160.00	0.00	0.00	255,160.00	27,041.98	89
		200,822.30	27,295.72	0.00	0.00	54,337.70	
		0.00		0.00	228,118.02		
Department: 305	TRASH Total	255,160.00	0.00	0.00	255,160.00	27,041.98	89
		200,822.30	27,295.72	0.00	0.00	54,337.70	
		0.00		0.00	228,118.02		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-26-310-000-000	BOROUGH PROPERTY						
2-01-26-310-000-100	BOROUGH PROPERTY: SALARY & WAGES	12,000.00	0.00	0.00	12,000.00	9,393.97	22
		2,606.03	0.00	0.00	0.00	9,393.97	
		0.00		0.00	2,606.03		
2-01-26-310-000-200	BOROUGH PROPERTY: OTHER EXPENSE	96,006.82	0.00	8,500.00	104,506.82	13,613.23	87
		41,107.75	49,785.84	0.00	0.00	63,399.07	
		0.00		0.00	90,893.59		
Extd: 000	BOROUGH PROPERTY Total	108,006.82	0.00	8,500.00	116,506.82	23,007.20	80
		43,713.78	49,785.84	0.00	0.00	72,793.04	
		0.00		0.00	93,499.62		
Department: 310	BOROUGH PROP. Total	108,006.82	0.00	8,500.00	116,506.82	23,007.20	80
		43,713.78	49,785.84	0.00	0.00	72,793.04	
		0.00		0.00	93,499.62		
2-01-26-313-000-000	SHADE TREE						
2-01-26-313-000-200	SHADE TREE: OTHER EXPENSE	27,650.00	0.00	3,000.00	30,650.00	4,234.26	86
		17,422.04	8,993.70	0.00	0.00	13,227.96	
		0.00		0.00	26,415.74		
Extd: 000	SHADE TREE Total	27,650.00	0.00	3,000.00	30,650.00	4,234.26	86
		17,422.04	8,993.70	0.00	0.00	13,227.96	
		0.00		0.00	26,415.74		
Department: 313	SHADE TREE Total	27,650.00	0.00	3,000.00	30,650.00	4,234.26	86
		17,422.04	8,993.70	0.00	0.00	13,227.96	
		0.00		0.00	26,415.74		
2-01-26-325-000-000	MUNICIPAL SERVICES REIMBURSEMENT						
2-01-26-325-000-255	MUNICIPAL SERVICES REIMBURSEMENT-OE	5,000.00	0.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	5,000.00	
		0.00		0.00	0.00		
Extd: 000	MUNICIPAL SERVICES REIMBURSEMENT Total	5,000.00	0.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	5,000.00	
		0.00		0.00	0.00		
Department: 325	MUNICIPAL SERVICES REIMBURSEMENT Total	5,000.00	0.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	5,000.00	
		0.00		0.00	0.00		
CAFR: 26	Total	772,951.82	0.00	11,500.00	784,451.82	151,768.62	81
		526,813.89	107,549.24	1,679.93	0.00	259,317.86	
		0.00		0.00	632,683.20		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-27-330-000-000	BOARD OF HEALTH						
2-01-27-330-000-200	BD OF HEALTH - OTHER EXPENSE						
		500.00	0.00	0.00	500.00	405.00	19
		95.00	0.00	0.00	0.00	405.00	
		0.00		0.00	95.00		
Extd: 000	BOARD OF HEALTH Total	500.00	0.00	0.00	500.00	405.00	19
		95.00	0.00	0.00	0.00	405.00	
		0.00		0.00	95.00		
Department: 330	BD OF HEALTH Total	500.00	0.00	0.00	500.00	405.00	19
		95.00	0.00	0.00	0.00	405.00	
		0.00		0.00	95.00		
2-01-27-335-000-000	ENVIRONMENTAL COMMISSION						
2-01-27-335-000-200	ENVIRONMENTAL COMM - OTHER EXPENSE						
		500.00	0.00	0.00	500.00	100.00	80
		400.00	0.00	0.00	0.00	100.00	
		0.00		0.00	400.00		
Extd: 000	ENVIRONMENTAL COMMISSION Total	500.00	0.00	0.00	500.00	100.00	80
		400.00	0.00	0.00	0.00	100.00	
		0.00		0.00	400.00		
Department: 335	ENV. COMM. Total	500.00	0.00	0.00	500.00	100.00	80
		400.00	0.00	0.00	0.00	100.00	
		0.00		0.00	400.00		
CAFR: 27	Total	1,000.00	0.00	0.00	1,000.00	505.00	50
		495.00	0.00	0.00	0.00	505.00	
		0.00		0.00	495.00		
2-01-28-370-000-000	RECREATION						
2-01-28-370-000-200	RECREATION: OTHER EXPENSE						
		6,400.00	0.00	0.00	6,400.00	270.95	96
		6,129.05	0.00	0.00	0.00	270.95	
		0.00		0.00	6,129.05		
Extd: 000	RECREATION Total	6,400.00	0.00	0.00	6,400.00	270.95	96
		6,129.05	0.00	0.00	0.00	270.95	
		0.00		0.00	6,129.05		
Department: 370	RECREATION Total	6,400.00	0.00	0.00	6,400.00	270.95	96
		6,129.05	0.00	0.00	0.00	270.95	
		0.00		0.00	6,129.05		
CAFR: 28	Total	6,400.00	0.00	0.00	6,400.00	270.95	96
		6,129.05	0.00	0.00	0.00	270.95	
		0.00		0.00	6,129.05		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-29-390-000-000	LIBRARY						
2-01-29-390-000-100	LIBRARY: SALARY & WAGES						
		85,289.00	0.00	0.00	85,289.00	10,062.92	88
		75,226.08	0.00	0.00	0.00	10,062.92	
		0.00		0.00	75,226.08		
2-01-29-390-000-200	LIBRARY: OTHER EXPENSE						
		99,310.00	0.00	0.00	99,310.00	22,823.87	77
		69,667.97	6,818.16	0.00	0.00	29,642.03	
		0.00		0.00	76,486.13		
Extd: 000	LIBRARY Total						
		184,599.00	0.00	0.00	184,599.00	32,886.79	82
		144,894.05	6,818.16	0.00	0.00	39,704.95	
		0.00		0.00	151,712.21		
Department: 390	LIBRARY Total						
		184,599.00	0.00	0.00	184,599.00	32,886.79	82
		144,894.05	6,818.16	0.00	0.00	39,704.95	
		0.00		0.00	151,712.21		
CAFR: 29	Total						
		184,599.00	0.00	0.00	184,599.00	32,886.79	82
		144,894.05	6,818.16	0.00	0.00	39,704.95	
		0.00		0.00	151,712.21		
2-01-30-420-000-000	CELEBRATION OF PUBLIC EVENTS						
2-01-30-420-000-200	CELEBRATION OF EVENTS: OTHER EXPENSE						
		4,500.00	0.00	0.00	4,500.00	1,067.95	76
		2,011.92	1,420.13	0.00	0.00	2,488.08	
		0.00		0.00	3,432.05		
Extd: 000	CELEBRATION OF PUBLIC EVENTS Total						
		4,500.00	0.00	0.00	4,500.00	1,067.95	76
		2,011.92	1,420.13	0.00	0.00	2,488.08	
		0.00		0.00	3,432.05		
Department: 420	CEL-PUB EVENTS Total						
		4,500.00	0.00	0.00	4,500.00	1,067.95	76
		2,011.92	1,420.13	0.00	0.00	2,488.08	
		0.00		0.00	3,432.05		
CAFR: 30	Total						
		4,500.00	0.00	0.00	4,500.00	1,067.95	76
		2,011.92	1,420.13	0.00	0.00	2,488.08	
		0.00		0.00	3,432.05		
2-01-31-430-000-000	ELECTRICITY						
2-01-31-430-000-200	ELECTRICITY: OTHER EXPENSE						
		26,500.00	0.00	0.00	26,500.00	11,655.64	56
		13,870.38	973.98	0.00	0.00	12,629.62	
		0.00		0.00	14,844.36		
Extd: 000	ELECTRICITY Total						
		26,500.00	0.00	0.00	26,500.00	11,655.64	56
		13,870.38	973.98	0.00	0.00	12,629.62	
		0.00		0.00	14,844.36		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 430	ELECTRICITY Total	26,500.00 13,870.38 0.00	0.00 973.98	0.00 0.00 0.00	26,500.00 0.00 14,844.36	11,655.64 12,629.62	56
2-01-31-435-000-000	STREET LIGHTING						
2-01-31-435-000-200	STREET LIGHTING - OTHER EXPENSE	33,000.00 26,039.10 0.00	0.00 2,665.16	0.00 0.00 0.00	33,000.00 0.00 28,704.26	4,295.74 6,960.90	87
Extd: 000	STREET LIGHTING Total	33,000.00 26,039.10 0.00	0.00 2,665.16	0.00 0.00 0.00	33,000.00 0.00 28,704.26	4,295.74 6,960.90	87
Department: 435	ST. LIGHTING Total	33,000.00 26,039.10 0.00	0.00 2,665.16	0.00 0.00 0.00	33,000.00 0.00 28,704.26	4,295.74 6,960.90	87
2-01-31-440-000-000	TELEPHONE						
2-01-31-440-000-200	TELEPHONE: OTHER EXPENSE	27,000.00 20,645.21 0.00	0.00 1,826.97	0.00 0.00 0.00	27,000.00 0.00 22,472.18	4,527.82 6,354.79	83
Extd: 000	TELEPHONE Total	27,000.00 20,645.21 0.00	0.00 1,826.97	0.00 0.00 0.00	27,000.00 0.00 22,472.18	4,527.82 6,354.79	83
Department: 440	TELEPHONE Total	27,000.00 20,645.21 0.00	0.00 1,826.97	0.00 0.00 0.00	27,000.00 0.00 22,472.18	4,527.82 6,354.79	83
2-01-31-446-000-000	GAS - (NATURAL/PROPANE)						
2-01-31-446-000-200	GAS (NATURAL/PROPANE): OTHER EXPENSE	10,000.00 4,885.25 0.00	0.00 343.39	0.00 0.00 0.00	10,000.00 0.00 5,228.64	4,771.36 5,114.75	52
Extd: 000	GAS - (NATURAL/PROPANE) Total	10,000.00 4,885.25 0.00	0.00 343.39	0.00 0.00 0.00	10,000.00 0.00 5,228.64	4,771.36 5,114.75	52
Department: 446	GAS - (NATURAL/PROPANE) Total	10,000.00 4,885.25 0.00	0.00 343.39	0.00 0.00 0.00	10,000.00 0.00 5,228.64	4,771.36 5,114.75	52

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-31-460-000-000	GAS, FUEL, LUBRICANTS						
2-01-31-460-000-200	GASOLINE, FUEL: OTHER EXPENSE						
		26,000.00	20,000.00	0.00	46,000.00	8,995.32	80
		31,988.16	5,016.52	0.00	0.00	14,011.84	
		0.00		0.00	37,004.68		
Extd: 000	GAS, FUEL, LUBRICANTS Total	26,000.00	20,000.00	0.00	46,000.00	8,995.32	80
		31,988.16	5,016.52	0.00	0.00	14,011.84	
		0.00		0.00	37,004.68		
Department: 460	GAS,FUEL,LUB. Total	26,000.00	20,000.00	0.00	46,000.00	8,995.32	80
		31,988.16	5,016.52	0.00	0.00	14,011.84	
		0.00		0.00	37,004.68		
2-01-31-461-000-000	Accumulated Sick						
2-01-31-461-000-250	Accumulated Sick						
		5,000.00	0.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	5,000.00	
		0.00		0.00	0.00		
Extd: 000	Accumulated Sick Total	5,000.00	0.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	5,000.00	
		0.00		0.00	0.00		
Department: 461	Accumulated Sick Total	5,000.00	0.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	5,000.00	
		0.00		0.00	0.00		
CAFR: 31	Total	127,500.00	20,000.00	0.00	147,500.00	39,245.88	73
		97,428.10	10,826.02	0.00	0.00	50,071.90	
		0.00		0.00	108,254.12		
2-01-36-471-000-000	PERS						
2-01-36-471-000-200	PERS: OTHER EXPENSE						
		97,372.80	0.00	0.00	97,372.80	0.00	100
		97,372.80	0.00	0.00	0.00	0.00	
		0.00		0.00	97,372.80		
Extd: 000	PERS Total	97,372.80	0.00	0.00	97,372.80	0.00	100
		97,372.80	0.00	0.00	0.00	0.00	
		0.00		0.00	97,372.80		
Department: 471	P.E.R.S. Total	97,372.80	0.00	0.00	97,372.80	0.00	100
		97,372.80	0.00	0.00	0.00	0.00	
		0.00		0.00	97,372.80		
2-01-36-472-000-000	SOCIAL SECURITY						
2-01-36-472-000-200	SOCIAL SECURITY: OTHER EXPENSE						
		115,000.00	0.00	0.00	115,000.00	10,770.62	91
		94,218.98	10,010.40	0.00	0.00	20,781.02	
		0.00		0.00	104,229.38		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Extd: 000	SOCIAL SECURITY Total	115,000.00 94,218.98 0.00	0.00 10,010.40	0.00 0.00 0.00	115,000.00 0.00 104,229.38	10,770.62 20,781.02	91
Department: 472	SOC. SECURITY Total	115,000.00 94,218.98 0.00	0.00 10,010.40	0.00 0.00 0.00	115,000.00 0.00 104,229.38	10,770.62 20,781.02	91
2-01-36-475-000-000	PFRS						
2-01-36-475-000-255	PFRS	125,192.00 125,192.00 0.00	0.00 0.00	0.00 0.00 0.00	125,192.00 0.00 125,192.00	0.00 0.00	100
Extd: 000	PFRS Total	125,192.00 125,192.00 0.00	0.00 0.00	0.00 0.00 0.00	125,192.00 0.00 125,192.00	0.00 0.00	100
Department: 475	P.F.R.S. Total	125,192.00 125,192.00 0.00	0.00 0.00	0.00 0.00 0.00	125,192.00 0.00 125,192.00	0.00 0.00	100
2-01-36-476-000-255	DCRP - Admin / PW Clerical	3,000.00 285.85 0.00	0.00 0.00	0.00 0.00 0.00	3,000.00 0.00 285.85	2,714.15 2,714.15	10
Extd: 000	DCRP Total	3,000.00 285.85 0.00	0.00 0.00	0.00 0.00 0.00	3,000.00 0.00 285.85	2,714.15 2,714.15	10
Department: 476	DCRP Total	3,000.00 285.85 0.00	0.00 0.00	0.00 0.00 0.00	3,000.00 0.00 285.85	2,714.15 2,714.15	10
CAFR: 36	Total	340,564.80 317,069.63 0.00	0.00 10,010.40	0.00 0.00 0.00	340,564.80 0.00 327,080.03	13,484.77 23,495.17	96
2-01-41-705-000-000	BODY ARMOR						
2-01-41-705-000-255	BODY ARMOR: Expenses	681.57 681.57 0.00	0.00 0.00	0.00 0.00 0.00	681.57 0.00 681.57	0.00 0.00	100
Extd: 000	BODY ARMOR Total	681.57 681.57 0.00	0.00 0.00	0.00 0.00 0.00	681.57 0.00 681.57	0.00 0.00	100

