



**Agenda**  
**Borough of Hightstown**  
**Reorganization Meeting**  
January 2, 2012 7:30 pm  
First Aid Building

Meeting called to order by Mayor Steven Kirson.

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

Roll Call - 2011 Council

**Swearing-In Ceremony:**

- **Councilmember Susan Bluth**
- **Councilmember Robert Thibault**

Invocation

Flag Salute

Roll Call - 2012 Council

Recognition of Dignitaries

Approval of Agenda

**Proclamations:**

- **Honoring Skye Gilmartin**
- **Honoring Isabel McGinty**
- **Honoring Dimitri Musing**
- **Honoring J. Michael Vanderbeck**

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

**Resolution 2012-01:** Electing Council President for 2012

**Consent Agenda:** All matters listed hereunder are considered to be of a routine nature and may be enacted in one motion. The Mayor or any Council member may request that an item or items be removed for separate consideration.

**Resolution #**

2012-02

**Title**

Appointing Professional Services

2012-03

Appointing Boards, Commissions and Committees

2012-04	Appointing Borough Officials
2012-05	Appointing Council Liaisons
2012-06	Designating Official Borough Newspapers
2012-07	Adopting Robert's Rules of Order
2012-08	Approving the Borough Council Meeting Schedule for 2012
2012-09	Designating Certifying Agent for Pension Funds
2012-10	Authorizing Issuance of Interim Checks
2012-11	Authorizing Petty Cash Funds
2012-12	Authorizing 2012 Temporary Operating Budget – Current
2012-13	Authorizing 2012 Temporary Operating Budget – Water/Sewer
2012-14	Establishing the Rate of Interest to be Charged on Delinquent Taxes
2012-15	Adopting Cash Management Plan
2012-16	Authorizing Depositories for Borough Accounts
2012-17	Establishing 2012 Schedule of Holidays and Borough Business Hours

Council Comments

**Mayor's Address - Mayor Steven Kirson**

Benediction

Adjournment



BOROUGH OF HIGHTSTOWN

# Proclamation

## Honoring Skye Gilmartin

*Whereas, Skye Gilmartin served as Hightstown Borough Councilmember for a period of one year and three months; and*

*Whereas, during her tenure as a Councilmember, Ms. Gilmartin has served as Council liaison to various boards, committees and commissions, and has also served on various Council and Mayoral committees; and*

*Whereas, Ms. Gilmartin has given her time and efforts to serving the Borough of Hightstown in this public capacity;*

*Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank **Skye Gilmartin** for her commitment and dedication to the Borough and its residents, and we wish her success in all her future endeavors.*

**Presented this 2nd day of January, 2012**

\_\_\_\_\_  
*Steven Kirson, Mayor*

\_\_\_\_\_  
*Gail Doran, Councilmember*


\_\_\_\_\_  
*Selena Bibens, Councilmember*

\_\_\_\_\_  
*Lawrence D. Quattrone, Councilmember*

\_\_\_\_\_  
*Susan Bluth, Councilmember*

\_\_\_\_\_  
*Robert Thibault, Councilmember*

\_\_\_\_\_  
*Lynne Woods, Councilmember*





BOROUGH OF HIGHTSTOWN

# Proclamation

## Honoring Isabel McGinty

*Whereas, Isabel McGinty served as Hightstown Borough Councilmember for a period of three years; and*

*Whereas, during her tenure as a Councilmember, Ms. McGinty has served as Council liaison to various boards, committees and commissions, and has also served on various Council and Mayoral committees; and*

*Whereas, Ms. McGinty has given her time and efforts to serving the Borough of Hightstown in this public capacity;*

*Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank Isabel McGinty for her commitment and dedication to the Borough and its residents, and we wish her success in all her future endeavors.*