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 705	BODY ARMOR Total	681.57 681.57 0.00	0.00 0.00	0.00 0.00 0.00	681.57 0.00 681.57	0.00 0.00	100
2-01-41-712-000-000	CLEAN COMMUNITIES						
2-01-41-712-000-250	Clean Communities	5,676.07 11,374.13 0.00	5,698.06 0.00	0.00 0.00 0.00	11,374.13 0.00 11,374.13	0.00 0.00	100
Extd: 000	CLEAN COMMUNITIES Total	5,676.07 11,374.13 0.00	5,698.06 0.00	0.00 0.00 0.00	11,374.13 0.00 11,374.13	0.00 0.00	100
Department: 712	CLEAN COMMUNITIES Total	5,676.07 11,374.13 0.00	5,698.06 0.00	0.00 0.00 0.00	11,374.13 0.00 11,374.13	0.00 0.00	100
2-01-41-744-000-000	NJDOT - W. FRANKLIN / KNOWLES						
2-01-41-745-000-250	NJ URBAN FORESTRY	10,000.00 10,000.00 0.00	0.00 0.00	0.00 0.00 0.00	10,000.00 0.00 10,000.00	0.00 0.00	100
Extd: 000	NJ URBAN FORESTRY Total	10,000.00 10,000.00 0.00	0.00 0.00	0.00 0.00 0.00	10,000.00 0.00 10,000.00	0.00 0.00	100
Department: 745	NJ URBAN FORESTRY Total	10,000.00 10,000.00 0.00	0.00 0.00	0.00 0.00 0.00	10,000.00 0.00 10,000.00	0.00 0.00	100
CAFR: 41	Total	16,357.64 22,055.70 0.00	5,698.06 0.00	0.00 0.00 0.00	22,055.70 0.00 22,055.70	0.00 0.00	100
2-01-42-102-000-000	SHARED SERVICES - EMERGENCY DISPATCH						
2-01-42-102-000-200	Shared Services - Dispatch	78,227.77 78,227.77 0.00	0.00 0.00	0.00 0.00 0.00	78,227.77 0.00 78,227.77	0.00 0.00	100
Extd: 000	SHARED SERVICES - EMERGENCY DISPATCH Total	78,227.77 78,227.77 0.00	0.00 0.00	0.00 0.00 0.00	78,227.77 0.00 78,227.77	0.00 0.00	100
Department: 102	SHARED SERVICES - EMERGENCY DISPATCH Total	78,227.77 78,227.77 0.00	0.00 0.00	0.00 0.00 0.00	78,227.77 0.00 78,227.77	0.00 0.00	100

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-01-42-103-000-000	I/L RECYCLING SERVICES						
2-01-42-103-000-267	Recycling Service	38,301.00	0.00	0.00	38,301.00	0.00	100
		35,109.25	3,191.75	0.00	0.00	3,191.75	
		0.00		0.00	38,301.00		
Extd: 000	I/L RECYCLING SERVICES Total	38,301.00	0.00	0.00	38,301.00	0.00	100
		35,109.25	3,191.75	0.00	0.00	3,191.75	
		0.00		0.00	38,301.00		
Department: 103	I/L RECYCLING SERVICES Total	38,301.00	0.00	0.00	38,301.00	0.00	100
		35,109.25	3,191.75	0.00	0.00	3,191.75	
		0.00		0.00	38,301.00		
2-01-42-104-000-000	I/L MUNICIPAL ALLIANCE						
2-01-42-104-000-267	Municipal Alliance	1,500.00	0.00	0.00	1,500.00	0.00	100
		1,500.00	0.00	0.00	0.00	0.00	
		0.00		0.00	1,500.00		
Extd: 000	I/L MUNICIPAL ALLIANCE Total	1,500.00	0.00	0.00	1,500.00	0.00	100
		1,500.00	0.00	0.00	0.00	0.00	
		0.00		0.00	1,500.00		
Department: 104	I/L MUNICIPAL ALLIANCE Total	1,500.00	0.00	0.00	1,500.00	0.00	100
		1,500.00	0.00	0.00	0.00	0.00	
		0.00		0.00	1,500.00		
2-01-42-105-000-000	I/L BOARD OF HEALTH / ACO						
2-01-42-105-000-200	I/L HEALTH & ACO: OTHER EXPENSE	58,480.00	0.00	0.00	58,480.00	0.00	100
		58,480.00	0.00	0.00	0.00	0.00	
		0.00		0.00	58,480.00		
Extd: 000	I/L BOARD OF HEALTH / ACO Total	58,480.00	0.00	0.00	58,480.00	0.00	100
		58,480.00	0.00	0.00	0.00	0.00	
		0.00		0.00	58,480.00		
Department: 105	I/L BOARD OF HEALTH / ACO Total	58,480.00	0.00	0.00	58,480.00	0.00	100
		58,480.00	0.00	0.00	0.00	0.00	
		0.00		0.00	58,480.00		
2-01-42-109-000-000	INTERLOCAL - BLS SERVICES						
2-01-42-109-000-250	INTERLOCAL - BLS SERVICES	3,000.00	0.00	0.00	3,000.00	3,000.00	0
		0.00	0.00	0.00	0.00	3,000.00	
		0.00		0.00	0.00		
Extd: 000	INTERLOCAL - BLS SERVICES Total	3,000.00	0.00	0.00	3,000.00	3,000.00	0
		0.00	0.00	0.00	0.00	3,000.00	
		0.00		0.00	0.00		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 109	INTERLOCAL - BLS SERVICES Total	3,000.00	0.00	0.00	3,000.00	3,000.00	0
		0.00	0.00	0.00	0.00	3,000.00	
		0.00		0.00	0.00		
2-01-42-110-000-000	INTERLOCAL - SENIOR SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	100
2-01-42-110-000-250	INTERLOCAL - SENIOR SERVICES	5,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	5,000.00		
Extd: 000	INTERLOCAL - SENIOR SERVICES Total	5,000.00	0.00	0.00	5,000.00	0.00	100
		5,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	5,000.00		
Department: 110	MAYOR/COUNCIL Total	5,000.00	0.00	0.00	5,000.00	0.00	100
		5,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	5,000.00		
CAFR: 42	Total	184,508.77	0.00	0.00	184,508.77	3,000.00	98
		178,317.02	3,191.75	0.00	0.00	6,191.75	
		0.00		0.00	181,508.77		
2-01-43-490-000-000	MUNICIPAL COURT						
2-01-43-490-000-100	MUNICIPAL COURT: SALARIES & WAGES	36,760.00	0.00	0.00	36,760.00	7,183.41	80
		29,576.59	0.00	0.00	0.00	7,183.41	
		0.00		0.00	29,576.59		
2-01-43-490-000-200	MUNICIPAL COURT: OTHER EXPENSE	8,590.00	0.00	0.00	8,590.00	3,919.84	54
		4,024.91	645.25	0.00	0.00	4,565.09	
		0.00		0.00	4,670.16		
Extd: 000	MUNICIPAL COURT Total	45,350.00	0.00	0.00	45,350.00	11,103.25	76
		33,601.50	645.25	0.00	0.00	11,748.50	
		0.00		0.00	34,246.75		
Department: 490	MUNICIPAL COURT Total	45,350.00	0.00	0.00	45,350.00	11,103.25	76
		33,601.50	645.25	0.00	0.00	11,748.50	
		0.00		0.00	34,246.75		
2-01-43-495-000-000	PUBLIC DEFENDER						
2-01-43-495-000-200	PUBLIC DEFENDER: OTHER EXPENSE	4,800.00	0.00	0.00	4,800.00	0.00	100
		1,600.00	3,200.00	0.00	0.00	3,200.00	
		0.00		0.00	4,800.00		
Extd: 000	PUBLIC DEFENDER Total	4,800.00	0.00	0.00	4,800.00	0.00	100
		1,600.00	3,200.00	0.00	0.00	3,200.00	
		0.00		0.00	4,800.00		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 495	PUBLIC DEFENDER Total	4,800.00	0.00	0.00	4,800.00	0.00	100
		1,600.00	3,200.00	0.00	0.00	3,200.00	
		0.00		0.00	4,800.00		
CAFR: 43	Total	50,150.00	0.00	0.00	50,150.00	11,103.25	78
		35,201.50	3,845.25	0.00	0.00	14,948.50	
		0.00		0.00	39,046.75		
2-01-44-901-000-000	CAPITAL IMPROVEMENT FUND						
2-01-44-901-000-200	CAPITAL IMPROVEMENT FUND	15,000.00	0.00	0.00	15,000.00	15,000.00	0
		0.00	0.00	0.00	0.00	15,000.00	
		0.00		0.00	0.00		
Extd: 000	CAPITAL IMPROVEMENT FUND Total	15,000.00	0.00	0.00	15,000.00	15,000.00	0
		0.00	0.00	0.00	0.00	15,000.00	
		0.00		0.00	0.00		
Department: 901	CAPITAL IMPROVEMENT FUND Total	15,000.00	0.00	0.00	15,000.00	15,000.00	0
		0.00	0.00	0.00	0.00	15,000.00	
		0.00		0.00	0.00		
2-01-44-902-000-000	DEF CHG TO FUTURE TAX - ORDINANCES						
2-01-44-902-000-200	DEF CHAGE TO FUTURE TAX - ORDINANCES	53,200.00	0.00	0.00	53,200.00	53,200.00	0
		0.00	0.00	0.00	0.00	53,200.00	
		0.00		0.00	0.00		
Extd: 000	DEF CHG TO FUTURE TAX - ORDINANCES Total	53,200.00	0.00	0.00	53,200.00	53,200.00	0
		0.00	0.00	0.00	0.00	53,200.00	
		0.00		0.00	0.00		
Department: 902	DEF CHG TO FUTURE TAX - ORDINANCES Total	53,200.00	0.00	0.00	53,200.00	53,200.00	0
		0.00	0.00	0.00	0.00	53,200.00	
		0.00		0.00	0.00		
CAFR: 44	Total	68,200.00	0.00	0.00	68,200.00	68,200.00	0
		0.00	0.00	0.00	0.00	68,200.00	
		0.00		0.00	0.00		
2-01-45-920-000-000	PAYMENT OF BONDS						
2-01-45-920-000-255	Bond Principal	245,000.00	0.00	0.00	245,000.00	0.00	100
		245,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	245,000.00		
Extd: 000	PAYMENT OF BONDS Total	245,000.00	0.00	0.00	245,000.00	0.00	100
		245,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	245,000.00		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 920	PAYMENT OF BONDS Total	245,000.00	0.00	0.00	245,000.00	0.00	100
		245,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	245,000.00		
2-01-45-930-000-000	INTEREST ON BONDS AND NOTES	76,176.63	0.00	0.00	76,176.63	12.87	100
2-01-45-930-000-200	INTEREST ON BONDS AND NOTES	76,163.76	0.00	0.00	0.00	12.87	
		0.00		0.00	76,163.76		
Extd: 000	INTEREST ON BONDS AND NOTES Total	76,176.63	0.00	0.00	76,176.63	12.87	100
		76,163.76	0.00	0.00	0.00	12.87	
		0.00		0.00	76,163.76		
Department: 930	INTEREST ON BONDS AND NOTES Total	76,176.63	0.00	0.00	76,176.63	12.87	100
		76,163.76	0.00	0.00	0.00	12.87	
		0.00		0.00	76,163.76		
CAFR: 45	Total	321,176.63	0.00	0.00	321,176.63	12.87	100
		321,163.76	0.00	0.00	0.00	12.87	
		0.00		0.00	321,163.76		
2-01-46-870-002-000	EMERGENCY APPROPRIATION	20,000.00	20,000.00-	0.00	0.00	0.00	0
2-01-46-870-002-250	Emergency Appropriation - Fuel	0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Extd: 002	EMERGENCY APPROPRIATION Total	20,000.00	20,000.00-	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Department: 870	Total	20,000.00	20,000.00-	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
CAFR: 46	Total	20,000.00	20,000.00-	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
2-01-50-899-000-000	RESERVE FOR UNCOLLECTED TAXES	265,000.00	0.00	0.00	265,000.00	265,000.00	0
2-01-50-899-000-200	RESERVE FOR UNCOLLECTED TAXES	0.00	0.00	0.00	0.00	265,000.00	
		0.00		0.00	0.00		
Extd: 000	RESERVE FOR UNCOLLECTED TAXES Total	265,000.00	0.00	0.00	265,000.00	265,000.00	0
		0.00	0.00	0.00	0.00	265,000.00	
		0.00		0.00	0.00		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
Department: 899	RESERVE FOR UNCOLLECTED TAXES Total	265,000.00	0.00	0.00	265,000.00	265,000.00	0
		0.00	0.00	0.00	0.00	265,000.00	
		0.00		0.00	0.00		
CAFR: 50	Total	265,000.00	0.00	0.00	265,000.00	265,000.00	0
		0.00	0.00	0.00	0.00	265,000.00	
		0.00		0.00	0.00		
Fund: 01	Budgeted Total	4,149,623.66	5,698.06	0.00	4,155,321.72	836,791.79	80
		3,032,039.35	293,244.91	6,754.33	0.00	1,130,036.70	
		0.00		0.00	3,318,529.93		
Fund: 01	Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Fund: 01	Total	4,149,623.66	5,698.06	0.00	4,155,321.72	836,791.79	80
		3,032,039.35	293,244.91	6,754.33	0.00	1,130,036.70	
		0.00		0.00	3,318,529.93		
Final Budgeted		4,149,623.66	5,698.06	0.00	4,155,321.72	836,791.79	80
		3,032,039.35	293,244.91	6,754.33	0.00	1,130,036.70	
		0.00		0.00	3,318,529.93		
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Final Total		4,149,623.66	5,698.06	0.00	4,155,321.72	836,791.79	80
		3,032,039.35	293,244.91	6,754.33	0.00	1,130,036.70	
		0.00		0.00	3,318,529.93		

Range of Accounts: 2-05-55-501-000-000 to 2-05-55-511-000-255 Include Cap Accounts: Yes As Of: 12/02/22
Current Period: 12/01/22 to 12/02/22 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended
2-05-55-501-000-000	WATER OPERATING					
2-05-55-501-000-100	WATER OPERATING - Salaries	260,000.00	0.00	0.00	260,000.00	40,479.01 84
		219,520.99	0.00	0.00	0.00	40,479.01
		0.00		0.00	219,520.99	
2-05-55-501-000-200	WATER OPERATING: OTHER EXPENSE	319,593.78	0.00	0.00	319,593.78	30,983.21 90
		158,683.12	129,927.45	0.00	0.00	160,910.66
		0.00		0.00	288,610.57	
Extd: 000	WATER OPERATING Total	579,593.78	0.00	0.00	579,593.78	71,462.22 88
		378,204.11	129,927.45	0.00	0.00	201,389.67
		0.00		0.00	508,131.56	
Department: 501	WATER Total	579,593.78	0.00	0.00	579,593.78	71,462.22 88
		378,204.11	129,927.45	0.00	0.00	201,389.67
		0.00		0.00	508,131.56	
2-05-55-502-000-000	SEWER OPERATING					
2-05-55-502-000-200	SEWER OPERATING: OTHER EXPENSE	66,087.50	0.00	0.00	66,087.50	36,301.74 45
		20,457.74	9,328.02	0.00	0.00	45,629.76
		0.00		0.00	29,785.76	
Extd: 000	SEWER OPERATING Total	66,087.50	0.00	0.00	66,087.50	36,301.74 45
		20,457.74	9,328.02	0.00	0.00	45,629.76
		0.00		0.00	29,785.76	
Department: 502	SEWER Total	66,087.50	0.00	0.00	66,087.50	36,301.74 45
		20,457.74	9,328.02	0.00	0.00	45,629.76
		0.00		0.00	29,785.76	
2-05-55-503-000-000	SBRSA TREATMENT COST					
2-05-55-503-000-255	SBRSA Treatment Costs	420,000.00	0.00	0.00	420,000.00	106,634.00 75
		313,366.00	0.00	0.00	0.00	106,634.00
		0.00		0.00	313,366.00	
Extd: 000	SBRSA TREATMENT COST Total	420,000.00	0.00	0.00	420,000.00	106,634.00 75
		313,366.00	0.00	0.00	0.00	106,634.00
		0.00		0.00	313,366.00	
Department: 503	SBRSA TREATMENT COST Total	420,000.00	0.00	0.00	420,000.00	106,634.00 75
		313,366.00	0.00	0.00	0.00	106,634.00
		0.00		0.00	313,366.00	

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used
2-05-55-504-000-000	GROUP INSURANCE						
2-05-55-504-000-200	GROUP INSURANCE: OTHER EXPENSE						
		96,500.00	0.00	0.00	96,500.00	3,693.30	96
		76,975.84	15,830.86	0.00	0.00	19,524.16	
		0.00		0.00	92,806.70		
Extd: 000	GROUP INSURANCE Total	96,500.00	0.00	0.00	96,500.00	3,693.30	96
		76,975.84	15,830.86	0.00	0.00	19,524.16	
		0.00		0.00	92,806.70		
Department: 504	GROUP INSURANCE Total	96,500.00	0.00	0.00	96,500.00	3,693.30	96
		76,975.84	15,830.86	0.00	0.00	19,524.16	
		0.00		0.00	92,806.70		
2-05-55-505-000-000	INSURANCE						
2-05-55-505-000-200	INSURANCE: OTHER EXPENSE						
		38,698.00	0.00	0.00	38,698.00	2,598.12	93
		36,099.88	0.00	0.00	0.00	2,598.12	
		0.00		0.00	36,099.88		
Extd: 000	INSURANCE Total	38,698.00	0.00	0.00	38,698.00	2,598.12	93
		36,099.88	0.00	0.00	0.00	2,598.12	
		0.00		0.00	36,099.88		
Department: 505	INSURANCE Total	38,698.00	0.00	0.00	38,698.00	2,598.12	93
		36,099.88	0.00	0.00	0.00	2,598.12	
		0.00		0.00	36,099.88		
2-05-55-508-000-000	PAYMENT OF WATER BONDS						
2-05-55-508-000-255	Water Bond Principal						
		65,000.00	0.00	0.00	65,000.00	0.00	100
		65,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	65,000.00		
Extd: 000	PAYMENT OF WATER BONDS Total	65,000.00	0.00	0.00	65,000.00	0.00	100
		65,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	65,000.00		
Department: 508	PAYMENT OF WATER BONDS Total	65,000.00	0.00	0.00	65,000.00	0.00	100
		65,000.00	0.00	0.00	0.00	0.00	
		0.00		0.00	65,000.00		
2-05-55-509-000-000	INTEREST ON WATER BONDS						
2-05-55-509-000-200	INTEREST ON WATER BONDS						
		62,375.54	0.00	0.00	62,375.54	11,100.42	82
		51,275.12	0.00	0.00	0.00	11,100.42	
		0.00		0.00	51,275.12		
Extd: 000	INTEREST ON WATER BONDS Total	62,375.54	0.00	0.00	62,375.54	11,100.42	82
		51,275.12	0.00	0.00	0.00	11,100.42	
		0.00		0.00	51,275.12		

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended
Department: 509	INTEREST ON WATER BONDS Total	62,375.54	0.00	0.00	62,375.54	11,100.42 82
		51,275.12	0.00	0.00	0.00	11,100.42
		0.00		0.00	51,275.12	
2-05-55-510-000-000	PERS					
2-05-55-510-000-255	PERS Expense	41,731.20	0.00	0.00	41,731.20	0.00 100
		41,731.20	0.00	0.00	0.00	0.00
		0.00		0.00	41,731.20	
Extd: 000	PERS Total	41,731.20	0.00	0.00	41,731.20	0.00 100
		41,731.20	0.00	0.00	0.00	0.00
		0.00		0.00	41,731.20	
Department: 510	PERS Total	41,731.20	0.00	0.00	41,731.20	0.00 100
		41,731.20	0.00	0.00	0.00	0.00
		0.00		0.00	41,731.20	
2-05-55-511-000-000	SOCIAL SECURITY					
2-05-55-511-000-255	Social Security Expense	20,000.00	0.00	0.00	20,000.00	3,972.69 80
		16,027.31	0.00	0.00	0.00	3,972.69
		0.00		0.00	16,027.31	
Extd: 000	SOCIAL SECURITY Total	20,000.00	0.00	0.00	20,000.00	3,972.69 80
		16,027.31	0.00	0.00	0.00	3,972.69
		0.00		0.00	16,027.31	
Department: 511	SOCIAL SECURITY Total	20,000.00	0.00	0.00	20,000.00	3,972.69 80
		16,027.31	0.00	0.00	0.00	3,972.69
		0.00		0.00	16,027.31	
CAFR: 55	Total	1,389,986.02	0.00	0.00	1,389,986.02	235,762.49 83
		999,137.20	155,086.33	0.00	0.00	390,848.82
		0.00		0.00	1,154,223.53	
Fund: 05	Budgeted Total	1,389,986.02	0.00	0.00	1,389,986.02	235,762.49 83
		999,137.20	155,086.33	0.00	0.00	390,848.82
		0.00		0.00	1,154,223.53	
Fund: 05	Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00 0
		0.00	0.00	0.00	0.00	0.00
		0.00		0.00	0.00	
Fund: 05	Total	1,389,986.02	0.00	0.00	1,389,986.02	235,762.49 83
		999,137.20	155,086.33	0.00	0.00	390,848.82
		0.00		0.00	1,154,223.53	

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
Final Budgeted		1,389,986.02	0.00	0.00	1,389,986.02	235,762.49	83
		999,137.20	155,086.33	0.00	0.00	390,848.82	
		0.00		0.00	1,154,223.53		
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Final Total		1,389,986.02	0.00	0.00	1,389,986.02	235,762.49	83
		999,137.20	155,086.33	0.00	0.00	390,848.82	
		0.00		0.00	1,154,223.53		

DRAFT

BOROUGH OF PENNINGTON ORDINANCE NO. _____

AN ORDINANCE AMENDING THE BOROUGH NUISANCE ORDINANCE TO PROHIBIT INTRUSIVE OUTDOOR LIGHTING AND OPERATION OF POWER MOWERS AND LEAF BLOWERS DURING CERTAIN HOURS

WHEREAS, the Borough Nuisance Ordinance, Chapter 136 of the Code of the Borough of Pennington, seeks to protect and promote the public health through the control, abatement and prevention of conditions injurious to the public health and safety;

WHEREAS, the Nuisance Ordinance prohibits conditions and activities deemed to be detrimental or a threat to the public health or environment or an annoyance interfering with the comfort and well-being of the residents of the Borough;

WHEREAS, Borough Council finds and determines that outdoor lighting fixtures that illuminate beyond the property on which they are installed, when left on during the late night and early morning hours, unreasonably disrupt the peace and privacy of neighboring residents and endanger public health;

WHEREAS, Council also finds and determines that the operation of power mowers and leaf blowers in the early morning and evening hours represents an excessively loud and unnecessary disturbance of the peace and comfort of residents and is a danger to the health and welfare of the community;

WHEREAS, amending the Nuisance Ordinance to prohibit these conditions and activities will provide a mechanism for abatement as well as enforcement when appropriate;

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Pennington, that Chapter 136 of the Code of the Borough of Pennington, at Section 136-3, is hereby amended to include the following prohibitions:

“136-3. Nuisances Defined and Prohibited.

* * *

(21) Outdoor lighting fixtures that are not shielded or constructed to prevent illumination beyond the property on which they are installed shall be turned off between 12:00 midnight and sunrise. Lighting directed downward or otherwise shielded or constructed so that no direct light is emitted above a plane parallel to the ground shall be presumed to prevent illumination beyond the property.

(22) No person shall operate or cause or permit to be operated any power lawnmower or leaf blower except between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday, 9:00 a.m. and 8:00 p.m. on Saturday, and 9:00 a.m. and 6:00 p.m. on Sunday.”

AND BE IT FURTHER ORDAINED THAT THIS Ordinance shall be effective upon its passage and publication as provided by law.

**BOROUGH OF PENNINGTON
RESOLUTION 2022 – 12.1**

RESOLUTION AUTHORIZING REFUNDS

BE IT RESOLVED that a refund be issued from the Water Sewer Operating Fund to Kathleen Windfelder, 416 York Avenue, Landsdale, PA 19446 for an overpayment of Water/Sewer Account 690-0 for Block 903, Lot 15, 418 Hale Street in the amount of \$162.06.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

BOROUGH OF PENNINGTON RESOLUTION 2022 – 12.2

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 Pennington that the bills be paid on audit and approval of the Mayor, the Appropriate Council Member and the Treasurer in the amount of \$ 1,118,137.07 from the following accounts:

Current	\$ 958,106.57
W/S Operating	\$ 97,343.42
General Capital	\$ 28,848.80
Grant Fund	\$ 364.34
Animal Control Fund	\$ 50.00
Open Space	\$ 27,292.58
Developer's Escrow	\$ 760.50
COAH Trust	\$ 188.50
Other Trust Fund	\$ 3,203.34
Unemployment Trust	\$ 1,979.02
TOTAL	\$ 1,118,137.07

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

TO: Mayor & Council
SUBJECT: Time Sensitive Payments
Bank of Princeton
BILL LIST: 5-Dec-22

Page 1

Current Fund

Ck 18299	22-00933	John Myer	\$	3,584.96
Wire 12088	22-00930	Payroll Account	\$	64,106.93
Wire 12090	22-00931	Payroll Account - DCRP - 11/15/22	\$	305.07
Wire 12091	22-00959	Payroll Account	\$	61,308.27
Wire 12093	22-00960	Payroll Account - DCRP - 11/30/22	\$	122.91
	22-00508	Hopewell Valley Regional School District	\$	720,297.43
	22-00961	Payroll Account - HB Active	\$	13,275.49
	22-00962	Payroll Account - HB Retired	\$	5,577.54
			\$	868,578.60

Water/Sewer Operating

Wire 22089	22-00930	Payroll Account	\$	10,013.33
Wire 22092	22-00959	Payroll Account	\$	11,090.43
	22-00961	Payroll Account - HB Active	\$	5,689.49
	22-00962	Payroll Account - HB Retired	\$	2,225.94
			\$	29,019.19

Trust Fund

Wire 12089	22-00930	Payroll Account	\$	50.00
Wire 12092	22-00959	Payroll Account	\$	3,153.34
			\$	3,203.34

TOTAL \$ 900,801.13

P.O. Type: A11
Range: First to Last
Format: Detail without Line Item Notes First Enc Date Range: First to 12/31/22
Vendors: A11
Rcvd Batch Id Range: First to Last
Include Non-Budgeted: Y

Open: N Paid: N Void: N
Rcvd: Y Held: N Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

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
AKEQUI005 A & K Equipment Company, Inc.											
22-00873 10/20/22 For 2023 winter											
1	810 Flared wing Poly Edge Kit		201.60	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
2	XLS Cutting Edge Kit		144.00	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
3	"BOLT BAG-7-1/2' & 8'" "H&L"		25.00	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
4	RUBBER EDGE BOSS 8'		596.00	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
5	RUBBER EDGE BOSS 9'		662.00	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
6	1/2-13x4 CARRIAGE BOLT GR5		44.00	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
7	1/2-13 NYLON LOCKNUT		16.00	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
8	PLOW KICKSTAND ZINC YELLOW		32.86	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
9	ONE QUART FE HYD FLUID		190.08	2-01-26-290-000-226	B STREETS: Equip. Maintenance	R	10/20/22	12/01/22		57899	N
			1,911.54								

Vendor Total: 1,911.54

AMAZON Amazon Credit Plan											
22-00947 11/21/22 Purchase of Books - Oct 2022											
1	Inv. 443639484833 - 10/8/22		16.49	2-01-29-390-000-242	B LIBRARY: Books/Materials/Publications	R	11/21/22	12/01/22		443639484833	N
2	Inv. 457547347865 - 10/12/22		34.55	2-01-29-390-000-240	B LIBRARY: Office Supplies	R	11/21/22	12/01/22		457547347865	N
			51.04								

Vendor Total: 51.04

AMSTERDA Amsterdam Printing											
22-00878 10/20/22 2023 Calendars											
1	2023 Calendars		291.75	2-01-20-110-000-255	B MAYOR/COUNCIL: Misc. Expenses	R	10/20/22	11/08/22			N
2	Print Set up		19.95	2-01-20-110-000-255	B MAYOR/COUNCIL: Misc. Expenses	R	10/20/22	11/08/22			N
3	Shipping Charge		35.13	2-01-20-110-000-255	B MAYOR/COUNCIL: Misc. Expenses	R	10/20/22	11/08/22			N
			346.83								

Vendor Total: 346.83

BOROUGH OF PENNINGTON
Purchase Order Listing By Vendor Name

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
HOUST005 Ariel Houston												
	22-00221 03/04/22 Court Recorder - 2022				B							
	15 Court - November 3, 2022		100.00		2-01-43-490-000-267	B MUNICIPAL COURT: Other Services	R	10/21/22	11/21/22		11-3-22	N
	16 Court - November 17, 2022		100.00		2-01-43-490-000-267	B MUNICIPAL COURT: Other Services	R	10/21/22	11/21/22		11-17-22	N
			200.00									
	Vendor Total:		200.00									
BRITTON Britton Industries, Inc.												
	22-00018 01/14/22 Tipping Fees - 2022				B							
	30 Inv. 0891782-IN - wood		364.34		G-02-44-926-000-250	B Solid Waste Recycling	R	10/26/22	11/14/22		0891782-IN	N
	Vendor Total:		364.34									
CINTAS01 Cintas Corporation												
	22-00885 10/25/22 Senior Center - Oct 2022											
	1 Inv. 4134974702 - Sr. Center		98.93		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4134974702	N
	22-00886 10/25/22 Janitorial - Boro Hall - Oct											
	1 Inv. 4134682267 - Janitorial		304.61		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4134682267	N
	2 Inv. 4133307452 - Janitorial		35.00		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4133307452	N
			339.61									
	22-00887 10/25/22 Public works - Janitorial - Oct											
	1 Inv. 4133307499 - Janitorial		38.71		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4133307499	N
	2 Inv. 4133984674 - Janitorial		35.00		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4133984674	N
	3 Inv. 4134682441 - Janitorial		140.94		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4134682441	N
	4 Inv. 4135374903 - Janitorial		133.07		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4135374903	N
			347.72									
	22-00888 10/25/22 Uniform Rental - Oct 2022											
	1 Inv. 4133307513 - Uniforms		70.64		2-01-26-290-000-286	B STREETS: Uniforms & Clothing	R	10/25/22	11/08/22		4133307513	N
	2 Inv. 4133307513 - Janitorial		56.54		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4133307513	N
	3 Inv. 4133984518 - Uniforms		70.64		2-01-26-290-000-286	B STREETS: Uniforms & Clothing	R	10/25/22	11/08/22		4133984518	N
	4 Inv. 4133984518 - Janitorial		11.16		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4133984518	N
	5 Inv. 4134682238 - Janitorial		62.20		2-01-26-310-000-273	B BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4134682238	N
	6 Inv. 4134682238 - Uniforms		70.64		2-01-26-290-000-286	B STREETS: Uniforms & Clothing	R	10/25/22	11/08/22		4134682238	N
	Inv. 4135374765 - Uniforms		70.64		2-01-26-290-000-286	B STREETS: Uniforms & Clothing	R	10/25/22	11/08/22		4135374765	N

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CINTAS01	Cintas Corporation				Continued											
22-00888	10/25/22 Uniform Rental - Oct 2022				Continued											
8	Inv. 4135374765 - Janitorial				11.16	2-01-26-310-000-273			B	BOROUGH PROP: Janitorial Supp.	R	10/25/22	11/08/22		4135374765	N
					423.62											
	Vendor Total:				1,209.88											
CIVIC005	CIVICPLUS															
22-00890	10/25/22 Inv. 245186 - Standard Annual															
1	Inv. 245186 - Standard Annual				2,756.25	2-01-20-100-000-250			B	ADMIN: Consultants (RND/e-code/Website)	R	10/25/22	11/08/22		245186	N
	Vendor Total:				2,756.25											
CRESTOR	Creston Hydraulics															
22-00904	11/02/22 BOSS PLOW REPAIR															
1	BOSS PLOW SERVICE				150.00	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
2	BOSS PLOW OIL - 1 QUART				0.00	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
3	CONNECTOR PIGTAIL				58.31	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
4	LABOR MINUTES				135.00	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
5	SHOP SUPPLIES/DISPOSAL FEE				20.00	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
6	CUTTINGEDGE HALF,				272.14	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
7	CUTTINGEDGE HALF,				272.14	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
8	CUTTINGEDGE BOLT KIT, 5/8, 10PER				28.94	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
9	LABOR MINUTES				270.00	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/02/22	11/18/22		00214436	N
10	Fill Cap				7.05	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/18/22	11/18/22		00214436	N
11	Thumbscrew/nut				4.72	2-01-26-290-000-226			B	STREETS: Equip. Maintenance	R	11/18/22	11/18/22		00214436	N
					1,218.30											
	Vendor Total:				1,218.30											
EAGLE005	Eagle Janitorial Services															
22-00161	02/10/22 Janitorial Services - 2022								B							
12	Inv. 32589 - Nov 2022				1,457.50	2-01-26-310-000-229			B	BOROUGH PROP: Cleaning Service	R	02/10/22	11/17/22		32589	N
	Vendor Total:				1,457.50											