**Presented this 2nd day of January, 2012**

\_\_\_\_\_  
*Steven Kirson, Mayor*

\_\_\_\_\_  
*Gail Doran, Councilmember*


\_\_\_\_\_  
*Selena Bibens, Councilmember*

\_\_\_\_\_  
*Lawrence D. Quattrone, Councilmember*

\_\_\_\_\_  
*Susan Bluth, Councilmember*

\_\_\_\_\_  
*Robert Thibault, Councilmember*

\_\_\_\_\_  
*Lynne Woods, Councilmember*





BOROUGH OF HIGHTSTOWN

# Proclamation

## Honoring Dimitri Musing

*Whereas, Dimitri Musing served the Borough of Hightstown as an elected Member of the Hightstown Borough Council from January 1, 2010 through April 12, 2011; and*

*Whereas, during his tenure as a Councilmember, Mr. Musing served as Council liaison to various boards, committees and commissions, and he also served on various Council and Mayoral committees; and*

*Whereas, Mr. Musing gave his time and efforts to serving the Borough of Hightstown in this public capacity;*

*Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank **Dimitri Musing** for his commitment and dedication to the Borough and its residents, and we wish him success in all his future endeavors.*

**Presented this 2nd day of January, 2012**

\_\_\_\_\_  
*Steven Kirson, Mayor*

\_\_\_\_\_  
*Gail Doran, Councilmember*


\_\_\_\_\_  
*Selena Bibens, Councilmember*

\_\_\_\_\_  
*Lawrence D. Quattrone, Councilmember*

\_\_\_\_\_  
*Susan Bluth, Councilmember*

\_\_\_\_\_  
*Robert Thibault, Councilmember*

\_\_\_\_\_  
*Lynne Woods, Councilmember*





BOROUGH OF HIGHTSTOWN

# Proclamation

## Honoring J. Michael Vanderbeck

*Whereas, J. Michael Vanderbeck served as Borough Councilmember for a three year term from January 1, 2000 to December 31, 2002; and*

*Whereas, at the request of the Borough Council, J. Michael Vanderbeck returned to serve as Hightstown Borough Councilmember for an unexpired term for a period of six months from May 2, 2011 to November 21, 2011; and*

*Whereas, during his tenure as a Councilmember, Mr. Vanderbeck has served as Council liaison to various boards, committees and commissions, and has also served on various Council and Mayoral committees; and*

*Whereas, Mr. Vanderbeck has given his time and efforts to serving the Borough of Hightstown in this public capacity.*

*Now, Therefore, Be It Proclaimed by the Mayor and Council of the Borough of Hightstown that we hereby commend and thank J. Michael Vanderbeck for his commitment and dedication to the Borough and its residents, and we wish him success in all his future endeavors.*

Presented this 2nd day of January, 2012

\_\_\_\_\_  
*Steven Kirson, Mayor*

\_\_\_\_\_  
*Gail Doran, Councilmember*


\_\_\_\_\_  
*Selena Bibens, Councilmember*

\_\_\_\_\_  
*Lawrence D. Quattrone, Councilmember*

\_\_\_\_\_  
*Susan Bluth, Councilmember*

\_\_\_\_\_  
*Robert Thibault, Councilmember*

\_\_\_\_\_  
*Lynne Woods, Councilmember*



# Resolution 2012-01

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

## **ELECTING COUNCIL PRESIDENT FOR 2012**

**WHEREAS**, there exists a need to fill the position of Council President for 2012; and

**WHEREAS**, it is the desire of the Borough Council to elect \_\_\_\_\_ to fill that position;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that \_\_\_\_\_ is hereby elected as Council President for the year 2012.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-02

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## RESOLUTION RATIFYING AND CONFIRMING APPOINTMENTS FOR 2012 - PROFESSIONAL SERVICES

**WHEREAS**, in accordance with the *Revised General Ordinances of the Borough of Hightstown*, Mayor Steven Kirson has proposed the following appointments, subject to the advice and consent of Council:

		<b>Term</b>	<b>Term expiration</b>
<b>Municipal Attorney:</b>	Frederick Raffetto, Esq. Ansell Grimm & Aaron 1500 Lawrence Avenue, CN 7807 Ocean, New Jersey 07712	1 year	December 31, 2012
<b>Municipal Engineer:</b>	Carmela Roberts Roberts Engineering Group 1670 Whitehorse-Hamilton Sq. Rd, Suite C-2 Hamilton, New Jersey 08690	1 year	December 31, 2012
<b>Municipal Auditor:</b>	William E. Antonides, CPA, RMA William E. Antonides and Company 2807 Hurley Pond Road, Suite 200 P.O. Box 1137 Wall, New Jersey 07719	1 year	December 31, 2012
<b>Municipal Planner:</b>	Tamara Lee Tamara Lee Consulting, LLC 156 Lindbergh Road Hopewell, New Jersey 08525	1 year	December 31, 2012
<b>Bond Counsel:</b>	Edward J. McManimon, III McManimon & Scotland, LLC 1037 Raymond Blvd, Ste. 400 Newark, New Jersey 07102	1 year	December 31, 2012
<b>Municipal Prosecutor</b>	Robert H. Yostembski 205 Cornwall Avenue Trenton, New Jersey 08618	1 year	December 31, 2012

**NOW, THEREFORE, BE IT RESOLVED** that the Hightstown Borough Council does hereby consent to the Mayor's appointments as listed herein, and said appointments are ratified and confirmed effective this date, January 1, 2012.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-03

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

## **RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2012 - BOARDS, COMMISSIONS AND COMMITTEES**

**BE IT RESOLVED** that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

### **Planning Board**

Gail Doran	1 yr.	December 31, 2012
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### **Environmental Commission**

Barbara Jones	3 yrs.	December 31, 2014
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### **Housing Authority**

Esther Velasquez	5 yrs.	December 31, 2016
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### **Board of Health**

Sarah Kluxen	3 yrs.	December 31, 2014
Ann Dandurand	3 yrs.	December 31, 2014
Lisa Martucci	3 yrs.	December 31, 2014
Robin Conrad	2 yrs.	December 31, 2013
Skye Gilmartin	ux. 3 yrs.	December 31, 2013

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

**BOROUGH OF HIGHTSTOWN**  
**MAYOR'S APPOINTMENTS**  
**JANUARY 2, 2012**

**Planning Board**

Bill Searing, Class II member	1 yr.	December 31, 2012
Fred Monferrat	4 yrs.	December 31, 2015
Karen Highsmith	4 yrs.	December 31, 2015
Vacant, Alternate #1	2 yrs.	December 31, 2013

**Parks and Recreation Commission**

Pat Duncan	5 yrs.	December 31, 2016
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**Historic Preservation Commission**

Rich Teller (Class C)	4 yrs.	December 31, 2015
Philippe Cardoso (Class A)	4 yrs.	December 31, 2015
Dan Buriak (Class B)	ux. 4 yrs.	December 31, 2013
Jeff Belpanno, (Class C) Alternate #1	2 yrs.	December 31, 2013
Bob Von Regen (Class A)	ux. 4 yrs.	December 31, 2012
Jim Zito (Class C)	ux. 4 yrs.	December 31, 2012
John Hostetler, (Class C) Alternate #2	ux. 2 yrs.	December 31, 2012

**Police Commissioner**

Councilmember Larry Quattrone	1 yr.	December 31, 2012
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**Water and Sewer Committee**

Mayor Steven Kirson	1 yr.	December 31, 2012
Councilmember Lynne Woods	1 yr.	December 31, 2012
Michael Theokas	1 yr.	December 31, 2012
Larry Blake	1 yr.	December 31, 2012
Sean McGuire	1 yr.	December 31, 2012
John Archer	1 yr.	December 31, 2012
Anne Blake	1 yr.	December 31, 2012
Biff Searing	1 yr.	December 31, 2012
Carmela Roberts, P.E.	1 yr.	December 31, 2012