BOROUGH OF PENNINGTON
Purchase Order Listing By Vendor Name

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
EBFEN005 EB Fence, LLC												
	22-00606	07/06/22 Post & rail Fence - Arboretum										
	1	Wooden Fence - 330-59-086957	3,664.58		T-03-00-850-850-255	B Open Space Reserves	R		07/06/22	11/18/22		N
	2	Labor 64 hours - 330-49-086972	7,968.00		T-03-00-850-850-255	B Open Space Reserves	R		07/06/22	11/18/22		N
			11,632.58									
		Vendor Total:	11,632.58									
STERLING Elizabeth Sterling												
	22-00953	11/22/22 NJLM Conference Reimb.										
	1	Reimbursement - Hotel Room	248.02		2-01-20-120-000-220	B MUN. CLERK: Education	R		11/22/22	11/22/22		N
	2	Tolls	11.40		2-01-20-120-000-220	B MUN. CLERK: Education	R		11/22/22	11/22/22		N
	3	Mileage - 172 miles	107.50		2-01-20-120-000-220	B MUN. CLERK: Education	R		11/22/22	11/22/22		N
	4	Parking	10.00		2-01-20-120-000-220	B MUN. CLERK: Education	R		12/02/22	12/02/22		N
			376.92									
		Vendor Total:	376.92									
NUICOR01 Elizabethtown Gas												
	22-00926	11/08/22 0140296831 - Public works										
	1	0140296831 - Public works	343.39		2-01-31-446-000-205	B Heat - Public Works Building	R		11/08/22	11/08/22	OCT 2022	N
		Vendor Total:	343.39									
GALLSI01 Galls, LLC												
	22-00225	03/04/22 Kydex Turniquit Holder										
	1	Kydex Turniquit Holder	245.70		2-01-25-240-000-286	B POLICE: Uniforms & Clothing	R		03/04/22	11/22/22	BC1590422	N
		Vendor Total:	245.70									
GLENN005 Glenn A. Dobron Electrical												
	22-00937	11/14/22 LED Retrofit Conversion										
	1	LED Retrofit Conversion of all	8,750.00		2-01-26-310-000-227	B BOROUGH PROP: Building Maint.	R		11/14/22	11/28/22	5122	N
		Vendor Total:	8,750.00									

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
HOGAN010 Hogan Security Group																
22-00341	04/06/22 Security Upgrades - Boro Bldgs				4,714.19	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
1	Supply & Installation of Salto				9,460.17	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
2	Police Department				11,406.42	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
3	Borough Hall				11,716.35	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
4	Public Works				2,508.08	2-05-55-501-000-293			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
5	Well 9				5,490.44	2-05-55-501-000-293			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
6	Well 8				3,762.12	2-05-55-501-000-293			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
7	Well 7				2,982.36	2-05-55-501-000-293			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
8	Well 6				12,578.71	2-05-55-501-000-293			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
9	Infrastructure				39.92	2-05-55-501-000-293			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
10	Neo Assembly Tool				600.00	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
11	Technician Labor				359.69	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
12	Infrastructure				8,287.50	2-01-26-310-000-277			B ARP FUNDING		R	04/06/22	11/29/22		4904	N
13	Credit for Labor				57,330.95						R	11/29/22	11/29/22		4904	N
Vendor Total:					57,330.95											
IPDIPD01 IPD																
22-00963	11/29/22 webinar Registrations															
1	Records Management Webinar				50.00	2-01-20-120-000-220			B MUN. CLERK: Education		R	11/29/22	11/29/22			N
2	OPRA Webinar				50.00	2-01-20-120-000-220			B MUN. CLERK: Education		R	11/29/22	11/29/22			N
Vendor Total:					100.00											
KYLE0005 James Kyle, PP/AICP																
22-00188	02/18/22 General Planning Services 2022															
3	Inv. 3438 - April Meeting				319.50	2-01-21-180-000-250	B		B PLANNING BOARD: Consultants		R	02/18/22	11/28/22		3438	N
Vendor Total:					319.50											
MINOLTA Konica Minolta Premier Finance																
22-00085	01/24/22 Lease - Admin Copier															
12	Inv. 487160996 - Nov 2022				203.29	2-01-20-100-000-225	B		B ADMIN: Office Equipment		R	01/24/22	11/21/22		487160996	
Vendor Total:					203.29											

Vendor # Name	PO # PO Date Description	Item Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
TAURIE001 Law Offices Joseph Tauriello												
	22-00395 04/25/22 Legal Services-Hopewell PILOT		B	665.00	2-01-20-155-000-250	B LEGAL: Consultants	R	04/25/22	11/11/22		SEPT/NOV 2022	N
	9 Invoice - Sept/Nov 2022											
	Vendor Total:			665.00								
SCHWIE01 Mason, Griffin & Pierson												
	22-00416 05/03/22 Special Counsel - COAH		B	97.50	T-03-00-850-853-255	B Affordable Housing - COAH	R	05/03/22	11/18/22		85578	N
	6 Inv. 85578 - COAH			91.00	T-03-00-850-853-255	B Affordable Housing - COAH	R	05/03/22	11/22/22		85579	N
	7 Inv. 85579 - Fair Share Plan			188.50								
	22-00954 11/22/22 Escrow/October/85580											
	1 Inv #85580 - Escrow - Zhang			78.00	E-16-22-007-000-250	B ZHANG, QUN - VARIANCE APPLICATION	R	11/22/22	12/01/22		85580	N
	Vendor Total:			266.50								
MCI COMM MCI Comm Service												
	22-00957 11/28/22 Acct 2DF32543 -Alcotest - Nov			38.02	2-01-31-440-000-264	B TELEPHONE - Police	R	11/28/22	11/28/22		NOV 2022	N
	1 Acct 2DF32543 -Alcotest - Nov											
	Vendor Total:			38.02								
MCI AUT01 Mercer County Improvement Auth												
	22-00049 01/18/22 Recycling - 2022		B	3,191.75	2-01-42-103-000-267	B Recycling Service	R	01/18/22	11/17/22		108379	N
	13 Inv. 108379 - Dec 2022											
	22-00908 11/02/22 Tipping Fees - October 2022											
	1 10/3/22 - 02-00473909			810.67	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00473909	N
	2 10/6/22 - 02-00474228			902.70	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00474228	N
	3 10/10/22 - 02-00474437			551.07	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00474437	N
	4 10/11/22 - 02-00474547			244.27	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00474547	N
	5 10/13/22 - 02-00474763			944.00	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00474763	N
	6 10/17/22 - 02-00474992			771.73	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00474992	N
	7 10/20/22 - 02-00475295			925.12	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00475295	N
	8 10/24/22 - 02-00475515			783.52	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00475515	N
	9 10/27/22 - 02-00475843			940.46	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00475843	N
	10 10/31/22 - 02-00476048			695.02	2-01-26-305-000-291	B TRASH: Tipping Fees	R	11/02/22	11/18/22		02-00476048	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Exc
MCIAT001	Mercer County Improvement Auth	22-00908	11/02/22	Tipping Fees - October 2022	Continued										
			11/10/31/22	- 02-00476078	830.72	2-01-26-305-000-291	B	TRASH: Tipping Fees			R	11/02/22	11/18/22	02-00476078	N
					8,399.28										
				Vendor Total:	11,591.03										
MIDST005	Mid-State Equipment Co., Inc.	22-00027	01/14/22	Equipment Maint. - 2022			B								
			4 Inv.	IN36056 - Cast Bucket &	108.30	2-01-26-290-000-226		B STREETS: Equip. Maintenance			R	08/01/22	11/29/22	IN36056	N
			5 Inv.	IN36054 - Fittings/Hose	93.86	2-01-26-290-000-226		B STREETS: Equip. Maintenance			R	08/01/22	11/29/22	IN36054	N
					202.16										
				Vendor Total:	202.16										
MORTON	Morton Salt, Inc.	22-00838	10/05/22	Treated Rock Salt			B								
			2 Inv.	54402666356 -Treated Salt	5,108.56	2-01-26-290-000-271		B STREETS: Street System / Salt			R	10/05/22	11/08/22	54402666356	N
			3 Inv.	5402670228 -Treated Salt	1,690.04	2-01-26-290-000-271		B STREETS: Street System / Salt			R	10/05/22	11/08/22	5402670228	N
					6,798.60										
				Vendor Total:	6,798.60										
TRENT001	NJ Advance Media-Trenton Times	22-00915	11/03/22	Adv for Bids - W. Franklin											
			1 Adv	for Bids - W. Franklin	131.11	2-01-20-100-000-201		B ADMIN: Advertising			R	11/03/22	11/21/22		N
				Vendor Total:	131.11										
STATE OF NJ	Unemployment Comp. Fund	22-00956	11/28/22	Unemployment - 3rd Qtr 2022											
			1 Unemployment	- 3rd Qtr 2022	1,979.02	T-03-00-850-852-255		B Unemployment - Expenses			R	11/28/22	11/28/22	3RD QTR 2022	N
				Vendor Total:	1,979.02										
PEDRON001	Pedroni Fuel Company	22-00929	11/09/22	REF #: 579631 - No Lead Gas											
			REF #: 579631	- No Lead Gas	604.18	2-01-31-460-000-265		B Gasoline, Motor Fuels & Oil PW			R	11/09/22	11/18/22	579631	N

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat	Chk/Enc	First Date	Rcvd Date	Chk/Void Date	Invoice	1099
PEDRON01	Pedroni Fuel Company																
	22-00929 11/09/22 REF #: 579631 - No Lead Gas			Continued													
	2 REF #: 579631 - No Lead Gas			604.18		2-01-31-460-000-266				B Gasoline - Police	R		11/09/22	11/18/22		579631	N
				1,208.36													
	Vendor Total:			1,208.36													
PENNT015	Pennington Computer Services																
	22-00911 11/03/22 Computer Services - Library																
	1 Inv. 8744 - Computer Maint for			215.00		2-01-29-390-000-243				B LIBRARY: Computer Supplies/Software	R		11/03/22	11/18/22		8744	N
	Vendor Total:			215.00													
PENNM001	Pennington Quality Market																
	22-00912 11/03/22 Meals - Halloween OT																
	1 Inv. 00060787 - Meal for			13.36		2-01-30-420-000-255				B MEMORIAL DAY / HALLOWEEN / HOLIDAY WALK	R		11/03/22	11/23/22			N
	2 Inv. 00060788 - Meal for			14.97		2-01-30-420-000-255				B MEMORIAL DAY / HALLOWEEN / HOLIDAY WALK	R		11/03/22	11/23/22		00060788	N
				28.33													
	Vendor Total:			28.33													
PHOENIX	Phoenix Advisors, LLC																
	22-00042 01/14/22 SEC Compliance - 2022																
	1 Inv. 10230 - Continuing			1,150.00		2-01-20-130-000-251				B FINANCE: Bond Counsel/Phoenix/Acclaim	R		01/14/22	11/18/22		10230	N
	Vendor Total:			1,150.00													
POSTAGE	Pitney Bowes - Reserve Acct																
	22-00932 11/11/22 Postage for Meter																
	1 Postage for Meter			250.00		2-05-55-502-000-210				B SEWER: Postage	R		11/11/22	11/11/22			N
	2 Postage for Meter			200.00		2-01-26-290-000-210				B STREETS: Postage	R		11/11/22	11/11/22			N
	3 Postage for Meter			500.00		2-01-20-100-000-210				B ADMIN: Postage	R		11/11/22	11/11/22			N
	4 Postage for Meter			50.00		T-03-00-850-851-255				B ANIMAL CONTROL - EXPENSES	R		11/11/22	11/11/22			N
				1,000.00													
	Vendor Total:			1,000.00													

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
POPCOR01	Popcorn Packers															
22-00942	11/17/22 POLICE SHIPPING CHARGES															
1	SHIPPING CHARGES				17.86	2-01-25-240-000-210			B	POLICE: Postage	R	11/17/22	11/29/22			N
22-00945	11/17/22 Inv 258763 - Copies - OPRA															
1	Inv 258763 - Copies - OPRA				72.00	2-01-20-120-000-240			B	MUN. CLERK: Office Supplies	R	11/17/22	11/28/22		258763	N
Vendor Total:							89.86									
PSEGAS01	PSE&G															
22-00925	11/08/22 65-278-022-18 - Public Works															
1	65-278-022-18 - Public Works				228.14	2-01-31-430-000-263			B	Electricity - PW Buildings	R	11/08/22	11/08/22		OCT 2022	N
22-00935	11/14/22 October Billing - 2022															
1	7341633107 - well 6				969.03	2-05-55-501-000-264			B	WATER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
2	7341633204 - PW Garage				4.96	2-01-31-430-000-263			B	Electricity - PW Buildings	R	11/14/22	11/18/22		OCT 2022	N
3	7341633301 - St Lights				2,589.14	2-01-31-435-000-266			B	Street Lights	R	11/14/22	11/18/22		OCT 2022	N
4	7341633409 - Sewer Sked St.				96.49	2-05-55-502-000-264			B	SEWER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
5	7341633506 - Street Lights				76.02	2-01-31-435-000-266			B	Street Lights	R	11/14/22	11/18/22		OCT 2022	N
6	7341633603 - Kunkel				15.70	2-01-31-430-000-264			B	Electric - Boro Hall	R	11/14/22	11/18/22		OCT 2022	N
7	7341633700 - PW Garage				26.17	2-01-31-430-000-263			B	Electricity - PW Buildings	R	11/14/22	11/18/22		OCT 2022	N
8	7341633808 - well 8				649.47	2-05-55-501-000-264			B	WATER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
9	7341633905 - well 5				97.69	2-05-55-501-000-264			B	WATER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
10	7341634006 - well 7				676.28	2-05-55-501-000-264			B	WATER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
11	7341634103 - Garage Office				4.96	2-01-31-430-000-263			B	Electricity - PW Buildings	R	11/14/22	11/18/22		OCT 2022	N
12	7341634200 - Sr. Center				227.89	2-01-31-430-000-265			B	Electric - Sr. Center	R	11/14/22	11/18/22		OCT 2022	N
13	7341634405 - well 9				622.98	2-05-55-501-000-264			B	WATER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
14	7359443202 - Boro Hall				466.16	2-01-31-430-000-264			B	Electric - Boro Hall	R	11/14/22	11/18/22		OCT 2022	N
15	7359443202 - Library				466.16	2-01-29-390-000-264			B	LIBRARY: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
16	7341634308 - Sewer Cur'lis				325.00	2-05-55-502-000-264			B	SEWER: Gas & Electric	R	11/14/22	11/18/22		OCT 2022	N
Vendor Total:							7,314.10									
Vendor Total:							7,542.24									
PUMPSE01	Pumping Services, Inc.															
22-00417	05/03/22 well Chart Recorders															
1	Replace well Chart Recorders				19,935.00	2-05-55-501-000-293			B	ARP FUNDING	R	05/03/22	11/18/22		1133497	N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Exc]
PUMPSE01 Pumping Services, Inc.												
22-00418 05/03/22 Level Transmitter/Accessories												
	1	Level Transmitter and related	3,360.00	Continued	2-05-55-501-000-293	B ARP FUNDING	R	05/03/22	11/18/22		1133498	N
22-00927 11/09/22 Repair/Replace Pump @ Curllis												
	1	Inv. 1131382 - Replace pump at	3,110.74		2-05-55-501-000-292	B WATER: Meters/Parts/Supplies	R	11/09/22	12/01/22		1131382	N
	2	Inv. 1131383 - Replace pump at	3,038.00		2-05-55-501-000-292	B WATER: Meters/Parts/Supplies	R	11/09/22	12/01/22		1131383	N
			6,148.74									
		Vendor Total:	29,443.74									
RANDI005 Randi Malkiewicz												
22-00097 01/25/22 Deputy Registrar - 2022												
	11	Deputy Registrar - Oct 2022	175.00		2-01-20-120-000-250	B MUN. CLERK: Consultants	R	01/25/22	11/23/22		OCT 2022	N
	12	Deputy Registrar - Nov 2022	175.00		2-01-20-120-000-250	B MUN. CLERK: Consultants	R	01/25/22	11/23/22		NOV 2022	N
	13	Deputy Registrar - Dec 2022	175.00		2-01-20-120-000-250	B MUN. CLERK: Consultants	R	01/25/22	11/23/22		DEC 2022	N
			525.00									
		Vendor Total:	525.00									
READY005 Ready Refresh												
22-00632 07/15/22 Water Delivery - Police Dept.												
	4	Inv. 02J6705352331 - Oct 2022	2.99		2-01-25-240-000-225	B POLICE: Office Equipment/Furniture	R	07/15/22	11/14/22		02J6705352331	N
		Vendor Total:	2.99									
RIO SUPP RIO Supply, Inc.												
22-00928 11/09/22 Purchase of Remote Read Meters												
	1	Purchase of Remote Read Meters	4,000.00		2-05-55-501-000-292	B WATER: Meters/Parts/Supplies	R	11/09/22	11/28/22		35581	N
		Vendor Total:	4,000.00									
RNDCON01 Rnd Consulting, LLC												
22-00922 11/05/22 Inv. 22206 - Computer Maint.												
	1	Inv. 22206 - PW - Pump House	390.00		2-05-55-502-000-250	B SEWER: Consultants (Audit)	R	11/05/22	11/18/22		22206	N
	2	Inv. 22206 - Managed Back up	325.00		2-01-20-100-000-250	B ADMIN: Consultants (RND/e-code/website)	R	11/05/22	11/18/22		22206	
	3	Inv. 22206 - Cloud Back up	19.94		2-01-20-100-000-250	B ADMIN: Consultants (RND/e-code/website)	R	11/05/22	11/18/22		22206	
		Inv. 22206 - Intermedia e-mail	575.74		2-01-20-100-000-243	B ADMIN: Intermedia - E-mail accounts	R	11/05/22	11/18/22		22206	