# Resolution 2012-04

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

## **RESOLUTION MAKING AND CONFIRMING APPOINTMENTS FOR 2012 - BOROUGH OFFICIALS**

**BE IT RESOLVED** that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

### **Chief Finance Officer**

George Lang 4 yrs. December 31, 2015

### **Joint Insurance Fund Commissioner**

Michael Theokas 1 yr. December 31, 2012

### **Alternate Joint Insurance Fund Commissioner**

Debra L. Sopronyi 1 yr. December 31, 2012

### **Assessment Search Officer**

Debra L. Sopronyi 1 yr. December 31, 2012

### **Public Agency Compliance Officer (P.A.C.O.)**

Debra L. Sopronyi 1 yr. December 31, 2012

### **Public Defender**

Richard Kelly 1 yr. December 31, 2012

### **Alternate Public Defender**

Gus Siggelakis 1 yr. December 31, 2012

### **Alternate Prosecutors**

#1 - Sahbra Smook-Jacobs, Esq. 1 yr. December 31, 2012  
#2 - Lenore N. Hannah, Esq. 1 yr. December 31, 2012  
#3 - Renee La Marre-Sumners, Esq. 1 yr. December 31, 2012  
#4 - Edward Hunter, Esq. 1 yr. December 31, 2012  
#5 - Kim Augustus Otis, Esq. 1 yr. December 31, 2012

### **Zoning Officer**

William Schmeling 1 yr. December 31, 2012

### **Housing Inspectors**

George Chin 1 yr. December 31, 2012  
Annely Gomez 1 yr. December 31, 2012

### **Building Inspector**

George Chin 1 yr. December 31, 2012

**Fire Protection Inspector**

Chad Reed 1 yr. December 31, 2012

**Summer Recreation Director**

Larry Gunnell 1 yr. December 31, 2012

**Borough Historian**

Dr. David Martin 1 yr. December 31, 2012

**School Crossing Guards**

James Coleman 1 yr. December 31, 2012

Margaret H. K. Constantino 1 yr. December 31, 2012

Carl Jantz 1 yr. December 31, 2012

Ivan Snow 1 yr. December 31, 2012

Maria Sterns 1 yr. December 31, 2012

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-05

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

## **APPOINTING COUNCIL LIAISONS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the following Council liaisons are hereby confirmed:

<b>LYNN WOODS</b>	Water and Sewer Departments Borough-owned properties
<b>GAIL DORAN</b>	Environmental Commission
<b>LAWRENCE D. QUATTRONE</b>	First Aid Squad Public Works
<b>ROBERT THIBAUT</b>	Finance and Administration Historic Preservation Commission Board of Health
<b>SUSAN BLUTH</b>	Municipal Court Housing Authority
<b>SELENA BIBENS</b>	Parks and Recreation Commission Fire Department Construction/Housing/Fire Code Enforcement

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-06

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

## **DESIGNATING OFFICIAL BOROUGH NEWSPAPERS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers of the municipality for the year 2012.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-07

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

## **ADOPTING ROBERT'S RULES OF ORDER**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that, in any question concerning the organization, proceedings or decorum in connection with meetings of the Borough Council, which question is not otherwise covered by Resolution of Council or general law, Robert's Rules of Order shall govern, and that the Borough Attorney shall serve as *ex officio* parliamentarian, and shall be prepared, at the request of any member of Council, to render his opinion on any question of procedure.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2010-08

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

## **APPROVING THE BOROUGH COUNCIL MEETING SCHEDULE FOR THE YEAR 2012**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the meetings of the Mayor and Borough Council for the remainder of 2012 and for the first meeting in 2013, will be held at **7:30 p.m.**, unless otherwise noted, at the First Aid Building at 168 Bank Street, Hightstown, on the following dates:

### **2012 SCHEDULED COUNCIL MEETING DATES**

TUESDAY (Monday holiday)	January 17
MONDAY	February 6
TUESDAY (Monday holiday)	February 21
MONDAY	March 5
MONDAY	March 19
MONDAY	April 2
MONDAY	April 16
MONDAY	May 7
MONDAY	May 21
MONDAY	June 4
MONDAY	June 18
MONDAY	July 2
MONDAY	July 16
MONDAY	August 6
MONDAY	August 20
TUESDAY (Monday holiday)	September 4
TUESDAY (Monday holiday)	September 18
MONDAY	October 1
MONDAY	October 15
MONDAY	November 5
MONDAY	November 19
MONDAY	December 3
MONDAY	December 17

**2013 Meeting**

MONDAY, January 7

Reorganization Meeting, 7:30 p.m.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-09

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

## **DESIGNATING CERTIFYING AGENT FOR PENSION FUNDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of the Hightstown that, in accordance with requirements of the Public Employee's Retirement System and the Policeman's and Fireman's Retirement System, Borough Chief Financial Officer George J. Lang is hereby designated as Certifying Agent for Pension Funds, and shall be responsible for processing and submitting all documents, as required, pertaining to the aforesaid retirement systems.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-10

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

## **AUTHORIZING ISSUANCE OF INTERIM CHECKS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that authorization be given to the Treasurer to issue checks for the purpose of payroll and/or emergency payments between Council meetings during 2012, and that these payments will appear on the bill list to be approved by the Mayor and Council at the next regularly scheduled Council meeting.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-11

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

## **AUTHORIZING PETTY CASH FUNDS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk, the Borough Treasurer and the Superintendent of the Wastewater Treatment Plant are authorized to be custodians of funds, as follows, for the purpose of petty cash expenditures:

Borough Clerk's Office - \$50.00

Finance Office - \$100.00

Water & Sewer Department - \$50.00

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-12

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING 2012 TEMPORARY OPERATING BUDGET – CURRENT

**WHEREAS**, N.J.S.A. 40A:4-19 provides that:

*“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.*

*The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”*

; and

**WHEREAS**, 26.25 percent of the total appropriations in the 2011 current budget, exclusive of appropriations for capital improvement fund and debt service, is \$1,542,025.56;

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

1. The 2012 Temporary Operating Budget (Current), as detailed on the annexed Schedule, totaling \$1,430,000.00 is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

## CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

Borough of Hightstown  
2011 Temporary Budget - Current

**GENERAL GOVERNMENT**

Administration Office	
Salaries and Wages	15,000.00
Other Expenses	500.00
Mayor & Borough Council	
Salaries and Wages	7,000.00
Other Expenses	600.00
Municipal Clerk	
Salaries and Wages	18,000.00
Other Expenses	2,500.00
Office Supplies & Paper Products	
Other Expenses	6,000.00
Financial Administration	
Salaries and Wages	23,000.00
Other Expenses	7,000.00
Data Processing / IT	
Other Expenses	7,000.00
Collection of Taxes	
Salaries and Wages	11,000.00
Other Expenses	3,000.00
Assessment of Taxes	
Salaries and Wages	4,300.00
Other Expenses	4,000.00
Municipal Court	
Salaries and Wages	35,000.00
Other Expenses	4,000.00
Legal Services and Costs	
Other Expenses	45,000.00
Engineering Services & Costs	
Other Expenses	10,000.00
Historic Preservation Commission	
Other Expenses	100.00

**LAND USE ADMINISTRATION**

Planning Board	
Salaries and Wages	5,500.00
Other Expenses	15,000.00
Health Benefit Waiver	

**INSURANCE**

Insurance	
General Liability and Property	30,000.00
Worker's Compensation	80,000.00
Health Benefit Waiver	10,000.00
Employee Group Health	125,000.00

Borough of Hightstown  
2011 Temporary Budget - Current

**PUBLIC SAFETY FUNCTIONS**

Police	
Salaries and Wages	350,000.00
Other Expenses	13,000.00
Police Fire & Radio Communications	
Salaries and Wages	35,000.00
Other Expenses	5,000.00
Emergency Management Services	
Other Expenses	100.00
Fire Department	
Other Expenses	8,000.00
Uniform Fire Safety Act - Fire Official	
Salaries and Wages	3,700.00
Other Expenses	2,000.00
Emergency Medical Services	
Other Expenses	5,000.00
Municipal Prosecutor	
Other Expenses	4,000.00

**PUBLIC WORKS FUNCTIONS**

Streets & Roads Maintenance	
Salaries and Wages	50,000.00
Other Expenses	7,500.00
Snow Removal	
Other Expenses	2,000.00
Sanitation Solid Waste Collection	
Salaries and Wages	22,000.00
Other Expenses	15,000.00
Buildings & Grounds	
Salaries and Wages	14,000.00
Other Expenses	6,000.00
Recycling	
Salaries and Wages	28,100.00
Other Expenses	12,000.00
Vehicle Maintenance	
Other Expenses	12,000.00
Community Services Act	
Other Expenses - Miscellaneous	10,000.00