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Exc]
RNDCON01 Rnd Consulting, LLC												
22-00922 11/05/22 Inv. 22206 - Computer Maint. Continued												
5	Inv. 22206 - ZOOM Charge	58.63	2-01-20-100-000-250	B	ADMIN: Consultants (RND/e-code/Website)	R		11/05/22	11/18/22		22206	N
		1,369.31										
	Vendor Total:	1,369.31										
ROSEDA01 Rosedale Mills												
22-00028 01/14/22 Shop Supplies - 2022 B												
7	Inv. 363341 - Timer/Bulbs	41.97	2-01-26-290-000-270		B STREETS: Hardware /Tools/ Shop Supplies	R		06/21/22	11/29/22		363341	N
8	Inv. 363632 - Mini Lights	113.98	2-01-26-290-000-270		B STREETS: Hardware /Tools/ Shop Supplies	R		01/14/22	12/01/22		363632	N
		155.95										
	Vendor Total:	155.95										
SCOTTS Scott's Emergency Lighting &												
22-00914 11/03/22 Repairs at Curlis Pump Station												
1	Regulator Voltage - WX321	1,121.22	2-05-55-502-000-225		B SEWER: Equipment / Equipment Maint.	R		11/03/22	11/18/22		196381	N
2	HTR-1.5KWH 120V (80-100F)	207.08	2-05-55-502-000-225		B SEWER: Equipment / Equipment Maint.	R		11/03/22	11/18/22		196381	N
3	Labor	440.00	2-05-55-502-000-225		B SEWER: Equipment / Equipment Maint.	R		11/03/22	11/18/22		196381	N
4	Discount 10%	176.83	2-05-55-502-000-225		B SEWER: Equipment / Equipment Maint.	R		11/03/22	11/18/22		196381	N
5	Mileage	40.60	2-05-55-502-000-225		B SEWER: Equipment / Equipment Maint.	R		11/03/22	11/18/22		196381	N
		1,632.07										
	Vendor Total:	1,632.07										
SPART005 SPARTAN TOOL LLC												
21-00504 06/11/21 Water Service Line Slitter												
1	Item #: 82000390 - Water Serv.	984.53	1-05-55-501-000-225		B WATER: Equipment	R		06/11/21	11/22/22		IN00009022	N
	Vendor Total:	984.53										
VALLEY01 Valley Oil Company												
22-00951 11/21/22 Inv. 85378 - Diesel Fuel												
1	Inv. 85378 - Diesel Fuel	1,856.42	2-01-31-460-000-265		B Gasoline, Motor Fuels & Oil PW	R		11/21/22	11/28/22		85378	N
	Vendor Total:	1,856.42										

Item 22.

Vendor #	Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VANNO01 Van Note-Harvey Associates																
22-00921	11/05/22	Inv.	220100089	- Starbucks	455.00	E-16-21-014-000-250			B	FRONTIER DEVELOPMENT - STARBUCKS	R	11/05/22	11/18/22		220100089	N
22-00938	11/17/22	Escrow/November/Inv.	221000111		227.50	E-16-22-003-000-250			B	Pennington School - MP REVIEW	R	11/17/22	11/28/22			N
Vendor Total: 682.50																
VECTOR01 Vector Security																
22-00285	03/25/22	Monitoring - Panic Alarms			149.85	2-01-26-310-000-227	B		B	BOROUGH PROP: Building Maint.	R	03/25/22	11/08/22		70992508	N
6 Inv.	70992508	- Panic Alarms			149.85											
Vendor Total: 149.85																
VER-NEW Verizon																
22-00934	11/14/22	October Billing - 2022			1,067.14	2-01-31-440-000-265			B	TELEPHONE - Administration	R	11/14/22	11/14/22		9919485137	N
1 October Billing - 2022					349.99	2-05-55-501-000-225			B	WATER: Equipment	R	11/14/22	11/14/22		9919485137	N
2 Verizon Internet Gateway					1,417.13											
Vendor Total: 1,417.13																
VERIZ001 Verizon																
22-00971	12/01/22	Public Works - 609-737-9576			313.81	2-01-31-440-000-263			B	Telephone PW	R	12/01/22	12/01/22		NOV 2022	N
1 Public Works - 609-737-9576					313.81											
Vendor Total: 313.81																
VER-NEW Verizon																
22-00972	12/01/22	Air Card - Pinelli - Nov 2022			38.01	2-01-31-440-000-264			B	TELEPHONE - Police	R	12/01/22	12/01/22		9921315607	N
1 Air Card - Pinelli - Nov 2022					38.01											
Vendor Total: 38.01																
VER FIOS Verizon - FIOS																
22-00958	11/28/22	Police - Internet - Oct 2022			119.00	2-01-31-440-000-264			B	TELEPHONE - Police	R	11/28/22	11/28/22		NOV 2022	
Police - Internet - Oct 2022					119.00											

Vendor #	Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
VER FIOS	Verizon - FIOS						Continued									
22-00968	11/29/22 Internet - Library - Nov 2022						149.00	2-01-29-390-000-262	B	LIBRARY: Hub Line	R	11/29/22	11/29/22		NOV 2022	N
22-00969	12/01/22 Police - Internet - Nov 2022						119.00	2-01-31-440-000-264	B	TELEPHONE - Police	R	12/01/22	12/01/22		NOV 2022	N
22-00970	12/01/22 Admin - Internet - Nov 2022						131.99	2-01-31-440-000-265	B	TELEPHONE - Administration	R	12/01/22	12/01/22		NOV 2022	N
	Vendor Total:						518.99									
VCS00005	Visual Computer Solutions Inc.															
22-00919	11/03/22 Inv. 80000525 - Halloween						800.00	2-01-30-420-000-255	B	MEMORIAL DAY / HALLOWEEN / HOLIDAY WALK	R	11/03/22	11/18/22		80000525	N
	Vendor Total:						800.00									
WAGNER	Wagner's Land Expansion															
22-00837	10/05/22 B-Ball Court - Kunkel Park						15,660.00	T-03-00-850-850-255	B	Open Space Reserves	R	10/05/22	11/29/22		2195	N
	Vendor Total:						15,660.00									
WATCH005	Watchguard Video															
22-00088	01/24/22 Body worn Cameras						28,848.80	C-04-21-015-000-201	B	ORD 2021-15 - BODY WORN CAMERAS	R	01/24/22	11/18/22		2022	N
	Vendor Total:						28,848.80									
WATERRES	Water Resource Management															
22-00155	02/10/22 Compliance Officer - 2022						425.00	2-05-55-501-000-260	B	WATER: Compliance Officer / Emerg. Serv	R	02/10/22	11/08/22		WPN22M01-10	N
	Vendor Total:						425.00									

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
WITTK001 William J. Wittkop	22-00918 11/03/22 Medicare Reimbursement 2022											
	1 Medicare Reimbursement 2022		5,928.00	2-01-36-472-000-255	B Social Security Expense	R		11/03/22	11/08/22			N
	Vendor Total:		5,928.00									
NEWTOW01 Workplace Central	22-00907 11/02/22 Supply Order											
	1 BLS11288 - Monthly Planner		111.86	2-01-26-290-000-240	B STREETS: Office Supplies/ Equipment	R		11/03/22	11/18/22		852542-0	N
	2 HOD-337 - Wall Calendar		19.30	2-01-20-100-000-240	B ADMIN: Office Supplies	R		11/03/22	11/18/22		852542-0	N
	3 AAG-89701 - Desk Calendar		38.80	2-01-22-195-000-240	B CONSTRUCTION: Office Supplies	R		11/03/22	11/18/22		852542-0	N
	4 AAG-89701 - Desk Calendar		38.80	2-01-20-130-000-240	B FINANCE: Office Supplies	R		11/03/22	11/18/22		852542-0	N
	5 AAG-89701 - Desk Calendar		77.60	2-01-26-290-000-240	B STREETS: Office Supplies/ Equipment	R		11/03/22	11/18/22		852542-0	N
	6 AAG-89701 - Desk Calendar		58.20	2-01-25-240-000-240	B POLICE: Office Supplies	R		11/03/22	11/18/22		852542-0	N
	7 AAG-89701 - Desk Calendar		19.40	2-01-20-100-000-240	B ADMIN: Office Supplies	R		11/03/22	11/18/22		852542-0	N
	8 AAG-89701 - Desk Calendar		19.40	2-01-21-180-000-240	B PLANNING BOARD: Office Supplies	R		11/03/22	11/18/22		852542-0	N
	9 AAG-89701 - Desk Calendar		19.40	2-01-20-150-000-255	B TAX ASSESSMENT: Misc. Expenses	R		11/03/22	11/18/22		852542-0	N
	10 AAG-SD38713 - daily reminders		138.24	2-01-26-290-000-240	B STREETS: Office Supplies/ Equipment	R		11/03/22	11/18/22		852542-0	N
	Vendor Total:		541.00									
22-00943 11/17/22 Supply Order	1 NOX - Copy Paper		97.80	2-01-20-145-000-240	B TAX COLLECT: Office Supplies	R		11/17/22	11/28/22		853753-0	N
	2 FEL-6170301 - Literature Sort		42.49	2-01-20-130-000-240	B FINANCE: Office Supplies	R		11/17/22	11/28/22		853753-1	N
	3 EL1197P111 - Calculator		103.68	2-01-20-100-000-240	B ADMIN: Office Supplies	R		11/17/22	11/28/22		853753-0	N
	4 UNV-08101 - Sorter Trays		25.30	2-01-20-145-000-240	B TAX COLLECT: Office Supplies	R		11/17/22	11/28/22		853753-1	N
	5 UNV-43742 - Bulletin Board		50.33	2-05-55-501-000-240	B WATER: Office supply/equip.	R		11/17/22	11/28/22		853753-1	N
	Vendor Total:		319.60									
Total Purchase Orders: 68			Total P.O. Line Items: 177	Total List Amount: 217,335.94	Total Void Amount: 0.00							

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-05	984.53	0.00	0.00	984.53
	2-01	89,527.97	0.00	0.00	89,527.97
	2-05	67,339.70	0.00	0.00	67,339.70
Year Total:		156,867.67	0.00	0.00	156,867.67
	C-04	28,848.80	0.00	0.00	28,848.80
	E-16	760.50	0.00	0.00	760.50
	G-02	364.34	0.00	0.00	364.34
	T-03	29,510.10	0.00	0.00	29,510.10
Total of All Funds:		217,335.94	0.00	0.00	217,335.94

**BOROUGH OF PENNINGTON
RESOLUTION # 2022 – 12.3**

RESOLUTION AUTHORIZING BUDGET TRANSFERS

WHEREAS, N.J.S.A. 40A:4-58 provides that during the last two months of the fiscal year or the first three months of the following year, should it become necessary to expend funds for any purposes specified in the budget an amount in excess of the respective sums appropriated therefore and there shall be an excess in any appropriations over and above the amount deemed to be necessary to fulfill the purpose of such appropriations transfers may be made; and

WHEREAS, transfers may not be permitted to appropriations for contingent expenses or deferred charges; and

WHEREAS, transfers may not be permitted from appropriations for contingent expenses, deferred charges, cash deficit of the preceding year, reserve for uncollected taxes, down payments, capital improvement fund or interest and redemption charges;

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Pennington that transfers be made between the following year 2022 budget appropriations:

Current Fund Appropriations:	To:	From:
Borough Clerk – Salaries	\$ 1,000.00	
Police – Salaries	\$30,000.00	
Trash – Salaries	\$ 5,000.00	
Trash – Other Expense – Tipping Fees	\$20,000.00	
Borough Property – Salaries		\$ 5,000.00
Borough Admin. – Salaries		\$51,000.00
Total Current Fund	\$ 56,000.00	\$56,000.00

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

**BOROUGH OF PENNINGTON
RESOLUTION 2022 – 12.4**

RESOLUTION APPOINTING DEPUTY COURT ADMINISTRATOR

WHEREAS, Margaret Umbro, Administrator of the Pennington Municipal Court, is in need of a Deputy Court Administrator to serve in her absence; and

WHEREAS, Mrs. Umbro has recommended the appointment of Christine Irizarry to serve as Deputy Court Administrator; and

WHEREAS, Municipal Court Judge Eric Perkins approves of the appointment of Ms. Irizarry; and

WHEREAS, the Deputy Court Administrator is a part-time employee of the Borough with salary established by the Borough salary ordinance; and

WHEREAS, Ms. Irizarry will work on an as needed basis in the absence of the Court Administrator; and

WHEREAS, Ms. Irizarry will be compensated at a rate of \$89.00 per hour by purchase order;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Pennington, that Christine Irizarry is hereby appointed Deputy Court Administrator of the Municipal Court of the Borough of Pennington, effective on the date of adoption of this resolution, and shall be compensated at an hourly rate of \$89.00 per hour.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

**BOROUGH OF PENNINGTON
RESOLUTION 2022 – 12.5**

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 3 (FINAL) FOR
EAST WELLING AVENUE ROAD REHABILITATION PROJECT – NJDOT FY
2020 MUNICIPAL AID PROJECT (VNHA #44348-551-71)**

WHEREAS, Borough Council approved Resolution 2021-11.15 authorized entering into a contract with Top Line Construction Corp. for East Welling Avenue Road Rehabilitation Project (VNHA #44348-551-71) at the total contract price of \$465,704.35, representing the total of the lowest base bid and lowest bid for Add Alternate #4, installation of speed table; and

WHEREAS, on February 7, 2022, Borough Council approved Resolution 2022-2.5 authorizing Change Order 1 in the amount of \$27,518.20, for Add Alternate 2, which increased the total Contract Price to \$493,222.55; and

WHEREAS, Resolution 2022-2.5 also approved the elimination of Add Alternate 4 in the amount of \$3,097.10, which was approved in the initial award, reducing the contract price to \$490,125.45; and

WHEREAS, upon completion of the resurfacing of East Welling Avenue, it was discovered that a water service line under the repaved surface had been damaged, requiring the excavation of a trench for installation of a new water service line; and

WHEREAS, on July 5, 2022, Borough Council approved Resolution 2022-7.15 authorizing Change Order 2 in the amount of \$9,045.00 which increased the price to \$499,170.45; and

WHEREAS, the Borough Engineer has submitted Change Order 3 (Final) which proposes additions and reductions in contract quantities as necessary for completion of the project resulting in a net decrease in the amount of \$87,409.52, reducing the contract price to \$411,760.93;

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Pennington, that the aforesaid Change Order No. 3 (Final) is hereby approved to authorize a decrease in the contract of \$87,409.52, producing an amended net contract price of \$411,760.93 is hereby approved.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by Pennington Borough Council at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

VIA E-MAIL

bsterling@penningtonboro.org

December 2, 2022

Ms. Betty Sterling, Borough Clerk
Borough of Pennington
30 North Main Street
Pennington, NJ 08534

**RE: East Welling Avenue Road Rehabilitation Project
NJDOT FY 2020 Municipal Aid Project
Change Order No. 3 - Final
VNHA #44348-551-71**

Dear Ms. Sterling:

The NJDOT Change Order form and the supporting documents for Change Order No. 3-Final for the above referenced project are enclosed for consideration at the December 5th Council Meeting.