**HEALTH AND HUMAN SERVICES**

Board of Health (Health & Human Services)	
Salaries and Wages	16,000.00
Other Expenses	3,000.00
Environmental Commission	
Other Expenses	300.00

Borough of Hightstown  
2011 Temporary Budget - Current

**PARKS AND RECREATION FUNCTIONS**

Maintenance of Parks	
Salaries and Wages	10,000.00
Other Expenses	1,000.00
Parks & Recreation Commission	
Other Expenses	1,000.00

**COMMON OPERATING FUNCTIONS**

Postage, Shipping & Express	
Other Expenses	4,000.00
Celebration of Public Events	500.00

**UTILITIES AND BULK PURCHASES**

Electricity	
Other Expenses	17,000.00
Street Lighting	
Other Expenses (075 Street Lighting)	15,000.00
Telephone / Telegraph	
Other Expenses	12,000.00
Natural Gas (GAS/HEATING OIL)	
Other Expenses	13,000.00
Gasoline & Diesel Fuel Oil (GASOLINE)	
Other Expenses	16,000.00

**LANDFILL/SOLID WASTE**

Landfill Disposal Costs	
Other Expenses	52,000.00
Recycling Tax	2,000.00

**CODE ENFORCEMENT**

Construction Official	
Salaries and Wages	29,000.00
Other Expenses	2,000.00
Housing Code Enforcement	
Salaries and Wages	8,000.00
Other Expenses	200.00

**STATUTORY EXPENDITURES**

Social Security	40,000.00
Defined Contribution Retirement Plan	2,000.00

Borough of Hightstown  
2011 Temporary Budget - Current

Recycling Tax	1,800.00
<b>Shared Service Agreements</b>	
Implementation of 911	
Salaries and Wages	21,000.00
Other Expenses	6,000.00
Senior Citizens Program Service Center	
Other Expenses 158 Senior Citizens Program	18,300.00
Roosevelt Borough Trash Collection	10,000.00
Health Services:	
Salaries and Wages	8,000.00
Other Expenses	25,000.00
Emergency Medical Services	16,000.00
Vehicle Maintenance Services	<u>7,000.00</u>
<b>TOTAL TEMPORARY BUDGET</b>	<b>1,430,000.00</b>

<b>MUNICIPAL DEBT SERVICE</b>	
Payment of Bond Principal	<b>270,000.00</b>
Loan Principal	<b>6,691.00</b>
Loan Interest	<b>3,026.00</b>
Interest on Bonds	<b><u>117,550.00</u></b>
<b>TOTAL DEBT SERVICE</b>	<b>397,267.00</b>

# Resolution 2012-13

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## **AUTHORIZING 2012 TEMPORARY OPERATING BUDGET – WATER/SEWER**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that:

*“The governing body may and, if any contracts, commitments or payments are to be made prior to the adoption of the budget, shall by resolution adopted within the first 30 days of the beginning of the fiscal year, make appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget.*

*The total of appropriations so made shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding in both instances, appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.”*

; and

**WHEREAS**, 26.25 percent of the total appropriations in the 2011 water-sewer utility budget, exclusive of appropriations for capital improvement fund and debt service, is \$619,309.95

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

1. The 2012 Temporary Operating Budget (Water/Sewer), as detailed on the annexed Schedule, totaling \$600,000.00 is hereby adopted in accordance with N.J.S.A. 40A:4-19.
2. Certified copies of this Resolution shall be provided forthwith to the Treasurer, Chief Financial Officer and Borough Auditor.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

**Borough of Hightstown  
2012 Temporary Budget - Water/Sewer**

**Appropriations for Water/Sewer Utility**

*Operating:*

Salaries and Wages	230,000.00
Other Expenses	352,000.00

*Statutory Expenditures:*

Social Security (O.A.S.I.)	18,000.00
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<b>TOTAL TEMPORARY BUDGET - WATER/SEWER</b>	<b>\$600,000.00</b>
---------------------------------------------	---------------------