Change Order No. 3-Final proposes additions and reductions in contract quantities as necessary for completion of the project. A net decrease of \$87,409.52 is proposed. A detailed breakdown of the change in pay items is provided in the enclosed change order request.

I trust the information provided with the enclosed Change Order No. 3-Final request is sufficient for its inclusion on the August 3rd Council Meeting Agenda.

If approved at the meeting, please sign and return five copies of the NJDOT Change Order Form so that we can prepare them for NJDOT project closeout.

Please contact me should you have any questions or require additional information.

Very truly yours,



Brandon M. Fetzer, P.E.
Vice President

BMF

Y:\VNHADATA\PROJECTS\43827\PAY APPLICATIONS\CHANGE ORDER 1 - FINAL\CO #1-BURD-LTR-7-30-20.DOC

cc: w/ encl: Mr. Ricky Smith, Superintendent of Public Works (rsmith@penningtonboro.org)
NFN / FPA

Project	East Welling Avenue Road Rehabilitation Project – FY 2020
Municipality	Borough of Pennington
County	Mercer
Contractor	Top Line Construction Corp.

In accordance with the project Supplementary Specification, the following are changes in the contract.

Location and Reason for Change (Attach additional sheets if required)

The Borough included this work as Add Alternat Number 2 in the Bid Documents. They would like to add the additional sidewalks to the road project. The additional sidewalk will be in kind to the scope of work included in the current Project Limits.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
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SEE ATTACHED

Amount of Original Contract	\$ 465,704.35	Extra	\$	
Adjusted amount Based on Change		Supplemental	\$	39,657.17
Orders 3	\$ 411,760.93	Reduction	\$	127,066.70
		Total Change	\$	(87,409.52)

% Change in Contract		
[(+) Increase or (-) Decrease]	-17.51	%

Approved: _____ (Date) _____
(District Manager)
(Bureau of Local Aid)

(Engineer)

(Date)

(Presiding Officer)

(Date)

(Contractor)

(Date)

(Submit four (4) copies to the Local Aid District Office)

van note - harvey
associates, inc.

103 College Road East
Princeton, New Jersey 08540
609-987-2323 Fax: 609-987-0005
NJ Authorization #24GA28271300
www.vannoteharvey.com



Since 1894

CHANGE ORDER NO. 3-FINAL**ADJUSTMENT TO ACUAL COSTS SUMMARY**

VAN NOTE-HARVEY ASSOC.
CONSULTING ENGINEERS
PRINCETON NJ

PROJECT: East Welling Avenue Road Rehabilitation Project
OWNER: Borough of Pennington
CONTRACTOR: Top Line Construction Corp.
DATE: 2-Dec-22

Item	Description	Unit	Contract Quantity	Revised Quantity	Change in Quantity	Unit Price	Net Change
BASE BID							
1	Mobilization	LS	1	1.00	0.00	\$ 62,500.00	\$ -
2	Progress Schedule	LS	1	1.00	0.00	\$ 240.00	\$ -
3	Construction Layout	LS	1	1.00	0.00	\$ 3,302.26	\$ -
4	Concrete Washout Facility	Ea.	1	0.00	(1.00)	\$ 0.01	\$ (0.01)
5	Uniformed Traffic Directors (Allowance), As Directed By Engineer	Hr.	0	0.00	0.00	\$ 95.00	\$ -
6	Traffic Director, Flagger	Hr.	400	0.00	(400.00)	\$ 78.03	\$ (31,212.00)
7	Traffic Cone	EA	100	0.00	(100.00)	\$ 0.01	\$ (1.00)
8	Drums	EA	50	0.00	(50.00)	\$ 0.01	\$ (0.50)
9	Breakaway Barricade	EA	16	0.00	(16.00)	\$ 0.01	\$ (0.16)
10	Construction Signs	SF	400	130.50	(269.50)	\$ 0.01	\$ (2.70)
11	Clearing Site	LS	1	1.00	0.00	\$ 10,000.00	\$ -
12	Stump Removal	EA	0	1.00	1.00	\$ 500.00	\$ 500.00
13	Tree Removal, Over 0" to 11" Diameter	EA	1	1.00	0.00	\$ 787.50	\$ -
14	Tree Removal, Over 11" to 17" Diameter	EA	0	0.00	0.00	\$ 1,500.00	\$ -
15	Tree Removal, Over 17" to 24" Diameter	EA	0	2.00	2.00	\$ 3,000.00	\$ 6,000.00
16	Tree Removal, Over 25" to 36" Diameter	EA	0	0.00	0.00	\$ 3,911.26	\$ -
17	Tree Removal, Over 36" Diameter	EA	0	0.00	0.00	\$ 5,000.00	\$ -
18	Post and Wire Fence	LF	200	0.00	(200.00)	\$ 0.01	\$ (2.00)
19	Silt Fence	LF	225	0.00	(225.00)	\$ 0.01	\$ (2.25)
20	Inlet Filter, Type 2	EA	12	12.00	0.00	\$ 42.23	\$ -
21	Haybales	EA	25	0.00	(25.00)	\$ 0.01	\$ (0.25)
22	Excavation, Test Pit	CY	25	0.00	(25.00)	\$ 0.01	\$ (0.25)
23	Excavation, Unclassified	CY	475	0.00	(475.00)	\$ 0.01	\$ (4.75)
24	Excavation, Unclassified, if & where	CY	300	0.00	(300.00)	\$ 0.01	\$ (3.00)
25	Excavation, Unclassified, Overexcavation	CY	600	0.00	(600.00)	\$ 0.01	\$ (6.00)
26	Rock Removal	CY	20	0.00	(20.00)	\$ 0.01	\$ (0.20)
27	Saw Cutting	LF	2,250	0.00	(2,250.00)	\$ 0.01	\$ (22.50)
28	HMA Milling 3" or less	SY	7,500	7100.00	(400.00)	\$ 7.58	\$ (3,032.00)
29	HMA 19M64 - Base Course 4"	TON	625	112.50	(512.50)	\$ 60.00	\$ (30,750.00)
30	HMA9.5M64 Surface Course 2"	TON	1,075	815.42	(259.58)	\$ 65.00	\$ (16,872.70)
31	Hot Mix Asphalt Driveway, 2" Thick	SY	125	74.90	(50.10)	\$ 35.42	\$ (1,774.54)
32	Tack Coat	Gal.	725	0.00	(725.00)	\$ 0.01	\$ (7.25)
33	Emulsified Asphalt	Gal.	0	0.00	0.00	\$ 0.01	\$ -
34	Geotextiles	SY	2,500	0.00	(2,500.00)	\$ 0.01	\$ (25.00)
35	Subbase - 6" Compacted DGABC	SY	2,200	0.00	(2,200.00)	\$ 0.01	\$ (22.00)
36	DGABC Variable Thickness	CY	600	0.00	(600.00)	\$ 0.01	\$ (6.00)
37	Coarse Aggregate, Size No. 57	CY	180	0.00	(180.00)	\$ 0.01	\$ (1.80)
38	Concrete Vertical Curb 6"x8"x18"	LF	1,925	1488.00	(437.00)	\$ 30.00	\$ (13,110.00)
39	Concrete Sidewalk, 4" Thick	SY	150	142.80	(7.20)	\$ 70.00	\$ (504.00)
40	Concrete Sidewalk, Reinforced, 6" Thick	SY	650	505.60	(144.40)	\$ 107.18	\$ (15,476.79)
41	Detectable Warning Surfaces	SY	10	6.00	(4.00)	\$ 128.00	\$ (512.00)
42	Inlet, Type B	EA	0	0.00	0.00	\$ 6,000.00	\$ -
43	Inlet Type B, Casting	EA	9	8.00	(1.00)	\$ 500.00	\$ (500.00)

Item	Description	Unit	Contract Quantity	Revised Quantity	Change in Quantity	Unit Price	Net Change
44	Curb Piece, N-ECO	EA	9	8.00	(1.00)	\$ 600.00	\$ (600.00)
45	Bicycle Safe Grate	EA	9	8.00	(1.00)	\$ 600.00	\$ (600.00)
46	Manhole Casting	EA	1	0.00	(1.00)	\$ 1,013.48	\$ (1,013.48)
47	Manhole Covers	EA	1	0.00	(1.00)	\$ 222.00	\$ (222.00)
48	Reset Manhole, Sanitary Sewer, Frame, Using Existing Casting	EA	5	4.00	(1.00)	\$ 300.00	\$ (300.00)
49	Reset Existing Casting (Storm Sewer Manhole)	EA	1	1.00	0.00	\$ 500.00	\$ -
50	Reset Existing Gas Valve Cover	EA	1	0.00	(1.00)	\$ 0.01	\$ (0.01)
51	Reset Existing Water Valve Cover	EA	2	0.00	(2.00)	\$ 0.01	\$ (0.02)
52	Regulatory and Warning Sign	SF	50	0.00	(50.00)	\$ 32.55	\$ (1,627.50)
53	Traffic Stripes, 4"	LF	400	200.00	(200.00)	\$ 1.26	\$ (252.00)
54	Traffic Pavement Markings, 6"	LF	300	186.00	(114.00)	\$ 1.89	\$ (215.46)
55	Traffic Pavement Markings, 12"	LF	200	0.00	(200.00)	\$ 3.78	\$ (756.00)
56	Traffic Pavement Markings, 24"	LF	80	132.00	52.00	\$ 7.56	\$ 393.12
57	Topsoiling, 5" Thick	SY	900	592.00	(308.00)	\$ 3.00	\$ (924.00)
58	Fertilizer and Seeding, Type M	SY	900	592.00	(308.00)	\$ 0.01	\$ (3.08)
59	Straw Mulching	SY	900	592.00	(308.00)	\$ 0.01	\$ (3.08)
60	Asphalt Price Adjustment	LS	1	0.68	(0.32)	\$ 15,000.00	\$ (4,850.54)
61	Fuel Price Adjustment	LS	1	1.78	0.78	\$ 5,000.00	\$ 3,910.77
62	Large Deciduous Tree, 2" Caliper, Minimum	EA	1	0.00	(1.00)	\$ 787.50	\$ (787.50)
81	Pop Up Drains	EA	0	4.00	4.00	\$ 85.00	\$ 340.00
82	4" Perf. HDPE	LF	0	13.00	13.00	\$ 27.00	\$ 351.00
83	ADS Lawn Inlet	EA	0	2.00	2.00	\$ 390.00	\$ 780.00
101	Repave Water Service Trench Repair	LS	1	1.00	0.00	\$ 9,045.00	\$ -
102	Asphalt Air Void Penalty	LS	0	-1.06	(1.06)	\$ 1,000.00	\$ (1,060.05)
Add Alternate #2							
16	Tree Removal, Over 25" to 36" Diameter	EA	2	4.00	2.00	\$ 3,911.26	\$ 7,822.52
31	Hot Mix Asphalt Driveway, 2" Thick	SY	15	48.00	33.00	\$ 39.81	\$ 1,313.73
37	Coarse Aggregate, Size No. 57	CY	33	0.00	(33.00)	\$ 0.01	\$ (0.33)
39	Concrete Sidewalk, 4" Thick	SY	160	164.00	4.00	\$ 76.45	\$ 305.80
40	Concrete Sidewalk, Reinforced, 6" Thick	SY	40	75.13	35.13	\$ 107.18	\$ 3,765.23
57	Topsoiling, 5" Thick	SY	200	200.00	0.00	\$ 5.00	\$ -
58	Fertilizer and Seeding, Type M	SY	200	200.00	0.00	\$ 0.01	\$ -
59	Straw Mulching	SY	200	200.00	0.00	\$ 0.01	\$ -
62	Large Deciduous Tree, 2" Caliper, Minimum	EA	2	20.00	18.00	\$ 787.50	\$ 14,175.00

Original Contract Amount: \$ 465,704.35

Adjusted Contract Amount Through This Change Order: \$ 411,760.93

Based Upon This Change Order:

Contract Increase \$ 39,657.17

Contract Decrease \$(127,066.70)

Change Order No. 3-Final \$ (87,409.52)

**BOROUGH OF PENNINGTON
RESOLUTION 2022 – 12.6**

**RESOLUTION AUTHORIZING PAYMENT REQUEST NO. 4 (FINAL) TO TOP
LINE CONSTRUCTION CORP. FOR WORK COMPLETED ON THE EAST
WELLING AVENUE ROAD REHABILITATION PROJECT
(VNHA #44348-210-71)**

WHEREAS, Top Line Construction Corp. has completed work pursuant to the contract for the East Welling Avenue Road Rehabilitation Project (VNHA File #:44348-210-71); and

WHEREAS, Van Note Harvey Associates has reviewed Top Line Construction Corp's attached application for payment and recommends payment of same pursuant to the Contractor's Request for Payment No.4 (Final) in the amount of \$39,183.34 including return of retainage in the amount of \$7,603.62; and

WHEREAS, this is a final payment under the contract; and

WHEREAS, funds are available through a grant from the NJDOT under Ordinance 2021-4 in the General Capital Fund;

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Pennington, that payment to Top Line Construction Corp. in the net amount of \$39,183.34 pursuant to payment request No.4 is hereby authorized, upon receipt of fully executed documents, Maintenance Bond and certified payrolls.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

VIA E-MAIL

December 2, 2022

bsterling@penningtonboro.org

Ms. Betty Sterling, Borough Clerk
Borough of Pennington
30 North Main Street
Pennington, NJ 08534**RE: Borough of Pennington
East Welling Avenue Road Rehabilitation Project
Top Line Construction Corp.
Application for Payment No. 4-Final
VNHA #44348-210-71**

Dear Betty:

Attached please find the following payment application documents for the above-referenced project completed through November 15, 2022:

1. Estimate No. 4-Final prepared by this office,
2. Signed Application for Payment No. 4-Final, with Contractor's Certification,
3. Signed Recommendation of Payment No. 4-Final,

Van Note-Harvey Associates has reviewed this application and recommends payment to Top Line Construction Corp. for completed work and return of retainage as shown below.

<u>Item</u>	<u>Project Total</u>	<u>Previous Payment</u>	<u>Amount This Estimate</u>
Original Contract Amount	\$499,170.45		
Current Contract Amount (Rev. Through CO 3-Final)	\$411,760.93		
Total Work Completed and Stored Materials to Date	\$411,760.93	\$380,181.21	\$31,579.72
Less 0% Retainage	\$0.00	\$7,603.62	\$0.00
Return of Retainage			(\$7,603.62)
Net Amount to be Paid by Pennington Borough	\$411,760.93	\$372,577.59	\$39,183.34

Certified payrolls for the associated time period have been provided to the Borough by Top Line Construction Corp. under separate cover.

Ms. Betty Sterling, Borough Clerk

Page 2

December 2, 2022

We further recommend that this payment be made pending submission of an acceptable Maintenance Bond by Top Line Construction, Corp.

I trust that the enclosed information is sufficient to include this payment request on the December 5, 2022 meeting agenda.

Please contact me should you have any questions or require additional information.

Very truly yours,



Brandon M. Fetzer, P.E.
Vice President

BMF

Y:\VNHADATA\PROJECTS\43827\PAY APPLICATIONS\PAY APPLICATION 4 - FINAL\BURD-PAY RECOMMENDATION LTR NO. 4-FINAL.DOC

enclosures

ec w/ encl: Mr. Ricky Smith, Pennington Borough (rsmith@penningtonboro.org)
NFN

van note - harvey

103 College Road East
Princeton, New Jersey 08540
609-987-2323 Fax: 609-987-0005
NJ Authorization #24GA28271300
www.vannoteharvey.com



Since 1894

Date: December 2, 2022

File: 44348-210-71

Estimate Certificate No. 4
(August 10, 2022 through November 15, 2022)

Project: East Welling Avenue Road Rehabilitation Project
Owner: Borough of Pennington
Contractor: Top Line Construction Corp.
22 Fifth Street
Sommerville, NJ 08876

Item	Description	Contract Quantity	Unit	Unit Price	Contract Amount	Quantity To Date	Amount To Date	Percent Complete
BASE BID								
1	Mobilization	1	LS	\$ 62,500.00	\$ 62,500.00	1.0	\$ 62,500.00	100.0%
2	Progress Schedule	1	LS	\$ 240.00	\$ 240.00	1.0	\$ 240.00	100.0%
3	Construction Layout	1	LS	\$ 3,302.26	\$ 3,302.26	1.0	\$ 3,302.26	100.0%
4	Concrete Washout Facility	0	Ea.	\$ 0.01	\$ -	0.0	\$ -	
5	Uniformed Traffic Directors (Allowance), As Directed By Engineer	0	Hr.	\$ 95.00	\$ -	0.0	\$ -	
6	Traffic Director, Flagger	0	Hr.	\$ 78.03	\$ -	0.0	\$ -	
7	Traffic Cone	0	EA	\$ 0.01	\$ -	0.0	\$ -	
8	Drums	0	EA	\$ 0.01	\$ -	0.0	\$ -	
9	Breakaway Barricade	0	EA	\$ 0.01	\$ -	0.0	\$ -	
10	Construction Signs	131	SF	\$ 0.01	\$ 1.31	130.5	\$ 1.31	100.0%
11	Clearing Site	1	LS	\$ 10,000.00	\$ 10,000.00	1.0	\$ 10,000.00	100.0%
12	Stump Removal	1	EA	\$ 500.00	\$ 500.00	1.0	\$ 500.00	100.0%
13	Tree Removal, Over 0" to 11" Diameter	1	EA	\$ 787.50	\$ 787.50	1.0	\$ 787.50	100.0%
14	Tree Removal, Over 11" to 17" Diameter	0	EA	\$ 1,500.00	\$ -	0.0	\$ -	
15	Tree Removal, Over 17" to 24" Diameter	2	EA	\$ 3,000.00	\$ 6,000.00	2.0	\$ 6,000.00	100.0%
16	Tree Removal, Over 25" to 36" Diameter	0	EA	\$ 3,911.26	\$ -	0.0	\$ -	
17	Tree Removal, Over 36" Diameter	0	EA	\$ 5,000.00	\$ -	0.0	\$ -	
18	Post and Wire Fence	0	LF	\$ 0.01	\$ -	0.0	\$ -	
19	Silt Fence	0	LF	\$ 0.01	\$ -	0.0	\$ -	
20	Inlet Filter, Type 2	12	EA	\$ 42.23	\$ 506.76	12.0	\$ 506.76	100.0%
21	Haybales	0	EA	\$ 0.01	\$ -	0.0	\$ -	
22	Excavation, Test Pit	0	CY	\$ 0.01	\$ -	0.0	\$ -	
23	Excavation, Unclassified	0	CY	\$ 0.01	\$ -	0.0	\$ -	
24	Excavation, Unclassified, if & where	0	CY	\$ 0.01	\$ -	0.0	\$ -	
25	Excavation, Unclassified, Overexcavation	0	CY	\$ 0.01	\$ -	0.0	\$ -	
26	Rock Removal	0	CY	\$ 0.01	\$ -	0.0	\$ -	
27	Saw Cutting	0	LF	\$ 0.01	\$ -	0.0	\$ -	
28	HMA Milling 3" or less	7100	SY	\$ 7.58	\$ 53,818.00	7,100.0	\$ 53,818.00	100.0%
29	HMA 19M64 - Base Course 4"	113	TON	\$ 60.00	\$ 6,750.00	112.5	\$ 6,750.00	100.0%
30	HMA9.5M64 Surface Course 2"	815	TON	\$ 65.00	\$ 53,002.30	815.4	\$ 53,002.30	100.0%
31	Hot Mix Asphalt Driveway, 2" Thick	75	SY	\$ 35.42	\$ 2,652.96	74.9	\$ 2,652.96	100.0%
32	Tack Coat	0	Gal.	\$ 0.01	\$ -	0.0	\$ -	
33	Emulsified Asphalt	0	Gal.	\$ 0.01	\$ -	0.0	\$ -	
34	Geotextiles	0	SY	\$ 0.01	\$ -	0.0	\$ -	
35	Subbase - 6" Compacted DGABC	0	SY	\$ 0.01	\$ -	0.0	\$ -	
36	DGABC Variable Thickness	0	CY	\$ 0.01	\$ -	0.0	\$ -	
37	Coarse Aggregate, Size No. 57	0	CY	\$ 0.01	\$ -	0.0	\$ -	
38	Concrete Vertical Curb 6"x8"x18"	1488	LF	\$ 30.00	\$ 44,640.00	1,488.0	\$ 44,640.00	100.0%
39	Concrete Sidewalk, 4" Thick	143	SY	\$ 70.00	\$ 9,996.00	142.8	\$ 9,996.00	100.0%
40	Concrete Sidewalk, Reinforced, 6" Thick	506	SY	\$ 107.18	\$ 54,190.21	505.6	\$ 54,190.21	100.0%
41	Detectable Warning Surfaces	6	SY	\$ 128.00	\$ 768.00	6.0	\$ 768.00	100.0%
42	Inlet, Type B	0	EA	\$ 6,000.00	\$ -	0.0	\$ -	
43	Inlet Type B, Casting	8	EA	\$ 500.00	\$ 4,000.00	8.0	\$ 4,000.00	100.0%
44	Curb Piece, N-ECO	8	EA	\$ 600.00	\$ 4,800.00	8.0	\$ 4,800.00	100.0%
45	Bicycle Safe Grate	8	EA	\$ 600.00	\$ 4,800.00	8.0	\$ 4,800.00	100.0%
46	Manhole Casting	0	EA	\$ 1,013.48	\$ -	0.0	\$ -	
47	Manhole Covers	0	EA	\$ 222.00	\$ -	0.0	\$ -	
48	Reset Manhole, Sanitary Sewer, Frame, Using	4	EA	\$ 300.00	\$ 1,200.00	4.0	\$ 1,200.00	100.0%
49	Reset Existing Casting (Storm Sewer Manhole)	1	EA	\$ 500.00	\$ 500.00	1.0	\$ 500.00	100.0%
50	Reset Existing Gas Valve Cover	0	EA	\$ 0.01	\$ -	0.0	\$ -	
51	Reset Existing Water Valve Cover	0	EA	\$ 0.01	\$ -	0.0	\$ -	
52	Regulatory and Warning Sign	0	SF	\$ 32.55	\$ -	0.0	\$ -	
53	Traffic Stripes, 4"	200	LF	\$ 1.26	\$ 252.00	200.0	\$ 252.00	100.0%

54	Traffic Pavement Markings, 6"	186	LF	\$	1.89	\$	351.54	186.0	\$	351.54	100.0%
55	Traffic Pavement Markings, 12"	0	LF	\$	3.78	\$	-	0.0	\$	-	
56	Traffic Pavement Markings, 24"	132	LF	\$	7.56	\$	997.92	132.0	\$	997.92	100.0%
57	Topsoiling, 5" Thick	592	SY	\$	3.00	\$	1,776.00	592.0	\$	1,776.00	100.0%
58	Fertilizer and Seeding, Type M	592	SY	\$	0.01	\$	5.92	592.0	\$	5.92	100.0%
59	Straw Mulching	592	SY	\$	0.01	\$	5.92	592.0	\$	5.92	100.0%
60	Asphalt Price Adjustment	1	LS	\$	15,000.00	\$	10,149.46	0.7	\$	10,149.46	100.0%
61	Fuel Price Adjustment	2	LS	\$	5,000.00	\$	8,910.77	1.8	\$	8,910.77	100.0%
62	Large Deciduous Tree, 2" Caliper, Minimum	0	EA	\$	787.50	\$	-	0.0	\$	-	
81	Pop Up Drains	4	EA	\$	85.00	\$	340.00	4.0	\$	340.00	100.0%
82	4" Perf. HDPE	13	LF	\$	27.00	\$	351.00	13.0	\$	351.00	100.0%
83	ADS Lawn Inlet	2	EA	\$	390.00	\$	780.00	2.0	\$	780.00	100.0%
101	Repave Water Service Trench Repair	1	LS	\$	9,045.00	\$	9,045.00	1.0	\$	9,045.00	100.0%
102	Asphalt Air Void Penalty	-1	LS	\$	1,000.00	\$	(1,060.05)	-1.1	\$	(1,060.05)	100.0%

TOTAL AMOUNT OF BASE BID - (ITEMS 1-62, 81-83)

\$ 356,860.78 \$ 356,860.78

ADD ALTERNATE #2

Reconstruction to Ingleside Avenue

16	Tree Removal, Over 25" to 36" Diameter	4	EA	\$	3,911.26	\$	15,645.04	4.0	\$	15,645.04	100.0%
31	Hot Mix Asphalt Driveway, 2" Thick	48	SY	\$	39.81	\$	1,910.88	48.0	\$	1,910.88	100.0%
37	Coarse Aggregate, Size No. 57	0	CY	\$	0.01	\$	-	0.0	\$	-	
39	Concrete Sidewalk, 4" Thick	164	SY	\$	76.45	\$	12,537.80	164.0	\$	12,537.80	100.0%
40	Concrete Sidewalk, Reinforced, 6" Thick	75	SY	\$	107.18	\$	8,052.43	75.1	\$	8,052.43	100.0%
57	Topsoiling, 5" Thick	200	SY	\$	5.00	\$	1,000.00	200.0	\$	1,000.00	100.0%
58	Fertilizer and Seeding, Type M	200	SY	\$	0.01	\$	2.00	200.0	\$	2.00	100.0%
59	Straw Mulching	200	SY	\$	0.01	\$	2.00	200.0	\$	2.00	100.0%
62	Large Deciduous Tree, 2" Caliper, Minimum	20	EA	\$	787.50	\$	15,750.00	20.0	\$	15,750.00	100.0%

**TOTAL AMOUNT OF ADD ALTERNATE #2:
(ITEMS: 16, 31, 37, 39-40, 57, 58, 59, 62)**

\$ 54,900.15 \$ 54,900.15

Original Contract Amount:	\$ 465,704.35	Amount Allowed to Date:	\$ 411,760.93
Adjusted Contract Amount Through Change Order No. <u>3-Final</u>	\$ 411,760.93	Less 0% Retainage:	\$ -
		Amount to be Paid	\$ 411,760.93
Percent Complete:	100.00%	Amount Previously Paid:	\$ 372,577.59
		Amount Due:	\$ 39,183.34

Amount Due this Estimate #4 \$ 39,183.34

APPLICATION FOR PAYMENT NO. 4-Final

Item 26.

To The Borough of Pennington, New Jersey (OWNER) Dated December 2, 2022
 Contract for East Welling Avenue Rehabilitation Project
 OWNER'S Project No. _____ ENGINEER'S Project No. 44348-210-71
 For Work accomplished through the date of November 15, 2022

ITEM	CONTRACTOR'S Schedule of Values			Work Completed	
	Unit Price	Quantity	Amount	Quantity	Amount
SEE ATTACHED Estimate No. 4	\$		\$		\$
Total			\$		\$
Orig. Contract: \$490,125.45					

Accompanying Documentation:

_____	WORK COMPLETED TO DATE	\$411,760.93
_____	MATERIALS STORED (75% OF INVOICE AMT).	\$0.00
_____	TOTAL AMOUNT TO DATE	\$411,760.93
_____	LESS 0 % RETAINAGE	\$0.00
_____	AMOUNT DUE TO DATE	\$411,760.93
_____	LESS PREVIOUS PAYMENTS RECOMMENDED	\$372,577.59
_____	AMOUNT DUE THIS APPLICATION	\$39,183.34

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests and encumbrances (except such as covered by Bond acceptable to OWNER).

Dated December 2, 2022
Top Line Construction Corp.
 CONTRACTOR

By _____

ENGINEER'S Recommendation:

This Application (with accompanying documentation) meets the requirements of the Contract Documents and payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated December 2, 2022
VAN NOTE-HARVEY ASSOCIATES, INC.
 ENGINEER
By Brandon M. Tetze

Y:\vnhadata\PROJECTS\44348\Pay Applications\Pay Application 4 - Final\East Welling-Application for Payment No. 4.doc

NO. 4-Final**RECOMMENDATION OF PAYMENT**OWNER's Project No. _____ ENGINEER's Project No. 44348-500-71PROJECT: East Welling Avenue Reconstruction ProjectCONTRACTOR Top Line Construction Corp.Contract Date January 24, 2022 Application Date December 2, 2022Application Amount \$39,183.34 For Period Ending November 15, 2022TO: The Borough of Pennington
OWNER

Attached hereto is the CONTRACTOR'S Application for Payment for Work accomplished under the Contract through the date indicated above. The Application meets the requirements of the Contract Documents and includes the CONTRACTOR'S Certificate stating that all previous payments to him under the Contract have been applied by him to discharge in full all of his obligations in connection with the Work covered by all prior Applications for Payment.

In accordance with the Contract the undersigned recommends payment to the CONTRACTOR of the amount due as shown below.

VAN NOTE-HARVEY ASSOCIATES, INC.

ENGINEER

Dated December 2, 2022By Brandon M. Fetz**STATEMENT OF WORK**

Original Contract Price	\$	<u>465,704.35</u>	Work Completed to Date	\$	<u>411,760.93</u>
Net Change Orders	\$	<u>-53,943.42</u>	Materials Stored (75% of Inv. Amt.)	\$	<u>0.00</u>
Current Contract Price	\$	<u>411,760.93</u>	Subtotal	\$	<u>411,760.93</u>
Work to be Done	\$	<u>0.00</u>	Amount Retained (0%)	\$	<u>0.00</u>
			Total Net Amount	\$	<u>411,760.93</u>
			Previous Payments Recommended	\$	<u>372,577.59</u>
			Amount Due This Payment	\$	<u>39,183.34</u>

**BOROUGH OF PENNINGTON
RESOLUTION 2022-12.7**

**RESOLUTION AUTHORIZING AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT
WITH CGP&H LLC FOR AFFORDABLE HOUSING SERVICES**

WHEREAS, Pennington Borough has entered into an agreement with CGP&H LLC for the performance of professional services relating to administration of the Borough's Affordable Housing program ("Agreement");

WHEREAS, the Agreement provides in Schedule A, which is attached to the agreement, the following Scope of Services and Compensation:

"For services rendered by the Consultant, the Consultant shall be Compensated as follows;

Administrative Agent Advisory Services paid the Borough

CGP&H shall provide the Borough of Pennington advisory services on the development of the Borough's affordable housing plan and affordable housing matters regarding the eventual resale/turnover of the 16 affordable housing units at the American Properties development and 8 units at Pennington pointe. For these services, CGP&H will bill hourly at \$145 per hour for senior staff and \$100 per hour for all other staff."