**DEBT SERVICE**

Bond Principal	460,000.00
Bond Interest	120,000.00
Loan Payment:-Principal	97,746.00
Loan Payment:-Interest	11,000.00

<b>TOTAL DEBT SERVICE</b>	<b>\$688,746.00</b>
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# Resolution 2012-14

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

## **ESTABLISHING THE RATE OF INTEREST CHARGED ON DELINQUENT TAXES**

**WHEREAS**, N.J.S.A. 54:4-67 permits the Borough to establish by resolution the rate of interest to be charged for the non-payment of taxes or assessments on any installment which is not made within the tenth (10th) calendar day following the date upon which the same became due and payable; and

**WHEREAS**, Chapter 75, P.L. 1991, permits the Mayor and Council to establish a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior the end of the calendar year; and

**WHEREAS**, the Mayor and Council wish to continue the policies currently in effect with respect to delinquent taxes;

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

1. Pursuant to N.J.S.A. 54:4-67, the Mayor and Council hereby reaffirm that the following interest shall be charged for the non-payment of taxes or assessments on any installment which is not made before or within the tenth (10th) calendar day following the date upon which same become payable: Eight (8%) percent annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable and until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayers with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of paragraphs 1 and 2 herein shall remain in effect unless and until superseded by Borough resolution or ordinance.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-15

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

## **ADOPTING CASH MANAGEMENT PLAN**

**WHEREAS**, the Chief Financial Officer, in accordance with the requirements of N.J.S.A. 40A:5-14, has prepared a Cash Management Plan (“the Plan”) for the year 2012 which designates the depositories for Borough funds, outlines procedures for the handling thereof, and details other responsibilities with regard to Borough funds; and

**WHEREAS**, it is the desire of the Mayor and Council to formally adopt the Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Cash Management Plan for the year 2012 which is attached hereto and made a part hereof is hereby adopted.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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*Debra L. Sopronyi  
Borough Clerk*

**BOROUGH OF HIGHTSTOWN**  
**County of Mercer, New Jersey**

**Cash Management Plan**  
**FY 2012**

**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Borough of Hightstown, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Hightstown. Two authorized signatories are required for disbursements, that shall include the Treasurer, or in her absence the Chief Financial Officer; Business Administrator, or in his absence the Municipal Clerk; and/or the Mayor for the following accounts:

1. Current Fund
  - a. Current
  - b. Grant Fund
2. Trust Funds
  - a. Builder's Performance Escrow  
Planning and Zoning Board Escrow  
Engineering Escrow
  - b. Law Enforcement Trust
  - c. Animal Trust Fund
  - d. Payroll
  - e. Public Defender
  - f. Unemployment Trust
  - g. Other Trusts
3. General Capital
  - a. General Capital & various reserves to include arbitrage funds
4. Water-Sewer Utility
  - a. Operating
  - b. Capital

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Borough of Hightstown, Specifically:

1. Municipal Court - Authorized Signatory, Court Clerk and Municipal Judge
  - a. Fines Account
  - b. Bail Accounts
2. Tax Collector - Authorized Signatory, Chief Financial Officer, Tax Collector or Treasurer
  - a. Tax Collector (Lien) Trust

**III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF HIGHTSTOWN AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer and Treasurer of the Borough of Hightstown are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made with a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

BANK OF NEW YORK	MBIA-MUNICIPAL INVESTORS
MORGAN STANLEY CHASE BANK	SERVICE CORPORATION
TD BANK	NEW JERSEY ASSET & REBATE
DEAN WITTER	MANAGEMENT PROGRAM
FIRST WASHINGTON BANK	NEW JERSEY CASH MANAGEMENT
WELLS FARGO BANK	PNC BANK
FIRST CONSTITUTION BANK	SOVEREIGN BANK
PROVIDENT BANK	BANK OF AMERICA
BANK OF PRINCETON	SUN NATIONAL BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit as permitted by law.