WHEREAS, an amendment to the Agreement is now proposed with the intent that Schedule A shall be amended to provide that CPG&H will charge the Borough a flat fee of \$2,000.00 for services in connection with the resale of a property, provided it is understood that (1) this fee will be paid by the Borough in advance and retained by CPG&H whether or not the resale is thereafter effectuated, (2) CGP&H will also charge the seller a fee equal to three percent (3%) of resale price paid at closing and (3) if the sale fee comes in less than the minimum, the Borough will pay CGP&H the difference.

WHEREAS, a copy of the proposed new Schedule A is attached to this Resolution, providing additional explanation;

WHEREAS, CGP&H has provided a form of "Amendment #1 to Contract (Dated August 1, 2022 through July 31, 2023," which is also attached;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Pennington, that the Mayor is hereby authorized to sign and enter into the attached Amendment #1 with revised Schedule A subject to approval as to form by the Borough Attorney.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk

AMENDMENT #1 TO CONTRACT (Dated August 1st, 2022 through July 31st, 2023)

THIS AMENDMENT forms a part of the Contract Documents and modifies the original Contract Documents described, and is made between the Borough of Pennington (hereinafter referred to as "Borough"), a Municipal Corporation of the State of New Jersey and CGP&H LLC, 1249 South River Road, Suite 301, Cranbury, NJ 08512 (hereinafter referred to as "CGP&H"); and

WHEREAS, both the Borough and CGP&H wish to amend certain terms of the Contract.

WHEREAS, the Borough Council hereby desires to approve of this Amendment that was presented for the provision of said services.

WITNESSETH, that the parties hereto, for and in consideration of the mutual agreements herein contained, promise and agree as follows:

1. CGP&H shall furnish all equipment and materials and shall perform the services set forth in Schedule A, Scope of Services and Compensation. Compensation will be provided as in this Amendment and as awarded in accordance with Compensation Schedule in strict accordance with the contract as the word "contract" is hereinafter defined and in accordance with all other terms and provisions.
2. CGP&H hereby represents to the Borough that CGP&H is qualified to fulfill the position set forth herein with applicable requirements. CGP&H further represents that CGP&H is familiar with all applicable statutes, laws, regulations, procedures and requirements in connection with this appointment.
3. CGP&H shall not assign this contract or any of its rights or monies due hereunder without the previous written consent of the Borough of Pennington as evidenced by a duly adopted Resolution.
4. CGP&H represents that they currently have professional liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and that they shall supply a certificate to the Borough showing said coverage. CGP&H further covenants and agrees to protect, keep and hold the Borough of Pennington harmless against any and all actions, claims or demands for damages, which may be caused by the negligent error, act or omission of CGP&H or by the improper performance of the contract.
5. Payment to CGP&H shall be made in strict accordance with the terms of this Amendment. It is understood and agreed that in the event CGP&H is required to perform services that are not contemplated and are not within the subject matter of this contract and are

extraordinary and are of a kind which would not ordinarily be performed in the normal course of providing services, that CGP&H shall be paid additional sums of money based upon change orders duly approved by Resolution of the Borough of Pennington Council.

6. All of the terms of the original contract shall remain in full force and effect including the term of the contract which shall run from August 1st, 2022 through July 31st, 2023.

AND IT IS FURTHER UNDERSTOOD AND AGREED that the covenants, conditions and agreements herein contained are binding of the parties hereto, their successors, assigns and legal representatives.

IN WITNESS WHEREOF, the parties hereto have caused their presents to be signed by the respective authorized officers and the proper corporate and/or municipal seals affixed hereto, the date and year first written above.

WITNESS:

Borough of Pennington

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

WITNESS:

CGP&H, LLC

NAME: Mateusz Pitrus

NAME: Randall Gottesman, PP

TITLE: Business Operations Associate

TITLE: President

DATE: _____

SCHEDULE A: SCOPE OF SERVICES AND COMPENSATION

For services rendered by the Consultant and/or subcontractors, under the terms of this document, the Consultant shall be compensated as follows:

Administrative Agent Advisory Services Paid by the Borough

CGP&H shall provide the Borough of Pennington advisory services on the development of the Borough's affordable housing plan and affordable housing matters regarding the eventual resale/turnover of the 16 affordable housing units at the American Properties development and 8 units at Pennington Pointe. For these services, CGP&H will bill hourly at \$145 per hour for senior staff and \$100 per hour for all other staff. Additionally, for unit specific resales, the following terms shall apply:

ADMINISTRATIVE AGENT GENERAL SERVICES	
1. Administrative Agent Resale Fee	\$2,000 flat fee payable by Pennington for each sale unit when home gets listed for sale
2. Ownership Fee: Resales	A fee of 3% of the resale price will be paid from the seller at the closing to CGP&H.

- 1. Administrative Agent Resale Fee:** CGP&H will facilitate the resale of any affordable sales unit that is put up for sale by its current owner. The fees are all-inclusive of the services required to sell an affordable unit, including: certifying a buying household(s) as eligible, sending potential purchasers to the unit, facilitating an agreement between buyer and seller, and preparing and filing closing documents. The flat fee that is paid by Pennington will be billed once a notice of intent to sell is signed by the seller. In the event that the seller cancels the sale or should the unit not go to closing, this flat fee is still applicable and will not be returned or cancelled.
- 2. Ownership Fee: Resales:** CGP&H will charge the seller a fee as a percent of the sales price to refer interested buyers, coordinate with both the seller and all interested applicants throughout the duration of the sale process, income certify prospective buyers, prepare the closing documents, attend closings whenever required, and perform other duties related to the closing. This fee is paid by the owner directly to CGP&H at closing. In the unusual event where the sale fee comes in less than the minimum, CGP&H will be paid the difference by the municipality.

**BOROUGH OF PENNINGTON
RESOLUTION 2022 – 12.8**

**RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN
COMPLIANCE WITH THE TIER TWO REQUIREMENTS OF THE CYBER RISK
MANAGEMENT PLAN OF THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT
INSURANCE FUND**

WHEREAS, the Borough of Pennington is a member of the Mid Jersey Municipal Joint Insurance Fund which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the Mid Jersey Municipal Joint Insurance Fund, the Borough of Pennington enjoys cyber liability insurance coverage to protect the Borough of Pennington from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Borough of Pennington; and

WHEREAS, the Borough is required to adopt and by this Resolution intends to adopt in particular (1) a Master Technology Policy, Version 2.2; (2) a Remote Access Policy – VPN; and (3) the following best practices and standards: a. Server Security; b. Access Privilege Controls; c. Technology Support; d. System/Event Logging; e. Protected Information; f. Remote Access; g. Leadership Access; h. IT/ Business Continuity; i. Banking Controls; and j. Technology Practice Policy;

WHEREAS, copies of these Policies are attached to this Resolution;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Pennington, that the following policies and practices are hereby adopted:

1. Master Technology Policy, Version 2.2, MEL Cyber Risk Management Program (attached);
2. Borough of Pennington, Remote Access Policy (attached).
3. The best practices and standards further described above.

AND, BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk



MEL Cyber Risk Management Certification

Tier 2

Server Security

1. The municipality's servers and network equipment are protected from unauthorized access.

Access Privilege Controls

1. Users with administrative rights are limited to those who need them.
2. Non-administrator users are granted limited access rights based on job function and responsibilities.
3. Access rights are updated upon any personnel status change action.
4. Access rights for each individual are reviewed at least every six (6) months.

Technology Support

1. The municipality has qualified staff or contractor(s) to provide technology support and guidance.

System / Event Logging

1. The municipality has appropriate system and event logging in place to detect and/or capture system/network performance and security anomalies.

Protected Information

1. The municipality has a process that ensures all files containing Personally Identifiable Information (PII) or Protected Health Information (PHI) are password protected or encrypted.

Remote Access

1. The municipality requires the use of a Virtual Private Network (VPN) when remotely accessing the municipal network or cloud-base applications. This also includes adopting a Remote Access Policy. (refer to Remote Access Policy – VPN in the Master Technology Policy Ver 2.2).

Leadership Expertise

1. The municipality's senior management has access to resources with expertise in their respective fields to support technology decision making, i.e., risk assessments, planning, budgeting, etc.



MEL Cyber Risk Management Certification

Tier 2

IT Business Continuity

1. The municipality's Emergency Management/Continuity of Government (CoG) plan shall Include an IT Business Continuity Plan as part of their Disaster Recovery section.

✓

Banking Controls

1. The municipality has implemented internal controls to minimize fraudulent banking transactions.

✓

Technology Practice Policy

1. The Management/Governing Body has adopted the MEL's Information Technology Policy as respects to Tier 2.

✓



MEL Cyber Risk Management Certification

Tier 2

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

MEMBER ENTITY

Print Name

Title

Signature

Date

TECHNOLOGY EXPERT

JOSHUA DILL
Print Name

[Signature]
Signature

IT CONSULTANT
Title

12/01/2022
Date

**BOROUGH OF PENNINGTON
RESOLUTION 2022 – 12.9**

Item 29.

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH JOSEPH L. MAZOTAS OF PRINCETON REALTY RESOURCES FOR UPDATED APPRAISAL REQUIRED BY GREEN ACRES RELATED TO THE RECENT ACQUISITION OF 417B SOUTH MAIN STREET AS OPEN SPACE

WHEREAS, the Borough of Pennington by Resolution 2022-1.23 retained Joseph L. Mazotas, Princeton Realty Resources to perform an appraisal of Block 1002, Lot 12.02 on the Pennington Borough Tax Map, also known as 417B South Main Street in the Borough (“the Property”); ; and

WHEREAS, the Borough acquired the Property utilizing funds available in the Borough Open Space Fund together with anticipated funding by the Green Acres Program in the New Jersey Department of Environmental Protection; and

WHEREAS, the Borough is now in the process of applying for Green Acres Funding and Green Acres is requiring that certain additional information be included in the appraisal report; and

WHEREAS, for the purpose of revising the appraisal report in accordance with Green Acres requirements, the Borough seeks to retain again the professional services of Joseph L. Mazotas and Princeton Realty Resources, in accordance with a proposal by them dated December 1, 2022 of which a copy is attached (“the Proposal”);

WHEREAS, as provided in the Proposal, Mr. Mazotas will perform the work at the rate of \$125 per hour inclusive of all related expenses for a total cost not to exceed \$1,200, except exclusive of any cost of updating property-specific documents such as surveys, tax maps and other technical documents regarding the Property, which shall not be undertaken without the prior written approval of Council;

WHEREAS, Joseph L. Mazotas of Princeton Realty Resources is on the Green Acres List of approved appraisers; and

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et. seq., a contract for professional services of the kind authorized herein is not subject to public bidding;

WHEREAS, prior to entering into the contract, Joseph L. Mazotas and Princeton Realty Resources shall provide sworn statements made under penalty of perjury that neither they nor any of their covered principals, partners, officers or subsidiaries has made a political contribution in violation of the Code of the Borough of Pennington or N.J.S.A. 19:44A-20.5 prohibiting certain political contributions by business entities awarded contracts by the Borough for professional services;

WHEREAS, funds are available in the Open Space Trust Fund, T-03-00-850-850-255;

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Pennington, as follows:

The Mayor and Borough Clerk are hereby authorized to issue a purchase order to Joseph L. Mazotas of Princeton Realty Resources for appraisal services pertaining to the Property, at a cost not to exceed \$1,200, in accordance with the attached Proposal and as further explained above.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by Pennington Borough Council at a meeting held on December 5, 2022.

Elizabeth Sterling, Borough Clerk



Joseph L. Mazotas, MAI

December 1, 2022

Betty Sterling, Borough Clerk/Assistant CFO
Borough of Pennington
30 North Main St.
Pennington, New Jersey 08534-0095

Dear Ms. Sterling:

**Subject: 417-B South Main Street – Pennington, New Jersey – Update Appraisal
Per Green Acres Instructions**

After reviewing the email from the NJ DEP regarding the subject, it appears that further information is required by the Green Acres Program. The email indicates that certain documents are required that may not have been in the appraisal and/or were not provided or may have not been available at the time of transmission of the report.

To satisfy the requested information and additional documents, it is necessary to first interview the Project Manager, Kimberly W. Testa at Green Acres as to the specific issues and documentation required followed up with an amended valuation reflecting any needed modifications and required documents. It may be necessary to coordinate the required information with Pennington officials/technicians in the Borough.

My fee to for the compliance review will be billed at the hourly rate of **\$125.** not to exceed **\$1,200.** The said fee is inclusive of all expenses including travel, report preparation and normal out of pocket expenses but it does not include the cost of updating property specific documents such as surveys, tax maps and other technical documents regarding the property.

Please call me if you have questions about my proposal for services.

Yours sincerely,

A handwritten signature in blue ink that reads 'Joseph L. Mazotas'.

Joseph L. Mazotas, MAI
NJ Certification 42RG00018600

**BOROUGH OF PENNINGTON
RESOLUTION 2022 - 12.10**

**RESOLUTION AUTHORIZING REIMBURSEMENT OF THE
OPEN SPACE FUND FOR THE VALUE OF A FENCE
ENCROACHMENT AREA ON THE ARBORETUM PROPERTY,
VALUED BY GREEN ACRES AT \$264.70.**

WHEREAS, by Ordinance 2019-10, the Borough of Pennington has acquired from the Hopewell Valley Regional School District a tract of wooded land for preservation as active open space and the creation of an arboretum;

WHEREAS, this acquisition has been financed by the Pennington Open Space Fund in anticipation of matching funding under the Green Acres Program of the New Jersey Department of Environmental Protection;

WHEREAS, the Arboretum Property, designated Block 1003, Lot 15.02 on the Borough Tax Map, consists of approximately 3.4 acres of land bounded on the west by the rear property line of Toll Gate Elementary School, on the north by Curlis Avenue, on the east by Baldwin Boulevard, and on the south by the rear property lines of residential dwellings on East Welling Avenue;

WHEREAS, the Borough has applied to Green Acres for funding of allowable costs with the understanding that in consideration of the State's agreement to provide funding, the Arboretum Property shall be held exclusively for recreation and conservation purposes subject to the covenants, restriction and conditions prescribed by law;

WHEREAS, a survey made by Van-Note Harvey Associates, Inc. dated November 15, 2019 reveals mislocation of a six-foot post and wire fence ("the Fence") at the rear of the adjacent East Welling Avenue property known as Block 1003, Lot 2 on the Borough Tax Map (hereafter "the East Welling Property"), resulting in an angular encroachment on the Arboretum Property ranging from approximately 0 to 4.5 feet in depth over the width of the East Welling property;

WHEREAS, as one of the conditions of Green Acres funding, Green Acres requires the Borough to reimburse the Pennington Open Space Fund for the value of that portion of the Arboretum Property, surveyed to be 0.006 acres, affected by the Fence encroachment ("Fence Encroachment Area");

WHEREAS, Green Acres values the Fence Encroachment Area at \$264.70, representing 0.0006 acres at \$44,117.65/acre;

WHEREAS, the required funds are available in account #: 2-01-20-100-000-255;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Pennington, that the Borough Clerk is hereby authorized to disburse \$264.70 in Borough funds to the Pennington Open Space Fund, reimbursing the Fund for the value of the Fence Encroachment Area on the Arboretum Property as explained above.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Gross				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on December 5, 2022.

Elizabeth Sterling, Borough Clerk