**V. DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

**VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The preceding listed brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Borough, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

## **VII. INVESTMENT INSTRUMENTS AND PROCEDURE**

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - b. the custody of collateral is transferred to a third party;
  - c. the maturity of the agreement is not more than 30 days;
  - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
  - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

**Government Money Market Mutual Fund.** An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
  - Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in U.s. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; that is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

#### **VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough’s funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

#### **IX. DISBURSEMENT OF FUNDS**

All funds shall be disbursed as authorized and directed in accordance with statutory provisions. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming fiscal year. Upon review of the schedules of payments by the Borough Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments
- Debt Service

Salaries and Wages  
Postage  
Petty Cash Reimbursements  
Payroll Withholdings- *e.g.*, Taxes, Dues, Deferred Compensation, Bonds, Garnishments, Pension

**X. PETTY CASH FUND**

Reimbursements for expenditures through the Petty Cash Funds shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Funds shall be maintained in accordance with N.J.S.A. 40A:5-21. Petty Cash Funds shall be maintained in the following amounts:

Treasurer	100.00
Borough Clerk	50.00
Advanced Wastewater Treatment	50.00

**XI. BONDING**

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

- Chief Financial Officer
- Tax Collector
- Treasurer
- Borough Clerk
- Municipal Court Administrator

Staff members of the Departments of Finance, Tax Collection and Municipal Court not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

**XII. COMPLIANCE**

The Cash Management Plan of the Borough of Hightstown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

**XIII. REPORTING REQUIREMENTS.**

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Borough as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.

- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

Implementation of this section is dependent upon adequate staffing in the Finance Office.

**XIV. TERM OF PLAN**

This Plan shall be in effect from January 1, 2012 to December 31, 2012. Attached to this Plan is a resolution of the governing body of the Borough of Hightstown approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official(s) is/are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

# Resolution 2012-16

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

## **AUTHORIZING DEPOSITORIES AND SIGNATURES FOR BOROUGH ACCOUNTS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the banks designated as depositories of monies of the Borough of Hightstown are hereby established in accordance with the Cash Management Plan adopted by the Borough on January 2, 2012; and

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the accounts of the Borough of Hightstown and that **all notes and drafts** of the Borough of Hightstown be signed in like manner by any two of said same officers:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the **payment of salaries and wages** from the accounts of the Borough of Hightstown:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Animal Control Account**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Water & Sewer Operating Account**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Trust Accounts**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Unemployment Trust Fund**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Public Defender Account**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Current Account**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for the payment of money from the **Capital Funds** of the Borough of Hightstown:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Grant Account**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator

Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Law Enforcement Trust Account**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED** that the following officers of the Borough of Hightstown be hereby authorized to sign checks for payment of money from the **Escrow Accounts (Subdivision Site Plan)**:

Steven Kirson, Mayor  
Janice Mohr-Kminek, Treasurer  
George J. Lang, Chief Financial Officer  
Michael Theokas, Borough Administrator  
Debra L. Sopronyi, Borough Clerk

**BE IT FURTHER RESOLVED**, that the Borough Clerk, Borough Administrator, Chief Financial Officer, Treasurer, Tax Collector, and the Municipal Court Administrator shall not be held liable for any loss of public money deposited by them with the aforesaid banks when such loss is occasioned by the failure of such banks faithfully to account for and pay over such money on legal demand.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2012-17

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

## **ESTABLISHING 2012 SCHEDULE OF HOLIDAYS AND BOROUGH BUSINESS HOURS**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the following will be considered the official holidays for the year 2012 and the first week of 2013:

January 2	New Years' Day observed (Monday)
January 16	Martin Luther King, Jr. Day (Monday)
February 20	Presidents Day (Monday)
April 6	Good Friday
May 28	Memorial Day observed (Monday)
July 4	Independence Day (Wednesday)
September 3	Labor Day (Monday)
October 8	Columbus Day (Monday)
November 12	Veterans Day observed (Monday)
November 22	Thanksgiving Day (Thursday)
November 23	Day After Thanksgiving (Friday)
December 25	Christmas Day (Tuesday)
January 1	New Years Day (Tuesday)

**BE IT FURTHER RESOLVED** that the official business hours for Borough offices will be 8:30 a.m. to 4:30 p.m. Monday through Friday, except as noted above.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2012.

---

Debra L. Sopronyi  
Borough Clerk